



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
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LEMOORE, CALIFORNIA 93248-5001

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NAS LEMOORE INSTRUCTIONS 10340.7E

From: Commanding Officer, Naval Air Station, Lemoore

Subj: NAS LEMOORE FUEL OPERATIONS

Ref: (a) NAVAIR MANUAL 00-80T-109 (NATOPS)
(b) DOD 4140.25-M
(c) NASLEMINST 8600.1C
(d) MIL-HDBK-844 (AS)
(e) NAVSUP Manual Vol II, CH. 5
(f) NAVAIR Manual 19-5-31
(g) NAVAIR Manual 06-30-501
(h) OPNAVINST 4020.25A
(i) OPNAVINST 5530.14C

Encl: (1) NAS Lemoore Fuel Operations

1. Purpose. To publish regulations governing fuel operations at NAS Lemoore, including aircraft and vehicular refueling, ordering and issuing of Petroleum, Oil and Lubricants (POL) and cryogenic material, and safety precautions for fuel operations. This instruction has been updated due to procedural changes and needs to be reviewed in its entirety..

2. Scope. Applies to station departments, Fleet and transient units and tenant activities conducting fuel operations at NAS Lemoore.

3. Cancellation. NASLEMINST 10340.7D

4. Background. The Commanding Officer, NAS Lemoore, is tasked to operate refueling facilities for station and transient aircraft, motor vehicles, and make issues of fuels, lubricants, and cryogenic materials in conjunction with refueling operations. General regulations for fuel operations are contained in references (a) through (i). Specific regulations for fuel operations at NAS Lemoore are contained in enclosure (1).

NASLEMINST 10340.7E

APR 09 1999

5. Action. Fuel operations at NAS Lemoore will be conducted in accordance with this instruction.

6. Forms

a. NAS Lemoore Mogas/Motor Oil Issue Ticket (NAS Lemoore (199) 10840/7) and NAS Lemoore POL Issue/Defuel Document (NAS Lemoore (4900) 10340/8A) are available at the Supply Department Fuel Division Office, Bldg 90.

b. DOD Single Line Items Release Document (DD Form 1348-1). AvFuels Into-Plane Sales Slip (DD Form 1898), Requisition and Invoice/Shipping Document (DD 1149) and Material Inspection and Receiving Report (DD Form 250) are available at SERVMART (ENVISION), Bldg 140.



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NASLEMINST 10340.7E

APR 09 1999

LEMOORE

NAVAL AIR STATION

FUEL OPERATIONS

Enclosure (1)

APR 09 1999

TABLE OF CONTENTS

PART I	A	-	Introduction	
	B	-	Fleet Unit Squadron Responsibilities	
	C	-	General Information	
PART II	A	-	Aircraft Refueling/Defueling Procedures	
	B	-	Specific Aircraft Refueling Procedures and Fire Protection Equipment	
PART III		-	Procedures for Issue of Aviation Fuel to Transient Aircraft	(R)
PART IV		-	Safety Precautions and Issue Schedule for Motor Gasoline	
PART V		-	Cryogenic Material Handling, Equipment Operating, and Safety Procedures	
PART VI		-	Collection and Disposal of Waste/Used Petroleum Products	
PART VII		-	Access Control to Supply Department Fuel Storage Facilities	

APR 09 1999

PART IA - INTRODUCTION

1. Purpose. Reference (a) establishes guidelines for implementation of refueling programs at Naval Air Stations. Proper fuel handling operations are instrumental in preventing loss of life and equipment. Personnel concerned with these vital duties should, therefore, possess a thorough knowledge of the equipment they operate and must adhere to instructions associated with each operation. This handbook is specifically designed for personnel who are involved in fuel operation at Naval Air Station, Lemoore, California. The information and procedures contained herein should be regarded as specifically applicable to NAS Lemoore and may not apply at other commands.

2. Scope. Applicable to:

a. Receiving, storing, and transferring of bulk aviation and vehicle Petroleum, Oil and Lubricants (POL) at NAS Lemoore.

b. Maintenance of refueling facilities and equipment.

c. Equipment operating and safety procedures.

d. Aircraft refueling/defueling procedures.

e. Motor gasoline fueling procedures.

f. Cryogenics procedures.

3. Responsibilities for Refueling. The aircraft refueling function is the responsibility of the NAS Lemoore Supply Officer for fuel dispensing equipment, operator level maintenance and DOD transient aircraft servicing. The into-plane refueling function is assigned to the respective unit commanding officer and major facility repairs and preventive maintenance is assigned to the NAS Lemoore Public Works Officer.

