

**DMI**



# FUEL MANAGEMENT FIELD GUIDE

January 18, 2011 – Rev 1.9

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# Introduction

The Fuel Management Field Guide has been prepared and endorsed by Daishowa Marubeni International Ltd - Peace River Pulp Division (DMI), Forest Resources Business Unit (FRBU) guiding fuel management activities associated with all DMI operations on both crown and private lands. The Field Guide is DMI's best interpretation and consolidation of applicable legislation and industry best practices.

The guide has been developed with the intent of providing FRBU supervisors, DMI contractors, and their employees a clear and concise outline of the legal requirements for fuel handling, transportation, and storage. The Fuel Management Field Guide consolidates both federal and provincial legislation, and is applicable at all FRBU operations to ensure conformance with the Environmental Management System (EMS) and compliance with applicable legal requirements.

The field guide focuses on all aspects of fuel management from small containers and mobile refuelling tanks to stationary fuel facilities. The field guide reflects:

## **Legislation and Regulations:**

- ⇒ Transportation of Dangerous Goods Act
- ⇒ Transportation of Dangerous Goods (TDG) Regulation
- ⇒ Alberta Fire Code
- ⇒ Federal Health Act (WHMIS)
- ⇒ Alberta Motor Vehicle Act (MVA)

## **Standards:**

- ⇒ Canadian General Standards Board (CGSB)
- ⇒ Underwriters Laboratories of Canada (UL)
- ⇒ United Nations Standards
- ⇒ Canadian Standards Association (CSA)

Nothing in this document is to be construed as waiving compliance with any applicable statutory or other legal requirement. It is the responsibility of each contractor to manage the successful implementation of these guidelines to their operations.

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# 1.0 Standard Requirements and Best Management Practices

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## 1.1 Storage

- ⇒ Containers must be filled and capped so that under normal conditions there will be no leakage that would endanger public safety.
- ⇒ Containers must be specifically designed for the product being contained.
- ⇒ Product placards/WHMIS labels are required on containers.
- ⇒ Current Material Safety Data Sheets (MSDS) must be maintained in a location available to all workers.
- ⇒ For a storage container in a pick-up or other vehicle, maintain one 20-BC or two 10-BC extinguishers.
- ⇒ A licensed inspector must inspect and tag all fire extinguishers on an annual basis.
- ⇒ Additional spill control is required for any container over 1000 litres.
- ⇒ Containers must be in good condition – not damaged, rusting, or leaking.
- ⇒ The contractor must conduct regular monthly inspections of fuel tanks to ensure requirements are met.
- ⇒ Containers must be properly sealed with proper fitting lids, bungs, or valves.
- ⇒ A DMI Forest Resources Supervisor must confirm the following when picking a fuel storage site or reviewing the location of fuel storage site chosen by a contractor:
  - That the possibility of congestion of vehicle and pedestrian traffic needing access is minimized.
  - That the storage site will avoid identified unstable areas, water-source areas, springs and seepages; steep or sustained slopes/grades; and is located on a soil type that will not permit migration/leaching of any spill (i.e. clay soil).
  - That the site is located no less than

- 6 m from any camp facility (as per the Alberta Fire Code),
  - a minimum of 300 meters from any permanent watercourse,
  - a minimum of 100 meters from any non permanent watercourse,
  - in an area that does not allow a direct flow into a watercourse, and
  - is outside the buffer of a protected feature.
- ⇒ Spill control measures should be considered for all tanks and containers (i.e. spill kits, secondary containment, location of the containers, etc). Additional spill control measures may include:
- Additional spill kit materials
  - A bermed site (earth or tarp)
  - A graded or sloped site to a natural or constructed sump where material could be recovered
  - Moving the facility to a better location
- ⇒ Secondary containment (i.e. berm) must be constructed to hold 110% of the total contents of storage tanks (both spec and non-spec tanks).
- A liner may be required if soils are permeable.
  - Snow or ice berms may be acceptable during winter operations with approval from SRD.

