McCarran International Airport

Tenant Fueling Standard

March 11, 2013
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DEFINITIONS

**ACC:** Acronym for Airport Control Center.

**Aircraft Fuel Servicing:** The transfer of fuel into or from an aircraft.

**Aircraft Fuel Servicing Hydrant Vehicle (Hydrant Vehicle):** A vehicle equipped with facilities to transfer fuel between a fuel hydrant and an aircraft.

**Aircraft Fuel Servicing Ramp or Apron:** A designated area at the airport for aircraft fuel servicing.

**Aircraft Fuel Servicing Tank Vehicle (Fueler):** A vehicle having a cargo tank (tank truck, tank full trailer, tank semitrailer) designed for or used to transport and transfer fuel into or from an aircraft.

**Aircraft Fueling Vehicle:** A fuel servicing hydrant vehicle or an aircraft fuel servicing tank vehicle.

**Airport Fueling System:** An arrangement of aviation fuel storage tanks, pumps, piping and associated equipment, such as filters, water separators, hydrants and station, or aircraft fuel servicing vehicles, installed at an airport and designed to service aircraft at fixed positions.

**ARFF:** Acronym for Aircraft Rescue and Fire Fighting; a function of the Clark County Fire Department.

**CCFD:** Acronym for Clark County Fire Department.

**Certificate Holder:** The holder of an Airport Operating Certificate issued by the FAA under 14 CFR Part 139.

**CFR:** Acronym for Code of Federal Regulation.

**Deadman Control:** A device that needs a positive continuing action by a person to allow fuel to flow.

**DOA:** An acronym for the Department of Aviation.

**DPF:** Diesel Particulate Filter.

**Emergency Fuel Shutoff:** A function performed to stop the flow of fuel in an emergency.

**FAA:** Acronym for Federal Aviation Administration.

**Fuel Servicing Station:** A unit that includes all necessary equipment to enable fuel to be transferred into or from an aircraft or fueler. This unit can be installed in a cabinet above or below ground.

**HAZMAT:** Hazardous Material.

**Labeled:** Equipment or materials to which has been attached a label, symbol or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation that maintains periodic inspection of production of labeled equipment or material and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

**NATA:** National Air Transportation Association.

**NFPA 407:** The National Fire Protection Association Standard 407 for Aircraft Fuel Servicing.

**P-Cart:** A common nomenclature for an aircraft hydrant cart refueling system.

**POL:** Acronym for Petroleum, Oil and Lubricants.

**Shall:** Indicates a mandatory requirement.

**Should:** Indicates a recommendation or that which is advised but not required.

**SPCC:** Acronym for Spill Prevention Control and Countermeasure Plan.
Section 1

Introduction

Purpose. This Standard establishes the minimum requirements for protecting persons and property from fuel related fire safety and environmental hazards.

Scope. This Standard applies to all fuel related training, handling, transfer and storage at McCarran International Airport.


Revision. This Standard replaces McCarran International Airport Tenant Fueling Standard dated May 21, 2008.

Meetings. Certificated 14 CFR Part 121, 129 and 135 Air Carriers conducting ramp operations may identify a representative, and tenant fueling agents shall identify a representative to attend mandatory quarterly Tenant Fueling Safety Committee meetings. Such meetings will be held at a time and place as announced by DOA Airside Operations as Committee Chair.

Enforcement. Violations of this Standard and governing references may result in levied DOA Airside Operations or Environmental and Safety non-compliance violations, which may include a Contractual Penalty and/or Administrative Assessment.

Waivers. Deviations from this Standard are prohibited without the expressed permission from the Director of Aviation or authorized representative. Tenants seeking relief from the requirements described in this standard may submit written requests to the Airport Operations Coordinator's office and must include: Specific Tenant Fueling Standard or other directive reference, circumstances preventing compliance and proposed solutions. Waiver requests should be submitted as soon as practicable after discovery.
Section 2

Training

1. At least one fueling supervisor with each fueling agent must have completed an aviation fuel-training course in fire safety that is authorized by the Federal Aviation Administration (FAA) Administrator. Such an individual must be trained prior to initial performance of duties, or enrolled in an authorized aviation fuel training course that will be completed within 90 days of initiating duties and receive recurrent instruction at least every 24 consecutive calendar months. The FAA Administrator lists supervisory and line service programs currently available nationally in the Addendum to Advisory Circular 150/5230-4B, and is updated quarterly. The Advisory Circular and its Addendum can be found on the FAA’s website.

