

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 23-204**

**24 JULY 2012**

***Materiel Management***

**ORGANIZATIONAL FUEL TANKS**



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This instruction implements AF Policy Directive (AFPD) 23-2, *Management of US Air Force Bulk Petroleum and Related Products*, Department of Defense Directive (DoDD) 4140.25, *DoD Management Policy for Energy Commodities and Related Services*, and the Defense Logistics Agency Energy (DLA Energy) Interim Policies and Procedures. It provides guidance and procedures for establishing and operating organizational fuel tanks. This instruction applies to all Active Duty, Reserve, Guard, and Civil Air Patrol personnel using and managing organizational fuel tanks. This instruction also applies to contract operated locations, if specified in applicable contracts. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Defense Logistics Agency Energy requires that Defense Working Capital Fund (DWCF) records be maintained IAW DLA Energy policy. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, and route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. The major changes include clarification of organizational fuel tank types, the addition of Logistics Readiness Squadron Quality Assurance function and tank inspection responsibilities.

**1. Organizational Fuel Tanks.**

1.1. The Air Force stores bulk petroleum products in organizational tanks when operational needs make it difficult to get fuel from centralized base fuels facilities.

1.2. To prevent fraud, theft, and misappropriation, the organization commander manages, controls, and accounts for all fuel issued from and received into their organizational tanks.

## **2. Types of Organizational Fuel Tanks.**

2.1. The design of fuel tank systems varies by location. In general, tanks established by organizations with a purpose of storing petroleum products are to be managed as organizational fuel tanks.

2.2. There are three categories of organizational fuel tanks: support, issue and portable.

2.3. A support tank is any tank that is physically connected, by fixed piping, to a consuming facility or installed piece of equipment. (Generators/Hush houses/Fuel test cells) **NOTE:** Do not issue fuel from support tanks to vehicles or other equipment.

2.4. An issue tank is any tank that is not physically connected to any equipment or facility, and is used to dispense fuel to vehicles, mobile trailers, ground support equipment, or portable containers.

2.5. A portable tank is any mobile tank used for mobility maintenance, research and development, or similar purposes.

2.6. Organizational tanks do not include fuel tanks integral to the operation of vehicles, any type of hand-carried safety cans, tanks (mobile or fixed) used to temporarily hold fuel for meter calibration uses (i.e., Prover Tanks) or bowsers. **NOTE:** Portable tanks may be used for either issue or support purposes.

## **3. Establishing an Organizational Tank.** Organizations that need to establish temporary or permanent tanks must:

3.1. Coordinate all requests for establishing organizational tanks through the local Fuels Management Team (FMT) first to ensure fuel cannot be efficiently provided from existing infrastructure.

3.1.1. The request will include reasons why existing vehicle or ground support equipment service stations cannot be used. It also will describe the capacity and proposed location of the tank, the grade of fuel to be stored, and the type of equipment or vehicles to be supported.

3.2. Once the FMT validates this request, the organization submits a work request to Base Civil Engineering (BCE) IAW AFI 32-7044, *Storage Tank Compliance*.

## **4. Responsibilities.**

4.1. The Wing Commander:

4.1.1. Ensures that organization and tenant storage tanks are compliant with applicable Federal, state and local regulations.

