

**HOOD RIVER SUPPLY ASSOCIATION**  
**PO Box 209, 1995 12<sup>th</sup> Street, Hood River, Oregon 97031**

**SELF-SERVE HOUSE ACCOUNT CHARGE CARD APPLICATION**

This agreement for use of a private house account charge card is made and entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between **HOOD RIVER SUPPLY ASSOCIATION**, hereinafter called the Association, and \_\_\_\_\_, hereinafter called the **Account Holder**, for the sole use of accessing the petroleum self-serve island pumps.

Account Holder acknowledges receipt of the House Account Charge Card and agrees to have his account charged for the card at the rate of \$10.00 per year, and to be charged on account \$1.00 per card for each additional card from the Association to be used in dispensing equipment. Account Holder understands that the \$10.00 fee will be assessed annually in January. The annual fee is not refundable. The card purchase fee is refundable if the refund is requested within 90 days from the date of purchase.

Account Holder understands that membership in the Association is required as a condition of this agreement. Membership is a one time fee of \$10.00 and requires a separate application. Account Holder will maintain membership status in order to retain house account charge card privileges.

Account Holder agrees to purchase petroleum at a discounted price as established by the Association. Account Holder understands that the price to be paid for fuels dispensed is subject to change at any time without notice. Discounted prices will range from \$0.009/gal to \$0.079/gal off street price, and are issued as determined by Association and are in direct relation to quantity of fuel purchased directly from Association. Pricing tiers are given at the discretion of the Association and can be changed/revoked without notice.

Account Holder, its employees and representatives shall not damage or in any way impair the use of Hood River Supply Association Facilities and shall defend and save the Association harmless from any liability caused to third persons or property of for damage to the Association or to the Associations property, arising out of any act, or failure of act, by use of any of its employees or representatives.

Account Holder hereby acknowledges that Account Holder, his agents and employees have received instructions as to the proper use of the dispensing equipment, the location of the emergency pump shut-off, the location and use of fire extinguishers and the method of handling spills. The Account Holder further agrees not to leave the equipment unattended at any time while it is being operated, to accept the responsibility of controlling sources of ignition, to prevent the dispensing of Class I Liquids into portable containers not in compliance with the regulations and statutes of the State of Oregon, to immediately handle spills, and use fire extinguishers if needed. User is aware that petroleum products are volatile and that vapors from them are explosive and flammable and will comply with the attached operating instructions.

Account Holder understands that its card(s) are non-assignable and agrees to pay for any motor fuel withdrawn by use of any card issued to the user, regardless of whether such use has been authorized by user and regardless of whether such card has been lost, stolen, or otherwise disappeared without user's negligence. User shall not be liable to the Co-op for fuel withdrawn by means of any card issued to user after the Co-op has received written notice from user of fuel lost or theft or other disappearance of card. Notice must be given directly to Association at 1995 12<sup>th</sup> Street, Hood River, Oregon, 97031.

The Association does hereby agree to provide and maintain petroleum dispensing equipment of the type approved by the Oregon State Fire Marshall and the Oregon State department of Agricultural Division of Weights and Measures for dispensing of Class I Liquids (gasoline and diesel). The equipment covered by this agreement is more particularly described as Triple E kiosk system and dispensers, together with any other Card System and/or dispensing equipment hereafter put into use by the Association and designated by it as equipment to be covered by this agreement.

Forfeiture for Violation: The Account Holder understands and agrees that any violation of the terms of this agreement shall constitute and be authority for the Association to immediately and without notice terminate this agreement and the use of the house charge card herein described. The Account Holder understands and agrees to the terms and conditions of the Association's credit policy. Any violations of those policies of terms shall constitute and be authority for the Association to immediately and without notice terminate this agreement. The Account Holder does hereby waive any claim for damages which may arise by reason of the use of the facilities by said Account Holder, his family or agents, and does further waive any and all claims for damages of any kind, nature, or description in the event service is terminated for Account Holder's violation of the terms of this agreement.

