



Class "C" Underground Storage Tank Operator Training

Trainer Instructions

All Ports Petroleum Company, Inc. Fuel Mart employees are required to complete the following training. Class C operators are responsible for the initial response to alarms or other indications of emergencies at a facility.

Manager: Complete the following training steps and have all current and future employees complete a Class "C" Operator Training Certificate. Managers will need to sign the certificate on the "Signature of party administering training" line. Training and certification must be completed before employment begins.

- 1) Post the included "Fuel Related Emergency" document in a clearly visible location. Show your employees where it is located. Review the list of who should be notified in an emergency.
- 2) Train your employees on identifying the actions to take concerning the emergency shut off switch. The emergency shut off switch shuts off power to all the dispensers and fuel pumps. The emergency shut off switch is different from the "Stop" or "All Stop" button on the point-of-sale (POS) console.
- 3) Show your employees the tank monitoring system and how to respond to various alarm messages that may appear on the system including slow product flow from a tripped line leak detector.

Examples of In-Tank Alarms

Overfill Alarm	Fuel level exceeded.
Low Product Alarm	Fuel drops below alarm level.
Leak Alarm	Fuel loss exceeded the pre-programmed limit during a leak test/possible leak.
High Water Alarm	Water at bottom of the tank exceeds alarm level.
Sudden Loss Alarm	Fuel loss in tank exceeds preset limit during a leak test/possible leak or fuel being dispensed.
Max Product Alarm	Fuel level exceeds Safe Working Capacity.
High Product Alarm	Fuel level exceeds alarm limit.
Probe Out Alarm	Fault with the sensing probe.

Please review your tank monitor manual for additional alarm information.

- 4) Explain how to identify, locate and properly recognize the following items: dispensers, hoses, nozzles, breakaway couplings, impact valves, dispenser relays, spill buckets, dispenser pans, and vent caps.
- 5) Submit completed certificates to the corporate office via the Scan Payroll Document program.

Name of the Class A or B operator approving the Class C training: Barry Henderson