

All motor fuels can be DANGEROUS. At an Unattended Fueling Site, You are Responsible for Safety.

# Gasoline is Highly Flammable. Diesel Fuel is Combustible.



## Get in Gear with Safety

### Safe Fueling Instructions

**1. Shut Off your Vehicle's Engine.**

Set the emergency or parking brake.

**2. NO SMOKING is permitted.** Put out and safely dispose of cigarettes or other material before you get out of your vehicle.



**3. Stay Outside of your Vehicle.** Once you get out of your vehicle, do not return to the vehicle until fueling is completed. There are two reasons. First, you are required by law to be outside of the vehicle and in full view of the fueling nozzle during dispensing, to prevent spills. Second, static electricity may build up if you re-enter the vehicle then touch a pump, causing a fire or explosion.

**4. Do Not Use Cell or Cordless Phones at Pump Islands.**

They may create static electricity.

**5. Read the Emergency Instructions that are Posted.**

They read:

**EMERGENCY INSTRUCTIONS**

In Case of FIRE or SPILL

1. Use Emergency Stop Button on Building.
2. Report Accident by Calling 911 on Phone on Building. Report Location.



Please note that there may be a "Stop Button" on the Card Reader. This button stops the pump only. In case of FIRE or SPILL use the EMERGENCY SHUT-OFF ON THE BUILDING (explained below).

**6. Note the Location of Emergency Shut-Off Switch and Telephone in Case of Emergency.**

Both are on the building, away from the fueling island. This switch shuts off all power. It is marked with a RED sign that reads:

**EMERGENCY SHUT-OFF SWITCH**

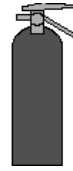
The phone is either a standard pay phone or an emergency only phone. No coins are required to call 911 from either type of phone. The phone is marked:

**EMERGENCY PHONE**

NO COINS NEEDED TO CALL 911

**7. Note the Location of Fire Extinguishers.**

They are located at the fueling island. Instructions are on the fire extinguisher.



**8. At an Unattended Fueling Site, Pumps are Controlled by an "Island Card Reader".**

It operates like an ATM machine. It accepts Martin Gold Star, WEX, Voyager, MC Fleet, and certain other private fueling cards automatically. Other cards require pre-authorization. Please see item 11, below.

**9. Read the Operating Instructions Posted on the fueling islands. They read:**

**OPERATING INSTRUCTIONS**

*YOU MUST COMPLETE SAFETY TRAINING TO OPERATE THIS EQUIPMENT.*

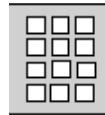
1. Insert card(s) completely.
2. Follow instructions on screen.
3. Refer to instructions on dispenser.

Emergency Control is Located at Side of Building

User must stay **OUTSIDE** of vehicle in **FULL VIEW** of the fueling nozzle during dispensing.

**10. Follow the Instructions on the Card Reader Screen.**

You will be prompted to enter pump number. You may be prompted to enter ODOMETER or MISC, if your cards were set up this way. Insert and remove the cards quickly. Receipts can be printed at some sites. Instructions are posted.



**FOR RECEIPT: REINSERT CARD AFTER FUELING**

**11. Mastercard and Visa Require a PIN Number.**

In order to use any card other than a Martin Gold Star card (or an accepted private system card, like WEX or Voyager) you must be issued a Martin Oil Company PIN number to use an unattended fueling site. You will be assigned this PIN number after registering with Martin Oil Company. The Card Reader will prompt you to enter this PIN. This Safety Brochure serves as an application and registration for a PIN.

**12. Remove the Fuel Cap Slowly and Dispense the Fuel Carefully.** Place the nozzle deep into the fuel tank. If fuel is pumped too quickly, a spill may occur. You must be aware of the fuel being pumped at all times. **Spills are hazardous to the environment, and can be very costly.**



YOU ARE RESPONSIBLE FOR SPILLS

**13. After Fueling, Shut Off the Pump and Replace the Nozzle.** Driving away with the nozzle in your vehicle can result in spill, fire or explosion. If you accidentally drive off with the nozzle in your tank:

1. Stop the vehicle and turn off the motor.
2. Turn the pump off.
3. Put the hose back if possible.
4. Report the incident to Martin Oil Company by calling our main office at 800-252-3868.

**14. If There is a Spill or Fire, Follow Emergency Instructions.** Use the Emergency Stop Button on the building. Report the accident by calling 911. Then contact Martin Oil Company at 800-252-3868.

**15. Remember that YOU are Responsible for Safety.** Cameras are used at fueling islands. Should you violate safety or other important practices, you or your company will be responsible for damages, and charge privileges may be revoked. **Please call Martin Oil Company immediately**

### Portable Container Safety

It is against the law and highly dangerous to dispense gas, diesel fuel, or kerosene into unapproved containers. Containers must also be filled correctly.



1. Containers must be CLEARLY MARKED with the name of the product. Gas containers must be labeled "Gasoline" or "Flammable."
2. NO GAS IN GLASS signs are posted at islands. The container used must be constructed of metal or approved plastic, close tightly, and must be designed so that contents can be poured without spilling.
3. An approved portable container must not have a capacity that is greater than 5 gallons.
4. A metal drum must meet DOT specifications, and must not have a capacity over 60 gallons.
5. You should not use an automatic nozzle shut-off device when filling portable containers.
6. Portable containers of 12 gallon capacity or less must be placed on the ground before filling.