_____	_____	_____	_____
Account Holder Name, Title	Account #	Signature	Date
House Charge Card Application for Self-Serve Use			

**FOR OFFICE USE:**

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Account Name

\_\_\_\_\_  
Number of Cards Requested

<b>CARD NUMBER</b>	<b>PIN #</b>	<b>USER NAME</b>	<b>SPECIAL REQUIREMENTS</b>	<b>PRICING TIER</b>

**VERIFICATION:**

- HOUSE ACCOUNT IN GOOD STANDING
- MEMBERSHIP APPLICATION & FEE
- HOUSE CARD APPLICATION
- CARD FEE(S) BILLED
- ACCOUNT STATUS CHANGED IN MCR
- SET-UP IN TRIPLE E
  - ACCOUNT
  - CARD NUMBERS & PINS
- PRICING TIERS DETERMINED AND APPLIED
- SAFETY TRAINING PERFORMED
- CARDS PROVIDED TO ACCOUNT HOLDER



# FIRE SAFETY TRAINING

## SAFE FUELING GUIDELINES

The following are guidelines you **MUST** follow when using a cardlock facility.

**NO SMOKING  
GASOLINE IS FLAMMABLE**



### NO SMOKING

- Smoking is not permitted. Doing so could result in a serious fire and/or injury.

### FIRE EXTINGUISHER LOCATION & USE

Location and instructions for use must be conspicuously posted.

TO USE:

- Hold the extinguisher upright
- Pull ring pin
- Stand back 8 feet from the fire
- Aim at base of fire and squeeze lever
- Sweep side to side



### IDENTIFY EMERGENCY EQUIPMENT

Emergency equipment has been installed at this site. Signs have been posted to help you identify it.

BEFORE fueling, please note the location of the following emergency equipment.

- FIRE EXTINGUISHERS.
- A RED EMERGENCY STOP BUTTON is on the card reader station panel. This will shut down the fuel pumps.
- AN EMERGENCY SHUT OFF SWITCH. This allows you to shut down the entire system from a location other than the fueling island. It is clearly identified with a sign. If a fire starts use the EFSO.
- A TELEPHONE or a fire alarm transmitting device.

THE SITE OPERATOR'S telephone number is posted at the site. If you need assistance or need to report a spill or problem, call this number.

### CONTAINERS

Only approved containers may be filled.

**Approved containers must be:**

- CLEARLY MARKED with the name of the liquid. (NFPA No. 30A, Sec. 9.2.3.2).
- Constructed of metal or approved plastic, have a tight closure, and be fitted with a spout or be so designed that the contents can be poured without spilling. (OFC 3404.3 –NFPA 30 4.2).

- A metal or \*plastic safety that holds 5 gallons or less (NFPA 30 table 6.2.3).

\* An approved plastic container is one that has been tested and listed to be in compliance with the requirements of ASTM F 852 or F 976, ANSI/UL 1313, or 49 CFR.

- A metal drum, meeting DOT specifications that holds 60 gallons or less (NFPA 30, Sec 4.2.3).

**Procedures for fueling portable containers:**

- Portable containers up to 12 gallons **must** be placed on the ground before filling. **DO NOT FILL PORTABLE CONTAINERS WHILE THEY ARE IN A TRUNK, A BOAT, OR BED OF A PICKUP!** (NFPA No. 30A, Sec. 9.2.3.3)
- Do not use latch open devices when filling portable containers.

### OTHER PRECAUTIONS

- STOP YOUR ENGINE and put your vehicle in PARK or set your emergency brake. You MUST STOP your engine before fueling. Discharge static electricity before touching the nozzle.
- You must remain outside your vehicle and must attend the nozzle and be in full view of the nozzle while refueling.

### HOW TO BEGIN FUELING

- Insert access card into the card reader and remove it. Directions will appear on the screen of the card reader.
  - Enter your security number. Press ENTER.
- (On a two card system, you will now enter the vehicle card using the same process).
- Enter your 5 digit odometer number or any other number. Press ENTER.
  - Activate the pump by entering the pump number. Press ENTER.
  - Lift the nozzle from the pump and insert the nozzle deeply into the fuel tank.
  - Activate the pump by lifting the lever on the side of the pump.
  - Pull the trigger on the nozzle and begin to dispense fuel.

The optimum nozzle setting for speed of delivery is between 1/2 and 3/4 open. Faster delivery may result in a spill.

If the nozzle is activated too quickly, a leak detector will automatically slow pumping to a trickle. If this happens, release the trigger on the nozzle and wait 10 seconds. Pull trigger back on and pumping should be normal.

## FIRE SAFETY TRAINING RECEIPT

I certify that I have received and read the fire safety training material provided to me. I have also distributed the material to all employees under my supervision and certify that they have been trained in the safe operation of gasoline dispensing equipment at unattended automated fueling sites.

