



CARDLOCK CUSTOMER AGREEMENT

PLEASE RETURN COMPLETED APPLICATION TO:
8955 Sunnyview Rd NE, Salem, Oregon 97305
OR FAX TO: (503) 364-3198



Business Name: _____
Address: _____
City, State, Zip Code: _____
Phone: _____ e-mail: _____

The following is required under ORS 480.345

PROOF OF BUSINESS REQUIREMENT: I/we agree to provide verifiable proof of business in the form of a Federal Employee Identification Number (FEIN), or a copy of a document issued by a governmental agency that clearly indicates active participation in the business, government agency, nonprofit organization, or charitable organization. Unless an FEIN is used to verify business, I/we will provide an updated copy (as checked below) either annually or upon expiration.

FEIN _____

- Unexpired Business License Current Federal Income Tax Schedule C or F Equivalent Documentation
(subject to approval)

MINIMUM FUEL PURCHASE REQUIREMENT: I/we agree to purchase 900 gallons of Class 1 flammable liquids or diesel fuel from any source annually, or I am exempt from the minimum gallon purchase requirement by checking one of the following below.

- I/we have been a continuous cardlock customer since at least June 30, 1991. (Supporting evidence required)
- I/we engage in farming and claim fuel as a deductible expense and will annually provide a federal schedule F showing on the appropriate line the amount of fuel expenses being deducted.
- We are one of the following (check as appropriate):
 - A government agency providing fire, ambulance, or police services under ORS 480.345
 - A people's utility district organized under ORS chapter 261
 - A domestic water supply district organized under ORS chapter 264
 - A mass transit district organized under ORS 267.010 to 267.390
 - A metropolitan service district organized under ORS chapter 268
 - A special road district organized under ORS 371.305 to 371.360
 - A 9-1-1 communications district organized under ORS 403.300 to 403.380
 - A sanitary district organized under ORS 450.005 to 450.245
 - A sanitary, water authority or joint water and sanitary authority organized under ORS 450.600 to 450.989
 - A rural fire protection district organized under ORS chapter 478
 - A water improvement district organized under ORS chapter 552
 - A water control district organized under ORS chapter 553
 - A port organized under ORS chapter 777

BUSINESS USE REQUIREMENT: I/we agree to dispense Class 1 flammable liquids **only** into motor vehicles, or approved containers, that are **owned or used** by this business, government agency, nonprofit organization or charitable organization. I will not dispense fuel for personal use.

FIRE SAFETY TRAINING REQUIREMENT: I have completed the fire safety training as required by the State Fire Marshal, and agree that each individual and employee allowed to dispense Class 1 flammable liquids for my account will receive or has received the fire safety training **before** dispensing any gasoline.

By signing this agreement, I certify that all information provided is true and correct and I/we understand that my/our account may be cancelled for violations of this agreement or State Fire Marshal cardlock regulations.

Typed or Printed Name: _____

Signature: _____ Date: _____

Under ORS 162.075, falsely certifying that you are qualified to be a non-retail fuel customer or that the above information is true and correct, when it is not, is a Class A Misdemeanor.

OREGON EXEMPTION CERTIFICATE

THIS FORM IS VALID WHEN ACCOMPANIED BY A COMPLETED VEHICLE AND CARD LISTING.

- THE ABILITY TO PURCHASE TAX-EXEMPT FUEL DOES NOT RELIEVE YOU OF REPORTING USAGE AND PAYING ANY TAX LIABILITY
- THE CUSTOMER WILL ATTACH A LIST OF VEHICLES/EQUIPMENT/CONTAINERS FOR WHICH CARDS ARE REQUESTED, AND THE SELLER WILL INDICATE THE CORRESPONDING CARD ISSUED FOR EACH VEHICLE AND TAX STATUS.

We hereby request to purchase Use Fuel exempt of the Oregon Use Fuel Tax as permitted by ORS 319.520 for the following reason(s):

- 1 Vehicles listed have been issued a valid ODOT Motor Carrier permit or pass (weight receipt) and are subject to weight mile taxes. List file number below.
- 2 Vehicles listed have been issued a valid Use Fuel User emblem by the ODOT Fuels Tax Group (this includes special districts and school districts). List user license number below.
- 3 Vehicles listed are registered to a US government agency, Oregon state agency, Oregon county or city, and displays a valid Oregon "E" plate
- 4 Vehicles/equipment listed are farm tractors or other agricultural implements only incidentally operated on the highway as defined in ORS 319.520
- 5 Vehicles/equipment listed are unlicensed and/or used exclusively on privately owned property (not operated on highways).

STATEMENT OF CERTIFICATION:

- We hereby certify that all Use Fuel purchased ex-tax using a cardlock card as defined in ORS 319.520 on our account with the seller listed below will only be used for Use Fuel tax-exempt purposes as allowed under ORS 319.510 through 319.880
- We further agree that we are responsible for proper reporting and payment of taxes plus applicable interest and penalties of up to 35% of unpaid taxes due the State of Oregon for Use Fuel purchased tax-exempt on this account and used for non-exempt purposes.
- We further agree that tax reporting and payment responsibility extends to purchases of use fuel made using any additional or replacement cardlock cards issued under this account.
- We therefore indemnify and hold harmless the card issuer (seller) and its subsidiaries and assigns from any and all liability relating to the improper use of tax-exempt cards.

