

Shift Leader Training Outline

The expectation implied by State/Federal ABC operator rules is that all shift leaders (anyone left alone and in charge):

- Have a working understanding of the tank monitor (Omntec or Veeder Root).
This includes understanding and knowing at all times its "Status" (in alarm or normal) and being able to operate rudimentary functions (i.e. print sticks and alarm status).
- Understand all emergency response procedures (including policies on hazardous waste) as outlined in the newly revised "Emergency Response" posting.

Daily Responsibilities:

- ◆ All shift leaders at beginning of shift must enter an EMR for any TM alarms and print sticks daily
- ◆ Please RESPOND to all calendar reminders send by Dave McQuade
- ◆ Screen that asks "tanks pass?" 1 yes, 2 no, 3 exempt (for double wall tanks). If your store has single wall (SW) tanks a 1 or 2 should be entered. Remember if you have multiple SW tanks all tanks have to pass for a 1.
- ◆ Screen that asks "tank monitor in alarm? 1 s no 2 yes. If your tank monitor Veeder Root says anything other than "ALL FUNCTIONS NORMAL" (Omntec says "NORMAL") than you are in alarm and you enter a 2. Additionally see next line
- ◆ If you are in alarm the Manager and all shift leaders at every shift change must submit an "EMR" DAILY until fixed. Alarms that say "HIGH WATER" ARE TO BE CONSIDERED AN EMERGENCY! And someone on Emergency Response must be called
- ◆ At every shift change, in addition to submitting an EMR for any alarms the shift leader should print the stick reading (for hands-on involvement)
- ◆ For morning report, all Veeder Roots must press print (to record leak detection) and all Omntecs need to press TEST. (I send out a periodic email reminders)

Other responsibilities:

- ◆ Monthly all stores ABC inspection (reminders sent)
- ◆ Tri annually all employees complete Class C training log (includes watching video rereading "Emergency Response" and signing off upon completion (reminders sent)
- ◆ Light bulbs are Haz waste (mercury) and should never be thrown in the garbage. Wesco delivery driver will pick them up upon request. (reminders sent)

Questions can be directed to the District Manager or to Dave McQuade