



FUEL MANAGEMENT GUIDELINES & CHECKLISTS

Forest Management Group Version 2017 - 1

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Fuel Management is an important part of Canfor's Environmental Program to comply with legal and other requirements. These Fuel Management Guidelines are provided to facilitate the evaluation of fuel handling conformance for all Contractors & Canfor staff that handle fuel and for all Canfor staff that supervise contractors.

The Contractor is required:

- **To conduct regular inspections of all fuel containers and fuel tanks.**
- The inspections are to be **documented** and **kept on site** of the fuel containers and fuel tanks, to be made available to the Canfor supervisor upon request.
- Completion of the enclosed Standards / Checklists with any required remedial action plans is recommended to meet this requirement.

Canfor is required:

- to audit and check to make sure contractor inspections are completed
- inspect spill kits, fuel and chemical handling and storage equipment
- ensure contractors are following these guidelines
- ensure appropriate staff and contractors have WHMIS, TDG and Fuel response Training
- ensure remedial actions plans are entered in ITS, and are getting completed.

How to use this document:

1. Determine tank (container) size in litres.
2. Determine if the tank is used to transport fuel
3. Determine the tank fabrication specifications and confirm they meet the appropriate fabrication standard listed on Page 6 or 7.
4. Select the page that corresponds with the tank size and assess the tank for either:
 - a. Storage & Dispensing Standards; or
 - b. Transporting Standards if the tank is being transported.
5. Complete the appropriate checklists and action plans; submit to Canfor supervisor as requested for Canfor review and follow-up.
6. Note: All references to Fire Extinguishers imply that they must be inspected and tagged on an annual basis by a licensed inspector.
7. Requirements specific to British Columbia are prefixed with "BC". Requirements specific to Alberta are prefixed with "AB".

This is a controlled document. Verify that this is the current version as posted on the [FMG SharePoint website](#)

TABLE OF CONTENTS

TABLE OF CONTENTS	2
Storage & Dispensing Standards & Checklist for Small Fuel Containers & Drums (Less than 230 litres)	3
Transporting Standards & Checklist for Small Fuel Containers & Drums (Less than 230 litres).....	4
Storage, Dispensing, Transporting Standards & Checklist for Truck Box (“Tidy”) Tanks Less than or equal to 450 litres – Diesel only	5
Fabrication Specifications & Checklist for Large Mobile Tanks Greater than 450 litres, and Fuel Trucks and Trailers Greater than 3000 litres	6
Fabrication Specifications & Checklist for Large Fuel Containers – Skid-type tanks (generally > than 3000 litres)	7
Storage & Dispensing Standards & Checklist for ALL Tanks Greater than 450 litres ...	8
Transporting Standards & Checklist for Tanks Greater than 450 Litres Used to Transport Fuel - (TDG Tanks)	9
Transporting Standards for Stationary Storage tanks Greater than 450 litres - NOT designed to transport fuel	10
General Requirements for Propane Storage Containers	11
Propane Cylinders	12
Propane Tanks and Tank Systems.....	13
APPENDIX 1 – Fuel Storage Risk Assessment Table.....	14
APPENDIX 2 – Labels.....	15
APPENDIX 3 - Canfor FMS Spill Kit Standards.....	17
APPENDIX 4 - Spill Response Procedures (From & For EPRP).....	18
APPENDIX 5 –Fuel Spill Reporting	20
APPENDIX 6 – Canfor Spill Report Form.....	22

Legal Standard Canfor Recommended Practice Information

Person Completing Inspection: _____ Inspection Date: _____

Tank Capacity (L): _____ Tank SIN/ID#: _____ Date of Last Test: _____

Storage & Dispensing Standards & Checklist for Small Fuel Containers & Drums (Less than 230 litres)

Assessment: A = Adequate; NA= Not Applicable; N= Not Adequate; NI = Not inspected

Canfor Standard	Assessment
<ul style="list-style-type: none"> ■ Fuel containers greater than 30 litres must be ULC or CSA approved ■ Fuel containers less than 30 L must conform to WHMIS & Fire Code Standards ■ Jerry cans and small containers must meet the new TP14850 standard (ensure the specification/date of manufacture are known and the containers are not used 60 months past this date) 	
<ul style="list-style-type: none"> ■ Fuel containers > 30 L & < 230 L: <ul style="list-style-type: none"> ➢ Must be specifically designed for the product being contained ➢ Must be filled and capped so that under normal conditions there will be no leakage that would endanger public safety ■ Must not be filled beyond their safe filling level (90%) 	
<ul style="list-style-type: none"> □ Store & dispense small fuel containers and drums: <ul style="list-style-type: none"> ➢ Outside of any Riparian area to avoid spillage into any body of water ➢ In a location that is of low risk for collisions 	
<ul style="list-style-type: none"> □ Drums must be properly sealed and capped to prevent loss of the product. □ Drums must be free from rust, severe dents, and leaks. □ Hoses and nozzles must be in good repair and not leak. 	
<ul style="list-style-type: none"> ■ WHMIS labels or appropriate product identification must be attached. See App. 2 ■ Maintain current Material Safety Data Sheet (MSDS) for the product being stored in a location available to workers. 	
<ul style="list-style-type: none"> □ Smoking is not permitted during dispensing operations. ■ No smoking signs must be in place when dispensing gasoline. 	
<ul style="list-style-type: none"> ■ No gravity feed systems are permitted for dispensing fuel ■ Use dispensing pumps designed for the products being handled (i.e. water pumps for dispensing fuel is not allowed). 	
<ul style="list-style-type: none"> □ Use hoses and nozzles designed and suitable to dispense fuel. 	
<ul style="list-style-type: none"> □ Operators must stay with the nozzle at all times while dispensing fuel. 	
<ul style="list-style-type: none"> □ Nozzles must be secured within drip containment or in an upright position when not in use. Store the nozzle above the pump to avoid siphoning. 	
<ul style="list-style-type: none"> □ Drum inventory should be rotated and replaced as necessary. Return empty containers to suppliers or recycling facilities. 	
<ul style="list-style-type: none"> □ Store partial drums of fuel on their sides with the filler opening above the level of the liquid. 	
<ul style="list-style-type: none"> □ Maintain one 5 BC-rated fire extinguisher or larger when dispensing fuel ■ When fire extinguishers require servicing, a licensed facility must inspect, service, and tag all fire extinguishers. 	
<ul style="list-style-type: none"> □ Maintain a spill kit of suitable size to contain fuel spills. See Appendix 3. 	
<ul style="list-style-type: none"> □ Report spills as per Spill Reporting in Appendix 5. 	
<ul style="list-style-type: none"> □ Recover spilled product by either removing contaminated soil or treating the soil on site. See Spill Response Standards in Appendix 4. 	