4.2. The Mission Support Group Commander:

4.2.1. Designates authorized entry and exit gates for fuel delivery vehicles.

- 4.2.1.1. Appoints trained personnel as organizational fuel delivery escorts. This includes expeditionary locations. **NOTE:** To avoid conflicts of interest, base fuels personnel will not be assigned as escorts.
- 4.3. The Organizational Commander:
- 4.3.1. Appoints primary and alternate tank custodians and requests training from the FMT. **NOTE:** A tank custodian appointment letter signed/dated by the organizational commander or civilian equivalent must accompany the trainee(s) to the tank custodian training class. This letter will remain on file in the organizational tank custodian file plan.
- 4.3.2. Ensures only trained tank custodians: take delivery/receipt of fuel products, accomplishes and reviews any required documentation. **NOTE:** The point of sale from Defense Logistics Agency Energy (DLA Energy) contracted delivery vendors to an Air Force organization occurs when the fuel is delivered into the organizational storage tank.
- 4.3.3. Is responsible for fuel spills, reporting spills and reporting or repairing tank deficiencies.
- 4.3.4. Ensures tank security, serviceability, and safety and prohibits fuel delivery to tanks with safety or serviceability discrepancies.
- 4.3.5. Evaluates requirements for organizational tanks and maintains only the minimum number essential for mission requirements.
- 4.3.6. Ensures fuel accountability IAW **paragraph 9**.
- 4.3.7. Ensures escorts receive escort training IAW **paragraph 11**.
- 4.4. The Base Civil Engineer:
- 4.4.1. Ensures new above ground and below ground tanks meet all established engineering environmental criteria.
- 4.4.1.1. The Resource Conservation and Recovery Act (RCRA), Title 42, United States Code (U.S.C.), Section 6901, et seq. regulates Underground Storage Tanks (UST) that contain regulated substances.
- 4.4.1.2. The Clean Water Act (CWA), 33 U.S.C. 1251 et seq., Spill Prevention, Control and Countermeasures (SPCC) plan and Facility Response Plan (FRP) requirements, found in 40 CFR Part 112 generally apply to Aboveground Storage Tanks (AST) located where, a discharge could reasonably be expected to reach navigable waters. **NOTE:** The relevant requirements for preparing a SPCC Plan are located in 40 CFR Parts 112.3 – 112.8. See AFI 30-7044 for additional information on regulatory requirements for USTs and ASTs.
- 4.4.2. Ensure meters are calibrated IAW UFC 3-460-03, *Operation and Maintenance: Maintenance of Petroleum Facilities*.
- 4.4.3. Performs annual tank inspection on shop fabricated tanks IAW AFI 32-7044, *Storage Tank Compliance*.
- 4.5. The Base Environmental Management Office

4.5.1. Provides technical requirements and guidelines to ensure tanks are in compliance with local, state, federal and foreign environmental laws and regulations IAW the installation's SPCC Plan (as applicable) and 40 CFR 112.7, *General Requirements for Spill Prevention, Control and Countermeasures Plans*.

4.6. Logistics Readiness Squadron (LRS) Quality Assurance:

4.6.1. Conducts initial organizational tank inspections. Thereafter, conducts and records biennial program management assistance reviews of inventory procedures, physical security, safety compliance, administrative documentation, containment and tank serviceability to include proper painting and marking.

4.6.2. Notifies the Fuels Service Center (FSC) of any organizational tank taken out of service during biennial reviews.

4.6.3. Conducts reevaluations of tanks with discrepancies involving safety, security, product quality and/or environmental IAW AFI 20-112, *Logistics Readiness Squadron Quality Assurance Program*.

4.6.4. Notifies the FSC of any changes in tank status.

4.6.5. Maintains reports in the LRS QA file plan and provides copies to the organizational commander IAW AFI 20-112.

4.6.6. Maintains organizational tank inspection checklists.

4.6.6.1. A checklist of minimum inspection items is provided at <https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-LG-AF-56>. Local activities may add to this checklist.

4.7. The FMT:

4.7.1. Provides tank custodian and escort training IAW **paragraph 11**.

4.7.2. At a minimum, coordinates with BCE annually to receive a listing of all organizational tanks.

4.7.2.1. The list of the organizational tanks will include the following information:

4.7.2.2. Owning organization.

4.7.2.3. Tank location.

4.7.2.4. Type. (For example, aboveground support or underground issue)

4.7.2.5. Grade of product stored.

4.7.2.6. Tank capacity.

4.7.3. Maintains records of trained escorts/tank custodians for each organizational tank using the Business Systems Modernization-Energy (BSM-E).