APR 09 1999

PART IB - FLEET UNIT/SQUADRON RESPONSIBILITIES

1. Fleet Unit/Squadron Commanding Officers

a. Squadron commanding officers will assure that all squadron personnel who are assigned aircraft refueling responsibilities are thoroughly trained in the following:

(1) Aircraft fuel systems and fueling procedures.

(2) Utilization of fire fighting equipment located in each refueling lane.

(3) Have attended the NAS Lemoore Shipboard Aircraft Fire Fighter School.

(4) Are familiar with the pertinent contents of this instruction.

b. Prior to the end of each accounting period, submit applicable identaplate to the Fuel Division Office, Bldg. 90, for imprinting of DD Form 1898 AvFuels sales slip. Submit a pretyped Single Line Item Requisition Document (DD Form 1348) (six-part) at least two working days prior to the end of each month for liquid oxygen and nitrogen used during the month.

APR 09 1999

PART IC - GENERAL INFORMATION

1. Fuel Group Operation. During the hours 0600-0100, Sunday through Thursday, all fuel groups are manned as required to support scheduled flight operations. In the event no flights are scheduled by units berthed in a specific hangar, the corresponding fuel group is secured and placed on a "call" basis. At this time, the duty skid assignment will be in effect. Fuel groups are numbered to correspond with the respective hangar, i.e.:

Hangar #1) Fuel Group #1 (Lanes 1 & 2)
Hangar #2) Fuel Group #2 (Lanes 3 & 4)
Hangar #3) Fuel Group #3 (Lanes 5 & 6)
Hangar #4) Fuel Group #4 (Lanes 7 & 8)
Hangar #5) Fuel Group #5 (Lanes 9 & 10)

2. Duty Fuel Skids. After 0100, no fueling services are available. The fuel group locations are included on the weather brief and ground control (voice radio) daily. After completion of all scheduled fueling, fuel groups will be manned on a call basis. Squadron maintenance control personnel will be contacted by the Fuel Division duty shift leader prior to securing their fuel group. After completion of scheduled recoveries, and on weekends and holidays, fuel groups will be manned on a call basis for maintenance purposes and unscheduled flights. The NAS Lemoore Air Operations Duty Officer will be apprised of the number and locations of duty refueling skids open for fuel service. The assignment of the duty skid will be based on the area of highest operation. The duty skid assignment may be changed from one group to another when anticipated work load indicates a need for the change (i.e., Fuel Group #1 in AM and Fuel Group #3 in PM).

3. Fuel Charges. Per reference (b), all aviation fuel charges will be processed on AVFUELS Into-Plane Sales Slip (DD-Form 1898). Fuel issues for NAS Lemoore based aircraft will be made on a single part POL issue document and summarized for each unit at the end of each 15 day accounting period. Squadrons on temporary deployment will provide cover documents for each cut-off date on which the squadron will be deployed. Squadrons failing to provide cover documents prior to temporary deployment will be required to furnish identaplates for each refueling at

NASLEMINST 10340.7E

APR 09 1999

NAS Lemoore. One week prior to Western Pacific (WESTPAC) deployment, squadrons will provide cover documents and make arrangements for the final cut-off date for fuel charges.

4. Telephone Numbers. Questions regarding any phase of the refueling operation should be directed to the appropriate telephone number listed below:

Fuel Division Director	1326
Fuel Inventory/Charges	1327
Quality Control & Maintenance Supervisor	1328
Oxygen/Nitrogen Facility	1713
Aircraft Service Branch	1680/1683
Aircraft Service Manager	3045/1680

APR 09 1999

PART IIA - AIRCRAFT REFUELING/DEFUELING PROCEDURES

1. Purpose. Reference (a) establishes general aircraft fueling procedures, personnel requirements, and safety regulations. The following specific requirements apply at NAS Lemoore. defueling/defueling services will be prioritized in the following order: "hot" refueling with aircraft engine running, "cold" refueling and defueling. Hot refueling shall be performed only when operational requirements dictate since this operation is significantly more dangerous and costly - both in terms of fuel and manpower expenditures. Only pressure hot refueling shall be performed.

a. Personnel Requirements

(1) "Hot" refueling ground crew requirements are:

(a) One plane captain (safety observer/refueling coordinator)

(b) Two fuel crewmen (one fire watch, one nozzle operator)

(c) One fuel operator (NAS Lemoore)

(d) A minimum of two additional ground crewmen will be required to simultaneously "hot" refuel a second aircraft in the adjacent lane of the fuel skid.

