

Binder Cover

**Underground Storage Tank
Operator C Training Guide**

AAA Trucking Company

123 Main Street

Atlanta, Georgia 30344

John C. Smith - A/B Operator

Paste or Tape This to the Inside Front Cover
Modify this checklist as necessary to make it more specific to your site.

Emergency Checklist

- 1. Hit Emergency Stop Button.**
- 2. Call 911.**
- 3. Evacuate customers and non-essential personnel and keep pedestrian and vehicular traffic out of the danger area as much as possible.**
- 4. Call Supervisor and/or A/B Operator (see page 15).**
- 5. Mitigate (only if it can be done safely) any release -- so that it doesn't go down a storm drain or go in the grass or go off the site.**

Class C Operator Training Instructions

A Class C Operator must be trained before assuming responsibility for responding to emergencies.

Here is an example of emergencies:

Fire

Fuel Delivery Overflowing

Fuel pouring out of vehicle

Fuel coming out of the ground

A hose that gets pulled off

A vehicle runs into a pump/dispenser.

Add others if applicable.

Insert a photo of the facility here.

Other photos you will need for this book:

- 1. Emergency Stop Switch**
- 2. Breaker Panel**
- 3. Fire Extinguishers**
- 4. First Aid Kit**
- 5. Emergency Materials (if present)**
- 6. Barricades and/or pylons for blocking traffic**
- 7. Automatic Tank Gage Monitor**

Fuel Safety Handling Procedures:

- **When dispensing gasoline into a container:**
 - **Use only an approved portable container and place it on the ground to avoid a possible static electricity ignition of fuel vapors.**
 - **Containers should never be filled while inside a vehicle or its trunk, the bed of a pickup truck or the floor of a trailer.**
 - **When filling a portable container, manually control the nozzle valve throughout the filling process.**
 - **Fill a portable container slowly to decrease the chance of static electricity buildup and minimize spilling or splattering.**
 - **Keep the nozzle in contact with the rim of the container opening while refueling.**
 - **Fill container no more than 95 percent full to allow for expansion.**
 - **Place cap tightly on the container after filling - do not use containers that do not seal properly.**

Fuel Safety Handling Procedures:

- **Safety Guidelines for fuel handling.**
 - **Do not over-fill or top-off your vehicle tank, which can cause gasoline spillage.**
 - **Never allow children under licensed driving age to operate the pump.**
 - **Avoid prolonged breathing of gasoline vapors.**
 - **Use gasoline only in open areas that get plenty of fresh air.**
 - **Keep your face away from the nozzle or container opening.**
 - **Never siphon gasoline by mouth nor put gasoline in your mouth for any reason.**
 - **Gasoline can be harmful or fatal if swallowed.**
 - **If someone swallows gasoline, do not induce vomiting.**

- **Safety Guidelines for fuel handling.**
 - **Contact a doctor or emergency medical service provider immediately.**
 - **Keep gasoline away from your eyes and skin; it may cause irritation.**
 - **Remove gasoline-soaked clothing immediately.**
 - **Use gasoline only as a motor fuel.**
 - **Never use gasoline to wash your hands or as a cleaning solvent.**

- **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.**

- **Emergency and First Aid Procedures (continued):**

INHALATION: The symptoms of inhalation of gasoline are:

- **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.**

The symptoms of inhalation of diesel are:

- **Drowsiness or narcosis from inhalation of high vapor concentrations.**

If there is inhalation of gasoline or diesel fuel vapors and the above symptoms occur, move to fresh air. If breathing has stopped, apply artificial respiration.

A Class C Operator should know what constitutes a spill or release.

Note: A release of 25 gallons or less does not have to be reported to EPD if the release is contained and cleaned up. However, Class C Operators should report all spills and releases to the Class A/B Operator.

Insert a photo of the Emergency Stop Switch here and include a brief description of its location as shown in the example below:

The Emergency Stop Switch is located on the front of the building just to the right of the entrance door.

Insert a photo of the Breaker Panel Box here and include a brief description of its location as shown in the example below:

Note: The Breaker Panel Box is located in the back room on the right wall next to the bathroom entrance door.

It is not necessary that the Class C Operator have access to the breaker panels, but they should know how to point out the location of the breakers to the fire dept if asked.

Please Notify the Following When an Incident Occurs:

A/B Operator:

Name Contact Phone #:

Title:

Include photo if possible:

Supervisor:

Name Contact Phone #:

Title:

Include photo if possible:

Other:

Name Contact Phone #:

Title:

Include photo if possible:

Include photo's of Fire Extinguishers at this facility and give a brief description of the location of each as shown in the samples below.

**Photo of
Fire Extinguisher # 1**

This fire extinguisher is mounted on the north end of the gas pump island.

**Photo of
Fire Extinguisher # 2**

This fire extinguisher is mounted on the front of the building.

**Photo of
Fire Extinguisher # 3**

This fire extinguisher is mounted on the south end of the gas pump island.

Insert a photo of the First Aid Kit here and include a brief description of its location as shown in the example below:

This First Aid Kit is located in the kiosk on the pump island and is mounted on the wall.

Insert a photo of the Spill Kit and or Absorbent Booms, Pads, etc. here and include a brief description of its location as shown in the example below:

There is a Spill Kit and absorbent booms and pads located in the closet in the first room on the right in the main building.

Insert a photo of the Barricades and/or Pylons that can be used to block off traffic here and include a brief description of their location as shown in the example below:

There are Barricades and Pylons that can be used to block off traffic located in the storage room in back of the main building.

Insert a photo of the Automatic Tank Gauge Monitor here and include a brief description of its location as shown in the example below. Also, include the names of people to contact if the ATG alarm goes off.

The Automatic Tank Gauge (ATG) Monitor is located in the storage room in the main building on the back wall. If the ATG Alarm goes off, please contact the A/B Operator (see page 12). If you are unable to reach the A/B Operator call our equipment service company, ABC Service at 770-123-4567.

Insert in the binder here the record of training for the Class C Operators (or they may be kept in a file elsewhere).

Following are two examples of training records. The first is a training log (shown below) and the other is an individual training certificate (on the following page). You may do either or both.

Class C UST Operator Training Record

The following individuals have been trained as Class C UST Operators for the facility known as: ABC Company, 123 Main Street, City, State, Zip. They have been instructed on proper procedures to take in the case of an emergency to include the location of the Emergency Stop Switch and other applicable emergency equipment.

Name Printed:	Date Trained:	Signature:	A/B Operator's Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ABC Company

John Doe

This certificate attests that on the date shown below, the individual named above completed the following company training:

Class C UST Operator Training

Online Course Completion Date: (Date)

Date This Operator To Assume

Emergency Response Responsibility: (Date)

**Company
Logo
(if desired)**

Awarded on the date herein inscribed and In Witness Whereof, the signature of the Company's Class A/B UST Operator is hereby affixed.

Date

Name and Title (and signature above)