4.8. The Organizational Tank Custodian:

4.8.1. Acts as the central point of contact for matters pertinent to organizational tank operations.

- 4.8.2. Ensures organizational tanks comply with security, safety, accountability, and environmental protection requirements IAW all applicable technical directives.
- 4.8.3. Is present during LRS QA biennial program management assistance reviews.
- 4.8.4. Performs minor maintenance on assigned organizational tanks.
- 4.8.5. Inspects issue tanks prior to first use of the day. Documents inspections on AFTO Form 39, *Fuel System Inspection and Discrepancy Report*; AFTO Form 244, *Industrial/Support Equipment Record*; IMT 487, *Emergency Generator Operating Log*; or locally created inspection form.
- 4.8.5.1. Inspects portable/support tanks at least monthly.
- 4.8.5.2. Documents inspections IAW inspection criteria in AFI 32-7044. **NOTE:** The tank custodian gauges support/portable tanks water condensation monthly if not used.
- 4.8.6. Reports discrepancies to the Organizational Commander, Base Ground Safety, and BCE.
- 4.8.6.1. Notifies the FSC anytime a tank is taken out of service/returned to service. **NOTE:** Any deficiency compromising quality of product, hazards to the environment, or safety of operation and personnel will be considered adequate justification for placing the system out of service using the AF Form 979, *Danger Tag*, and IAW AFOSH Standard 91-302. Tank custodians will coordinate placing/removing AF Form 979 on/from systems with BCE.
- 4.8.7. Monitors and records organizational tank inventory levels using AF IMT 500, *Daily and Weekly Fuel Report*.
- 4.8.7.1. May use locally developed form for fuel provided to “unit owned” vehicles and/or equipment from portable organizational tanks.
- 4.8.8. Receives bulk fuel deliveries and provides assistance during FMT deliveries of Government-owned products (see Paragraph 8 for receipt procedures).
- 4.8.9. Operates the dispensing nozzle when receiving product via open port nozzle.
- 4.8.10. Removes free water from tank bottoms IAW T.O. 42B-1-1, *Quality Control of Fuels and Lubricants*. **NOTE:** On above ground tanks, if water removal systems are in place, they will be operated prior to any product movement (into or out of the tank). In cases where all water cannot be removed, contact the BCE for tank modification.
- 4.8.10.1. Whenever possible, removes all water from below ground tanks without sump drains. In cases where all water cannot be removed, water accumulation shall not exceed ¼ inch.
- 4.8.10.2. Ensures all waste water removed from tanks is collected and disposed of IAW local installation policies, state and federal environmental laws.

## 5. Fuel Security.

- 5.1. The tank custodian locks:
- 5.1.1. All unattended organizational tank openings.

5.1.2. Gates or fenced areas when areas are not staffed or under surveillance.

5.1.3. Dispensing pump nozzles or main power sources, except on automated dispensing pumps.

5.2. Establish proper key control (recommend magnetic locks for areas where climatic conditions are severe).

5.2.1. Combination locks will not be used on containers that contain bulk fuel products.

## 6. Product and Safety Markings

6.1. Tank custodians will ensure tanks are marked using the following specifications:

6.1.1. Fuel grade.

6.1.2. Danger signs IAW T.O. 37-1-1.

6.1.3. Highly visible colors and large lettering, IAW Military Standard (MIL-STD)-161G, *Identification Methods for Bulk Petroleum Products Systems/Including Hydrocarbon Missile Fuels*.

## 7. Meters and Calibration Charts

7.1. All issue tanks will be equipped with a calibrated dispensing meter.

7.2. All AST/UST's, regardless of size, must have certified calibration charts unless waived by the MAJCOM civil engineer. **NOTE:** Computer-generated certified calibration charts may be used for ASTs and USTs.

## 8. Receiving Fuel.

8.1. Organizational tank custodians will be present at all times during the delivery process.

8.2. The Organization Tank Custodian will accomplish the following duties:

8.2.1. Gauge all tanks for water and fuel prior to receiving fuel to determine if there is sufficient ullage to accommodate the receipt.

8.2.2. Remove water prior to product receipt IAW T.O. 42B-1-1. **NOTE:** The safe fill level may differ with each tank design and should be established with initial tank installation. If not, contact BCE for assistance.

