



Thank you for interest with PetroCard. We look forward to doing business with you. Please print your application and make sure you have signed all required signature boxes. Once your application is completed, please mail all required documents back to: PetroCard 730 Central Ave. S. Kent, WA 98032

Please note, we no longer accept personal accounts due to stricter regulations. We apologize and hope that you might consider us if you ever open a business account.

- PetroCard Application (Required)
- Cardlock Agreement Form (Required for Cardlock Customers only)
- Fuel Purchase Report (keep for your use)
- Fire Safety Brochure Signed (Required for Cardlock Customers only)



# CREDIT APPLICATION



Thank you for your interest with PetroCard. To ensure prompt processing of your application, please fill out the application as accurately and completely as possible. Application approval process usually takes 5 to 7 business days. Please mail your application to PetroCard, ATTN. New Accounts PO Box 38 Kent, WA 98035-0038.

## SECTION I - GENERAL INFORMATION

Corporation/Applicant		Phone # ( )	Fax # ( )
Physical Address	City	State	Zip+4
<b>IMPORTANT:</b> Please Check One: <input type="checkbox"/> Owner Operator <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other:			
DBA		Website Address	
Name & Address of Parent Company			
Accounts Payable Contact		A/P Phone # ( )	A/P Fax # ( )
In Business Since	State & Year of Incorporation/Registration	Have You Ever Filed For Bankruptcy:	<input type="checkbox"/> Yes If yes, when?: <input type="checkbox"/> No
Principal(s)/Authorized Officers			Federal ID #
Annual Sales \$	Total # of Employees	SIC Code or Line of Business	

## SECTION II - PROGRAM INFORMATION

Please choose the program(s) of interest:  Cardlock Fueling  Mobile Fueling  Branded/Unbranded Fueling  Lubricants

Monthly Credit Request \$	Est. Monthly Fuel Expenditure(s) or Gallons	E-mail Address
Mailing Address, if different from above address (street, city, zip+4)		
Contact	Phone # ( )	Fax # ( )
Please fill out the following only if you've selected Cardlock:		
Are you currently purchasing fuel through another cardlock fuel program? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide the name of current fuel vendor(s):	# of Driver(s)
Est. # of Card(s)	Do you want to sign up for online account access? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Vehicle(s)

## SECTION III - BANK & TRADE REFERENCES

Primary Bank	Address	City	Zip+4
Bank Contact	Phone # ( )	Checking Account #	
Please provide three trade references with whom you maintain significant balances.			
Company Name	City, State	Contact	Phone # ( )
Company Name	City, State	Contact	Phone # ( )
Company Name	City, State	Contact	Phone # ( )

PetroCard Use Only:

**SECTION IV - AUTHORIZED SIGNATURE(S) REQUIRED**

Applicant/Buyer hereby makes this application for credit to PetroCard Systems, Inc. ("Creditor"). In consideration of the issuance of cardlock cards and other good and valuable consideration, Applicant/Buyer agrees to be bound by all of the terms and conditions contained in this Credit Application and Agreement ("Credit Agreement"). **1) Request for Cards.** Applicant/Buyer agrees this Application is for ten (10) cardlock cards, unless the Applicant/Buyer requests otherwise in writing; **2) Multiple Accounts.** In the event that multiple accounts are established with Creditor, the terms and conditions of this Credit Agreement, including but not limited to the terms and conditions set forth in "Section V - Personal Guaranty" below, shall govern all of the subject accounts Applicant/Buyer may have with Creditor; **3) Due Date, Interest on Delinquent Amounts, and Collection Costs.** Applicant/Buyer agrees that all amounts payable on or before the due date as shown on each invoice will be paid by the said due date, and, if not paid on or before said date, are then to be deemed to be delinquent. Creditor may impose and charge a finance charge or delinquency charges of one and one-half percent (1.5% per month or 18% per annum) on any amount which becomes delinquent. Additionally, Applicant/Buyer shall be responsible for all collection costs and attorney's fees in connection with any delinquent amount placed for collection, and any litigation arising there from; **4) Credit Availability Subject to Creditor's Sole Discretion.** Should credit availability be granted by Creditor, all decisions with respect to the extension or continuation of credit shall be in the sole discretion of Creditor; **5) Termination of Credit Availability.** In its sole discretion, Creditor may terminate any credit availability and access to fuel at any time. Upon termination, Applicant/Buyer shall immediately surrender all cardlock cards issued to it, and shall immediately pay all outstanding sums owing to Creditor; **6) Responsibility For Cardlock Card Purchases.** Applicant/Buyer Agrees To Be Responsible For All Purchases By Any Person Using Cardlock Cards Issued To Applicant/Buyer, Including Uses Which Are Unauthorized, Fraudulent Or Larcenous; **7) Applicant/Buyer's Responsibility for Safe Practices.** Applicant/Buyer represents and warrants that all persons using the cardlock cards delivered to Applicant/Buyer are aware of the proper use of the cardlock system. Applicant/Buyer represents and agrees that all products purchased by it from Seller will not be used for any purposes which violate any applicable law, governmental regulation or provision of a binding contract. Applicant/Buyer agrees to indemnify and hold Creditor harmless from any claims and costs including, but expressly not limited to, those for bodily injury and property damage which may be occasioned by the negligence or misuse of the cardlock system by any person using the cardlock system with cardlock cards issued to Applicant/Buyer; **8) Creditor's Responsibility to Maintain System.** Creditor shall use its best efforts to maintain the cardlock system in good working order and condition at its expense; provided, however, Creditor shall not be responsible for any damage or loss which may result from its failure to provide fuel or the failure of the cardlock system in any manner whatsoever; **9) Applicant/Buyer's Rights Upon Denial of Credit.** If this application for business credit is denied or if there is a denial of a request for an increase in business credit, Applicant/Buyer has the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact Creditor, PetroCard, PO Box 38, Kent, Washington 98035-0038, Phone (253) 852-2777, within 60 days from the date of notification of the adverse credit decision; **10) Business Debt.** In the event that this application is made by individuals, or at any time the obligations referenced by this application are Guaranteed by individuals, the Applicant/Buyer and the guarantors acknowledge and agree that any credit to be extended by Creditor is for business purposes, and that all goods and services sold by the Creditor to the Applicant/Buyer on credit shall not be for personal, family or household use; **11) Setting the Price.** Seller sets, from time to time and in its sole and absolute discretion, based upon the prevailing market conditions and any other factors with are deemed by it to be relevant, the price for the products that are sold to its commercial charge account customers. Buyer expressly understands and agrees that the price Buyer shall pay for Seller's products may be varied by Seller without prior notice to buyer or any other purchasers of such products, and buyer assumes the obligation of inquiring of Seller, in advance of each purchase from Buyer, as to the price of Seller's products at the time of any given purchase or at any other given time; **12) Payment and Sales Terms.** The Applicant/Buyer shall pay for all purchases of goods or services according to the terms of Creditor. No terms or conditions of purchase orders different from the terms of Creditor will become part of any sales agreement, purchase order, or other document unless specifically approved in writing by Creditor; **13) Disclaimer and Exclusion of Implied Warranties.** Applicant/Buyer acknowledges and agrees that, with regard to all goods or services that Creditor shall provide, creditor disclaims and excludes both the implied warranty of merchantability and the implied warranty of fitness for a particular purpose; **14) Exclusion of Liability for Consequential Damages.** Applicant/Buyer acknowledges and agrees that, with regard to all goods or services that Creditor shall provide, UNDER NO CIRCUMSTANCES SHALL CREDITOR BE LIABLE FOR CONSEQUENTIAL DAMAGES; **15) Application of Payments.** Payments may be applied against open charges at the discretion of Creditor. In the event that from time to time Creditor may owe credits, refunds or other monies to the Applicant/Buyer, such indebtedness shall be deemed to be created from this Credit Agreement and Creditor shall have the rights of setoff and recoupment of such credits or refunds within its sole discretion; **16) Change of Ownership.** If there is any change in Applicant/Buyer's business ownership or if substantially all of Applicant/Buyer's assets are sold, Applicant/Buyer will promptly notify Creditor of such change or sale;

