DISCLAIMER & INSTRUCTIONS
to Class A/B Operators

The State of Georgia requires at minimum that all Class C Operators be trained in:

- Location and function of emergency stop for pumps (slides 25-34)
- Basic emergency/notification procedures (slides 19 & 22-23)
- Location of spill kits materials (slide 21)
- Sign (wet signature or electronic) and acknowledge that training was received and completed (slide 35)
Operator Training Course
Underground Petroleum Storage Tank Systems – Class C Operators

Educational Resource for Class A & B Operators at USG Institutions & Skidaway
What should Class C Operators learn?

• Review of Basic and Site Specific Information (including, but not limited to):
  – Definitions
  – Emergency procedures (alarms, spills, releases, fire extinguishers, first aid, notification, etc.)
  – Familiarity with equipment function
  – Safety hazards of gasoline & related products
  – Fuel handling & dispensing
Legal Basis

• Law
  – Official Code of Georgia Annotated (O.C.G.A.) TITLE 12 Chapter 13 (Georgia Underground Storage Act)

• Rule
  – GA Chapter 391-3-15 (Underground Storage Tank Management)
Definitions

• “Underground storage tank” or “UST” means any one or combination of tanks, including underground pipes connected thereto, which is used to contain an accumulation of regulated substances and the volume of which, including the volume of the underground pipes connected thereto, is 10 percent or more beneath the surface of the ground.

• “UST system” or “Tank System” means an underground storage tank and its associated ancillary equipment and containment system, if any.
What is not a UST?

Examples (Check 391-3-15-.02 for specific exemptions)

• Types of tanks not regulated as USTs:
  
  – Farm, residential, heating oil, septic, Flow-through process, hazardous wastes, stormwater, wastewater, & otherwise materials covered under other regulations;
  
  – UST system whose capacity is 110 gallons or less;
  
  – UST system that contains a “de minimis” concentration of regulated substances;
  
  – Emergency spill or overflow containment UST system that is expeditiously emptied after use; and
  
  – Certain piping systems
What is a Class C Operator in Georgia?

“An individual who is the first line of response to events indicating UST emergency conditions, including but not limited to, taking appropriate action in response to emergencies or alarms caused by spills or releases from an UST system.” (391-3-15-.02)
Who is responsible for providing training?

• The Class A/B Operator responsible for the UST site must provide the Class C Operator training.
  – Class A Operator: 
    Kell Whitley – 386-3337 or 445-0386
  – Class B Operator: 
    Robert Marchant – 386-3337 or 445-0650
When is Class C training required?

- Prior to assuming responsibility for responding to emergencies of a UST with regulated fuel;

- Specific site training is required for each UST site;

- All regular USG employees (as designed by HR) with responsibility of dispensing fuel from a USG owned/operated underground storage tank must be trained to standards of the Class C requirements.
Training Exceptions

• Class C training is **NOT** required:

  – If the USG UST dispensing site has a dedicated Class C attendant on duty during dispensing, (think of a typical gas station)

  – Farm or residential tank (<1,100 gallon capacity) used for storing motor fuel for noncommercial purposes
What are the UST components?

Class C Operators should be familiar with basic layout of the UST system.

Provided by GEFA – Typical INCON System (fuel management system) (pictured at left) AND Signage/ emergency stop (bottom-right)

Typical Examples: Fuel Master Control (top) AND Leak Detection System (bottom)
Fuel Handling Safety Guidelines

• Turn vehicles or equipment off prior to refueling.
• Don't smoke, light matches or use lighters while refueling.
• Always stay at the pump during refueling and do not re-enter the vehicle (static electricity).
• Do not over-fill or top-off your vehicle tank, which can cause gasoline spillage.
• Never allow children under licensed driving age to operate the pump.
Fuel Handling Safety Guidelines
(continued)

- Avoid prolonged breathing of gasoline vapors.
- Use gasoline only in open areas that get plenty of fresh air.
- Keep your face away from the nozzle or container opening.
- Never siphon gasoline by mouth nor put gasoline in your mouth for any reason.
- Gasoline can be harmful or fatal if swallowed.
- If someone swallows gasoline, do not induce vomiting.
Dispensing fuel into a container

- Use only an approved portable container and place it on the ground to avoid a possible static electricity ignition of fuel vapors.
- Containers should never be filled while inside a vehicle or its trunk, the bed of a pickup truck, or the floor of a trailer.
- When filling a portable container, manually control the nozzle valve throughout the filling process.
Dispensing gasoline to container (continued)

- Fill a portable container slowly to decrease the chance of static electricity buildup and minimize spilling or splattering.
- Keep the nozzle in contact with the rim of the container opening while refueling.
- Fill container no more than 95 percent full to allow for expansion.
- Place cap tightly on the container after filling - do not use containers that do not seal properly.
Dispensing gasoline to container (continued)

- Keep gasoline away from your eyes and skin; it may cause irritation.
- Remove gasoline-soaked clothing immediately.
- Use gasoline only as a motor fuel.
- Never use gasoline to wash your hands or as a cleaning solvent.
What are some examples of emergencies?

