

UNDERGROUND STORAGE TANKS

GUIDELINES FOR CARDLOCK/ UNSUPERVISED DISPENSING



BAKERSFIELD FIRE DEPARTMENT
Prevention Services

2101 H Street
Bakersfield, CA 93301
Phone: 661-326-3979 • Fax: 661-852-2171

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GUIDELINES FOR CARDLOCK/UNSUPERVISED DISPENSING

Unsupervised dispensing is allowed when the owner or operator provides, and is accountable for daily site visits, regular equipment inspection and maintenance, including any unauthorized release or spills, posted instructions for the safe operation of dispensing equipment, and posted telephone numbers for the owner or operator. Signs prohibiting smoking, prohibiting dispensing into unapproved containers and requiring vehicles engines to be stopped during fueling shall be conspicuously posted within site of each dispenser. In addition, a sign shall be posted in a conspicuous location reading:

In case of spill or release:

1. Use emergency pump shut-off
2. Report the accident
3. Fire Department telephone number
4. Facility address

During the hours of operation, stations having unsupervised dispensing shall be provided with a fire alarm transmitting device. A telephone not requiring a coin to operate is acceptable. The fuel leak detection system must have a remote or phone modem to insure off site monitoring during hours of unsupervised dispensing. During hours of darkness, sufficient lighting must be maintained so that all signs associated with fueling operation are conspicuous and readable. A 5-gallon container of an absorbent material used for spills must be made available to the public during hours of unsupervised dispensing. A fire extinguisher with a minimum 2A20BC-rating must be located on dispenser island during hours of unsupervised dispensing.

In addition to the above requirements, the following information is required:

1. Emergency Response Procedures (requirements on page 2)
2. Employee Procedures (requirements on page 3)
3. Sample form on page 4 shows all the necessary information which must be provided to the City of Bakersfield, Office of Prevention Services. You may use any format you wish, provided that all the information requested is supplied.

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**OPERATOR GUIDELINES
EMERGENCY RESPONSE PROCEDURES
CARDLOCK OR UNSUPERVISED DISPENSING**

Daily Inspection:

1. Check for small spills
2. Place absorbent on the spill immediately
3. Clean up absorbent within one hour
4. Check for hoses lying on the ground
5. Look for other tripping hazards and remove
6. Ensure fire extinguishers are in place and inspect daily
7. Check quantity of absorbent material daily

Spill:

1. Determine the source of spill or release
2. Stop the flow of product
3. Hit emergency shut-off valve
4. Stabilize the area
5. Extinguish any smoking material
6. Locate nearest fire extinguisher
7. Use absorbent or spill pack to keep any product out of water source or sewers
8. Isolate the hazard area and deny entry to non-emergency personnel

Containment:

1. Contain the spill totally with a spill pack and/or absorbent
2. Never use water
3. If larger than can be immediately contained, go to Step 4
4. Contact the Fire Department 911
5. Notify company management personnel

Fire:

1. Gasoline fire extinguishers located on dispenser islands
2. Remove Pin
3. Point to the bottom of the flame and squeeze handle
4. Call Fire Department, even if fire is put out (911)
5. Isolate and deny entry, except for emergency personnel
6. Notify company management personnel

Earthquake Response:

1. Make sure gasoline inventories are secure
2. If there are any signs of structural damage to the control room or island canopy, keep everyone away from the danger area. If danger is imminent, shut down facility operations until it has been deemed safe to continue.

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**CARDLOCK/UNSUPERVISED DISPENSING
EMPLOYEE TRAINING GUIDELINES**

EMPLOYEE TRAINING:

1. General

The Maintenance Supervisor/Health & Safety Director or designated person will train all new employees on the safe handling of hazardous materials, proper emergency response coordination, and the use of emergency response equipment and supplies. Additionally, the manager will coordinate refresher training programs for all employees on an annual basis.

2. Procedures for Safe Handling of Hazardous Materials

- a. Employees will be informed of the health and safety hazards involved with the handling of gasoline and diesel.
- b. Employees will be careful not to spill gasoline or diesel onto themselves or on the ground.
- c. Employees will not smoke, light matches, cause sparks, or take action which could ignite flammable liquids or vapors.

3. Procedures for Emergency Response Coordinator

- a. Employees will be familiar with the emergency response procedure outlined in company emergency response plan.
- b. Employees will know the location and operation of electrical shut-off switches dispenser shut-off valves.
- c. Employees will know the location of how and when to use dry chemical fire extinguishers that are located on the premises.
- d. Employees will know the location of the nearest storm drain and the location of absorbent materials to be used to prevent spills reaching the storm drain.
- e. Employees will be familiar with the kinds of emergency situations, which will warrant immediate evacuation of the premises.
 1. Any gasoline, diesel or other type of fire.
 2. Any spill, leak or vapor leak that has the potential for igniting or exploding.
 3. Any spill or leak when employees or customers notice gasoline vapors or spills.