(2) "Cold" refueling, and defueling personnel requirements (R are:

(a) One nozzle attendant

(b) One fuel operator (NAS Lemoore)

(3) Overwing gravity refueling in static condition at (A fueling hydrants and mobility refueling requirements are:

(a) One nozzle attendant

(b) One fuel operator (NAS Lemoore)

(c) One fire extinguisher operator

APR 09 1999

b. Safety Requirements Prior to Skid Refueling/Defueling Operations. All aircraft are required to stop at the threshold of fuel lane and perform the following functions:

(1) Hot brake check will be accomplished. Aircraft with hot brakes will not enter the fueling area.

(2) Disarm ordnance/weapons prior to aircraft entering fueling lane per reference (c). The term "disarm" means removing the detonating device or fuse of a bomb, mine, or other explosive ordnance, or otherwise rendering it incapable of exploding in its normal manner.

(3) All jet aircraft, not prohibited by Naval Air Training Operating Procedures Standardization (NATOPS), will have external stores pinned prior to entering fuel pits. This procedure applies for "hot" or "cold" refueling.

(4) The pilot will secure all electrical and electronic equipment except radio equipment necessary to maintain communications with the control tower and equipment needed for the refueling operation.

(5) The pilot will ensure that the external fuel pressurization and fuel dump switches are in an "OFF" position.

c. Procedures for Fueling Aircraft. Aircraft shall be taxied into the fuel skid under the direction of a qualified plane director.

(1) The pilot will remain in cockpit during "hot" refueling. Aircraft canopy shall remain closed during refueling. "Hot seating" of aircraft within the fueling area is PROHIBITED.

(2) The aircraft will be positioned parallel to the fueling unit by the plane director. The nose wheel will be positioned on the spot provided.

(3) Aircraft main wheels shall be chocked prior to commencing fueling operations.

(4) The bonding wire shall be attached before any fuel connections are made.

(5) F/A-18 aircraft will be "hot" refueled in strict compliance with references (a) and (d) and Part IIB of this instruction.

(6) Commencement of any refueling will be coordinated with the pilot, plane captain, and fuel operator. The pilot will have complete control of distribution of the fuel within the aircraft system during "hot" refueling.

(7) The fuel operator will monitor the entire refueling operation and will operate the deadman control valve.

(8) Upon commencement of fueling, a plane captain (safety observer) or other qualified squadron personnel shall check the primary fuel shutoffs for proper operation. Fueling will be discontinued when any leak or malfunction occurs.

(9) The amount of fuel issued will be controlled by the plane crewman and the fuel operator, utilizing the fuel delivery quantity meter and aircraft fuel gauges.

(10) Upon completion of fueling, all fueling connections to the aircraft will be removed. The bonding wire will be disconnected last.

(11) After "hot" refueling, the aircraft shall be taxied out of the fuel skid under the direction of a qualified plane captain. The aircraft will be taxied straight ahead for a minimum of 100 feet, using the minimum power required to put aircraft into motion.

(12) Aircraft electrical/electronic equipment shall not be reenergized until after the aircraft has progressed beyond 100 feet of the refueling area. Two aircraft may be "hot" refueled simultaneously in adjacent fuel lanes. Additional aircraft will remain at least 100 feet behind aircraft being serviced, capable of taxiing clear of the skid area if required.

(13) If left attached to aircraft tow tractor, engines shall be secured until completion of the refueling evolution.

(14) Aircraft will be towed from the fuel lane immediately after "cold" refueling; aircraft restarts in fuel skids are not permitted.

d. Procedure for Defueling Aircraft

(1) Fuel skid defueling operation

(a) The personnel and safety requirements applicable to "cold" refueling operations apply. Only aircraft assigned to NAS Lemoore will be defueled through refueling skids. If transient aircraft require defueling, defueling will be accomplished utilizing designated mobile defuelers.

(b) Prior to accomplishing a defueling operation the following steps must be completed:

1 A fuel sample will be taken from the aircraft for laboratory analysis by a qualified squadron representative and witnessed by Fuel Division personnel.

2 Squadron refueling/maintenance coordinator must certify disposition of fuel to be defueled, reason for defuel, and complete Part 2 of NAS Lemoore POL Defuel Document ((49) 10340/8A).

