

CAMPUS OPERATIONS STANDARD PRACTICE

TITLE:

ECU VEHICLE FUEL MANAGEMENT

INSTRUCTION NUMBER:

100-0084

I. GENERAL

- A. ECU Facilities Services manages the (State) vehicle fuel (gas and diesel) dispensing operations for University departments. Operations include purchasing the bulk fuel (gas and diesel), maintaining the fuel dispensing sites/fueling stations, managing the fuel management system, and billing departments for use. Fuels purchased in bulk are un-leaded with road tax and diesel with road tax per State contract.
- B. There are two (2) dispensing sites: one (1) on Main Campus with two (2) un-leaded gas pumps and one (1) diesel pump and one (1) on Health Sciences Campus with one (1) unleaded gas pump. The Main Campus fueling stations are within the Main Campus Steam Plant complex (14th Street) which is fenced and gated for security. Main Campus Steam Plant fence gate is open during normal business hours and secured other times with access only by approved ECU 1-Card users or by requesting access on-site via intercom (call-button) system to the ECU staff on duty in Main Campus Steam Plant. The Health Sciences Campus fueling station (North Campus Loop) is accessible at all times with no fence or gate.
- C. Currently, ECU Facilities Services uses FuelMaster Fuel Management system. FuelMaster consists of a software database and control equipment of programmable Key FOBs (ProKee) for dispensing and accounting for the amount of fuel dispensed. The software database includes department code (customer ID), vehicle information including FOAPA, Banner ID number of Facilities Services employees. Each Key FOB is assigned to an individual University Owned Vehicle, external fuel tank mounted to University Owned Vehicle (usually a truck), approved shop for equipment fueling (separate Key FOB assigned for each). Key FOBs are not assigned to people. Transaction information, including vehicle(s) ID(s), fueling station, date, time, quantity, and cost, is identified by department code (customer ID) in the FuelMaster system. FOAPA is assigned to department code (customer ID) in the FuelMaster system.

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II. RESPONSIBILITIES

- A. FuelMaster system is managed by the Main Campus-Facilities Service Center and ECU Automotive Services. Office Manager for Main Campus-Facilities Service Center is responsible for entering authorized vehicles and external fuel tanks, employees, and setting up departments in the FuelMaster system; generating monthly customer invoices; as well as scheduled review of data. Back-up for the Office Manager is Facilities Service Center administrative staff.
- B. Office Manager for Main Campus-Facilities Service Center inputs employee name, Banner ID number, and department/shop for each Facilities Services employee on Main Campus and Health Sciences Campus responsible for driving/fueling an University Owned Vehicle in FuelMaster. (In addition, employee name, Banner ID number, and department/shop of Housekeeping Services on both Main Campus and Health Sciences Campus, Facilities Engineering & Architectural Services, Campus Operations employees responsible for driving/fueling an University Owned Vehicle are also input in FuelMaster. For simplicity, this document references all of these employees as Facilities Services employees.)
- C. The FuelMaster Customer Listing report for each Facilities Services FuelMaster department code (customer ID) includes a User Listing of names. This User Listing is for Facilities Services internal use only. User Listing is not a list of the only employees able to dispense fuel using Key FOB for listed vehicles. FuelMaster does not associate specific Banner ID numbers in FuelMaster with specific Key FOBs. Therefore, when dispensing fuel, FuelMaster accepts Banner ID number that is in FuelMaster with Key FOB regardless of whether the name is in the User Listing.

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- D. When dispensing fuel, FuelMaster accepts a Banner ID number that is in FuelMaster or FuelMaster department code (customer ID) with Key FOB. The customer invoice reflects the entered Banner ID number or department code (customer ID) as User ID. If the Banner ID number or department code (customer ID) entered when dispensing fuel is not in FuelMaster, FuelMaster does not accept the information and no fuel is dispensed.
- E. ECU Automotive Services Supervisor is responsible for issuing and programming initial Key FOBs as well as re-programming a Key FOB (for example when vehicle is transferred to another department), unauthorizing a Key FOB (for example when vehicle is surplus or Key FOB is lost), and replacing a Key FOB (for example when Key FOB is lost or becomes inoperable). Back-up for the Automotive Services Supervisor is the Automotive Services Lead Worker.
- F. Vehicle information is obtained from monthly ECU Fixed Assets East Carolina University Owned Vehicles report.
- G. Bulk fuel supply is the responsibility of the respective campuses (Main Campus Steam Plant/Health Sciences Campus Central Utility Plant) for monitoring capacity, determining when to place vehicle fuel order, and receiving the bulk supply via tanker load. Main Campus has one (1) 12,000 gallon underground gas tank and (1) 10,000 gallon above ground diesel tank. Health Sciences Campus has one (1) 10,000 underground gas tank. Invoices for bulk purchases are processed for payment by Director, Resource Management – Campus Operations.
- H. Office Manager for Main Campus-Facilities Service Center calculates cost per gallon based on the cost of bulk fuel supply purchases in the previous month provided by Director, Resource Management – Campus Operations.