**SECTION V--PROVISIONS APPLICABLE TO BOTH THE CREDIT AGREEMENT AND THE GUARANTY**

**1. Governing Law, Jurisdiction, Venue, and Waiver of Jury Trial.** The Credit Agreement, the Guaranty, and all actions relating to the Credit Agreement and the Guaranty shall be governed by the laws of the State of Washington. The parties consent to personal jurisdiction in the state and federal courts located in King, County Washington. In the event of litigation, venue shall be in King County, Washington. THE PARTIES HERETO KNOWINGLY AND INTENTIONALLY WAIVE THE RIGHT TO A JURY TRIAL ON ANY ISSUE OR DISPUTE THAT MAY ARISE. **2. Amendments.** No amendment or waiver shall be effective unless it is in writing and signed. ORAL AGREEMENTS OR ORAL COMMITMENTS TO LOAN MONEY, EXTEND CREDIT, OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT ARE NOT ENFORCEABLE UNDER WASHINGTON LAW. This contract contains the entire agreement between Seller and Buyer, and no promise, representation, warranty or covenant not included in this contract has been or is being relied upon by either or both of them. Seller and Buyer have each relied or is relying upon its own examination of the terms and provision of this contract, the counsel of its own advisors, and the warranties, representations, duties and covenants contained in this contract. **3. Credit Reporting Services.** Applicant/Buyer and Guarantor acknowledge and agree that Creditor may utilize outside credit reporting services to obtain information on the Applicant/Buyer and the Guarantor. In the event that the Applicant/Buyer and/or the Guarantor is/are individual(s), the signing of the Credit Application shall constitute authorization to Creditor to utilize consumer credit reporting agencies to provide reports on said individual(s) in order to permit Creditor to appropriately evaluate the extension of any business credit. **4. Counterparts and Faxes.** Contracts and other documents may be signed in counterparts, and faxes shall have the same binding effect as originals. **5. Personal Certification Of Accuracy.** THE PERSONS SIGNING THIS APPLICATION PERSONALLY AND, IF SIGNING IN A REPRESENTATIVE CAPACITY, ON BEHALF OF THEIR BUSINESS ENTITY, CERTIFY THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION AND ANY ATTACHMENT OR AMENDMENT IS TRUE, CORRECT AND COMPLETE TO THE BEST OF THEIR INFORMATION, KNOWLEDGE AND BELIEF.