3 Part 1 of Form (49) 10340/8A must be completed by refueling skid operator and forwarded with daily inventory for credit and posting to receipts.

(2) Mobile defueling operation

(a) Defueling of partially disassembled aircraft and of aircraft recently refueled with JP-4/JP-8 will be accomplished by the mobile defueler in the designated defuel areas (NE corner of Ramp 4, SW corner of Ramp 1).

(b) Prior to accomplishing a defueling operation by mobile defueler, the fuel operator will ensure a minimum of three people perform every aircraft defueling operation (the defuel truck operator (supplied by the Fuel Division), a nozzle operator (supplied by the squadron), and a fire watch (supplied by the squadron)); and

1 Aircraft is located a minimum of 100 feet from all other aircraft.

2 No maintenance is being performed on aircraft.

APR 09 1999

3 No sources of ignition are within 100 feet of aircraft.

4 Defueling operation is accomplished in compliance with specific instructions applicable to equipment being utilized and aircraft type.

(3) Disposition of returned fuel

(a) Fuel returned to Ready For Issue (RFI) stock at the refueling lane will be credited to the respective Fleet unit.

(b) Fuel returned by mobile defueler will be delivered to the Fuel Division Compound, Bldg. 90, for disposition. Product will be sampled and tested to determine acceptability for return to stock. Product not meeting quality requirements will be disposed of in waste oil tank without credit given.

e. Procedures for Refueling Aircraft by Truck. The personnel and safety requirements for "cold" refueling operations apply.

(1) Aircraft will be refueled by truck in strict compliance with references (a) and (d) and Part IIB of this instruction.

(2) Hot refueling by truck is not authorized at NAS Lemoore.

(3) Reference (a) authorizes the Commanding Officer to grant permission for the fueling of passenger aircraft while passengers remain onboard. Only in the case of MEDEVAC flights will these procedures be authorized at NAS Lemoore under the following conditions: All ambulatory patients will depart the aircraft, the aircraft attendant shall observe the fueling operation while remaining onboard and a fire fighting vehicle will standby during the fueling operation.

(4) Aircraft main wheels shall be chocked prior to commencing fueling operations.

APR 09 1999

(5) The bonding wire shall be attached from the truck to ground, then to the aircraft before any fuel connections are made.

(6) Commencement of any refueling will be coordinated with the plane captain and refueler operator. The plane captain will have complete control of distribution of fuel within the aircraft system.

(7) The refueler operator will monitor the entire refueling operation and will operate the deadman control valve.

(8) Upon commencement of fueling, a plane captain or other qualified squadron personnel shall check the primary and secondary "high level" shutoff valves for proper operations and monitor the fuel vents during the fueling operation. Fueling will be discontinued when any leak or malfunction occurs.

(9) No maintenance will be performed on the aircraft being refueled or within 50 feet of the refuel operation.

(10) No ordnance operation will be performed on the aircraft during refueling. Ordnance operations may be performed on outboard wings of adjacent aircraft.

(11) The amount of fuel to be issued will be controlled by the plane crewman and the refueler operator, utilizing the fuel delivery quantity meter on the refueler and aircraft fuel gauges.

(12) Upon completion of fueling or when the "high level" shutoff valves activate, all fueling connections to the aircraft will be removed. The bonding wire will be disconnected last.

f. General Safety

(1) The fuel operator is responsible for proper operation of the fuel equipment and shall ensure that no fuel is transferred until all prescribed checks and safety precautions have been met.

(2) All personnel in the fueling areas must be alert to prevent foreign object damage. Check pockets and police area to assure that loose gear will not imperil the operation. Hats will not be worn in fuel skids.

APR 09 1999

(3) All personnel must be at fueling station prior to aircraft entering fueling lane or commencement of any fueling/defueling operation. Aircraft will not enter the refueling lane until required ground personnel are present and safety checks accomplished.

(4) When any fuel spillage occurs, fueling will be stopped until the Fire Department has evaluated the spill. In the event of a fuel spill during "hot" refueling, the aircraft engine will be secured, the aircraft will be towed out of the skid and the area will be secured until the Fire Department evaluates the spill, not until then can resumption of fueling operations continue.

(5) Fuel skids will be adequately lighted when refueling is accomplished during hours of darkness.

(6) Aircraft will not be gravity fueled with engines running.

