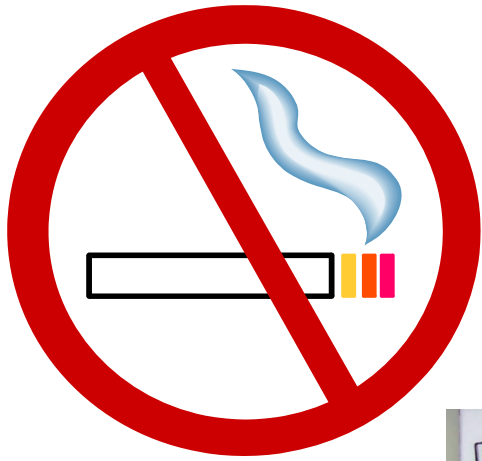
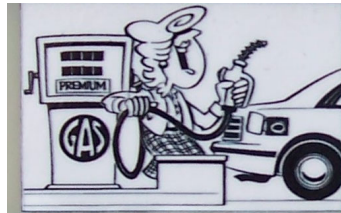


State of Oregon, DAS Fleet Fuel Island Operations - Unleaded





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 BAS MOTOR POOL YARDS

Pack - Spill Response Pool	Pack phone- 563-274-2777	Pack fax- 563-274-2743		
Pack address- 4446 Avenue Of Science DE 47436				
Pack Contact List				
Name	Title	Office Phone	Cell Phone	Home Phone
Richard Harwell	Facility Ops Specialist	563-278-227323	563-666-9666	563-315-6966
Danika Horne	Reggie Harger	563-278-227323	563-666-9766	56355041111
Curt Croft	Shop Supervisor	563-278-227323	563-666-9766	
Renee Friesell	Fleet Operations Manager	563-278-2122	563-441-2951	563-661-2667
Dan Clark	Schedule Fleet Manager	563-278-227323	563-666-9662	
Bobbie Cox	D&S Safety Officer	563-278-2262	563-441-2262	
	D&S Facilities O&M	563-278-2266		

If a Spill Occurs

1. Notify the Illinois state police employee if necessary.
2. Notify facility responsible for the cause and contain the spill using the one to spill kit.
3. Notify manager on duty the Facility Operations Special Incident Response Methodology immediately.
4. The Manager or Facility Operations Specialist will then coordinate the response to items 5-6 on this page, including the notification of the LNS Safety Officer and other personnel in the event of a large spill.
Spills Requiring Cleanup by State Police are: Gasoline, oil, hydraulic fluid, antifreeze, coolant, brake fluid, transmission fluid, windshield washer fluid, etc.
5. Refer to the "Direct on scene Emergency Response procedure for Illinois state Incident and Illinois state National Spill Response" in the National Safety Data Sheet NIOSH for response actions.
6. Follow up to

- notify DNR / Division of Soil Conservation, other personnel responsible,
- have hazardous materials removed, water or
- have mechanical work done

Call B11

Call Reggie D & S Safety Officer at cell

OR D&S EMERGENCY RESPONSE (OERS)

(1-800-4-A-S-P-OS 11)

The D&S Safety Officer or Reggie Harwell must be informed of spill response to OERS.

7. When notified a hazardous material, a hazardous waste, or has mechanical work was done, the Incident Response Center 1-800-2-A-FOG.
8. For further spill not needing cleanup in its call the **Spill Response** at 563-274-2766 for additional information.
9. After the situation has been resolved, complete a "Spill Response Worksheet, Particular Spill in Motor Pool Yard". Send copies of completed form to the LNS Safety Officer, D&S Coordinator and Fleet Operations Manager. Complete a D&S Two Office or D&S Coordinator for additional copies of the form, if needed.



