



# Fuel Island Operating Procedure

To better serve our customers, Eiseler Oil Company offers a cardlock fueling service available 24 hours a day, seven days a week. Our fuel island is located at 15714 S US 27 Lansing, Michigan; and offers both gasoline and our premium on-road diesel.

## Safety Requirements and Fueling Guidelines

The following instructions are put in place to ensure the safety of all parties involved. The most important rule to remember is that there is NO SMOKING while fueling. Diesel and Gasoline are both combustible liquids and should be handled with care.

### How To Begin Fueling

- Shut off engine
- Insert Durakey into keypad console in center of fuel island
- Enter your PIN number and press ENTER
- Enter current odometer reading and press ENTER
- If prompted to do so, enter any miscellaneous information and press ENTER.
- Enter the pump number and press ENTER. This activates the pump so that fueling can begin.
- Remove fuel cap slowly and place nozzle deeply into the fuel tank neck.
- Activate the nozzle by engaging the lever on the dispenser, then pull trigger and begin dispensing fuel.

If the nozzle is activated too quickly, a leak detector will automatically slow pumping to a trickle. Simply release the trigger on the nozzle and wait 10 seconds. Then pull trigger again, and pumping should be normal.

## After Fueling

When finished, shut off pump by returning lever to the “off” position. and then return nozzle to its hanger.

Driving away with the nozzle still in your vehicle can result in fire or spill or explosion, which could lead to extreme damage and serious injury.

If you accidentally drive off with the nozzle in your vehicle, please follow these procedures:

- Stop vehicle and turn off the motor.
- Turn pump off.
- Put hose back on pump if possible.

Report the incident using the assistance number posted at site. Your report should include:

- Hose or pump number
- Time and date of incident
- Your name and telephone number

If you need other assistance at the site, please call the emergency number listed and report the problem.

## Emergency and First Aid Procedures

If you come into contact with gasoline or diesel fuel, it is important that you follow these procedures:

EYES: Flush with water for 15 minutes.

SKIN: Remove any gasoline-soaked clothing and wash exposed areas with soap and water.

INGESTION (swallowing): Call physician. DO NOT induce vomiting.

INHALATION: If symptoms occur as noted under “Physiological Effects,” move to fresh air. If breathing has stopped, apply artificial respiration.

## Fire Safety Training Test

Each user of the cardlock system is to be trained on the appropriate actions to be taken should an emergency occur. This training is either to be administered by an Eiseler Oil associate or by your company supervisor.

## Physiological Effects

### Acute

EYES: Causes slight-to-moderate eye irritation.

SKIN: Moderately irritating; causes redness, edema, or drying of the skin.

### RESPIRATORY SYSTEM:

#### Gasoline:

May cause dizziness, irritation of eyes, nose and throat, vomiting, bluish color of the skin, and central nervous system effects including contracted pupils, loss of reflexes, convulsions, seizures, sudden loss of consciousness, coma and sudden death. Other symptoms are headaches, flushing of the face, nausea, mental confusion and depression, loss of appetite, blurred speech and difficulty in swallowing.

#### Diesel:

May cause symptoms of drowsiness or narcosis from inhalation of high vapor concentrations.

#### Chronic:

Recent studies with laboratory animals have shown that diesel and gasoline vapors caused kidney damage and kidney cancer in rats, and liver cancer in mice.

## Safety Measures

Certain emergency equipment is installed at the fueling site. Please be sure to note the location of the following equipment before you begin fueling.

### FIRE EXTINGUISHERS

Nearest Extinguisher is located on fence to the North of Gasoline dispensers.

### EMERGENCY SHUT-OFF SWITCH

Located on wall East of the fuel island and is clearly identified. It allows you to shut down the system from a location other than the fueling island.

#### EMERGENCY TELEPHONE NUMBER

Clearly posted near emergency shutoff and identified for use in emergencies.

#### SITE OPERATOR'S PHONE NUMBER

is clearly posted and identified. Call this number if you need assistance, or to report a problem.

#### Fueling Safety

Before you begin, stop your engine and shift into "Park." On manual shift vehicles, set the parking and/or emergency brake. When you use a card-lock facility, you must stop your engine before you begin fueling. You must also remain outside your vehicle in full view of the nozzle at all times while fueling.

If a spill occurs, call the assistance number posted at the site to ensure prompt clean-up.

In case of fire, dial 911 or the emergency number located at the site

#### APPROVED CONTAINERS

- No sale or purchase of flammable liquids shall be dispensed into containers unless the containers are CLEARLY MARKED with the name of the liquid. (NFPA 30A, Sec 9.2.3.2)
- The container must be constructed of metal or approved plastic, have a tight closure, and be fitted with a spout or be so designed that the contents can be poured without spilling.
- A metal or \*plastic safety can must not have a capacity over 5 gallons. (NFPA 30, Sec. 4.2.3)
- \*An approved plastic container is labeled "Gasoline" or "Flammable" has been tested and listed to be in compliance with the requirements of ASTM F 852 or F976, ANSI/UL 1313, or 49 CFR
- A metal drum, meeting DOT specifications, must not have capacity over 60 gallons. (NFPA 30, Sec. 9.2.3.3)

#### Procedures for fueling portable containers:

- Portable containers of 12-gallon capacity or less must be placed on the ground before filling. (NFPA 30, Sec. 9.2.3.3) Do Not Fill Portable Containers While located In A Truck, A Boat, Or Bed Of a Pickup!

- Latch open devices shall not be engaged while dispensing flammable or combustible liquids into portable containers.