8.2.3. Assist in positioning the refueling unit.

8.2.4. Verify receipt documentation (i.e. product grade, quantity, and location). IAW T.O. 42B-1-1, quality surveillance of petroleum/gasohol products in organizational tanks is the responsibility of the tank custodian.

8.2.5. Prior to off-loading, verify the seals (if required by contract) match the seal numbers recorded on the shipping document and do not show evidence of tampering.

8.2.6. Upon completion of the off-loading operation, ensure all tank compartments on the delivery vehicle are empty.

8.2.7. Document all receipts of petroleum products IAW DESC-P-2 and DoD 4140.25M, Part 2, Chapter 5.

8.2.8. Immediately notify the FMT, LRS QA and the organizational commander of irregularities or problems noted during fuel receipt.

8.2.9. Gauge tanks after receipt (calibrated charts required). **WARNING:** Wait a minimum of 30 minutes after receipt before manual tank gauging or automatic tank gauging to allow for product settling and dissipation of static electricity.

8.3. Coordinate with the FMT for sampling requirements on fuel used for heating purposes.

## 9. Fuel Inventory Procedures.

9.1. The AF IMT 500, *Daily and Weekly Fuels Report*, will be used to summarize fuel transactions and compute gains and losses for organizational fuel tanks that issue to “non-unit owned” vehicles and/or equipment (see **Attachment 2** for detailed instructions on completing the AF IMT 500). **NOTE:** Gains and losses are commonly caused by temperature variations, equipment malfunctions, tank leaks, and/or pilferage. Consult the local FMT for guidelines on establishing acceptable gain and loss tolerances.

9.2. Documentation for Organizational Tank Issues: **NOTE:** Fuel will only be dispensed from organization “issue” tanks. Organization “support” tanks will not be used to dispense fuel. **WARNING:** For safety purposes, when gauging above ground tanks, controls will be in place to prevent people from falling [See Air Force Occupational Safety and Health Standard (AFOSH STD) 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health Standard*].

9.2.1. The tank custodian will gauge the issue tank(s) daily or prior to use with fuel and water finding paste to determine the actual physical inventory. Remove any detected water IAW T.O. 42B-1-1.

9.2.2. The tank custodian prepares accounting paperwork for the issue tanks.

9.2.2.1. Record all fuel issued to “unit owned” vehicles and/or equipment on the back of the AF IMT 500 or locally developed fuels accounting form.

9.2.2.2. Record all fuel issued to “non-unit owned” vehicles and/or equipment on the back of the AF IMT 500 and document each sale on a DD Form 1898, *Energy Sales Slip*, IAW DESC-I-21, *Sales and Credits of Defense Working Capital Fund (DWCF) Fuel*. **NOTE:** Non DoD vehicles and equipment not under contract to use government provided fuels will not be refueled from organizational tanks. In the event of an emergency or natural disaster where refueling of non DoD, non contract vehicles and equipment is necessary, contact the Air Force Petroleum Agency (AFPA), through the applicable MAJCOM fuels activity for approval.

9.2.3. Deliver all applicable documentation to the local FSC for review and processing to the Fuels Enterprise Server (FES) via DLA Energy’s Fuel Manager Defense (FMD).

9.2.4. The FSC returns the AF IMT 500 marked as “processed” to the tank custodian.

9.2.5. The tank custodian will deliver AF IMT 500 to the organization’s Resource Advisor.

9.2.6. The Resource Advisor verifies transactions in the FES buyer’s information section and returns the AF IMT 500 to the Tank Custodian; file IAW **Paragraph 13**. **NOTE:**

The Unit Resource Advisors will request access to the FES IAW DLA Energy I-24, *DLA Energy Automation Information Systems (AIS) Application Access*.

### 9.3. Documentation for Organizational Tank Receipts:

9.3.1. The tank custodian will gauge the receipt tank(s) prior to receipt, with fuel and water finding paste to determine the actual physical inventory. Remove any detected water IAW T.O. 42B-1-1.

