

**BY ORDER OF THE COMMANDER
KADENA AIR BASE**



AIR FORCE INSTRUCTION 23-204

**KADENA AIR BASE
Supplement**

30 MAY 2013

Material Management

ORGANIZATIONAL FUEL TANKS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 23-204, *Organizational Fuel Tanks*, 24 July 2012. This supplement establishes wing guidance and identifies unit responsibilities for organizational fuel tank management. This instruction applies to 18th Wing (18 WG) and tenant units at Kadena Air Base (AB). It does not apply to the Air National Guard or US Air Force Reserve. Ensure all DWCF records be maintained for a period of six years, three months (75 months), IAW DLA Energy Policy (DESC-P-3). 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*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained 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).

SUMMARY OF CHANGES

This document is substantially revised and must be reviewed. The major changes include Kadena specific changes and updates that correlate with revised AFI 23-204, dated 24 July 2012. The major changes include clarification of organizational fuel tank types, the addition of

Logistics Readiness Squadron Quality Assurance function and tank inspection responsibilities, and the addition of a monthly and annual checklist templates.

3.3. **(Added)** After construction/installation of a new organizational tank users will contact the 18th Logistics Readiness Squadron (18 LRS/LGLOQ) Fuels Quality Assurance Evaluators at 634-3917 or 634-5773 to coordinate an initial inspection.

4.6.2.1. **(Added)** The FSC 24/7 phone line is 634-3773/2338.

4.6.4.1. **(Added)** Coordinates revision of the ground fuel contract with FSC to add new tanks to the existing contract. This process should begin during the planning phase to ensure completion of the contract amendment prior to the tank coming into service.

4.7.1.1. **(Added)** 18th LRS Fuels Management Flight, Training Element (18 LRS/LGRFIT), 632-8817/8814, conducts tank custodian training. Organization Commanders will appoint primary and alternate tank custodians in writing and forward to 18 LRS/LGRFIT. See [Attachment 3](#).

4.8.1.1. **(Added)** Coordinate fuel delivery requests with 18 LRS's Fuels Management Flight, FSC at 634-3773 or 634-2338. FSC personnel will verify the tank is authorized fuel delivery and a trained tank custodian is assigned and will be present for delivery. If the tank is not authorized and/or there is no trained tank custodian assigned, fuel delivery will be denied until corrected. FSC personnel are the only ones authorized to call in fuel deliveries to the contractor.

4.8.8.1. **(Added)** Tank custodians must be present when fuel deliveries are made.

6.1.3.1. **(Added)** Kadena AB tank custodians will utilize tank inspection checklist. See [Attachment 4](#).

8.3.1. **(Added)** The 18th Civil Engineer Squadron (18 CES) has delegated responsibility for heating and power production support tanks to the custodians of the building the tank(s) supports.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Japan Environmental Governing Standards December 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Attachment 3 (Added)

SAMPLE TANK CUSTODIAN APPOINTMENT LETTER

Figure A3.1. Sample Tank Custodian Appointment Letter

DATE				
MEMORANDUM FOR 18 LRS/LGRF				
FROM: (YOUR UNIT)/CC				
SUBJECT: Appointment of Organizational Tank Custodian				
1. The individuals listed below are hereby appointed tank custodians for (Your Unit).				
<u>RANK/NAME</u>	<u>DEROS</u>	<u>PRIMARY / ALTERNATE</u>		
<u>FACILITY OR TANK #</u>				
FACILITY OR TANK #	FUEL GRADE	ABOVE OR BELOW GROUND	TANK CAPACITY	TANK PURPOSE (HEATING, GENERATOR, ETC...)
2. If there are any questions please contact (POC Name with Phone Number).				
(Commanders Signature Block)				
FOR OFFICIAL USE ONLY (WHEN FILLED IN)				

Attachment 4 (Added)**SAMPLE INSPECTION GUIDANCE (ITEM NO.)**

A4.1. Tank(s): Check exterior for corrosion, settling, damage and warping. Check tank vents for freedom of obstruction and condition of rain cap. Check condition of ladders, visual inspection only for proper alignment, rust formations, etc. CONVAULT style, cement tanks must be free of cracks on top and sides so rain water does not enter.

A4.2. Grounding Hardware: Tank must be grounded to earth ground point by a ground wire or metal strap. Visually inspect for security of wiring and ensure it is free of corrosion on attachment points.

A4.3. Pumps and Motors: Check for unusual noise or vibration during operation. Check for overheating during operation. Clean regularly at and below connections. Look for fuel residue accumulation on surfaces below connections and fittings.

A4.4. Leaks: All fuel leaks will be promptly reported to 18 CES Fire and Emergency Services at 911 or by cell phone at 098-934-5911 and to 718 CES Asset Management Flight, Environmental Office (718 CES/CEAN), 634-2600. Any fuel leak is a safety and environmental hazard and will be cause to place the system out of service until the problem is corrected.