2. All other employees who fuel aircraft, accept fuel shipments, or otherwise handle fuel must receive at least initial on-the-job training and recurrent instruction every 24 consecutive calendar months in fire safety from a supervisor trained in accordance with paragraph one of this section. Training for employees may also be completed through the use of an approved line service fuel safety course as described in Paragraph 1 of this Section.

3. All new fueling personnel shall be trained for safe and proper fueling operations as dictated by 14 CFR Part 139.321. The FAA Administrator approved McCarran International Airport elements for supervisory and line service fuel safety training are described in Appendix 1, Supervisory and Line Service Fuel Safety Training Program Syllabus. The Supervisor and Line Service Fire Training CCFD Local Fire Official Verification, Appendix 2, is used to verify personnel training by the local fire authority described in Paragraph 5 of this Section.

4. In addition to the requirements described in paragraph three of this section, fueling personnel shall be trained to the appropriate level for spill identification, reporting, response and prevention.

5. Tenants shall coordinate personnel fire extinguisher training with the Aircraft Rescue and Fire Fighting (ARFF) station at 261-5353.

6. Tenants shall provide the Airport Operations Coordinator's office a written confirmation once every 12 consecutive calendar months that training required under 14 CFR Part 139.321 has been accomplished. The written confirmation format is provided in Appendix 3 of this Standard. The tenant provided copy of confirmation verifying training, a copy of each supervisor's Supervisor Fuel Training Certificate, and Supervisor and Line Service Fire Training CCFD Local Fire Official Training Verification shall be kept by Airside Operations. All training records for tenant line fueling personnel, including their Supervisor and Line Service Fire Training CCFD Local Fire Official Training Verification, shall be kept in each fueling tenant's office. Emergency personnel training records and fueling agent inspection records shall be maintained at the ARFF station. Airside Operations shall maintain all other records. All records shall be furnished to the DOA and FAA upon request.

7. Supervisor Fuel Safety Training Certificates must have the following wording:
   a. Name of company doing the training
   b. Name of individual who completed the “Fuel Safety Supervisor” training
   c. “Has successfully completed all classroom and practical application for the requirements of 14 CFR 139.321(b)(1) through (b)(6) and 139.321(e)(1)”
   d. Date of completion

8. Line Service Training Certificates must have the following wording:
   a. Name of company doing the training
   b. Name of individual who completed the “Line Fuel Service” training
   c. “Has successfully completed all classroom and practical application for the requirements of 14 CFR Part 139.321(b)(1) through (b)(7) and 139.321(e)(2)”
   d. Date of completion
Section 3

Inspections

1. Tenant facilities with aggregate aboveground tank petroleum storage above 1,320 gallons (or 660 gallons for a single tank) or 42,000 gallons of underground petroleum storage shall prepare and implement a Spill Prevention Control and Countermeasure Plan (SPCC). The tenant shall provide the Airport Safety and Environmental Section with a copy of the SPCC.

2. Fuel shall be stored in approved containers and tanks that are in good condition (i.e., free of spills, leaks, structural damage or deterioration). Secondary containment is required for all containers and tanks. Maintain legible labels and markings on all containers and tanks.

3. Airport Operations, CCFD and the Airport Safety and Environmental Section shall perform reasonable surveillance of fueling activities on the airport.

4. Physical facilities and fueling vehicles of each airport tenant fueling agent shall be inspected at least once every three consecutive months for compliance with 14 CFR Part 139.321 and the Airport Certification Manual. The records of such inspections shall be maintained for at least 12 consecutive calendar months from the date of the inspection. Inspections for specific areas will be accomplished by:
   a. CCFD Fire Prevention shall conduct tank farm inspections.
   b. The ARFF Station shall conduct fuel vehicle equipment inspections.
   c. Airport Operations Coordinators shall have primary responsibility for conducting random spill cart inspections. However, the Airport Safety and Environmental Section, and Airport Operations may also perform such inspections.

5. Tenants shall provide the ARFF station with the most current vehicle equipment list prior to each quarterly inspection. Lists shall be hand delivered, Fax (795-0215) or emailed to Bill Hutfilz at BillH@McCarran.com. A copy of each list shall also be emailed to Airside Operations at COORD@McCarran.com.