9.3.2. The tank custodian prepares an AF IMT 500 for the receipt tank(s) and:

9.3.2.1. Documents the beginning and ending receipt tank quantities on the AF IMT 500.

9.3.2.2. Signs and obtains applicable shipping documentation.

9.3.2.3. Delivers all applicable documentation to the local FSC within 24 hours of receipt for review and processing to the Fuels Enterprise Server (FES) via DLA Energy's Fuel Manager Defense (FMD).

9.3.3. The FSC returns the AF IMT 500 marked as "processed" to the tank custodian.

9.3.4. The tank custodian delivers AF IMT 500 to the organization's Resource Advisor.

9.3.5. The Resource Advisor verifies transactions in the FES buyer's information section and returns the AF IMT 500 to the Tank Custodian to be filed IAW **Paragraph 13**.

## 10. Environmental Guidelines.

### 10.1. The Tank Custodian:

10.1.1. Works with the base environmental manager to ensure compliance with all local, (to include installation SPCC Plan) state, federal laws, and environmental regulations.

10.1.2. Monitors all underground storage tanks and associated piping for leaks regardless of calibration. Reports suspected leaks to the base environmental manager immediately. Since leak detection methods for underground tanks may vary with the type and age of the tank or pipeline, consult with the base environmental manager for the correct monitoring technique.

10.2. The using organization handles recoverable, reclaimable, and unusable liquid petroleum products IAW AFI 23-502, *Recoverable Fuel* and TO 42B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products*.

## 11. Training Requirements.

### 11.1. The FMT:

11.1.1. Develops and maintains an up to date training guide and program to train tank custodians and escorts when required. A training guide is available on the Fuels Career Field COP to assist in creating location specific training: <https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-LG-AF-56>.

11.1.2. Provides refresher training when requested by the using organization commander.

11.1.3. Documents custodian training and keeps a record on file (signature cards, logs, letters, etc).

11.1.4. Provides the tank custodian a copy of the local biennial inspection checklist during training and when checklist changes occur.

11.2. The FMT trainer will brief the following items at a minimum:

11.2.1. The hazards of petroleum products being handled such as sources of static electricity, grounding and bonding, vapors, free falling fuel, etc.

11.2.2. The importance of using personal protective equipment (PPE).

11.2.3. The roles and responsibilities of BCE (AFI 32-7044) and FMT in supporting tank custodians.

11.2.4. Daily facility inspection and maintenance requirements.

11.2.4.1. Ensure trainees are familiar with facility identification markings, leak detection techniques, condition of hoses and nozzles, and proper procedures for documenting and reporting noted discrepancies using TO 37-1-1 as a reference.

11.2.5. Discusses safety precautions, proper storage of equipment, and management of reclaimed or recoverable product referenced in AFI 23-502 and TO 42B-1-23.

11.2.5.1. Provides guidance on requirements and methods for removing water.

11.2.6. Methods to secure tanks to prevent pilfering, sabotage, and contamination.

11.2.7. Gauging procedures for both fuel and water by either hands-on or media presentations.

11.2.8. Provide instructions on inventory accountability.

11.2.9. The custodian's responsibilities for receiving the product, overseeing delivery procedures, including required documentation and processing tasks.

11.2.10. Proper usage and documentation procedures for the AF IMT 500.

11.2.11. Duties associated with checking delivery vehicles before and after the fuel delivery.

11.3. Tank custodians should:

11.3.1. Attend the Hazardous Waste Operations and Emergency Response-Level 1 class provided at base level. This course teaches basic skills for safely and effectively managing the initial activities of an emergency involving the uncontrolled release of fuel.

11.3.2. Be familiar with AFPAM 32-7043, *Hazardous Waste Management Guide*.

11.3.2.1. Be familiar with Installation SPCC Plan and maintain a copy of the plan for the specific tank(s) located at the facility.

11.4. The FMT will provide Escort Training as needed.

11.4.1. Tailor briefings and training to the actual duties the escorts will perform.

11.4.2. Provide the escort with a copy of the briefing. File an additional copy of the briefing with the escort's signature with local FMT.