A4.5. Piping: Inspect all piping for leaks, corrosion and damage. If piping is underground, visually inspect the path and look for dead vegetation, this is a sign of a leaking underground fuel pipe.

A4.6. Valves: Ensure handles are available, valves operate freely, easily, and lubricate as required. Ensure receipt lines and low-points are locked/secured to prevent theft and contamination.

A4.7. Meters: Observe for proper operation. Whenever performance is suspected, the meter will be calibrated by 18th CES Water Fuel Systems Maintenance. Ensure meters are properly sealed, not overdue calibration, and labeled with calibration data.

A4.8. System Area: Ensure area is free from safety, fire and explosive hazards. Ensure drainage system is secure and unobstructed. Ensure lights are operational. Check fences for condition and ensure locking system is in use.

A4.9. Signs/Markings

A4.9.1. Aboveground Storage Tanks: Organizational tanks should have a white sign larger than 0.3 meters wide and 0.6 meters long (approx. 12 in by 24 in), or clearly visible from 16 meters (approx. 50 ft). The sign should contain (Figure A4.1), the following information in black letters, in both English and Japanese: tank identification number; maximum storage capacity; the name, title, and telephone number of the current point of contact; and in red letters "DANGER: NO FLAMMABLE OR IGNITION SOURCES WITHIN 50 FEET OR 16 METERS."

A4.9.2. Underground Storage Tanks: The fill pipe should have a white sign larger than 0.3 meters wide and 0.6 meters long (approx. 12 in by 24 in), or clearly visible from 16 meters (approx. 50 ft). The sign should contain (Figure A4.1), the following information in black letters, in both English and Japanese: "Fill pipe for an Underground Storage Tank", maximum storage capacity, the name, title, and telephone number of the current point of contact; and in red letters

“DANGER: NO FLAMMABLE OR IGNITION SOURCES WITHIN 50 FEET OR 16 METERS”.

A4.10. Dikes: Check for deterioration. Ensure exterior dike drain valves are locked in the closed position. Drain any rain water accumulation after first determining there is no fuel residue present.

A4.11. Leak Indicator: On CONVAULT style, cement tanks, check the leak indicator on top, if the red float is up indicating a leak, contact CE immediately to remove water/fuel/both from interstitial space (secondary containment).

Figure A4.1. Approved Tank Identification Sign



Note: Ensure sign has current POC (Tank Custodian) and telephone number.

Figure A4.2. Older Tank Identification Sign



Note: Contact 18 CES Customer Service at 634-2424 to establish Direct Scheduled Work to replace the sign depicted above with the sign depicted in **Figure A4.1**.

Figure A4.3. Fence Perimeter Danger Sign



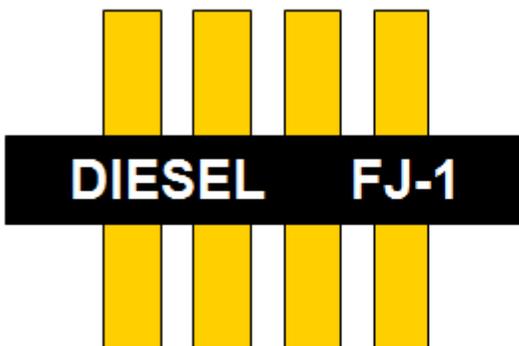
Note: Use this sign on the outside of a perimeter fence that surrounds your organizational tank.

Figure A4.4. Tank Danger Sign



Note: Use this sign on or near the tank where it can be visible from all approaching areas.

Figure A4.5. Diesel Fuel



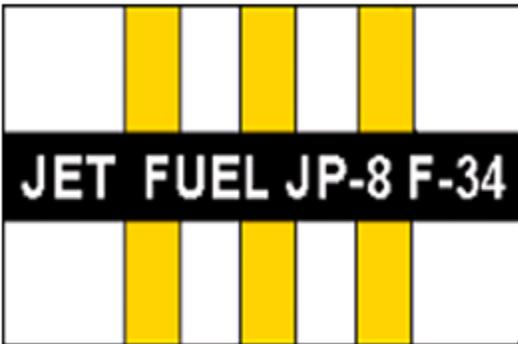
Note: Ensure tanks are number lettered IAW with Military Standards 161G.

Figure A4.6. Gasoline



Note: Ensure tanks are number lettered IAW with Military Standards161G.

Figure A4.7. Jet Fuel JP-8



Note: Ensure tanks are number lettered IAW with Military Standards161G.