## **1.2 Dispensing**

- ⇒ Do not fill containers beyond their safe filling level (approximate safe level – 90%).
- ⇒ Automatic shut-off nozzles must be used when dispensing fuel and conform to the CAN/ULC-S620M Standard. (Except for drums) (An automatic shut-off nozzle is any spring-loaded device that closes when manual pressure is released)
- ⇒ Use dispensing pumps designed for the products being handled (i.e. water pumps for dispensing fuel is not allowed).
- ⇒ Dispensing pumps must be securely anchored and have collision protection around them as well as secondary containment.

- ⇒ Flammable and combustible liquids shall not be dispensed into the fuel tank if the engine is running.
- ⇒ A licensed inspector must inspect and tag all fire extinguishers on an annual basis.
- ⇒ Smoking is not permitted during dispensing operations within 7.5 meters.
- ⇒ “No Smoking” signs must be in place where flammable products are dispensed (i.e. gasoline).
- ⇒ Current MSDS must be maintained in a location available to all workers.
- ⇒ Suitable bonding between tank and equipment to prevent static charges are required.
- ⇒ Recover spills and either remove contaminated soil or treat on site.
- ⇒ Maintain a spill kit of suitable size to contain fuel spills as per the DMI spill kit requirements.
- ⇒ No gravity feed systems are permitted for dispensing fuel.
- ⇒ Dispense fuel at least 100 meters any riparian area to avoid potential spilled fuel from entering any body of water.
- ⇒ Hoses and nozzles must be maintained in good repair and not leak.
- ⇒ Nozzles must be secured within secondary drip containment when not in use.
- ⇒ Operators must stay with the nozzle at all times while dispensing fuel.

### **1.3 Transporting**

- ⇒ Containers/tanks must be secured in a manner to prevent shifting, swaying, damage, or escape from the vehicle when in transport.
- ⇒ Non-spec tanks must be emptied to < 90% and have a valid equivalent level of safety permit prior to transporting.
- ⇒ Tie down straps must have a safe combined working load rating greater than the load being secured and be marked.
- ⇒ TDG safety marks are required (labels or placards) as per TDG legislation.

## 1.4 Tank Specifications

TANK TYPE	SPECIFICATIONS	LEGAL INSPECTIONS	LABELS
Small Containers (jerry cans, pails)	<ul style="list-style-type: none"> <li>• ULC or CSA Approved</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Require WHMIS labels for dispensing</li> </ul>
Drums	<ul style="list-style-type: none"> <li>• CGSB43.146</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Require WHMIS labels for dispensing.</li> <li>• If transporting multiple drums with a combined capacity &gt; 2000 L, then:               <ol style="list-style-type: none"> <li>1. A shipping document must be completed for the goods transported.</li> <li>2. The operator must have TDG training and possess a certificate.</li> </ol> </li> <li>• The load must be placarded.</li> </ul>
Truck Box Tank <b>less than</b> 450 liters (Diesel)	<ul style="list-style-type: none"> <li>• Tanks are exempt</li> </ul>	<ul style="list-style-type: none"> <li>• Tanks do not require inspections</li> </ul>	<ul style="list-style-type: none"> <li>• Require WHMIS labels for dispensing</li> </ul>
Truck Box Tank <b>less than</b> 450 liters (Gasoline)	<ul style="list-style-type: none"> <li>• UN Standard IBC</li> <li>• CGSB43.146</li> <li>• TC 306/406 or TC 57</li> </ul>	<ul style="list-style-type: none"> <li>• Every 60 months;</li> <li>• Non-spec tanks require:               <ul style="list-style-type: none"> <li>• (K)- Leak Test</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Require WHMIS labels for dispensing</li> </ul>
Truck Box or other Tank <b>greater than</b> 450 L	<ul style="list-style-type: none"> <li>• UN Standard IBC</li> <li>• CGSB43.146</li> <li>• TC 306/406 or TC 57</li> </ul>	<ul style="list-style-type: none"> <li>• Spec tanks require leak test every 60 months <b>only</b>.</li> <li>• Non-spec tanks require:               <ul style="list-style-type: none"> <li>• (V)- External visual (annual)</li> <li>• (K)- Leak Test (annual)</li> <li>• (L)- Internal Visual (5 yrs)</li> <li>• (P)- Pressure Test (5 yrs)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Require TDG labels/placards for transport.</li> <li>• Require WHMIS labels for dispensing</li> <li>• “No smoking” signs where gas is dispensed.</li> </ul>
Fuel Trucks and Trailers	<ul style="list-style-type: none"> <li>• TC 306/406- CSA B620</li> </ul>	All Tanks Require: <ul style="list-style-type: none"> <li>• (V)- External visual (annual)</li> <li>• (K)- Leak Test (annual)</li> <li>• (L)- Internal Visual (5 yrs)</li> <li>• (P)- Pressure Test (5 yrs)</li> </ul>	<ul style="list-style-type: none"> <li>• Require TDG labels/placards for transport. (x4)</li> <li>• Require WHMIS labels for dispensing</li> <li>• “No smoking” signs where gas is dispensed.</li> </ul>
Stationary Dispensing Tanks (Not designed for fuel transport)	<ul style="list-style-type: none"> <li>• ULC- S601 Horizontal tanks</li> <li>• ULC- S630 Vertical Tanks</li> <li>• API 12B/12D Bolted/welded</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Require TDG labels/placards for transport. (x4)</li> <li>• Require WHMIS labels for dispensing</li> <li>• “No smoking” signs where gas is dispensed.</li> <li>• Tanks must be drained prior to transport and require an <b>Permit of Equivalent Level of Safety</b></li> </ul>

