



Gull New Zealand Limited

**Unmanned Service Station Environmental
Management Plan**

Gull Pokeno

Document Management

Document Issue & Review

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Abbreviations

Acronym	Meaning
API	American Petroleum Institute
ASTM	American Society for Testing and Materials
EMP	Environmental Management Plan
IT	Information Technology
HSEQ	Health, Safety, Environmental and Quality
TMU	Trade Measurement Unit
UPP	Universal Petro Pipe
UPSS	Underground Petroleum Storage Systems
UST	Underground Storage Tank

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1. Site Details and Scope of the EMP

1.1 Company Description and Site Location

About Gull

Gull NZ Ltd is a family-founded oil company that is credited with keeping the fuel market competitive and giving savings to the Kiwi motorist.

Gull was the first company to introduce many innovative products to the New Zealand market well ahead of the opposition including low Sulphur diesel which has proven environmental benefits. In August 2007 Gull again set new environmental benchmarks with the launch of New Zealand's first biofuel Gull Force 10 - 10% ethanol mixed with premium gasoline giving higher octane and cleaner performance. Force 10 was followed by Diesel Max, a biodiesel blended with mineral diesel for diesel vehicles.

Gull has a network of retail outlets, including Night 'n Day Foodstores, independent Gull sites, marina installations and 24/7 Unmanned sites throughout New Zealand. For more information visit www.gull.co.nz

Site Location

This Environmental Management Plan (EMP) relates to Gull Pokeno located at 68 -72 Great South Road, Pokeno, Waikato. The site is owned by Sabi Minhas and consists of 850m², legally described as LOT 41 DP 19787 and LOT 41 DP 19787.

1.2 EMP Scope

The Environmental Management Plan (EMP) outlines site environmental management controls, procedures and responsibilities and should be read in conjunction with Gull's Tier 1 Emergency Spill Response Plan (see [Appendix G](#)).

The construction, fuel storage and operation of this site have been designed to comply with the:

- The Hazardous Substances and New Organism Act 1996 and Dangerous Goods and Scheduled Toxic Substances Transfer Notice 2004 (supplement to the New Zealand Gazette Thursday 25th 2004 issue No 35);
- The Code of Practice for the Design, Installation and Operation of Underground Petroleum Storage Systems (Department of Labour, First Edition 1992) and Supplement No.1 June 1995;
- Environmental Guidelines for Water Discharges from Petroleum Industry Sites in New Zealand, Ministry for the Environment, December 1998".
- Resource Management Act 1991

1.3 Site Activities, Facilities and Stores

The following site operations and activities are covered by this EMP.

Site Activities

- Bulk delivery of fuels.
- Customer refuelling.
- Contractor activities that could result in the loss of product to the environment. Examples include TMU calibration of dispensers and dispenser & UPSS maintenance, including removal of potentially contaminated water from tank manways & the SPEL/API stormwater interceptor.

Site Facilities

- Storage of up to 120,000 litres of petroleum fuel stored in two secondary contained fibreglass underground storage tanks.
- Vent pipes for the underground storage tanks.
- Fuel dispensers.
- Forecourt general rubbish bins and 1 x bulk 1000L miniature skip bin.
- Purceptor pits.
- IT Control shed.

Site Stores

- There are no other site stores containing any hazardous substances.

1.4 Site Layout and Drainage Plans

The site consists of a forecourt with 3 fuel dispensers with associated Underground Storage Tanks (USTs) containing Regular 91 (60,000 litres) Premium 98 (Force 10) (25,000 litres) and Diesel (35,000 litres). All three fuel products are available at each fuel dispenser.

Bulk fuel delivery fill points and vapour recovery are located within the forecourt area. An adjacent IT Control shed is fitted with an Emergency Stop button, Spill Kit and Fire Extinguisher, plus procedures for customers in the event of an emergency.

The site forecourt drains, to cut-off drains which direct potentially contaminated stormwater from the forecourt to an oil interceptor (SPEL Purceptor – see [Appendix D](#)). The interceptor automatically retains fuel spills up to a maximum of 2,500 litres. However additional storage and retention capacity for spills exists within drains from the SPEL back to the forecourt cut off drains. The system prevents these hydrocarbon contaminants discharging directly into the council-controlled storm water drainage system.

Additional standard stormwater drainage (i.e., kerb and channel with stormwater grates and cess pits) are provided around the perimeter of the site and apron area of the forecourt. Stormwater discharging into these sumps is unprotected.

See attached copy of Site Layout, Petroleum & Drainage plan(s) in [Appendix B](#).

1.5 Site Receiving Environments

Receiving environments are those areas of land or water that can or do receive storm water run-off from the site.

The immediate receiving environments include site soils, groundwater aquifers beneath the site and the local reticulated storm water drainage system. The ultimate receiving environment for site storm water is the Waikato River. See [Appendix C](#) for maps identifying the receiving environments.

1.6 Authorisations, Consents and Permits

Below is an outline of the authorisations, consents and permits that this site has, or requires in order to manage potential pollution risks.

Table 1.1: Summary of site authorisations, consents and permits

Type and number	Agency	Expiry Date
Resource Consent 'insert number'	Waikato Regional Council	
Building Consent 'insert number'	Waikato Regional Council	
HSNO Stationary Location Certificate	DGC/ENVIROHAZ	
HSNO Site Location Certificate	DGC/ENVIROHAZ	(Re certified Annually)

2. Pollution Risks and Controls

2.1 Pollution Risks

This plan covers the credible environmental pollution risks during normal retail operations. The potential sources of a fuel spill are:

- Leaks from tanker transfer hose fittings.
- Transfer hose rupture.
- Uncoupling of transfer hose from truck or site fill points due to point failure.
- Tank pipework or dispenser gasket failure.
- Overflow of underground fuel tank and vent pipes.
- Vehicle collision or accident with fuel delivery tanker on site.
- Vehicle collision with dispensers.
- Leaks into fuel dispenser sumps.
- Vehicle drive-offs with nozzle attached, hose break away.
- Splash back from refuelling point.
- Fuel nozzle activated accidentally/ misuse of nozzle.
- Rupture or spill of/from fuel containers/cans during filling.
- Faulty nozzle.
- Nozzle falling from car fill point.
- Person tripping on hose.
- Customer operation error.
- Customer draining their vehicle's fuel tank following dispensing incorrect fuel.

2.2 Pollution Controls - Structural and Procedural Controls

This section identifies the appropriate controls (both structural and procedural) that are implemented to ensure the site is operated in an environmentally responsible manner and in accordance with required legislation and industry guidelines. Further function or activity specific controls are provided in Sections 3-7.

Function	Operation	Risk	Method Control	Equipment Control
Site Fuel Delivery	Filling of underground bulk fuel tank	Spillage	Impermeable slab & intercepted drainage Dry brake couplings All camlocks and fittings are secure by auto clip or tied. Tanker emergency stop Tanker Spill Kit	SPEL Separator Delivery operating procedures e.g. Hose inspection and certification programme. Visual inspection of transfer line before commencing fuel transfer. Operator remains by pump control throughout fuel delivery operation.
		Leakage	Fill point spill containment	Proprietary spill containers at tanker fill point. On-site spill kit.
		Overfill	Overfill shut off Mechanical overfill shut off valves installed in tanks	Verify tank volume will take tanker compartment by manual dip stick or Automatic Tank Gauging, before commencing transfer.
Fuel Storage	Tanks (Double	Corrosion	Double walled fibreglass	Tanks manufactured to

Function	Operation	Risk	Method Control	Equipment Control
	wall)		tanks with hydrostatic leak monitoring/detection between the inner and outer walls of the underground fuel tank (HydroGuard).	approved international standards (e.g. ASTM D4021) and approved installation guidelines (refer Code of Practice for the Design, Installation and Operation of Underground Petroleum Storage Systems) Routine inspection of fuel storage tanks by independent Compliance Certifiers and tanks issued with Stationary Container System Test Certificate.
		Fuel leak from UPSS into water table	2 x Tank pit environmental monitoring wells	6 monthly checking of water table surface and environmental well samples.
		Integrity of Tank Inner/Outer wall	Visual monitoring of interstitial liquid (HydroGuard)	N/A
Fuel Delivery to Dispensers	Pressurised	Leakage	Contained pump riser sumps	GRP pump Riser Integral with tank top
	Underground pipework	Leakage	Mechanical or electronic leak detectors	Redjacket FX Hydraulic Line Leak detectors on each pump
	Underground pipework	Corrosion	Non-metallic pipes	Proprietary UPP/Durapipe Petroleum Pipe System
Delivery from Dispenser	Nozzle not returned to pump holster	Dispenser times out on no flow and shuts down	Integral with dispensers	
		Overfill	Auto shut off nozzle	Dia 20 SVA nozzle
		Tow-away	Hose dry break coupling	Dia 20 standard oil industry double poppet breakaway coupling
		Severe Tow-away	Dry break shear valve installed under the dispenser	Emergency shear valves (Dia 40 OPW shear valves)
	Dispenser internals	Internal pipe leaks	Under dispenser sump	Under dispenser sumps.
		Unattended dispenser failure	Solenoid valve opened by dispenser operation	Solenoid valve and interconnecting circuit.
		Emergency Stop	Cut electrical supply to all dispensers and delivery pumps	
Fuel Storage & Pumping	All	All	Manual reconciliation of all tanks and dispensing meters with central controller totals	Dispenser Electromechanical totalisers. Automatic/electronic tank gauging. Underground tank manual dipstick.

In the event of a spill onsite, refer to Appendix G: Emergency Spill Response Plan

3. Site Fuel Delivery

3.1 Materials

The non-pressurised underground vent/fill pipelines are single wall proprietary Universal Petro Pipe (UPP) or Durapipe pipework. All pressurised supply lines to dispensers are double wall proprietary UPP or Durapipe pipework.

3.2 Tanker Valves

On the fuel delivery truck, two valves, a pneumatic internal compartment valve and a manually operated external faucet valve must be open simultaneously to start fuel flow to the tanks, when not in use, at least one of these valves remains closed preventing accidental spillage greater than the contents of the hose (<130 litres).

3.3 Emergency Shut Down Switch - Tanker

An Emergency Shut Down Switch is located on the fuel tanker. It can be used by the operator if a leak occurs when the equipment is in normal operation.

3.4 Spill Kits - Tanker

A 60 litre container of sorbent materials (Spill Kit) is located on the tanker and is carried at all times. This can be used in addition to the on-site spill kit to provide additional spill containment and absorbent materials.

3.5 Equipment Testing and Inspection Programme

The pumping equipment and transfer hoses are subjected to inspection and maintenance by specialists at regular intervals. This is a mandatory requirement of the Gull fuel logistics contract.

3.6 Procedures to Prevent a Spill during Fuel Delivery

This section details the preventative measures taken to minimise the risk of a spill. Prior to delivery of bulk fuel, the delivery contractor will ensure...

- a) The transfer hoses are secured and checked
- b) Absorbent material is available to mop up any spills that might occur

Procedures

The delivery contractor's representative responsible for the site fuel delivery shall ensure the following standards have been met before commencing any product transfer:

- The tanker has switched off their engine;
- The volume of fuel to be transferred to the tanks has been calculated and verified before starting operations; and
- The spill control equipment must be immediately available at all times when bulk liquid is being transferred.
- Only hoses, adaptors and caps manufactured for use with the product shall be used.
- Only hoses that have been inspected tested and are currently certified shall be used.
- Where camlock couplings are used the lugs shall be secured to prevent release.
- The fuel delivery pre-checklist must be completed, dated and signed by the delivery contractor before commencing any transfer of product.

- Before fuel transfers begin, an inspection of transfer hoses, fittings and valves shall be made.
- Operators must be competent in the use of spill containment equipment and vehicle fire extinguishers.
- An isolation valve must be provided at the point of connection from the vehicle transfer hose to the remote fill point. All flexible hoses must be completely cleared of all liquid before connections are broken and must be capped before moving.
- The delivery pump is never left unattended. The delivery contractor is required to be in attendance at all times during fuel transfer operation.

3.7 Preventative Measures

This section details the preventive measures taken by Gulls delivery contractor to minimise the risk or consequence of a spill from a fuel tanker during fuel delivery and transfer.

Event	Controls	Credible Spill (Litres)
Leaks from hose and fittings	• 6 monthly hose testing and inspection • Securing all couplings • Operators on standby • Drip trays under fittings	Small – drips, weeping or small leak. Easily contained or absorbed by spill kit.
Hose rupture	• 6 monthly hose testing and inspection – hoses tagged and dated • Prevent hose damage or crushing during transfer • Stop fuel transfer if problem arises	Unlikely event. Should this occur, refer to above calculations.
Hose uncoupling	• All camlocks and fittings are secure by auto clip • Visual inspection	<130 litres
Tanker equipment failure	• Equipment testing and inspection programme. • Operator on standby at all times. • Fuel tanker designed in keeping with good industry practice and regulatory requirements	Unlikely event. Maximum loss of fuel <9000 litres.

3.8 Training

The tanker operator is trained and assessed prior to solo deliveries to respond to spills. Training provided covers the spill kit contents and its use to contain spills and prevent any accidental spillage migrating to the environment. Tanker operators are also required to be familiar with the Gull Emergency Spill Response procedures.

4. Underground Storage Tanks

4.1 Underground Tank Construction

Two underground storage tanks are located beneath the site consisting of:

- 1 x 60,000 litre Regular (91) petrol
- 1 x 60,000 litre split 35,000 litres Diesel and 25,000 litres Premium (98) Gull Force 10 petrol

The tanks have double wall containment and are manufactured in fibreglass to provide structural integrity and corrosion resistance. These tanks have been manufactured in accordance with ASTM D4021: Standard Specification for Glass-Fibre-Reinforced Polyester Underground Petroleum Storage Tanks, as specified in Section 17.3 of the Health and Safety at Work (Hazardous Substances) Regulations 2017. A 30 year manufacturer's warranty is also provided from the date of installation.

4.2 Underground Tank Installation

An experienced (Gull approved) petroleum installation contractor is only ever used to carry out the underground tank installation in accordance with manufacture validation certificate – structural warranty. The installation complies with:

- The Code of Practice for the Design, Installation and Operation of Underground Petroleum Storage Systems (Department of Labour, First Edition 1992);
- The Hazardous Substances and New Organism Act 1996 and Dangerous Goods and Scheduled Toxic Substances Transfer Notice 2004 (supplement to the New Zealand Gazette Thursday 25th 2004 issue No 35).

The site is inspected by an independent Dangerous Goods Inspector and if compliant the site is issued with a Stationary Location Certificate prior to operating.

4.3 Tank Pit Observation Wells

Observation wells (2) are installed within the tank pit excavation at opposite corners. The design of the wells will comply with the Code of Practice for the Design Installation and Operation of Underground Petroleum Storage Systems. The site Environmental Management Plan requires these observation wells to be checked on a regular (monthly) basis for the unlikely presence of hydrocarbons.

4.4 Remote Fill Point Spill Containers

All underground storage tanks are remote filled and fitted with spill containment buckets to contain any leakage that may occur during the tank filling process from the road tanker. Any residual product in the spill container will be drained back to the underground storage tank via an internal valve within the spill container.