Person Completing Inspection: _____ Inspection Date: _____
 Tank Capacity (L): _____ Tank SIN/ID#: _____ Date of Last Test: _____

Transporting Standards & Checklist for Small Fuel Containers & Drums (Less than 230 litres)

Assessment: A = Adequate; NA= Not Applicable; N= Not Adequate; NI = Not inspected

Canfor Standard	Assessment
<ul style="list-style-type: none"> ■ If the combined capacity of multiple containers or drums carried on a vehicle exceeds 2000 litres it is strongly recommended that a qualified commercial carrier be used. The following TDG regulations apply: <ul style="list-style-type: none"> ➤ A shipping document must be completed for the goods hauled and it must indicate the last contained residue. ➤ The operator must have TDG training and possess a TDG Certificate ➤ The load must be placarded with TDG Placards 	
<ul style="list-style-type: none"> ■ Containers & drums must be secured in a manner to prevent shifting, swaying, damage or escape from the vehicle using tie down straps that have a combined working load limit rating greater than the load being secured in accordance with Motor Vehicle Act & Regulation standards. (<i>working load limits are marked on the synthetic web tie down by the manufacturer</i>) 	
<ul style="list-style-type: none"> ■ When being transported Drums must be: <ul style="list-style-type: none"> ➤ Stacked on their ends ➤ Separated by dunnage ➤ Protected by sides, sideboards, or stake on the vehicle 	
<ul style="list-style-type: none"> ▣ Canfor FMG staff will not transport more than 2 barrels (400 litres) of any flammable substance in Canfor vehicles. 	

SPECIAL CIRCUMSTANCES

Canfor Standard / Practice	Assessment
<ul style="list-style-type: none"> ■ For containers stored within an enclosed unit (i.e. a shop van) <ul style="list-style-type: none"> ➤ Labels must be visible from the outside of the unit ➤ Maintain one 20-BC or two 10-BC extinguishers 	

Person Completing Inspection: _____ Inspection Date: _____
 Tank Capacity (L): _____ Tank SIN/ID#: _____ Date of Last Test: _____

Storage, Dispensing, Transporting Standards & Checklist for Truck Box (“Tidy”) Tanks Less than or equal to 450 litres – Diesel only

Assessment: A = Adequate; NA= Not Applicable; N= Not Adequate; NI = Not inspected

Canfor Standard	Assessment
<input type="checkbox"/> Store & dispense fuel: <ul style="list-style-type: none"> ➢ Outside of any Riparian area to avoid spillage into any body of water ➢ In a location that is of low risk for collisions 	
<input checked="" type="checkbox"/> Tanks must be properly sealed and capped to prevent loss of the product	
<input checked="" type="checkbox"/> Tanks must be free from rust, severe dents, and leaks	
<input checked="" type="checkbox"/> Hoses and nozzles must be in good repair and not leak (in accordance with ULC standards)	
<input checked="" type="checkbox"/> Use a pressure relief cap that meets manufacturers design specifications	
<input checked="" type="checkbox"/> A WHMIS label or appropriate product identification label is required to be attached to the tank. See example of a WHMIS label in Appendix 2.	
<input checked="" type="checkbox"/> TDG labels (red & white diamond shaped, 2”-3” or larger) must be attached to the tank when transporting fuel. 1202 for diesel.	
<input checked="" type="checkbox"/> Maintain current Material Safety Data Sheet (MSDS) in a location available to workers.	
<input checked="" type="checkbox"/> Tanks must be secured to the vehicle using a tie down mechanism that is rated at a level at or above the working load being secured in accordance with Motor Vehicle Act & Regulation standards. (<i>working load limits are marked on the synthetic web tie down by the manufacturer</i>)	
<input type="checkbox"/> Place a plywood or rubber mat under truck box tanks to prevent wear or damage to the tank.	
<input type="checkbox"/> Smoking is not permitted during dispensing operations. “No Smoking” signs are recommended.	
<input type="checkbox"/> No gravity feed systems are permitted for dispensing fuel	
<input type="checkbox"/> Use dispensing pumps designed for the products being handled (i.e. water pumps for dispensing fuel is not allowed)	
<input type="checkbox"/> Use hoses and nozzles designed and suitable to dispense diesel fuel.	
<input type="checkbox"/> Automatic shut-off nozzles must be used when dispensing fuel. (<i>An automatic shut-off nozzle is any spring-loaded nozzle that closes when manual pressure is released</i>)	
<input type="checkbox"/> Operators must stay with the nozzle at all times while dispensing fuel	
<input type="checkbox"/> Nozzles must be secured within drip containment or in an upright position when not in use.	
<input checked="" type="checkbox"/> Ensure suitable bonding between tank and equipment to prevent static charges	
<input checked="" type="checkbox"/> Maintain one 10 BC-rated fire extinguisher when dispensing fuel.	
<input checked="" type="checkbox"/> When fire extinguishers require servicing, a licensed facility must inspect, service, and tag all fire extinguishers.	
<input type="checkbox"/> Maintain a spill kit of suitable size to contain fuel spills. See Appendix 3.	
<input type="checkbox"/> Report spills as per the Spill Reporting Form in Appendix 5.	
<input checked="" type="checkbox"/> Recover spilled product by either removing contaminated soil or treating the soil on site. See Spill Response Standards in Appendix 4.	

Note: Tanks less than or equal to 450 L in capacity containing Diesel are exempt from displaying a specification nameplate.