(7) Gravity refueling, "cold" refueling/defueling will not be accomplished in adjacent fueling lanes while "hot" refueling is being accomplished.

(8) Aircraft fuel handling operations will be secured when electrical storms are in the area as directed by the Air Operations Officer.

(9) Maintenance or mechanical work on the aircraft will NOT be permitted during refueling/defueling operations.

(10) Refueling lanes are for the sole purpose of refueling/defueling aircraft and will not be used as a taxiway shortcut to parking apron or exit to taxiway.

(11) Eye protection goggles, cranials, ear protection and long sleeve shirts will be worn during all refueling/defueling operations.

(12) Deadman control valves shall not be blocked open or otherwise defeated.

APR 09 1999

PART IIB
SPECIFIC AIRCRAFT REFUELING PROCEDURES AND
FIRE PROTECTION EQUIPMENT

1. Aircraft pilot and ground crewman duties for "hot" refueling:

- a. "Hot" refueling of the F/A-18 aircraft will be accomplished in strict compliance with reference (a) and this instruction.
- b. Aircraft anti-collision strobe lights will be turned off during "hot pump" refueling. Formation lights may be left on.
- c. The nozzle operator will attach the nozzle.
- d. The pilot will signal the fuel skid coordinator when he is ready for commencement of fueling by "thumbs-up" signal in daytime and by "thumbs-up" illuminated by flashlight at night.
- e. F/A-18 aircraft may be "hot" refueled utilizing the single point pressure refueling connection. No additional refueling equipment is required.
- f. F/A-18 aircraft may be "hot" refueled with wings folded or extended.
- g. The fuel operator will depress the hand-held deadman control valve and check for fuel leaks and commence fueling.
- h. Immediately upon commencement of refueling, the plane captain will conduct the primary high level shut off valve check. If this check is not satisfactory, the refueling operation shall be secured immediately.
- i. Appropriately assigned personnel shall monitor vent mast to ensure that it is not obstructed.

WARNING: IF FUEL IS OBSERVED COMING FROM ANY FUEL TANK VENTS, THE REFUELING OPERATION SHALL BE SECURED IMMEDIATELY.

- j. When external tanks are installed, assure that pressurization check is accomplished.

APR 09 1999

k. Ensure that all fueling switches are in their proper position.

l. Ensure that wheel chocks are not removed until signal to do so is received from the pilot.

m. Ensure that plastic "dust cover" caps are replaced on fuel nozzles after each refueling operation.

2. Fire fighting equipment requirements for "hot" refueling:

a. The minimum fire protection shall be two 150-pound Halon 1211 wheeled units positioned at each lane or island.

b. In the event a fuel fire occurs during "hot" refueling, the following action shall be taken as rapidly as possible:

(1) The skid operator shall secure fueling, pull fire alarm (box located at each refueling group) and utilize the closest Halon extinguisher to assist in extinguishing the fire.

(2) Fire watch will activate the Halon fire extinguisher unit and apply contents to the fire.

(3) The hose adapter attendant shall disconnect the fuel hose and man available fire fighting equipment.

(4) Adjacent pit operators shall secure fueling, clear aircraft from skids and assist in fighting the fire.

(5) The pilot shall notify the Tower (ground control) of emergency, time permitting.

c. Mobile fuel/defueling units shall have the following fire fighting equipment installed:

(1) Mobile fuel delivery units - two each 15 lb. dry chemical extinguishers.

(2) Mobile defueling and test units - two each 15 lb. dry chemical extinguishers.

(3) Waste oil collection unit - two each 15 lb. dry chemical extinguishers.

NASLEMINST 10340.7E

APR 09 1999

d. Material Condition. The nozzle operator will be responsible for returning the fuel nozzle to the proper storage bracket after each issue, and returning the grounding cable, back to the reel.

NOTE: TO PREVENT PERSONNEL INJURY THE GROUNDING CABLE WILL BE WALKED BACK TO THE REEL VICE LETTING IT GO TO RETRACT ON IT'S OWN.

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e. Key Accountability. The Fuel Division Duty Section will maintain accountability for the key to the motor gasoline/diesel facility, located in the transportation compound, at times other than those stated in paragraph 3 of this enclosure.

APR 09 1999

PART III
PROCEDURES FOR ISSUE OF AVIATION FUEL TO TRANSIENT
AIRCRAFT

1. Purpose. To establish a procedure for documenting issues of fuel to transient military aircraft, Department of Defense contractors, other federal agencies and authorized privately owned civilian aircraft.