4.5 Tank Over-Fill Valve

To prevent any spillage during a fuel delivery, the road tanker operator delivery protocol requires the operator to dip the tank to ensure the tank "ullage" is capable of accepting the tanker contents, prior to delivering fuel. As a "backup" to the protocol, an overfill valve will be fitted to each underground fill point. The valve will shut off flow to the underground tank at 95% capacity. An internal drain valve will allow for draining of the tanker delivery hose.

4.6 Underground Tank Manway's

All underground storage tanks are fitted with fibreglass manways with an aluminium or fibreglass access cover. The manway is designed to allow visible inspection of all tank top fittings and pipework penetrations (including tank dip points,) and is integral to containing any potential spillage or leaks at this critical point. For this reason, manways are watertight and can retain water from condensation and/or water ingress. Procedures are in place to ensure regular (6 monthly) inspection of manways for water and if contaminated for their safe disposal.

4.7 Tank Inventory Control

Gull maintains an inventory control system in accordance with the '[Code of Practice for the Design, Installation and Operation of Underground Petroleum Storage Systems - Supplement No. 1 Management of Existing Underground Petroleum Storage Systems](#)', as referenced by WorkSafe NZ. The system includes regular routine reconciliations of sales volumes, fuel receipts and stock on hand, with monthly reviews of cumulative variances. Losses of more than 0.5 percent of throughput or any departure from the established pattern of stock variances are investigated. This investigation can involve the pressure testing of the tank and fuel lines and inspection of tank pit observation wells for hydrocarbons.

5. Underground Pipelines

5.1 Materials

The non-pressurised underground vent/fill pipelines are single wall proprietary UPP or Durapipe pipework. All pressurised supply lines to dispensers are double wall proprietary UPP or Durapipe pipework.

UPP Underground pipelines are widely regarded as being the industry standard and have been installed on Service Stations internationally for over 20 years and in New Zealand since 1988. UPP Underground pipelines are commonly used on Gull, Mobil Oil NZ and Shell/Z New Zealand sites. All piping provides structural integrity and corrosion resistance and is approved to USA Underwriters Laboratories Standards.

Durapipe PLX is a complete range of dedicated fusion-welded pipework systems for the safe transfer of fuels. Suitable for use with leaded, unleaded petroleum, including ethanol rich alternative fuels (E85), diesel, bio-diesel and fuel oils.

The Durapipe PLX range represents a major innovation in pipework technology as it offers the ultimate in environmental protection with maximum protection against permeation and leak free joints. Durapipe PLX is fully compliant with the Institute of Petroleum Performance Specification - Issue 2 for underground pipework systems.

5.2 Installation

An experienced petroleum installation contractor will carry out the underground pipeline installation. The installation will comply with:

- The Code of Practice for the Design, Installation and Operation of Underground Petroleum Storage Systems (Department of Labour, First Edition 1992);
- The Hazardous Substances and New Organism Act 1996 and Dangerous Goods and Scheduled Toxic Substances Transfer Notice 2004 (supplement to the New Zealand Gazette Thursday 25th 2004 issue No 35).

5.3 Line Leak Detection

A line leak detection system minimises any potential adverse environmental effects in the unlikely event of a pipeline leak.

All petroleum distribution lines are fitted with a mechanical “line leak detector”. In the unlikely event a pipeline leak occurred, the line leak detector would “trip”, restricting flow at the dispenser to a “trickle”, indicating a potential integrity problem with a dispensing line. The line leak detector meets USA Environmental Protection Agency standards for monitoring.

5.4 Tank and Line Testing

Prior to operation of new sites, all underground tanks and pipelines are independently pressure tested by Tanknology, or other Gull approved contractors. This ensures the fuel system has full integrity prior to site commissioning with fuel and routine operation.

6. Fuel Dispensers

6.1 Under Dispenser Shear Valves

All dispensers will be fitted with shear valves and trip wires to minimise any potential “spillage” in the event of an accident. The function of the primary poppet of a shear valve is to close off flow to a dispenser in the event a vehicle damages a dispenser.

6.2 Under Dispenser Sumps

All new dispensers are fitted with under dispenser sumps to contain any potential internal “spillage” within the dispenser during servicing, and the unlikely event an internal leak develops. Dispenser sumps are regularly inspected (6 monthly) for contaminants by Petroleum System Maintenance Contractors during site preventative maintenance checks.

6.3 Fuel Delivery No Flow Safety Function

All dispensers incorporate an automatic “time out” function to limit the potential of any “spillage”. In the event a dispenser nozzle is removed from the holster, or not stowed correctly, and no fuel is delivered for a period of three minutes, the dispenser will automatically shut down.

6.4 Fuel Volume Limits

This site has a maximum pre-authorisation purchase limit for fuel of \$200 for each side of a dispenser. This equates to approximately 100 litres of petrol at \$2/litre or approximately 133 litres of diesel at \$1.50/litre. This therefore restricts the amount of fuel that can be inadvertently discharged per hose at any one time. NB: The total volume will never be set to extend beyond the capacity of the purceptor.

6.5 Fuel Hose Breakaway Couplings

To limit any potential spillage in the event a vehicle drives away from a dispenser with the nozzle still in the vehicle tank, breakaway couplings are installed on all delivery hoses.

Breakaway couplings allow the hose to break away from the dispenser, preventing the dispenser being towed over. An internal poppet closes preventing any spillage from the dispenser.

7. Site Stormwater Discharges

7.1 Site Stormwater Discharges

Gull has stormwater drainage systems for managing stormwater discharges from all Unmanned Service Stations. The risk of contamination of stormwater on site is divided into two category areas:

Category 1 Area – drainage systems dedicated to the capture and disposal of stormwater from areas where the presence of fuel and oil contaminants is unlikely to occur:

- Roofed areas
- Paved open (apron) areas within the site, surrounding the forecourt, which are utilised for vehicle movement, driveways and parking

These areas are graded so any runoff discharges into the stormwater collection cesspit, from where they discharge into the council's stormwater drainage network. Cleaning of these stormwater cesspits (of silt and debris) is done on a routine maintenance schedule (every 6 months).

This stormwater remains totally segregated from the category 2 areas described below i.e., forecourt and remote fill areas, which may contain hydrocarbon contaminants.

Category 2 Area – drainage systems are dedicated to the capture of stormwater which may contain fuel and oil contaminants generated from refuelling activities or spill and requires appropriate containment and/or treatment prior to discharge into the council's stormwater drainage network. Contaminated stormwater is likely to come from two main areas on site.

- Paved forecourt areas where vehicle refuelling takes place; and
- Slabs surrounding remote fill points for underground storage tanks (often within the forecourt area) during bulk fuel delivery

The two different stormwater category areas are shown in [Appendix B](#).

7.2 Oil Interceptor Trap (SPEL Puraceptor)

All stormwater from the Category 2 area i.e., where there is the potential for contaminants drain via cut-off drains on the edge of the forecourt to an Oil Interceptor (SPEL Puraceptor). Should a fuel spill occur on site, the capacity of pipes, sumps and on-site grading is such that conceivable spills can be contained on site, while emergency spill response measures are put in place.

In the event of a spill onsite the Oil Interceptor (SPEL Puraceptor) automatically isolates fuel and oil contaminants (preventing their off-site discharge to stormwater) up to a maximum capacity of 2,500 litres. However additional storage and retention capacity for spills exists within drains from the SPEL back to the forecourt cut off drains.

Any fuel that has been collected in the Oil Interceptor must be removed by a specialist hazardous liquid waste disposal company (See [Appendix F](#) for contact details). Cleaning of the interceptor is done on a routine maintenance schedule, or in the event of a spill.

If hosing the area with water is involved in a spill clean-up, the volume used should be kept to a minimum and the contaminated water MUST be directed into an identified forecourt stormwater cut-off drain, only when it has been confirmed it leads to the SPEL Puraceptor, where it can be safely collected and removed.

If the spill is NOT contained in the category 2 areas (i.e. Category 1 areas) and enters stormwater drain thereby discharging off-site, the Regional Council must be advised IMMEDIATELY so the contaminated stormwater can be tracked, contained and collected at an alternative location to minimise any possible damage to the final receiving environment.

7.3 Management of Stormwater Treatment Devices

The SPEL Puraceptor maintenance and monitoring procedures are provided in [Appendix D](#) and are summarised below, in addition to inspection and management of general category 1 stormwater cesspits.

Table 3.2: Stormwater management and maintenance programme – summary

Stormwater Device	Inspection or Maintenance Task	Frequency
SPEL Puraceptor	Inspection for signs of oil or fuel >3mm, or sediment Cleaning, if required	6 Monthly
SPEL Puraceptor	Cleaning	6 Monthly
Stormwater Cesspits	Inspection for oil or fuel or build-up of silt/grit	6 Monthly
Stormwater Cesspits	Cleaning	6 Monthly

7.4 Forecourt Cleaning Requirements

High standards of housekeeping must be maintained to minimise potential contamination of stormwater system, and for the general safety and health of customers.

A regular cleaning programme eliminates the accumulation and run-off of surface contaminants into the stormwater drainage system, eliminates slippery forecourt services and ensures pump surfaces are clean for customers to handle.

Cleaning products and methods utilised do not affect the operation of the SPEL Puraceptor resulting in the carry-over of substances that will adversely impact on the performance of the stormwater management system.

Dry processes using absorbent materials and sweeping and/or vacuum cleaning methods are preferred, whereby the effluent is collected for removal off site. **Use of water is avoided or kept to a minimum.**

“Dry” Cleaning Methods

The following dry-cleaning methods are preferred to minimise potential of any contaminants entering the stormwater system.

- Sweeping pavement areas, collect paper, litter, loose waste etc., and place in general rubbish skip.
- Use spill kit absorbent material to remove and collect product spills, stains etc.
- Spot spray surface with concrete or surface cleaning agent and wipe with rag or absorbent pad or wipe clean stains with rags or absorbent pads soaked in concrete and surface cleaning agent.

Sweep the **area** where the cleaning agent has been applied, allow 5 minutes to work and then wipe with rag or absorbent pad.

“Wet” Cleaning Methods

- Washing of the forecourt should not normally be necessary if spills are cleaned using “dry” cleaning methods.
- Traffic conditions and loading may require periodic wet cleaning of the surface. Washings from the forecourt should be collected in the SPEL Purceptor and allowed to separate before being removed, if required.
- **Detergents** or agents, which may emulsify oil and interfere with the SPEL Purceptor’s ability to separate and retain fuel and oil, must **NOT** enter the stormwater system.

7.5 Solid and Liquid Waste Disposal Procedures

Sources of waste on service stations vary and may require specific disposal methods.

Disposal of waste should be in accordance with the following guidelines:

- Forecourt general rubbish should be deposited in on site bulk waste bins provided by waste management contractors.
- General rubbish/litter cleaned from drains, grated drains and trash arrestors should be deposited in industrial trade waste bins provide they contain no fuel contaminants.
- Customer refuelling incident “cocktails” should be dealt with in accordance with the Gull Refuelling Incident Procedure and disposed of using approved waste contractors.
- Absorbent materials soaked in fuel/diesel/oil should be collected in a separate bag/container and disposed of using approved waste contractors.
- Fuel spills collected in Oil Interceptors must only be handled in vehicles and equipment suitable for flammable liquids. Hand or air operated pumps must be used, and the material drummed for removal, or collected in an approved vehicle using approved waste contractors.
- Sediment and waste from sediment collection pits (stormwater cesspits) must be disposed of through a licensed trade waste contractor.

Gull New Zealand Limited must authorise the collection and disposal of waste using approved waste contractors (see [Appendix F](#)).

8. Emergency Spill Response Plan

8.1 Emergency Spill Response Plan

Each site has a site-specific Tier 1 Emergency Spill Response Plan (see [Appendix G](#)). This should be read in conjunction with the EMP to provide a complete overview of site structural and operational controls adopted to minimise any discharge of contaminants to the environment.

9. Programmes and Systems

9.1 Inspection and Maintenance Programme

Maintenance Type	Maintained By	Frequency
Daily Site Inspections	WayDGo Sitecare	Daily
Preventative Maintenance (Inspection of dispenser sumps, manways, HydroGuard and observation wells)	Carlyon Civil Construction	6 Monthly
Stormwater Interceptor Services	Dutton Stormwater Maintenance	6 Monthly
Forecourt Clean	WayDGo Sitecare	6 Monthly
Trade Measurement Units (TMU) (Dispenser Calibrations)	Carlyon Civil Construction	Yearly
Site Location Certificate	DG Compliance OR EnviroHaz	Yearly

9.2 Training Programme

Table 3.3: Training programme - summary of training needs

Training topic:	Summary of training purpose and content	Recipients (specify job titles of relevant staff and/or contractors)	Frequency or target date
Induction to EMP and Emergency Spill Response Plan	Overview of EMP and Spill Response Plan including site information, pollution risks and controls, and programmes and systems.	All site service staff / contractors	At beginning of employment / contract
Refresher for EMP/Spill Response	Refresher overview of EMP including recent changes and updates	All staff / contractors	One year after employment or contract commences, or more frequently if required
Inspection and maintenance programme			
Petroleum System Preventative Maintenance	Contractors own training to ensure their staff are aware of maintenance procedures and inspections	Insert staff / contractors who require this specific training	At beginning of employment / contract
Stormwater treatment device(s) and 'Stormwater management and maintenance programme'			
Interceptor Maintenance Programme	Contractors own training to ensure their staff are aware of maintenance procedures and inspections	Dutton Stormwater Maintenance Ltd	At beginning of employment / contract
Specialised training (e.g. handling hazardous substances or hazardous wastes)			

Handling of hazardous substances at our Retail Sites	To meet the requirements of the Health & Safety at Work Hazardous Substances Regulation 2017 (Regulation 4.5)	Gull staff, as required	5 yearly
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9.3 Record keeping

Table 3.4: EMP records – summary of records to be kept and location

Record Type	Document name and filing location	Person responsible (name and position)
General		
List of environmental risks	Controlled Copy: Gull NZ\Gull NZ Team Site\Properties\Environmental Documents\Unmanned sites\Pokeno Uncontrolled Copy: Onsite Spill Kit	HSEQ Manager
List of consents, permits and permitted activity standards	Gull NZ\Gull NZ Team Site\Properties\Pokeno Table 1.1 EMP Gull Pokeno	Property & Capital Manager
Programmes and Systems		
Inspection and maintenance programme forms, checklists and records	GULL NZ\Documents\Operations\Site Operations\M & R\PM Checks	Retail Business Manager
Stormwater treatment device inspection and maintenance	GULL NZ\Documents\Operations\Site Operations\M & R\Monitoring Well Checks	Retail Business Manager
Spill Response Plan and other Accident/incident plans, procedures and reports	Controlled Copy: Gull NZ\Gull NZ Team Site - Documents\Properties\Environmental Documents\Unmanned sites\Pokeno Uncontrolled Copy: Onsite Spill Kit	Retail Business Manager
Training records	HSEQ Management System - Section 6.5 – Training Records	HSEQ Manager
Corrective actions (required and completed)	Gull NZ Incident and Corrective Actions Database Stellar Library	HSEQ Manager
Improvements to systems and controls (required and completed)	Gull NZ Incident and Corrective Actions Database Stellar Library	HSEQ Manager
Roles and Responsibilities	Section 9.4 EMP Gull Pokeno	General Manager
EMP document control	Health, Safety, Environmental and Quality (HSEQ) Management Procedure - System 8: Information and Documentation Management	HSEQ Manager
EMP records management	Health, Safety, Environmental and Quality (HSEQ) Management Procedure - System 8: Information and Documentation Management	HSEQ Manager

9. 4 Roles and Responsibilities

Gull New Zealand Managers are the co-ordinators of this EMP.