Person Completing Inspection: _____ Inspection Date: _____
 Tank Capacity (L): _____ Tank SIN/ID#: _____ Date of Last Test: _____

Fabrication Specifications & Checklist for Large Mobile Tanks Greater than 450 litres, and Fuel Trucks and Trailers Greater than 3000 litres

Look for a nameplate describing the type of specification

Assessment: A = Adequate; NA= Not Applicable; N= Not Adequate; NI = Not inspected\

Canfor Standard	Assessment
Tanks used to transport Fuel (moved with > 5 % fuel remaining) (TDG tanks)	
<p>All Tanks : must be designed, constructed and/or tested to a design standard specification with visible specification.</p> <p><u>Large Mobile Spec Tank Standards:</u> A spec tank is à tank used for diesel and gas and may have attached one of following markings:</p> <ol style="list-style-type: none"> 1. UN Standard IBC 2. CGSB 43.146, <p>■ All above tank types require testing every 5 years at a Transport Canada approved facility. Proof of testing may be requested if the tank appears damaged or otherwise appears non-compliant.</p>	
<p><u>Specifications for Fuel Trucks and Fuel Trailers (volume > 3000L):</u></p> <ol style="list-style-type: none"> 1. TC 306/406 (CSA B620) built after 2003, good for gasoline also <p>■ Above tank types require pressure testing every 5 years and proof of testing. Proof of testing may be requested if the tank appears damaged or otherwise appears non-compliant.</p>	
<p><u>Non Spec Tank Standards:</u> These tanks have no standards. A non-spec tank is a tank > 450 L. capacity that lacks one of the above nameplates. Non-spec tanks are not to be used to transport fuel.</p>	

Person Completing Inspection: _____ Inspection Date: _____
 Tank Capacity (L): _____ Tank SIN/ID#: _____ Date of Last Test: _____

Fabrication Specifications & Checklist for Large Fuel Containers – Skid-type tanks (generally > than 3000 litres)

Look for a nameplate describing the type of specification

Assessment: A = Adequate; NA= Not Applicable; N= Not Adequate; NI = Not inspected

<u>Tanks used to store fuel & NOT used to move fuel (moved with < 5% fuel remaining)</u> <u>(Non -TDG Tanks, Skid-Type or Stationary Tanks)</u>	
<ul style="list-style-type: none"> ■ Stationary tanks not designed as a mobile tank and therefore required to be emptied prior to moving. ■ All Tanks: must be designed, constructed and/or tested to a design standard specification and must bear a visible and legible specification plate to that standard. ■ <u>Spec Tank Standards:</u> A spec tank is a tank that has attached one of following nameplates: <ol style="list-style-type: none"> 1. ULC-S601 AST Horizontal tanks 2. ULC-S602 AST Steel tanks 3. ULC-S630 AST Vertical tanks 4. ULC-S653 AST Steel tanks 5. API 12B/12D Bolted/welded. <p>Proof of testing may be requested if the tank appears damaged or otherwise appears non-compliant or if being moved to different locations frequently. AB: aboveground stationary tanks > 2500 L in a fixed location for more than one year requires registration (PTMAA). AB: additional spill control is required for any container with capacity over 1000 litres (secondary containment).</p>	
<p><u>Non Spec Tank Standard:</u> A non-spec tank is a tank that lacks one of the above nameplates. Stationary non-spec tanks are no longer permitted for storage of diesel or gas.</p>	

Person Completing Inspection: _____ Inspection Date: _____
 Tank Capacity (L): _____ Tank SIN/ID#: _____ Date of Last Test: _____

Storage & Dispensing Standards & Checklist for ALL Tanks Greater than 450 litres

Assessment: A = Adequate; NA= Not Applicable; N= Not Adequate; NI = Not inspected

Canfor Standard	Assessment
<input type="checkbox"/> Store & dispense fuel: <ul style="list-style-type: none"> ➤ Outside of any Riparian area to avoid spillage into any body of water. ➤ In a location that is of low risk for collisions. 	
<input type="checkbox"/> Risk assess tank location using the Risk Assessment Table in Appendix 1 or similar process. Take appropriate spill risk mitigation measures.	
<input checked="" type="checkbox"/> Tanks must be properly sealed and capped to prevent loss of the product. <input checked="" type="checkbox"/> Tanks must be free from rust, severe dents, and leaks. <input checked="" type="checkbox"/> Hoses and nozzles must be in good repair and not leak.	
<input type="checkbox"/> Stationary tanks and tanks on trailers must be mounted to a skid or securely mounted in a cradle on a fire-resistant foundation.	
<input checked="" type="checkbox"/> Fuel truck tanks must be integrally mounted to the unit in accordance with Motor Vehicle Act & Regulation standards.	
<input type="checkbox"/> Close and lock valves when the tank will be left unattended for extended periods of time.	
<input type="checkbox"/> Install break away valves in the dispensing hose unless the hose is retracted on a hose reel.	
<input checked="" type="checkbox"/> WHMIS labels or appropriate product identification are required. See example of a WHMIS label in Appendix 2. <input checked="" type="checkbox"/> Maintain current Material Safety Data Sheet (MSDS) in a location available to workers	
<input type="checkbox"/> Smoking is not permitted during dispensing operations. "No Smoking" signs are recommended.	
<input type="checkbox"/> No gravity feed systems are permitted for dispensing fuel <input checked="" type="checkbox"/> Use dispensing pumps designed for the products being handled (i.e. water pumps for dispensing fuel is not allowed)	
<input type="checkbox"/> Use hoses and nozzles designed and suitable for the product when dispensing fuel. Automatic shut-off nozzles must be used when dispensing fuel. <i>(An automatic shut-off nozzle is any spring-loaded nozzle that closes when manual pressure is released)</i>	
<input type="checkbox"/> Operators must stay with the nozzle at all times while dispensing fuel	
<input type="checkbox"/> Nozzles must be secured within drip containment or in an upright position when not in use	
<input checked="" type="checkbox"/> Ensure suitable bonding between tank and equipment to prevent static charges (only refers to gasoline)	
<input checked="" type="checkbox"/> Maintain one 10-BC Size extinguisher when dispensing fuel <input checked="" type="checkbox"/> When fire extinguishers require servicing, a licensed facility must inspect, service, and tag all fire extinguishers.	
<input type="checkbox"/> Maintain a spill kit of suitable size to contain fuel spills See Appendix 3.	
<input type="checkbox"/> Report spills as per Spill Reporting Form in Appendix 5.	
<input type="checkbox"/> Recover spilled product by either removing contaminated soil or treating the soil on site. See Spill Response Standards in Appendix 4.	