**12. Contractor-Operated Locations.**

12.1. This instruction applies to Air Force operations. As appropriate, its provisions may be incorporated into contracts with civilian companies. Consult with the installation contracting personnel for advice and assistance when drafting such contracts.

12.2. If FMT services are contracted out, ensure the contract contains provision for performance of initial and biennial tank inspections IAW **paragraph 4.6.1.** of this instruction. The contract should require the contractor to forward reports to the LRS QA for filing and routing to the inspected organizations.

JUDITH A. FEDDER  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 20-112, *Logistics Readiness Squadron Quality Assurance Program (LRS QA)*, 19 Oct 10

AFI 23-502, *Recoverable Fuel*, 25 Aug 11

AFI 32-1068, *Heating Systems and Unfired Pressure Vessels*, 1 Oct 98

AFI 32-7044, *Storage Tank Compliance*, 25 Apr 12

AFMAN 33-363, *Management of Records*, 1 Mar 08

AFOOSH STD 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health Standard*, 18 Apr 94

AFPAM 32-7043, *Hazardous Waste Management Guide*, 1 Nov 95

AFPD 23-2, *Management of US Air Force Bulk Petroleum and Related Products*, 27 Mar 09

DESC I-21, *Sales and Credits of DWCF Owned Fuel*, 22 Jun 10

DLA Energy I-24, *DLA Energy Automated Information System (AIS) Applications Access*, 13 Apr 11

DLA Energy P-3, *Document/Data Control and Retention*, 8 Aug 11

DoD 4140.25M, Vol II, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*, 1 Jun 1995

DoDD 4140.25, *DoD Management Policy for Energy Commodities and Related Services*, 18 Feb 09

MIL-STD-161G, *Identification Methods for Bulk Petroleum Products Systems/ Including Hydrocarbon Missile Fuels*, 25 Aug 05

T.O. 37-1-1, *General Operation and Inspection of Installed Fuel Storage System and Dispensing Systems*, 30 Nov 09

T.O. 42B-1-1, *Quality Control of Fuels and Lubricants*, 15 Jul 11

T.O. 42B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products*, 22 Jun 07

UFC 3-460-1, *Petroleum Fuel Facilities*, 16 Aug 10

UFC 3-460-03 *Operation and Maintenance: Maintenance of Petroleum Facilities*, 21 Jan 03

40 CFR 280, *Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks*, 1 Jul 05

***Prescribed Forms***

AF IMT 500, *Daily and Weekly Fuel Report*

***Adopted Forms***

AF Form 979, *Danger Tag; Inspection and Discrepancy Report*

AF Form 487, *Emergency Generator Operating Log*  
AF Form 847, *Recommendation for Change of Publication*  
AFTO Form 39, *Fuel System*  
AFTO Form 244, *Industrial/Support Equipment Record*  
DD Form 1898, *Energy Sales Slip*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFOSH STD**—Air Force Occupational Safety and Health Standard  
**AFPA**—Air Force Petroleum Agency  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System  
**AFTO**—Air Force Technical Order  
**BCE**—Base Civil Engineering  
**CFR**—Code of Federal Regulations  
**CWA**—Clean Water Act  
**DESC**—Defense Energy Support Center  
**DLA**—Defense Logistics Agency  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DWCF**—Defense Working Capital Fund  
**FAS**—Fuels Automated System  
**FES**—Fuels Automated System (FAS) Enterprise Server  
**FMD**—Fuels Manager Defense  
**FMT**—Fuels Management Team  
**FSC**—Fuels Service Center  
**IAW**—In Accordance With  
**LRS**—Logistics Readiness Squadron  
**MAJCOM**—Major Command  
**MIL-STD**—Military Standard  
**OPR**—Office of Primary Responsibility  
**PCS**—Permanent Change of Station

