



1. OVERVIEW

The following steps are designed to assist individuals with self-service fueling of a state CNG vehicle. CNG stations may differ; therefore, these instructions must be used as a general guideline of the fueling process.

2. REFUELING INSTRUCTIONS

2.1. General Guidance:

- 2.1.1. Fill the vehicle in the morning - lower temperature condenses the fuel, which contributes to higher quantity getting to the tank.
- 2.1.2. Do not fast fill the vehicle if the outside temperature is below – 4F' (-20C') degrees; resulting damage may cause CNG leaks.
- 2.1.3. If the outside temperature is below – 4F' (-20C') degrees; the engine may be harder to start or may not start at all.

2.2. Finding a CNG Fill Station:

- 2.2.1. Download smart phone application <http://www.cngnow.com/app/Pages/information.aspx>
- 2.2.2. Go to https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=878

Note: Drivers are advised to plan trip route and call sites ahead to confirm hours of operations prior the trip (at least the first time).

2.3. Preparing for Fueling:

- 2.3.1. Stop by the pump with the appropriate nozzle. Some fill sites have two different nozzles, one for commercial vehicles like buses, and second for passenger and light truck vehicles. Usually the slimmer nozzle is appropriate.
- 2.3.2. Stop by the pump with the appropriate pressure. Some fill sites have two different type 3000 psi and 3600. 3000 psi will fill most of the tank but never full in regular timeframe of filling up. Use 3600 whenever possible.
- 2.3.3. Make sure pump handle on dispenser is in the "off" position.



- 2.3.4. Open fuel cover and remove plastic cap from fueling adapter.



Note: Vehicles may have fueling adapters located in different areas, especially when they were converted to CNG i.e. under the hood.

See a video how to fuel CNG vehicles http://www.youtube.com/watch?v=a4QQRUW_1Jg (made by ODOT and DCAM Fleet Management Division).

- 2.3.5. Remove fueling hose from the dispenser.





PROCESS F002: **CNG Vehicle Self-Service Fueling**

- 2.3.6. Connect fuel hose nozzle to fuel adapter on the vehicle. This is a quick-connect fitting adapter. Pull the external cover (rubber) back toward you.



- 2.3.7. Push the nozzle to the quick-connect fitting on the vehicle.

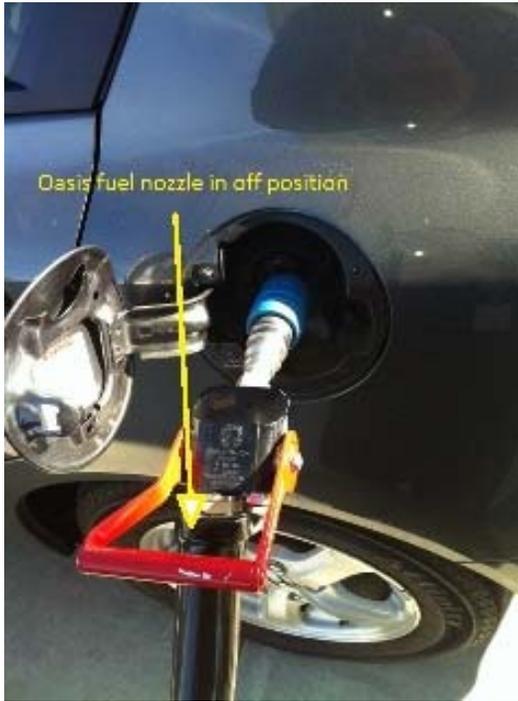


- 2.3.8. Check to ensure the nozzle is securely locked on the fuel adapter on the vehicle.





Note: Stations may differ on type of nozzles and how they work – see examples below:





2.4. Fueling:

- 2.4.1. Turn lever valve on. The pointed end of the valve should point toward the dispenser-end of hose nozzle.





2.4.2. At the dispenser, insert the fuel card into the card reader.



2.4.3. Directions will appear on the screen.



2.4.4. Begin pumping when you see "OK. START PUMPING".





- 2.4.5. Lift the handle up to the "on" position and fueling will begin.



NOTE: During the fueling process you will hear the pump stop a few times, which will be accompanied with the hissing sound cycles. Fueling system is checking the pressure in the vehicle's tank(s).

- 2.4.6. When vehicle tank(s) is (are) full, the gauge next to the pump handle should read 95-100%.



NOTE: There is usually no audible signal indicating fueling is complete.



2.5. Completing the Fueling:

2.5.1. Push the handle down to the "off" position.



2.5.2. Turn lever on valve off. The pointed end of the valve should point away from the dispenser-end of the hose nozzle.



2.5.3. Pull the external cover (rubber) back toward you and pull the nozzle to the quick-connect fitting off the vehicle.

2.5.4. Replace the refueling hose to the dispenser.