Person Completing Inspection: _____ Inspection Date: _____
 Tank Capacity (L): _____ Tank SIN/ID#: _____ Date of Last Test: _____

Transporting Standards & Checklist for Tanks Greater than 450 Litres Used to Transport Fuel - (TDG Tanks)

Truck Box (Tidy) tanks, Mobile Tanks, Tanks on trailers, Fuel Trucks

Assessment: A = Adequate; NA= Not Applicable; N= Not Adequate; NI = Not inspected

Canfor Standard	Assessment
<ul style="list-style-type: none"> ■ Tanks moved containing >5% of the fuel tanks capacity still remaining or 500 litres of fuel must: <ul style="list-style-type: none"> ➤ Have a spec nameplate attached (see TDG tank standards on Pg. 6), 	
<ul style="list-style-type: none"> ■ Vehicles transporting TDG tanks on public roads must meet Motor Vehicle Act Standards (i.e. GVW, brakes, lights, axles, etc.) and TDG requirements (placards and documentation) 	
<ul style="list-style-type: none"> ■ Tanks must be secured to the vehicle using a tie down mechanism that is rated at a level at or above the working load being secured in accordance with Motor Vehicle Act & Regulation standards. (<i>working load limits are marked on the synthetic web tie down by the manufacturer</i>) 	
<ul style="list-style-type: none"> ■ A TDG Label is required to be attached to the tank. (Red & white diamond shaped - 1202 for diesel). 	
<ul style="list-style-type: none"> ■ The operator must have TDG training and possess a certificate, if the combined capacity of all tanks being transported is greater than 2,000 litres. 	
<ul style="list-style-type: none"> ■ TDG Tanks with capacities exceeding 2000 litres, the following conditions apply: <ul style="list-style-type: none"> ➤ A shipping document must be completed for the goods hauled or the residue last contained. ➤ The operator must have TDG training and possess a certificate. ➤ The load must be placarded on all four sides 	

Person Completing Inspection: _____ Inspection Date: _____
 Tank Capacity (L): _____ Tank SIN/ID#: _____ Date of Last Test: _____

Transporting Standards for Stationary Storage tanks Greater than 450 litres - NOT designed to transport fuel

Assessment: A = Adequate; NA= Not Applicable; N= Not Adequate; NI = Not inspected

Canfor Standard	Assessment
<ul style="list-style-type: none"> ■ Trucks & Trailers used to transport fuel tanks on public roads must meet Motor Vehicle Standards i.e. GVW, brakes, lights, axles, etc. 	
<ul style="list-style-type: none"> ■ When moving stationary fuel tanks, comply with the following: <ul style="list-style-type: none"> ➤ Empty the tank to less than 5% of the tanks capacity or 500 litres, whichever is less, ➤ The tank must be designed, constructed, closed, secured and maintained to prevent spillage, and when inverted will not release the contents. ➤ The tank loaded and secured on the means of transport in such a way as to prevent damage or accidental release of the contents of the tank. 	
<ul style="list-style-type: none"> ■ All skid tanks (with or without fuel) having a total capacity greater than 2000 Litres must follow TDG Regulations when moving the skid tank. <ul style="list-style-type: none"> ➤ A shipping document must be completed for the fuel or the residue last contained. ➤ The operator must have TDG training and possess a certificate. ➤ The skid tank must be placarded on all four sides 	

Notes:

1. A non-TDG tank should **not** have a TDG label (the diamond shaped 1202 label) attached.
2. A WHMIS label is required to be attached as part of your Safety program.

Person Completing Inspection: _____ Inspection Date: _____
 Tank Capacity (L): _____ Tank SIN/ID#: _____ Date of Last Test: _____

General Requirements for Propane Storage Containers

Assessment: A = Adequate; NA= Not Applicable; N= Not Adequate; NI = Not inspected

Canfor Standard	Assessment
<ul style="list-style-type: none"> ■ Regulators shall normally be installed: <ul style="list-style-type: none"> ➢ A sufficient size as per the required flow ➢ Firmly secured to the containers ➢ Vent openings pointed vertically downward 	
<ul style="list-style-type: none"> ■ Outdoor piping shall: <ul style="list-style-type: none"> ➢ Be protected by painting or coating if exposed to corrosive atmospheres ➢ Be mounted, braced, and supported to provide for expansion and contraction and protected against damage or breakage 	
<ul style="list-style-type: none"> ■ Gas piping or tubing system shall be of steel or copper 	
<ul style="list-style-type: none"> ■ Collision protection must be provided for containers located in vehicle traffic areas and must be a minimum of 1 meter from the tank (see sections on cylinders or tanks for specifics) 	
<ul style="list-style-type: none"> ■ Valves, regulators, gauges, and piping shall be protected against damage 	
<ul style="list-style-type: none"> ■ Readily ignitable materials, including weeds and long, dry grass shall be removed from within 3m (10 ft.) of a container, and this area shall be kept clear of such material at all times 	
<ul style="list-style-type: none"> ■ WHMIS labeling or appropriate Product Identification is required when storing hazardous products 	
<ul style="list-style-type: none"> ■ While propane is being transferred from one container to another, the person shall remain at the container being filled 	
<ul style="list-style-type: none"> ■ Containers shall not be filled: <ul style="list-style-type: none"> ➢ Inside a building or any poorly vented location ➢ Within 3m (10 ft.) of an equipment air intake or any source of ignition 	
<ul style="list-style-type: none"> ■ Filling density of tanks is approximately 80% by volume 	
<ul style="list-style-type: none"> ■ A person must not handle or transport dangerous goods in Class 2 unless the means of containment is in accordance with pertinent CSA standards (see Cylinder and Tank sections) 	
<ul style="list-style-type: none"> ■ Containers/tanks must be secured in a manner to prevent shifting, swaying, damage or escape from the vehicle when not in use 	
<ul style="list-style-type: none"> ■ Tie down straps must have a safe combined working load limit rating greater than the load being secured (<i>working load limits are marked on the synthetic web tie down by the manufacturer</i>) 	
<ul style="list-style-type: none"> ■ TDG safety marks (labels or placards) must be visible when transporting dangerous goods 	
<ul style="list-style-type: none"> ■ Personnel performing installation, operation, and maintenance work shall be properly trained in such functions 	
<ul style="list-style-type: none"> ■ Transferring or refilling propane containers will be performed only by trained personnel holding a certificate 	
<ul style="list-style-type: none"> ■ No Smoking or any other sources of ignition where work is conducted on propane fixtures or equipment unless purged 	
<ul style="list-style-type: none"> ■ Never use any source of ignition or open flame to check for propane leaks 	
<ul style="list-style-type: none"> ■ Spills over 10kg (approx. 25#) must be reported to PEP if the spill resulted from equipment failure, error, or deliberate action/inaction 	
<ul style="list-style-type: none"> ■ Containers must be protected from sparks, flames, excessive heat, physical damage, electrical contact and corrosion (WCB) 	
<ul style="list-style-type: none"> ■ Every steel tank shall be kept painted 	
<ul style="list-style-type: none"> ■ Ensure suitable bonding between tank and equipment to prevent static charges 	

