

## Class C Operator Checklist and Acknowledgement of Training

- (a) Emergency Response (Online training plus walk-around)
- Know where the emergency stop button and breakers are located.
  - Stopping the flow of fuel – (how to shut off emergency stop button and breakers.)
  - Who to call in case of a spill or release – (Fire Department, Owner, DEQ – State.)
  - How to evacuate the location - if necessary.
  - How to stop the flow from reaching the storm drain – if possible.
  - What to do if the spill or release should leave the property.
  - Know that ALL spills must be reported to the Class A or Class B operator.
- (b) Spill Response (Online training plus walk-around)
- Determine the size of spill (what is a large spill and what is a small spill.)
  - Where the clean up material is located on site.
  - How to clean up a spill – (what to use and how to use it.)
  - How to dispose of the used clean up materials – (storage at the location.)
  - When to clean up a spill.
- (c) Alarm Response (Online training plus walk-around)
- Does the location have an Automatic Tank Gauge (ATG) - Manual.
  - Know when a system is in alarm and what it sounds like - what lights flash.
  - Who to call if the system is in alarm.
  - Types of alarms to call on (Fuel Alarm, Overfill Alarm, Probe Out Alarm, Sensor Out Alarm.)
- (d) Miscellaneous Items (Not covered in the online training module, walk-around included)
- Delivery procedures need to be discussed, primarily that the transport operator must stay with the truck when refueling. The driver should not be anywhere but at the controls when dropping a load. The potential hazards of large spills must be avoided.
  - Discuss that a qualified person must perform all maintenance. Specifically state to the Class C operator what they can maintain...like changing paper in an alarm or pump monitor, replacing a nozzle, placing a nozzle out of service, etc. The idea is that unqualified employees should not be doing technical maintenance operations.
  - Explain what recordkeeping is done each shift – end of the day, etc. and why. The idea is that an employee would know if a tank reading wasn't done that they needed to report it to the Class A or B operator.
  - Know where the cathodic protection devices are and what their function is. The idea is that if the Class A or B operator is not present when an inspector visits, that the Class C operator will be able to direct the inspector to the CP location.
  - Know where the leak detectors are and what their function is. Again, the idea is that if the Class A or B operator is not present when an inspector visits, the Class C operator will be able to direct the inspector to the leak detection location. (NOTE: neither this item nor the item above (CP) is intended to mean that the employee have anything other than a surface understanding of what CP and leak detection is and what it does...but more to the point, where it is located on the property.

Employee Name: \_\_\_\_\_ Date Trained: \_\_\_\_\_

Class A or Class B Operator Instructor: \_\_\_\_\_