Attachment 5 (Added)

**MONTHLY INSPECTION CHECKLIST SHOP FABRICATED AND
ORGANIZATIONAL TANKS**

Table A5.1. Monthly Inspection Checklist Shop Fabricated and Organizational Tanks

MONTHLY INSPECTION CHECKLIST				
SHOP FABRICATED AND ORGANIZATIONAL TANKS (AFI 32-7044)				
<i>This checklist is to be completed annually to comply with 40 CFR 112.8 requirements and AFI 32-7044 for periodic inspections of Shop Fabricated Aboveground Storage Tanks (ASTs) and Organizational ASTs.</i>				
Tank No				
Tank Location				
Type Fuel Stored				
Tank Capacity (gallons)				
Inspector Name				
Organization				
Inspector Duty Phone				
Date of Inspection				
No	ITEM	Yes	No	N/A
1	Tank Containment			
	-Inspect secondary containment. Are there water accumulations, debris, vegetation, cracks, fire hazards or holes?			
	-Are containment drain valves in working order and closed?			
2	For double wall tanks, is there water/fuel in tank interstitial space?			
	If water is detected, contact CE immediately to remove water from interstitial space (secondary containment. (Ref. JEGS C9.3.2.4)			
	If fuel is detected, contact CE Environmental office for removal.			
3	Are there leaks, broken seals and/or corrosion of manhole covers? (Ref:40 CFR 112.8 d 4)			
4	Are there any indications of leakage, staining, or seepage around tank shell, concrete pad? (40 CFR 112.8 d 4)			
5	Are there any indications of leakage, staining, seepage or severe corrosion on			
	-- piping, pipe connections, pipe stands			
	-- valves			
	-- tank supports/saddles. (Ref: 40 CFR 112.8 d 4)			
	Is the tank level gage working and readable and can it be observed by operator from the fill position location?			
6	Are ladders, platforms, handrails, and stairs secure with no			

	indication of			
	severe corrosion and/or damage? (Ref: 40 CFR 112.8 d 4)			
7	Are containment egresses (exits) pathways clear?			
	Are gates/doors operable and in working order? (Ref: 40 CFR 112.8 d 4)			
8	Are fire extinguishers maintained in a serviceable condition and located			
	in the designated area? (Ref: T.O. 37-1-1, para 2.2.a;3.12.f.1.)			
9	Any deficiency found has been addressed/corrected or has been submitted to CE via AF Form 332 process?			
Inspector Signature:		Date		

Attachment 6 (Added)

ANNUAL INSPECTION CHECKLIST SHOP FABRICATED AND ORGANIZATIONAL TANKS

Table A6.1. Annual Inspection Checklist Shop Fabricated and Organizational Tanks

ANNUAL INSPECTION CHECKLIST				
SHOP FABRICATED AND ORGANIZATIONAL TANKS (AFI 32-7044)				
<i>This checklist is to be completed annually to comply with 40 CFR 112.8 requirements and AFI 32-7044 for periodic inspections of Shop Fabricated Aboveground Storage Tanks (ASTs) and Organizational ASTs.</i>				
Tank No				
Tank Location				
Type Fuel Stored				
Tank Capacity (gallons)				
Inspector Name (Water and Fuel Systems Maintenance Shop)				
Organization				
Inspector Duty Phone				
Date of Inspection				
No	ITEM	Yes	No	N/A
1	Tank Containment			
	-Inspect secondary containment. Are there water accumulations, debris, vegetation, cracks, fire hazards or holes?			
	-Are containment drain valves in working order and closed?			
2	Tank Foundation and Supports			
	-Is there evidence of tank settlement, foundation washout, or foundation cracking?			
	-Is there any cracking, spalling or severe corrosion of tank supports and/or saddles?			
3	Tank and Appurtenances			
	-Is the Normal Vent clear and free of obstructions?			
	-Is vent located five feet or more from adjacent buildings?			

	-For class I fuels (i.e. MOGAS, AVGAS), are normal vents located at least 12 feet above grade?			
	-Are there emergency vents for the primary tank?			
	- -Is emergency vent operable (vent cover can be lifted by hand)?			
	-Are there emergency vents for the secondary tank if a double wall?			
	- -Is emergency vent operable (vent cover can be lifted by hand)?			
	-Are all valves in working order?			
	Corrosion Control			
	-Is there evidence of paint coating failure or severe corrosion of tank and piping surfaces?			
4	-Is there evidence of corrosion at pipe stand and piping interfaces (undercutting of pipe) including underside of piping?			
	-Is there cathodic protection for underground metallic piping?			
	- -Is cathodic protection working and being checked regularly?			
	Level and Overfill Prevention			
	-Has the tank level indicating device been tested and in working order?			
	-Is tank level gage viewable from the filling point?			
5	-Has the overflow shutoff mechanism (shutoff valve or float valve) been tested and is it in working order?			
	-Is the High Level Alarm present and in working order?			
	-Are anti-siphon valves operable (if present)?			
	Electrical Wiring and Equipment			
	-Is tank grounded?			
6	- -Are grounding straps secure and in good order?			
	-Are wiring, wiring conduit, and junction boxes in good condition? Are electrical components in classified conduit and enclosures as required?			
	Tank Site			
7	-Are traffic bollards and/or protection from vehicle traffic in place where required?			
	Any other items of note:			
8	- Verify secondary containment leak detection device is working.			
9	Address/correct any found deficiencies or submit AF Form 332 for further actions			
Inspector Signature:		Date		