## 2.0 Storage Container Requirements

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### **2.1 Small Fuel Containers – Gerry Cans, Pails & Canisters (< 230 litres)**

#### **2.1.1 Storage**

- ⇒ All containers greater than 30 litres in capacity must conform to TDG requirements.
- ⇒ For a storage container in a pick-up or other vehicle, maintain one 20-BC or two 10-BC extinguishers.

#### **2.1.2 Dispensing**

- ⇒ Smoking is not permitted during dispensing operations within 7.5 meters.
- ⇒ Maintain a spill kit of suitable size to contain fuel spills as per the DMI spill kit requirements as outlined in Appendix 1.

#### **2.1.3 Transporting**

- ⇒ Containers/tanks must be secured in a manner to prevent shifting, swaying, damage, or escape from the vehicle while in transport.
- ⇒ TDG and WHMIS Safety marks are required (labels or placards)
- ⇒ If multiple containers are carried on the vehicle and the combined capacity exceeds 2000 litres, the following conditions apply:
  - A shipping document must be completed for the goods hauled
  - The operator must have TDG training and possess a certificate.
  - The load must be placarded
- ⇒ Maintain containers in an upright position and follow securing requirements.

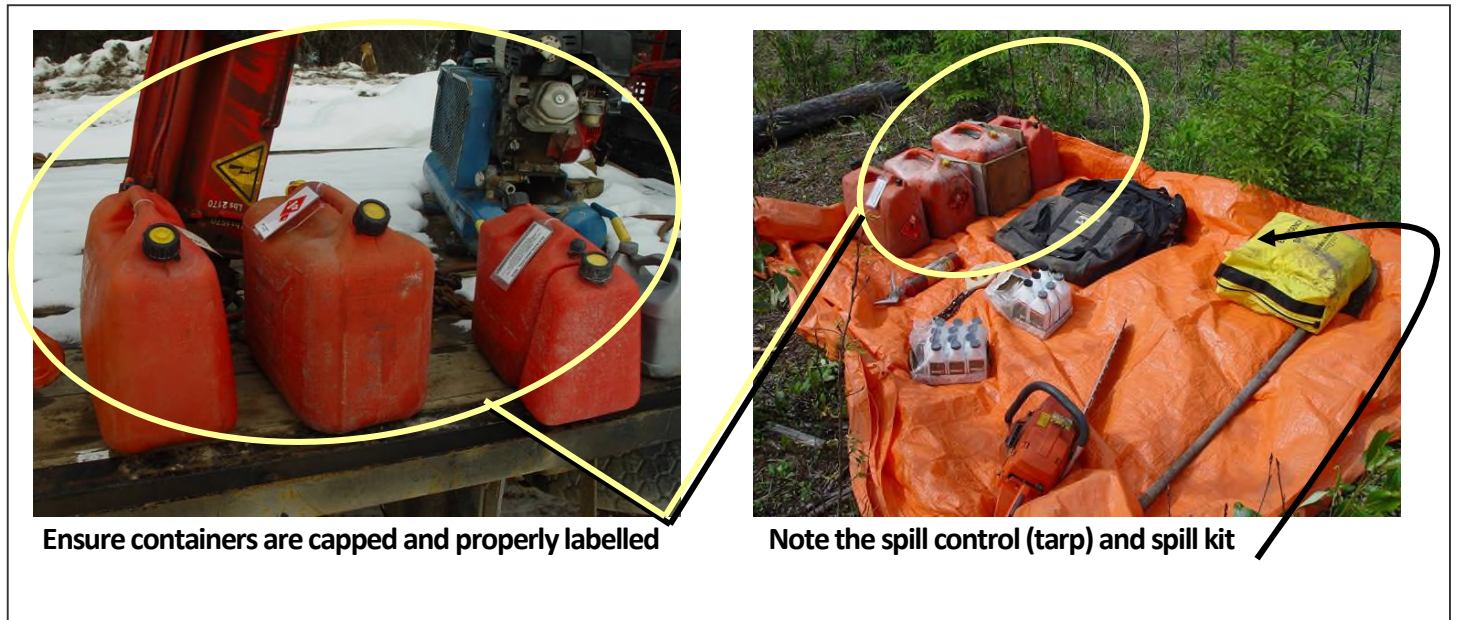


Figure 1. Examples of Small container Requirements

## 2.2 Small Fuel Containers – Drums (<230 litres)

### 2.2.1 Storage

- ⇒ Drum inventory must be rotated and replaced as necessary to ensure conformance to new CGSB standard.
- ⇒ Store partial drums of fuel on their sides with the bung above the level of the liquid.
- ⇒ Return empty containers to suppliers or recycling facilities.

### 2.2.2 Dispensing

- ⇒ Smoking is not permitted during dispensing operations within 7.5 meters.
- ⇒ A pump or self-closing valve is required when dispensing from a drum (nozzle not required with the pump)
- ⇒ Store the hose above the pump to avoid siphoning
- ⇒ For non-enclosed sites, maintain one 20 lbs. BC-rated fire extinguisher when dispensing fuel

⇒ Maintain a spill kit of suitable size to contain fuel spills as per the DMI spill kit requirements as outlined in Appendix 1.

### **2.2.3 Transporting**

⇒ Containers/tanks must be secured in a manner to prevent shifting, swaying, damage or escape from the vehicle when not in use.

⇒ TDG safety marks are required (labels or placards)

⇒ If multiple containers are carried on the vehicle and the combined capacity exceeds 2000 litres, the following conditions apply:

- A shipping document must be completed for the goods hauled
- The operator must have TDG training and possess a certificate.
- The load must be placarded

⇒ Maintain containers in an upright position and follow securing requirements

⇒ Drums must be:

- Stacked on their ends
- Separated by dunnage
- Protected by sides, sideboards, or stake on the vehicle

## **2.3 Intermediate Fuel Containers – Truck Box Tanks (Tidy/Slip Tanks)**

### **2.3.1 Storage**

⇒ Labels must be visible from the outside of the unit

⇒ Maintain one 20-BC or two 10-BC extinguishers

⇒ Adequate ventilation must be available if stored within an enclosed unit (tool crib, canopy, etc.)

⇒ Place a plywood or rubber mat under the tank to prevent wear or damage to the tank

⇒ If tanks are removed from the vehicle and placed on the ground, the following requirements apply:

- Collision protection will be provided
- Spill control will be installed (secondary containment) unless the tank is marked “empty”
- Breakaway valves will be installed in the fuel hose if the unit is used for dispensing

⇒ Spill control measures (i.e. secondary containment) are not required for tanks mounted and secured to a vehicle

### **2.3.2 Dispensing**

⇒ Automatic shut-off nozzles must be used when dispensing fuel and conform to the CAN/ULC-S620M Standard. *(An automatic shut-off nozzle is any spring-loaded device that closes when manual pressure is released.)*

⇒ Ensure suitable bonding between tank and equipment to prevent static charges.