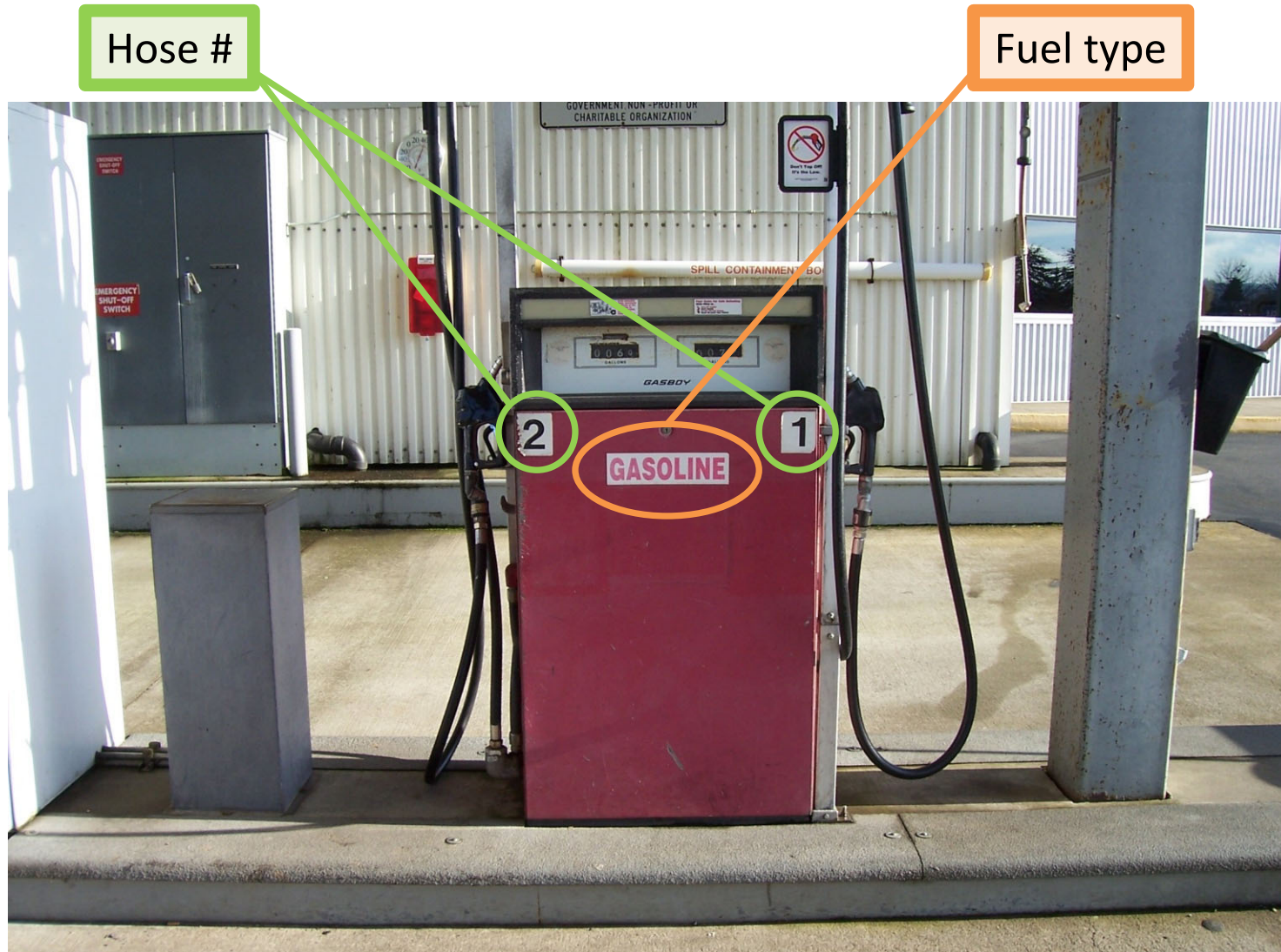
Fuel Island...

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

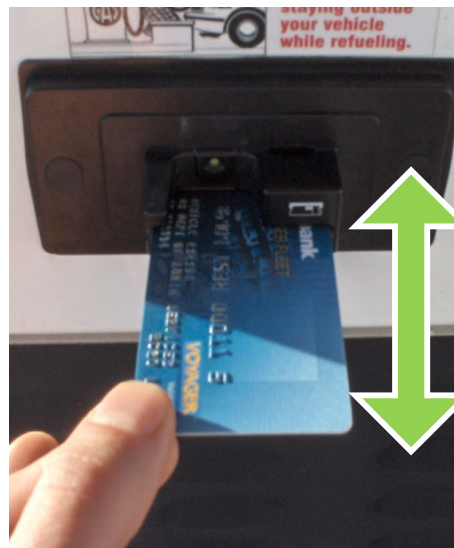
Keypad

Card reader
slot

Card reader home screen



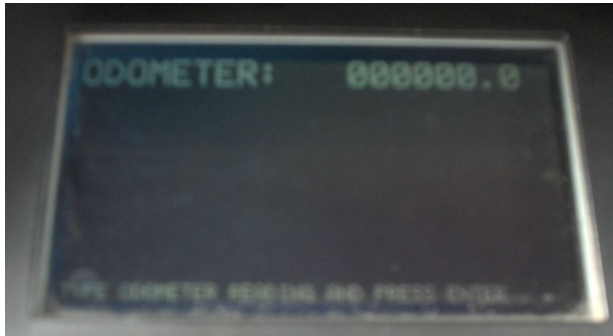
4) Swipe the Voyager card



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

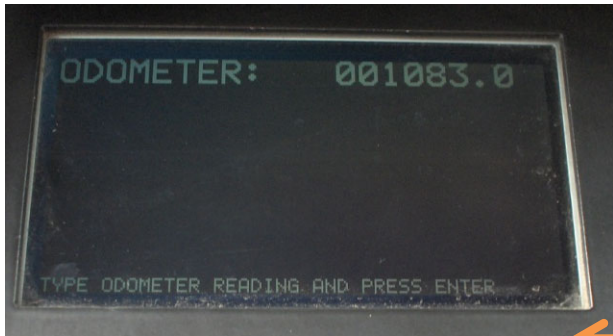
Guide the card in then out
quickly.

