



DEPARTMENT OF THE NAVY  
NAVSUP GLOBAL LOGISTICS SUPPORT  
937 N HARBOR DRIVE  
SAN DIEGO CA 92132-0001

NAVSUPGLSINST 10345.1  
070  
9 May 15

NAVSUP GLS INSTRUCTION 10345.1

From: Commander, NAVSUP Global Logistics Support

Subj: FUEL TANK RETURN TO SERVICE

Encl: (1) Tank Return to Service Review and Approval Template

1. Purpose. Provide specific procedures and guidance for returning fuel tanks to service, with the goal of preventing environmental fuel releases. Commanding Officers are accountable for the safe and proper return of fuel tanks to service.
2. Applicability. This instruction applies to all Naval Supply Systems Command (NAVSUP) Global Logistics Support fuel activities. At contracted activities, this instruction shall not be interpreted as providing direction in contradiction to existing contract clauses. In those instances, the activity shall determine how to best meet the intent of this instruction using organic and contracted assets. For the longer term, the activity shall work with the Contracting Officer and Contracting Officer Representative to include the appropriate requirements as a contract modification or in subsequent contract Performance Work Statements.
3. Tank Return To Service Requirements. Each activity shall consider newly returned to service tanks as suspect for potential leaks, establishing and following specific operational and facility management controls with the goal of preventing environmental fuel releases.

a. Tanks Covered By This Instruction

(1) All tanks containing petroleum, oil, or lubricant products under formal inspection programs, such as American Petroleum Institute Standard 653, Steel Tank Institute Standard SP001, Petroleum Equipment Institute Recommended Practice RP900, and Fiberglass Tank and Pipe Institute Recommended Practice 2007-1.

(2) Aboveground and underground tanks of any configuration, whether shop-fabricated or field-erected.

(3) Tanks placed in service for the first time after having been installed or erected on site.

(4) Tanks returned to service after having been removed from service for cleaning, inspection, or repair.

b. Facility Management Return To Service Requirements

(1) Prior to returning a tank to service, the NAVSUP Fleet Logistics Center (FLC) Regional Fuels Engineer shall:

(a) Review any maintenance and repair actions performed on the tank, looking for any areas that might pose an environmental risk.

(b) For tanks previously under the control of another organization (e.g., if the tank was being repaired by an Execution Agent), coordinate and review proper turnover documentation with the Execution Agent. At a minimum, the following is required:

1. A statement signed by an appropriately certified tank inspector indicating the tank is suitable for return to service including any caveats, clarifications, or limitations that would affect tank operations after return to service. The statement shall include due dates for the next applicable formal inspections (internal, external, and leak test) and any repairs required prior to those next inspections. Next inspection due dates shall be the maximum allowable by code, calculated from the latest of the inspection or repair completion dates.

2. A completed inspection report compliant with the applicable code including all required calculations and analysis. Preliminary or field reports cannot be substituted for this requirement.

3. A list of repairs identified during the inspection, including completed repairs and repairs that are still pending. All pending repairs shall be annotated with a due date.



4. Third-party certified calibration ("strapping") charts when a tank is first placed in service, when certified calibration charts did not previously exist, or when repairs were made that would be reasonably expected to change the tank's calibration. For shop-fabricated tanks, manufacturer-provided calibration charts require third-party certification before they can be accepted.

5. A statement signed by an agent of the Execution Agent and repair contractor that custody of the tank is returned to the activity and that items in paragraph 3.b.(1)(b) have been provided to the NAVSUP FLC.

(c) Coordinate with the NAVSUP Energy Office Engineering Division to ensure all engineering requirements have been adequately considered and the tank's records are entered into the NAVSUP Energy Office's information repository.

(2) After returning a tank to service, the NAVSUP FLC Regional Fuels Engineer shall:

(a) Work with the Site Director to ensure the Tank Maintenance Record is updated appropriately.

(b) For tanks that were inspected or repaired, work with the performing organization to obtain copies of the final inspection report and completion report. Provide copies of these reports to the NAVSUP Energy Office for inclusion in their information repository.