⇒ Maintain one 20-BC or two 10-BC extinguishers at fuel dispensing tank.

⇒ Take precautions to prevent spills

⇒ Operators must stay with the nozzle at all times while dispensing fuel.

⇒ Maintain a spill kit of suitable size to contain fuel spills as per the DMI spill kit requirements as outlined in Appendix 1.

### **2.3.3 Transporting**

⇒ For tanks less than 450 litres a spec or non-spec tank may be used. This tank capacity is exempt from the UN Standard requirements

⇒ A spec tank is required for all tanks > 450 L and must be designed and constructed to a design standard specification and must bear a visible and legible safety mark of that standard (i.e. UN 31 A)

⇒ Use a pressure relief cap that meets manufacturers design specifications

⇒ If multiple tanks are carried on the vehicle and the combined capacity exceeds 2000 litres, the following conditions apply:

- A shipping document must be completed for the goods hauled

- The operator must have a TDG training and possess a certificate
- The load must be placarded and visible on four sides

## **2.4 Large Fuel Containers (> 3000 litres)**

### **2.4.1 Storage**

- ⇒ Containers must be free from rust, severe dents, and leaks.
- ⇒ All TDG Tanks (tanks designed to transport fuel) must be designed, constructed, and/or tested to a design standard and must bear a visible and legible safety mark ("Spec" Tank).
- ⇒ Aboveground stationary tanks > 2500 litres in a fixed location for more than one year require registration.
- ⇒ Additional spill control (secondary containment) is required for any container with a capacity over 1000 litres.
- ⇒ Fuel must be stored at a minimum 6 meters from any temporary or permanent camp.
- ⇒ Tank location must be in accordance with FR-E002 Fuel Handling and Storage Guidelines.
- ⇒ Close and lock valves when the dispensing station will be left unattended for extended periods of time.