Person Completing Inspection: _____ Inspection Date: _____
 Tank Capacity (L): _____ Tank SIN/ID#: _____ Date of Last Test: _____

Propane Cylinders

Assessment: A = Adequate; NA= Not Applicable; N= Not Adequate; NI = Not inspected

Canfor Standard	Assessment
<ul style="list-style-type: none"> ■ Refillable cylinders shall be manufactured, tested, inspected, and marked in accordance with CSA-B339, B340 and appropriate TDG regulations <ul style="list-style-type: none"> ➢ Painted with light reflective colors ➢ Provided with an appropriate cylinder and pressure relief valve ➢ Cylinders < 20kg (45 lbs) must be equipped with a gas-tight plug, cap, or similar effective seal 	
<ul style="list-style-type: none"> ■ Every 10 years, refillable cylinders must be inspected, re-qualified, and re-marked at a licensed facility 	
<ul style="list-style-type: none"> ■ Cylinders whose interior space is exposed to the atmosphere must be purged (i.e. removal of the cylinder valve during service) 	
<ul style="list-style-type: none"> ■ Cylinders must be set on a firm level weatherproof base and equipped with flexible connectors 	
<ul style="list-style-type: none"> ■ Cylinder relief valves shall be positioned: <ul style="list-style-type: none"> ➢ Not less than 1 meter (3 ft.) horizontally from any building opening ➢ Not less than 3 meters (10 ft.) from any source of ignition 	
<ul style="list-style-type: none"> ■ When small cylinders (20kg or less) are not in use, gas-tight plugs or caps will be used 	
<ul style="list-style-type: none"> ■ Cylinders shall not be stored or used inside any structure, under fire escapes, stairways, or ramps that are used as means of egress from a building 	
<ul style="list-style-type: none"> ■ Cylinders in storage shall not be exposed to temperatures in excess of 50°C (125°F) and must have the cylinder valve closed 	
<ul style="list-style-type: none"> ■ Cylinders in storage must be separated as follows: <ul style="list-style-type: none"> ➢ May be installed adjacent to combustible or flammable containers if those containers are equal to or less than 250 litres ➢ 1 meter (3 ft.) from other flammable compressed gas containers ➢ 6 meters (20 ft.) from flammable/combustible liquids, oxidizing/corrosive/toxic gas containers 	
<ul style="list-style-type: none"> ■ Cylinders must be: <ul style="list-style-type: none"> ➢ Stored in a secure area free from tampering and in an area free of vehicular or mobile equipment travel unless protected by a barrier ➢ Stored outdoors when not in use 	
<ul style="list-style-type: none"> ■ Must be equipped with a collar designed to protect the cylinder valve when in use 	
<ul style="list-style-type: none"> ■ Cylinders that are damaged, leaking, corroded, or due for prescribed re-examination shall not be filled 	
<ul style="list-style-type: none"> ■ Valves on a cylinder shall be protected from damage by a ventilated cap, collar, or appropriate recess 	
<ul style="list-style-type: none"> ■ During transport, must be kept away from open flame or direct heat 	
<ul style="list-style-type: none"> ■ Cylinders shall not be transported within a vehicle except when the vehicle is provided with a means to vent the cylinder space to the outside 	
<ul style="list-style-type: none"> ■ A cylinder being transported shall be secured to prevent damage 	
<ul style="list-style-type: none"> ■ Cylinders shall not be installed within a secondary containment area for flammable or combustible liquids 	
<ul style="list-style-type: none"> ■ Cylinders must be secured to prevent falling or rolling during storage and use and, where practicable, kept in the upright position (WCB) 	
<ul style="list-style-type: none"> ■ Empty cylinders must be identified as empty and stored separately from other compressed gas cylinders (WCB) 	

<input checked="" type="checkbox"/> Legal Standard	<input type="checkbox"/> Canfor Recommended Practice	<input type="checkbox"/> Information
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Person Completing Inspection: _____ Inspection Date: _____
 Tank Capacity (L): _____ Tank SIN/ID#: _____ Date of Last Test: _____

Propane Tanks and Tank Systems

Assessment: A = Adequate; NA= Not Applicable; N= Not Adequate; NI = Not inspected