The Property and Capital Manager and Retail Development Project Manager/s are responsible for the initial design of the site ensuring that the appropriate site structural systems and controls (including stormwater treatment) are in place to avoid and minimise any potential discharge of contaminants to the environment.

The Retail Business Manager is responsible for managing the daily servicing, ongoing maintenance and HASNO compliance programmes, including routine inspections of the site as outlined in this document.

Gull personnel trained in the handling of hazardous substances are responsible for co-ordinating emergency spill response and clean up.

The HSEQ Manager is responsible for HSEQ auditing of the site systems and procedures on an annual basis, including document control and review of this EMP.

Table 3.5: Roles and responsibilities for environmental management

Role/Position	Responsibilities
Retail Development Manager	Site Design
Retail Business Manager	Servicing, Maintenance and HASNO Compliance, Annual Report
Selected Gull personnel	Advice on spills and handling hazardous products
HSEQ Manager	HSEQ Auditing, Document control and review

9.5 Document Control System

Document control is managed via Gull's Health, Safety, Environmental and Quality (HSEQ) Management Procedure - System 8: Information and Documentation Management.

Controlled copies of this EMP are held electronically in the following locations:

- Gull New Zealand Office (refer to environmental documents)
- Regional Council for approval (if required)

Uncontrolled copies of this EMP are held electronically in the following locations:

- Onsite Spill kit

Any amendments must be submitted to the HSEQ Manager and the appropriate Regional Council for Approval (if required). On approval all controlled copies of the EMP must be replaced with the most current issue and previous versions destroyed.

9.6 EMP Review

This document will be reviewed every five years and after any major spill event. The Council will approve amendments to this plan, and will be involved in its review & approval, if required as a condition of the consent.

9.7 Site Environmental Audits

Site environmental (HSEQ) audits are conducted at the unmanned sites to ensure high standards of compliance are maintained and in accordance with Gulls site auditing requirements.

All significant risk deficiencies must be corrected immediately with a corrective action plan required for more minor issues. In addition, annual HASNO Site Location Certification audits are completed by independent contractors.

Appendix A: Gull Health, Safety and Environmental Policy

Health, Safety and Environmental Policy

The Gull Group is committed to delivering and recognising excellence in health, safety and environmental performance.

It is line management's responsibility to promote a continual improvement approach to health, safety and environmental performance through the delivery of our Health, Safety, Environment and Quality Management System (HSEQ MS).

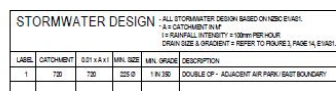
The Gull Group will –

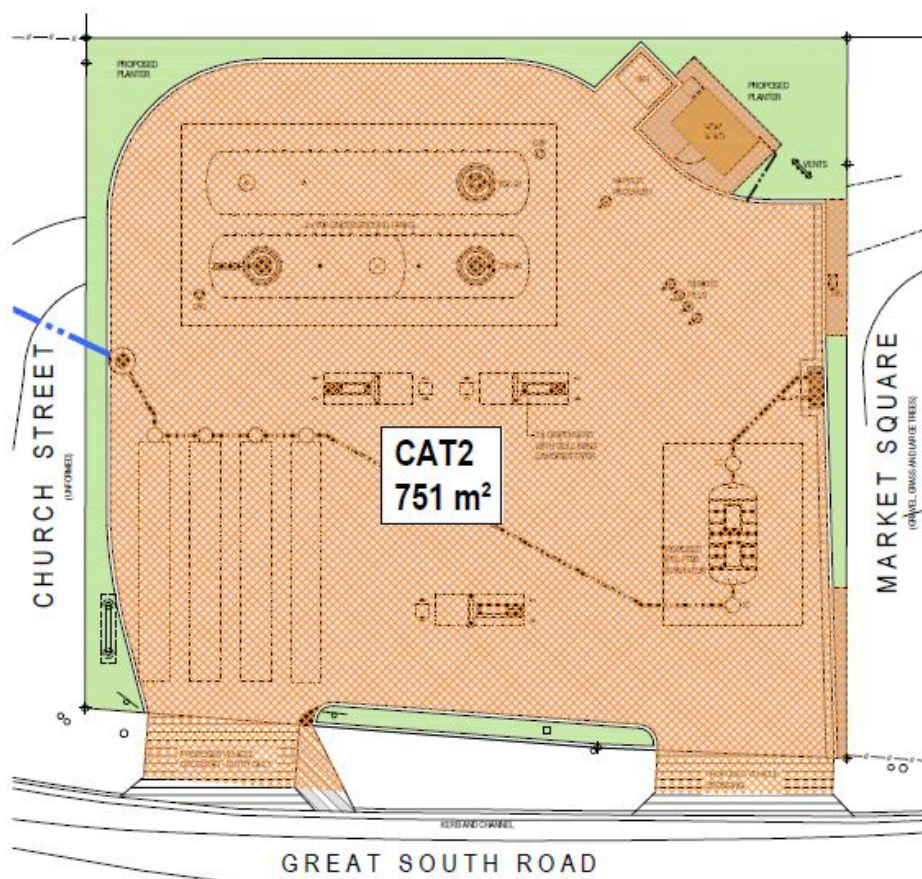
- Ensure activities are conducted with full concern for the safety and health of customers, employees, contractors and members of the community and protection of the environment.
- Annually review managers' performance against measurable objectives and targets.
- Comply with legislation, regulations, Codes of Practice, industry standards and safe operating procedures relevant to our business.
- Provide a healthy and safe working environment by eliminating hazards or minimising the risks to acceptable levels.
- Effectively respond to emergencies.
- Hold managers and supervisors responsible for the health, safety and environmental performance of those working under their direction.
- Ensure management, employees and contractors are trained, competent, adequately informed and instructed on the hazards and controls associated with their work.
- Require contractors to demonstrate the same level of commitment to excellence in health, safety and environmental management.
- Promote a culture where employees are responsible for their own health and safety and those around them, both on and off the job.
- Encourage accurate and timely reporting of health, safety and environmental incidents and undertake investigations to prevent their reoccurrence.
- Develop and maintain operations to ensure health, safety and environmental considerations receive priority during design, operation, maintenance and change.
- Promote early reporting of pain or discomfort and encourage the safe and early return to work of injured employees.
- Engage with employees and committees in managing workplace health, safety and environmental issues.
- Manage waste in an environmentally sound manner and pursue the efficient use of energy and other natural resources.

Revision 3.0

Approved by General Manager – Gull New Zealand Limited

Dated: 19 June 2019





Appendix C: Environmental Description and Receiving Environments

Environmental description

Pokeno is located on the main road in the township of Pokeno. The site is zoned for industrial. Historically the site has been farmed on.

The site is approx. 850sqm in size and is fully sealed with concrete. Some landscaping exists around the site boundary but is designed to be isolated by kerb and channel.

Groundwater has been identified as being approximately 3.4m below ground level.

Natural resources in this area are minimal; the priority is preventing a spill entering category 1 storm water drains as these are uncontrolled.

Receiving Environments

Receiving environments are those areas of land or specific water course (including groundwater) that can receive stormwater run-off from the site. The immediate sensitive receiving environments include site soils, groundwater aquifers beneath the site and the local reticulated stormwater drainage system.

The ultimate receiving environment for site storm water at this site has been identified as Waikato River.

Nearby Stormwater Systems:

The map below identifies nearby stormwater systems leading to the receiving environment:



<https://maps.waikatodistrict.govt.nz/IntraMaps90/?project=Waikato&configId=b2549ae1-f643-4ac6-9586-211ba985dd8f&project=Waikato&configId=b2549ae1-f643-4ac6-9586-211ba985dd8f>

Ultimate Receiving Environments:

The map below indicates the ultimate receiving environment point of entry:



<https://maps.waikatodistrict.govt.nz/IntraMaps90/?project=Waikato&configId=b2549ae1-f643-4ac6-9586-211ba985dd8f&project=Waikato&configId=b2549ae1-f643-4ac6-9586-211ba985dd8f>

Appendix D: Dispenser and Site Care Maintenance

				
<u>FUEL SITE SIX MONTHLY PREVENTATIVE MAINTENANCE</u>				
<u>CHECKSHEET</u>				
Site Name:				
Service Engineer:				
Job Number:				
Date:				

A	Pumps & Dispensers (External)	Pass	Fail	NA	Comments
1	Is the base securely fastened to the pump island or forecourt?				
2	Are the panels securely fastened & free from damage & corrosion?				
3	Are all hoses in good condition i.e. no cracking, abrasion, flattening etc?				
4	Are all hoses up off ground i.e. not lying on ground and in danger of being run over?				
5	Are all hose connections tight & leak free?				
6	Are breakaway couplings in good condition?				
7	Are the Highmasts/retract booms fully functional, securely fastened?				
8	Nozzle – Are any leaks present?				
9	Are all swivels in good condition?				
10	Are all spouts in good condition?				
11	Are all autoclips & positrips functional?				
12	Are nozzle holsters in good condition?				

13	Are all preset buttons operable & legible?				
14	Are the displays functioning correctly? i.e no missing segments				
15	Is the dispenser in generally good condition?				
16	Where pump islands exist, are they in good condition i.e. not broken or have flaking paint?				
17	Where crash barriers are installed are they secure & in good condition?				
18	Are pump toppers missing or damaged?				
19	Is the TMU current and what is the expiry date				Expiry Date:

B	Pumps & Dispensers (Internal)	Pass	Fail	NA	Comments
1	Are any internal leaks present i.e. weeping joints and/or product present in dispenser sumps?				
2	Are internal hoses in good condition?				
3	Are all shear valves anchored firmly and have trip wires fitted?				
4	Do filters need cleaning or replacing? (Need to be replaced 12 monthly with date of installation written on them)				Please note type of filter/s & qty if replacement/s required
5	Do any drive belts need adjustment or replacement?				
6	Are the pulley's on the pump/motor shaft secure & aligned?				
7	Are all lights functional? i.e. working, not flickering & no back ends?				
8	Are any unusual noises evident while the pump is operating?				
9	Are there any damaged cables or wiring?				
10	Are electronic boards and displays in good condition and free of corrosion?				

C	Tyre Inflation Equipment & Water Supply	Pass	Fail	NA	Comments
1	Are all hoses in good condition i.e no cracking, abrasion, flattening etc?				
2	Is the control circuitry operating correctly? i.e. the buttons work, the display is fully functional.				
3	Are all couplings and fittings secure, and not damaged?				
4	Is oil and water OK in tyre inflator compressor?				
5	Where water taps exists are any leaks evident?				

D	Drainage & Oil / Water Separators	Pass	Fail	NA	Comments
1	Are all drains & sumps clear of debris? Are they functional? Is significant damage evident?				
2	Where grating is present, is it secure i.e correctly seated & all bolts tight?				
3	Where an Oil /Water separator system exists: Is fuel: · $\geq 20\text{mm}$ in Stage 1 · In Stage 2 · In Stage 3 Is sediment $\geq 200\text{mm}$ present?				
4	Is shut off valve operational?				
5	Where a SPEL separator system exists: Is fuel: · $> 3\text{mm}$ in chambers · What level of sediment?				

E	Fill /Dip Points & Bulk Storage Tanks	Pass	Fail	NA	Comments
1	Are all toby covers in place? Are they free from damage, seating properly and seals				
2	Is any water /Fuel or excessive sediment present in the spill containers?				
3	Do the fill / dip caps function correctly?				
4	Are dip stick in good condition? Rubber boots fitted and SFL marked.				

5	Are colour coded ID's present? There should be a tag positioned internally & a disc				
6	Are all vent pipes secure & free from damage, corrosion or deteriorating paintwork?				
7	Is any water present in the Bulk tanks?				
8	Is there any evidence of leaks from the transfer pump/s?				
9	Is the transfer pump bridger hose in good condition i.e. no cracking, abrasion, flattening				
10	Is the date of the last test >than 12 months?				Record Date:
11	Is there interstitial space? If vacuum record/if brine record level (top of reservoir to brine)				

F	Manways	Pass	Fail	NA	Comments
1	Are all manway covers in place & free from damage?				
2	If the Tanks are Maskells Fibre-glass tanks, are all the cable & pipework penetrations sealed correctly?				
3	For all other tank manways, are ducts sealed correctly?				
4	Is the Manway free from product and water?				
5	Are sub pumps, pipework, electrical cables & junction boxes in good order? Is there significant corrosion? (Take photo if fail)				

G	Observation & Monitoring Wells	Pass	Fail	NA	Comments
1	Are all Toby covers in place? Are they free from damage, seating properly & seals functioning?				
2	Is any Fuel present?				

H	General	Pass	Fail	NA	Comments
1	Is Veeder Root/Franklin tank gauging fitted? If yes any alarms.				

2	Are vehicle crossings & general pedestrian areas in a good state of repair?				
3	Is the refuelling area clean & is all the rubbish removed?				
4	Are gardens & lawns well kept?				
5	Other?				

Waydgo Daily Site Checklist

SITE:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Name:							
Date:							
Times In / Out:							
Site Check							
Pumps Checked- Cleaned							
OPT's Checked- Receipts							
Rubbish Bins							
SITE Check for Rubbish							
Spill Kit Check							
Alarm On/Off							
Water Test Requested							
Lights Check							
Price Board Checks:							
Pump Price							
	Regular:						
	Force:						
	Diesel:						
Price Board Display							
BOTH SIDES	Regular:						
	Diesel:						
Competitors Price							
	Regular:						
	Diesel:						
Notes: (ECL Called)							

Appendix E: Stormwater System Maintenance

SPEL PURACEPTOR REPORT



Customer:	DSM Number:
Site address:	
Device properties:	
Service date:	Arrival time:
Team members on site:	

Grate/lid condition:

Automatic closure device present?

Oil level:

Coalescer (Sponge) unit condition:

Coalescer (Sponge) unit cleaned?

Sediment buildup:

Outlet clear?

Rubbish/Floatables present?

