

# New Mexico Class C Underground Storage Tank Operator Facility-Specific Worksheet

The purpose of this worksheet is to document that Class C employees have been trained on facility-specific underground storage tank (UST) components as suggested in the online course Fueling Station Safety. This worksheet must be completed at the facility where the Class C operator will be working. The site's designated Class A or B operator must complete this worksheet together with the Class C operator. This worksheet must be completed **BEFORE** the Class C Operator assumes responsibility for responding to emergencies and before dispensing a regulated substance.

Class C UST Operator Name:	
UST Facility Name:	State Facility ID #:
UST Facility Address:	

I, the Class A or B UST operator, have shown or provided the Class C employee the following:

- The location of the **emergency shut off switch**.

NOTE: The emergency shut-off switch shuts off power to all the dispensers and fuel pumps. The emergency stop switch is different from the "Stop" or "All Stop" button on the point-of-sale (POS) console. The switch is required by national fire codes. Contact a qualified petroleum storage system service contractor if you cannot locate the emergency stop switch.
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- Simple **written procedures** for emergency response which includes:
  - o Procedures for overfill protection during delivery of regulated substances.
  - o Operation of the emergency shut off system and alarm response.
  - o Any site specific emergency procedures.
- The **contact number** to use to call the fire department for this facility and posted this number in a clearly visible location.
- The **list of company people** who should be notified in an emergency and posted the list in a clearly visible location.
- Posted signage** with these procedures and contacts in prominent areas of the storage tank facility that are easily visible to any person dispensing a regulated substance.
- The **tank monitor** (if applicable) and provided instructions on how to respond to various alarm messages that may appear on the display.

Note: If you do not know how to read the display or what messages to expect if there is a problem with the storage system, look in the tank monitor manual to find this information or call a qualified contractor and have him or her explain this information to you.
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## A CLASS A, B OR C UST OPERATOR MUST BE ON-SITE AT ALL TIMES DURING NORMAL BUSINESS HOURS

I hereby certify I have completed this worksheet together with the Class C employee:

Class A or B Operator Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Class A or B Operator Signature: \_\_\_\_\_

I have completed this worksheet together with my supervisor:

Class C Operator Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Class C Operator Signature: \_\_\_\_\_