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BENSON OIL CARDLOCK USER GUIDE

Safeguards While Fueling

Safe Fueling Tips:

- ALWAYS turn off vehicle when refueling and turn off any pilot lights or open flames.
- STAY near vehicle fueling port to avoid hazardous spills. DO NOT LEAVE NOZZLE UNATTENDED at any time during the refueling.
- NEVER smoke, light matches or use lighters while refueling or within 7.5 meters of the refueling area.
- Ensure other sources of ignition, such as other running vehicles, are not within 7.5 meters of Cardlock dispensing pump.
- NEVER prop open the refueling latch with other items – use only the hold-open latch equipped on the nozzle.
- DO NOT get back into your vehicle when refueling.
- DO NOT top off your tank.
- If a flash fire occurs, back away, and most importantly: LEAVE NOZZLE IN VEHICLE.
- Always be mentally and physically equipped to perform the refueling task.
- Do not allow children to refuel.
- Do not boost your vehicle within 7.5 meters of Cardlock pump.
- Avoid the use of cellular phones or other electronic devices as they may be a distraction.
- Report any spills to the posted Emergency Site Contact.
- Locate nearest “Emergency Shut-Off” switch and be familiar with its function.

Static Electricity Safety

- Static charges are caused by an imbalance of electrons on the surface of material and can develop by contact and separation of materials, as well as through the transfer of fluids through hoses or pipes. The equalization of the charges can result in a release of a static discharge spark.
- Refueling fires can occur when:
 - Static charge picked up when re-entering vehicle
 - Touching nozzle without discharging static electricity
 - A static transfer between the fuel nozzle and container
 - A spark ignites fumes
- Discharge your static electricity before fueling by touching a metal surface away from the fuel nozzle area.
- DO NOT re-enter your vehicle while gasoline is pumping.
- If a fire starts, DO NOT remove nozzle – back away immediately.
- DO NOT allow children under licensed age to use the pump.

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Filling Portable Containers

- Use only CSA approved containers. Barrels, slip tanks, glass jars and other non-approved containers **MUST NOT** be filled with Gasoline. Where applicable, grounding cables must be used.
- Set gasoline containers on the ground, **DO NOT** leave in vehicle – trunk, van or truck bed or any other surface.
- Keep the nozzle in contact with the container to prevent the development of static charges.
- Fill the container slowly to decrease the chance of static electricity build-up and to minimize spilling or splattering.

Petroleum Products

Information on Fire Hazards (flammable and combustible liquids)

1. **Gasoline** – is a Class 1A flammable liquid with a flash point of less than -40°C.
2. **Diesel** – is a Class 2 combustible liquid with a flash point as low as 40°C.

Definitions

Flash Point

The lowest temperature at which fuel gives off a vapor that will ignite when a source of ignition (i.e. spark or small flame) is passed over the surface of the fuel.

NOTE: Gasoline always gives off vapors that can be ignited under any weather conditions. Flammable and combustible vapors are heavier than air and therefore will settle in low lying areas close to the ground.

Flammable and Combustible Liquids

Both of these terms indicate that the liquid is capable of being ignited and burning with extreme rapidity. The difference is based on the flash point of the liquid (i.e. flammable liquids have a lower flash point and will ignite more readily than combustible liquids).

M.S.D.S – Material Safety Data Sheets

Data sheets explaining the hazards of handling gasoline and diesel products are available upon request.

Fuel Spill Contingency Plan

In the event of an incident immediately notify Emergency personnel

- **Fire Department**
- **Police**
- **Spill Control**
- **Emergency Contact for the Site**

A Fuel Spill Contingency Plan will be on display at locations. The plan will include the relevant emergency numbers. The following outlines the Fuel Spill Contingency Plan information posted:

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Fuel Spill Contingency Plan

This is the first line of defense in the event of a spill or a leak. All necessary information is on the plan, and is an excellent guideline when reacting to an incident.

Action Plan

The action plan portion of this section is composed of 3 steps:

1. Immediately
2. Following
3. Report and Clean-up

The action plan is a guideline and not all the steps will be implemented in every spill incident.

