

**SHERWOOD CO-OPERATIVE ASSOCIATION LIMITED
CARDLOCK OPERATING INSTRUCTIONS**

CARD READER

Follow instructions on display screen.

DISPLAY SCREEN	ACTION REQUIRED
Be sure pump or dispensers and nozzles (and satellite if applicable) that you wish to use are all in the "off" position.	
1. INSERT CARD	Insert card in slot
2. REMOVE CARD	Remove card immediately
3. ENTER PIN	Key in PIN (Personal Identification Number) Press ENTER Note: If PIN # is keyed incorrectly multiple time, then the card will become invalid. Contact your card issuer for help.
4. ENTER PUMP #	Key in pump number desired. Press ENTER.
5. PLEASE WAIT	
6. VEHICLE I.D.	Key in unit/vehicle ID. If applicable Press ENTER.
ODOMETER	Key in odometer. If applicable Press ENTER.
ENTER ACCOUNT TYPE 1=FARM 2=COMM 3=PUMP	Key in account type. If applicable Press ENTER.
7. PLEASE WAIT	
8. BEGIN FUELING	Do not leave pump or nozzle unattended.
9. USE PUMP "X"	Begin fueling using Pump indicated.
10. Begin fueling your vehicle within one minute.	
11. After fueling, please turn pump (and satellite if applicable) to OFF position to stop transaction. Hang up hoses. If desired, proceed to activate TICKET RECEIPT PRINTER. FOLLOW RECEIPT PRINTER INSTRUCTIONS CAREFULLY.	

TO OBTAIN RECEIPT

12. Insert card in slot
13. ISSUE RECEIPT? No/Yes Press "YES"
14. Take receipt after printing is complete.

In case of emergency, press emergency stop button (could be located on the card reader face, weather booth, building wall, fence, ect.) and pump will stop.
When safe, repeat procedure from beginning.
If you encounter problems or need assistance, please use the telephone located on or near the site.

IMPORTANT INFORMATION

for Cardholders that use the Cardlock Facility

The operation and safeguards as outlined are provided for the user's safety.

1. To provide information on safeguards that must be observed by the user of the facilities to Prevent the possibility of fire and/ or explosion when fuelling vehicle.
2. To familiarize users with the operation of unattended self-serve dispensing equipment.
3. To ensure that users understand their obligations in the safe use of unattended site and to Explain the implications of not following safe practices.

OPERATION AND SAFEGUARDS WHILE FUELLING

- ALWAYS turn off vehicle when refuelling and turn off any pilot lights or open flames.
- STAY near vehicle fuelling port to avoid hazardous spills. DO NOT LEAVE NOZZLE UNATTENDED at any time during refuelling.
- NEVER smoke, light matches, or use lighters while refuelling or within 7.5 m of refueling area.
- Ensure other sources of ignition, such as other running vehicles, are not within 7.5 m of cardlock dispensing pump.
- NEVER prop open the refuelling latch with other items _ use only the hold-open latch equipped on nozzle.
- DO NOT get back in your vehicle when refueling
- DO NOT top off your tank.
- If a flash fire occurs, back away, contact attendant, and most importantly: LEAVE NOZZLE IN VEHICLE.
- Always be mentally and physically equipped to perform the refuelling task.
- Do not allow children to refuel.
- Do not boost your vehicle within 7.5 m of cardlock pump.
- Avoid use of cellular phones or other electronic devices as they may be a distraction.
- Report any spills to the posted Emergency Site Contact.
- Locate nearest "Emergency Shut-off" switch, Fire Extinguisher and be familiar with its function.

Static Electricity Safety

- Static charges are caused by an imbalance of electrons on the surface of material and can develop by contact and separations materials, as well as through the transfer of fluids through hoses or pipes. The equalization of the charges can result in a release of static discharge spark.
- Refuelling fires can occur when:
 - Static charge picked up when re-entering vehicle.
 - Touching nozzle without discharging static electricity
 - A static transfer between the fuel nozzle and container
 - A spark ignites fumes
- Discharge your static electricity before fuelling by touching a metal surface away from fuel nozzle area.
- Do NOT re-enter your vehicle while gasoline is pumping.
- If a fire starts, Do NOT remove nozzle – back away immediately.
- Do NOT allow children under licensed age to use the pump.

Filling Portable Containers

- Use only CSA approved containers. Barrels, slip tanks, glass jars and other non-approved containers MUST NOT be filled. Where applicable, grounding cables must be used.
- Set gasoline containers on the ground, Do NOT leave in vehicle _ trunk, van or truck bed or any other surface.
- Keep the nozzle in contact with the container to prevent the development of static charges.
- Fill the container slowly to decrease chance of static electricity build-up and to minimize spilling or spattering.