**VERY IMPORTANT!**

**DO NOT FILL PORTABLE CONTAINERS while they are located in a vehicle, a truck bed, or a boat, due to static electricity hazard.**

#### Static Electricity Warning

Once you get out of your vehicle and start a fuel pump, you should not get back in a vehicle because static can build up when you slide across the seat. A spark may occur when you reach again for the nozzle. **STATIC CAN CAUSE FIRE OR EXPLOSION.** If you MUST get back in your car, touch a METAL PART of your VEHICLE that's not near the fuel tank BEFORE TOUCHING the NOZZLE, to dissipate any static charge.

### CAUTION!

### HAZARDOUS

#### Gasoline Warning Statement

DANGER! Gasoline is EXTREMELY FLAMMABLE. Vapor can cause flash fire. KEEP AWAY FROM SPARKS, FLAMES, HEAT, STATIC ELECTRICITY, or other sources of ignition. May be harmful or fatal if swallowed. May be harmful if inhaled. May cause irritation. USE AS A MOTOR FUEL ONLY.

#### Diesel Warning Statement

CAUTION! Diesel is COMBUSTIBLE. May cause irritation.

### First Aid Measures

If you come into contact with gasoline or diesel fuel, follow these procedures:

- EYES: Flush eyes with water for 15 minutes
- SKIN: Remove soaked clothing and wash exposed skin extensively with soap and water.
- INGESTION (Swallowing): Call 911. DO NOT induce vomiting. If vomiting occurs, hold victim's head lower than hips. Material can enter lungs and cause severe damage.
- INHALATION (Breathing): If reactions occur such as dizziness, fainting, vomiting, nausea, or any other symptoms, move to fresh air. Seek medical attention. If breathing has stopped, apply artificial respiration. Call 911.



## Read this Brochure and Take this Safety Test



- In case of fire, use the Emergency Shut-Off Switch on the a. pump b. building c. island
- If there is a fire or spill immediately call a. Martin Oil Company b. 911 c. the local fire station
- Make emergency calls a. on your cell phone b. at the phone on the building
- When fueling, you should stay a. within 20 feet of pump b. in full view of nozzle c. in your vehicle
- If you are smoking, put out your cigarette a. near the pump island b. in your vehicle before exiting c. in the cigarette urn provided at each pump
- Vehicle motors must be a. left on in order to reduce static electricity b. shut off
- If your tank is overfilled a. the pump malfunctioned b. you are responsible c. it can't overflow
- Fire extinguishers are located a. on the building b. at the island c. at the emergency phone
- To reduce static electricity, fill portable containers a. in a truck bed or trunk b. on the ground
- If someone swallows a motor fuel a. induce vomiting b. DO NOT induce vomiting
- Instructions for pumps and card readers are found a. on the building b. on the island
- Gasoline is a. naturally safe b. extremely flammable c. safe to put in a kerosene can
- Diesel fuel is a. environmentally harmless if it spills b. combustible *Correct answer to each question is B.*

*The Department of Labor & Industry requires Safety Training for users of unattended fueling facilities. Unattended fueling sites were first approved only for users of a private card system, such as Martin Gold Star Fuel Control System. A PIN number is not necessary for Gold Star or private card holders.*

*Major credit card holders may now use unattended sites, if registered with the site operator and if safety training is completed. Major credit cards holders must be assigned a unique PIN number, to use at the site. The name, address and documentation of training must be maintained for each PIN number holder.*

**NOTICE** Major CREDIT/DEBIT Credit Card Use at Pay Pumps--Some banks HOLD FUNDS, pending authorization when cards are swiped outside. Amount and time held (24-72 hours) is determined by the card company. You may see this if you view your account on-line. We regret but cannot control this situation. Please consider use of a Martin Gold Star card.

This Training Certification/Application for PIN can't be processed unless it is fully completed and signed. Please print.

FILL OUT THIS SECTION FOR AUTHORIZATION TO USE AN UNATTENDED FUELING SITE				
TYPE OF CARD	ACCOUNT NUMBER AND THIS DRIVER'S CARD NUMBER	EXP DATE		
CARD ISSUED TO (INDIVIDUAL OR COMPANY NAME)	PHONE NO.	APROX. NO. OF VEHICLES ON ACCOUNT		
ADDRESS ISSUED TO	STREET	CITY	STATE	ZIP
DRIVER'S NAME	DATE OF BIRTH			
DRIVER'S ADDRESS	STREET	CITY	STATE	ZIP
SIGNATURE	My signature certifies that I have read and understood this training material. I have distributed the material to employees under my supervision and certify that they have been trained in the safe operation of equipment at unattended fueling sites.			
FOR OFFICE				
TRAINING REVIEW DATE	PIN NUMBER ASSIGNED TO MAJOR CREDIT CARD USER			DATE

**Martin Gold Star Fuel Control System**  
 Attn: Administrator  
 528 North First Street  
 Bellwood, PA 16617

PLACE  
FIRST  
CLASS  
POSTAGE  
HERE



# Safety Training for Unattended Fueling Sites



## Martin Gold Star Fuel Control System

Training material is available at our website:  
[www.martinoilco.com](http://www.martinoilco.com).  
 Training on location is available by appointment. Please call for details.

**Martin Oil Company**  
 528 N. First Street, Bellwood, PA 16617  
**800-252-3868**  
[www.martinoilco.com](http://www.martinoilco.com)