6. In-service fueling vehicles shall have the current quarter’s color coded CCFD Inspection sticker displayed. The CCFD shall remove the sticker from equipment failing inspection and tenants shall remove such equipment from service until repaired and re-inspected.

7. Tenant fuel vehicles shall have required markings, placards, labels and unit identification number visible at all times.

8. Tenants shall periodically check hoses associated with fuel dispensing for leaks and tears.

9. Tenants shall ensure automatic shut-off switches (Deadman Control) are operational.
Section 4

Operations

1. Only personnel trained in the safe operation of the equipment and fuels they use, the operation of emergency controls, and the procedures to be followed in an emergency shall be permitted to handle fuel.

2. Positioning aircraft fuel servicing vehicles shall be arranged as follows:
   a. Aircraft fuel servicing vehicles shall be positioned so they can be moved promptly after all aircraft fuel hoses have been disconnected and stowed.
   b. During over-wing fueling the propulsion or pumping engine of aircraft fuel servicing vehicles or carts shall not be positioned under the area where aircraft fuel system vents are located on the upper wing surface. Aircraft fuel servicing vehicles or carts shall not be positioned under the wing of aircraft and within a 10-foot (3m) radius of aircraft fuel system vent openings.
   c. Hand brakes shall be set on fuel servicing vehicles before operators leave the vehicle cab. Chocks shall be in place before fueling starts.

3. Each hose, funnel or apparatus used in aircraft fueling operations shall be maintained in good condition and must be properly bonded to prevent ignition of flammable vapors.

4. Prior to aircraft fueling operations, the aircraft and the fuel transfer apparatus shall be adequately bonded.

5. Upon completion of fueling operations, all hoses shall be removed including those from hydrant systems. All hoses shall also be properly stowed.

6. Minimum fire extinguisher requirements for fueling operations include:
   a. Each fuel servicing tank vehicle shall have two listed fire extinguishers, each having a rating of at least 20-B:C, with one extinguisher mounted on each side of the vehicle.
   b. Each fuel servicing hydrant vehicle or cart shall have one listed fire extinguisher installed having a rating of at least 20-B:C.
   c. Where the open hose discharge capacity of the aircraft fueling system or equipment is more than 200 gallons/minute (750 L/min), at least one listed wheeled extinguisher having a rating of not less than 80-B:C and a minimum capacity of 125 lb (55 kg) of agent shall be provided.

   NOTE: ABC multipurpose dry chemical fire extinguishers (ammonium phosphate) shall not be placed on aircraft fueling vehicles, airport fuel servicing ramps, or aprons, or at airport fuel facilities. This agent is known to cause corrosion to aluminum aircraft components.

7. If a fire occurs in the fuel delivery device while servicing an aircraft, fueling shall be discontinued immediately, all emergency valves and dome covers shall be shut down at once, the ACC Airport Emergency Line (261-5911) shall be notified and the fire extinguished if possible.

8. All fuel spills shall be immediately reported to the ACC (261-5911). Where there is no apparent presence of fire; aircraft, fuel delivery devices and other vehicles shall not be moved or operated in the vicinity of the spill until authorized by the ARFF. A fire watch shall be promptly posted.

9. Keys shall be removed from the ignition of unattended fuel vehicles.
10. No aircraft shall be fueled or defueled while one or more of its engines are running or while the aircraft is warmed by external heat, except in an emergency situation when the onboard auxiliary power unit is inoperative. Then, in the absence of suitable ground support equipment, a jet engine mounted on the rear of the aircraft or on the wing opposite from the fueling location may be operated, provided:

   a. Prior approval is obtained from the Airport Operations Coordinator.

   b. An ARFF unit is positioned on standby watch at the aircraft.

   c. The operation follows procedures published by the operator to ensure safety of the operation.

11. Diesel Particulate Filter (DPF) regeneration operations shall be conducted in accordance with NFPA 407 and restricted by section five, paragraph 20 of this standard.
Section 5

Prohibited Operations

1. Aircraft fuel servicing personnel shall not carry lighters, matches or other ignition sources on their person while performing fuel servicing operations.

2. Fueling operations shall not be conducted during periods of intense thunderstorm activity when lightning is within five miles of the airport as monitored by the ACC.