Job summary:

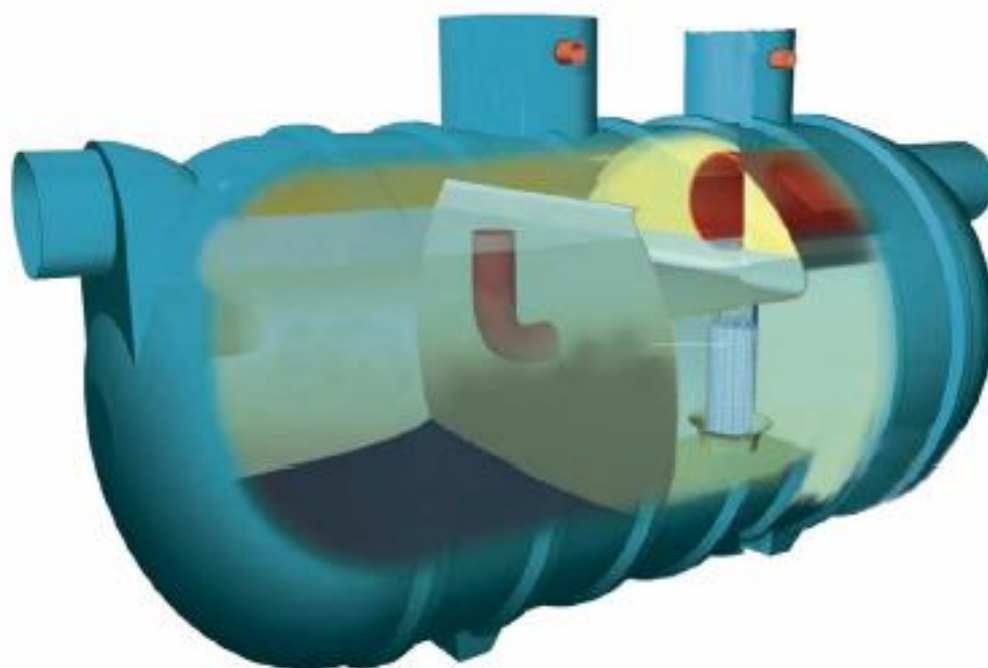
Comments:

Date of next service:

Report completed by:

Report photos

SPEL SEPARATORS



INSTALLATION and MAINTENANCE MANUAL

Fluid-Tec / SPEL separators must be installed to these instructions. Local codes may apply, and must be adhered to. Failure to follow these installation instructions will make void our warranty and may result in tank failure.

PRELIMINARY

Site access and conditions

It is the responsibility of the contractor to ensure suitable access to good hard ground that is safe and suitable for off-loading.

Off-loading/handling

The contractor is responsible for off-loading. The tank must be handled with care to prevent accidental damage from impact or contact with sharp objects.

Tanks should be lifted with strop or chains through the lifting eyes provided. Do not drag tanks along the ground for any distance and avoid jarring and bumps. Do not lift with water in the tank.

Storage

Set the tank on smooth ground free of rocks and sharp objects. Chock/bie down to prevent movement in high winds.

Installation procedures

Installation should be carried out by a competent contractor in accordance with prescribed procedures, Health and Safety legislation and good and safe work practice. If in doubt as to any aspect of installation, contact us.

Separator Specification

Check that you have the correct specification separator.

Preliminary

Visually check the outside of the tank for damage.

EXCAVATION

Hole Size

Determine the size of the excavation allowing for the drain invert depth, site conditions and backfill material.

In stable soils, a minimum of 450mm is required between the separator sides and ends and the sides of the excavation. For unstable soils, contact your engineer or the supplier.

Hole Depth and Cover

Dry Conditions

This is usual conditions, i.e. no flooding of the pit. Hole must be deep enough to allow a minimum of 100mm of level, compacted base course for the separator to sit on, and cover as per Table A.

Wet Conditions

Note: Standard Separator design is for maximum water table to 0.6m from the base of the unit for 1.2m diameter units, and 0.9m for 1.8m units. Should water table heights exceed these dimensions, contact the supplier for special design.

In conditions where the hole subject to possible flooding, the need to anchor the Separators shall be the responsibility of the installer or the owner.

In these conditions, the Separator may be anchored by:

1. Strapping the Separator down to concrete anchors buried in the compacted fill on either side of the unit.
2. Tying the Separator down to a concrete slab suitably designed, poured under the unit.
3. Provide sufficient cover over the unit to overcome any buoyancy – see Table A for burial depths.
4. Using sufficient concrete ballast up to above the separator centre line – contact your engineer or the supplier for assistance.

For wet installations, it may be necessary to use fabric material to prevent aggregate migration – check with your engineer.

Table A - Minimum Burial Depths	
1.2m Diameter	
Dry - Traffic	150mm Reinforced Concrete + 450mm
Dry - No Traffic Cover Only	600mm
Dry - No Traffic Concrete Slab	100mm Reinforced Concrete + 300mm
Wet - Concrete Slab*	600mm
Wet - Deadman Anchors*	600mm
Wet - Cover Only*	600mm
1.8m Diameter	
Dry - Traffic	150mm Reinforced Concrete + 450mm
Dry - No Traffic Cover Only	600mm
Dry - No Traffic Concrete Slab	100mm Reinforced Concrete + 300mm
Wet - Concrete Slab*	600mm
Wet - Deadman Anchors*	700mm
Wet - Cover Only*	1000mm

*Anti-floatation only.

Base and Cover Material

Replace excavated material with approved backfill.

Washed, crushed stone or gravel nominal size between 4.75mm and 13mm, or clean naturally rounded aggregate nominal size between 4.75mm and 19mm shall be used. All aggregates shall have a crushing resistance of 100kN and density greater than or equal to 1500kg/cu.m as per test NZS3111:1986 Sections 14 and 10 respectively. The aggregate shall have no more than 3% passing a 2.36mm (No.8) sieve and should be certified to meet this specification.

Installation

Prepare base to correct depth and level off.

Lower tank into position, check for levels (including inlet/outlet inverts) and fill with water to 200mm.

Place backfill material up to the depth of the water in the tank ensuring backfill is properly consolidated under the tank to prevent voids. Consolidate by hand – do not use vibrating rammers.

Continue to fill with water to 200mm depths and backfill.

Connect up pipe work.

Continue backfilling with aggregate, at the same time filling the tank with water to equalise pressure and resist floatation. Ensure all chambers are filled equally. Continue until backfill is 200mm above the tank centerline.

Top up the tank with water to invert level.

Extension Shafts

Place extension shafts as per the drawing, to necessary height. Install Manhole adjustment ring and manhole lid ring to correct ground level.

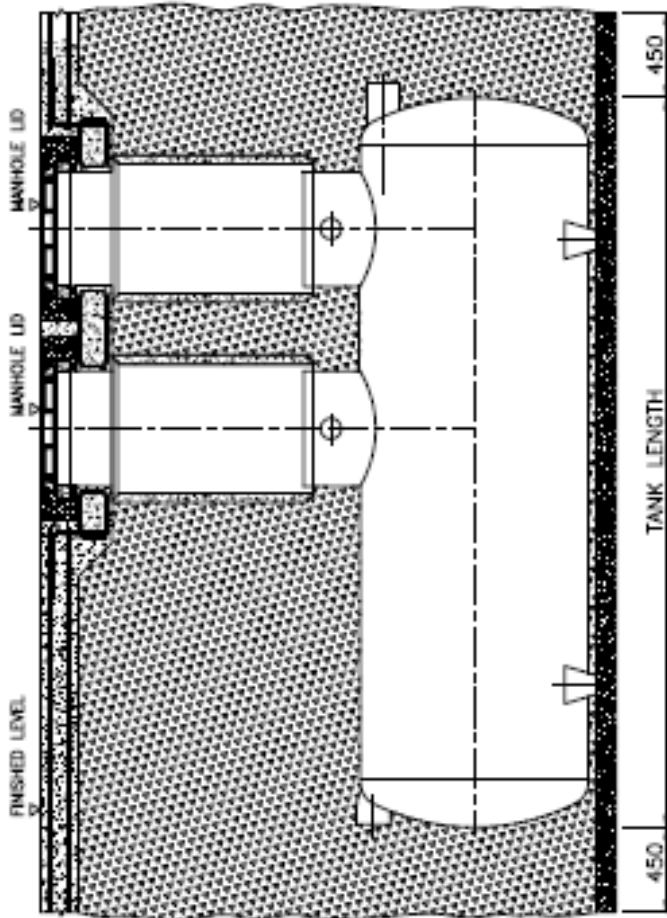
Backfill

Continue backfill with appropriate material, gravel, crushed stone, etc. Support extension shafts with concrete to ensure no load is placed back on tank.

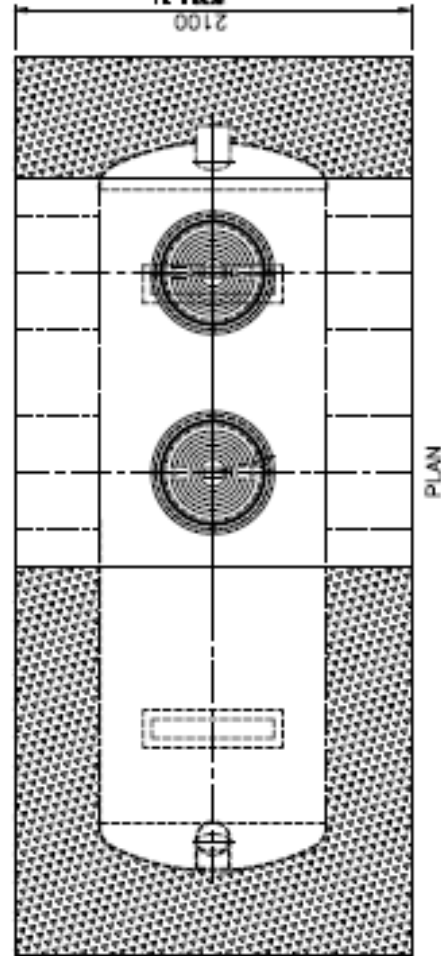
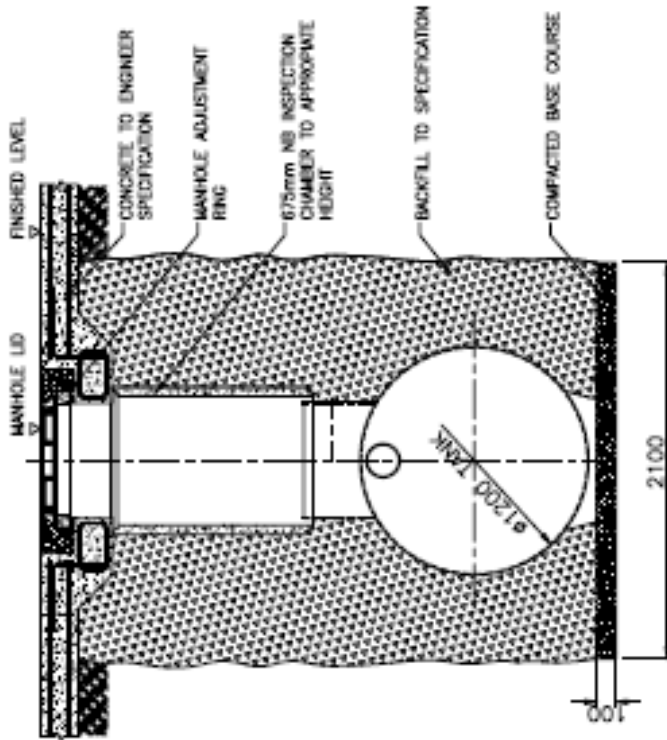
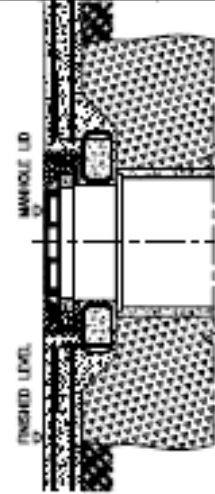
Concrete Slab

Where concrete slab is placed over the tank to take vehicle loading, it should be reinforced, in accordance with good practice, to take the maximum load. The reinforcing should be extended onto unexcavated ground. It is important that vehicle loading is not transferred onto the tank itself.

Cover slab design is the responsibility of the installer, ensuring that correct design calculations are performed and approved.



SECTIONAL ELEVATION

TYPICAL SECTIONAL VIEW
500 LD MANHOLE FRAME & LIDTYPICAL SECTIONAL VIEW
500 HD MANHOLE FRAME & LID

1	GENERAL AND SPECIAL NOTES FOR THIS DRAWING	DATE	NO.
2	CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE. REVISIONS TO THIS DRAWING SHALL BE IN WRITING. DO NOT SCALE. IF IN DOUBT - ASK.	DATE	NO.
3	© COPYRIGHT	DATE	NO.
4	FLUID-TEC	DATE	NO.
5	PACKAGED FLUID SYSTEMS	DATE	NO.
6	RETENTION SEPARATOR	DATE	NO.
7	#1200 FRP PURCEPTOR CLASS 1	DATE	NO.
8	TYPICAL TANK INSTALLATION ONLY	DATE	NO.
9	DETAIL	DATE	NO.
10	FILE NO.	DATE	NO.
11	SCALE	DATE	NO.
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FLUID-TEC
PACKAGED FLUID SYSTEMS

RETENTION SEPARATOR

#1200 FRP PURCEPTOR CLASS 1

TYPICAL TANK INSTALLATION ONLY

DETAIL

FILE NO.

SCALE

1:25

1:25

1:25

1:25

1:25

1:25

1:25

1:25

1:25

1:25

Maintenance

Fluid-Tec / SPEL separators are well proven, high quality factory made units, designed for long term performance and therefore lower maintenance costs.

Maintenance Requirements

We recommend Full Retention Separators are checked at regular intervals to determine level of retained pollutants and silt in both chambers and the correct operation of the ACD (automatic closure device).

Checking Procedures

On a monthly basis:

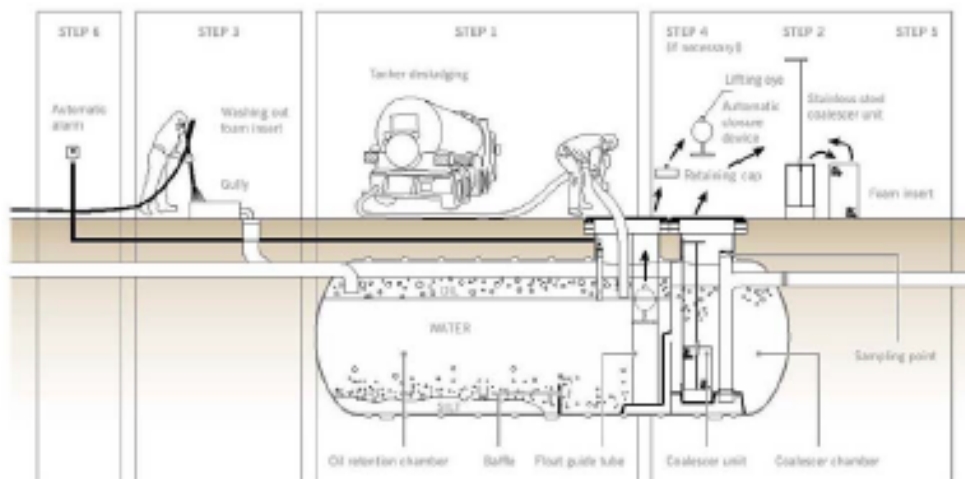
1. Lift the lids on the separator to check the contents. If there is any sign of oil or fuel on the waters surface, have the top layer skimmed from the separators contents. If this level is more than 3mm, have the separator cleaned.
2. Initially the unit should be evacuated every six months and the silt level checked. Log the results to set the time periods between cleaning out.
3. Check that the water level inside the separator is not above the pipework – this could indicate a blockage.



