

CARD-LOCK OPERATING INSTRUCTIONS & PROCEDURES



“Working Together To Keep You Coming Back”

OPERATING PROCEDURES

1. Insert card into slot on card-lock pedestal and remove as instructed on readout.
2. Enter PIN number and press "ENTER".
3. Enter Pump number desired and press "Enter".
4. Put nozzle in vehicle tank and flip lever on pump/dispenser to start.
5. Fill tank. When complete, return nozzle to holder and shut off pump/dispenser. There is a timer that will shut off the pump if not used within 60 seconds of activating system. If this happens, return lever to the off position and start at step "1" again.
6. If you wish to obtain a receipt insert your card and follow the read out instructions.
7. Emergency Shut-Off button is located on Card-Lock Pedestal

SAFETY PROCEDURES

1. No smoking or use of cell phones within 3 meters of pumps. No open flames i.e. R.V. pilot lights and generators.
2. Turn ignition off while fueling.
3. Do not leave nozzle unattended. Remain outside vehicle during fueling to avoid creating a static charge.
4. Fill only **APPROVED** containers.
5. A **PORTABLE CONTAINER** should not be filled while container is in a vehicle.
6. A drum on a vehicle or trailer should not be filled unless the drum is electrically bonded to the vehicle or trailer, and the vehicle engine is always off while fueling.
7. Ease up on nozzle when tank is nearly full to prevent spillage.
8. In case of spill, take all possible actions to contain spill, and immediately report to Waddick Fuels.



DEFINITIONS

Approved: with respect to an appliance, equipment, a component, or an accessory, that it bears the label or symbol of a designated testing organization or a label or symbol authorized by the director, certifying that it complies with an approved standard or laboratory test report.

Portable Containers: a container that has a capacity of 50 liters or less, and that is designed, manufactured, and used or to be used for the storage or conveyance of gasoline or an associated product.

EMERGENCY NUMBERS

Police/Fire/Ambulance	911
Chatham	519-354-0110
Bothwell & Glencoe	519-695-2121
Petrolia	519-882-2420
After Hours	519-401-0663
	519-359-5094

CARD-LOCK LOCATIONS

280 Richmond Street
Chatham, ON, N7M 1P6
519-354-0110

175 Bothwell Street
Chatham ON, N7M 5L1
519-354-0110

15807 Longwoods Road
Bothwell, ON, N0P 1C0
519-695-2121

81 Main Street South
Glencoe, ON, N0L 1M0
519-695-2121

4254 Oil Heritage Road
Petrolia, ON, N0N 1R0
519-882-2420



ACKNOWLEDGEMENT OF TRAINING

Keep For Your Records

This page should be signed by each person as confirmation that they have read the **Operating & Safety Procedures**, and they understand their responsibilities in the case of emergency as well as the safe operation of dispensing equipment

Date _____

Name (Print) _____

Signature _____