**REQUIRED SIGNATURES**

Applicant/Buyer Signature Printed Name Date

X

**SECTION VI - PERSONAL GUARANTY**

Applicant/Buyer has requested goods and services on credit from Creditor. Owing to the Applicant/Buyer's financial condition and/or other factors, Creditor is unwilling to extend or to continue to extend credit to the Applicant Buyer without the Personal Guaranty of Having a financial interest in the Applicant/Buyer and expecting to benefit from such credit, the Guarantor is willing to furnish this Personal Guaranty. In order to induce Creditor to extend credit to the Applicant/Buyer and for good and valuable other consideration, the Guarantor agrees as follows. **1. Unconditional Guaranty.** The Guarantor hereby unconditionally and irrevocably guaranties to Creditor the punctual payment of all indebtedness, obligations, and liabilities, whether now existing or hereafter incurred, (the "Guaranteed Obligations") of the Applicant/Buyer to Creditor. **2. Guaranty of Payment; Waiver of Defenses, Etc.** This Guaranty is a guaranty of payment and not of collection. This Guaranty is an absolute and independent obligation of the Guarantor, and Guarantor therefore waives any right to require that any action be brought against the Applicant/Buyer, another guarantor or any other person or entity which is liable for all or any part of the Guaranteed Obligations, or to require that resort be had at any time to any security for the Guaranteed Obligations or to any right of setoff or similar right. The Guarantor's obligations hereunder shall be payable on demand and shall be absolute and unconditional irrespective of (and the Guarantor hereby expressly waives any defense or claim of discharge based on): (i) the alteration or modification from time to time (whether material or otherwise) of the Guaranteed Obligations, including the date, time, and place of payment, an increase or decrease in the rate or rates of interest accruing on the Guaranteed Obligations, the period during which the Guaranteed Obligations may be made, the amount of the Guaranteed Obligations; (ii) the waiver by Creditor of the Applicant/Buyer's compliance with any of the terms and conditions of the Credit Agreement or other contracts; (iii) the forbearance by Creditor from exercising any right or remedy it may have under the Credit Agreement or under law; (iv) any inability, failure, neglect or omission to obtain, perfect, maintain, enforce, or realize upon any collateral for the Guaranteed Obligations, or to pursue or obtain any deficiency judgment against the Applicant/Buyer following any foreclosure of any security interest, mortgage or deed of trust; (v) the loss or impairment of any collateral, the subordination or release of Creditor's lien thereon, or the sale, pledge, surrender, exchange or substitution of any collateral; (vi) Creditor releasing, waiving, discharging, or modifying the obligations of one or more other guarantors (whether a party hereto or to a separate agreement with Creditor); (vii) the acceptance by Creditor of any partial payment on the Guaranteed Obligations or any collateral therefor, or Creditor settling, subordinating, compromising, discharging, or releasing the Guaranteed Obligations or any collateral therefor; (viii) the enforceability of the Credit Agreement; (ix) any defenses or counterclaims assertable by the Applicant/Buyer, including any defense or counterclaim based on failure of consideration, fraud, statute of frauds, bankruptcy, statute of limitations, lender liability, and accord and satisfaction; (x) any setoff, counterclaim, recoupment or similar right assertable by the Applicant/Buyer, the Guarantor, or other guarantor (whether a party hereto or to a separate Guaranty); or (xi) any other circumstance which constitutes a legal or equitable discharge of a guarantor or surety. This Guaranty shall continue in full force and effect until five business days after written notice of termination shall have been received by Creditor. Notwithstanding the foregoing, such notice of termination shall not be effective as to any Guaranteed Obligations existing prior to the effective date of termination. **3. Subordination and Subrogation.** The Guarantor agrees that all indebtedness and other obligations of the Applicant/Buyer (now existing or hereafter incurred) to the Guarantor are and shall be subordinated in right of payment to the prior payment in full by the Applicant/Buyer of its obligations to Creditor under the Credit Agreement. During the existence of a default under the Credit Agreement, no payments by the Applicant/Buyer shall be accepted by the Guarantor with respect to such subordinated obligations and, if any such payments are received by the Guarantor, the payments shall be held in trust and promptly turned over to Creditor. **4. Recovery of Payment.** If any payment received by Creditor and applied to the Guaranteed Obligations is subsequently set aside, recovered, rescinded, or required to be returned for any reason (including, without limitation, the bankruptcy, insolvency or reorganization of the Applicant/Buyer or the Guarantor), the Guaranteed Obligations to which such payment was applied shall for the purposes of this Guaranty and all instruments or documents executed in connection herewith or securing the Guarantor's obligations hereunder, be deemed to have continued in existence, and this Guaranty shall be enforceable as to such Guaranteed Obligations as fully as if such applications had never been made. **5. Attorney Fees and Costs.** Guarantor shall be responsible for all collection costs and attorney's fees incurred in collecting the Guaranteed Obligations if the Guarantor does not satisfy the Guaranteed Obligations in full immediately upon demand by Creditor.

**REQUIRED SIGNATURES**

Personal Guarantor's Signature Printed Name Date

X

Personal Guarantor's Date of Birth Social Security No. Spouse's Name

Personal Guarantor's Home Address, if different from listed address (street, city, state, zip)

Personal Guarantor's Home # Fax #

( ) ( )

## CARDLOCK CUSTOMER WRITTEN AGREEMENT

**Instructions:** To become a cardlock customer, the authorized business representative, owner, or CEO must certify that they meet and agree to the requirements listed below.

\*Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\*\*Federal Employer ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PROOF OF BUSINESS REQUIREMENT:** \*\*I agree to provide a Federal Employer Identification Number (noted above), or a copy of a document issued by a governmental agency that clearly indicates active participation in the business enterprise, government agency, nonprofit organization, or charitable organization \*identified above.

