



Prepare to be safe

Before you get out there, make sure you know how to safely operate our fuelling equipment, and are fully aware of our emergency procedures. Please review the following safety info with each cardholder. Plus, ensure your drivers and staff are trained on an annual basis. The safety of our customers and staff is paramount.

In case of emergency

- Stop product flow & clear everyone from area
- Activate Emergency Stop button at the Emergency Stop Sign
- Call Fire Department
- Call 911

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

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Cardlock Fuelling Guide





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 CSA-approved portable containers from truck bed liners when fuelling
- Attach the provided ground cable when fuelling “Tidy Tanks” or approved steel containers

Spill

- Press emergency shutdown button to immediately shut off power to product dispensers
- Remove all sources of ignition
- Contain spill by blocking off drains and surrounding the product with absorbent
- Contact Parkland Corporation at once

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 retail stations and cardlock locations is 10 km per hour
- Small passenger vehicles should fuel at retail stations only and not at cardlock locations
- Valves of filler hose nozzles must be held open manually during fuelling for all stations equipped with manual-fill nozzles

Cardlock pump operating instructions

1. Insert card in reader, select product by pump number
2. Remove pump nozzle, turn lever “ON”
3. If fuelling tanks on both sides, see satellite pump operating instructions below
4. Always attend nozzle, never block open
5. Never top up fuel tank
6. Maintain nozzle contact with fuel tank at all times when fuelling
7. Hang up pump nozzle(s) and turn lever “OFF”
8. Insert card for receipt

Cardlock satellite pump operating instructions

Satellite pumps allow you to fill tanks on both sides of your vehicle. Here's how:

1. Insert card and activate master unit
2. Insert master nozzle into fuel tank
3. Activate satellite unit and begin fuelling
4. When full, turn off satellite unit and hang up nozzle
5. Return to master nozzle and complete fuelling
6. Turn off master and hang up nozzle