

The logo for Georgia Tech, featuring the text "Georgia Tech" in a bold, white, sans-serif font. To the right of the text is a white outline of the Georgia Institute of Technology's central tower. Below the text and tower is the slogan "CREATING THE NEXT" in a smaller, white, all-caps, sans-serif font. The entire logo is set against a dark, olive-green background that is part of a larger image of a truck's front end, which is partially visible on the left side of the slide.

**Georgia  
Tech**   
CREATING THE NEXT

# **Fleet Services Class C Operator Training**



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# I HAVE A QUESTION:

- I've been pumping gas for many years.
- Why do I need this training now?



# CLASS C OPERATOR TRAINING

By Law, Class C Operator Training Shall Include:

- a) The operation of the UST system
  - b) Equipment functions
  - c) Safety hazards of gasoline & related products
  - d) Gain awareness of fuel handling & dispensing
  - e) Review emergency procedures
- 
- ❖ At the end of this course, you will be asked to answer a set of questions and sign the certification agreement

# Safety First

## Class C Operator

- The US Energy Policy Act of 2005 requires the individual who is the first level of response to emergency conditions to be present whenever fuel is being dispensed from an underground storage tank. This individual is called a Class C Operator.
  - Code of Georgia Title 12 Chapter13 (Georgia Underground Storage Act)
  - Georgia Regulations: Chapter 391-3-15)

## Underground Storage Tank

- An underground storage tank (UST) is defined as one or more underground tanks used to contain regulated substances and 10 percent or more of the substance is stored beneath the ground. Be aware, while the rules cover dispensing only from UST's, precautions and responses are the same for any kind of fuel dispensing operation.

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- ❖ 10 % or more of the substance is stored beneath the ground.
- ❖ While the rules cover dispensing only from UST's; precautions and responses are the same for any kind of fuel dispensing operation.



**Fleet Services**



**Commercial  
Gas Stations**





# Georgia Tech vs. Commercial Gas Stations

## Commercial Gas Station

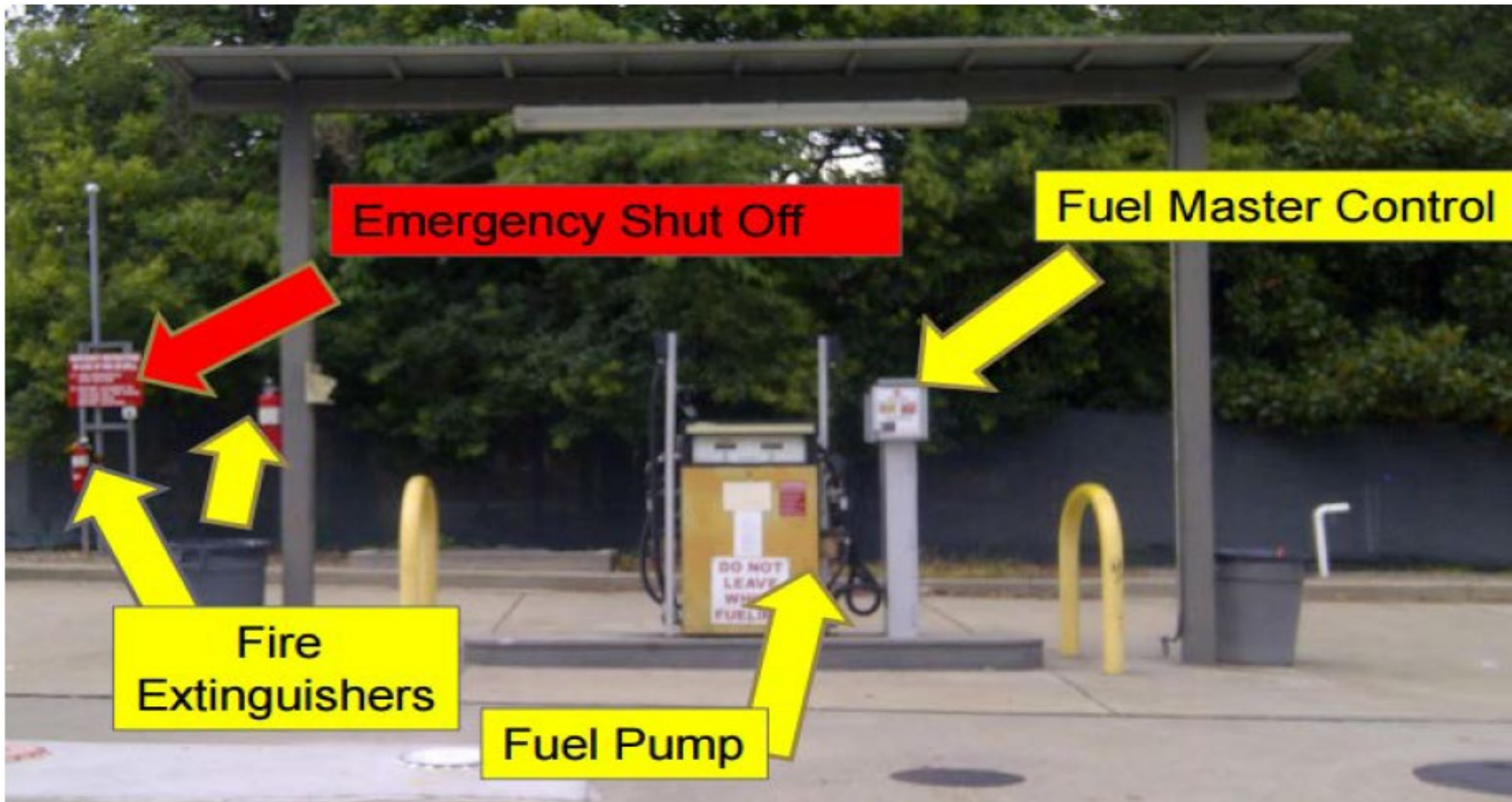
- Be aware that at commercial gas stations, the station attendant at a console fulfills the role of a Class C Operator.
- The attendant monitors fuel dispensing, the shutting off of the pump and is trained in emergency procedures