Maintenance Procedures

1. **Sucking out oil/fuel and silt**
Suck off the retained oil from both chambers and then the silt deposited on the bottom, leaving sufficient water to ensure the ACD remains floating.
2. **Coalescer Unit**
Use the lifting handle or rope to lift the coalescer unit out of the separator.
3. **Cleaning Foam Insert**
Remove foam insert and wash with normal water pressure ensuring dirty water runs into the separator.
4. **Sucking out Complete contents (where necessary).**
If the quantity of pollutants exceeds recommended levels, the complete contents of the separator may need to be removed. After sucking out completely, remove the ACD using the lifting eye on the float.
5. **Re-Insert coalescer unit and ACD**
Re-Insert the foam insert into the stainless steel coalescer unit and re-Insert the coalescer unit into the separator.

Partially fill the separator with clean water to ensure that the ACD when re-inserted remains floating. Re-Insert the ACD.



Important note; when emptying ensure both chambers are emptied equally starting with the oil retention chamber and then the coalescer chamber and back again until empty.

Appendix F: Key Contacts

Gull New Zealand Contact Numbers

Staff Contact	Title	Phone
Gull Office	Receptionist (8:30 AM – 5:00 PM)	09 489 1452
	Retail Business Manager	09 489 1452 / 021 761 421

Emergency Contacts

National Emergency Contacts		Phone
Fire/Police/Ambulance		111
Gull Spill Response Helpline (24/7)		0800 044 444
National Poisons Centre Hotline		0800 764 766
Regional Emergency Contacts		Phone
Waikato Council Pollution Hotline		0800 800 401
Harbourmaster Port Waikato		021 705 642
Ports of Auckland Harbour Control		09 348 5200
Waikato Hospital		07 839 8899
Other Services Emergency Contacts		Phone
Fuel System Servicing & Maintenance		
Carlyon Civil Construction		07 847 4417
Site Daily Servicing and Cleaning		
WayDGo Sitecare & Maintenance		027 445 5055
Electrical		
Elcon Electrical		021 767 293
Transport		
Tranzliquid (TLL)		021 348 945
Spill Response		
Dutton Stormwater Maintenance		09 974 9888
Liquid and used spill kit waste disposal		
J.J. Richards & Sons		09 262 6500
Waste Management NZ		0800 835 645
Spill Kit Content Replacement		
Petroleum Equipment Supplies		09 414 1119

Gull Staff Members Trained in Spill Management

Title	Mobile
Retail Business Manager	021 761 421
Retail Development Project Manager	021 148 2521
Retail Development Project Manager	021 924 571
Commercial Manager	021 920 622

Appendix G: Emergency Spill Response Plan



Gull New Zealand Limited

Tier 1 Emergency Spill Response Plan for Unmanned Service Station Operations

Gull Pokeno

Document Management:

Document Issue & Review

Date Issued	Review Date
1 September 2019	+ 24 months OR 1 February 2021

The Master Tier 1 Emergency Spill Response Plan has been reviewed and endorsed by the following key internal stakeholders as at 1 September 2019

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Julian Gray	Retail Development Project Manager	juliang@gull.nz
Court Kenny	Commercial Manager	courtck@gull.nz
Chris Toms	TNZ Terminal Manager	christ@gull.nz
Michael Jones	HSEQ Manager	michaelj@gull.nz
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Document Circulation:

This document is circulated to the respective District and/or Regional Councils, is accessible in hard copy format onsite as Appendix G in the Environmental Management Plan and available in electronic format on request by contacting Gull Property and Capital Manager.

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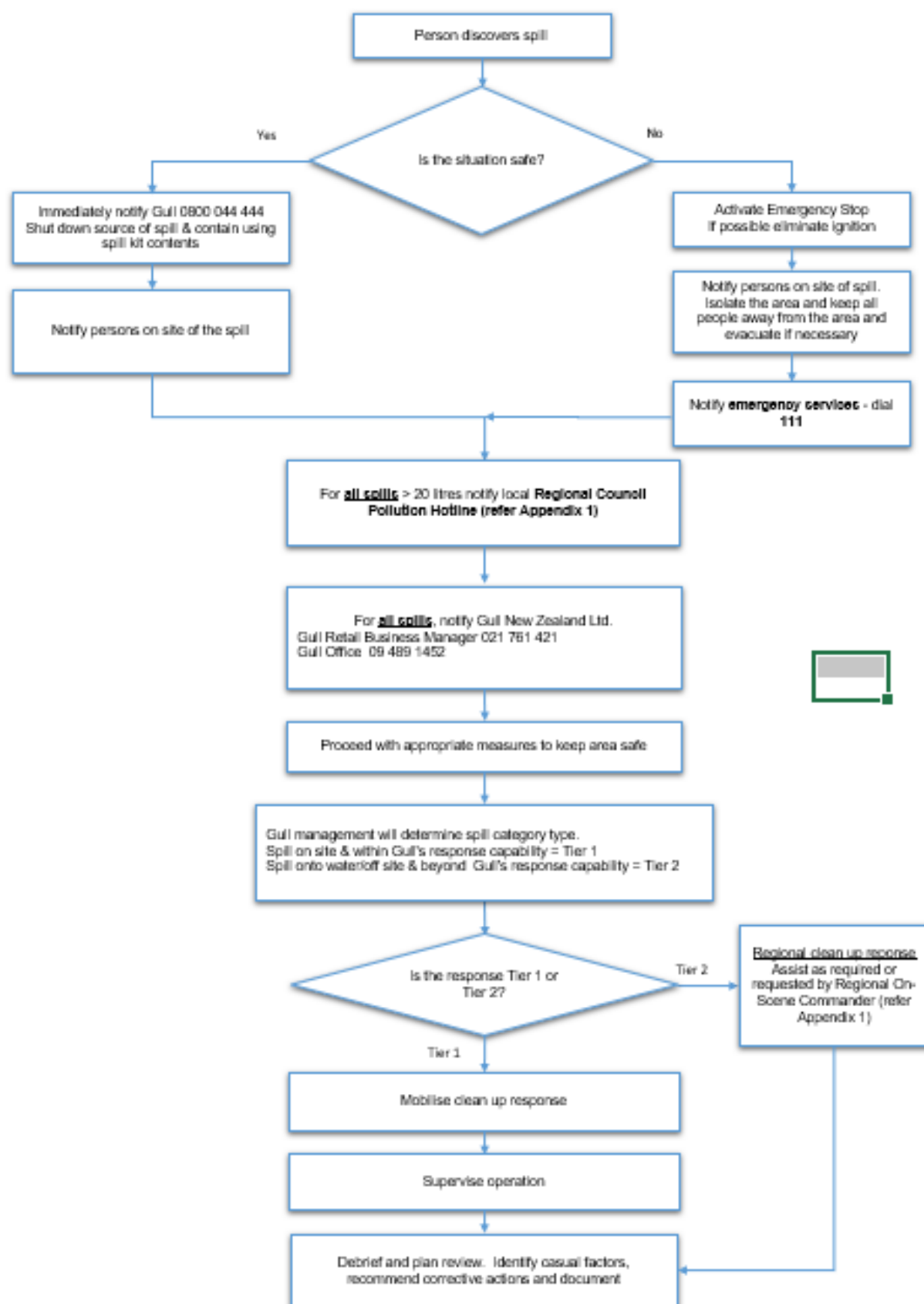
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Standard Operating Procedures - Spill Response Flowchart



1. Introduction

1.1. Purpose

This plan describes the actions to be taken by Gull New Zealand and others following a fuel spill at an unmanned service station operation and the actions to be taken to prevent any offsite environmental pollution impacts.

Additional guidance is provided for escalation of significant fuel spills either on-site, or off-site to a receiving environment where additional external resources, management and response would be required.

Gull New Zealand's Retail Manager is the co-ordinators of this plan.

This emergency spill response plan is designed to:

- Minimise personal injuries to customers, employees and other people on site
- Protect and minimise damage to the environment
- Prevent property and equipment/material damage/loss
- Reduce overall cost and disruptions to the business

1.2. Definition

The International Petroleum Industry Environmental Conservation Association (IPIECA) has defined the tiered response approach to oil spills typically as follows:

- **Tier 1:** Operational-type spills that may occur at or near a company's own facilities as a consequence of its own or its customers or contractors' activities. An individual company would typically provide resources to respond to this type of spill;
- **Tier 2:** A larger spill in the vicinity of a company's facilities where resources from other companies' industries and local government [regional council] response agencies in the area can be called in on a mutual aid basis; and

1.3. Safety

The safety of people overrides all other considerations.

In any emergency first responders (i.e., those present on site) must ensure that themselves and any other people on site are guided by the following order of priority by using the **PEAR principle**:

P	People	Prevent harm to yourself and other people on site.
E	Environment	Protect environment by preventing fuel entering waterways, stormwater or soil.
A	Asset	Prevent damage to equipment/plant.
R	Reputation	Protect Gull reputation with professional behavior.

If **petrol** is spilled, the highly flammable vapours generated may become the primary safety hazard. If there is potential of ignition, ensure the Fire Service have been contacted to assist with the spill clean-up process.

When a spill involving petrol occurs the site must first be made safe by eliminating all potential ignition sources for at least 15 metres, this includes the following:

- Ensure customers do not start vehicle engines
- No mobile phones permitted on forecourt
- Isolate power to forecourt (activate emergency stop) if a significant spill of petrol.

Isolate the area to prevent entry by people by placing cones out, and if necessary close the forecourt to prevent all traffic from entry until the spill has been dealt with. Evacuate people to a suitable location upwind of the spill, until the spill has been cleaned up.

If **diesel** is spilled, the primary safety hazard would be a slippery surface until the area is thoroughly absorbed using the spill kit contents and cleaned.

No clean-up of any spill or area is to commence until it has been determined safe to do so.

“Safe to do so” means each person must identify the hazards and assesses the risks based on his/her training and experience in safely coping with the situation. Personnel involved in a clean-up must be competent and must wear appropriate personal protective clothing, which includes gloves and safety glasses which are provided in the spill kit.

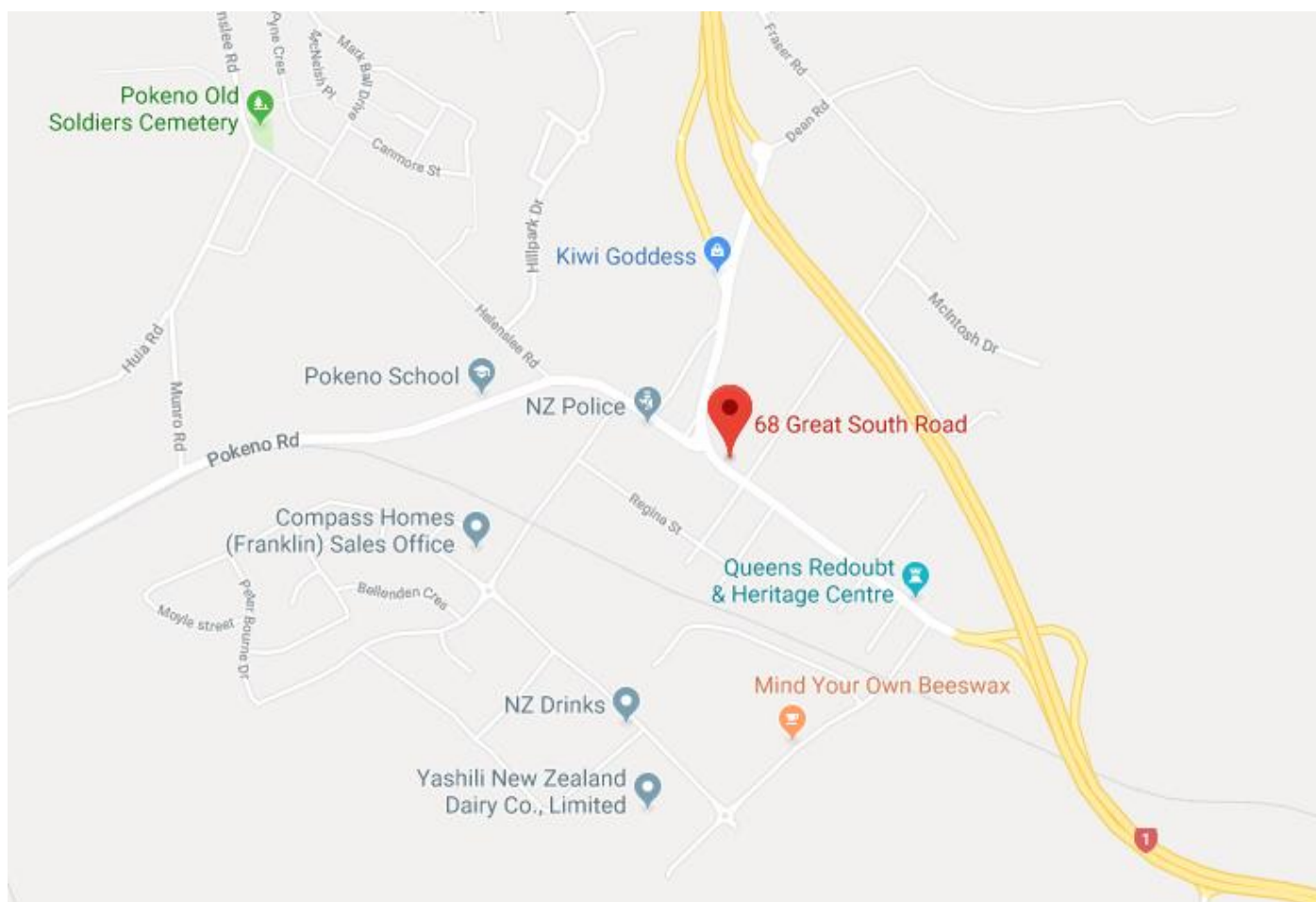
Refer to [Appendix 4](#) for the Safety Data Sheets (SDS) for Gull Diesel, Regular 91 and Force 10 for additional information if required when dealing with these products.

2. Site operations

2.1. Scope of work

Gull is a supplier of retail fuel to customers within New Zealand through a network of Unmanned Service Stations. General site activities involve customers refueling at the fuel dispensers located on the forecourt, the delivery of bulk fuel to underground storage tanks via remote fill points and the routine maintenance and calibration of fuel dispensers and other site infrastructure, including the site stormwater management system.

Gull Pokeno is located at 68 -72 Great South Road, Pokeno, Waikato.



Sourced from: <https://www.google.co.nz/maps>

2.2. Description of the site and operation

Supply of petrol (Regular 91 and Force 10) and diesel to the site is undertaken by tank truck using the remote fill points on the forecourt (refer [Appendix 5](#) for additional site information including site plans and photos).

Fuel is supplied to customer vehicles via the dispensers.

