



North Carolina Department of Environment and Natural Resources

Beverly E. Perdue, Governor

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UST SECTION

INSTRUCTIONS FOR TRAINING EMERGENCY RESPONSE OPERATORS

BEFORE TRAINING EMERGENCY RESPONSE OPERATOR

- Familiarize yourself with the training materials;
- Identify employees that will be responsible for responding to emergencies presented by a spill or release, or responding to alarms or releases from a UST system. For a UST facility that is not attended by an on-site employee (termed “unmanned facility”), this is the person who is on-call to respond to emergencies, alarms or releases at the facility;
- On the Emergency Response Placard provided, write down names and telephone numbers of the important contacts who may need to be called during an emergency or release at the facility;
- Post completed Emergency Response placard in a highly visible area in the facility. Unmanned vehicle fueling facilities must post this placard at the place where fuel is dispensed;
- Create a diagram of the facility that shows the location of the UST system components and safety and emergency response equipment;
- Post completed facility diagram in a highly visible area in the facility. Unmanned vehicle fueling facilities must post this diagram at the place where fuel is dispensed;
- Ensure that unmanned UST facilities have an automatic notification system in place that will immediately alert an emergency response operator of an emergency, alarm or release at the facility at any time; and
- As described in the North Carolina State Building Code (Fire Code, 2006 Edition, Chapter 22, Sections 2203.2 and 2204.3.3), ensure that all UST facilities have an emergency pump shutoff. An emergency pump shutoff for exterior fuel dispensers must be located within 100 feet of, but not less than 20 feet from, the fuel dispensers. Emergency controls must be of a type which is only manually resettable. Such devices shall be distinctly labeled as: EMERGENCY FUEL SHUTOFF.

TRAINING EMERGENCY RESPONSE OPERATOR

General Information

- Have employee review slides or paper copy of slides; and
- Go over slides with employee to check for understanding;

Site Specific Information

Go over all of the following with employee:

- Location of facility diagram;
- Location and function of the UST components located at the facility, including but not limited to: tank and piping equipment, dispensing equipment, leak detection monitors, and safety equipment;
- Leak detection alarms: What they look like, what they indicate and what actions to take for each type of alarm;
- Location of Emergency Response Placard and phone numbers, and who to call when;
- Recognition of emergency conditions and unusual operating conditions;
- Location and operation of emergency pump shutoff;
- Proper response to a suspected release; and
- Proper response to a confirmed release.

AFTER TRAINING EMERGENCY RESPONSE OPERATOR

- Document on UST-26 Emergency Response Operator Training Log provided. This log must be signed by both the emergency response operator who was trained and the primary operator responsible for the training and dated according to the date training was completed;
- Maintain UST-26 at facility. UST-26 form will be verified at the time of inspection; and
- Train new employees that will have emergency response responsibilities prior to their assuming those duties.