- Fire
  - Static electricity
  - Smoking
  - Filling hot machinery
- Fuel Releases/Spills
  - Delivery overflowing
  - Pouring out of car
  - Coming out of the ground
- Hose pulled off the dispenser
- Vehicle damages pump/dispenser
- Health exposure
- Weather related disaster
Basic Emergency/Notification Procedures

1. Hit the "Emergency Stop Button."

2. Call 911.

3. Evacuate customers and non-essential personnel and keep pedestrian and vehicular traffic out of the danger area as much as possible.

4. Call your supervisor and/or the Class A/B Operator (Kell Whitley: 445-0386 or Robert Marchant: 445-0650).

5. Contain and mitigate any release, so that it doesn’t go down a storm drain or go in the grass or go off the site.
What should be posted at the site?

- A sign denoting the emergency stop button
- Emergency & Notification Procedures
  - This is generally located near the control panel and UST records
- A list of trained operators (included UST records)
Spills & Cleanup Materials

• The Class C Operator should know:
  – Location of any emergency materials, such as absorbent booms and pads, sandbags, and spill kits;
  – How to recognize a spill; and
  – Know basic response.
Basic First Aid Procedures

If you come into contact with gasoline or diesel fuel, it is important that you follow these procedures:

- **EYES**: Flush with water for 15 minutes.
- **SKIN**: Remove any gasoline soaked clothing and wash exposed areas with soap and water.
- **INGESTION**: Call physician. **DO NOT** induce vomiting.
- **INHALATION**: Remove to fresh air upon being over come and/or experiencing an unusual symptom (i.e. Dizziness, irritation of eyes, nose and throat, vomiting, headaches, drowsiness, and other central nervous system).
Use of Fire Extinguishers

• Generally, fire extinguishers can be used by trained employees for flames not exceeding the size of a small trash pale. Use the P.A.S.S. (pull, aim, squeeze, & sweep) method when using a portable fire extinguisher.

• Otherwise, retreat to a safe distance and follow the site specific emergency procedures.
Review of Basic Class C Operator Requirements

• Are you aware of where the emergency numbers are located at the facility?
• Have you been instructed on emergency procedures for the facility?
• Should you ignore alarms or evidence of a release?
• Do you know how to shut down the pumps at the facility, in case of an emergency?
Tifton Campus Fueling Station

Fueling pumps

Emergency shut-off
Tifton Campus Fueling Station

Call FMO at 386-3337 in the event of a spill
RDC Red Top Barn Area

Fueling pumps

Emergency shut-off
RDC Red Top Barn Area

Call FMO at 386-3337 in the event of a spill
ADS Farm

Fueling pumps

Emergency shut-off
ADS Farm

Call FMO at 386-3337 in the event of a spill
ADS Dairy

Fueling pumps and emergency shut-off
ADS Dairy

Call FMO at 386-3337 in the event of a spill
Blackshank Farm

Fueling pumps

Emergency shut-off
Blackshank Farm

Call FMO at 386-3337 in the event of a spill
Lang Farm

Fueling pumps

Emergency shut-off
Lang Farm

Spill Kit located in shop office

Emergency Spill Kit
Ponder Farm

Fueling pumps

Emergency shut-off
Ponder Farm

Spill Kit located in shop

Emergency Spill Kit
Gibbs Farm

Fueling pumps

Emergency shut-off
Gibbs Farm

Call FMO at 386-3337 in the event of a spill
Bowen Farm

Fueling pumps

Emergency shut-off
Bowen Farm

Call FMO at 386-3337
in the event of a spill
Alapaha

Fueling pumps and Emergency shut-off
Alapaha

Call FMO at 386-3337 in the event of a spill
Class C Operator Training
Acknowledgement & Checklist

Please click on the link below to print a copy of the form displayed here.

Link to the form

Print and complete the form. Then, send it to FMO as a record of your completion of the Class C Operator training.
Acknowledgements

- Bill Greer (G-TEC)
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- Office of Facilities, Board of Regents of the University System of Georgia (Graphics Library)