

**NYS DEPARTMENT OF
ENVIRONMENTAL
CONSERVATION
CLASS C OPERATOR
TRAINING**

Presented by:
The New York State Association of
Service Stations and Repair Shops

**AT LEAST ONE TRAINED
C OPERATOR MUST BE
ON DUTY AT ALL TIMES**

**C OPERATOR RECORD OF
TRAINING MUST BE KEPT
IN COMPLIANCE BINDER**

C OPERATOR NEEDS TO BE AWARE OF UST LOCATION, SIZE AND TYPE OF PRODUCT

MUST KNOW LAYOUT OF FUEL SYSTEM

- TANK FILL LINE CONNECTION – LOCATED IN SPILL BUCKET
- STAGE I VAPOR RETURN LINE – TO RETURN VAPORS TO TRUCK
- TEST WELL – TO DETERMINE AMOUNT OF MOTOR FUEL IN STORAGE
- PRODUCT LINE – RUNS FROM TANK TO DISPENSERS

C OPERATOR NEEDS TO BE AWARE OF UST LOCATION, SIZE AND TYPE OF PRODUCT

MUST KNOW COLOR CODING SYSTEM FOR
FILL PORTS AND OTHER PORTS (SEE
HANDOUT)

C OPERATOR MUST OBSERVE PRODUCT DELIVERIES

- ENSURE TRUCK WHEELS ARE CHOCKED
- MOTOR OF TRUCK SHOULD BE TURNED OFF UNLESS TRANSFER PUMP IS IN USE -- FOR FILLING OF DIESEL ONLY – ALL OTHER FUEL MUST BE DELIVERED BY GRAVITY ONLY
- ENSURE STAGE I VAPOR LINE IS SECURELY CONNECTED TO THE STORAGE TANK AND DELIVERY VEHICLE

C OPERATOR MUST OBSERVE PRODUCT DELIVERIES (CONTINUED)

- MOTOR FUEL DISCHARGE LINE MUST BE SECURELY CONNECTED TO THE STORAGE TANK AND THE TANK TRUCK – IF ANY LEAKS ARE NOTED, TRANSFER SHOULD BE STOPPED IMMEDIATELY AND REPAIRS MUST BE MADE BEFORE RESTARTING TRANSFER.
- ENSURE SPILL BUCKETS ARE CLEAN AND FREE OF PRODUCT OR WATER AFTER FUEL TRANSFER

FUEL DISPENSERS – OPERATOR MUST OBSERVE FUELING

- HOSE AND NOZZLE MUST NEVER BE LEFT SITTING ON THE GROUND
- FUEL MUST BE PUMPED ONLY INTO THE VEHICLE GAS TANK OR APPROVED CONTAINERS OF LESS THAN 2 ½ GALLONS (5 ½ GALLONS AT MARINAS)
- CONTAINERS ARE NOT TO BE FILLED WHILE IN THE TRUNK, PASSENGER COMPARTMENT, TRUCK BED, OR ON A WATERCRAFT

FUEL DISPENSERS – OPERATOR MUST OBSERVE FUELING (CONTINUED)

- PORTABLE TANKS OR CARGO TANKS ARE NOT LEGAL TO BE FILLED
- UNLAWFUL TO SMOKE OR MAINTAIN AN OPEN FLAME WHILE FUELING VEHICLE
- VEHICLE ENGINE MUST BE SHUT OFF WHILE FUELING VEHICLE
- ANY VIOLATION SHOULD CAUSE THE OPERATOR TO USE THE EMERGENCY PUMP SHUTOFF SWITCH

FUEL DISPENSERS – OPERATOR MUST OBSERVE FUELING (CONTINUED)

**MUST BE ABLE TO TAKE IMMEDIATE ACTION IN
CASE OF AN ACCIDENTAL SPILL OR RELEASE,
INCLUDING**

- BEING READY TO USE A PORTABLE FIRE EXTINGUISHER AND ACTIVATE THE FIXED FIRE EXTINGUISHING SYSTEM**
- USE SPEEDY DRY KITS OR OIL ABSORBANT PADS TO CLEAN UP SMALL SPILLS**

ON A DAILY BASIS THE C OPERATOR

- MAY BE REQUIRED TO FILL OUT A DAILY INVENTORY RECORD IN PART OR IN FULL USING MANUAL OR AUTOMATIC TANK GAUGING, AS WELL AS TOTALIZER AND DELIVERY REPORTS
- MAY HAVE TO STICK THE TANK FOR WATER
- MAY HAVE TO VERIFY IMPRESSED CURRENT FOR THE CATHODIC PROTECTION SYSTEM IS ON

ON A DAILY BASIS THE C OPERATOR (CONTINUED)

