

**NEW YORK CITY PUBLIC SCHOOLS
DIVISION OF SCHOOL FACILITIES
OFFICE OF FIELD OPERATIONS**

September 19, 2023

OFFICE OF FIELD OPERATIONS CIRCULAR NO. 2 - 2023/24

NOTE: All Circulars are to be kept in a permanent file.

TO ALL CUSTODIAN ENGINEERS

FUEL OIL - OPERATIONAL PROCEDURES

This circular supersedes Circular No. 2 – 2013/14 issued on October 9, 2013.

As heating season is set to begin, it is important to take the proper precautions to avoid fuel oil spills and to actively monitor fuel oil storage facilities for leaks. To assist custodian engineers in these requirements, the following procedures and updated guidelines must be adhered to.

- **Custodian engineers must maintain logs to record all fuel oil deliveries and usage. A PO 8 is to be completed on a monthly basis and kept on file at all buildings.**
- **At a minimum, conduct monthly inspections of all fuel oil tanks, tank rooms, tank cover gaskets, piping, etc. The attached revised Monthly Fuel Tank Inspection Log must be completed and kept on file at all buildings. Custodian engineers must immediately report leaks to their deputy director of facilities and submit a work request as required.**
- **Inspect fuel oil vent lines prior to delivery to ensure they are not blocked. Any suspected problems with fuel oil vent lines must be immediately reported to the deputy director of facilities, along with the submission of a work request as required.**
- **Keep all sounding lines and caps on the tank(s) properly secured.**
- **All crossover lines that have a shutoff valve must have the valve chained in the open position unless there is an existing problem with a tank.**
- **NYSDEC now requires capacity markings for each aboveground fuel tank. Attached is the NYSDEC form that is to be utilized. Please complete the form by entering the tank number along with the tank's design and working capacities, following the instructions provided on the form. Once completed, a copy of this form is to be inserted in a clear plastic sleeve (large zip lock type bag) and is to be affixed to the applicable fuel tank so that it is visible. A copy of the same form must also be placed in the immediate vicinity of the tank's applicable petrometer.**

OFFICE OF FIELD OPERATIONS CIRCULAR NO. 2 - 2023/24

- **NYSDEC also requires the proper color coding of fill ports. Note: In an effort to ensure uniformity, the specific color to be used when painting a green circle for heating oil at the fill port is called "International Safety Green". Additionally, the specific color to use when painting a yellow circle for diesel at the fill port is called "International Safety Yellow". The diameter of these circles must be between 8"-12" across.**
- **Each fill port's green circle must contain the fuel oil grade and blend type. These black letters and numbers must be a minimum of 2". For example, if the burners require # 4 heating oil with a B05 blend, the black markings within the green circle would read "B05-4." Please see the attached updated color-coding information, which provides additional examples.**
- **On all diesel fill ports, the word "**OFF**" must be a minimum of 2" in size and marked in "International Safety Red" within the yellow circle.**
- **Confirm the numbering system on fill boxes and tanks. Ensure that they are clearly labeled. All key custodial personnel must be familiar with the numbering system and locations of the fill boxes and tanks. Keep fill boxes accessible and clear of snow and ice during the winter months.**
- **Compare petrometer readings to the manual stick readings of the tanks. Keep stick lines accessible and clear of debris.**
- **In order to avoid fuel oil overflows during deliveries, stick tanks before each delivery to verify the amount of fuel oil in the tanks and to ensure that the load being delivered can be accepted safely.**
- **Prior to accepting a fuel oil delivery, confirm with the delivery person that the oil is intended for the correct building, is the correct grade (#2 or #4 oil), and that the truck pump meter is set to zero. This information must also match the delivery ticket.**
- **Copies of signed delivery tickets must kept on file in the custodian engineer's office.**
- **The custodian engineer is to be present for all fuel oil deliveries. If unavailable, their representative must oversee the entire delivery process, continuously monitoring for oil leaks, sticking the tanks after each delivery, and ensuring that the tanks are filled to a maximum of 90% capacity.**
- **Fuel oil orders are to be placed via the following link: <http://www.optosfns.org/DSF/Resources/dsfFuelTrackingSystem/Login.aspx>**

Note: Emergency requests for fuel oil will only be accepted from the deputy director of facilities.

- **On average, fuel deliveries are completed within three (3) days of placing the order. Plan accordingly and allow ample time when requesting fuel oil.**

OFFICE OF FIELD OPERATIONS CIRCULAR NO. 2 - 2023/24

- Custodian engineers are to email the DSF Fuel Unit with any fuel-related questions or concerns. DSFFuelServices@schools.nyc.gov

Note: Do not use this email address to order fuel.

