

# **PIONEER OIL'S PROCEDURES FOR SPILL CONTAINMENT AND PREVENTION**

The following information describes Pioneer Oil Company's procedures for Computerized Fleet Fueling.

1. Spills, Prevention and Procedures:

- A. Pioneer Oil Company shall be responsible for any and all releases of motor fuels which occur as a result of, or are contributed by, actions of our personnel. Pioneer Oil Company will promptly dispose of such spills or leaks to the satisfaction of the Customer and proper regulatory agencies in a manner that complies with applicable local, state, and federal laws and regulations. Cleanup shall be at no cost to the Customer. Pioneer Oil Company will immediately report any spillage to the Customer and clean up the spillage according to applicable EPA and State guidelines and requirements. Pioneer Oil Company shall notify local fire authorities immediately when:
- I. Any quantity of a spill or discharge creates a distinct hazard to life or property.
  - II. An unauthorized discharge from a tank vehicle exceeds 42 gallons.
  - III. A spill, leak or discharge is required to be reported by other Local, State or federal regulations.

2. Emergency, Prevention and Procedures:

- A. Pioneer Oil Company acknowledges that all vehicles used for on- site computerized fleet fueling services are subject to inspection by applicable fire prevention authorities. In the event such inspections occur, Pioneer Oil Company shall not use vehicles that have not passed such inspections. In addition, should a vehicle not pass such an inspection, Pioneer Oil Company will provide another vehicle to ensure that the Customer receives uninterrupted services. This will be done at no additional charge to the Customer. In addition, Pioneer Oil Company shall meet the following requirements:
- I. Pioneer Oil Company drivers shall be trained and qualified in the operations of Computerized tank vehicle fuel dispensing and shall have training for emergencies that may occur during fuel dispensing or vehicle operations. Operators shall be trained in controlling and mitigating discharges.
  - II. Records shall be maintained of current employee training and qualifications.
  - III. Identification shall be carried by Pioneer Oil Company personnel that will identify their company and themselves. Permits and a site plan shall be developed and maintained by Pioneer Oil Company. The site plan shall be carried in the Computerized Fleet Fueling vehicle or maintained at the suite that will validate the transfer of fuel at each location.
  - IV. Vehicle and equipment used for Computerized Fleet Fueling shall be approved in accordance with DOT requirements, NFPA 385 and the following:
    - (1.) Only approved nozzles and hoses shall be used for Mobile Fleet Fueling.
    - (2.) Approved communications having the capability to contact a 911 emergency agency shall be readily accessible to the driver or operator in the event of, or during emergency conditions.
    - (3.) Provisions shall be maintained on the tank vehicle for controlling and mitigating spills, leaks and unauthorized discharges of at least 5 gallons. Minimum spill kit requirements shall include absorbent pads, wipes, gloves and a 5 gallon container and equipment needed for proper disposal.

- (4.) Safety interlocks shall prevent the vehicle from being moved while fuel is being dispensed.
- (5.) A minimum of two approved wheel chocks meeting OSHA and DOT Standards shall be carried on each Mobile Fleet Fueling tank vehicle.
- (6.) Tank vehicles shall be maintained in proper repair and free of accumulation of grease, oil or other combustible material.
- (7.) Portable fire protection equipment having a minimum rating of 40 B:C shall be provided during fuel dispensing. This requirement may be satisfied with either two 20B:C extinguishers or a single 40 B:C.
- (8.) Tank vehicles shall be designed and equipped with the means to limit fuel delivery to 500 gallons without resetting a device at the pump to continue the fuel transfer as approved by the authority having jurisdiction.

**EXCEPTION:** Tankers utilizing an approved remote emergency shut-off device that when activated will shut of the flow at the pump. This device shall be constantly carried by the operator during fuel transfer.