If a Federal ID Number is not available, I will provide a **current (not expired)** copy of the document checked below:

- Business License     Contractors License     Federal Income Tax Schedule C or F     Equivalent Documentation

### MINIMUM FUEL PURCHASE REQUIREMENT:

- I agree to purchase a minimum of 900 gallons of Class 1 flammable liquids or diesel fuel from any source during each 12-month period, or
- I am exempt from the minimum required fuel purchase amount. Therefore, ... (if exempt, check the one that applies)
- I will provide documentation that the fuel qualifies as a deductible farm mg expense on my federal income tax return, or
- The fuel will be purchased by a government agency providing fire, ambulance, or police services, or
- I was a customer of a non-retail facility on and since June 30, 1991, and I meet and agree to all other requirements listed in this agreement.

### BUSINESS USE REQUIREMENT:

- I agree to dispense Class 1 flammable liquids only into motor vehicles or (approved) containers that are **OWNED OR USED** by the business, government agency, nonprofit organization, or charitable organization \*identified above. I also agree to not dispense fuel for personal use, and I understand that I am subject to a citation for violating this agreement.

### FIRE SAFETY TRAINING REQUIREMENT

- I agree that I have received fire safety training, as required by the State Fire Marshal which allows me to dispense Class 1 flammable liquids.
- I agree that each individual, including each employee, who is allowed to dispense Class 1 flammable liquids for my account will receive the fire safety training, as required by the State Fire Marshal, before dispensing any fuel.

By signing this agreement, I certify that I have read the information on this agreement, and I certify that all information provided and agreed (0 is true and correct.

Typed or Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Falsely certifying that you are qualified as a nonretail fuel customer or that the above information is true and correct, when it is not, can lead to criminal prosecution under ORS 162.075. The requirements in this agreement are based on Oregon Revised Statutes (ORS) 480.310 to 480.385 and Oregon Administrative Rules (OAR) 837-020-0025 to 837-020-0125.

**PLEASE READ  
CAREFULLY**

**SIGN & RETURN RECEIPT  
PORTION**

## **FIRE SAFETY TRAINING**



**SAFE FUELING  
GUIDELINES  
FOR NONRETAIL  
FACILITIES**

### **FIRST AID PROCEDURES**

It is important that you follow these emergency and first aid procedures if you come into contact with gasoline and diesel fuel.

**EYES:** Flush with water for 15 minutes.

**SKIN:** Wash exposed areas with soap and water.

**INGESTION:** DO NOT induce vomiting. May cause chemical pneumonitis. Call physician.

**INHALATION:** Should symptoms noted under physiological affects occur, remove to fresh air. If not breathing, apply artificial respiration.

**OTHER INSTRUCTIONS:** Remove gasoline or diesel soaked clothing.

### **PHYSIOLOGICAL EFFECTS**

#### **Acute Effects - Severe With Short Duration**

##### ***Gasoline AND Diesel:***

- Causes slight to moderate *eye* irritation.
- Moderately irritating to the *skin*; causes redness, edema, or drying of the skin.

##### ***Gasoline:***

- May cause dizziness; irritation of eyes, nose and throat; vomiting; and bluish color of the skin.
- To the *central nervous system*, may cause contracted pupils, loss of reflexes, convulsions, seizures, sudden loss of consciousness, coma, and sudden death.
- Other symptoms are: Headaches, mental confusion and depression, flushing of the face, loss of appetite, nausea, slurred speech, and difficulty in swallowing.

##### ***Diesel:***

- Inhaling high concentrations of diesel vapors may cause drowsiness or unconsciousness (narcosis).

#### **Chronic Effects - Severe With Long Duration**

Recent studies with laboratory animals have shown that diesel and gasoline vapors cause kidney cancer in mice.

### **Continued: IN CASE OF EMERGENCY**

Have available:

- Location of Site
- Hose or Pump Number
- Date and Time
- Your Name and Telephone Number

If you need other assistance at the site, please call the emergency number listed and report the problem.