2.3. Site Stormwater Drainage

Gull New Zealand have stormwater drainage systems for managing water discharges from all service stations, which include the following categories:

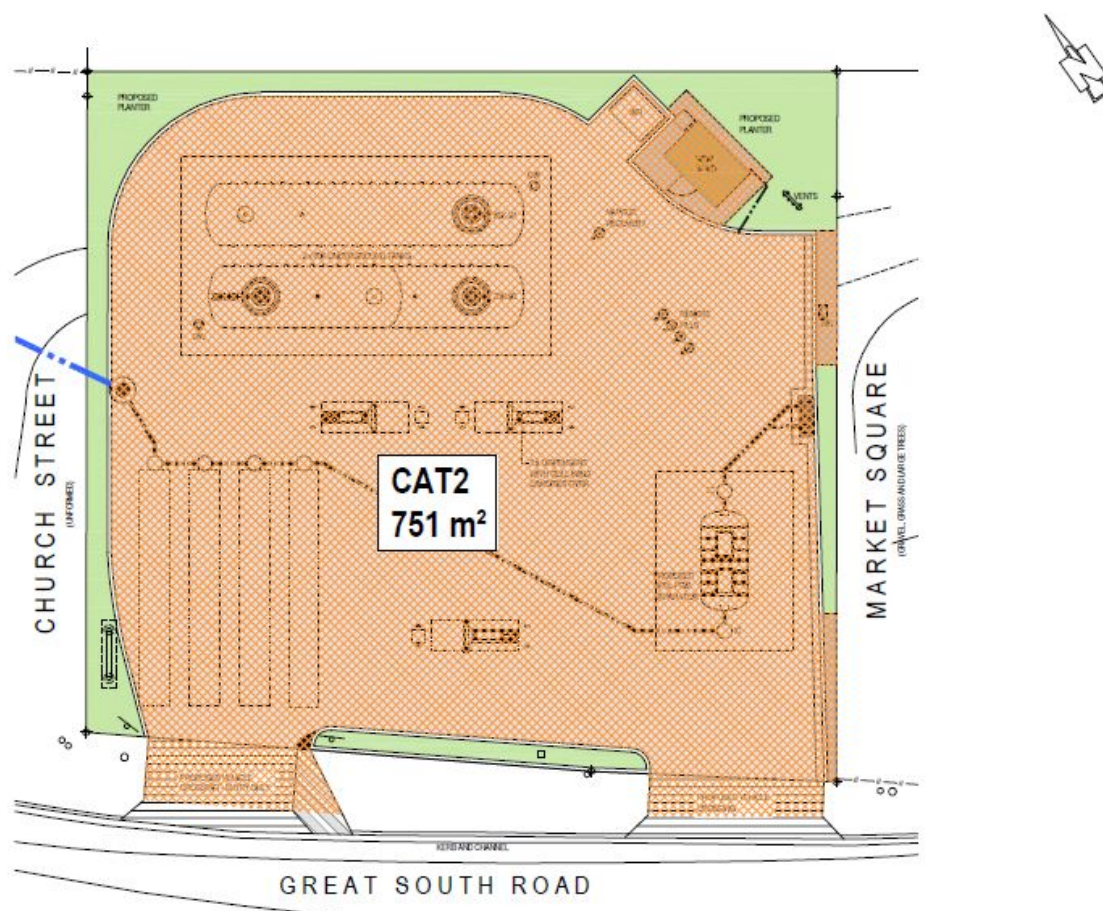
Category 1 – drainage systems dedicated to the capture and disposal of stormwater from areas where the presence of oil contaminants is unlikely to occur:

- Roofed areas
- Paved open (apron) areas within the site, surrounding the forecourt, which are utilised for vehicle movement, driveways and parking
- Unpaved metal or grassed areas

Category 2 – drainage systems dedicated to the capture of stormwater, which contains oil contaminants generated from forecourt activities and requires appropriate containment and treatment prior to discharge to council stormwater drains. Such water is likely to come from two main areas.

- Paved forecourt areas where vehicle refuelling takes place; and
- Slabs surrounding remote fill points for underground storage tanks (often within the forecourt area)

The two different stormwater areas are shown in the Stormwater Category Plan below:



Oil Interceptor Trap (SPEL Puraceptor)

An Oil Interceptor trap is installed on all sites to provide protection from contamination of the stormwater. All runoff from Category 2 areas (forecourts and fill points) is designed to discharge to stormwater through the Oil Interceptor trap. In the event of a spill onsite the Oil Interceptor trap automatically isolates oil contaminants up to a maximum capacity of 2,500 litres. However additional storage and retention capacity for spills exists within drains from the SPEL back to the forecourt cut off drains.

Any fuel that has been collected in the Oil Interceptor trap must be removed by a specialist hazardous liquid waste disposal company (See Appendix 1 for emergency contacts and numbers). Cleaning of the interceptor is done on a routine maintenance schedule, or in the event of a spill.

If hosing is involved in the event of a spill clean up the volume of water used should be kept to a minimum and the contaminated water should ONLY be directed into an identified forecourt stormwater cut-off drain, which is confirmed as leading to the Oil Interceptor trap where it can be collected and removed.

If the spill is NOT contained in the Oil Interceptor trap, then materials from the spill kit should be used to absorb the fuel and/or divert the spill so it does not escape off-site. Fuel that is not contained on site must be IMMEDIATELY reported to the respective Regional Council (ref. Appendix 1) so the contaminated stormwater can be tracked, contained and collected at an alternative location to minimise damage to the environment.

Bulk Fuel Delivery

Delivery of fuel to the site is undertaken by road tanker via an independent logistic contractor. The maximum capacity and number of compartments on the road tanker will depend on the vehicle's configuration, which range from 20,000 - 40,000 litres and can be 4 to 9 compartments. The largest compartment on any configuration is 9,000 litres.

Fuel is transferred from the road tanker to the underground storage tanks via specialised fuel delivery hoses, fitted with dry break couplings. These hoses are inspected and tagged on a six-monthly basis.

Fuel is transferred to 2 x double skinned fibreglass underground storage tanks. At the majority of Gull sites tanks contain 1x 60,000 litres of Regular 91 petrol and 1 x 60,000 split with two compartments of 25,000 litres of Force 10 petrol and 35,000 litres of Diesel.

All road tanker operators undertaking fuel delivery operations on Gull's behalf shall comply with the requirements of this Tier 1 plan in addition to their own spill response plan.

2.4. Characteristics of Petroleum Products Transferred at Site

Diesel and petrol are non-persistent hydrocarbon derivatives and will quickly evaporate into the atmosphere. This site provides Gull Diesel, Regular 91 (91 Octane petrol) and Force 10 (98 Octane petrol) Refer to [Appendix 4](#) for the Safety Data Sheets (SDS) for Gull Diesel, Regular 91 and Force 10.

The greatest hazard with these types of products, especially petrol products is accidental ignition and as part of this plan precautions should be enforced to extinguish all sources of ignition within the immediate vicinity.

2.5. Potential Spill Sources and Risks

This plan covers the most common risks during every day retail operations. The most likely sources of spill during daily operations are:

Spill Source	Credible Spill (litres)	Control
Leaks from transfer hose fittings	<15	- Six monthly hose testing and inspection - Securing all couplings - Operators on standby - Drip trays under fittings
Transfer hose rupture	<40	- Six monthly hose inspection programme - Visual hose inspection by tank truck driver before use
Uncoupling of transfer hose from truck or site fill points due to point failure	<130	- Hose inspection and certification programme - All camlocks and fittings are secure by auto clip - Visual inspection of transfer line before commencing fuel transfer - Operator remains by pump control throughout fuel delivery operation - Spill container fitted around fuel tank fill point
Tanker pipework or gasket failure	<67	- Equipment testing and inspection programme - Operator on standby at all times. - Fuel tanker designed in keeping with good industry practice and regulatory requirements
Overflow of underground fuel tank and vent pipes	<40	- Fill lines fitted with mechanical 'overfill' valve - Stock reconciliation by tank truck operator to confirm fuel tank can accept fuel load before discharging - Operator remains by pump control throughout fuel delivery operation
Leaks into fuel dispenser sumps	<40	- Forecourt drains to interceptor pit - Daily site inspection - Routine equipment maintenance and inspection programme
Vehicle drive-offs with hose break away	<5	Hoses fitted with dry-break 'break away' valves
Splash back from refuelling point	<1	Fuel dispenser nozzles fitted with automatic cut-off valves
Fuel nozzle activated accidentally	<80	- Fuel dispenser pumps on pre-pay - Customer present during refuelling - Maximum of \$150 purchase of fuel limiting volume of fuel that can be discharged at any time
Rupture or spill of fuel containers/cans during filling	<20	- Legal requirement to fill into approved containers - Typical fuel container is below 20 litres in capacity - Spill kit on site - Forecourt drains to interceptor pit - Site emergency plans
Vehicle collision with fuel dispensers	<1	Dispensers fitted with shear valves

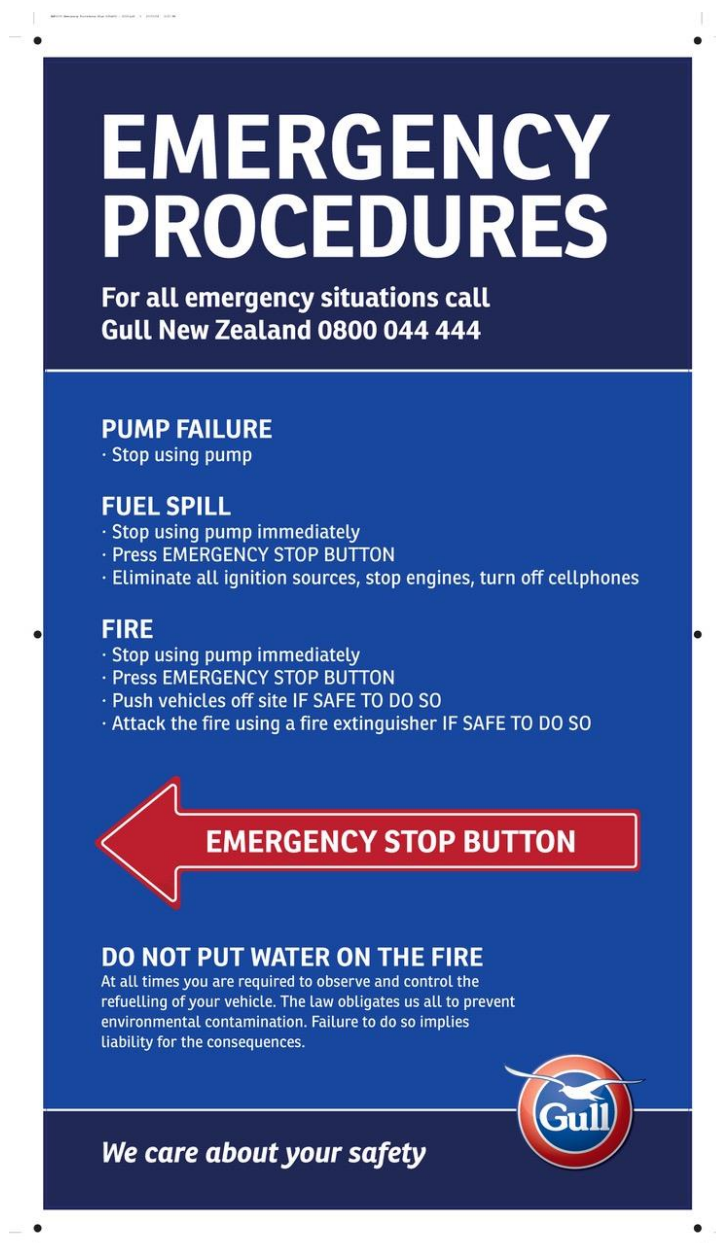
Customers draining fuel on forecourt following filling their vehicle with the incorrect fuel grade	<70	• Spill kit on site • Forecourt drains to interceptor pit • Site emergency plans • Remote access to on-site security camera
Failure of underground fuel tank	<70,000	• Double skinned fibreglass tanks • Stationary tank inspection programme and certification • Automatic tank gauging • Interstitial monitoring between tank walls • Daily wet-stock reconciliation • Weekly water checks • Monthly inspection of environmental observation monitoring wells

3. Spill Response

3.1. Spill Response Procedures

The response to a spill event will be dependent upon the immediate actions and competence of the personnel, contractors or customers on hand. For any fuel spill it is expected that customers would be capable of informing other people on site of the spill, activating the emergency stop, eliminate ignition sources and notifying Gull using the free call 0800 044 444 number on the Emergency Procedures Board. In addition, if safe and capable and/or advised to do so, using the spill containment equipment and fire extinguisher available.

Instructions to be followed in case of emergency are clearly noted on the on-site Emergency Procedures Board (shown below), located at the front of the site IT control room, away from dispensers.



The Hazard Boards located on the framework of the Gull Wing canopies also advises customers to dial 111 in case of emergency.

Emergency Stop Button

As indicated on the Emergency Procedures Board an Emergency Stop Button is located adjacent to the board. If required, break protective glass and press the button. This will electrically isolate the fuel pumps as a source of ignition and prevent the dispensing of fuel on-site.

Contact Gull for Assistance

When calling the 0800 number an immediate recorded telephone prompt will ask if this is 1. An emergency or 2. Other operational issues. Option 1, Emergency calls will be answered within 2 minutes. The procedural response from the call centre operator is described below.

The Call Centre Operator can immediately notify a Gull trained staff member, such that one is contactable and available within 10 minutes. The Gull trained staff member can often remotely log into the sites CCTV system to observe the emergency situation and can advise on the appropriate response required by those people on site. If required, additional resource can be deployed by the Operator or trained staff members to deal with the spill.

The following Gull staff members have received training on the retail fuel operations, this includes Emergency Spill Response planning.

Staff Contact	Title	Phone
Graham Stirk	Retail Business Manager	021 761 21
Pradeep Menon	Retail Operations and Training Supervisor	021 704 513
Belinda Milne	Retail Development Project Manager	021 148 2521
Julian Gray	Retail Development Project Manager	021 924 571
Court Kenny	Commercial Manager	021 920 622

In the event of a fuel spill, people on site shall take the following immediate action, depending on their relevant level of competence and training. While members of the public (customers) have a general duty of care, their responsibility is generally expected to be limited to the initial safety requirements and notification:

Focus area	Action
Safety	• Move yourself and advise others immediately to move to an area of safety i.e. upwind of the spill. • If safe to do so, remove ignition sources from the immediate area, push vehicles away, but NEVER walk through any spill.
Activate Emergency Stop	• Activate the Emergency Stop Button located on the IT Shed • Tanker Driver only (if present) to close tanker valves, pneumatically operated internal valve and external faucet valve.
Spill containment	• Prevent any fuel spilt from flowing into the ground (if exposed) or drains around the perimeter of the site by using the contents of the spill kit. NB: The forecourt cut off drains can take fuel, if necessary, as this is connected to a stormwater interceptor capable of containing 3000 litres of fuel, there is additional storage volume from the SPEL interceptor back up into the cut off drainage channel. • Place sorbent material around drain points to contain the spill. • Identify the spill source and take appropriate measures to stop spill ○ Determine whether the spill is ongoing ○ Identify the type of product leaking • Gull trained staff member to assess the spill and determine whether or not it is safe to proceed with response procedures and clean-up as a Tier 1 response within the scope of this plan or escalate response.

	• Mobilise appropriate spill equipment and personnel to commence clean-up. Refer to Appendix 1 Emergency Contact and Numbers and Section 3.6 Spill Response Equipment.
Reporting	• Once contained, immediately report the spill following the notification procedures outlined in the Spill Response Standard Operating Procedures flowchart (refer page 4). • Report all spills >20 litres to the Regional Council. • Advise of estimated quantity of spill, and action already taken.
Area safety and await further instructions from authorities	• Keep unauthorised personnel away from the area. • Barricade area off and remain in vicinity in a safe upwind location. • For small spills, continue to contain and clean up.