SELLER	Pratum Co-op	_____
CUSTOMER	_____	ACCOUNT NUMBER
ADDRESS	_____	CITY, STATE, ZIP
SIGNATURE	_____	DATE
PRINTED NAME	_____	TITLE

MCTD FILE NUMBER IF BOX '1' CHECKED ABOVE: _____

USER LICENSE NUMBER IF BOX '2' CHECKED ABOVE _____

FIRE SAFETY TRAINING

SAFE FUELING GUIDELINES



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

NO SMOKING

- Smoking is not permitted. 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:

1. Hold the extinguisher upright
2. Pull ring pin
3. Stand back 8 feet from the fire
4. Aim at base of fire and squeeze lever
5. 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.
- A RED EMERGENCY STOP BUTTON is on the card reader station panel. This will shut down the fuel pumps.
- AN EMERGENCY SHUT OFF SWITCH. This allows you to shut down the entire system from a location other than the fueling island. It is clearly identified with a sign. If a fire starts use the EFSO.
- A TELEPHONE or a fire alarm transmitting device.
- 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.

Approved containers must be:

1. CLEARLY MARKED with the name of the liquid. (NFPA No. 30A, Sec. 9.2.3.2).
2. 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).
3. A metal or *plastic safety that holds 5 gallons or less (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. 4. A metal drum, meeting DOT specifications that holds 60 gallons or less (NFPA 30, Sec 4.2.3).

Procedures for fueling portable containers:

1. Portable containers up to 12 gallons must be placed on the ground before filling. ***DO NOT FILL PORTABLE CONTAINERS WHILE THEY ARE IN A TRUNK, A BOAT, OR BED OF A PICKUP!*** (NFPA No. 30A, Sec. 9.2.3.3)
2. Do not use latch open devices when filling portable containers.

OTHER PRECAUTIONS

- STOP YOUR ENGINE and put your vehicle in PARK or set your emergency brake. You MUST STOP your engine before fueling. Discharge static electricity before touching the nozzle.
- You must remain outside your vehicle and must attend the nozzle and be in full view of the nozzle while refueling.

HOW TO BEGIN FUELING

- Insert access card into the card reader and remove it. 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.
- Do not top off the tank (OAR 340-244-0232).
- Shut the pump off by moving the lever on the pump down.
- Return the nozzle to its hanger.

IN CASE OF FIRE, SPILL OR RELEASE

1. USE EMERGENCY PUMP SHUTOFF
2. CALL 911 TO REPORT THE ACCIDENT, or press the fire alarm if no phone is available.

IN CASE OF SPILL OR RELEASE: CALL THE OPERATOR EMERGENCY NUMBER.

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 drive off with the nozzle in the vehicle, follow the procedures below:

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

Advise of:

- Your Location
- Pump Number
- Date and Time
- Your Name and Telephone Number

*If other assistance is needed call the emergency number and report the problem.

CAUTION! HAZARDOUS MATERIALS

ALL FUELS ARE HAZARDOUS. Read the following warning statements.

DANGERS OF GASOLINE

- Gasoline is extremely flammable.
- Harmful or fatal if swallowed.
- May be harmful if inhaled or absorbed through the skin.
- May cause irritation.
- 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.

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 doctor.

INHALATION: Should symptoms noted under physiological effects 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.

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.

CUSTOMER INFORMATION IMPORTANT – PLEASE READ

Now that you are a “cardlock customer,” please be aware of the continued requirements to remain a customer.

1. Remember to provide initial fire safety training to your employees who have access to cardlock. They must receive the training prior to dispensing any fuel.
2. **IMPORTANT:** The program that allows self-service of gasoline is for commercial use only. Please remember that you will be in violation of law, subject to penalty, if you or anyone using your cards dispenses fuel into a vehicle that is not owned or used by the business. In other words, fueling for personal use is **NOT ALLOWED**. The State Fire Marshal’s Office has the authority to issue citations of up to \$500 for each violation of law.
3. If you are using a license or income tax Schedule C or F as your proof of business, you will need to supply a new document every year. Federal employer ID numbers must be correct, active and verifiable. If your number changes, you will need to provide the new number to your cardlock operator.
4. You will need to purchase at least 900 gallons of fuel (from any source) every 12 months. If you do not purchase 900 gallons from the operator you signed up with, you will need to keep receipts from other sources to prove you met the requirement. Please keep your receipts and provide them to your cardlock operator when requested. (Those customers who file a Schedule F that shows fuel is deducted {tax form line 21} for business purposes are exempt from purchasing 900 gallons as long as current Schedule F’s are provided every year.)



AN IMPORTANT REMINDER

OFFICE OF STATE FIRE MARSHAL
Oregon State Police

Each customer who has cards that access Class 1 flammable liquids (gasoline) at a cardlock dispensing facility must provide current documentation to meet all requirements of the Oregon Revised Statute.

A brief overview of current documentation each customer must meet is as follows:

- Enter into a written agreement with the owner/operator.
- Provide equivalent documentation to indicate current participation in an active business venture.
- Purchase at least 900 gallons of fuel from any source every 12 months, unless grandfathered or exempt.
- Receive initial safety training, and provide this training to all persons in their employ who have access to cardlock dispensing facilities.

Each customer must meet all requirements on an ongoing basis. When a customer becomes ineligible due to retirement, quitting business, or does not purchase 900 gallons of fuel every 12 months, this customer no longer qualifies and cannot continue to be a cardlock customer. At that time, the owner/operator must close the cardlock access.



Office of State Fire Marshal
4760 Portland Road N.E
Salem, OR 97305-1760



The Office of State Fire Marshal is taking this opportunity to provide a friendly reminder regarding what vehicles can be fueled at cardlocks. When you signed the written agreement with your cardlock operator, you certified that you would comply with Oregon law and fuel only vehicles **owned or used for the business**. This means that no personal use is permitted with fuel purchased at cardlocks. Oregon law strictly prohibits self-service, except for commercial nonretail fueling. ORS 480.345 (6)(c)