Immediately

- **Stop the flow of product.**
If the flow of product can be stopped by shutting off a valve or turning off a pump, then do so immediately.
- **Evaluate fire and safety hazard.**
If gasoline is the spilled product, then there is a high risk of fire and explosion. The Flash Point of gasoline is approximately -40°C. Diesel fuel can have a flash point of as low as 40°C.
- **Tend to the injured.**
If there are injured, tend to them. If there are serious injuries, CALL 911 AND GET MEDICAL ASSISTANCE IMMEDIATELY.
- **Shut off sources of ignition – lights, motors, furnaces.**
No smoking.
Ensure that ALL ignition sources are eliminated; all power supplies, any electrical devices are potential ignition sources.
- **Warn people of danger – evacuate area if necessary.**
Do not panic. If you must evacuate your facility, do it in a calm and orderly manner.
- **Call fire department, police, medical aid – 911, as well as posted Emergency Site Contact.**
Each situation will require a different amount of assistance. Use your best judgement to determine the authorities that are required.
- **Move vehicles only in case of fire and if safe to do so.**
DO NOT START ANY VEHICLES.

Following

- **Contain the spill – begin immediately.**
After the situation has been assessed, and immediate action has been performed, the product should be contained.
- **Block off drains, culvers, dykes, ditches.**
Ensure that the product does not spread into waterways or sewers.

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- **Surround spill using booms – straw bales, peat moss, absorbent materials, sand, gravel, earth.**
All equipment and materials might not be available in every situation.

Report and Clean-up (to be guided by the Emergency Site Contact)\

- **Report the spill.**
 - Notify the Site Operator (1-855-368-3611)
 - Source of Spill – Product type
 - Approximate Amount
 - Location and movement of spill
 - Action Taken
 - Department of Environment – Spill Center
 - If required, call in spill clean-up equipment-assistance
- **Clean-up – begin immediately**
 - Commence recovery, clean-up, and restoration.
 - Follow up with Spill Report

The last area on the action plan does not necessarily mean the steps cannot be done earlier. All incidences regardless of the size **MUST**, at a minimum, be reported to the Site Emergency Contact.

IMPORTANT!

The operation and safeguards outlined are provided for the user's safety. They should have been both verbally explained and visually reviewed with you by a company representative. When you are satisfied that these steps have been adequately provided, then the operating agreement between yourself and **BA Benson & Son** must be signed. In the event a Cardlock user is observed operating equipment in an unsafe manner by a fire inspector, the Cardlock card **MUST** be surrendered to the fire inspector upon request. No substitute card can or will be issued to a user who has been prohibited from using an unattended self-serve site due to unsafe operation.

The fire inspector shall report any convictions for safety violations to the Fire Commissioner. The Fire Commissioner's office will compile and provide a list of offenders to the Site Operator.

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Cardlock Operating Instructions

Follow instructions on display screen

****Be sure pump or dispensers and nozzles that you wish to use are all in the "off" position.**

DISPLAY SCREEN

1. INSERT CARD
2. REMOVE CARD
3. ENTER PIN
4. ENTER ODOM
5. ENTER PUMP#

ACTION REQUIRED

- Insert card in slot
Remove card immediately
Key in PIN
Key in Mileage (optional)
Key in pump number desired.
Press ENTER.
e.g. 1. Regular Gasoline
2. Marked Diesel
3. Clear Diesel

6. PLEASE WAIT
7. USE PUMP
8. Begin Fueling your vehicle within one minute.
DO NOT USE PUMP UNTIL ALL OF STEPS 5- 7 ARE DONE
DO NOT LEAVE PUMP OR NOZZLE UNATTENDED.
9. After fueling please turn pump to OFF position to stop transaction.
Hang up hoses. If desired, proceed to activate Ticket Receipt Printer.
10. Reinsert card.
11. ISSUE RECEIPT? Press either the "YES" or "NO" key on the Keypad.
If "YES" selected, display shows PRINTING RECEIPT.
12. Do not pull receipt from TICKET RECEIPT PRINTER while printer is operating. Wait for receipt printer to stop. Display will read TAKE RECEIPT. Then take receipt from printer.

In case of emergency, press emergency stop button located behind card reader, and pump will stop.

When safe, repeat procedure from beginning.

If you encounter problems, please call the displayed emergency contact number.

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Agreement

I, _____, acknowledge that I have received the Benson Oil Cardlock User Guide. I acknowledge that I have received verbal instruction on use of the site and have read the guide. I agree to train all users of my account in the Emergency Procedures and Safe Operating Instructions of the Cardlock before giving them a card to use.

(Print Name)

(Signature)

(Date)