

## Guidelines and Permit Information:



### Mobile Fuel Dispensing Questionnaire

Contractor Info. Required:

Business Name of Fueling Company: [REDACTED]

Business Address of Fueling Company: [REDACTED]

24 Hr. Contact Name for Fueling Company: [REDACTED]

Fueling Company Phone: [REDACTED]

Fueling Company Contact Email: [REDACTED]

Questions: Please respond

1. What Type of refueling operation is this? *Please check one*

Commercial, Industrial, Governmental, or Manufacturing refueling operation

Mobile on demand operation

2. Location address where fueling operations will occur? [REDACTED]

3. What means does your operator have to notify the appropriate agencies if an emergency or spill occurs? [REDACTED]

Questions: Informational only

1. Do you understand that one Permit is required per site to conduct fueling operations?

2. Have you read and understand the code requirements contained in this guide?

3. Have you attached a "To Scale" site plan with all the listed requirements of this guide?

4. Have you attached your Emergency Plan?

5. Have you attached all manufacturer data sheets and information as listed in this guide?

6. Has your 40 B:C extinguisher been serviced within the last year?

7. Has the operator(s) been provided with appropriate training and are these records stored by the company?

By signing and dating this document you have read and understand the operating and permit requirements. Any willful violation of these conditions will result in the termination of the operating permit. Operations may not begin until an approved permit is received (this is not a permit).

## Guidelines and Permit Information: **Mobile Fuel Dispensing**

### Permit Required: 2020 MSFC 105.6.16

An annual operating permit is required to conduct the dispensing of Class II and III motor vehicle fuel from a tank vehicle into the fuel tanks of motor vehicles located at commercial, industrial, governmental, or manufacturing establishments in accordance with Section 5706.5.4 or to engage in on-demand mobile fueling operations in accordance with 5707. Operations shall only occur at approved locations with an appropriately issued permit. (Separate permits are required per specific location)

Permits are good for the calendar year issued and will expire 12/31/XXXX of every year and must be renewed, annually.

Willful disregard for the operation conditions of this permit will result in permit revocation.

**Fees:** The City of Maple Grove Fee Schedule is available for review on the city website.

### Code Guidance/ General Requirements: 2020 MSFC 5706.5.4 and 5707

#### Commercial, industrial, or manufacturing on-site fuel dispensing:

- Dispensing shall occur only at sites that have been issued a permit to conduct mobile fueling.
- The fire code official is allowed to impose limits on the times and days during which mobile fueling operations are allowed to take place and specific locations on a site where the fueling is permitted. This will be reviewed by the Fire and Community/Economic Development departments annually or upon the receipt of complaints by adjoining properties.
- Mobile fueling operations shall be conducted in areas not open to the public or shall be limited to times when the public is not present.
- Mobile fueling shall not take place within 15 feet of buildings, property lines, combustible storage, or storm drains.
  - Exceptions: the distance to storm drains shall not apply if an approved storm drain cover or an approved equivalent is provided to prevent any fuel from reaching the storm drain.
  - The distance does not apply to storm drains that direct influent to an approved oil interceptor.
- The tank vehicle shall comply with the requirements of NFPA 385 and local, state, and federal requirements. The tank vehicle's specific functions shall include that of supplying fuel to motor vehicle fuel tanks. The vehicle and all of its equipment shall be maintained in good repair.
  - Tank vehicles shall also be free from the accumulation of grease, oil, or other flammable substances, and leaks.

