

FUELING DISPENSING PROCEDURES

EMPLOYEE DEQ CLASS C TRAINING

Fuel Dispensing Procedure (Part 1 of 2)

Park Vehicle

1. Make sure you know which side of the vehicle the fuel tank is located before parking.
2. Park the vehicle so the fuel tank is 2 to 3 feet from the fuel pump and lined up directly in front of the pump. Stretching the hose could damage it resulting in a fuel leak.
3. Shift the vehicle into **Park** or **set the emergency brake** in a vehicle with a manual transmission.
4. You **MUST STOP** your engine before you begin the process of fueling.
5. Exit the vehicle and discharge static electricity by touching a metal part on the vehicle.

Begin Fueling

1. Open the fuel door if so equipped and remove the gas tank cap.
2. Lift the nozzle from the pump and insert it firmly into the fuel tank spout.
3. Activate the pump by lifting the handle on the side of the pump.
4. Pull the trigger slowing to between $\frac{1}{2}$ and $\frac{3}{4}$ open on the nozzle to dispense the fuel.

If the nozzle is activated too quickly, a leak detector will automatically slow pumping to a trickle. If this happens, release the trigger on the nozzle and wait 10 seconds. Pull trigger back on and pumping should be normal. Continuing low flow from nozzle could be an indication of a leak, report to the SRC right away.

5. You must remain outside your vehicle in full view of the nozzle while fueling.

DO NOT re-enter the vehicle during fueling. Re-entering the vehicle could result in the operator becoming charged with static electricity, which could discharge when the operator removes the nozzle, possibly resulting in a fire.

Finish Fueling

1. The nozzle should click off when the tank is full. **DO NOT TOP OFF.**

'Topping off' means, in the absence of equipment malfunction, continuing to fill a gasoline tank after the nozzle has clicked. If an operator can confirm that a vehicle tank is not full after the nozzle clicks off (such as by checking the vehicles fuel tank gauge), the operator may continue to dispense fuel using best judgment and caution to prevent a spill.

2. Shut the pump off by moving the handle on the pump down.
3. Remove the nozzle from the vehicle.
4. Return the nozzle to its hanger.
5. Replace the fuel tank cap and ensure it is secure.
6. Close the fuel tank door if the vehicle is equipped with one.

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Fuel Dispensing Procedure (Part 2 of 2)

Portable Containers

ONLY APPROVED containers may be filled in Oregon that meets the following requirements:

- The containers must be **CLEARLY MARKED** with the name of the liquid.
- 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) five gallons.
An approved plastic container is one that has been tested and listed to be in compliance with the requirements of ASTM F 852 or F 976, ANSI/UL 1313, or 49 CFR.
- A metal drum, meeting DOT specifications, must not have a capacity over (60) sixty gallons.

Filling Portable Containers

1. Place the portable container on the ground.
Do not fill the container seated on a truck bed or trunk.
2. Lift the nozzle from the pump.
3. Turn on the pump by lifting the handle on the side of the pump.
4. Place the nozzle in the container and pull the trigger.
5. **Do not** engage the latch open device when filling portable container.
6. Keep the nozzle in contact with the container during the fueling process.
7. Watch the pump to gauge the gallons dispensed to prevent overfilling the container.
8. Fill the container no greater 95% to allow for expansion.
9. After the container is full release the trigger.
10. Deactivate the pump by pushing the handle on the side of the pump down.
11. Place the nozzle on its hanger on the side of the pump.
12. When placing the portable container back into the vehicle, use proper lifting techniques—two hand grip and bend at knees not waist.