

Class C Underground Storage Tank Operator Facility-Specific Worksheet

The purpose of this worksheet is to document that Class C employees have been trained on facility-specific underground storage tank (UST) components. This worksheet must be completed at the facility where the Class C operator will be working to complete the training provided by the online course, "Fueling Station Safety". The supervisor of the Class C Operator must complete this worksheet together with the new Class C operator **BEFORE** the Class C Operator assumes responsibility for responding to emergencies and dispensing a regulated substance.

Class C UST Operator Name:	
UST Facility Name:	State Facility ID #:
UST Facility Address:	

I, the supervisor of the Class C UST operator, have familiarized the Class C operator named above with the following items:

- The location of the **emergency shut off switch**.

NOTE: The emergency shut-off switch shuts off power to all the dispensers and fuel pumps. The emergency stop switch is different from the "Stop" or "All Stop" button on the point-of-sale (POS) console. The switch is required by national fire codes. Contact a qualified petroleum storage system service contractor if you cannot locate the emergency stop switch.

- Written emergency response procedures** posted in a clearly visible location that include:
 - The phone number(s) to reach the fire and police departments.
 - The names and phone numbers of company personnel who should be notified in an emergency.
 - The location and proper use of spill cleanup equipment.
 - Any site specific emergency procedures.
- Procedures for **overfill prevention** during the delivery of regulated substances.
- The location of **signage** displaying the names and phone numbers of emergency contacts that are easily visible to any person dispensing a regulated substance.
- The **tank monitor** (if present) and instructions on how to respond to the various alarm messages that may appear on the display.

Note: If you do not know how to read the display or what messages to expect if there is a problem with the storage system, look in the tank monitor manual to find this information or call a qualified petroleum storage system service contractor and have them explain this information to you.

A CLASS C UST OPERATOR MUST BE ON-SITE AT ALL TIMES DURING NORMAL BUSINESS HOURS

I hereby certify I have completed this worksheet together with the Class C employee:

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

I have completed this worksheet together with the person named above:

Class C Operator Name: _____ Date: _____

Class C Operator Signature: _____