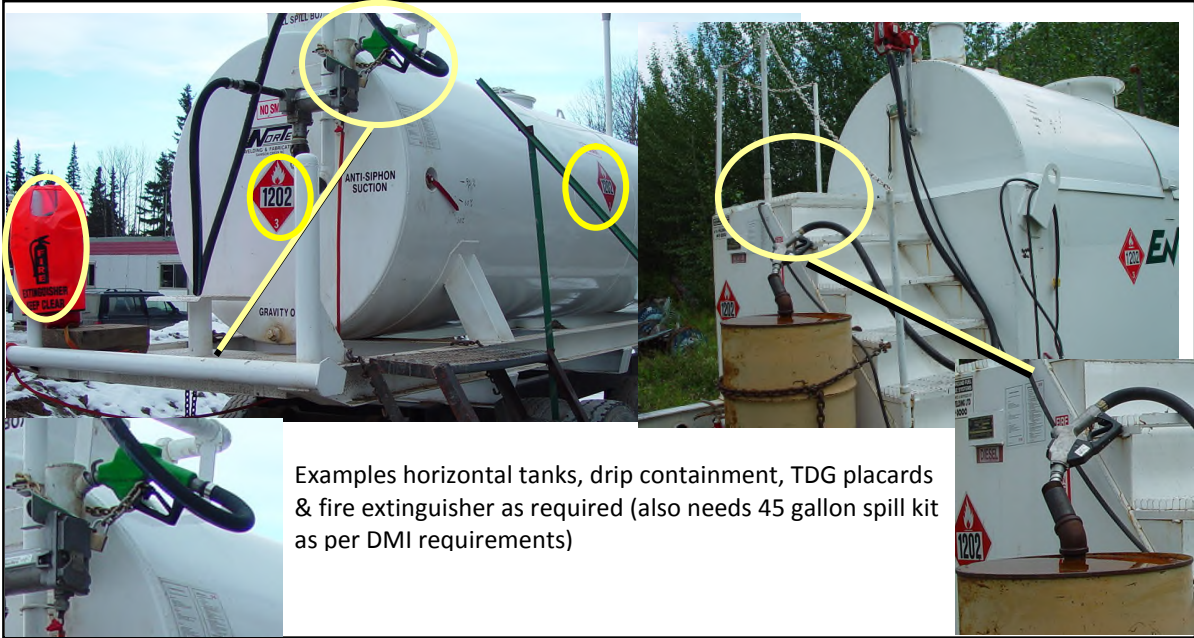
### **2.4.2 Dispensing**

- ⇒ Automatic shut-off nozzles must be used when dispensing fuel and conform to the CAN/ULC-S620M Standard. (An automatic shut-off nozzle is any spring-loaded device that closes when manual pressure is released). When not in use, nozzles must have drip containment (secondary containment).
- ⇒ Ensure suitable bonding between tank and equipment to prevent static charges.
- ⇒ Maintain one 20-BC or two 10-BC extinguishers at fuel dispensing tank.
- ⇒ Take precautions to prevent spills
- ⇒ Operators must stay with the nozzle at all times while dispensing fuel.
- ⇒ Provide collision protection through barriers.

- ⇒ Dispensing hoses must be equipped with break away valves
- ⇒ Gravity-feed mobile or stationary tanks used for dispensing are prohibited from use.
- ⇒ Hoses must be stored off the ground when not in use (i.e. retractor, hose reel, hook system)
- ⇒ Maintain a spill kit of suitable size to contain fuel spills as per the DMI spill kit requirements as outlined in Appendix 1.