- MAY HAVE TO INSPECT LEAK DETECTION EQUIPMENT
- INSPECT AND CLEAN SPILL BUCKETS
- CHECK FOR SPILLS NEAR THE DELIVERY AREA

IN CASE OF FIRE

- **ACTIVATE FIRE SUPPRESSION FIRST, EMERGENCY PUMP STOP WILL BE ACTIVATED AUTOMATICALLY**
- **IF FIRE SUPPRESSION SYSTEM DOES NOT GO OFF AUTOMATICALLY, PULL LEVER ON MANUAL CONTROL BOX**
- **IF THAT DOES NOT WORK PULL THE PINS ON THE NITROGEN CYLINDERS LOCATED IN OR NEAR THE CONTROL BOOTH.**
- **FIRE DEPARTMENT/911 SHOULD BE CALLED IMMEDIATELY FOLLOWED BY THE CLASS A OR B OPERATOR**

VEEDER-ROOT AUTOMATIC TANK GAUGING SYSTEM (WITH E-STOP VISIBLE)



IN CASE OF LEAKS

- IF REPORTED BY AUTOMATIC MONITORING SYSTEM, KNOW WHERE CONTROL PANEL IS. SHOULD BE ABLE TO RECOGNIZE ALARM CODES, AND KNOW WHO TO CONTACT (A OR B OPERATOR)
- THE AUTOMATIC MONITORING SYSTEM SHOULD NEVER BE SIMPLY TURNED OFF
- RECOGNIZE THAT A SLOW FLOW CONDITION IS A SIGN OF A POSSIBLE RELEASE, AND THAT THE A OR B OPERATOR WILL NEED TO BE CONTACTED

IN CASE OF LEAKS (CONTINUEED)

- KNOW WHERE THE EMERGENCY STOP IS AND HOW TO USE IT IN THE CASE OF A POSSIBLE LEAK
- KNOW HOW BREAKAWAY AND SHEAR VALVES WORK AND WHO TO CALL TOO REPAIR OR REPLACE THEM
- KNOW WHERE SPILL RESPONSE SUPPLIES ARE AND HOW TO USE THEM, OR ALTERNATELY, WHO TO CALL FOR A SPILL CLEANUP.

REPORTING SPILLS AND DISCHARGES

- A SPILL DOES NOT NEED TO BE REPORTED IF IT IS LESS THAN 5 GALLONS, CONTAINED AND UNDER CONTROL OF THE SPILLER, HAS NOT OR WILL NOT REACH THE STATE'S WATER OR LAND, AND IS CLEANED UP IN LESS THAN TWO HOURS
- NOTE, OVERFLOW OF A VEHICLE'S GAS TANK DURING DISPENSING RARELY CREATES A NEED FOR A REPORT OF A SPILL

REPORTING SPILLS AND DISCHARGES (CONTINUED)

- ALL OTHER SPILLS MUST BE REPORTED WITHIN TWO HOURS OF DISCOVERY TO THE NYS SPILL HOTLINE (1-800-457-7362)
- MAKE EVERY EFFORT TO REACH YOUR STATION'S A OR B OPERATOR SO THAT THEY MAY DETERMINE IF IT IS NECESSARY TO MAKE A REPORT. IF AFTER TWO HOURS YOU CANNOT REACH ANYONE, YOU WILL HAVE TO MAKE THE REPORT YOURSELF

Please Note:

The form on the following page is an example for reference only. Each facility is responsible for preparing a form that will meet their individual requirements. You **MUST** customize the form with the appropriate procedures and contact information for your site.

EMERGENCY PETROLEUM SPILL PROCEDURES

Facility Name	DEC PBS #
Facility Address (street address, town, state, and zip code)	
Primary Emergency Coordinator	Back-up Emergency Coordinator
Cell phone number	Cell phone number
Other phone number(s)	Other phone numbers(s)
Fire Department Telephone	
Location of Tank System Emergency Stop (E-stop)	
Location of Fire Extinguishers and/or Fire Suppression Pull Station (be specific)	
Location of Spill Control Materials (be specific)	
Corporate Emergency Call Center	
NYS SPILL "HOTLINE" 1-800-457-7362	Local Health Department
Spill Response Contractor Name and Phone Number	

EMERGENCY ASSEMBLY POINT (employees to meet here if evacuated from the building):

IN THE EVENT OF A SPILL EMERGENCY

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| <ul style="list-style-type: none"> • Activate the Emergency Stop • Stop using the underground storage tank system • Call 911 if needed • Mitigate any fire, safety or health hazards arising from the release | <ul style="list-style-type: none"> • Call the Emergency Coordinator(s) • Call Spill Response Contractor if directed by Emergency Coordinator • Investigate the discharge source and control if safe to do so • Notify NYSDEC within two hours of discovering the spill |
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