2. Background. Reference (e) authorizes the issue of aviation fuel to commercial aircraft under contract or charter with the Department of Defense, aircraft from other federal agencies, and to privately owned aircraft under certain conditions.

3. Responsibility

a. Air Operations Department

(1) Obtain authorization from the Air Operations Duty Officer to issue required fuel to transient commercial aircraft.

(2) Ensure transient military aircraft requesting "hot" refueling have made prior arrangements with a host squadron or furnish their own "hot" refueling crew.

b. Supply Department

(1) Provide qualified personnel to accomplish the refueling of transient military aircraft.

(2) Ensure that identaplate (for military aircraft) is presented to fuel operator prior to commencement of refueling.

(3) Ensure that transient commercial aircraft are authorized to purchase fuel. Accomplish cash sales to commercial/civilian aircraft per reference (e).

(4) Complete issue document at time of issue of aviation fuel.

(5) Process issue documents and post to Uniform automated Data Processing System (UADPS) financial records.

APR 09 1999

4. Procedures

a. Issues to commercial aircraft under contract or charter and to aircraft from other federal agencies. Issues shall be made on an AVFUELS Into-Plane Sales Slip (DD Form 1898) with the following information indicated:

(1) Agency name and address of home office responsible for payment.

(2) Type, model, and serial number of aircraft.

(3) Number of gallons and type of fuel issued.

(4) Pilot's signature (return the original copy to the pilot).

b. Issues to authorized commercial aircraft not under contract or charter. Issues will be made on a cash sale basis.

APR 09 1999

PART IV
SAFETY PRECAUTIONS AND ISSUE SCHEDULE FOR MOTOR GASOLINE

1. Purpose. To establish safety procedures and schedule for issuing motor gasoline to government vehicles.

2. Safety Precautions for Handling Motor Gasoline

a. Automotive gasoline will not be dispensed into any portable container without prior approval/authorization from the Fuel Division Director.

b. "NO SMOKING" signs shall be conspicuously posted prohibiting smoking within 100 feet of the fuel handling operation.

c. During fueling operations of buses and other passenger-carrying vehicles, passengers may remain onboard with no smoking permitted.

d. Operators shall turn off engine and vehicle lights while taking on fuel. The refueling nozzle will be brought into contact with the outside of the fill spout before commencing fueling.

e. No refueling shall be performed within a building.

f. During receipts of motor gasoline from commercial carriers, the following procedures will be followed:

(1) Install a flagged barrier to prevent traffic from passing through the area.

(2) Place appropriate "FLAMMABLE" fuel handling signs adjacent to flagged barrier.

(3) Assure that commercial carrier is properly grounded prior to any fuel handling operations.

3. Hours of Issue for Motor Gasoline/Diesel Fuel

a. Monday through Friday

0745 - 1130 *Public Works Transportation Compound

1230 - 1615 *Public Works Transportation Compound

APR 09 1999

0800 - 1615	Main Fuel Compound, Bldg. 90
0900 - 1000	Service truck, on Transient Line Ramp,
1400 - 1500	Hangar 180
2100 - 2200	Hangar 180
2330 - 0030	Public Works Transportation Compound

b. Saturday, Sunday and Holidays

0730 - 0830	*Public Works Transportation Compound
1530 - 1630	*Public Works Transportation Compound
0830 - 1800	Service truck Transient Line Ramp

c. Delivery truck service, Monday, Wednesday, and Friday

0800 - 0830	Aviation Warehouse, Bldg. 140
Upon request	NAS Weapons and Weapons Magazine Area

* Manual Operations

4. Emergency Issues. When emergency fueling services are required for equipment utilized in the operations or administration areas at times other than specified in paragraph 3, arrangements may be made by telephoning the Aircraft Service Branch Duty Section, extension 1680 or 1683. Requests for emergency issues will be accompanied by a memorandum, signed by requesting activity duty officer.