3. No aircraft fuel system maintenance shall be performed on an aircraft while parked at a gate.

4. Aircraft engines shall not be started if there is any fuel or other volatile fluid on the ground within the vicinity of the aircraft.

5. No person shall engage in aircraft fueling operations without adequate fire extinguishing equipment readily accessible at the point of fueling as described in section four, paragraph six of this standard.

6. No person shall operate a radio transmitter or receiver, or switch electrical appliances on or off in an aircraft, while it is being fueled or defueled.

7. Only aircraft fuel servicing hydrant transfer vehicles or carts are allowed to engage in fueling on the terminal ramp or apron. The Director of Aviation or authorized representative may grant exceptions.

8. Aircraft hot refueling is prohibited except as described in section four, paragraph ten of this standard.

9. Aircraft shall not be fueled or defueled while passengers are onboard unless a passenger boarding device is in place at the cabin door of the aircraft, the door is open and a cabin attendant is at or near the cabin door.

10. Aircraft shall not be fueled with non-ambulatory passengers onboard unless:
   a. Prior approval is obtained from the Airport Operations Coordinator.
   b. An ARFF unit is positioned on standby watch at the aircraft.
   c. The operation follows procedures published by the operator to assure safety of the operation.

11. Persons other than those engaged in fueling, servicing and operation of an aircraft shall not be permitted within 100 feet of such aircraft during fueling operations, other than passengers as described by paragraphs nine and ten of this section.

12. Aircraft shall not be fueled or defueled while inside any building or structure.

13. Fuel vehicles, whether loaded or empty, shall not:
   a. Enter hangars.
   b. Be parked within 10 feet of any other vehicle.
   c. Be parked unattended within a distance of 50 feet of hangars or paint and dope shops.
   d. Be parked facing hangars, paint and dope shops, fuel storage systems or other critical installations.
14. Aircraft fuel servicing tank vehicles shall be loaded only at an approved loading rack. Approved loading racks are located at the East and West Fuel Tank Farms, and Holding Pad 2.

15. Aircraft fuel servicing tank vehicles shall not be loaded from a hydrant pit under emergency conditions unless permitted by the DOA Assistant Director of Airside Operations or authorized representative.

16. Fuel vehicles shall not be backed within 20 feet of an aircraft unless a person is posted to assist or guide, or cones are placed for guidance.

17. Fuel vehicles shall not be operated on a taxiway or runway at any time without prior permission from Airside Operations or the Airport Operations Coordinator.

18. Fuel vehicles shall not be driven over bridges or through tunnels.

19. Fuel vehicles shall not be driven or parked on unpaved surfaces.

20. Diesel particulate filter (DPF) regeneration shall not be conducted within 100 feet of any aircraft fueling operation. DPF regeneration areas must me marked in accordance with NFPA 407.
Section 6

Environmental Protection

1. Tenants shall develop and implement a site-specific spill response plan to address the prevention of spills, leaks or discharges of oil, fuel or hazardous substances into the environment in accordance with Clark County Department of Aviation Environmental Management System. The plan shall include spill control, response and cleaning actions. In addition to the requirements of this Standard, tenants shall determine the spill planning and reporting requirements that apply to their operation and comply with the requirements. A copy of the spill response plan shall be provided to the McCarran Safety, Environmental and Risk Management office.

2. Tenants shall implement the following contingency/safety measures to prevent and prepare for fuel spill responses.
   a. Post a summary of spill plans at appropriate locations identifying spill cleanup coordinators, location of cleanup equipment and materials, evacuation routes and phone numbers of regulatory agencies to contact in the event of a spill.
   b. Make absorbent material, drip pans and other spill cleanup materials available where spills are probable, particularly in fueling and maintenance areas.
   c. Use only non-sparking and non-conducting tools to clean fuel spills.
   d. Keep absorbent material stored in the same location as supplies and equipment necessary to remove and dispose of the material after it has been contaminated.
   e. Regularly inspect equipment and vehicles for leaks.
   f. Evacuate the area immediately if material released into the environment is an unknown substance or is known to be extremely hazardous.
   g. Should consider establishing a contract with a licensed emergency response contractor to respond to spills beyond the capabilities of employees.