(c) Work with the Site Director to ensure warranty issues with the tank are tracked and reported back to the Execution Agent. The warranty period will start on the date of the transfer of custody statement from the Execution Agent per paragraph 3.b.(1)(b)5.

c. Operational Return To Service Requirements

(1) Prior to returning a tank to service, the Site Director or designee shall:

(a) Review and comply with all facility management return to service requirements in paragraph 3.b, obtaining concurrence for returning the tank to service from the NAVSUP FLC Regional Fuels Engineer.

(b) Develop local tank filling standard operating procedures (SOPs). Each SOP can encompass multiple tanks of a similar design and service. SOPs shall be submitted to the NAVSUP Energy Office for technical review at least 90 days prior to the first covered tank being returned to service. Subsequent review is only required when an SOP substantially changes. SOPs will be reviewed for completeness and accuracy during scheduled command inspections.

(c) Develop a tank-specific Operations Order in accordance with local tank filling SOPs. The Operations Order shall be reviewed and approved by the NAVSUP FLC Commanding Officer and shall include at a minimum:

1. Tank filling procedures with appropriately defined incremental fill levels and hold times;

2. Physical inspection, gauging, and trend analysis as appropriate upon reaching each incremental fill level; and

3. Emergency drain-down plan in the event the tank needs to be emptied, including specific triggers as to when the drain-down plan should be activated.

(d) Receive NAVSUP FLC Commanding Officer approval, through the NAVSUP FLC Regional Fuels Officer, to execute the Operations Order and return the tank to service.

(2) While returning a tank to service, the Site Director or designee shall not deviate from the approved Operations Order except in the event of an emergency. During tank return to service operations, any abnormal or out-of-tolerance readings shall be immediately communicated to the Site Director and the Commanding Officer.

(3) After returning a tank to service, the Site Director or designee shall:

(a) Notify the NAVSUP FLC Commanding Officer and the NAVSUP Energy Office, through the NAVSUP FLC Regional Fuels Officer, that the tank has been successfully returned to service.

(b) Continue to monitor the tank in accordance with local SOPs to ensure the tank is not releasing product to the environment.

(4) Preparation and execution of the tank return to service process shall be reviewed and approved by the NAVSUP FLC Commanding Officer. A return to service review and approval template with the minimally required information is included as enclosure (1); the NAVSUP FLC may supplement this information as desired. Once Part IV of enclosure (1) is signed by the Commanding Officer, notify the Execution Agent the tank was successfully returned to service.

4. Implementation. Each activity shall be fully compliant with this instruction within 30 days of issuance.

5. Non-compliance. Non-compliance with this instruction shall be considered a finding at the next command inspection.

6. Point of Contact

NAVSUP Energy Office  
8725 John J. Kingman Road  
Suite 3719  
Fort Belvoir, VA 22060  
703-767-7333

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.



J. R. MCNEAL

Distribution:  
NAVSUP FLCs



## TANK RETURN TO SERVICE REVIEW AND APPROVAL

PART I - GENERAL INFORMATION		
1. SITE NAME	2. TANK IDENTIFIER	
PART II - OPERATIONS ORDER		
3. OPERATIONS ORDER IDENTIFIER		
4. OPERATIONS ORDER REVIEW AND APPROVAL I concur with the referenced Operations Order for returning this tank to service.		
4a. NAME	4b. CO SIGNATURE	4c. DATE
PART III - TANK FILLING		
5. OPERATIONS ORDER INITIATION DATE		
6. APPROVAL TO BEGIN FILLING TANK I concur that the referenced Operations Order can be initiated for this tank on the indicated date.		
6a. NAME	6b. CO SIGNATURE	6c. DATE
PART IV - TANK RETURN TO SERVICE		
7. OPERATIONS ORDER COMPLETION DATE (RETURN TO SERVICE DATE)		
8. TANK RETURNED TO SERVICE I have been notified that the tank was successfully returned to service.		
8a. NAME	8b. CO SIGNATURE	8c. DATE