- Signs prohibiting smoking or open flames within 25 feet (7620 mm) of the tank vehicle or the point of fueling shall be prominently posted on three sides of the vehicle including the back and both sides.
- A portable fire extinguisher with a minimum rating of 40:BC shall be provided on the vehicle with signage clearly identifying its location.
- The dispensing nozzles and hoses shall be of an approved and listed type, and the hose shall not be extended from the reel more than 100 feet in length.
- Absorbent materials, non-watery-absorbent pads, a 10-foot-long containment boom, an approved container with a lid and a non-metallic shovel shall be provided to mitigate a minimum of a 5-gallon fuel spill.
- Tank vehicles shall be equipped with a “fuel limit” switch such as a count-back switch, to limit the amount of a single fueling operation to not more than 500 gallons before resetting the limit switch.
  - Exception: when the operator carries a remote emergency shutoff device.
- Persons responsible for dispensing operations shall be trained in appropriate mitigating actions in the event of a fire, leak, or spill.
  - Training records shall be maintained by the dispensing company.
- The tank vehicle dispensing equipment shall be constantly attended to and operated only by designated personnel who are trained to handle and dispense motor fuels.
- Fuel dispensing is prohibited within 25 feet of an ignition source.
- The engines of vehicles being fueled shall be shut off during the dispensing operations.
- Nighttime fueling operations shall only take place in adequately lit areas.
- The tank vehicle shall be positioned with respect to vehicles being fueled to prevent traffic from driving over the delivery hose.
- During fueling operations, tank vehicle brakes shall be set, chock blocks in place, and warning lights shall be in operation.
- Motor vehicle fuel tanks shall not be topped off.
- The dispensing hose shall be properly placed on an approved reel or in an approved compartment prior to moving the tank vehicle.
- ***The fire code official and other appropriate authorities shall be notified when a reportable spill or unauthorized discharge occurs.***
- Operators shall place a drip pan or an absorbent pillow under each fuel fill opening prior to and during dispensing operations. Drip pans shall be liquid-tight. The drip pan or absorbent pillow shall have a capacity of not less than 3 gallons.
  - Spills retained in the drip pan or absorbent pillow need not be reported.
  - Contaminated absorbent pads or pillows shall be disposed of regularly in accordance with local, state, and federal requirements.
- The driver, operator, or attendant of a tank vehicle shall not remain in the vehicle cab and shall not leave the proximity of the vehicle while it is being filled or discharged. The delivery hose, when attached to a tank vehicle, shall be considered part of the vehicle.
- Parking shall be in accordance with all aspects of the MSFC.

### **On-Demand Mobile Fueling Operations:**

- On-demand mobile fueling operations that dispense Class I, II, and III liquids into the fuel tanks of motor vehicles shall comply with sections 5707.1 – 5707.6.3 of the 2020 MSFC, and shall not occur without first obtaining a valid operational permit from the MGF.
- An on-demand mobile fueling vehicle shall be a vehicle that has chassis-mounted tanks or containers where the aggregate cargo capacity does not exceed 1,200 gallons.

- A mobile fueling vehicle with a mounted tank in excess of 110 gallons shall comply with the requirements of MSFC Sections 5706.6, 5707, and NFPA 385.
- The mobile fueling vehicle shall comply with all local, state, and federal requirements.
- The mobile fueling vehicle and its equipment shall be maintained and in good repair.
- Mobile fueling shall not occur on public streets, public ways or inside buildings.
  - Fueling on the roof level of parking structures or other buildings is prohibited.
  - Mobile fueling shall not take place within 25 feet of any building, property line, or combustible storage.
  - Where dispensing operations occur within 15 feet of a storm drain, an approved cover or an approved equivalent method shall be provided to prevent any fuel from reaching the drain.
  - Smoking, open flames, and other sources of ignition shall be prohibited within 25 feet of fuel dispensing activities.
    - Signs shall be prominently displayed prohibiting smoking and open flames within 25 feet of the vehicle or point of fueling.
    - The engines of vehicles being fueled shall be off during refueling operations.
  - Dispensing hoses and nozzles shall not exceed 50 feet in length.
    - The dispensing nozzles and hoses shall be of an approved and listed type.
  - Mobile fueling vehicles shall be equipped with a fuel limit switch set to a maximum of 30 gallons and a nozzle or other approved device that, when activated, immediately causes flow of fuel from the mobile fueling vehicle to cease.
  - A portable fire extinguisher with a minimum rating of 40:BC shall be provided on the vehicle with signage clearly identifying its location.
  - Mobile fueling vehicles shall be supplied with a spill kit capable of handling a 5-gallon fuel spill.
  - Mobile fueling vehicles shall be constantly attended during fueling operations with brakes set and warning lights in operation.
    - Mobile fueling vehicles shall not obstruct emergency vehicle access roads.
  - Mobile fueling vehicles shall be positioned in a manner to preclude traffic from driving over the dispensing hose.
    - Prior to moving the vehicle, the dispensing hose shall be placed on an approved reel or in an approved compartment.
  - Operators shall place a drip pan or an absorbent pillow under the nozzle and each fuel fill opening prior to and during dispensing operations to catch drips.
    - Saturated pillows or pads shall be discarded in accordance with all applicable regulations.
  - ***The fire code official and other appropriate authorities shall be notified when a reportable spill or unauthorized discharge occurs.***