**PPE**—Personal Protective Equipment

**QA**—Quality Assurance

**RCRA**—Resource Conservation and Recovery Act

**RDS**—Records Disposition Schedule

**SPCC**—Spill Prevention, Control and Countermeasures

**T.O.**—Technical Order

**UFC**—Unified Facilities Criteria

## Attachment 2

AF IMT 500, *DAILY AND WEEKLY FUEL REPORT*, INSTRUCTIONS

Section	Column/Line	Entry
<b>Heading</b>		Enter the name of the organization controlling the tank, its facility number, and the period covered by the form.
		Enter the grade of fuel used.
		For the beginning physical inventory, refer to the last entry in the column H, section I, of the AF IMT 500 for the previous period.
<b>I -Daily Inventory</b>		Enter your readings as ending physical inventory for the previous day and beginning physical inventory for the current day.
		Enter your gauge readings for water, total water and fuel in columns B, C, E, and F.
		Enter the gallon conversions for these readings in columns D and G.
		Compute net quantity of fuel by subtracting column D from column G.
<b>II - Receipts</b>		Enter the difference in column H.
	A and B	Enter the date of the receipt and contract number.
	C, D, and E	For gauged receipts, always gauge the storage tank before receiving fuel and enter the reading and gallon conversion figures in columns C, D, and E.
		Or use delivery vehicle meter readings by entering the beginning meter reading in column E and leaving columns C and D blank.

F, G, and H For gauged receipts; always gauge the storage tank after receiving fuel, and enter the reading and gallon conversion figures in columns F, G, and H.

For metered receipts; always gauge the tank before receipt. After receipt, gauge the tank and enter the ending meter reading in column H and leave columns F and G blank.

I Subtract column E from column H and enter the difference in column I.

J Determine the entry for column J by one of the following methods:

1. On bases or installations with a FMT, refer to instructions provided by the FMT.
2. At isolated locations where there is no FMT, enter the quantity shown on the vendor's delivery document for complete truckload deliveries. Enter the same quantity as shown in column I if you determine receipts by truck meter or if you receive less than a complete truckload.

K If column I is greater than column J, enter column K with a plus (+) in front of it.

If column J is greater than column I, enter the difference in column K with a minus (-) in front of it.

Investigate excessive overages or shortages.

At the close of operations, total the entries in columns I, J, and K, and enter the totals in the spaces provided.

### III - Daily Meter Readings and Issues

#### 1 through 7

Enter the ending meter readings for each meter in service each duty day. (The entry on line 2 should be the same quantity as that on line 1 for the previous day.)

Subtract the beginning meter reading from the ending meter reading for each meter in service, and enter the difference on line 3.

Total the quantities issued through each meter as recorded on the DD Form 1898, plus total issue quantities recorded on organization issue logs.

Enter the total quantity on line 4.

**NOTE:** At the close of weekly operations, enter the total of all metered issues on line 5.

Enter the total documented issue quantities on line 6.

If line 5 is greater than line 6, subtract line 6 from line 5 and enter the difference in Line 7 with a minus (-) in front of it.

If line 6 is greater than line 5, subtract line 5 from line 6 and enter the result in line 7 with by a plus (+) in front of it.

If line 7 is greater than the established standard deviation, recheck records, documents, and meter readings, and take corrective action(s).

#### IV - Weekly Summary

1. Enter the beginning physical inventory from the heading.
2. Enter the total quantity received from column I, section II.
3. Add lines 1 and 2 and enter the total on line.
4. Enter the total issues from line 4, section III.
5. Subtract line 4 from line 3 and enter the difference.
6. Enter the ending physical inventory from the last entry in column H, section.

7. If line 6 is greater than line 5, enter the difference with a plus (+) in front of it. If line 5 is greater than line 6, enter the difference with a minus (-) in front of it.
8. If the weekly gain or loss is out of tolerance, conduct a thorough investigation.

**NOTE:** Record your findings on the reverse side of AF IMT 500. Report suspected leakage to the BCE within 24 hours. Report suspected theft to the appropriate investigative authority. The tank custodian signs the completed form and sends it to the commander's designated representative for review and approval.

**Signature/Approval**