3. Tenants shall maintain and equip carts with spill response kits capable of safely and effectively cleaning a 100-gallon fuel spill. Spill carts shall be in an accessible location near areas where spills are likely to occur.
   a. Spill carts shall contain containment booms, granular absorbent, non-sparking shovels, disposal bags, storm drain cover mats and personal protective equipment as a minimum.
   b. Store absorbent materials in closed containers.

4. Tenants shall comply with the following to report, control and clean fuel spills.
   a. When any spill is observed originating from an aircraft, vehicle or hydrant, fuel servicing shall be discontinued immediately. Fueling operations may be continued when the ARFF determines it is safe to do so.
   b. Fuel spills, regardless of magnitude, shall be reported to the ACC Airport Emergency Line (261-5911) immediately upon discovery.
c. Fueling personnel operating fuel servicing equipment at the time of a fuel spill will standby to act as a fire watch until relieved by a supervisor or designated representative, and provide any necessary information the ARFF may require. The fire watch will have at least one dry chemical extinguisher with a 20-B:C rating, or two 20-B:C dry chemical extinguishers if a tanker is used, placed on the ground and available for immediate use (Ammonium Phosphate extinguishers are prohibited).

d. Aircraft, vehicles or spark-producing equipment in the area of a fuel spill should not be started until the spilled fuel is removed or rendered harmless. If a vehicle engine is running at the time of the spill, it is normally good practice to drive it from the hazard area unless the hazard to personnel is judged too severe. Spark-producing equipment, other than removable vehicles, should be shut down unless the danger to personnel is judged too severe.

e. Tenants shall take immediate steps to contain spills from spreading to a point where there is a possibility of property damage, personal injury or damage to the environment.

f. No fuel, grease, oil, dopes, paints, solvents, acids, flammable liquids or contaminants of any kind shall be allowed to flow into or be placed in any airport sanitary or storm drain system.

g. The ARFF shall make the sole determination on the quantity of fuel spilled.

h. If a fuel spill is less than 25 gallons, and the ARFF has determined that it is safe to do so, the tenant fueling agent shall immediately clean the spill with absorbent material.

i. When a fuel spill is 25 gallons or more, the ARFF, at their discretion, may cover the spill with a foam blanket or monitor the clean up effort. In the event the ARFF does put a foam blanket on the spill, the tenant fueling agent will be responsible for containment and cleaning the spill with absorbent material. The containment and cleanup shall begin immediately. If the fuel spill is too large to be handled by available tenant fueling agent resources, the DOA will provide personnel, equipment and material, to the extent available, to clean the spill, and bill the tenant for actual and administrative costs.

j. Tenants shall use the Clark County Department of Aviation Spill Report form (Appendix 4) to document spills. A copy will be submitted to the Airport Safety and Environmental Section within 24 hours of a spill. One copy shall also be retained by the tenant for a minimum of three years. Forms can be obtained from the Airport Operations Coordinator, the Airport Safety and Environmental Section or online: https://cms.mccarran.com/dsweb/Get/Document-260386/Spill-rpt-MIA%20-%20Revised%20Aug%202012.pdf

k. Additionally, tenants shall notify the Nevada Division of Environmental Protection (1-888-331-6337) and Nevada Division of Emergency Management within 24 hours for POL product spills 25 gallons or more.

5. Any person, including the owners or operators of aircraft causing fuel, oil, grease or other contaminant spills anywhere on the airport shall be responsible for ensuring the spill is immediately cleaned, or it will be cleaned by the DOA at the responsible party’s expense. The responsible party may also be liable for fines and penalties.

6. Aircraft involved in a fuel spill should be inspected thoroughly to ensure no fuel or vapors have accumulated in flap well areas or internal wing sections not designed for fuel tankage. Any cargo, baggage, mail sacks or similar items that have been wetted by fuel shall be decontaminated before being placed aboard any aircraft.
Appendix 1

Supervisory and Line Service Fuel Safety Training Program Syllabus

INTRODUCTION: This syllabus is designed to provide the aviation refueling agent with the fire training subjects required by Federal Aviation Regulation, Part 139. Under Part 139.321, Handling and storing of hazardous substances and materials, at least one supervisor with each fueling agent must have completed an aviation fuel training course in fire safety that is authorized by the Administrator of the Federal Aviation Administration. This training can be accomplished at a nationally recognized course or a course developed in accordance with a local fire marshal. Once the supervisor attends such a course, the supervisor has the responsibility to train the line service refueling personnel in the same areas.

