



## BULLETIN

NO: 17-004  
DATE: January 6, 2017  
TO: All Personnel  
FROM: James Gaboury, Deputy Chief, Logistics  
SUBJECT: Emergency Generator Refueling

There have been recent issues regarding refueling of emergency generators. It is imperative that generator fuel tanks are maintained at a minimum of  $\frac{3}{4}$  full to ensure stations will be functional during an emergency. Typically, with a full fuel tank, generators will run for 48-72 hours depending upon the unit. In an emergency, stations may be required to be self-sufficient and fuel deliveries may not be immediately possible.

The following procedures are to be followed for refueling emergency generators:

For all stations with NO AST/UST at the station:

- Fuel level to be checked weekly;
- Fuel should be topped off as needed monthly with an issued 5 gallon fuel can, and can be filled where the apparatus gets fuel. If there are no fuel cans in the station contact the Logistics Equipment Officer;
- In extreme emergencies contact Logistics to arrange for a refill.

For all stations with AST/UST at the station, but the generator is not plumbed to the tank:

- Fuel level to be checked weekly;
- Use your AST/UST to top off your generator utilizing a 5 gallon fuel can. If there are no fuel cans in station contact the Logistics Equipment Officer;
- In some cases SOCO (the current City fuel vendor) will top off your generator if it is adjacent to your fuel tank and they are there for a scheduled fuel tank delivery. Let SOCO know to top off the generator when you order fuel for the AST/UST ;
- Do not contact SOCO just to top off generator.

For all station with AST/UST at the station and it is plumbed to the generator:

- Fuel level to be checked weekly;
- Ensure fuel is ordered and tank does not get low.

All the above information will be incorporated into Operations Manual SI06, Section 24, "Station Generator".

For any questions or assistance with these procedures, please contact the FMO or [SDFDfacilities@sandiego.gov](mailto:SDFDfacilities@sandiego.gov).