

Douro-Dummer Fire Services Policy

Policy: 2.16

Date: April 2026

Revised Date:

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Section: Operations

Subject: Fuel Policy Procedure

Purpose: To provide direction when dispensing, transporting and reporting of spills at the fuel yards where fuel is stored and dispensed

Scope: This policy is for all fire personnel.

Policy: Fuel Handling

Dispensing site Addresses: Warsaw Depot: 1422 County Road 4
Ptbo. County Douro Depot: 713 County Rd. 4

Safe Operating Procedures

- Turn off ignition / main disconnect switch before fueling
- No smoking, open flames, cell phone usage or other sources of ignition within 3 meters of fuel pump, fuel tank or fuel island
- Observe location and instruction for fire extinguishers and emergency shut-off switches
- Note the location of the posted emergency telephone numbers at the site
- Do not block open the dispensing nozzle. If no "hold open" latch is provided, the nozzle must be held open by hand
- Driver must remain with the vehicle while fueling
- To avoid spillage, ease up on the nozzle trigger when filling the top portion of the tank

Transporting Containers:

- **Containers:** Use only approved, jerry cans/containers.
- **Positioning:** Always place containers upright and secured to prevent movement.
- **Location:** Store in the trunk or open truck bed. Avoid transporting gasoline in the passenger compartment.
- **Ventilation:** Ensure gasoline fumes do not accumulate. Keep containers out of direct sunlight.

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- **Handling:** Turn off engines and avoid smoking or open flames when filling containers.
- **Quantity Limits:** In accordance to Transport of Dangerous Goods, we are limited to transporting 100 liters of gasoline in portable containers in one apparatus.

Emergency Procedures – In Case of Any Spill

1. Shut off the flow of fuel
2. Press Emergency Shutoff button or Shut key lock at the cardlock panel to shut off power to the dispensers
3. Eliminate/keep away ignition sources (cigarettes, open flames, running engines, cell phone usage, etc.)
4. Do not start vehicle
5. Use emergency numbers posted at the site to report the emergency and get help
6. Use the absorbent material provided to contain a spill
7. Avoid contact with fuel and do not enter the area of the spill
8. Contact Douro-Dummer Public Works for Warsaw Fuel depot.
9. Contact Number posted at fuel pumps for Ptbo. County Douro fuel depot.
10. Notify Ministry of Environment, Spills Action Centre 1-800-268-6060 (24 Hours) in accordance with the **Spill Notification Criteria** as described below:

Spill Notification Criteria:

- **100 Litres or more:** At sites **restricted** from public access (e.g., bulk facility, private commercial property, residential properties).
- **25 Litres or more:** At sites with **public access** (e.g., retail service station, marina).
- **Any amount:** If the spill enters a waterway, sewer, or causes an adverse effect (e.g., threatens public safety, damages the environment)
- **Source Water Protection Area (SWPA):** The two fill sites are not in a SWPA, but if a spill occurs in an SWPA area, follow procedure in B.P. 9.01

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Contacts:

Douro-Dummer Warsaw PW, Depot – 24 hour Emergency number for Douro-Dummer Public Works: (705) 926-0214

Peterborough County PW, Douro Depot: 435 county rd. 4 – contact is posted at the fuel pumps by key lock.

Emergency Services (Fire Department, Police and Ambulance): 9-1-1

Ministry of Environment, Spills Action Centre (24 Hours): 1-800-268-6060

Technical Standards & Safety Authority (TSSA): 1-416-325-2000
1-877-682-8772 Toll Free