

Driver responsibility

The safety of our customers and staff is paramount. As an NFN Cardholder we want to ensure you have all the tools you need to assist you in the case of an emergency at any one of our sites. To that end, we ask that you review the contents in this document with each cardholder. Please ensure your drivers and staff are trained on an annual basis on the safe operation of our fuelling equipment and emergency procedures as outlined in this document.

Safe operations

We are all responsible

- Avoid spills and leave the site clean for the next customer
- Review fuelling safety procedures with each cardholder annually
- Maintain training records for each person authorized to dispense product at our Cardlock facilities

Review operating instructions at each card reader before fuelling



Fire regulations for portable containers

- Remove DOT approved portable containers from truck bed liners when fuelling
- Attach the provided ground cable when fuelling "Tidy Tanks" or approved steel containers

When refuelling, please adhere to the following:

- | | | |
|---|---------------------|---|
| 1 | Stop engine |  |
| 2 | Apply Parking Brake |  |
| 3 | No Smoking |  |
| 4 | No cell phone usage |  |

Safety guidelines

- 1 Ensure you follow the written fuelling procedures posted at the card reader
- 2 Swipe your commercial card at the card reader
- 3 Follow instructions on the screen
- 4 Select the correct dispenser - note the pump number
- 5 Fuel up your vehicle - always attend the nozzle
- 6 Follow procedures posted at each card reader

Please remember

- The speed limit for cardlock locations is 5 MPH per hour
- Small passenger vehicles should fuel at retail stations only and not at cardlock locations
- Valves of filler hose nozzels must be held open manually during fuelling for all stations equipped with manual-fill nozzles

Cardlock pump operating instructions

- Insert card in reader, select product by pump number
- Remove pump nozzle, turn lever "ON"
- If fuelling tanks on both sides, see satellite unit operating instructions on back
- **Always attend nozzle, never block open**
- **Never top up fuel tank**
- **Maintain nozzle contact with fuel tank at all times when fuelling**
- Hang up pump nozzle(s) and turn lever "OFF"
- Insert card for receipt

Cardlock satellite unit operating instructions

Satellite pumps at NFN Cardlocks allow you to fill tanks on both sides of your vehicle as one transaction. They save you time and are easy to use. Here's how:

- Insert NFN card and activate master unit
- Insert master nozzle into fuel tank
- Activate satellite unit and begin fuelling
- When full, turn off satellite unit and hang up nozzle
- Return to master nozzle and complete fuelling
- Turn off master and hang up nozzle

In case of emergency

- 1 Stop product flow & clear everyone from area
- 2 Activate **emergency stop** button at the emergency stop sign
- 3 Call Fire Department
- 4 Call **9-1-1**

Emergency stop

Please locate the emergency stop before fuelling. Each one of our cardlock locations has an emergency stop area equipped with:

- **Emergency stop button**
- Instructions and phone numbers
- Fire extinguishers
- Site safety plan



CARDLOCK LOCATIONS ARE INTENDED FOR COMMERCIAL USE ONLY

If you would like additional information on the safety procedures or correct use of equipment, please contact Customer Experience at **1-877-204-0900**



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