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- I. Facilities Services employee obtains fuel by using a Key FOB and entering their employee Banner ID number at the fueling station. The entered Banner ID number is indicated as User ID on customer invoice for Facilities Services.
- J. Non-Facilities Services employees obtain fuel by using Key FOB and entering their department code at the fueling station. Therefore, customer invoice for fuel obtained using department code does not identify the person who obtained the fuel. The User ID on customer invoice for non-Facilities Services indicates entered department code.
- K. Office Manager for Main Campus-Facilities Service Center generates monthly customer invoice for each department code (customer ID) and emails invoice to the Responsible Person identified on the ECU Fixed Assets East Carolina University Owned Vehicles report in addition to others requested to be included on email for review of vehicle(s) fuel usage. The email states: *You are receiving this email because you are identified as the Responsible Person on the ECU Fixed Assets East Carolina University Owned Vehicles report for the vehicle(s) listed on the attached customer invoice(s) or others requested to be included on email.*
- L. Responsible Person is responsible for reviewing attached customer invoice(s) information to ensure proper usage and taking action regarding any discrepancies or corrections needed within five (5) business days of email sent date. The email states: *Responsible Person is responsible for reviewing attached customer invoice(s) information to ensure proper usage and taking action regarding any discrepancies or corrections needed within five (5) business days of email sent date. No response within five (5) business days of email sent date is understood as approval of the attached customer invoice(s). The identified total cost will post to the identified FOAPA by the end of the month.*

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- M. Before the end of the month, Office Manager for Main Campus-Facilities Service Center sends summary of cost with FOAPA and customer invoices for the previous month to the Director, Resource Management-Campus Operations to post. The summary of cost and customer invoices are included in back-up documentation of journal entry in Xtender.
- N. Review of the Banner ID numbers in the FuelMaster System is conducted quarterly to determine accuracy of data. (The User Listing in the Customer Listing is not part of this review.) Quarterly preventative maintenance work order(s) are assigned to the Director, Facilities Services-Main Campus to complete the review. Director assigns preventative maintenance work order(s) to Office Manager for Main Campus-Facilities Service Center. Office Manager for Main Campus-Facilities Service Center generates a FuelMaster User Report that includes current information of all users in FuelMaster. The FuelMaster User Report is sent to Director, Resource Management-Campus Operations to compare with current list of Facilities Services employees. Director, Resource Management-Campus Operations responds to both the Director, Facilities Services-Main Campus and Office Manager for Main Campus-Facilities Service Center with any discrepancies. Director, Facilities Services-Main Campus and Office Manager for Main Campus-Facilities Service Center review and address discrepancies in FuelMaster as appropriate. Upon completion, work order is closed.

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- O. Review of the vehicle information in the FuelMaster System is conducted annually to determine accuracy of data. Annual preventative maintenance work order is assigned to the Director, Facilities Services-Main Campus to complete the review. Director assigns preventative maintenance work order to Office Manager for Main Campus-Facilities Service Center. Office Manager for Main Campus-Facilities Service Center generates a FuelMaster Customer Listing that includes Vehicle ID, vehicle description and FOAPA. The FuelMaster Customer Listing is sent to Director, Resource Management-Campus Operations to compare with current ECU Fixed Assets East Carolina University Owned Vehicles report. Director, Resource Management-Campus Operations responds to both the Director, Facilities Services-Main Campus and Office Manager for Main Campus-Facilities Service Center with any discrepancies. Director, Facilities Services-Main Campus and Office Manager for Main Campus-Facilities Service Center review and address discrepancies in FuelMaster as appropriate. Upon completion, work order is closed.
- P. ECU Police Department does not use ECU fuel dispensing stations on a regular basis. The system that ECU Police Department uses to manage regular fuel purchases is not part of this document. ECU Police Department uses ECU fuel dispensing station(s) only in emergency situations such as a weather event.
- Q. ECU Transit use of ECU fuel dispensing station(s) on a regular basis does not include ECU Transit buses. The system that ECU Transit uses to manage ECU Transit buses regular fuel purchases is not part of this document.