### Plan Submittal:

#### Commercial, industrial, or manufacturing on-site fuel dispensing:

Plans shall include the following as applicable:

- The owner of a mobile fueling operation shall provide the jurisdiction with a written response plan that demonstrates readiness to respond to a fuel spill, carry out appropriate mitigation measures, and describes the process to dispose properly of contaminated materials.
- A detailed site plan shall be submitted with each application, containing at a minimum the following:

- All buildings, structures, and appurtenances on-site and their use or function.
- Provide a list of all property uses adjacent to the lot lines of the site.
- The location of all storm drains openings.
- The location of all adjacent waterways or wetlands.
- Information showing slope, natural drainage, curbing, impounding, and how a spill will be retained upon the site property.
- Scale
- If operations are set to take place within 15 feet of a storm drain, provide details of storm drain covers, containment, or proof of oil interceptors installed on the storm drains within the area.
- Provide proof of adequate no-smoking or open flame signage.
- Location and type of fire extinguisher, along with a copy of passing annual inspection.
- Provide manufacturer datasheets for dispensing nozzles and hoses.
- Provide details of how dispensing hose shall not be extended past 100 feet in length.
- Provide a written list of spill containment materials located on the vehicle.
- Provide information on emergency shutoff device; count-back switch, remote shutoff device, etc.
- Provide proof of appropriate training for operators.
- Provide information on how operators will contact proper authorities in the event of an emergency.
- Provide information and manufacture data sheets on liquid-tight drip pan or absorbent pad to be utilized during refueling operations.

#### **On-demand mobile fueling operations:**

- Site plan as required above
- Provide a copy of the written safety and emergency response plan.
- Provide proof of appropriate training for operators.
- Provide manufacture data sheets on type of storm drain cover or equivalent method if fueling operations are to be conducted with 15 feet of a storm drain.
- Provide proof of adequate no-smoking or open flame signage.
- Location and type of fire extinguisher, along with a copy of passing annual inspection.
- Provide manufacturer datasheets for dispensing nozzles and hoses.
- Provide details of how dispensing hose shall not be extended past 50 feet in length.
- Provide a written list of spill containment materials located on the vehicle.
- Provide information on the installed fuel limit switch set to a maximum of 30 gallons, and other emergency stop equipment.
- Provide information on the drip pan or absorbent material/pillow that will be utilized during fueling operations.

**All plans shall be submitted electronically through ePermits online. No paper plans will be accepted.**

#### **Inspections Required:**

- On-site inspection of vehicle and procedure annually, upon reported spill, or citizen complaint

Click [HERE](#) to go to the ePermits website.

## Definitions:

**5707.2 Mobile Fueling Vehicle: A mobile fueling vehicle must be one of three types:**

### **Tank vehicle:**

NFPA 385 defines a tank vehicle as having a chassis-mounted cargo tank in excess of 110 gallons. Tank vehicles and their operations are regulated by section 5706.6 and NFPA 385

### **A vehicle with chassis-mounted tanks/containers that does not meet the NFPA 385 definition of "Tank Vehicle":**

Vehicles with chassis-mounted tanks or containers (a tank is a vessel greater than 60 gallons and a container is a vessel 60 gallons or less) that do not each exceed 110 gallons are not tank vehicles as defined by NFPA 385. These vehicles are not regulated by Section 5706.6 or NFPA 385, but they are regulated by Section 5707 where operating as an on-demand mobile fueling vehicle. Vehicles of this type are often pick-up trucks that have been fitted one or more 110-gallon tanks in the bed. Tanks and containers must be chassis mounted, which prohibits fueling from trailers.

### **A vehicle that carries fuel in a number of metal safety cans or containers:**

A mobile fueling operator may deliver fuel to customers with hand-held metal safety cans or other approved metal containers. The maximum individual size of the hand-held cans or containers is 5 gallons and the maximum aggregate quantity permitted on the mobile fueling vehicle is 60 gallons. Fueling containers are required to be secured to the mobile fueling vehicle and not a pull behind trailer.