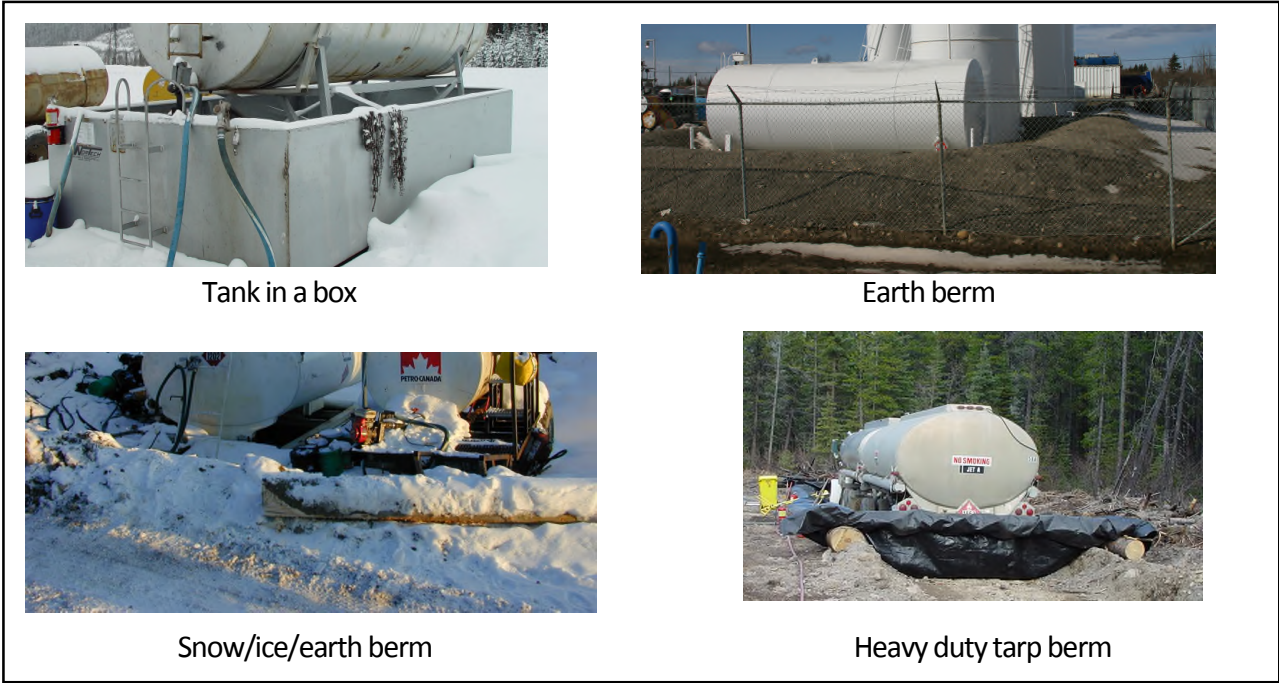
### **2.4.3 Transporting**

- ⇒ Trailers used to transport fuel tanks (TDG mobile or Stationary tanks) on public roads must meet Motor Vehicle requirements (i.e. GVW, brakes, lights, axles, etc)
- ⇒ Non-spec tanks must be emptied prior to moving comply with TDG Permit for Equivalent level of Safety SH 7544.
- ⇒ For TDG tanks with capacities exceeding 2000 litres, the following conditions apply:
  - A shipping document must be completed for the goods hauled,
  - The operator must have a TDG training and possess a certificate,
  - The load must have placards on all four sides.
- ⇒ When transporting empty, the shipping document must indicate the last contained residue
- ⇒ Stationary tanks and tanks on trailers must be mounted to a skid or securely mounted in a cradle on a fire-resistant foundation.



Examples horizontal tanks, drip containment, TDG placards & fire extinguisher as required (also needs 45 gallon spill kit as per DMI requirements)

**Figure 2. Examples of Storage Tank Requirements > 3000 L**



Tank in a box

Earth berm

Snow/ice/earth berm

Heavy duty tarp berm

**Figure 3. Examples of Secondary Containment for Stationary Tanks > 1000 L**

## **2.5 Fuel Trucks (>3000 litres)**

### **2.5.1 Storage**

- ⇒ Fuel truck tanks must be integrally mounted to the unit in accordance with Motor Vehicle standards.
- ⇒ Maintain one 20-BC or two 10-BC extinguishers on the fuel truck
- ⇒ All tanks greater than 450 l must be designed constructed and/or tested to a design standard specification and have a visible and legible safety mark. (See flow chart in Appendix 2 for specific Tank Standards).

### **2.5.2 Dispensing**

- ⇒ Dispensing diesel fuel directly from a fuel truck into the equipment is permitted in outdoor locations.
- ⇒ Automatic shut-off nozzles must be used when dispensing fuel and conform to the CAN/ULC-S620M Standard. (An automatic shut-off nozzle is any spring-loaded device that closes when manual pressure is released). When not in use, nozzles must have drip containment (secondary containment).