Mandatory Elements for Supervisory and Line Service Fuel Safety Training Programs.

1. An orientation that addresses:
   a. Purpose of the course
   b. Expected outcomes as identified in 14 CFR 139.321
   c. Familiarity with applicable FAA ACs, fire codes, and fire and fuel safety organizations and their publications
   d. Knowledge of fuel types
   e. Fueling of different types of aircraft
   f. Supervisory Requirement – An overview of techniques for effective training, including:
      i. Methods of delivery; Classroom, On-the-Job and Online
      ii. Understanding of different types of learning (i.e. visual, cognitive, hands-on)
      iii. Motivational aspects of training

2. Basic safety practices including:
   a. Protection against fire and explosions
   b. Safe handling and storage procedures for fuels and lubricants
   c. An understanding of the term “Hazardous Materials” and procedures for handling hazardous materials and other fuels and lubricants
   d. Use of Personal Protective Equipment (PPE), including eye protection, ear protection, hand protection, and proper types of clothing and shoes/boots
   e. Prohibition on carriage of smoking materials (i.e., cigars, cigarettes, lighter, matches and pipes
   f. First aid for responding to contact with aviation fuels or lubricants, including ingestion, inhalation and contact with eyes or bare skin

3. Bonding:
   a. Definitions as contained in NFPA 407
   b. Physics of bonding (what/when/why)
   c. How to ground versus how to bond:
      i. Where and how to bond
      ii. Types of bonding equipment
      iii. Correct bonding procedures
   d. Static electricity
   e. Fuel flash points
4. Public protection:
   a. Protection from sources of ignition
   b. Proper ramp fueling procedures, including aircraft with passengers on board
   c. Coordination with flight crew prior to fueling aircraft
   d. Situations requiring cessation of fueling procedures

5. Control of access to storage areas
   a. Fences and gates/locks
   b. Signs and other required placarding (e.g., “No smoking,” “Jet A,” “Avgas”)
   c. Protection and security associated with fuel farms, including proper authorizations and procedures
   d. Safety awareness (location and operation of fire extinguishers, location of emergency shutoffs, communications for assistance)

6. Fire safety in fuel farm and storage areas:
   a. Verification of product types
   b. Fuel farm inspection procedures
   c. Fueling operations at fuel storage facilities during low visibility and night operations
   d. Fuel delivery operations, including the use of hoses, valves and other equipment
   e. Proper procedures for fuel equipment use/storage (nozzle covers, securing of equipment when not in use)
   f. Leak and spill prevention
   g. Product leaks and contamination
   h. Emergency procedures and notifications
      i. Local spill reporting procedures
      ii. Spill control and containment (limited quantity)
      iii. Spill (large quantity) and aircraft rescue and firefighting notification requirement
      iv. Cleanup procedures
   i. Fire classification and appropriate types of extinguishers
      i. Fire classifications and extinguisher types used
      ii. Inspections, safety and personnel protection after a spill
      iii. Hands-on training in use of a portable fire extinguisher
      iv. Effects of weather on fueling operations

7. Fire safety in mobile fuelers, fueling pits and fueling cabinets:
   a. Weight and balance, driving requirements, speed precautions and driver qualifications
   b. Inspection of fueling vehicle and sumping, exhaust and muffler system
   c. Procedures and vehicle placement for fueling operations, controls, interlocks, brakes and chocking
   d. Mobile fueler refueling procedures
   e. Parking requirements and separation distances
   f. Fueling pit safety/procedures/product leaks/clean-up
   g. Fueling cabinet safety procedures
Appendix 2

Supervisor and Line Service Fire Training
CCFD Local Fire Official Verification

Completion of this form verifies that:

(Name)

has received training in local fire code requirements as they relate to fueling operations conducted on the airport as required by Federal Aviation Regulation, Part 139.321, *Handling and storing of hazardous substances and materials*. The training included:

- Verbal briefing on applicable local fire code requirements covering public protection, control of access to storage areas, fire safety in fuel farm, storage areas, mobile fuelers, fueling pits and fueling cabinets

- Fire extinguisher(s) location/use

- Live demonstration of fire extinguisher types used at the facility

- Emergency shut-off location/use

- Proper bonding procedures

The training was completed on: _____/ _____/ _____

Signed: _______________________________________________________________________

Position: _______________________________________________________________________

