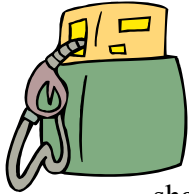


# Service Station Guidelines

## Plano Fire Department Fire Prevention Division



**General:** The dispensing of fuel or service stations shall be conducted by a qualified attendant or shall be under the supervision of a qualified attendant at all times or shall be in accordance with unattended self-service guidelines.

**Attended Self-Service Stations:** Attended self-service stations shall have at least one qualified attendant on duty while the station is open for business. The attendant's primary function shall be to supervise, observe and control the dispensing of fuel. The attendant shall prevent the dispensing of fuel into unauthorized containers, control sources of ignition, give immediate attention to accidental spills or releases, and be prepared to use fire extinguishers.

**Dispensers:** All dispensers shall be set in the "off" position while not in use so that the dispenser cannot be activated without the knowledge of the attendant. Dispensers shall be in clear view of the attendant at all times.

**Emergency Controls:** An approved, clearly identified, and readily accessible emergency disconnect switch shall be provided at an approved location to stop the flow of fuel to the fuel dispensers in the event of a fuel spill or other emergency.

**Communications:** The attendant shall be able to communicate with persons in the dispensing area at all times. An approved method of communicating with the fire department shall be provided for the attendant.

**Unattended Self-Service Stations:** Where approved, unattended self-service stations are allowed. As a condition of approval, the owner or operator shall provide, and be accountable for, daily site visits, regular equipment inspection and maintenance.

**Dispensers:** Dispensers operated by the insertion of coins or currency shall be used.

**Emergency Controls:** Emergency controls shall be of a type, which is manually reset only.

**Emergency Procedures:** A permanently affixed, weather-resistant emergency procedures sign, (*Minimum 1-inch lettering*) in addition to other signs required, shall be posted in a conspicuous location and shall read:

### **IN CASE OF FIRE, SPILL OR RELEASE**

- 1. Use emergency pump shut-off!**
- 2. Report the accident!**

**Fire Department Telephone No** \_\_\_\_\_

**Facility Address** \_\_\_\_\_



**Communication:** A telephone not requiring the use of a coin to operate or other approved clearly identified means to notify the fire department shall be provided on the site in a location approved by the code official.



**Fire Extinguisher:** Provide a portable fire extinguisher (2-A:20-B:C rating or higher) in a cabinet accessible to patrons, not more than 75 feet from pumps, dispensers, or storage tank fill-pipe openings.

**Quantity Limits:** Dispensing equipment used at unsupervised locations shall comply with one of the following:

a. Dispensing devices shall be programmed or set to limit uninterrupted fuel delivery to 25 gallons and require a manual action to resume delivery.

b. The amount of fuel being dispensed shall be limited in quantity by a preprogrammed card as approved.

**Dispensing into Portable Containers:** The dispensing of liquid motor fuels into portable containers shall not be dispensed unless the container is of approved material and construction, and has a tight closure with screwed or spring-loaded cover so

designed that the contents can be dispensed without spilling. Liquids shall not be dispensed into portable tanks or cargo tanks.

**Nozzle Operation:** A hose nozzle valve used for dispensing Class I liquids into portable containers shall be manually held open during the dispensing operation.

**Location of Containers Being Filled:**

Portable containers shall not be filled while located inside the trunk, passenger compartment, or truck bed of a vehicle.



You are requested to comply with the requirements for dispensing fuel within the City of Plano *without an attendant on duty* and all other requirements for dispensing fuel into motor vehicles according to the International Fire Code.

These items will be of special interest during your scheduled fire prevention visit from the Fire Department. Questions concerning these guidelines shall be directed to the Fire Prevention Division at 972-941-7159