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III. DISPENSING FUEL

- A. Fueling of state vehicle, external tank, equipment will be covered with the Facilities Services new employee On-Boarding process.
- B. Employee's supervisor (or assigned shop lead worker) is required to train new employee on how to properly fuel a state vehicle, external tank, equipment by giving on-site demonstration...what to know or need:
 - a. Fuel FOB is linked to state vehicle, external tank or approved shop
 - b. Employee Banner ID# required to authorize fueling (ID# of person performing the fueling)
 - c. State vehicle mileage must be entered at time of fueling
- C. Fuel is to be dispensed only in state vehicle, external tank (attached to a state vehicle), equipment (directly from pump, from portable container, from external tank).
- D. State vehicle fuel FOB is assigned by garage supervisor prior to state vehicle being placed in service
- E. External tank fuel FOB is assigned by garage supervisor separately if mounted on a state vehicle, such as grounds, life safety, etc.
- F. Approved Shop fuel FOB is assigned by garage supervisor separately for fueling of equipment, small and large types for non-highway use.
- G. Specific fuel FOB is assigned to state vehicle, external tank, or approved shop (for equipment) not a state employee
- H. Fuel FOB not working properly at time of fueling is to be reported to automotive supervisor for action needed such as reprogram, reissue, replace, etc.
- I. Banner ID# not working properly at time of fueling is to be reported to the office manager (Main Campus Facilities Service Center) for action/verification
- J. Employee is to use their own Banner ID# when dispensing fuel
- K. Never share your Banner ID# with another person for security reason
- L. Do not use another person's Banner ID# when dispensing fuel
- M. Do not use a state vehicle fuel FOB to fuel a external tank
- N. Do not use an external tank fuel FOB to fuel a state vehicle
- O. Do not use an approved shop fuel FOB to fuel a state vehicle or external tank

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- P. Do not use a state vehicle assigned fuel FOB to fuel a different state vehicle
- Q. Do not use an external tank assigned fuel FOB to fuel a different external tank
- R. Do not dispense fuel in a personal/private vehicle or use fuel for personal/private reason from a campus fuel dispensing station, external tank or portable container
- S. Dispense fuel in portable container (gas or diesel) that has been approved by ECU EH&S
- T. Small equipment such as blower, weed-eater, chainsaw, etc., with small tank (less than 1 gallon) should be filled from larger portable approved metal container approximately 2 to 5 gallons in size – fuel (gas) is dispensed into portable container from grounds external mounted fuel tank on state vehicle or by Fuel FOB assigned to shop for equipment (non-vehicle) use – some small equipment requires fuel additive/mixture before use.
- U. Small portable equipment such as (small) generator, water pump, tamps, etc. utilizing fuel (gas or diesel) with tank approximately 2 to 5 gallons in size should be filled from external mounted fuel tank on state vehicle or by Fuel FOB assigned to shop for equipment (non-vehicle) use – fuel (gas or diesel) may be dispensed in approved container and then transferred to equipment if needed.
- V. Large drivable equipment such as tele-scoping lifts, forklift, tractor, mower, gator, buggy, etc. and trailered equipment such as (large) generator, light tower, welder, etc. utilizing fuel (gas or diesel) with tank approximately 5 gallons in size or larger should be filled from external mounted fuel tank on state vehicle or by Fuel FOB assigned to shop for equipment (non-vehicle) use – fuel (gas or diesel) may be dispensed in approved container and then transferred to equipment if needed.
- W. Equipment and portable container should not be filled from a Fuel FOB assigned to a state vehicle. Equipment should be filled from external fuel tank mounted on a vehicle, an approved portable container, or by Fuel FOB assigned to a shop.
- X. Fuel FOB assigned to shops utilizing equipment with fuel needs include: MC Plumbing (gas), MC Electrical (gas), MC Steam (gas &

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diesel), MC Masonry (gas & diesel), MC Roofing (gas), HSC Grounds (gas) and HSC-CUP (gas)

Y. Mis-use of state fuel will result in disciplinary action as appropriate

Z. FOBs are programmed to allow a maximum of 25 gallons per (standard) state vehicle

AA. FOBs are programmed to allow a maximum 50 gallons for large capacity tanks such as garbage trucks, etc.

BB. FOBs are programmed to allow a maximum of 50 gallons for external tank

CC. FOBs are programmed to allow a maximum of 25 gallons for equipment

DD. Facilities Services monthly fuel usage verification reports are sent to the (fixed assets listed) responsible person and for Facilities Services that is Director or Assistant Director level. Facilities Services responsible person is to perform charge and usage review in conjunction with supervisors and address any discrepancies needed for amount fuel used, gas mileage, etc. and taking action necessary to correct.

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