

Employee Petroleum Procedures

1. **Approved Containers** - No container shall be filled with a petroleum product unless it is approved and designed for the purpose of containing such a product. Unapproved containers include but are not limited to: glass container, plastic jugs not designed for fuel (example: milk jugs), leaking or unlabeled containers.
2. Each attendant is responsible for making sure the tank that fuel is being put into, is able to hold the amount that the transport unloads. The attendant also needs to be aware of the transport unloads. The attendant also needs to be aware of the transport drivers action and determine if he is paying attention to his or her duties while the transport is unloading.
3. Each attendant needs to make sure all customers follow safety guidelines such as: **No Smoking, Turning Off Their Engine While Dispensing Fuel, Paying Attention While They Dispense Fuel Into Their Vehicle.**
4. Each attendant should know how to take inventory on the type of fuel system their station has. This includes manual tank gauging and automatic tank gauging. Each employee should understand the types of spill prevention that each tank uses.
5. Electrical switches need to be identified and all employees should be aware how to turn off the power to the pumps as well as the rest of the store.