When responding to a spill event, full consideration must be given to the environmentally sensitive areas of the site; these are summarised in [Appendix 7](#). Priority must be given to prevent fuel spills impacting these locations.

Additional information is available in [Appendix 3](#), which details advice and controls which should also be considered following a spill event for diesel or petrol.

3.2. Tier 1 response capability

Minor spillage contained on site

A minor spillage (< 20 litres) contained on site (on the forecourt) and prevented from escaping to exposed ground, drains, waterways, or the sea. This type of spill can be the result of minor equipment failure/human error. In most cases the site is able to be cleaned up with no resulting damage to the environment.

The Regional Council will be advised of any spills (>20 litres) which occurs during retail operations at an Unmanned site.

All contaminated material will be transported and safely disposed of by the preferred waste disposal contractor (refer [Appendix 1](#) for contact details).

If the Operator or trained Gull staff member considers the clean-up operation is beyond the control of the on-site local site response, they must immediately contact the Regional Council to escalate the incident to a regional response (Tier 2).

(Note: Council may classify any spill as requiring a regional response and take control of the clean-up at any time).

Once a spill has been categorised as requiring a regional response, it is no longer covered by this plan. However, Gull is required to assist with the clean-up in any reasonable manner under the direction of the Regional Council. The Regional Council will supervise the clean-up operation using all personnel and equipment at their disposal.

3.3. Tier 2 or 3 Response

- **Tier 2:** A larger spill in the vicinity of a company's facilities where resources from other companies, industries and local government (Regional Council) response agencies in the area will be mobilised.

The Tier 1 response team will continue to assess the situation and provide a status report to the council, assist with spill response planning, provide information and product hazard expertise and be part of the incident response team.

3.4. Roles and responsibilities

All persons on the unmanned site have a duty to respond to a spill by warning other people on site, activating the emergency stop and raising the alarm. Followed by isolating and containing the spillage ONLY where this can be undertaken safely.

The Gull Operator or trained Gull staff member will notify the respective agencies and if deployed, liaise with Regional Council and assist with clean-up operations as directed and make available all equipment and personnel available at their disposal.

3.5. Notification procedures

All spills greater than 20 litres are to be reported to the Regional Council. All spills that are likely to reach the local environment, (land or water) are to be immediately reported to the regional council. Dependent upon the size and nature of the fuel spill it may also be prudent to contact the local fire service.

Agency	Contact details
Waikato Council Pollution Hotline	0800 800 401
Hamilton Fire Service	(07) 839 4996
Emergency services (ambulance/police)	111

Summary details of the spill should be captured in the 'Incident Report Form' (refer [Appendix 6](#)) and copies forwarded to Council, as required.

3.6. Spill response equipment

All sites are provided with portable 240 Litre spill kits suitable for dealing with spills involving petroleum products. The contents of the spill kit include hydrocarbon absorbent material in the form of booms, pads, socks, pillows or loose particulate that is manufactured to absorb and retain petroleum products and repel water.

The various products supplied can be used to:

- Block off drains to prevent spill from entering the drain
- Surround and contain the spill
- Cover and absorb the spill
- Wipe up spill

These spill kits typically contain:

Item	Number available
Disposal bags - place soaked material into bag and seal for disposal	2
Disposable gloves - resistant to hydrocarbons	1 pair
20L Zorbit absorbent - spread or sweep on, or around spill to contain	1
Oil only sock 2.4m - surround spill or are to be protected	2
Oil only Pad - place on spill, under fuel leak or use as wipe	50

Universal sock 1.2m - surround spill or are to be protected	4
Brush & shovel - clean up	1
Dangerous Goods stickers - attach to disposal bags	2
Drain mat - cover stormwater drain	1
Oil only sock 3.6m - place on spill, under fuel leak or use as wipe	4
Oil only pillow - place on spill, under fuel leak or use as wipe	4
Safety Glasses	1
Set of Instructions including Hazardous Zones	1
Copy of this Emergency Spill Response Plan (including SDS and storm water drainage plans.)	1
Danger – Keep Out Tape	1

Replace Spill Kit Content Immediately After Use

- Road tankers delivering fuel to the site are also equipped with portable spill kits.
- The spill kits contents are to prevent further migration of the product by damming any drains or areas of exposed soil and containment of the spilled product using the sorbent materials.
- Third party response or equipment can be provided by Site Care. Specialist equipment may be required for recovering spilled product or disposing of oil-soaked absorbent material. Replacement spill kit equipment can be ordered from Petroleum Equipment Supplies. (Refer Appendix 1 for contact details).
- Selection and use of the product will depend on the location and quantity of material spilt.
- Avoid flushing the spill into the stormwater drainage system unless it is considered safer to flush the spill into the Oil Interceptor trap and then recover spilt material from the Oil Interceptor trap.
- Apply the absorbent material around and over the spill and absorb. Remove and replace absorbent material several times if necessary, to ensure all spill material has been absorbed.
- All absorbent material used to contain and clean up the spill must be collected and disposed of in an approved way. DO NOT place any used absorbent pads or zeolite granules into site rubbish bins. Use the disposal bags provided in the spill kit.
- Arrange for approved waste disposal contractors to collect and dispose of contaminated material. Clean-up should be undertaken so that the area affected is returned as near as possible to its natural state prior to the spillage.

4. Debriefing, Plan Review and Plan Testing

4.1. Debriefing

After the spill response has been completed a debriefing involving all personnel concerned with the spill should be carried out, and if a spill is greater than 20 litres a report with recommendations compiled to the Regional Council (reference Appendix 1 for contact details).

4.2. Plan review

This document will be reviewed on at least a 12-monthly cycle, and after every major spill event.

Council will approve amendments to this plan, and will be involved in its review and approval, is required as a condition of resource consent.

4.3. Plan testing

This plan will be exercised every 12 months, with individual components of the plan being exercised to verify communications and resources are adequate.

5. Document control

Document control is managed via Gull's Health, Safety, Environmental and Quality (HSEQ) Management Procedure - System 8: Information and Documentation Management.

Controlled copies of this Plan are held electronically in the following locations:

- Gull New Zealand Office (via Stellar Library (www.stellarlibrary.com))

An uncontrolled hard copy will be issued to:

- Appropriate Regional Council for approval
- Gull Onsite Spill Kit

Any amendments must be submitted to the HSEQ Manager and the respective Regional Council for Approval (if required). On approval all controlled copies of the Tier 1 Spill Plan must be replaced with the most current issue and previous versions destroyed.

Appendix 1 – Emergency Contacts & Numbers

Gull New Zealand Contact Numbers

Staff Contact	Title	Phone
Gull Office	Receptionist (8:30 AM – 5:00 PM)	09 489 1452
	Retail Business Manager	09 489 1452 / 021 761 421

Emergency Contacts

National Emergency Contacts	Phone
Fire/Police/Ambulance	111
Gull Spill Response Helpline (24/7)	0800 044 444
National Poisons Centre Hotline	0800 764 766
Regional Emergency Contacts	Phone
Waikato Council Pollution Hotline	0800 800 401
Harbourmaster Port Waikato	021 705 642
Ports of Auckland Harbour Control	09 348 5200
Waikato Hospital	07 839 8899
Other Services Emergency Contacts	Phone
Fuel System Servicing & Maintenance	
Carlyon Civil Construction	07 847 4417
Site Daily Servicing and Cleaning	
WayDGo Sitecare & Maintenance	027 445 5055
Electrical	
Elcon Electrical	021 767 293
Transport	
Tranzliquid (TLL)	021 348 945
Spill Response	
Dutton Stormwater Maintenance	09 974 9888
Liquid and used spill kit waste disposal	
J.J. Richards & Sons	09 262 6500
Waste Management NZ	0800 835 645
Spill Kit Content Replacement	
Petroleum Equipment Supplies	09 414 1119

Gull Staff Members Trained in Spill Management

Title	Mobile
Retail Business Manager	021 761 421
Retail Development Project Manager	021 148 2521
Retail Development Project Manager	021 924 571
Commercial Manager	021 920 622

Appendix 2 – Emergency Procedure Scenarios

The priority in the event of an emergency is for the safety of all people present at the service station. A list of some likely emergency scenarios and appropriate response for each event has been detailed below. This is not a comprehensive list of all emergency scenarios.

Spill on Clothes/ Splash Back

1. Ensure there are no ignition sources around the customer who has fuel on their clothing (e.g. Cigarettes, Cell Phones, electrical equipment).
2. Vehicles on the same pump island not to be started.
3. Do not remove the clothing or attempt to rub the clothes dry. This could create a build-up of static electricity and ignite the fuel vapours.
4. Run water over the garment.
5. Once the clothing is saturated with water, it can be removed.
6. Water should be rinsed over the skin to remove any fuel residues.
7. Dry the person and keep them warm until clean dry clothes can be sourced.
8. Assess whether the customer requires medical attention.

Minor Fuel Spill (LESS THAN 20 LITRES)

Personal Protective Equipment [PPE] Required:

High Visibility Jacket, PVC Gloves, Leather Shoes, Safety Goggles, Traffic Cones, 'Danger Keep Out' Tape.

1. Press the 'Emergency Pump Stop' button on the front of the IT Control room.
2. Keep all vehicles away from the spill.
3. Keep all ignition sources away from the area (cigarettes, lighters, cell phones.)
4. Use Spill Kit to contain spill from entering stormwater drains.
5. Absorb the spill with the contents from the Spill Kit.
6. Inform Site Management, via the 0800 044 444 Call Centre number.
7. If product has entered drains, contact Regional Council.
8. Notify Gull Support Office.
9. Do not supply any information to the media without approval from Gull Support Office.

Major Fuel Spill (MORE THAN 20 LITRES)

Personal Protective Equipment [PPE] Required:

High Visibility Jacket, PVC Gloves, Leather Shoes, Safety Goggles, Traffic Cones, 'Danger Keep Out' Tape.

1. Press the 'Emergency Pump Stop' button at the front of the IT control room to turn all pumps off.
2. If the IT Control room is open - Turn 'Main Power' off at the Switch Board.
3. Evacuate people to a safe (upwind of any spill) position on site, or off site if required.
4. Keep all vehicles away from the spill, push clear if necessary, but NEVER walk on any fuel spills.
5. Keep all ignition sources away from the area (cigarettes, lighters, cell phones.)
6. Use Spill Kit contents to contain spill from entering stormwater drains, if safe and/or instructed to do so.
7. Contact Emergency Services on 111 in case of emergency.
8. Inform Site Management, via the 0800 044 444 Call Centre number.
9. Contact Regional Council.
10. Notify Gull Office.
11. Reorder Spill Kit supplies.
12. Do not supply any information to the media without approval from Gull Support Office.

Car Fire

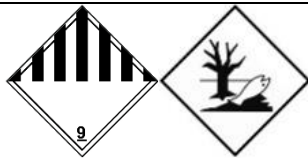
Personal Protective Equipment [PPE] Required:

High Visibility Jacket, Leather Shoes, Safety Goggles, Fire Extinguisher.

1. Press the 'Emergency Pump Stop' button at the console to turn all pumps off.
2. Evacuate all occupants in the vehicle.
3. Keep all vehicles and customers away from the vehicle and standing upwind.
4. Seek customer assistance to prevent further customers entering the premises until the station has been declared safe.
5. If safe to do so, roll the vehicle into a safe location away from fuel or other sources of ignition. DO NOT attempt to start the vehicle.
6. Attack the fire with an extinguisher (under no circumstances lift the bonnet of the vehicle to attack the fire.)
7. Prevent any product entering storm-water drains.
8. Call Emergency Services on 111.
9. Call Gull Support Office.

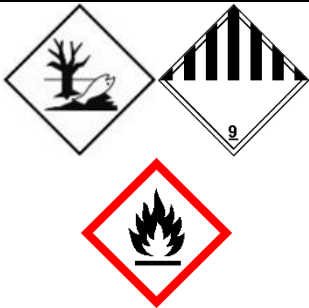
Appendix 3 – Additional Emergency Procedure Guidance

Diesel

UN No.	Proper shipping Name	Class 9 Environmentally Hazardous Substance	PG	HAZCHEM
3082	Environmentally Hazardous Substance, Liquid, N.O.S. (DIESEL)		III	3Z
HAZARDS				
FIRE or EXPLOSION	- May burn but does not ignite readily. - Runoff may pollute waterways. - Fire may produce irritating, toxic, and/or corrosive fumes. - Containers may explode when heated.			
HEALTH	- Inhalation or contact with substance may be harmful. - Runoff from fire control or dilution water may pollute waterways. - Substance may be stored or transported hot. - Contact with substance may result in severe burns.			
PROTECTIVE CLOTHING				
REQUIREMENTS	- SCBA required for fire to protect from irritating, toxic and/or corrosive fumes. - Full protective clothing for minor spills or leak including eye protection, gloves and coveralls.			
PUBLIC SAFETY				
ACTION	- IMMEDIATELY CONTACT POLICE OR FIRE SERVICE. - Spill or leak area should be isolated immediately for at least 10 meter in all directions. - Keep unauthorised personnel away. - Keep upwind and go to higher ground. - Ventilate enclosed spaces before entering.			
EVACUATION	LARGE SPILL – - Consider initial evacuation for at least 100 meter in all directions FIRE – - When any large container is involved in a fire, consider initial evacuation of 100 meter in all directions.			
EMERGENCY RESPONSE				
ACTION FOR ALL EMERGENCIES	- IMMEDIATELY CONTACT FIRE SERVICE OR POLICE. - Shut off engine and electrical equipment. - Spill or leak area should be isolated immediately for at least 10 meters in all directions. - Remove and/or isolate all potential sources of ignition. - Keep unauthorised personnel away. - Keep upwind and go to higher ground.			
FIRE	SMALL FIRE – - Use dry chemical, CO₂, water spray or foam. LARGE FIRE – - Use water spray, fog or foam – do not use water jets. - If safe to do so, move undamaged containers from fire area. - Cool container with flooding quantities of water until well after fire is out. FIRE INVOLVING TANKS – - Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank. - ALWAYS stay away from tank ends.			

SPILL or LEAK	• ELIMINATE all ignition sources within at least 25 meter – all equipment must be earthed. • Do not touch or walk through spilled material. • Stop leak if safe to do so – prevent entry into waterways, drains or confined areas. • Water spray may be used to knock down or divert vapour clouds. • Absorb spill with earth, sand or other non-combustible material – use cleaned, non-sparking tools to collect material and place it in loosely-covered metal or plastic containers for disposal. • SEEK EXPERT ADVICE ON HANDLING AND DISPOSAL.
TANKER OR VEHICLE ACCIDENT	• Check for spill or leaks. • Do not move vehicle until authorised. • Isolate area.
FIRST AID	
INHALATION	• Remove victim to fresh air. If not breathing apply resuscitation. • Keep victim warm and quiet.
EYES	• Immediately hold eyes open and flush with water for at least 15 minutes. • Keep victim warm and quiet.
SKIN	• Immediately remove all contaminated clothing, including footwear after wetting with water if available. • Wash affected areas thoroughly with water. • Keep victim warm and quiet.
BURNS	• Immerse affected area in cold water for 1 to 15 minutes. • Bandage lightly with sterile dressing. • Treat for shock if required. • Keep victim warm and quiet.

