

1 STEP 1: PRIOR TO FUEL OIL DELIVERY, THE CHURCH, SCHOOL, ENTITY, ETC. SHOULD HAVE:

- Appointed an employee as the Point Person (PP) who is responsible to oversee fuel delivery;
- Designated a waiting area for the delivery truck to occupy until met by PP;
- Advised company that the driver contact the PP upon arrival and that h/she is onsite for delivery.

2 STEP 2: TRUCK ARRIVES ONSITE AND IS IN THE DESIGNATED AREA – THE PP IS RESPONSIBLE TO:

- Review the delivery ticket to confirm delivery location, tank(s) that are to receive fuel, fuel type, and number of gallons to be delivered;
- Inspect the truck to ensure there are no drips or leaks;
- Check the truck's meter and seal – ensure that the seal is intact;
- Ensure that the driver photographs the register of the truck's meter prior to running the fuel pump – the delivery company is required to keep this photo as part of their record of your deliveries;
- Identify the tank fill in conjunction with delivery driver and checks/records amount of fuel in the tank before delivery via tank monitor, tank gauge, or stick reading;
- Supervise as the driver inserts and locks delivery ticket into the meter to ensure that the meter register shows all zeros (zero start register)

NOTE: If not a zero start register, PP records numbers on the register before the start of the delivery.

- Have the delivery driver state how much fuel will be delivered into the tank, generally only filling to 90% of capacity (safe fill level);
- Observe as the delivery driver fills the tank, always remaining with vehicle/delivery hose while fuel is being pumped – **the driver should not be permitted to sit in the truck's cab during the delivery;**
- Stay with the truck and driver, if possible, during the entire delivery process.

3 STEP 3: AFTER DELIVERY IS COMPLETE, PP SHOULD:

- Check and record amount shown on the register while the driver unlocks and removes the delivery ticket from the register;
- Confirms that numbers imprinted on meter ticket match 'before- and-after' register readings;
- Ensure that the driver photographs the register of the truck's meter upon completion of running the fuel pump – the delivery company is required to keep this photo as part of their record of your deliveries;
- Ensure that the meter stamp IDs are consecutive;
- Confirm that the amount of fuel delivered matches (+/- 1%) to the amount on the delivery ticket – this should be done by:
 - checking and recording (with the driver) the amount of fuel in the tank after delivery,
 - subtracting the amount that was in the tank before delivery and then,
 - confirming that the amount of fuel delivered equals (+/- 1%) the amount on the delivery ticket.

4 STEP 4: FINAL OBSERVATIONS/PRECAUTIONS BEFORE DISCHARGE – THE PP SHOULD:

- Check to see there are no spills, drips, etc., and that the fill cap has been properly replaced;
- Sign the delivery ticket and retain a copy;
- Release the truck.

IMPORTANT:

If at any point during the delivery the PP encounters something h/she believes is unusual, the issue should be brought to the attention of your local ICS representative. ICS will contact the company's integrity division to have them investigate your concerns and is committed to providing a prompt response/explanation.