- To ensure compliance with the Interruptible Gas Guidelines, each utility conducts periodic tests of their respective interruptible gas systems. Custodian engineers must monitor their own building's equipment as well. Custodian engineers must immediately notify their deputy director of facilities if they are experiencing any problems preventing their equipment from operating on its alternate fuel.
- Fuel oil storage tanks for dual fuel systems must be filled to 90% of their capacity.
- All dual fuel plants must switch to oil-burning equipment weekly to ensure the system operates properly.
- Multiple boiler plants must operate all boilers equally with regard to hours of operation.
- The Monthly Operation Report (PO 7) must be completed daily and is to be kept on file at the building for future reference.

Please contact your Deputy Director of Facilities if there are any questions or concerns regarding this information.

John T. Shea
Chief Executive Officer
Division of School Facilities

**Attachments: Monthly Fuel Oil Tank Inspection Log
NYSDEC Capacity Markings for Aboveground Form
NYSDEC Color Coding for Fill Ports (Revised)
NYSDEC Fill Port Coding Sample
PO 7
PO 8**

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
MONTHLY FUEL TANK INSPECTION LOG**

Petroleum Bulk Storage #: _____

Bldg ID: _____ Address: _____

Name: _____ Office Telephone #: _____

Tank #: _____ Tank Capacity (Gal.): _____ Tank Location: _____ Reporting Year: _____

(NOTE: You Must Complete a Separate Inspection Log for Each Tank)

Inspection Date	Tank Identified with Label	Tank in Good Condition	Tank Supports in Good Condition	Tank Surface Clean & Dry	Any Fuel in Tank Area	Any Visible Oil Leaks	Any Signs of Corrosion	Tank Level Gauge Functional	Fittings Tight, Secure, Dry	Lids and Fittings in Place	Concrete Floor/Slab Free of Spills	Volume Discrepancy	Containment Area	
	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	PETROMETER	SOUNDING	Area clear of Liquid/Debris/Vegetation

Inspector's Signature
(Custodian Engineer/Building Manager, or Fireperson)

Answering "No" to Any of the Above Questions Will Require the Inspector to Detail their Findings in the Comments Field Below

January																
February																
March																
April																
May																
June																
July																
August																
September																
October																
November																
December																

Comments:

New York State Department of Environmental Conservation
Division of Environmental Remediation, Region 2
Bulk Storage Compliance Unit Website: www.dec.ny.gov
47-40 21st Street, Long Island City, NY 11101
Telephone: (718) 492-6752 • Fax: (718) 492-6390
E-Mail: gdbreen@gw.dec.state.ny.us



Capacity Markings for Aboveground Tanks (AST)

(AST is very frequently located indoors)

Place the following sign at two locations: (1) on the tank itself and (2) at its gauge.

Tank (ID Number)*

Design Capacity is _____ gallons.






Working Capacity is _____ gallons.

(Working Capacity is 90% of Design Capacity.)

* As found on the Registration Certificate for the facility.

The above regulatory requirement for Capacity Marking does not apply to Underground Tanks (UST). Nevertheless it is highly recommended that the above sign be placed at every gauge.

*The circle size should be 8"-12 diameter with minimum 2" letters, please follow the color code below.

#2 oil B05	
#2 oil B10	
#2 oil B20	
#4 oil B05	
Diesel	



BOARD OF EDUCATION OF THE CITY OF NEW YORK
 DIVISION OF SCHOOL FACILITIES
 OFFICE OF BUILDING SERVICES
 DEPARTMENT OF PLANT OPERATIONS

SCHOOL CODE NUMBER _____ BOROUGH _____ DISTRICT NUMBER _____ MONTH _____ YEAR _____

FUEL		GLASS BREAKAGE		
TYPE OF FUEL		TOTAL BROKEN THIS MONTH		
AMOUNT ON HAND 1st OF MONTH		GLASS NOT REPLACED FROM LAST MONTH		
AMOUNT RECEIVED THIS MONTH		TOTAL		
TOTAL		REPLACED THIS MONTH		
AMOUNT AT END OF MONTH		BALANCE END OF MONTH		
AMOUNT CONSUMED THIS MONTH				

	WATER CONSUMPTION CU. FT.			GAS CU. FT.			ELECTRIC K.W. HOURS			ELECTRIC DEMAND K.W.			STEAM			
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	
METER #																
READINGS END OF MONTH																
READINGS FIRST OF MONTH																
DIFFERENCE																
METER FACTORS																
CONSUMPTION																

SIGNATURE CUSTODIAN/CUSTODIAN ENGINEER	SUPERVISOR OF CUSTODIANS
DATE	