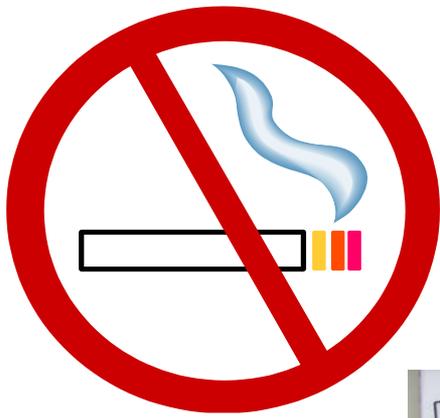


State of Oregon, DAS Fleet Fuel Island Operations - Unleaded





Smoking is not permitted while fueling your vehicle or within 25 feet of dispensers. Doing so could result in a serious fire and/or injury.



Avoid potential static electricity problems at the gas pump by staying outside your vehicle while refueling.

Four Rules for Safe Refueling While filling up...

- 1 Turn Off Engine
- 2 Don't Smoke
- 3 Do Not Use Cell Phones
- 4 Never Re-enter Your Vehicle

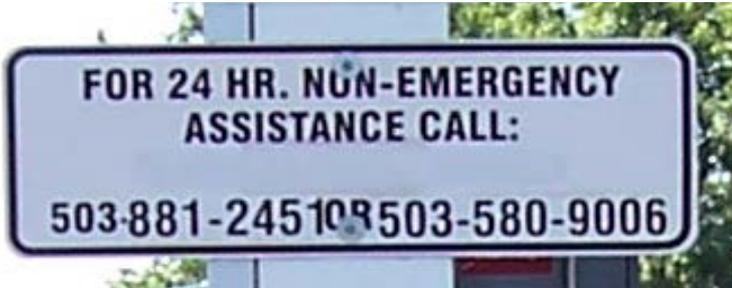
FIRE EXTINGUISHERS

There are (3) fire extinguishers; (2) on poles, (1) on wall. (View from exit side)



BEFORE fueling, please note the location of the following emergency equipment

THE SITE OPERATOR'S telephone number is posted at the site. If you need assistance or need to report a spill or problem, call this number. In the event of an emergency call **911**.



EMERGENCY TELEPHONE - 911 CALLS ONLY
No coins needed – (front office entrance)



EMERGENCY SHUT-OFFS



In the event of an emergency that requires the pump to be stopped, there are (2) Emergency Shut-Off switches. Turning off the switch will cut the power to all the pumps and card readers at the fuel island.

Center island next to E-85 pump.



East wall



Spill response...

In the event of a fuel spill, the “Spill Kit” is located in the fuel island kiosk.

Stop the spill locate the source of the spill and make sure you prevent more fluid from spilling.

Contain the spill use the appropriate materials to clean up and dispose of spilled fluid.

Notify a Supervisor using the “Emergency Notification for Spills in DAS Motor Pool Yards” contact list, located on the kiosk window. Notify Fleet staff there has been a spill.



EMERGENCY NOTIFICATION FOR SPILLS IN DAS MOTOR POOL YARDS

Pool: State Motor Pool Pool phone: 662-791-1177 Pool fax: 662-791-2642
 Pool address: 4466 Shreve Rd, State, MS 39762

Name	Title	Office Phone	Cell Phone	Home Phone
Rickie Howell	Facility Operations Specialist	662-791-2167/2024	662-666-2666	662-715-6968
Darla Hense	Regist. Manager	662-791-2167/2026	662-292-7160	662-659-1111
Carl Crowe	Shop Supervisor	662-791-2167/2051	662-292-7138	
Paul Frenzel	Fleet Operations Manager	662-791-2112	662-481-2951	662-661-2667
Dan Cline	State-Veh Fleet Manager	662-791-2167/2028	662-486-2662	
Bob Cook	DAS Safety Officer	662-791-2662	662-481-2662	
	DAS Facility Dept	662-791-1666		