Canfor Standard	Assessment
<ul style="list-style-type: none"> ■ Tanks shall be manufactured, tested, inspected, and marked in accordance with CSA-B339, B340, B622, and B620 and appropriate TDG regulations <ul style="list-style-type: none"> ➢ Painted with light reflective colors ➢ Provided with appropriate shutoff and pressure relief valves 	
<ul style="list-style-type: none"> ■ Shall have a design pressure of not less than 250 psig (1750 kPa) and be in accordance with CSA B-51 standard 	
<ul style="list-style-type: none"> ■ A tank or tanks with aggregate capacity > 7500 L must be installed: <ul style="list-style-type: none"> ➢ A minimum of 7.5m (25 ft) horizontally from an overhead power line ➢ A minimum of 1.5m (5 ft) horizontally from an underground power line 	
<ul style="list-style-type: none"> ■ When a tank is installed in a location that does not afford reasonable protection from motor vehicle damage, it shall be protected by posts or guardrails 	
<ul style="list-style-type: none"> ■ Tanks and associated equipment must be located not less than 7.5 m (25 ft) from drains, sewers, pits, etc. 	
<ul style="list-style-type: none"> ■ In general, tanks must be separated as follows: <ul style="list-style-type: none"> ➢ If the propane tank is < 475 litres, it may be installed adjacent to combustible or flammable containers (if those containers are not exceeding 1150 L in capacity) ➢ 1 meter (3 ft) from other flammable compressed gas containers ➢ 6 meters (20 ft) from flammable/combustible liquids, oxidizing/corrosive/toxic gas containers 	
<ul style="list-style-type: none"> ■ When liquid connections of horizontal or vertical tanks are manifolded together, the tops of the tank shall be at the same horizontal level 	
<ul style="list-style-type: none"> ■ Valves <ul style="list-style-type: none"> ➢ Relief valves shall be spring loaded and meet provincial and CSA requirements ➢ Relief valves shall be arranged to minimize the potential for tampering ➢ A loose-fitting rain cap will be provided for all tank relief valves ➢ Every tank shall have the filling connection equipped with a suitable back check valve, excess flow valve, or combinations of the two. Tanks in excess of 200 lbs (90kg) have more stringent requirements. 	
<ul style="list-style-type: none"> ■ Tank supports <ul style="list-style-type: none"> ➢ Horizontal tank < 7500 L must be mounted on a maximum of two supports in the form of surface piers, blocks, steel beams, or a skid frame designed to accommodate the load ➢ Horizontal tanks > 7500 L must be mounted as above with the footings located below the frost line, have corrosion protection on the contact points of the tank, and have a clearance of not less than 24 inches between tank and grade level 	
<ul style="list-style-type: none"> ■ A tank under 300 lbs (135 kg) water capacity may be filled by weight 	
<ul style="list-style-type: none"> ■ Transfer hoses used for loading/unloading must be disconnected immediately after use 	
<ul style="list-style-type: none"> ■ During transport, must be kept away from open flame or direct heat 	
<ul style="list-style-type: none"> ■ Storage tanks being transported will be secured to prevent movement on the trailer 	
<ul style="list-style-type: none"> ■ Propane content during transport will not exceed 5% of the water capacity of the tank 	
<ul style="list-style-type: none"> ■ Lifting lugs on tanks will not be used when contents exceed the 5% content requirement 	
<ul style="list-style-type: none"> ■ Access to filling connections located in excess of 1.5 m (5 ft) above grade shall be provided by steel or concrete step(s) 	
<ul style="list-style-type: none"> ■ At locations where propane is dispensed, provide adequate lighting for the tank area 	
<ul style="list-style-type: none"> ■ Fire fighting capability will be provided (i.e. 20-BC fire extinguishers) 	
<ul style="list-style-type: none"> ■ "No Smoking" signs will be prominently displayed at all entrances and points of transfer 	

APPENDIX 1 – Fuel Storage Risk Assessment Table

For Land Based Fuel Tanks, Storage Facilities or Caches

Tank Location: _____ Inspector: _____

Inspection Date: _____

Risk Identification	Risk Rank High	Risk Rank Medium	Risk Rank Low	Assigned Numerical Value
Numerical Value	3	2	1	
Distance to nearest water course	Less than 50m	50m -100m	Greater than 100m	
Amount of traffic	High traffic logging road, close to traffic (Main Line)	Through logging road, little traffic	Logging road, no through traffic, little traffic	
Volume of fuel stored at the site	Greater than 4500L	500 L- 4500 L	Less than 500 L	
Duration the tank / cache is in present location	Greater than 45 days	11-45 days	Less than 11 days	
Characteristic of soil at the fuel tank / cache location	Porous or unknown	Semi-porous	Non-porous clay/bedrock/frozen	
Slope of terrain surrounding the fuel tank / cache site	Greater than 6% slope	2%-6% slope	Less than 2% slope	
Number of times the fuel facility is used per day	Greater than 12 times per day	6 -12 times per day	Less than 6 times per day	
Type of tank & spill containment in use	Tank with no secondary containment	Tank with secondary containment	Tank with secondary containment and additional spill controls (i.e. berms, sloped to a sump)	
Spill Training	Operators spill training more than 4 years old	Operators spill training 2-3 years old	Operators trained within past 2 years	
Distance to additional spill response equipment	Greater than 60 minutes	15 - 60 minutes	Less than 15 minutes	
Risk Value	Add the Assigned Numerical Values			

Spill Control Measures Determination

Numerical Value Total	Risk Ranking	Additional Spill Control Measures Required
Less than 12 points	Low Risk	None
12 – 23 points	Medium Risk	No additional spill control required, but should be considered.
Greater than 23 points	High Risk	Move tank or provide additional spill control measures.

APPENDIX 2 – Labels

DIESEL FUEL CARBURANT DIESEL

HEALTH HAZARDS
Exposure to liquid or vapour may cause:

- dizziness
- eye and skin irritation
- central nervous system depression
- kidney and liver damage (prolonged exposure)

FIRST AID
Flush eyes with water for 15 minutes - consult physician. Wash skin with soap and water. Move patient to fresh air. Provide CPR and oxygen, if necessary - consult physician. If swallowed do not induce vomiting - consult physician.



SPECIAL PRECAUTIONS
Use with adequate ventilation. Store away from heat and ignition sources. Eye protection required. Respiratory protection may be required. Ground container when transferring product. Do not swallow or inhale. Protective gloves required. Good personal hygiene is extremely important. Wear specified protective clothing to prevent skin contact.

RISQUES POUR-LA SANTE
Le liquide ou les vapeurs peuvent causer:

- des étourdissements;
- l'irritation des yeux et de la peau;
- la dépression du système nerveux central;
- des dommages aux reins et au foie (contact prolongé);

PREMIER SOINS
Rincer les yeux avec de l'eau pendant 15 minutes; consulter un médecin. Laver les parties touchées avec de l'eau et du savon. Sortir la personne indisposée. Pratiquer la réanimation cardio-respiratoire et donner de l'oxygène, au besoin; consulter un médecin. En cas d'ingestion, ne pas faire vomir; consulter un médecin.