- ⇒ Maintain one 20-BC or two 10-BC extinguishers at fuel dispensing tank.
- ⇒ Take precautions to prevent spills.
- ⇒ Operators must stay with the nozzle at all times while dispensing fuel.
- ⇒ Provided collision protection through barriers or safe location.
- ⇒ Install break away valves in the dispensing hose unless the hose is retracted on a hose reel.
- ⇒ Hoses must be stored off the ground when not in use (i.e. retractor, hose reel, hook system).
- ⇒ Maintain a spill kit of suitable size to contain fuel spills as per the DMI spill kit requirements as outlined in Appendix 1.

### **2.5.3 Transporting**

- ⇒ Fuel truck tanks must be integrally mounted to the unit in accordance with Motor Vehicle standards.

- ⇒ Fuel trucks used to transport products on public roads must meet Motor Vehicle requirements (i.e. GVW, brakes, lights, axles, etc).
- ⇒ When transporting products in fuel trucks, a shipping document and driver TDG training is required.
- ⇒ When transporting empty, the shipping document must indicate the last contained residue.

## **2.6 Inspections**

- ⇒ Fuel storage locations will be inspected in accordance with the Project Supervision Procedure (FR-G002), and documented on the Industrial Waste, Fuel, and Facility Inspection Report Form (CHK-011).
- ⇒ Each fuel storage site will be inspected immediately following completion of 'set up' and a closing inspection prior to or upon abandonment.
- ⇒ Monthly inspection will occur where the tenure of the facility permits such a frequency.
- ⇒ Requirements for follow up and corrective action plans are to be reported and documented on the Industrial Waste, Fuel, and Facility Inspection Report Form (CHK-011).

## **2.7 Emergency Response**

- ⇒ Response to accidental spills or releases will be conducted in accordance with FR-E001, Accidental Spills or Releases and FRBU's Emergency Preparedness and Response Plan.
- ⇒ Any release of fuels over 20 l is reportable to DMI in accordance with the Incident Reporting Guidelines (FR-G013).
- ⇒ A release of any substance in any quantity into a watercourse is IMMEDIATELY reportable to DMI.