4. Employee Training Records:

The manager or Health and Safety Supervisor will be responsible for documenting and retaining the types and dates of the "Training" for at least 5 years.



MINIMUM REQUIREMENTS
FOR MONITORING PROGRAMS AND
SPILL RESPONSE PLANS

Per Section 2632 of Title 23, Division 3 Chapter 16; Underground Tank Regulations: Monitoring plans shall include the following:

1. The frequency of performing the monitoring method;
2. The methods and equipments used for performing the monitoring;
3. The location where the monitoring will be performed;
4. The name and title of the person responsible for performing the monitoring and/or maintaining the equipment;
5. The reporting format;
6. The preventive maintenance schedule for the monitoring equipment. The maintenance schedule shall be in accordance with the manufacturers instructions; and
7. A description of the training needed for the operations of both the tank system and the monitoring equipment.

Spill response plans shall demonstrate that any unauthorized release will be removed from the secondary containment within 30 days shall include, at a minimum the following:

1. A description of the proposed methods and equipment to be used for removing and properly disposing of any hazardous substances, including the location and availability of the required equipment if not permanently on-site, and an equipment maintenance schedule for the equipment located on-site.
2. The name and title of the person responsible for authorizing any work necessary under the response plan.



MONITORING PROGRAM
 EMERGENCY RESPONSE PLAN FORM

This monitoring program must be kept at the UST location at all times.

The information on this monitoring program is conditions of the operating permit. The permit holder must notify the Office of Prevention Services within 30 days of any changes to the monitoring procedures, unless required to obtain approval before making the change. Required by Sections 2632(d) and 2641(h) CCR.

FACILITY NAME		
FACILITY ADDRESS		
IF AN UNAUTHORIZED RELEASE OCCURS, HOW WILL THE HAZARDOUS SUBSTANCE BE CLEANED UP? NOTE: IF RELEASED HAZARDOUS SUBSTANCES REACH THE ENVIRONMENT, INCREASE THE FIRE OR EXPLOSION HAZARD, ARE NOT CLEANED UP FROM THE SECONDARY CONTAINMENT WITHIN 8 HOURS, OR DETERIORATE THE SECONDARY CONTAINMENT, THEN THE OFFICE OF PREVENTION SERVICES MUST BE NOTIFIED WITHIN 24 HOURS.		
DESCRIBE THE PROPOSED METHODS AND EQUIPMENT TO BE USED FOR REMOVING AND PROPERLY DISPOSING OF ANY HAZARDOUS SUBSTANCE:		
DESCRIBE THE LOCATION AND AVAILABILITY OF THE REQUIRED CLEAN-UP EQUIPMENT IN ITEM ABOVE:		
DESCRIBE THE MAINTENANCE SCHEDULE FOR THE CLEAN-UP EQUIPMENT:		
LIST THE NAME(S) AND TITLE(S) OF THE PERSON(S) RESPONSIBLE FOR AUTHORIZING ANY WORK NECESSARY UNDER THE RESPONSE PLAN:		
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**MONITORING PROGRAM FORM
WRITTEN MONITORING PROCEDURES**



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FACILITY NAME	
FACILITY ADDRESS	
DESCRIBE THE FREQUENCY OF PERFORMING THE MONITORING: TANK	
PIPING	
WHAT METHODS AND EQUIPMENT, IDENTIFIED BY NAME AND MODEL, WILL BE USED FOR PERFORMING THE MONITORING: TANK	
PIPING	
DESCRIBE THE LOCATION(S) WHERE THE MONITORING WILL BE PERFORMED (FACILITY PLOT PLAN SHOULD BE ATTACHED):	
LIST THE NAME(S) AND TITLE(S) OF THE PEOPLE RESPONSIBLE FOR PERFORMING THE MONITORING AND/OR MAINTAINING THE EQUIPMENT:	
NAME	TITLE
NAME	TITLE
NAME	TITLE
NAME	TITLE
NAME	TITLE
REPORTING FORMAT FOR MONITORING: TANK	
PIPING	
DESCRIBE THE PREVENTIVE MAINTENANCE SCHEDULE FOR THE MONITORING EQUIPMENT. NOTE: MAINTENANCE MUST BE IN ACCORDANCE WITH THE MANUFACTURER'S MAINTENANCE SCHEDULE BUT NOT LESS THAN EVERY 12 MONTHS.	
DESCRIBE THE TRAINING NECESSARY FOR THE OPERATION OF UST SYSTEM, INCLUDING PIPING, AND THE MONITORING EQUIPMENT:	