- IV. Pioneer Oil Company personnel dispensing fuel from tank vehicles shall be responsible for any fuel spill, leak or unauthorized discharge.
  - VI. The Fire Department shall be notified immediately when;
    1. Any quantity of a spill or discharge creates a distinct hazard to life or property.
    2. An unauthorized discharge from a tank vehicle exceeds 42 gallons.
    3. A spill, leak or discharge is required to be reported by other Local, State or Federal regulations.
  - VII. Pioneer Oil Company personnel shall not, nor allow, smoking or ignition sources within 25 feet of mobile tank vehicle dispensing operations. The prohibited area shall be measured from the point of transfer, the hose in use and the tank vehicle. Signage for this provision shall be posted during fuel transfer.
  - VIII. Pioneer Oil Company shall park in a safe manner and in accordance with Appendix 11-M of OAR Chapter 837. Wheels shall be chocked and safety interlocks shall be engaged before dispensing fuel.
  - IX. Fuel dispensing shall be conducted with distances not greater than 50 feet between the nozzle and the tank vehicle. Pioneer Oil Company personnel shall be constantly in attendance of the nozzle during Computerized Fleet Fueling operations.
- B. Pioneer Oil Company complies, and shall continue to comply with conditions of all current Local, State and Federal regulations. This includes, but is not limited to, Occupational Safety and Health Acts (OSHA) and the standards and regulations issued there under and certifies that all items furnished and purchased from Pioneer Oil Company conform to and comply with said standards and regulations

### 3. Vehicle Accidents and Tank Ruptures

In order to prevent personal injuries and control spills of fuel following a vehicle accident, tank rupture or fuel system failure, the Fuel Spill Procedure has been established as follows:

1. **No Smoking or Ignition Sources** within 50 feet of the fuel spill area. Warn others in the area to extinguish all smoking or flame producing materials.
2. As soon as a fuel spill is discovered, immediately **STOP** the discharge of the product. **DO NOT** start or move any vehicles.

3. Set-up emergency triangles per Department of Transportation regulations to warn others of the hazard and to avoid additional accidents.
4. Retrieve Fuel Spill Containment Kit and Fire Extinguisher from vehicle and move to the spill area.
5. Overlap and tie together containment socks and place ahead of the leading edge of the spill. Prevent entry into waterways, sewers, basements or confined areas. Absorb or cover with spill kit materials provided, or use dry earth, sand or other non-combustible materials. Dike far ahead of liquid spilled for later collection and disposal. Apply loose gravel or soil from the immediate area to anchor and dam the outside edge of the spill.
6. If fuel is continuing to leak, attempt to stop the leak by placing an object in the hole or over the rupture and place additional absorbent pads under the leak.
7. Apply absorbent pads to soak up the spilled fuel. Leave pads in place at this time.
8. Make sure that the area is secure and that other persons are clear of the area.
9. Immediately notify your supervisor.

#### 4. Emergency Fuel Spill Procedures

In order to minimize the potential hazard of, and prevent personal injury, due to an unauthorized discharge of fuel, the following procedure has been established as follows:

**Before beginning delivery of any fuel product there must be NO SMOKING within 50 feet and you must make sure to ELIMINATE all ignition sources (no flares, sparks nor flames in the immediate area).**

1. **Stop** the discharge of product.
2. **Contain** the spilled product. Prevent entry into waterways, sewers, basements or confined areas. Absorb or cover with spill kit materials provided, or use dry earth, sand or other non-combustible materials. Dike far ahead of liquid spilled for later collection and disposal.
3. **Secure** the area. Do not allow unauthorized personnel into the area.
4. **Notify** your supervisor immediately and do as instructed.

Safety and personal protection are always our number one priority. The above procedures must be followed when at all possible. Do not attempt any of the above procedures if it should place you or anyone else in danger.

If you have any questions regarding these procedures see your supervisor immediately.