## Georgia Tech Fueling Station

- Georgia Tech Fleet Services fueling stations has no gas attendant on duty
- Gasoline is available Monday - Friday between 7:55 a.m. – 4:25 p.m. only
  - **Exception:** *GTPD will have 24/7 access*
- Each individual PIN user is a Georgia Tech Class C Operator
- ❖ *Class A & B Operators have greater knowledge of the gas dispensing operations and additional responsibilities, including arranging for repairs or cleanups.*

# Equipment Functions

Take a moment to familiarize yourself with Georgia Tech's fuel dispensing station.



# Gasoline Safety

- ❖ **Flammable**
- ❖ **Avoid prolonged exposure to vapors**
- ❖ **Use or dispense only in open areas with plenty of fresh air**
- ❖ **Keep face away from the nozzle or container opening**
- ❖ **Never siphon gasoline by mouth**
- ❖ **If gasoline is consumed, do not induce vomiting.**

# Fueling a Vehicle



Turn vehicles or equipment off prior to fueling

Don't smoke, light matches, or use lighters while fueling

Do not re-enter the vehicle

Stay at the pump during fueling

Do not over-fill or top-off your vehicle tank, which can cause gas spillage

Never allow children under licensed driving age to operate the pump



# Dispensing Fuel into a Container

Use only an approved portable container

Place on the ground to avoid a possible static ignition of fuel vapors

Containers should never be filled while inside a vehicle, 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.



# How To: Dispense Fuel into a Container

**1.**

Fill a portable container slowly

**2.**

Decrease the chance of static electricity buildup

**3.**

Keep nozzle in direct contact with the rim of the container while filling.

**4.**

Minimize spills or splatter

**5.**

Fill container no more than 95 percent full to allow for expansion.

**6.**

Place cap tightly on the container after filling – do not use containers that do not seal properly.



# Examples of Emergencies

**Fire**

Static Electricity

Smoking

Filling Hot Machinery

**Fuel Spills**

Delivery Overflowing

Pouring out of Car

Coming out of the ground

**Personal Exposure**

**Hose pulled off the dispenser**

**Weather Related Disaster**

**Vehicle damages**



# Basic First Aid Procedures



- ❖ If you come into contact with gasoline or diesel fuel:
  - **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.
  
- ❖ Retreat to fresh air upon being overcome and/or experiencing an unusual symptom.
  - For example: Dizziness, irritation of eyes, nose and throat, vomiting, headaches, drowsiness, and other central nervous system problems.

# Location of Fleet Services WATER HOSE



# Spill or Fire Response



## **RULE # 1**

**DO NOT PUT YOURSELF  
AND OTHERS IN  
FURTHER DANGER**

# Spill or Fire Response Procedure

1. Hit the “Emergency Stop Button”
2. Evacuate non-essential personnel and keep pedestrian and vehicular traffic out of the danger area as much as possible
3. Use fire extinguisher to put out small fires.
4. Notify Emergency Personnel



# Using a Fire Extinguisher

- Generally, fire extinguishers can be used by trained employees for flames not exceeding the size of a small pale.
- Use the P.A.S.S. (Pull, Aim Squeeze, & Sweep) method when using a portable fire extinguisher.
- If you do not know how to use a fire extinguisher –Take the Georgia Tech Fire Safety Class, available by contacting Environmental Health & Safety



## **Georgia Tech Fleet Services**

# **Contact Information**

### **Hours of Operation**

Monday-Friday  
6:55 a.m. – 5:25 p.m.

### **Phone**

(404) 385-4232

### **E-Mail**

[GTFleet@gatech.edu](mailto:GTFleet@gatech.edu)

*Out of normal working hours,  
contact Georgia Tech Police at  
(404) 894-2500 or call 911*



# Class C Operator Knowledge Check & Certification

**Q1. What is the purpose of the Class C Operator Training?**

- A. To understand how to dispense fuel properly
- B. To understand potential hazards and risk
- C. Job requirement and Georgia Law
- D. All of the above

**Q2. Which of the following should you NOT do when fueling a vehicle?**

- A. Turn vehicle or equipment off prior to fueling
- B. Do not re-enter the vehicle while fueling
- C. Take a smoke break while fueling
- D. Stay at the pump while fueling

**Q3. What is Rule #1 When there is an emergency?**

- A. Move the vehicle away from the pump
- B. Look the other way
- C. Do not endanger myself or others
- D. Shout for help

**Q4. How often do I take this training?**

- A. Only one time
- B. Quarterly
- C. Annual Recertification (Once per year)
- D. None of the above

**Q5. Which of the following is NOT a step of the P.A.S.S. method, when using a fire extinguisher?**

- A. Pull
- B. Aim
- C. Squeeze
- D. Stump

Please print this page and provide a copy to the Office of Fleet Services with your PIN Request form

A passing score of 80% (minimum of 4 correct answers) are required to pass certification.

**Requestor Name (Printed)**

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**\*\*\***

*❖ Requestor & Departmental Fleet Custodian Signature required*

**PIN Requestor**

**Signature:** \_\_\_\_\_

**Department Fleet**

**Custodian Signature:** \_\_\_\_\_

**Date**

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