



United States Department of the Interior  
Office of Aviation Services  
300 E Mallard Drive, Suite 200  
Boise, Idaho 83706-3991

**DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 13**

**Subject:** Fuel Quality Control/Fuel Site Inspection

**Effective Date:** January 1, 2025

**Last Updated:** November 10, 2022

**Expiration Date:** December 31, 2025

1. **Summary of Changes.** None.
2. **Purpose.** This OPM establishes procedures and requirements for Department of the Interior (DOI) aviation fueling operations. These procedures are applicable to all DOI bureaus that provide fuel or fuel servicing to Department-owned, leased, contract or rental aircraft.
3. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1, and Secretarial Order 3322 dated August 23, 2012.
4. **Ordering and Transportation.** When aviation fuel is ordered, the following procedures shall be followed prior to delivery:
  - A. Bureau personnel receiving fuel shall be trained in basic fuel handling procedures. Personnel shall assure, through visual checks, tests and inspections, the fuel is the proper grade and quality. If an agency does not have personnel trained in basic fuel quality control and inspection procedures, the OAS Alaska Region Fuel Specialist should be notified for assistance.
  - B. Bureau flight crews shall assure the grade of fuel ordered is the grade loaded aboard the aircraft.
5. **Fuel Site Inspections.** OAS personnel will conduct inspections of fuel sites to ensure compliance with recognized/established industry practices. Inspections will be performed on a random schedule. Fueling operations will be suspended where safety standards are not met.
6. **Fuel Sampling Procedures.**
  - A. Unused, clean, 1-gallon containers are preferable. Containers may be reused if they are thoroughly flushed or rinsed with the product to be sampled.

**Note:** A quantity of 1 gallon is essential to enable laboratory technicians to perform a full range of tests.
  - B. Sampling Techniques.

- 1) Barrel. All samples should be taken from the nozzle of a barrel pump operated at its normal flow rate and pressure.
- 2) Tank Truck/Trailer/Rolligon and Bladder Bulk Storage Tanks. All samples for the above types of containers shall be taken from the nozzle with the pump running.
- 3) Aircraft Wing Tanks. All samples will be taken under the direct supervision of the pilot and/or crewmember.

C. Sampling Container/Product Identification. Each container shall be marked or tagged as follows:

- 1) Grade of fuel, e.g., 100/130 Avgas, Jet-A, Jet-B, JP-4, etc.
- 2) Source and location represented, e.g., 1,200-gallon Ford Tank truck at McGrath or 7,000-gallon Avgas tank at Bettles, etc.
- 3) Name and phone number of the person taking sample.
- 4) How sample was collected, e.g., from nozzle, tank fill port, etc.
- 5) Any additional information, such as suspicion of fuel being a mixture (co-mingling) of Avgas and turbine fuel or having other effects. Note this information on tag or container.

D. Forwarding of Samples. Samples should be forwarded to:

Office of Aviation Services/Alaska Region  
4405 Lear Court  
Anchorage, Alaska 99502-1032  
Contact: 907-271-3700

7. **Hazardous Material Regulations.** All samples shall be shipped in accordance with packaging, labeling and transportation requirements as stipulated in 49 CFR.

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Director, Office of Aviation Services