#### 1.1.Pioneer Oil Company Emergency Contact Personnel

Steve Reid	Tom Reid	Dennis Dyer	Chris Dye
Office: 503 281-2828	Office: 503 281-2828	Office: 503 281-2828	Office: 503 281-2828
Cell: 971 235-9130	Cell: 971 219-1239	Cell: 503 544-7488	Cell: 503 201-1011

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**INFOTRAC 24 HOUR EMERGENCY RESPONSE 1-800-535-5053**

**Cleanup Contractors:**

**Thermal Fluids**

Oregon City, OR 97045  
503-788-4612 (Office)  
800-733-0896 (Emergency)

**NRC Environmental Services**

Portland, OR 97217  
503-283-1150 (Office)  
800-337-7455 (Emergency)

1.1.1. Jurisdictional Agencies

Oregon Emergency Response System (DEQ Emergency Mgmt.)	1-800-452-0311
National Response Center	1-800-452-8802
Police, Fire and/or Medical	9-1-1

5. Delivery Services (evening/weekend, inclement weather, etc.)

Evening/Weekend Services: Pioneer Oil Company office hours are Monday through Friday, from 8:00 AM until 5:00 PM and on Saturdays from 8:00 AM until 12:00 noon October through May. Outside of these hours our telephones are answered by a 24-hour answering service that is equipped with an emergency call list. Our fleet currently operates 7 days a week, 24 hours a day. Therefore, Pioneer Oil Company guarantees service when you need it.

Inclement Weather: Pioneer Oil Company is equipped to deliver in most all types of weather conditions.

- A. Pioneer Oil Company shall provide Computerized Fleet Fueling services on-site at the Customer's location.
- I. Pioneer Oil will be responsible for fueling all vehicles that can be fueled safely and in compliance with Local, State and Federal regulations. Pioneer Oil shall notify Customer personnel of any vehicles that were not fueled due to an unsafe situation or because of non-compliance.
  - II. Pioneer Oil Company personnel shall document the total number of gallons delivered to each individual vehicle as they are fueled. This information is automatically captured by the on-board computer system. This information is also printed out in the cab of truck and a copy shall be left with the Customer at the time a delivery is made.
  - III. Pioneer Oil Company shall perform on-site fueling at the Customer's location at a time convenient to the customer. If future changes in the Customer's operation reflect a need to adjust this schedule, Pioneer Oil Company shall accommodate the Customer upon request, and at no additional charge.
  - IV. Computerized Fleet Fueling vehicles shall have the ability to dispense Regular Unleaded Gasoline and/or Low-Sulfur Diesel Fuel. Number 2 diesel fuels and shall meet the following requirements:
    - 1. All fuels shall be free from impurities, including but not limited to, water, dirt, harmful oils, fibrous material, and other petroleum products or contaminants.
    - 2. Delivery vessel tanks shall comply with current and future Federal and State regulations.
    - 3. All fuels shall comply with applicable industry and government standards and specifications.
    - 4. Regular Unleaded Gasoline shall have a Minimum 87 Octane.
    - 5. Low-Sulfur Diesel Fuel No. 2 ASTM D396 (most recent issue) shall be in

accordance with the following requirements: Diesel shall be winterized for the months of October through March to a Cloud Point not higher than 6 degrees Celsius above the 10<sup>th</sup> percentile minimum ambient temperature for the area in which the fuel is sold. Premium Diesel will exceed all the above standards.

- V. Pioneer Oil Company shall be responsible for all damages caused by the use of fuels that were contaminated prior to delivery into the Customers vehicles.
6. Communication: Pioneer Oil Company has established and maintains a 24-hour communications system through which Customer may communicate with the company during emergencies. Each driver is equipped with a cellular telephone, a pager and two-way mobile radio. Supervisors at Pioneer Oil Company have pagers and cellular phones, which are carried with them at all times. This allows our drivers immediate access to call 9-1-1 in an emergency.
7. Safety training information:
- I. Pioneer Oil Company shall process all necessary forms as well as coordinate operations with the local fire authorities and state fire Marshall.
  - II. Pioneer Oil Company shall ensure that company personnel, delivery vehicles and delivery equipment meet the requirements of the State Fire Marshall. This all shall be done at no additional charge to the Customer. Pioneer Oil Company shall not be responsible for any costs, and shall not authorize, any modifications or changes to the Customer's physical facility that may be required to meet the approval of local fire authorities or State Fire Marshall.