#### **CAUTION! HAZARDOUS MATERIALS**

REMEMBER ALL FUELS ARE HAZARDOUS. Please read the following warning statements carefully.

#### **DANGERS OF GASOLINE**

- Gasoline is extremely flammable.
- Harmful or fatal if *swallowed*.
- May be harmful if *inhaled*.
- May cause *irritation*.
- May be harmful if absorbed through *skin*.
- Long term exposure to *vapors* has caused *cancer* in laboratory animals.
- Keep away from heat, sparks, and flame.
- Avoid breathing *vapor*.
- Use only in well *ventilated* locations.
- Avoid contact with *eyes* and prolonged contact with *skin*. Wash thoroughly after handling.
- Keep container closed.
- FOR USE AS MOTOR FUEL ONLY.

#### **DANGERS OF DIESEL**

- Diesel is *combustible*.
- May cause irritation to *eyes*.
- Avoid contact with *eyes*.
- Middle distillates (including diesel) have caused *skin cancer* and *kidney damage* in laboratory animals.
- Keep away from *heat and flame*.
- Use only in well *ventilated* locations.
- Avoid prolonged or repeated contact with *skin*. Wash thoroughly after handling.
- Keep head away from container when opening or dispensing.

### **FIRE SAFETY TRAINING RECEIPT**

I certify that I have received and read the fire safety training material provided to me. I have also distributed the material to all employees under my supervision and certify that they have been trained in the safe operation of gasoline dispensing equipment at unattended automated fueling sites.

CUSTOMER NAME (please print): \_\_\_\_\_

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

The following are guidelines you **MUST** follow when using a cardlock facility.

**NO SMOKING  
GASOLINE IS FLAMMABLE**



### NO SMOKING

- Smoking is not permitted while fueling your vehicle or within 25 feet of dispensers. Doing so could result in a serious fire and/or injury.

### FIRE EXTINGUISHER LOCATION & USE

Location and instructions for use must be conspicuously posted.



TO USE:

- Hold the extinguisher upright, pull ring pin.
- Stand back 8 feet from the fire.
- Aim at base of fire and squeeze lever.
- Sweep side to side.

### IDENTIFY EMERGENCY EQUIPMENT

Emergency equipment has been installed at this site. Signs have been posted to help you identify it. BEFORE fueling, please note the location of the following emergency equipment.

- FIRE EXTINGUISHERS are available at each location. Be sure to spot the one nearest you.
- A RED EMERGENCY STOP BUTTON is on the card reader station panel. This will shut down the entire system.
- AN EMERGENCY SHUT OFF SWITCH is located within 100 ft. but not nearer than 20 feet of the island. This allows you to shut down the entire system from a location other than the fueling island. It is clearly identified with a sign.
- A TELEPHONE not requiring the use of coins or a fire alarm transmitting device is located at the site.

THE SITE OPERATOR'S telephone number is posted at the site. If you need assistance or need to report a spill or problem, call this number.

### CONTAINERS

Only approved containers may be filled at Cardlocks in Oregon.

### • **Approved containers must meet the following requirements:**

- The containers must be CLEARLY MARKED with the name of the liquid. (NFPA No. 30A, Sec. 9.2.3.2)
- The container must be constructed of metal or approved plastic, have a tight closure, and be fitted with a spout or be so designed that the contents can be poured without spilling. (OFC 3404.3 – NFPA 30 4.2)
- A metal or \*plastic safety can must not have a capacity over 5 gallons. (NFPA 30 table 6.2.3)
  - \* An approved plastic container is one that has been tested and listed to be in compliance with the requirements of ASTM F 852 or F 976, ANSI/UL 1313, or 49 CFR.
- A metal drum, meeting DOT specifications, must not have a capacity over 60 gallons. (NFPA 30, Sec 4.2.3)

### • **Procedures for fueling portable containers:**

- Portable containers of 12 gallon capacity or less **must** be placed on the ground before filling. **DO NOT FILL PORTABLE CONTAINERS WHILE LOCATED IN A TRUNK, A BOAT, OR BED OF A PICKUP!** (NFPA No. 30A, Sec. 9.2.3.3)
- Latch open devices **shall not be engaged** when filling into portable containers.