If a Spill Occurs

1. Notify the District Manager if necessary.
2. If safe, possibly, stop the spill at the source and contain the spill by using the spill kit.
3. Notify the manager on the Facility Operations Specialist Richard Howell, if available.
4. The Manager of Facility Operations Specialist will then coordinate the response to the spill. If on the night, include the notification of the DAS Safety Officer and other personnel in the event of a large spill. Such personnel may include Statewide Operations Specialist, Statewide Safety Officer, Pool Supervisor and the local Safety Officer may also be contacted.
5. Enter the District Manager's response procedure for the spill into the Incident and Hazardous Material Spill Response and the Incident Safety Log Sheet (MS-2) for response actions.
6. If the spill is:
 - more than 2 gallons of oil that is not petroleum product, or
 - less than 2 gallons of petroleum product, or
 - not petroleum product

Call 811
 Call or Radio DAS Safety Officer to call
OR GO TO EMERGENCY RESPONSE (OERMS)
 (1-800-452-0511)

The DAS Safety Officer, Registar, or other member of spill response OERMS.

7. If the spill is a hazardous material, or a hazardous waste, or has reached surface water notify the Hazardous Response Center at 1-800-284-1600.
8. For a major spill, use the spill kit in the event of a spill, call the Statewide Safety Officer at 662-791-2662 for additional information.
9. After the situation has been resolved, complete "Spill Response Notification Form for Spills in Motor Pool Yards". Send copies of completed form to the DAS Safety Officer, DAS Coordinator, and Fleet Operations Manager. Contact the State Office or DAS Coordinator for additional copies of the form, if needed.



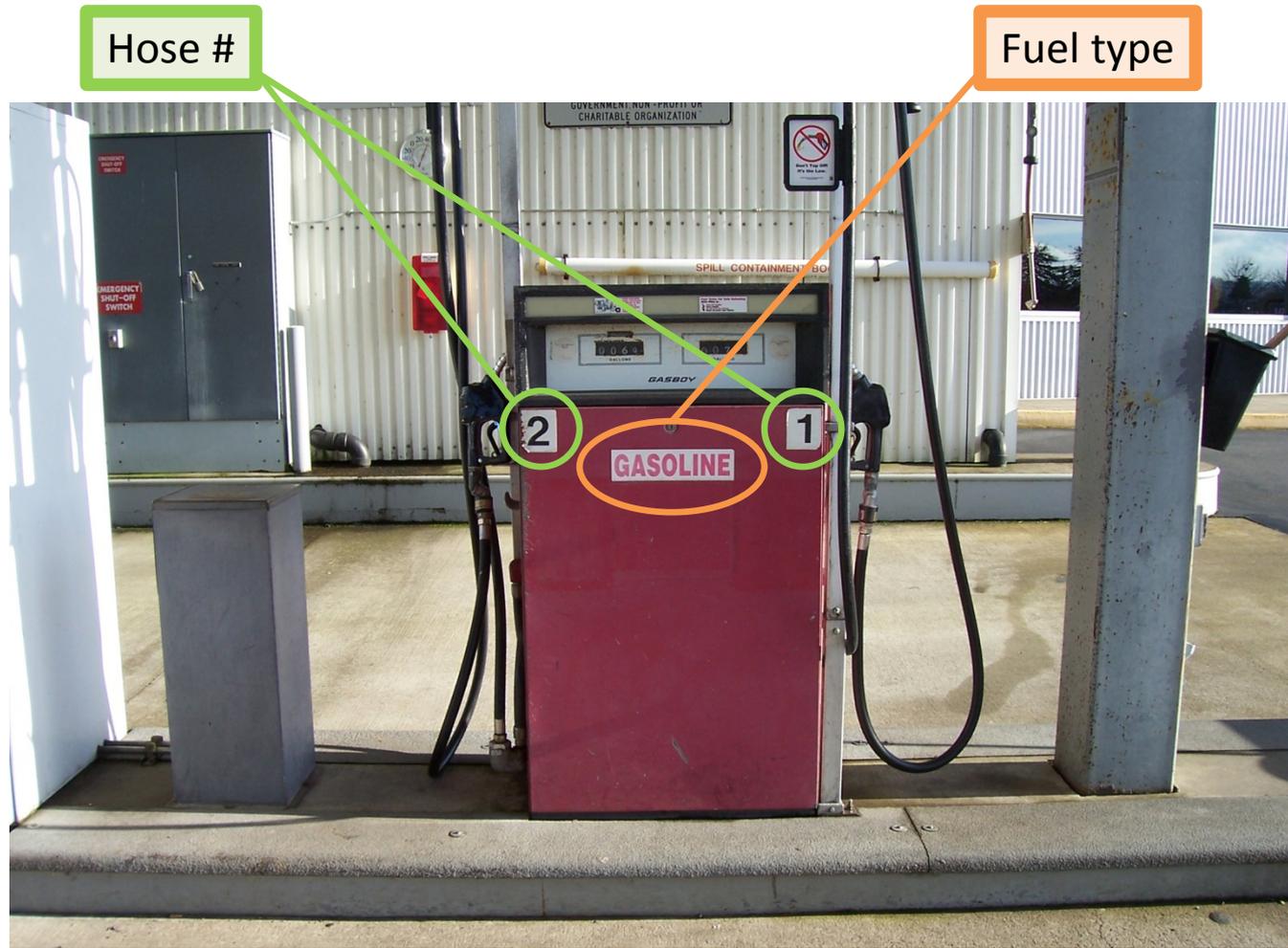
Fuel Island...