5. MOGAS/Diesel Issue

a. General. The issue of motor gasoline and motor oil at the Fuel Compound, Bldg. 90, and the issue of diesel, motor gasoline and motor oil at the Public Works Transportation Compound, Bldg. 765, is accomplished by an automated fuel and oil dispensing system (Fuel Master). The activation device known as a prokee is attached to authorized vehicles' key rings. When the prokee is inserted into the Fuel Master control unit, the system identifies the vehicle and allows the customer to obtain selected products. In the event the Fuel Master is nonoperational, an operator will be on site and will be responsible for proper servicing with gasoline, diesel and motor oil and for completing the NASL Mogas/Motor Oil Issue Ticket (NAS Lemoore (199) 10340/7) to account for fuel and/or oil issued.

b. Key Replacement. Replacement prokees for the automated gasoline, diesel and motor oil dispensing system may be obtained by submitting a memorandum signed by the Commanding

APR 09 1999

Officer/Officer-In-Charge or their designated representative to the Supply Department, Fuel Division Director, Code 4900.

c. Documentation. Blank MOGAS/diesel/motor oil issue documents are located in a ticket box at the motor dispensing pump island. Completed documents will be placed in the ticket box.

d. Material Condition. Operators will be responsible for returning the fuel nozzle to the proper storage bracket after each issue, picking up litter caused by them, and keeping the pump area clean; vehicle ashtrays and litter will not be dumped at MOGAS pumps. The Supply Department, Fuel Division will be responsible for the overall cleanliness of the pumps and immediate adjacent areas. Public Works Department will be responsible for the general maintenance of motor gasoline/diesel dispensing equipment.

e. Key Accountability. The Fuel Division Duty Section will maintain accountability for the key to the motor gasoline/diesel facility, located in the transportation compound, at times other than those stated in paragraph 3 of this enclosure.

APR 09 1999

PART V
CRYOGENIC MATERIAL HANDLING,
EQUIPMENT OPERATING AND SAFETY PROCEDURES

1. Purpose. References (f) and (g) publish operating and safety procedures, hours of operation, and assign areas of responsibility for the operation and maintenance of the cryogenic facility and related equipment at NAS Lemoore.

2. Responsibilities

a. Supply Department, Fuel Division will:

(1) Order, receive, store, analyze, and issue liquid and gaseous oxygen and convert LN2 to N2. (R)

(2) Purge liquid oxygen carts as scheduled by AIMD.

(3) Accomplish operator level plant maintenance of cryogenic storage and pumping equipment.

(4) Accomplish tank purging and product analysis.

b. Aircraft Intermediate Maintenance Department (AIMD) will:

(1) Have custody of and maintain all mobile liquid and gaseous oxygen and nitrogen dispensing equipment.

(2) Schedule units for purging with LOX storage facility.

(3) Issue and assign carts as required to assigned fleet and RAG units.

c. Public Works Department will:

(1) Accomplish major plant equipment repairs.

(2) Provide replacement parts for pumps, converters, and motors.

(3) Maintain structural facilities.

3. Hours of Operation

APR 09 1999

a. The LOX/LN2 facility is manned on a five day week basis. Liquid oxygen is issued at scheduled times. The following issue schedule is in effect:

Liquid Oxygen	Mon - Fri	0700 - 1430
	Nights	2000 - 2100
Weekends and Holidays		1630 - 1730
Gaseous Oxygen	Mon - Fri	1300 - 1400
Gaseous Nitrogen	Mon - Fri	0900 - 1200

b. To minimize the loss of product in the equipment "cool down" process, a minimum of two spen carts are required for recharging. Fleet units requiring emergency spen cart fills (only one cart) will be charged for product utilized in "cool down" process.

c. Cryogenic carts not meeting safety and mechanical standards will not be filled and must be turned in to AIMD for corrective action.

4. Safety

a. The liquid oxygen/nitrogen facility will be operated and maintained in strict compliance with reference (f).

b. Assure that all cylinders and carts meet reference (h) safety and inspection date requirements prior to refilling.

APR 09 1999

PART VI
COLLECTION AND DISPOSAL OF WASTE/USED PETROLEUM PRODUCTS

1. Background. As the availability of petroleum fuels diminish, waste/used oils represent a significant amount of energy. Generating activities shall collect, store, and release recyclable used products.

2. Standard Operating Procedures

a. Collection of Product Squadrons. Activities with 55 gallon waste/oil fuel drums and/or fuel bowsers are required to call Public Works Environmental Assistant, ext. 4116, to request testing. Public Works Environmental Assistant will arrange for pickup. If the waste oil is found to be contaminated, the Public Works Environmental Assistant will ensure proper disposal of the contaminated oil.

b. Procedures for Disposal of Product

(1) Contracts for disposal of product are provided through the Defense Reutilization and Marketing Office (DRMO). Only designated personnel from the Public Works, Environmental Management Division (EMD) are authorized to release hazardous waste property from NAS Lemoore. Close liaison must be maintained to facilitate pickup of material.