### **OTHER PRECAUTIONS**

- STOP YOUR ENGINE and put your vehicle in PARK or set your emergency brake. You MUST STOP your engine before you begin the process of fueling.
- You must remain outside your vehicle and in full view of the nozzle while refueling.

### **HOW TO BEGIN FUELING**

- Insert your access card into the card reader and remove it quickly. Directions will appear on the screen of the card reader.
- Enter your security number. Press ENTER.

(On a two card system, you will now enter the vehicle card using the same process).

- Enter your 5 digit odometer number or any other number. Press ENTER.
- Activate the pump by entering the pump number. Press ENTER.
- Lift the nozzle from the pump and insert the nozzle deeply into the fuel tank.
- Activate the pump by lifting the lever on the side of the pump.
- Pull the trigger on the nozzle and begin to dispense fuel.

The optimum nozzle setting for speed of delivery is between ½ and ¾ open. Faster delivery may result in a spill.

If the nozzle is activated too quickly, a leak detector will automatically slow pumping to a trickle. If this happens, release the trigger on the nozzle and wait 10 seconds. Pull trigger back on and pumping should be normal.

### **FUELING COMPLETED**

- The nozzle should click off when the tank is full.
- Shut the pump off by moving the lever on the pump down.
- Return the nozzle to its hanger.

### **IN CASE OF EMERGENCY**

If a SPILL should occur, call the emergency number to allow for prompt clean-up.

IN CASE OF FIRE, DIAL 911. If 911 is not available in that area, call the emergency phone number posted.

WARNING: Driving away with the nozzle still in your vehicle can result in fire or spill, which could lead to extreme damage and serious injury.

If you do drive off with the nozzle in the vehicle, please follow the procedures below:

- STOP VEHICLE.
- TURN PUMP OFF.
- PUT HOSE BACK ON PUMP IF POSSIBLE.
- REPORT INCIDENT USING EMERGENCY NUMBER POSTED AT SITE.

## IMPORTANT NOTICE

This FIRE SAFETY TRAINING BROCHURE meets all requirements of Oregon Administrative Rules, Chapter 837, Division 20 and the Flammable Liquids Dispensing Regulations, ORS 480.345.

Please read and provide this information to all employees who are authorized to dispense fuel prior to dispensing. This brochure contains important information for those who operate nonretail fuel dispensing equipment.

**RETURN** the tear-off portion, signed and dated with the account number, to your cardlock operator to show compliance with Oregon laws.

# FUEL PURCHASE REPORT

Oregon law requires that cardlock customers purchase a minimum of 500 gallons of fuel (including diesel) every year to remain a cardlock customer. This purchase report, when completed in its entirety, is acceptable as proof of fuel purchase. Please note that reports are randomly verified, and customers may be asked to furnish receipts to substantiate this document.

This report is for the 12-month period from \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Month) (Year)

**I hereby certify that \_\_\_\_\_ purchased the following quantities of fuel (including diesel) and**  
(Company Name)

**I/we agree to furnish actual receipts upon request.**

Date of Purchase	Name of Company (Fuel purchased from)	Address of Company (Fuel purchased from: street, city, state)	Phone # of Company (Fuel purchased from)	Gallons of Gasoline	Gallons of Diesel	Total Gallons Purchased
<b>TOTAL GALLONS</b>						
(purchased during the 12 month period)						

**NOTE: Falsely certifying that you have purchased a minimum of 500 gallons of Class 1 flammable liquids or diesel fuel from any source, during each 12-month period; or certifying that the above information is true and correct when it is not, may lead to the closure of your account or a civil penalty per ORS 480.385.**

Company Name: \_\_\_\_\_  
(Business)

Printed Name: \_\_\_\_\_  
(Cardlock Customer)

Title: \_\_\_\_\_  
(Owner or CEO of Business)

Signature: \_\_\_\_\_  
(Authorized Signature)

Date: \_\_\_\_\_  
(Month/Day/Year)