Approaching the fuel island, signs denote the location of the different fuel types. There are (2) unleaded dispensers.



Fuel Island...

Each fuel dispenser has (2) fill hoses and each works independently of the other. Make note of the **vehicle mileage** before turning off engine and the fill **hose number**; it will be used at the card reader.



Unleaded Dispenser

Dispenser operation...



1) Remove fuel nozzle from dispenser.



2) Rotate on/off lever to “**ON**” position.

3) Remove vehicle fuel cap and insert nozzle in fuel neck.



Swiping Voyager card...



Voyager card



Card reader
(there are two)



Card reader
face

Display

Keypad

Card reader
slot

Card reader home screen



4) Swipe the Voyager card



Proper card direction: magnetic strip down and to the right.

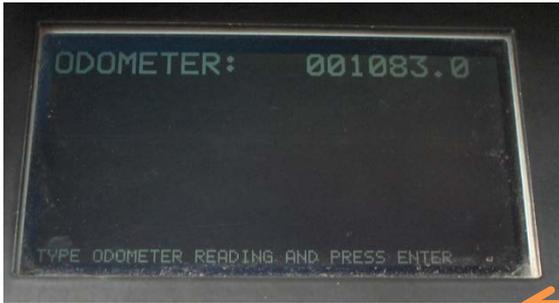
Guide the card in then out quickly.

After swiping Voyager card...



ODOMETER:

Prompt to enter vehicle odometer reading.



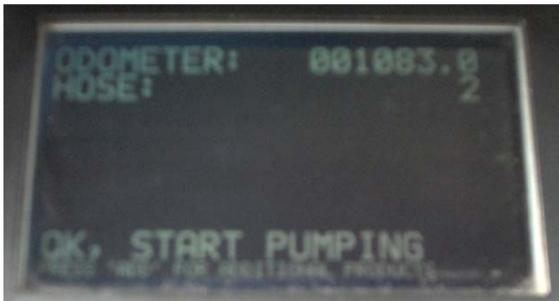
5) Using keypad, enter odometer reading (no tenths) then "Enter" button.



HOSE:

Prompt to enter fuel hose #

6) Using keypad, enter hose # then "Enter" button.



OK, START PUMPING-

Transaction complete. The chosen fuel dispenser is ready to pump fuel.



Keypad

"Enter" button

At this point some customers will be prompted for an **ID #**. This is available from the vehicle's operating agency.

Begin fueling...



7) While squeezing trigger handle open, use index finger to push down the lock lever.

The dispenser meter will automatically “zero.”

Fueling progress can be watched on the dispenser meter (Gallons.) When vehicle tank is full, the handle will “click” off automatically.



Finish fueling...

Do not top off (DEQ regulation). After the handle has “clicked” off do not attempt to add more fuel. “Topping Off” can force liquid fuel into the vehicle vapor recovery system defeating its purpose and allowing gasoline vapors to escape.

8) Return lever back to the “**OFF**” position. Replace nozzle in holder.



9) Tighten gas cap until it “clicks.”



10) Verify fuel level.



Drive safely. Thank you!





Fleet front office hours are Monday through Friday 6:30am – 6:00pm

Phone 503-378-4377

Fueling is available 24/7

After hours call 503-881-2451 or 503-580-9006

Dial **911** for emergencies

