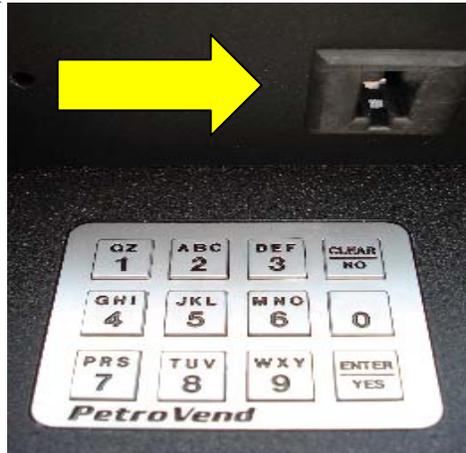


UNIVERSITY FACILITIES MANAGEMENT FLEET SERVICES

1) At the Fuel Island Terminal insert the Chipkey into the reader. The terminal will display step by step prompts as you progress through the process.



2) At the prompt, remove the Chipkey.



3) When prompted, enter the PIN then press “enter”. You have approximately 10 seconds to enter the PIN.



4) Enter the current mileage or hours, ENTER WHOLE NUMBERS ONLY, DO NOT ENTER TENTHS then press “enter”. You will be permitted three attempts at the correct mileage/hours, after the third attempt the Chipkey will be locked out and will require a reset by a fuel administrator. You have approximately 10 seconds to enter your mileage/hours. Fueling of some equipment and fuel cans will not require this type of entry.



5) Re-insert Chipkey, this step imprints the mileage/hours on the Chipkey.



6) Remove the Chipkey.

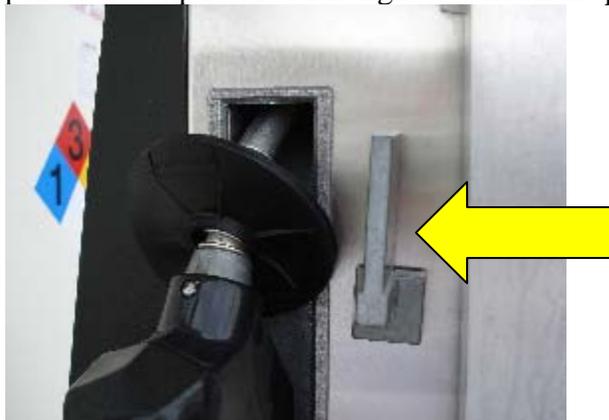


7) Enter the pump number for the fuel you are dispensing then press “enter”. If you enter the wrong pump number you will be prompted for the correct pump number. The pump numbers are located on the front of the dispensers below the product name you have approximately 30 seconds to enter the pump number.



8) The next prompt will inform you the transaction has been authorized.

9) Remove fuel nozzle from dispenser and flip lever to left/right to turn on the pump.



10) Fuel vehicle or equipment, DO NOT leave fueling point. Only fill approved containers and insure that the container is placed on the ground.

Emergency fuel shut-off is located on the light pole to the west of the fuel tanks.



Contain any spills using supplies from the spill containment kit located at the southeast corner of the fenced fuel area, report any spills immediately to Kent State University Fire Prevention (911 or 22212). Report any use of spill containment supplies to Fleet Services (20818 or 20813)



- 11) When fueling is completed, flip the lever in the opposite direction to turn pump off and securely replace the nozzle back on the dispenser.