After swiping Voyager card...

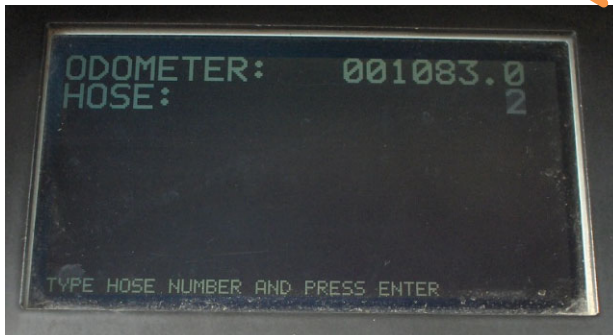


ODOMETER:

Prompt to enter vehicle odometer reading.



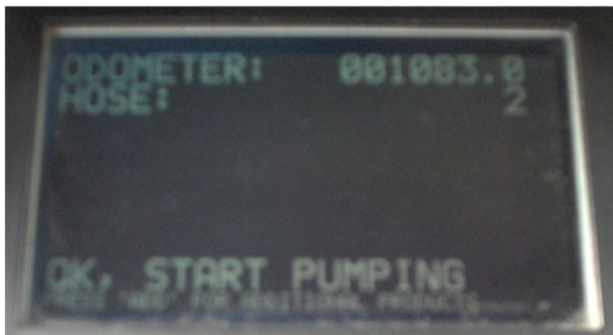
5) Using keypad, enter odometer reading (no tenths) then "Enter" button.



HOSE:

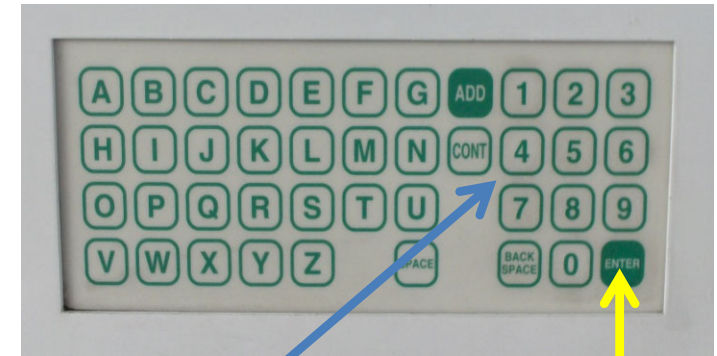
Prompt to enter fuel hose #

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.”

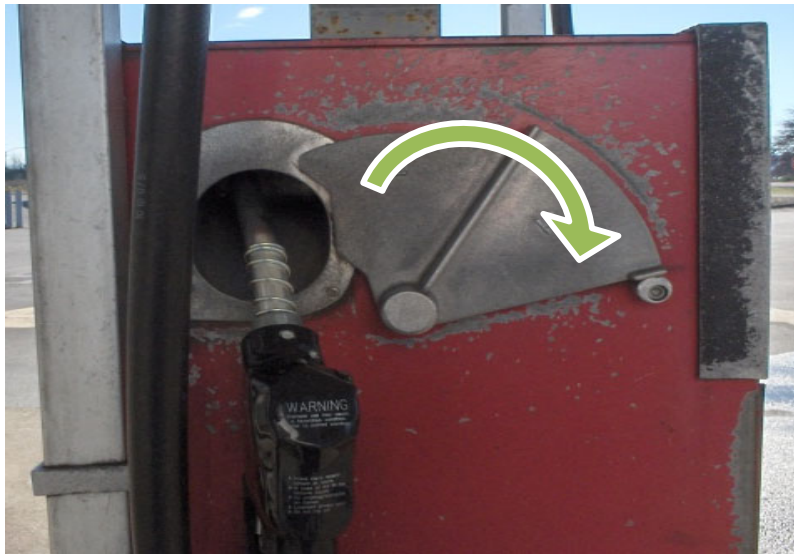
Fueling progress can be watched on the dispenser meter (Gallons.) When vehicle tank is full, the handle will “click” off automatically.



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

