Appendix P  Fueling

List of Signs Required at Fuel Stations

Fire Safety Training – Safe Fueling Guidelines
EMS Manual Appendix P – Fuel Station Signs

The following signs must be posted at ODOT Maintenance fuel stations.

Signs should be visible and readable from a distance of 10 feet from the dispensing pump.

- "Driver Must Remain At Vehicle While Fueling."
- "No Smoking" or other sign prohibiting smoking.
- "Stop Your Engine" or other sign requiring vehicle engines to be stopped during fueling.
- Sign prohibiting dispensing into unapproved containers.
- Sign marking the location of the emergency shutoff.
- Sign marking the location of the fire extinguisher.

If the fuel station is used by personnel from non-State agencies (e.g. City or County agencies) a sign that states the following message must be posted in a conspicuous location.

IN CASE OF FIRE, SPILL, OR RELEASE
1. USE EMERGENCY PUMP SHUTOFF
2. REPORT THE ACCIDENT!
   FIRE DEPARTMENT TELEPHONE NO.______
   FACILITY ADDRESS ______________________

- "Discharge Static Electricity Before Fueling
- Do Not Reenter Your Vehicle While Fueling
- If A Fire Starts, Remove the Nozzle; Use the Emergency Shutoff"
- "Portable containers must be removed from the vehicle and placed on the ground before filling"
- "It is a violation of law, subject to penalty, to dispense flammable liquids without first receiving the training required by the rules."
- "It is a violation of law, subject to penalty, to dispense flammable liquids for personal use or into vehicles or containers not owned or used by a business, government, non-profit or charitable organization."
- The phone number of the owner or operator.
- Instructions for operating the dispenser.

Examples of signs are shown below. Actual signs may vary.
FIRE SAFETY TRAINING - SAFE FUELING GUIDELINES

Information for fueling at an ODOT fuel station

NO SMOKING
Smoking is not permitted while fueling. Smoking is prohibited within 25 feet of the fuel pump or fuel tank.

IDENTIFY EMERGENCY EQUIPMENT
Signs are posted to help identify emergency equipment installed at the facility. BEFORE FUELING, please note the location of the following emergency equipment.

At all ODOT fueling facilities
- FIRE EXTINGUISHERS are conspicuously located usually on a pole at the dispenser island or on the outside wall of the building.
- An EMERGENCY SHUT-OFF SWITCH is clearly identified with a sign. The shut-off switch allows the entire system to be shut down from a location other than the fueling island. Use the emergency shut-off switch if a fire starts.
- A SPILL KIT is clearly visible in the fueling area. Spill kits are bright yellow and hold absorbents for spill response.

At some ODOT fueling facilities
- A FUEL SPILL SHUT-OFF VALVE may be present in or adjoining the fueling area. If present, the shut-off valve is clearly signed. The valve will retain fuel spills within the fuel containment area by closing drainage systems.
- A TELEPHONE may be present near the fuel station. An emergency call may be placed without a coin.
- An audible or visual overfill ALARM is clearly identified. The alarm will indicate if the tank has been overfilled. Overfill prevention equipment is installed on all fuel tanks.

IN CASE OF EMERGENCY
(FIRE, SPILL, OVERFILL, OR RELEASE)
FOLLOW ALL WARNING SIGNS AND INSTRUCTIONS posted in fueling areas. Respond to all alarms and spills.

1. If possible, STOP THE FLOW OF FUEL by using the pump shut-off (rotate or depress the pump lever), or emergency shut-off switch.
2. BE AWARE OF POTENTIAL FIRE HAZARDS
3. USE THE FUEL SPILL SHUT-OFF VALVE, if present.
4. CONTROL or CONTAIN the spill if possible and within your training.
5. ODOT personnel follow ODOT reporting procedures. Non-ODOT personnel, CALL THE NEAREST ODOT DISPATCH CENTER or 911.

FUELING COMPLETED
- The nozzle should click off when the tank is full.
- DO NOT ‘TOP OFF’ the fuel tank.
- Shut the pump off.
- Place the nozzle on the cradle.
- Record the amount of fuel used (at fuel stations without a card reader).

DRIVING AWAY WITH DISPENSER NOZZLE
If you drive off with the nozzle in the vehicle (even if a release did not occur), follow the procedures below:
1. STOP VEHICLE.
2. TURN the PUMP OFF.
3. PUT HOSE BACK ON PUMP, if possible.
4. REPORT INCIDENT TO ONSITE PERSONNEL OR THE ODOT DISPATCH CENTER.

If other assistance is needed, contact facility personnel or ODOT dispatch center.

TO BEGINNING FUELING
At fueling stations with HID ID card readers
(ODOT employees)
- Enter the pump number. Press ENTER
- Enter 6-digit equipment number. Press ENTER.
- Enter odometer reading. Press ENTER
- Place ODOT ID (Lenel) card in front of HID reader
- Lift the nozzle from the pump and insert the nozzle deeply into the fuel tank.
- Activate the pump by lifting or rotating the lever on the side of the pump.
- Pull the trigger on the nozzle to dispense fuel.

