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Dryden, Ignace, Sioux Lookout, Kenora, Ear Falls

## Cardholder Procedure, Requirements and Responsibility Acknowledgement

THIS LETTER IS TO ADVISE THAT AS A CARD HOLDER, IN ORDER TO USE THE CARDLOCK FACILITIES, YOU ARE RESPONSIBLE TO TRAIN ALL CARD USERS ON THE REQUIREMENTS TSSA LIQUID FUELS HANDLING CODE, AND MAINTAIN A RECORD OF THIS TRAINING. THE CODE SPECIFICALLY STATES THAT ALL PERSONS WHO HANDLE GASOLINE AND ASSOCIATED PRODUCTS MUST COMPLY WITH THE REQUIREMENTS OF THE CODE AND FURTHER, THE EMPLOYERS MUST TAKE EVERY PRECAUTION REASONABLE TO ENSURE THAT THEIR EMPLOYEE COMPLIES WITH THE REQUIREMENTS. THE FOLLOWING OUTLINES SAFE OPERATING AND EMERGENCY PROCEDURES AND WOULD MINIMALLY FORM THE CONTENT OF TRAINING REQUIRED BY ALL USERS OF ANY OF OUR FACILITIES.

### DISPENSING OPERATIONS

NO CONTAINER SHALL BE FILLED WITH PRODUCT UNLESS THE CONTAINER IS; APPROVED

- IN SAFE CONDITION
- A METAL OR PLASTIC PORTABLE CONTAINER BEARING THE LABEL ULC OR CSA
- A PORTABLE FUEL TANK FOR MARINE USE
- A JERRICAN BEARING THE EMBOSSED CERTIFICATION MARKING CTC-5L, BTC-5L, ICC-5L, DOT-5L, TC-5L
- NOT FILLED BEYOND IT'S NOMINAL CAPACITY
- A DRUM BEARING THE EMBOSSED CERTIFICATION MARKING CTC, BTC, ICC, DOT OR IC FOLLOWED BY 5, 5A, 5B, OR 5M
- OR ANY CONTAINER APPROVED BY TRANSPORT CANADA FOR THE PRODUCT TO BE CARRIED
- FOLLOW THE PROCEDURES POSTED AT THE FACILITY FOR THE PROPER USE OF EQUIPMENT AND SAFE DISPENSING OF PRODUCT
- NO PERSON SHALL DISPENSE PRODUCT AT A CARDLOCK FACILITY UNLESS THEY REMAIN IN ATTENDANCE AT THE VEHICLE DURING REFUELING

### CONTROL OF SOURCES OF IGNITION

PRODUCT SHALL NOT BE DISPENSED WITHIN 3 METERS OF ANY SOURCE OF IGNITION AND NO SOURCE OF IGNITION SHALL BE CLOSER THAN 3 METERS OF ANY LOCATION WHERE PRODUCT MAY BE DISPENSED.

PRODUCT SHALL NOT BE DISPENSED INTO THE TANK OF A MOTOR VEHICLE WHILE THE ENGINE OF THAT MOTOR VEHICLE IS RUNNING EXCEPT WHERE AN APPROVED PORTABLE CONTAINER IS USED TO PUT PRODUCT INTO THE TANK OF A MOTOR VEHICLE, WHICH IS IMMOBILIZED ON A HIGHWAY BY REASON OF LACKING SUFFICIENT FUEL TO PROCEED NO PRODUCT SHALL BE DISPENSED INTO THE FUEL TANK OF ANY MOTOR VEHICLE WHILE ANY PART OF THE MOTOR VEHICLE IS ON A HIGHWAY ANY APPLIANCE OR DEVICE WHICH MAY BE A SOURCE OF IGNITION LOCATED ON OR WITHIN A VEHICLE LOCATED WITHIN 3 METERS OF THE DISPENSING NOZZLE SHALL NOT BE OPERATED WHILE THE VEHICLE IS BEING REFUELED PERSONS HANDLING PRODUCT SHALL TAKE ALL NECESSARY PRECAUTIONS TO PREVENT THE ESCAPE OF PRODUCT AND PRODUCT SHALL NOT BE DISCARDED OR DISCHARGED INTO ANY SEWER, WATERWAY OR UPON THE SURFACE OF THE GROUND

### EMERGENCY PROCEDURES

THERE ARE SIGNS POSTED AT CARDLOCKS WHICH PROVIDE 24 HOUR TELEPHONE NUMBERS TO BE USED FOR ANY EMERGENCIES THE NUMBERS POSTED INCLUDE; POLICE, FIRE DEPARTMENT, MOE, CARDLOCK OPERATOR AND PETRO CANADA THE CARDLOCK USER MUST CALL AND REPORT ANY AND ALL SPILLS OR FIRES IMMEDIATELY TO THE CARDLOCK OPERATOR OR PETRO CANADA

THERE IS AN EMERGENCY SHUTOFF AVAILABLE TO THE PERSON DISPENSING PRODUCT IN THE EVENT OF DISPENSER MALFUNCTION THERE ARE FIRE EXTINGUISHERS AT ALL CARDLOCK FACILITIES READILY AVAILABLE IN THE FUELING AREA FOR USE IN FIRE EMERGENCIES

YOU AS THE CARDHOLDER AND OR EMPLOYER OF THE CARD USER, MUST PROVIDE THIS INFORMATION TO ALL EMPLOYEES WHO WILL BE USING THE CARDLOCK FACILITY. USE OF THE CARD CONSTITUTES ACCEPTANCE OF ALL TERMS AND CONDITIONS OF THE CARDLOCK AGREEMENT, AS WELL AS TRAINING BY THE CARDHOLDER OF ALL CARD USERS IN SAFE OPERATING AND EMERGENCY PROCEDURES.

PLEASE CALL THE MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS, FUELS SAFETY PROGRAM AT 1-800-268-1142 OR 416-325-9608 WITH ANY QUESTIONS CONCERNING THE LIQUID FUELS HANDLING CODE OR OUR OFFICE WITH QUESTIONS REGARDING THIS ACKNOWLEDGMENT.

**I HAVE READ AND UNDERSTAND MY RESPONSIBILITY REGARDING THE SAFE USE OF THE CARDLOCK FACILITIES**

SIGNATURE \_\_\_\_\_ PRINT \_\_\_\_\_

COMPANY- \_\_\_\_\_

WITNESS- \_\_\_\_\_