



Stony Brook
University

Memorandum

To: Stony Brook University Community
From: Neil Werner, Director of Transportation & Parking Operations
Date: February 1, 2018
Subject: Stony Brook University Fuel Station Regulations & Instructions

To the Stony Brook University Community;

Please be advised that the following Stony Brook University Fuel Station Regulations apply to the use of the Stony Brook University Fuel Station. All authorized Stony Brook University Fuel Station users are required to comply with the following:

Stony Brook University Fuel Station Regulations

- 1.) Stony Brook University and specific Stony Brook University Vendor employees who are authorized by their respective SBU Department Head are permitted to utilize the Stony Brook University Fuel Station, which is located in South P Lot at Stony Brook University.

Department Heads are required to submit a letter of authorization to the Department of Transportation & Parking Operations in order for any employee/vendor to utilize the Stony Brook University Fuel Station. Such correspondence must be sent on University/Department letterhead, must include the SBU employees' name (in the case of a SBU Vendor, the employees name, Vendor name and Vendor contact information), University identification number, office phone number and the document must be signed by the Department Head. Upon receipt of the authorization letter, Transportation & Parking Operations will be in contact with the requesting Department Head with further information.

- 2.) Authorized Stony Brook University/Vendor employees who utilize the Stony Brook University Fuel Station are required to comply with the University Fuel Station Regulations. The following groups of individuals are not permitted to utilize the Stony Brook University Fuel Station at any time:
 - Stony Brook University/Vendor employees who do not receive Departmental approval.
 - Stony Brook University/Vendor employees who do not sign for a Stony Brook University memorandum for Fuel Station Regulations and Instructions.
- 3.) The Stony Brook University Fuel Station is open for authorized users according to the following schedule:
 - Emergency Vehicles (University Police and EMS): 24-Hours, 7-Days Per Week
 - Non-Emergency Vehicles: Monday-Friday, 5:30am to 11:00pm*

Note *: In the event of extreme weather conditions and/or other unforeseen circumstances, the Stony Brook University Fuel Station hours may be extended.

- 4.) All vehicles and/or equipment that utilize the Stony Brook University Fuel Station must have "Official" New York State license plates. Exemptions to this requirement may be granted in writing from the Division of Facilities & Services and the Department of Transportation & Parking Operations for certain State leased/rented vehicles. Personal vehicles are not permitted to ever utilize the Stony Brook University Fuel Station under any circumstances.
- 5.) All Stony Brook University Fuel Station users are required to utilize the Stony Brook University Fuel Station as per the written instructions provided by the Department of Transportation & Parking Operations. Any use not consistent with the written instructions provided is deemed unauthorized. It is the responsibility of the Fuel Station user to ensure that any fuel dispensed from the Fuel Station is used exclusively for Official State Use Only vehicles. Please be advised that any deviation from this requirement is deemed unauthorized.
- 6.) It is the responsibility of the Stony Brook University Fuel Station user to ensure that if a fuel FOB is being utilized, fuel is being dispensed into an appropriately assigned container for the purpose of fueling Official State Use equipment. It is also the responsibility of the Stony Brook University Fuel Station user to immediately notify the Department of Transportation & Parking Operations in writing in the event a fuel FOB fails to operate or becomes lost.

As per the provided written instructions, a Stony Brook University Fuel Station user is required to accurately enter the correct and current mileage for the vehicle being filled as well as their Stony Brook University identification number if prompted by the Fuel System. It is the responsibility of the Stony Brook University Fuel Station user to ensure that inputted information is current and accurate. A specific procedure for filling fuel cans/devices is explained in section "#9" below.

- 7.) The transfer/use of fuel from the Stony Brook University Fuel Station to/in a personal vehicle, either directly or indirectly, is prohibited.
- 8.) The transfer of fuel between Official New York State vehicles and/or equipment is prohibited.
- 9.) The transfer of fuel from the Stony Brook University Fuel Station utilizing fuel cans and/or other fuel transfer devices/equipment without the written consent of the Department of Transportation & Parking Operations is prohibited. Authorized Stony Brook University Fuel Station users who fill fuel cans/devices at the Fuel Station are required to:
 - Obtain written consent from the Department of Transportation & Parking Operations in order to fill fuel cans/devices at the Stony Brook University Fuel Station.
 - Have all fuel cans/transporting devices labeled with a provided SBU logo and assigned identification number. A fuel FOB will be assigned to each fuel can/device or department. Fuel cans/devices are required to be filled utilizing only the assigned can/device fuel FOB by an authorized Stony Brook University Fuel Station user. Any fuel cans/devices that do not have an SBU logo on them and assigned identification number are not permitted to be utilized at the Stony Brook University Fuel Station.

- Fuel cans/devices are only permitted to be filled in the presence of a designated Department of Transportation & Parking Operations staff member.
- Stony Brook University Fuel Station users who fill fuel cans/devices will be required to complete a record log in writing, which will be handled by a designated Department of Transportation & Parking Operations staff member. The record log will specify the exact location (Department and vehicle/equipment information), date, time and quantity in which the fuel will be utilized.

10.) All Stony Brook University Fuel Station users consent to being video taped on camera as they utilize the Stony Brook University Fuel Station.

Please be advised that any deviation from the Stony Brook University Fuel Station Regulations is considered unauthorized and is not permitted. The Division of Facilities & Services reserves the right to augment the Stony Brook University Fuel Station Regulations at anytime in the future. All requests pertaining to the use of the Stony Brook University Fuel Station must be done in writing to the Department of Transportation & Parking Operations. Should Stony Brook University Fuel Station users have any questions concerning the proper use of the Stony Brook University Fuel Station, please contact:

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