

 Jefferson Lab <small>Thomas Jefferson National Accelerator Facility</small>		TITLE:	GSA VEHICLE REFUELING PROCEDURE			
		DOCUMENT ID				
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1.0 PURPOSE:

This procedure implements internal controls for refueling Jefferson Lab (JLab) flex fuel capable vehicles with E-85 gas and refueling JLab industrial equipment with red died diesel. Close coordination is required between vehicle/equipment operators and Facility Management Admin to ensure only authorized JLab employees and vehicles/equipment enter the Central Materials Storage Area and refuel using JLab pumps. In addition, the procedure implements agreements with the GSA to enable JLab vehicles to refuel with E-85 Fuel and to ensure accurate accounting and billing for fuel.

2.0 SCOPE:

Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management requires the head of each agency to ensure the agency

“(i) reduces the fleet’s total consumption of petroleum products by 2 percent annually through the end of fiscal year 2015, (ii) increases the total fuel consumption that is non-petroleum-based by 10 percent annually, and (iii) uses plug-in hybrid (PIH) vehicles when PIH vehicles are commercially available at a cost reasonably comparable, on the basis of life-cycle cost, to non-PIH vehicles.”

DOE Order 430.2B Departmental Energy, Renewable Energy and Transportation Management is part of the Lab operating contract to implement these Transportation/Fleet Management objectives. Jefferson Lab leadership supports this DOE initiative through the Lab’s Executable Plan in using alternative fuel as much as reasonably practical to power the JLab vehicle fleet. This means specifically to reduce the use of petroleum fuel and to increase the use of alternative fuel. This further means of a vehicle is designed to use alternative fuel; JLab work will be planned to assure alternative fuel is used in the vehicle.

The purpose of red died diesel is to power off-road industrial equipment. It is against the law to use this fuel in highway vehicles such as JLab’s GSA leased vehicle fleet.

This procedure applies to all JLab employees who operate GSA leased vehicles in the performance of their duties.

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3.0 RESPONSIBILITIES:

3.1 JLab Line Managers

- Ensure GSA leased flex fuel capable vehicles within their management control are refueled in accordance with this procedure.
- Supply qualified vehicle operators to support this alternative fuel and red died diesel initiative.

3.2 JLab Vehicle Control

- Primary contact with the GSA Norfolk
- Sends monthly fuel report to GSA Norfolk
- Submits requisitions to purchase E-85 Fuel and diesel for JLab pumps.
- Familiarizes JLab employees with refueling equipment and safe refueling practices.
- Provide access to the Central Material Storage Area for refueling operations Tuesday and Friday, 9:00-10:00 am.
- Coordinate diesel refueling with industrial equipment operators.

3.3 Facility Management Administration

- Centrally controls GSA fuel cards. .
- Logs refueling with GSA vehicle operators.

3.4 JLab Employee Vehicle Operators

- Go to Facility Management Admin (VARC-52) and provide the following information to get the key to the pump:
 - Name of operator
 - Vehicle license number
 - Mileage on odometer,
- Return to Facility Management to report quantity of fuel pumped and turn in key.
- Regardless of how the pump is accessed, the vehicle operator shall report the information above to Facility Management Admin immediately after refueling and immediately return the key. Failure to report the transaction or using JLab fuel for personal use may be considered misuse or theft and could result in disciplinary action.

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- Verify vehicle is a flex fuel capable vehicle. NOTE: All JLab flex fuel vehicles authorized to use JLab pumps has an E-85 sticker placed near the vehicles gas tank.
- Notify Facilities Admin of lessons learned, concerns, or problems.

4.0 CONTROL OF FUEL CARDS AND KEYS

- 4.1** Flex Fuel Capable Vehicles. Since the purpose of the DOE Energy Action initiative is to reduce use of petroleum fuel and increase the use of alternative fuel, refueling cards/keys will be closely controlled and issued based upon a planned refueling trip. Facility Management Administration and vehicle operators will coordinate to ensure the trip is logged with authorized JLab employee operators and appropriate mileages.
- 4.2** Pool/Trip Vehicles. Vehicles used by JLab authorized Users will be issued a GSA fuel card along with the vehicle keys for the duration of the trip outside the local area. The local area is defined as the immediate Hampton Roads region.
- 4.3** Gasoline/Diesel Fueled Vehicles. Operators will ensure Facility Management Administration is notified of refueling and logged mileage.

5.0 MAINTAINING FUEL RECORDS

- 5.1** Monthly report sent to GSA Norfolk. The JLab Fuel Report will be e-mailed/faxed to the GSA Fleet Management Representative who will issue fuel credits to the JLab leased vehicle invoice.
- 5.2** Verification of Monthly Fuel Credits. The monthly GSA Leased Vehicle Invoice will be reviewed to verify fuel credits were issued for the lease.

6.0 DEFINITIONS

- **Alternative Fuel.** Alternative fuels are derived from resources other than petroleum. Some are produced domestically, reducing US dependence on imported oil, and some are derived from renewable sources. Often they produce less pollution than gasoline or diesel.
- **Biodiesel Fuel.** Biodiesel is derived from vegetable oils and animal fats. It usually produces less air pollutants than petroleum-based diesel.
- **E-85 Fuel.** Fuel that is 85% ethanol and is produced domestically from corn and other crops and produces less greenhouse gas emissions than conventional fuels.
- **Flex Fuel.** Flexible fuel vehicles are designed to run on gasoline or a blend of up to 85% ethanol (E85).

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- **Red Died Diesel.** Non-taxable distillate fuels used for other purposes than taxable highway diesel fuel, i.e. emergency generators, industrial trucks, marine fuel, etc. It is generally considered a crime to use red died fuel in highway vehicles.

5.0 REFERENCES

- Executable Order 13423 of January 24, 2007, Strengthening Federal Environmental, Energy, and Transportation Management sec. 2(g) DOE O 430.2B Department of Energy, Renewable Energy and Transportation Management, Attachment 1, Section 8 Jefferson Lab Executable Plan
- Memo of Agreement between Jefferson Science Associates, LLC. Thomas Jefferson National Accelerator Facility and GSA Fleet Management Center, 8 May 2009

