

Fuel system operation plans

A fuel system operation plan (FSOP) describes how a site's underground fuel system is configured, managed and maintained and what steps are taken to monitor for and rectify any leaks and/or spills.

Why have an FSOP?

A FSOP (formerly known as an Environment Protection Plan) documents your fuel systems and procedures.

It is a 'one stop' reference document regarding everything to do with your underground petroleum storage system (UPSS).

Understanding and maintaining your plan shows that you are knowledgeable and proficient about how your UPSS works and how it should be monitored and maintained.

Requirements of your FSOP

All operational UPSS sites are obliged to keep their site-specific FSOP:

- at the site (either as electronic or hard copy format)
- up-to-date
- accessible to all operational personnel involved with fuel dispensing
- accessible to the Appropriate Regulatory Authority (ARA) upon request.

The FSOP must include all the following components:

- details of the site's loss monitoring system
- an incident management procedure

- a maintenance schedule
- current as-built drawings for the system
- a plan of the storage site showing the location of:
 - the storage system
 - all buildings and infrastructure
 - all fences and gates
 - all groundwater monitoring wells
 - any sealed ground surfaces
- a list of industry standards that were followed for design, installation and operation of the UPSS
- copies of all specifications adopted in the design, installation and operation
- 24/7 contact details for the person responsible for the UPSS.



What the law requires regarding an FSOP

All operational UPSS sites are obliged to have an up-to-date, accessible FSOP. Having an FSOP is a requirement under Section 18 of the Protection of the Environment Operations (Underground Petroleum Storage System) Regulation.

The FSOP may be kept as a hard copy and/or electronic format and can be a single document or a collection of documents.

It should always be accessible to all operational personnel involved with fuel and dispensing, as well as the ARA.

An example of introductory pages and inserts for an FSOP folder are available at:

[template for a Fuel System Operation Plan](#)

General enquiries:

Your local council. To establish which council your site is in visit: [My local council](#) | [Office of Local Government](#)

To report an incident - Environment Line: phone 131 555 (or from outside NSW phone (02) 9995 5555)

Email: UPSSREG@environment.nsw.gov.au

For information on underground petroleum storage systems (UPSS) visit

<https://www.epa.nsw.gov.au/your-environment/contaminated-land/upss>

NSW Environment Protection Authority

Email: info@epa.nsw.gov.au

Website: www.epa.nsw.gov.au

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