CUSTOMER NAME (please print): \_\_\_\_\_

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

### FUELING COMPLETED

- The nozzle should click off when the tank is full.
- Do not top off the tank (OAR 340-244-0232).
- Shut the pump off by moving the lever on the pump down.
- Return the nozzle to its hanger.

### IN CASE OF FIRE, SPILL OR RELEASE

1. USE EMERGENCY PUMP SHUTOFF
2. CALL 911 TO REPORT THE ACCIDENT, or press the fire alarm if no phone is available.

IN CASE OF SPILL OR RELEASE: CALL THE OPERATOR EMERGENCY NUMBER.

WARNING: Driving away with the nozzle still in your vehicle can result in fire or spill, which could lead to extreme damage and serious injury.

If you drive off with the nozzle in the vehicle, follow the procedures below:

1. STOP VEHICLE.
2. TURN PUMP OFF.
3. PUT HOSE BACK ON PUMP IF POSSIBLE.
4. REPORT INCIDENT USING EMERGENCY NUMBER POSTED AT SITE.

Advise of:

- Your Location
- Pump Number
- Date and Time
- Your Name and Telephone Number

If other assistance is needed call the emergency number and report the problem.

### CAUTION! HAZARDOUS MATERIALS

ALL FUELS ARE HAZARDOUS. Read the following warning statements.

#### DANGERS OF GASOLINE

- Gasoline is extremely flammable.
- Harmful or fatal if *swallowed*.
- May be harmful if *inhaled or absorbed through the skin*.
- May cause *irritation*.
- Long term exposure to *vapors* has caused *cancer* in laboratory animals.
- Keep away from heat, sparks, and flame.
- Avoid breathing *vapor*.
- Use only in well *ventilated* locations.
- Avoid contact with *eyes* and prolonged contact with *skin*. Wash thoroughly after handling.
- Keep container closed.
- FOR USE AS MOTOR FUEL ONLY.

### DANGERS OF DIESEL

- Diesel is *combustible*.
- May cause irritation to *eyes*.
- Avoid contact with *eyes*.
- Middle distillates (including diesel) have caused *skin cancer* and *kidney damage* in laboratory animals.
- Keep away from *heat and flame*.
- Use only in well *ventilated* locations.
- Avoid prolonged or repeated contact with *skin*. Wash thoroughly after handling.
- Keep head away from container when opening or dispensing.

### FIRST AID PROCEDURES

It is important that you follow these emergency and first aid procedures if you come into contact with gasoline and diesel fuel.

EYES: Flush with water for 15 minutes.

SKIN: Wash exposed areas with soap and water.

INGESTION: DO NOT induce vomiting. May cause chemical pneumonitis. Call doctor.

INHALATION: Should symptoms noted under physiological effects occur, remove to fresh air. If not breathing, apply artificial respiration.

OTHER INSTRUCTIONS: Remove gasoline or diesel soaked clothing.

### PHYSIOLOGICAL EFFECTS

#### Acute Effects - Severe With Short Duration

##### **Gasoline AND Diesel:**

- Causes slight to moderate *eye* irritation.
- Moderately irritating to the *skin*; causes redness, edema, or drying of the skin.

##### **Gasoline:**

- May cause dizziness; irritation of eyes, nose and throat; vomiting; and bluish color of the skin.
- To the *central nervous system*, may cause contracted pupils loss of reflexes, convulsions, seizures, sudden loss of consciousness, coma, and sudden death.
- Other symptoms are: Headaches, mental confusion and depression, flushing of the face, loss of appetite, nausea, slurred speech, and difficulty in swallowing.

##### **Diesel:**

- Inhaling high concentrations of diesel vapors may cause drowsiness or unconsciousness (narcosis).

#### Chronic Effects - Severe With Long Duration

Recent studies with laboratory animals have shown that diesel and gasoline vapors cause kidney cancer in mice.

### IMPORTANT NOTICE

**This FIRE SAFETY TRAINING BROCHURE meets all requirements of Oregon Administrative Rules, Chapter 837, Division 20 and the Flammable Liquids Dispensing Regulations, ORS 480.345.**

**Please read and provide this information to all employees who are authorized to dispense fuel prior to dispensing. This brochure contains important information for those who operate nonretail fuel dispensing equipment.**

**RETURN the tear-off portion, signed and dated with the account number, to your cardlock operator to show compliance with Oregon laws.**