PRECAUTIONS SPECIALES
Utiliser dans un endroit bien aéré. Ranger loin des sources de chaleur et d'inflammation. Protection des yeux nécessaire. Il peut être nécessaire d'utiliser un respirateur. Mettre le contenu à la terre lorsqu'on transfère le produit. Eviter d'ingérer ou d'inhaler. Gants de protection nécessaires. Il est essentiel d'avoir une bonne hygiène personnelle. Porter les vêtements de protection indiqués pour empêcher tout contact avec de la peau.

SEE MATERIAL SAFETY DATA SHEET VOIR LA FICHE TECHNIQUE SANTÉ-SECURITÉ

WILSON SIGNS (403) 236-8330 or wilsigns@telusplanet.net



Fuel, Diesel



Flammable Gases - Liquefied Petroleum Gases Mixes that are primarily Propane and Butane Class 2 UN#1075

ULC Tank labels

What information must be on the label?

Each label must contain the manufacturer's name, metal thickness, fuel capacity, serial number, and the complete year of manufacture. If any of this information is missing or incomplete the tank cannot be inspected.

Example:



Fuel Management example for tidy tank



Drip containment Examples



APPENDIX 3 - Canfor FMS Spill Kit Standards

Location of Kit	Recommended Spill Kit Contents
<ul style="list-style-type: none"> ➤ On all heavy logging equipment ➤ All Logging trucks, lowbeds, hiabs 	<ul style="list-style-type: none"> • Round nose shovel or equivalent • 5 - 18"X18" absorbent pads or equivalent • 5 – universal grey absorbent pads for antifreeze • Heavy Duty plastic garbage bag or equivalent
<ul style="list-style-type: none"> ➤ All pick up trucks carrying auxiliary fuel ➤ All fuel caches <p>Note: for single container or combined volumes > 100 liters</p>	<ul style="list-style-type: none"> • Round nose shovel • 10 - 18"X18" absorbent pads or equivalent • 2 – 3"x48" absorbent socks • 1 – small container of bio-remediation agent (i.e. Oil Gator) • 1 – small container of stop leak putty or crystals (i.e. Plug N' Dyke) • Heavy Duty plastic garbage bag or equivalent • Vehicle requires 5 – universal grey absorbent pads for antifreeze • Personal Protective equipment (not part of kit)
<ul style="list-style-type: none"> ➤ Mobile tanks on trailers ➤ Stationary designed tanks ➤ Fuel trucks <p>Note: for single container or combined volumes > 600 liters</p>	<p><i>This kit should accompany or be in close proximity to the fuel tank or containers</i></p> <ul style="list-style-type: none"> • Round nose shovel • 20 – 18"x18" absorbent pads or equivalent • 6 - 3"X48" absorbent socks • 1 – large container of bio-remediation agent (i.e. Oil Gator) • 1 – large container of stop leak putty or crystals (i.e. Plug N' Dyke) • 1 – 20'X20' tarp (or equivalent size in square feet) • 2 - Heavy Duty plastic garbage bag or equivalent • Hatch Locks (fuel trucks only) • Personal Protective equipment (not part of kit)
<ul style="list-style-type: none"> ➤ Permanent aboveground facility ➤ Stationary dispensing stations maintained in one location for > one year duration <p>Note: for single container or combined volumes > 8000 liters</p>	<ul style="list-style-type: none"> • 2 – round nosed shovels • 6 - 18"X18" absorbent pillows • 6 - 3"X48" absorbent socks • 30 – 18"x18" absorbent pads • 2 – 20'X20' tarps • 1 – large container of bio-remediation agent (i.e. Oil Gator) • 1 – large container of stop leak putty or crystals (i.e. Plug N' Dyke) • 100' nylon rope • Container(s) sufficient to hold used absorbent material • 10 empty sandbags • 2 – 4"X5' PVC pipe with connectors • Personal Protective equipment (not part of kit)

Spill Kits must be 100% compliant

Notes: Personal Protective equipment could include the following:

- 1) Protective gloves, 2) eye protection, 3) eyewash kit, 4) basic First Aid kit

Canfor trucks only require spill kits if they are carrying auxiliary fuel (this includes gerry cans and transporting fuel drums). The spill kit content requirement is listed above: "Pickup truck carrying auxiliary fuel"

APPENDIX 4 - Spill Response Procedures (From & For EPRP)

Step 1: Ensure Safety First

- Warn people in the immediate vicinity. Evacuate the area if necessary.
- Take precautionary measures such as enforcing No Smoking and extinguishing any flame.

Step 2: Stop the Product Flow / Prevent Fire

- Act quickly but ensure personal SAFETY FIRST (Use Protective Clothing)
- Shut off pumps or other equipment, close valves, etc.
- Shut off motors, electrical circuits, naked lights, etc. in case the spill product is flammable.

Step 3: Contain the Spill

- Block off drains, culverts, ditches.
- Surround spill with earth, peat, straw, sand, booms, and commercial absorbents.
- Determine amount and type of product spilled.
- Be safe, take safety precautions as needed (e.g. goggles, gloves, rubber boots, coveralls)

Step 4: Report the Spill to Canfor Supervisor

- Notify your Canfor Supervisor for spills of petroleum that are greater than 50 litres or chemicals (including antifreeze) greater than 5 litres on land or any amount of petroleum or chemical that is spilled into water. Provide information per the Spill Reporting Form in the EPRP.
- BC PEP to be notified by Canfor for any spills into water or any spills >100 litres on land for flammable liquids and >5 litres for antifreeze.
- Canfor Supervisor to inform Operations Manager or General Manager, Planning for PEP reportable spills in BC or Alberta Transportation /Alberta Environment in Alberta.
- BC Operations:
 - For reportable spills, if Canfor Supervisor cannot be reached, contact PEP directly at 1-800-663-3456.
 - If PEP is not available then call local police or Canadian Transport Emergency Center (CANUTEC): Telephone: (613) 996-6666.
- Alberta Operations:
 - In the event of an accidental release of dangerous goods from a means of containment, the person in possession of the dangerous goods must make an immediate report to the following agencies:
 - Local police through 911,
 - Provincial authority (Alberta Transportation) at (800) 272-9600,
 - Person's employer (if a contractor, then the contractor's employer as well as Canfor),
 - If the release is less than TDG reportable volume but the spill has an adverse effect on the environment, then Alberta Environment needs to be notified NOT Alberta Transportation, at Alberta Environment at (800) 222-6514)

Step 5: Clean-up the Spill, Carry out Restorative Action

- It is the responsibility of the person in charge of the fuel tank or cache where the spill originated to clean up the spill. Involve experts as required. All fuel spills no matter the size are required to be cleaned up and the site is to be restored.
 - Consult the MSDS on what precautions are required when handling a particular product.
 - Soak up any free product using suitable pads or absorbent material.
- In British Columbia any plan to deal with PEP reportable spills must be approved by BC Ministry of Environment authorized personnel.
- If the appropriate government agency gives its approval, and conditions are suitable, you may be able to burn the free product off.

