

Rutter's Trash and Fuel Spills Standard Practices for Store 93

Trash - At Store 93, a 6-foot-high solid vinyl fence will be placed at the top of the retaining wall that is adjacent to the Old Crow Wetlands. This fence will intercept trash from blowing onto the adjacent property. Additionally, the parking lot is "policed", by employees, a couple (or more) times per day to pick up trash, empty trash cans, etc. These practices will minimize any trash that leaves our site.

Fuel Spills – Procedures for handling fuel spills are posted at all our sites. Spill kits are kept on hand to deal with spills immediately. The supplies in the kit include Hi-Dri which is an absorbent mater for soaking up spills. We also have "pigs", long tubular material, used to dam and prevent fuel from getting into drains on the lot or off the property, and "blankets" also used to absorb fuel if there is a fuel/water mixture spill. These pads will also absorb just fuel. All retail employees, including managers, take an Underground Storage Tank program Class C Operator Training course. All new hires are trained on fuel spill procedures. We also have yearly refresher training for all store employees.

The following is the Rutter's procedure to be used whenever a fuel spill occurs on our property:

1. Shut off the electrical supply to the gas islands immediately by pushing the emergency shutoff switch located behind the retail counter area of the store.
2. The following statement should be made over the intercom system: "We apologize, the pumps have been temporarily turned off as a safety precaution due to a fuel spill. Please bear with us; they should be reactivated in the next few minutes."
3. Spread the oil-dry material around the spilled fuel as soon as possible. Build a dam or buffer with the Oil Dry and pigs when necessary. The area should then be closed off with caution tape. All efforts must be made to contain the spill to our property, and not allowed to run off into drainage ditches, storm water drains, creeks or streams.
4. After the potential of run-off has been eliminated, the Oil Dry should be spread over the rest of the affected area.
 - The spill should be completely covered with Oil Dry and under control before customers move any vehicles that are parked in the immediate vicinity of the spill.
 - Have the customers move their vehicles to a safe area, away from the pumps and out of the fuel spill area.

- Avoid having the customers start their vehicles when moving them due to the potential fire hazard from the heat of the exhaust and the sparks from the ignition. The cars must be pushed from endangered areas.
5. Contact Maintenance (717-XXX-XXXX) or, if after normal business hours, the On-Call Supervisor to report the spill. You will need to provide the approximate fuel quantity, location of the spill and steps that have already been taken for containment.
- The responder will instruct you whether the pumps can be restarted for customer use or whether they must remain shut down throughout the rest of the clean-up.
 - Depending on the amount of the spill, either Rutter's IT department or Fuel Service vendor may be dispatched to assist with the clean-up.

***** Contacting the Fire Company and/or Hazmat will be the responsibility of the IT department or On-call Supervisor!**

6. The Oil Dry should be swept up using a broom and dust pan and dumped into the designated bags found in the spill kit. If the spill blankets were utilized, make sure to wear gloves when picking up and placing into the bags.
7. Place the fuel spill debris around the Dumpster area. Disposal of this material is the responsibility of Rutter's maintenance department. A service request should be submitted for pickup. **The bag(s) of debris should never be placed inside the store or disposed of in our dumpsters or trash cans.**

These procedures should be followed for all spills no matter how small, or who caused the spill, including customers or gasoline vendors.