

PRIVATE CAR MECHANICAL BULLETIN



Subject: Fueling of Private Cars	Effective Date: 6/3/14
Private Car Equipment:	Issued By: Lee Trombecky Mark Bagosy Superintendent Standards & Compliance Lee Trombecky Manager Regulatory Compliance

To: All Private Car Owners

FUELING OF PRIVATE CARS

1. If a private car requires fueling for a petroleum product (diesel or fuel oil), the Owner/Operator can either use a vendor that meet's Amtrak's on-site fueling requirements, or a fuel vendor that is already under contract with Amtrak; however, the private car owner must make their own payment arrangements with the fuel vendor. Amtrak employees are not to fuel private cars.
2. Amtrak must be provided with notice that fueling will be taking place. This requires information including the planned location for the fuel delivery, the name of the fuel vendor and if not, an Amtrak contracted vendor, a statement that the alternative fuel vendor meets all Amtrak fueling requirements listed in the next paragraphs.
3. Vendors providing fuel services must take all precautions to prevent any spillage during the transfer of fuel to the private car's petroleum storage tank. Private cars should only be fueled in an appropriate area with the use of drip pans or track pads, whenever possible. No fueling should take place near any storm drains or open water channels without the use of spill containment equipment. The Private Car Owner/Operator is also responsible for the cleanup of any leak or spill of fuel and appropriate notice, if necessary, to the applicable local, state and federal environmental agencies, with copies provided to Amtrak.

Fuel vendors are required to provide, carry and use the following spill equipment:

- Suitable fueling containment funnel
 - 5-gallon bucket or collection receptacle
 - Oil absorbent materials
 - Compatible delivery equipment, including all fittings and adaptors
4. The person-in-charge of the private car should be present when the car is being fueled by a vendor to insure that these policies are adhered to.
 5. During the transfer of fuel to the private car, the fuel vendor must check the tank levels prior to fueling, continuously monitor the fuel delivery operation, never top off a tank, and make sure all equipment is in operating order and position the spill collection material around the fill pipe. The fuel vendor shall train their employees on the proper fueling technique for private car petroleum tanks and can use the Amtrak training video "Amtrak's Proper Locomotive Fueling Techniques" as part of this required training.
 6. In the event of a spill, the fuel vendor must immediately cut-off fueling, use the spill equipment to contain and absorb the spill, immediately contact the Private Car Owner/Operator and Amtrak personnel on-site and complete the spill clean-up including the disposal of any contaminated soil, ballast or other material by a licensed hazardous waste firm.

Please post this bulletin on the Private Car Web Site where other Private Car Owners can readily view it.