



CARDLOCK NEWS PROGRAM UPDATES

April 2011



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Proof of Business

Acceptable Proof of Business (POB) still appears to be a challenge to obtain. The table below shows what is acceptable and unacceptable for proof of business.

Beginning this year, we will accept the federal tax form Schedule F Line 34 (Other expenses - specify). It must clearly state: gasoline, fuel or diesel with a dollar amount written in. Another issue to clarify is that when the customer is using Line 21 it must have a dollar amount in the line and can not be blacked out.



ACCEPTABLE	UNACCEPTABLE
Tax Form Schedule C (Business)	Assumed Business Names (ABN) This is still the most frequent error in POB
Tax Form Schedule F (Farm) with line 21 completed and visible. NEW: Line 34 (Other expenses (specify) completed and visible	Tax Form Schedule E (Supplement Income)
Tax Form 1065 (Partnership Income)	Tax Form Schedule 4835 (Farm Rental)
Tax Form 2290 (Highway Vehicle Use)	Tax Form Schedule 4862 (Depreciation)
Tax Form 4868 (Extension w/valid period)	Tax Form Schedule 4137 (Unreported Tips)
Tax Form 7004 (Auto 6 Month Extension)	Social Security Numbers
Current Business Licenses (w/valid dates)	Business Registry Numbers

2011 Cardlock Fee Increase Reminder

During the 2010 legislative session, the Oregon State Fire Marshal (OSFM) received permission to increase fees that support the cardlock program. Customer fees will increase to \$10 beginning July 1, 2011. This will be the last of the two-step incremental increases.

Annual Inspections

Regulations require the OSFM to complete annual inspections; however, regulations do not require advance notification of these inspections. As a courtesy, the Compliance Specialists call to let you know the date and follow up with a postcard or email confirmation 10-14 days in advance with the date and time. Since we schedule in advance, it is often difficult (if not impossible) to change that appointment. One change can throw the entire schedule off to the point that other pre-arranged appointments are completely missed. Keeping this in mind, we hope you can work with us by keeping your appointment and understanding why we can not change it on a moment's notice.

Safety Training

The law requires cardlock operators to provide safety training to all customers. Each operator must maintain the safety documentation in the customer file ready for review by the compliance specialist during the annual records inspection. This not only protects the customer, but also the operator in the event of an incident.

The OSFM safety training brochure can be used to meet the safety training requirement. OSFM has safety training available in alternate formats. If you need a current safety training form, contact us or download a copy at: http://www.oregon.gov/OSP/SFM/docs/Licensing_permits/cardlock/Cdfm_SafetyTngBrochureNoTopOff.pdf

Weekly Site Inspections

Weekly site inspections have been a requirement since July 2005.

Prior to this date, daily facility site inspections were required by the Oregon Fire Code (OFC). OSFM worked with the Cardlock Advisory Committee to change that requirement to weekly, with the agreement that cardlock operators record the weekly inspections on an approved form and make the form available to the compliance specialists.



Weekly site inspections protect the cardlock operators in the event of a lawsuit. Copies of inspection sheets are to be provided to the compliance specialist as a component of our records inspection. We are working with operators with the goal of increasing the compliance rate, eliminating the need for civil penalties.

Ensure the form is filled out correctly. Check off or initial each item to show it was properly inspected. Do not draw a line down the page as this is no longer acceptable. Each item not checked off or initialed will be counted as a week missed.

Ensure maintenance personnel inspect facilities weekly. As an added incentive, insurance companies may provide lower rates as a result regular weekly site inspections.

Emergency Fuel Shut Off (EFSO):

During annual records inspections we have found EFSO testing is missed on a regular basis. The weekly site inspection form includes a section for recording the test date of the EFSO. OFC 2206.7.4 requires automatic-closing devices be checked **at least once a year.**

Fire Alarm Transmitting Device or Telephone

Oregon Administrative Rule 837-020-0040 (2g) and OFC 2204.3.6, requires a fire alarm transmitting device or telephone not requiring a coin to operate be provided at the site during the entire time the facility is open. The compliance specialists have found phone companies are pulling the pay phones out and not notifying anyone of the removal. Please check the phones each week to ensure they are in working order and record the information on your weekly site inspection form.

Made Any Changes Lately?

Have any changes occurred at your cardlock facility? For example, if a dual operation has changed to a cardlock site only, then inform our staff soon as possible so we can update our records and re-issue your license.

What's New With Cardlock Staff

Cynthia DeForest joined the cardlock staff in June 2010. Cynthia has worked for the State of Oregon for over 20 years. Her background includes working at the Department of Revenue as a Compliance Specialist in tobacco tax evasion, Department of Public Safety and Standards as a Curriculum Specialist, manager of Enforcement for Oregon State Board of Engineers and Land Surveyors, and as Administrative Specialist with Oregon Occupational Safety and Health. We're happy to have her on our team!



Compliance Rate Statistics

Chart (1) shows facility site inspections in compliance improved by almost 200% from 2006 thru 2009. In 2010, cardlock companies performed self-inspections. In 2011, thru March 31, compliance rates have dropped from the 2009 high. These stats show inspections performed by Compliance Specialist staff raise the compliance rate, resulting in increased safety for facility users.

(1) Facility Site Inspection Compliance Rates by Year

Year	# of Sites Inspected	# of Deficiencies	# in 100% Compliance	% in 100% Compliance
2006	365	632	109	29.9%
2007	379	440	136	35.9%
2008	343	89	274	79.9%
2009	342	47	303	88.6%
2010	0	Self Inspections		
2011	246	195	159	64.6%

NOTE: 2011 stats are only thru 03/31/11

Chart (2) shows record inspection compliance rates since 2006. With our targeted goal of 75% compliance, these rates have shown a steady yearly increase. 2011 is trending down slightly, but with only 43% completed, we are confident these rates will increase.

(2) Record Inspection Compliance Rates by Year

Year	# of Record Inspections	# of Deficiencies	# in 100% Compliance	% in 100% Compliance
2006	123	714	23	18.7%
2007	126	633	24	19.0%
2008	110	827	47	42.7%
2009	106	231	40	37.7%
2010	104	292	53	51.0%
2011	45	125	20	44.4%

NOTE: 2011 stats are only thru 03/31/11

Chart (3) shows the deficiencies found during previous record inspections.

(3) Record Inspection Deficiency Numbers by Year

Year	# of Record Inspections	Signed Agreements	Proof of Business	Proof of Gallons	Missed Safety Training	Missed WSI Weeks
2009	106	17	85	82	2	245
2010	104	40	112	94	26	146
2011	45	2	38	42	10	27

NOTE: 2011 stats are only thru 03/31/11

Please contact the cardlock staff if you have any questions or concerns.

We are here to assist you.

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