- After the free product is cleaned up, there are 2 options for dealing with the remaining stained soil:
 1. Treat the contaminated soil in place.
 - This could involve adding Oil Gator or equivalent product to the soil and mixing it in with the contaminated soil. The objective is to get as much oil gator in contact with the contaminated soil as possible and to fluff up the soil.
 - If the material is on a road then a grader can work it into the surface material of the road.

OR

 2. Treat the contaminated soil off site.
 - Remove the contaminated soil from the site. Try to restrict the amount of material you gather up to include only that which is contaminated. Once you dig it up, it will all be considered contaminated. Take it to an approved disposal site.

Step 6: Document the Incident as required by FMS

*Note: In BC, **pesticide** will be cleaned up and disposed of according to the Integrated Pest Management Act/Regulations and the Canfor Pest Management Plan.*

*In Alberta, **pesticide** will be cleaned up and disposed of according to Alberta Environment requirements and the product label requirements.*

APPENDIX 5 –Fuel Spill Reporting

BC - Polluting Substance spilled onto or into water:

Alberta – Polluting Substance resulting in an *adverse effect on the environment

Product	Amount Spilled	Legal Reporting Standards	Canfor Reporting Standards	Remediation Action
Diesel, Hydraulic or Lubricating Oil, Grease, Gasoline, Paints, Thinners, Solvents, Aviation Fuel, Anti Freeze, Pesticides, Explosives, Other polluting substance	Any amount	BC - PEP: 1-800-663-3456 AB Transportation: 1-800-272-9600 or AB Environment: 1-800-222-6514 ** see comment after table	Complete spill report and submit to Canfor Supervisor	Isolate spilled material using booms or dykes, get specialized assistance.

Polluting Substance spilled onto land:

Product	Amount Spilled	Legal Reporting Standards	Canfor Reporting Standards	Remediation Action
Diesel, Hydraulic or Lubricating Oil, Grease, Gasoline, Paints, Thinners, Solvents, Aviation Fuel, CBluO Diesel Exhaust Fluid**	1 to 49 litres	BC – None Alberta – None, unless there are adverse effects on the environment	None	Clean up site by bioremediation or by removing the contaminated material to an approved disposal site. See Appendix 4
	BC - 50 litres to 99 litres AB – 50 litres to 199 litres	BC – None AB – None, unless there are adverse effects on the environment	Complete spill report and submit to Canfor Supervisor	
	BC - 100 litres or greater AB – 200 litres or greater	BC - PEP: 1-800-663-3456 AB Transportation: 1-800-272-9600 or AB Environment: 1-800-222-6514 ** see comment after table	Complete spill report and submit to Canfor Supervisor	

Anti Freeze	1 to 4.9 litres	None	None	Clean up site by bioremediation or by removing the contaminated material to an approved disposal site. See Appendix 4
	5 litres of product or greater	BC - PEP: 1-800-663-3456 AB Transportation: 1-800-272-9600 or AB Environment: 1-800-222-6514 ** see comment after table	Complete spill report and submit to Canfor Supervisor (App.6)	
Propane	BC - 10 kg or greater	BC - PEP: 1-800-663-3456		
	AB – any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more	AB Transportation: 1-800-272-9600 or AB Environment: 1-800-222-6514 ** see comment after table		

*Adverse effect on the environment: "Impairment of or damage to the environment, human health, safety or property".

** CBluO Diesel Exhaust Fluid is used frequently as a Diesel Exhaust Fluid NOx reducing agent. The product is not regulated for Transport. Refer to product Safety Data Sheet for appropriate means of use.

IF PEP is not available then call:

Dangerous Goods - Spills: Telephone: 1-800-663-3456 OR

Call Local police OR

Canadian Transport Emergency Centre (CANUTEC): Telephone: (613) 996-6666

Reporting Responsibility: Employer of the person making report; Owner or consignor of the dangerous goods; where a road vehicle is involved: its owner, lessee or charterer.

** NOTE: Alberta Environment and Alberta Transportation have a reciprocal reporting agreement – both 1-800 numbers take you to the same call center. Alberta Transportation should be the agency you call first and you must ask them if they will report this release to Alberta Environment. They will say YES. This is important to do as all calls are recorded and should there ever be an issue in a lost report there is a record saying that Alberta Transportation will notify Alberta Environment on your behalf.

APPENDIX 6 – Canfor Spill Report Form

Name of Reporter: _____ Telephone: _____

Company Causing Spill: _____ Telephone: _____

Date/Time of Spill: _____

Substance Spilled: _____ Quantity _____

Cause & Effect of Spill: _____

Measures Taken to Stop/Contain/Minimize Spill: _____

Description of Spill Location & Surrounding Areas: _____

Further Action Required: _____

Agencies on Site: _____

Others Notified of Spill: _____

Dated: _____

Please forward the completed form promptly to a Canfor Representative.

This form can be used to collect information for legal reporting i.e. PEP

Legal Spill Reporting Levels

Antifreeze:	5 litres
Diesel Fuel	} BC - 100 litres or more
Grease, Hydraulic Oil, Lubricating Oils	
Gasoline	} AB – 200 litres or more
Paints & Paint Thinners Solvents	
Aviation Fuel	
Pesticides *	1 kg (of product)
Explosives	Any
Other Polluting Substance(s)	200 kg
Propane	10 kg