(non-ODOT users of fuel stations)
- Enter the pump number. Press ENTER.
- Place ODOT issued HID card in front of HID reader.
- Enter odometer number. Press ENTER.
- Lift the nozzle from the pump and insert the nozzle deeply into the fuel tank.
- Activate the pump by lifting or rotating the lever on the side of the pump.
- Pull the trigger on the nozzle to dispense fuel.

The optimum nozzle setting is between ½ and ¾ open. Faster delivery may result in a spill.

If the nozzle is activated too quickly, a leak detector will automatically slow the pump to a trickle. Release the trigger on the nozzle and wait 10 seconds. Pull the trigger back and pumping should be normal.

Nozzles are equipped with an automatic shut-off that stops the flow of fuel when the vehicle’s tank is full.

ODOT DISPATCH CENTERS
Station 1: Region 1 – 503-731-4652
Station 2: Region 2 – 503-362-0457
Station 3: Region 3 and District 11 – 541-858-3103
Station 4: Districts 9, 10 and Region 5 – 541-383-0121
When reporting an incident include the following information:
- Location of fueling station
- Pump number or fuel type
- Date and Time of incident

OTHER FUELING PRECAUTIONS

- STOP THE ENGINE and put vehicle in PARK or set the emergency brake. The engine MUST BE TURNED OFF before fueling.
- Discharge static electricity before touching the nozzle.
- Remain outside the vehicle, in full view of the nozzle, while fueling.
- The DRIVER MUST REMAIN AT THE VEHICLE while fueling.

FIRE EXTINGUISHER USE

To use a fire extinguisher:
1. Hold the extinguisher upright and pull the ring pin
2. Stand back 8 feet from the fire
3. Aim the nozzle at base of fire and squeeze the lever
4. Sweep retardant from side to side

PORTABLE CONTAINERS

Only approved portable containers may be filled. Approved portable containers meet one of the following requirements.
- A metal or plastic safety can that holds 5 gallons or less (Approved plastic safety cans must meet ASTM F852 or F976, ANSI/UL 1313, or 49 CFR standards.)
- A metal container that holds 60 gallons or less and meets DOT specifications.

Approved containers must be:
1. CLEARLY LABELED with the fuel type (e.g. diesel).
2. Equipped with a tight fitting lid, cap, or cover.
3. Fitted with a spout or be designed so that the contents can be poured without spilling.

Procedures for fueling portable containers:
1. Portable containers (smaller than 12 gallons) must be placed on the ground before filling.
2. Do not use the latch open device on the fuel nozzle when filling portable containers.

DANGERS OF GASOLINE

- Gasoline is extremely flammable.
- Harmful or fatal if swallowed.
- May be harmful if inhaled or absorbed through the skin.
- May cause irritation.
- Long-term exposure to vapors has caused cancer in laboratory animals.
- Keep away from heat, sparks, and flame.
- Avoid breathing vapor.
- Use only in well-ventilated locations.
- Avoid contact with eyes and prolonged contact with skin. Wash thoroughly after handling.
- Keep container closed.
- FOR USE AS MOTOR FUEL ONLY.

DANGERS OF DIESEL

- Diesel is combustible.
- May cause irritation to eyes.
- Avoid contact with eyes.
- Middle distillates (including diesel) have caused skin cancer and kidney damage in laboratory animals.
- Keep away from heat and flame.
- Use only in well-ventilated locations.
- Avoid prolonged or repeated contact with skin. Wash thoroughly after handling.
- Keep head away from container when opening or dispensing.

FIRST AID PROCEDURES

Follow emergency and first aid procedures if contact with gasoline and diesel fuel.

EYES: Flush with water for 15 minutes.

SKIN: Wash exposed areas with soap and water.

INGESTION:
- DO NOT induce vomiting.
- May cause chemical pneumonitis.
- Call doctor.

INHALATION:
- Should symptoms noted under physiological effects occur, remove to fresh air.
- If not breathing, apply artificial respiration.

OTHER INSTRUCTIONS: Remove gasoline or diesel soaked clothing.

PHYSIOLOGICAL EFFECTS

ACUTE EFFECTS - Severe With Short Duration

Gasoline AND Diesel:
- Causes slight to moderate eye irritation.
- Moderately irritating to the skin; causes redness, edema, or drying of the skin.
- To the central nervous system, may cause contracted pupils, loss of reflexes, convulsions, seizures, sudden loss of consciousness, coma, and sudden death.
- Other symptoms are: Headaches, mental confusion and depression, flushing of the face, loss of appetite, nausea, slurred speech, and difficulty in swallowing.

Diesel: Inhaling high concentrations of diesel vapors may cause drowsiness or unconsciousness (narcosis).

CHRONIC EFFECTS - Severe With Long Duration

Recent studies with laboratory animals have shown that diesel and gasoline vapors cause kidney cancer in mice.