(2) A turn-in document, DOD Single Line Item Release/ Receipt Document (DD Form 1348-1) supporting the quantity to be picked up and annotated with Polychlorinated Biphenyls (PCB) contamination information, will accompany waste/used products to the designated refinery.

(3) When contractor pickup is made, either metered vehicle or weight tickets are prepared to validate quantity removed. Empty and full truck weights on certified scales will be recorded on the weight ticket. A Shipment Receipt/Delivery Pass (DLA Form 1367) will be prepared supporting weight ticket.

(4) At the time of pickup, Public Works Environmental Management Division personnel will ensure the purchaser's vehicle displays a State of California required Hazardous Property Transportation Licensing Label and a properly completed Hazardous Waste Manifest accompanies the load.

APR 09 1999

PART VII
ACCESS CONTROL TO SUPPLY DEPARTMENT FUEL STORAGE FACILITIES

1. Purpose. To establish policy and procedures for controlling access to Supply Department fuel storage areas per reference (i).

2. Background. The Supply Officer is responsible for the security of all buildings and material in his custody and will evidence this with properly established and maintained controls and records. Procedures for controlling access to fuel storage facilities both during and after normal working hours will be as directed by the Supply Officer.

3. Responsibility. Fuel Division personnel will challenge any person in the fuel storage facility who does not display proper identification. Unauthorized persons will be escorted out of the facility or advised of proper procedures for obtaining entry. Flagrant or suspicious occurrences are to be immediately reported to the Fuel Division Director.

4. Action

a. Access Control. Points of entry and exit to all Supply Department fuel storage facilities will be controlled. Persons entering will be challenged and identified to ensure they are on official, authorized business.

(1) Visitor Control. A sign affixed to the Fuel Division entrance requires visitors to check in at the Fuel Division Office Bldg. 90) prior to entering fuel storage areas. Visitors will be escorted while in the fuel storage areas.

(2) Locked Access Doors/Gates. The fuel storage access gate, located on the north west side of Bldg. 90, will be open 0700-1630 Monday through Friday, excluding holidays. Gates on the north east and west side of the facility will only be opened for commercial fuel truck exits or emergency exits. At all other times these gates are to remain locked. Doors to the front office, laboratory and workshop will be unlocked from 0700-1630 daily excluding Saturday, Sunday, and holidays. Keys to all access doors and gates will be maintained within the Fuel Division.

APR 09 1999

b. Security is the direct, immediate, and moral responsibility of all personnel. Physical security for the Fuel Division will consist of the following actions:

THREATCON ALPHA

(1) At regular intervals, remind all personnel to be suspicious and inquisitive about strangers; particularly those carrying briefcases or containers. Be alert for unidentified vehicles on or near the vicinity of the Fuel Division, Bldg. 90 and Aircraft Service Branch, Bldg. 184. Also, be alert for abandoned parcels and briefcases, or other unusual activity.

(2) Park and secure all mobile refuelers inside the fuel bulk storage area.

(3) Secure buildings (including doors and windows, rooms and storage areas) not in regular use. Refuelers will be searched prior to departure and return.

(4) Check the "J" fueling groups, filter pits and pumps, fuel skids, and personnel shelters hourly.

(5) Check plans for next level of threatcon.

(6) Secure electrical power to all pumps in the bulk fuel storage tanks at the close of the day.

THREATCON BRAVO

(1) Continue all measures for Threatcon Alpha.

(2) Warn personnel of any knowledge gained in possible forms of attack to be used by terrorists.

(3) Check all identification badges at doors and in the vicinity of the building.

(4) The Fuel Division gate will be locked and a guard posted for vehicular and personnel identification badges checked (during regular hours).

(5) All outside lights at the Fuel Division will be turned on during evening hours and left on overnight.

APR 09 1999

THREATCON CHARLIE

(1) Continue all measures for Threatcon Alpha and Bravo.

(2) The Aircraft Services front door will be locked and only personnel conducting official business may enter after presenting a valid identification badge.

(3) Secure additional access to Aircraft Services Building.

THREATCON DELTA

(1) Continue all measures for Threatcon Alpha, Bravo, and Charlie.

(2) Section leaders will ensure all personnel remain in buildings at all times except those leaving on official duties. The section leader will monitor the whereabouts of all personnel and equipment.