## 2.8 Summary of Spill Reporting Guidelines

Product	Immediate Release Reporting Requirements To:		
	Alberta Transportation	Alberta Environment	DMI Forest Resources
Diesel/ Gasoline	200 L+	200 L +, or may have an adverse effect on environment	20 L
Used Oil & Filters	20 litres or 20 Kg	20 L + or 20 Kg, or may have an adverse effect on environment	20 L
Glycols & Hydraulic Fluids	N/A	Not regulated. Report any amount that may have an adverse effect on environment	20 L
Compressed Gasses	Any quantity that could pose a danger to public safety or any sustained release of 10+ min	100 litres +, or may have an adverse effect on environment	20 L
Herbicide	N/A	1L= of concentrate pesticide	Same as AENV Limits

# Appendix A- DMI Spill Kit Requirements

DMI requires the following list of Emergency Spill Response Equipment be available on site. The spill response equipment needed to respond to any spill will be dependent on factors such as the environment, the time of year, and type of incident. This equipment list is therefore the minimum requirement; additional equipment may be required when working in high-risk areas. An initial risk assessment (including environmental, safety and spill impact) should be made to further identify additional response equipment.

OPERATING EQUIPMENT	RECOMMENDED MINIMUM SPILL KIT CONTENTS
DMI (Field Staff) & Contractor Pick-up Trucks (Field Staff)	<ul style="list-style-type: none"> <li>• Round pointed shovel</li> <li>• 3- 18" x 18" absorbent pillows or 7- 18" x 18" absorbent pads</li> <li>• Gloves</li> <li>• Plug &amp; Dyke (or equivalent product) patty</li> <li>• Heavy duty garbage bag</li> </ul>
Pick-up truck with < 450 L of fuel in small containers, tidy tank or transporting petroleum products.	<ul style="list-style-type: none"> <li>• Round pointed shovel</li> <li>• 3- 18" x 18" absorbent pillows or 7- 18" x 18" absorbent pads</li> <li>• Gloves</li> <li>• Plug &amp; Dyke (or equivalent product) patty</li> <li>• Heavy duty garbage bag</li> </ul>
Pick-up truck with < 900 L but < 1250 L of fuel in, tidy tank (s) or transporting petroleum products.	<ul style="list-style-type: none"> <li>• Round pointed shovel</li> <li>• 6- 18" x 18" absorbent pillows or 14- 18" x 18" absorbent pads</li> <li>• Gloves</li> <li>• Plug &amp; Dyke (or equivalent product) patty</li> <li>• 2 Heavy duty garbage bag</li> </ul>
Chip, Logging, Gravel, Water, Low bed, etc. trucks	<ul style="list-style-type: none"> <li>• 3- 18" x 18" absorbent pillows or 7- 18" x 18" absorbent pads</li> <li>• Gloves</li> <li>• Plug &amp; Dyke (or equivalent product) patty</li> <li>• Heavy duty garbage bag</li> </ul>
Logging/Road Building Equipment (Bunchers, Excavators, Skidders, Graders, etc.)	<ul style="list-style-type: none"> <li>• 3- 18" x 18" absorbent pillows or 7- 18" x 18" absorbent pads</li> <li>• Gloves</li> <li>• Plug &amp; Dyke (or equivalent product) patty</li> <li>• Heavy duty garbage bag</li> </ul>
Mobile Fuel Trailers, Stationary Tanks and Portable Chippers where the total capacity of fuel stored is >900 L	<ul style="list-style-type: none"> <li>• Round pointed shovel and Pulaski</li> <li>• 45 Poly Drum Response Kit (minimum contents):               <ul style="list-style-type: none"> <li>○ 75- 18" x 18" white absorbent pads</li> <li>○ 6- 3" x 4' absorbent socks/booms</li> <li>○ 5 lbs of "Oil Gator" (or equivalent product)</li> <li>○ PVC gloves and safety goggles</li> <li>○ 1 lb jar of Plug N' Dyke (or equivalent product)</li> <li>○ 5 Heavy duty garbage bags</li> </ul> </li> </ul>