Name of fire authority: _______________________________________________________________________
Appendix 3

Annual Tenant Training Confirmation Letter Format

Company Logo

To: Airside Operations
   Clark County Department of Aviation
   McCarran International Airport

From: Winston Churchill

Subject: Annual Training Verification Letter

Date: December 31, 2007

The following personnel have successfully completed an FAA Administrator approved AC 150/5230-4B Addendum Supervisory Fuel Safety Training course, on the dates indicated in accordance with 14 CFR Part 139.321(b)(1) through (b)(6) and 139.321(e)(1). A copy of their training Certificate, and documented Supervisor and Line Service Fire Training CCFD Local Fire Official Verification are attached.

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<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Name</th>
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<tbody>
<tr>
<td>Adams, Samuel</td>
<td>02/07</td>
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The following personnel have successfully completed Line Service Fuel Safety Training on the dates indicated in accordance with the requirements contained in 14 CFR Part 139.321(b)(1) through (b)(7) and 139.321(e)(2).

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SIGNED
Winston Churchill
Training Manager

Note: Letters must include company letterhead or logo.
CLARK COUNTY DEPARTMENT OF AVIATION SPILL REPORT

Revision August 2012, all previous editions are obsolete

The tenant is responsible for the clean up and proper disposal of its spill. The tenant must fill this form out in its entirety and returned or FAX (702-261-5096) a copy to the Department of Aviation within 24 hours of the spill. Refer to the Department of Aviation Environmental Management System for more information on reporting and cleaning up spills.

**PLEASE TYPE OR PRESS FIRMLY; IF EXTRA SPACE IS REQUIRED ATTACH AN ADDITIONAL PAGE TO THIS REPORT.**

Person making report: _________________________ Company: _____________________ Contact Phone #:____________________

Responsible party for spill: __________________ Date/Time of Spill: ________________ Date/Time completed: ________________

Material Spilled: □ Jet A Fuel □ Unleaded □ Diesel □ Hydraulic Fluid □ Blue Juice □ Other: __________________________

Estimated Spill Quantity: _______ □ Gallons* □ Quarts Estimated Quantity recovered: _______ □ Gallons* □ Quarts

Location of Spill: □ Air Cargo □ A □ B □ C □ D □ E □ Gate#______ □ Atlantic □ Signature □ Holding Pad #______

□ RON ramp □ Taxiway □ Runway □ Other: ________________________________________________

Source: □ Commercial Aircraft □ Private Aircraft □ Hydrant System □ P-cart □ Fuel truck □ Lavatory vehicle

□ Other: _____________________________________________________________________________________________

Aircraft registration number: _____________ Fueling vehicle permit number: ____________ Other: ___________________________

1. Cause and circumstance of spill: _______________________________________________________________________________

___________________________________________________________________________________________________________

2. What is being done to ensure that such a spill will not recur: _________________________________________________________

___________________________________________________________________________________________________________

3. Method of clean up: ________________________________________________________________________________________

4. Type of absorbent material or device used: _______________________________________________________________________

5. Were proper clean up procedures used: □ Yes □ No _______________________________________________________________________________________

6. Method and location of disposal of absorbent material or device: _______________________________________________________________________________________

7. Unusual circumstances or other pertinent data: _______________________________________________________________________________________

____________________________________________________________________________________________________________

______________________________________________________________ Date: ___________________________

Signature: __________________________________________________

* If any spill is 25 gallons or more, the tenant is responsible for contacting the Nevada Division of Environmental Protection at 1-888-331-6337 within the next business day following the spill.

NDEP Report number: ________________ (Required for spills 25 gallons or more)
REFERENCES


Clark County Code Title 13 – Fire and Fire Prevention

Clark County Code Title 20 – Airports

Clark County Code Title 24 – Water, Sewage and Other Utilities


Federal Aviation Administration (FAA). Advisory Circular 150/5230-4B, Aircraft Fuel Storage, Handling and Dispensing on Airports (September 28, 2012)


McCarran International Airport, Airport Certification Manual (May 12, 2011)

National Air Transportation Association (NATA). Refueling and Quality Control Procedures for Airport Service and Support Operations (January 2011)


Nevada Revised Statute 496. Municipal Airports