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| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |

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| **Related Documents:** | Refer to SDS for detailed health and safety information on the product being used (e.g. diesel, gas). |
| **When to use this SWP:** | This procedure applies to the refueling of any vehicle, equipment or machine using gasoline or diesel fuel and must be followed to ensure equipment is refueled in a safe and healthy manner. |
| **Hazards & Risks:** | * Fire/explosion * Inhalation of toxic vapors * Spills |
| **Personal Protective Equipment:** | * Non-disposable chemical resistant gloves (optional) * Respirator (optional) * Safety Glasses |
| **Training Requirements:** | * On-site training by designated individual. |
| **Communication Process:** | * Follow posted warning labels * Read and follow SDS |
| **Equipment & Supplies:** |  |
| **Procedure:**   1. Refuel equipment in designated, well-ventilated fueling area. Avoid mobile fueling whenever possible. 2. Drive close to the fuel pumps, but no closer than 1 meter (3 feet). 3. Park equipment on level ground, whenever possible. 4. Shut off engine or motor. 5. Never remove the fuel cap or refuel with the engine running or hot. Allow the motor on hand-held equipment to cool down before removing the fuel cap or refueling. 6. Do not smoke while fueling equipment. Avoid all ignition sources. 7. Ensure the fuel is the proper fuel type for the equipment. 8. Maintain control of the fuel filler pipe nozzle. Do not leave the fueling area until refueling is complete. 9. Do not “top off” fuel tanks. 10. Do not allow fuel tanks to overflow or fuel to be spilled. Fill small gas tanks (such as lawn mowers, motorbikes) slowly to prevent fuel from spilling. 11. If refueling from a can     1. Use only a can approved to hold gasoline     2. Fill slowly and listen to air coming out of the can as the fuel pours in. As the can nears the full level, air will come out faster, and the pitch will get higher. Stop before the tank is full.     3. Leave 5 percent empty to allow for expansion of the fuel.     4. When the tank is full, let the nozzle drain for a few seconds before removing it from the fuel port to prevent dripping. 12. Ensure nozzle is empty prior to removing nozzle from tank. 13. Ensure cap is properly tightened after fueling. 14. If the originally fuel tank cap is lost, contact your supervisor. | |
| **Emergency Procedures:** | If fuel is spilled use spill cleanup kit found in the fuel storage area and contact the appropriate personnel. Where a large spill occurs, contact 1-800-565-1633. |