Petroleum Products

Information on Fire Hazards (flammable and combustible liquids)

1. **Gasoline** – is a Class 1A flammable liquid with a flash point of less than -40 deg C.
2. **Diesel** – is a Class 2A combustible liquid with a flash point as low as 40 deg C.

Definitions

Flash Point

The lowest temperature at which fuel gives off vapour that will ignite when a source of ignition (e.g. spark or small flame) is passed over the surface of the fuel.

NOTE: Gasoline always gives off vapours that can be ignited under any weather conditions. Flammable and combustible vapours are heavier than air and therefore will settle in low lying areas close to the ground.

Flammable and Combustible Liquids

Both of these terms indicate that the liquid is capable of being ignited and burning with extreme rapidity. The difference is based on the flash point i.e. flammable liquids have a lower flash point and will ignite more readily than combustible liquids).

M.S.D.S. – Material Safety Data Sheets

Data sheets explaining the hazards of handling gasoline and diesel products are available www.coopconnection.ca

FUEL SPILL CONTINGENCY PLAN

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In the event of an incident immediately notify Emergency personnel (911).

- **Fire Department**
- **Police**
- **Spill Control**
- **Emergency contact for the Site**

All sites that have petroleum products will display the Co-op Spill Contingency Plan information posted at the Site.

Spill Contingency Plan

This is the first line of defence in the event of a spill or a leak. All necessary information is on the plan, and is an excellent guideline when reacting to an incident.

Action Plan

The action plan portion of this section is composed of 3 steps:

1. Immediately
2. Following
3. Report and Clean-up

The action plan is a guideline and not all the steps will be implemented in every spill incident

Immediately

- **Stop the flow of product.**
If the flow of product can be stopped by shutting off a valve or turning off a pump, then do so immediately.
- **Evaluate fire and safety hazard.**
If gasoline is the spilled product then there is a high risk of fire and explosion. The Flash Point of gasoline is approximately -40 deg C. Diesel fuel can have a flash point as low as 40 deg C.
- **Tend to the injured.**
If there are injured, tend to them. If there are serious injuries, CALL 911 AND GET MEDICAL ASSISTANCE IMMEDIATELY.
- **Shut off sources of ignition – lights, motors, furnaces. No Smoking.**
Ensure that ALL ignition sources are eliminated; all power supplies, any electrical devices are potential ignition sources.

- **Warn people of a danger – evacuate area if necessary.**
Do not panic. If you must evacuate your facility, do it in a calm and orderly manner.
- **Call fire department, police, medical aid – 911, as well as posted Emergency Site Contact.**
Each situation will require a different amount of assistance. Use your best judgement to determine the authorities that are required.
- **Move vehicles only in a case of fire and if safe to do so.**
DO NOT START ANY VEHICLES.

Following

- **Contain the spill – begin immediately.**
After the situation has been assessed, and immediate action has been performed, the product should be contained.
- **Block off drains, culverts, and ditches.**
Ensure that the product does not spread into waterways or sewers.
- **Surround spill using booms _ straw bales, peat moss, absorbent materials, sand, gravel, earth.**
All equipment and materials might not be available in every situation.

Report and Clean-up

(to be guided by the Emergency Site Contact)

- **Report the spill.**
 - Notify the Emergency contact for the Site
 - Source of spill – product

- Approximate amount
- Location and movement of spill
- Action Taken
- Department of Environment – Spill Centre
- May be required to call in spill clean-up equipment assistance
- **Clean-up – begin immediately**
 - Commence recovery, clean-up, and restoration.
 - Follow up with incident report to the contact site personal.

The last area on the action plan does not necessarily mean the steps cannot be done earlier. All incidents regardless of the size **MUST**, at a minimum, be reported to the Site Emergency Contact.

When you the cardholder are satisfied that these steps have been adequately provided, please sign below.

In the event a Cardlock user is observed operating equipment in an unsafe manner by a fire inspector, the Cardlock card **MUST** be surrendered to the fire inspector upon request. No substitute card can or will be issued to a user who has been prohibited from using an unattended self-serve site due to unsafe operation.

The fire inspector shall report any conviction for safety violations to the Fire Commissioner.

The Fire Commissioner's office will compile and provide a list of offenders to the Co-op of the unattended self-serve location.

Date: _____

Printed Name: _____

Signed: _____

(Applicant)