Petrol (Regular 91 and Force 10)

UN No.	Proper shipping Name	Class 9 Environmentally Hazardous Substance	PG	HAZCHEM
1268	Petroleum products, N.O.S. or petroleum distillates N.O.S (PETROL)		III	3Z

HAZARDS

FIRE or EXPLOSION	- HIGHLY FLAMMABLE. Will be easily ignited by heat, sparks or flame. - Runoff may pollute waterways. - Vapours may form explosive mixtures with air. - Containers may explode when heated. - Vapors may travel to source of ignition and flash back - Most vapours are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements ,tanks) - Vapour explosion hazard indoors, outdoors or in sewers - Those substances designated with a (P) may polymerize explosively when heated or involved in a fire. - Runoff to sewer may create fire or explosion hazard. - Many liquids are lighter than water. - Substance may be transported hot. - For UN3166, if Lithium ion batteries are involved, also consult GUIDE 147. - If molten aluminum is involved, refer to GUIDE 169
HEALTH	- Inhalation or contact with material may irritate or burn skin and eyes. - Runoff from fire control or dilution water may pollute waterways. - May cause toxic effects if inhaled or absorbed through skin. - Fire will produce irritating, corrosive and/or toxic gases - Vapours may cause dizziness or suffocation.

PROTECTIVE CLOTHING

REQUIREMENTS	- Wear positive pressure self-contained breathing apparatus (SCBA). - Structural firefighters' protective clothing will only provide limited protection.
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PUBLIC SAFETY

ACTION	- CALL EMERGENCY RESPONSE Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover. - As a precautionary measure, isolate spill or leak area for at least 50 meters (150 feet) in all directions. - Keep unauthorized personnel away. - Stay upwind. - Keep out of low areas. - Ventilate closed spaces before entering
EVACUATION	LARGE SPILL - Consider initial downwind evacuation for at least 300 meters (1000 feet). FIRE – - If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 metres (1/2 mile) in all directions, also consider initial evacuation for 800 metres (1/2 mile) in all directions.

EMERGENCY RESPONSE

ACTION FOR ALL EMERGENCIES	• IMMEDIATELY CONTACT FIRE SERVICE OR POLICE. • Shut off engine and electrical equipment. • Spill or leak area should be isolated immediately for at least 50 meters in all directions. • Remove and/or isolate all potential sources of ignition. • Keep unauthorized personnel away. • Keep upwind and go to higher ground.
FIRE	SMALL FIRE – • Use dry chemical, CO₂, water spray or foam. LARGE FIRE • Use water spray, fog or foam – do not use water jets. • If safe to do so, move undamaged containers from fire area. • Cool container with flooding quantities of water until well after fire is out. FIRE INVOLVING TANKS – • Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank. • ALWAYS stay away from tank ends.
SPILL or LEAK	• ELIMINATE all ignition sources within at least 25 metres– all equipment must be earthed. • Do not touch or walk through spilled material. • Stop leak if safe to do so – prevent entry into waterways, drains or confined areas. • Water spray may be used to knock down or divert vapor clouds. • Absorb spill with earth, sand or other non-combustible material – use cleaned, non-sparking tools to collect material and place it in loosely-covered metal or plastic containers for disposal. • SEEK EXPERT ADVICE ON HANDLING AND DISPOSAL.
TANKER OR VEHICLE ACCIDENT	• Check for spill or leaks. • Do not move vehicle until authorized. • Isolate area.
FIRST AID	
INHALATION	• Remove victim to fresh air. If not breathing apply resuscitation. • Keep victim warm and quiet.
EYES	• Immediately hold eyes open and flush with water for at least 15 minutes. • Keep victim warm and quiet.
SKIN	• Immediately remove all contaminated clothing, including footwear after wetting with water if available. • Wash affected areas thoroughly with water. • Keep victim warm and quiet.
BURNS	• Immerse affected area in cold water for 1 to 15 minutes. • Bandage lightly with sterile dressing. • Treat for shock if required. • Keep victim warm and quiet.

Appendix 4 – Safety Data Sheet (Diesel) (Regular) and (Force 10)



Prevention code	Prevention statement
P102	Keep out of reach of children
P103	Read label before use
P202	Do not handle until safety precautions have been read and understood
P210	Keep away from heat/sparks/open flames/hot surfaces. No smoking
P273	Avoid release to environment
P280	Wear protective gloves and eye protection

Response code	Response statement
P312	Call a Poison Centre (0800 764 766) if you are feeling unwell
P308 + P313	If exposed or concerned: Get medical attention
P332+ P313	If skin irritation occurs: Get medical attention
P370 + P378	Use foam extinguisher

Storage code	Storage statement
P405	Store locked up
P403+P235	Store in a well-ventilated place. Keep cool

Disposal code	Disposal statement
P501	Dispose of contaminated residues or waste by liaising with a waste disposal company or by disposing at a site approved by relevant local authorities

Section 3. Composition/information on ingredients

Ingredient name	% (wght)	CAS number
Diesel	>90	68334-30-5

Information on composition:

Diesel is a complex mixture of volatile hydrocarbons containing paraffin's, naphthenes, olefins and aromatics with carbon numbers predominantly between C4 and C12. Performance enhancing additives may be included at low concentrations.

Section 4. First aid measures

Routes of exposure

Inhalation	If inhalation of mists, fumes or vapour causes irritation to the nose or throat, or coughing, remove to fresh air. If symptoms persist obtain medical advice.
Ingestion	If contamination of the mouth occurs, wash out thoroughly with water. Except as a deliberate act, the ingestion of large amounts of product is unlikely. If swallowed, do not induce vomiting, give a glass of water and contact a doctor or Poisons Information Centre immediately.
Skin contact	Wash skin thoroughly with soap and water as soon as reasonably practicable. Remove heavily contaminated clothing and wash underlying skin. Medical advice must be obtained urgently if product under high pressure has been injected through the skin.
Eye contact	Wash eye thoroughly with copious quantities of water, ensuring eyelids are held open. Obtain medical advice if any pain or redness develops or persists.



Advice to

Treatment should in general be symptomatic and directed to relieving any



Section 6. Accidental release measures

For emergency responders

Entry into a confined space or poorly ventilated area contaminated with vapour, mist or fume is extremely hazardous without the correct respiratory protective equipment and a safe system of work. Wear self-contained breathing apparatus. Wear a suitable chemical protective suit. Chemical resistant boots. See also the information in "For non-emergency personnel".

Large and uncontained spillages should be smothered in foam to reduce the risk of ignition. Recovery of large spillages should be affected by specialist personnel. The foam blanket should be maintained until the area is declared safe.

In case of spillage at sea, approved dispersants may be used where authorized by the appropriate regulatory authority. In the event of spillages, contact the appropriate authorities. Regular surveillance on the location of the spillage should be maintained.

For non-emergency personnel

Immediately contact emergency personnel. No action shall be taken involving any personal risk or without suitable training. Eliminate all ignition sources (including road traffic) into the hazard area. Evacuate surrounding areas. Keep unnecessary and unprotected personnel from entering the area. Do not touch or walk through spilt material. Floors may be slippery; use care to avoid falling. Avoid breathing vapour or mist. Provide adequate ventilation. Put on appropriate personal protective equipment (refer Section 8).

Environmental precautions

Avoid dispersal of spilt material and runoff and contact with soil, waterways, drains and sewers. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air). Water polluting material. May be harmful to the environment if released in large quantities. Collect spillage.

In the case of spillage on water, prevent the spread of product by the use of suitable barrier equipment. Recover product from the surface. Protect environmentally sensitive areas and water supplies.

It is advised that stocks of suitable absorbent material should be held in quantities sufficient to deal with any spillage which may be reasonably anticipated.

Methods and materials for containment and cleaning up

Small spill

Eliminate all ignition sources. Stop leak if without risk. Use spark-proof tools and explosion-proof equipment. Move containers from spill area. Absorb with an inert material and place in an appropriate waste disposal container. The method and equipment used must be in conformance with appropriate regulations and industry practice on explosive atmospheres. Dispose of via a licensed waste disposal contractor

Large spill

Eliminate all ignition sources. Stop leak if without risk. Move containers from spill area. Approach the release from upwind. Diesel vapour is heavier than air. Prevent entry into sewers, water courses, basements or confined areas. Dike spill area and do not allow product to reach sewage system and surface or ground water. Contain and collect spillage with noncombustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations (refer Section 13).

Use spark-proof tools and explosion-proof equipment. Contaminated absorbent material may pose the same hazard as the spilt product. The method and equipment used must be in conformance with appropriate regulations and industry practice on explosive atmospheres. Dispose of via a licensed waste disposal contractor.



heated above the flash point but bulk liquids at normal storage temperatures present a low fire hazard. If fuel contacts hot surfaces, or leaks from high pressure fuel pipes, the vapour and/or mists generated will create a flammability or explosion hazard. Product soaked rags, paper or material used to absorb spillages, represent a fire hazard and should not be allowed to accumulate. Dispose of safely after use. Empty containers represent a fire hazard as they may contain remaining flammable residues and vapour. Do not cut, weld, heat or drill empty containers. Do not introduce an ignition source. Heating can cause an explosion.

Section 8 Exposure controls / personal protection

Occupational exposure limits

Material	TWA*		STEL*		Reference
	ppm	mg/m ³	ppm	mg/m ³	
Oil mist, mineral	-	5	-	10	NZ Workplace Exposure Standards and Biological Exposure Indices (7 th edition)
Fuels, diesel [total hydrocarbon, vapour & aerosol]	-	100	-	-	Inhalable fraction and vapour. American Conference of Industrial Hygienists (2014)

* TWA - (Time Weighted Average): The average airborne concentration of a particular substance when calculated over a normal eight-hour working day, for a five-day week.

STEL - (Short Term Exposure Limit): The average airborne concentration over a 15 minute period which should not be exceeded at any time during a normal eight-hour workday.

Biological Limit Value (BLV): Data not available.

Individual protection measures

Respiratory protection	Ensure good ventilation. Avoid, as far as reasonably practicable, inhalation of vapour, mists or fumes generated during use. If vapour, mists or fumes are generated, their concentration in the workplace air should be controlled to the lowest reasonably practicable level. If engineering controls are not effective in controlling airborne exposure then an approved respirator with a replaceable organic vapour filter should be used. Reference should be made to Australian/New Zealand Standards AS/NZS 1715, Selection, Use and Maintenance of Respiratory Protective Devices; and AS/NZS 1716, Respiratory Protective Devices, in order to make any necessary changes for individual circumstances.
Hand protection	Wear gloves of impervious material e.g. nitrile or neoprene rubber gloves. Final choice of appropriate gloves will vary according to individual circumstances i.e. methods of handling or according to risk assessments undertaken. Reference should be made to AS/NZS 2161.1: Occupational protective gloves - Selection, use and maintenance. The use of barrier cream is recommended.
Eye protection	Chemical safety glasses or face shield recommended as appropriate. Final choice of appropriate eye/face protection will vary according to individual circumstances including methods of handling or engineering controls as determined by appropriate risk assessments. Eye protection should conform to Australian/New Zealand Standard AS/NZS 1337- Eye Protectors for Industrial Applications.
Protective clothing	Suitable protective work-wear, e.g. cotton overalls buttoned at neck and wrist is recommended. Chemical resistant apron is recommended where large quantities are handled. Industrial clothing should conform to the specifications detailed in AS/NZS 2919: Industrial clothing.



Section 9	Physical and chemical properties
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Section 11	Toxicological information
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Acute oral toxicity	LD ₅₀ Rat (oral)	> 5000 mg/kg Unlikely to cause harm if accidentally swallowed in small doses, though larger quantities may cause nausea and diarrhea. Ingestion may lead to vomiting and aspiration into the lungs, this may result in chemical pneumonitis, which may be fatal.
Acute dermal toxicity	LD ₅₀ Rabbit (dermal)	> 5000 mg/kg Unlikely to cause harm to the skin on brief or occasional contact, but prolonged or repeated exposure may lead to dermatitis. This material contains significant quantities of polycyclic aromatic hydrocarbons (PAHs), some of which have been shown by experimental studies to induce skin cancer. Unlikely to cause sensitisation by skin contact.
Acute inhalation toxicity	LC ₅₀ Rat (inhalation)	> 4100 mg / m³ Vapours may cause drowsiness and dizziness. May cause irritation to eyes, nose and throat due to exposure to high concentrations of vapour, mist or fumes.
Eye contact		Vapour, mist or fume may cause eye irritation. Exposure to vapour, mist or fume may cause stinging, redness and watering of the eyes.
Carcinogenicity		Suspected of causing cancer. Risk of cancer depends on duration and level of exposure.
Mutagenicity		No known significant effects or critical hazards.
Teratogenicity		No known significant effects or critical hazards.
Chronic effects		It is important to recognize that this product is classified as a Category A3 Carcinogen – Confirmed Animal Carcinogen with Unknown Relevance to Humans according to the Occupational Safety and Health Service of WorkSafe. The substance is carcinogenic in experimental animals at a relatively high dose, by route(s) of administration, at site(s), of histological type(s), or by mechanism(s) that may not be relevant to worker exposure. Available epidemiological studies do not confirm an increased risk of cancer in exposed humans. Available evidence does not suggest that the agent is likely to cause cancer in humans except under uncommon or unlikely routes or levels of exposure.



Section 12. Ecological Information



Section 14 Transport information

	U.N. number	Proper shipping name	Class	Hazchem code	Packing group	DG label	Additional information
New Zealand land transport	3082	Environmentally Hazardous Substance, Liquid N.O.S (diesel)	9	3Z	III	 	
Marine transport (IMDG)	3082	Environmentally Hazardous Substance, Liquid N.O.S (diesel)	9		III	 	Emergency schedules (EmS) F-A, S-F Stowage & segregation category: A Marine pollutant.
Air transport (IATA)	3082	Environmentally Hazardous Substance, Liquid N.O.S (diesel)	9		III	 	

Section 15 Regulatory information

ERMA Approval Code HSR001441

HSNO Classifications 3.1D, 6.1E, 6.3B, 6.7B, 9.1B

HSNO Controls Trigger quantities for this substance (class 9.1B)

Approved handler	Not Required
Location Certificate	Not Required
Tracking	Not Applicable
Signage	1000 L
Emergency Response Plan	1000 L
Secondary containment	1000 L

**Section 16****Other information****SAFETY DATA SHEET**

Gull New Zealand Ltd.

Section 1**Identification of the material and the supplier**

Product: Regular Unleaded 91 Petrol
 Product Code: M91UL
 Product Use: Use only as a motor fuel for spark ignition engines. Not for aviation use. Should not be used as a solvent nor cleaning agent. For specific application advice see appropriate Technical Data Sheet or consult your Gull representative
 Other Names: RULP, Regular Motor Spirit, Regular Gasoline
 Company Name: Gull New Zealand Ltd.
 Address: Level 4, 507 Lake Road, Takapuna, Auckland
 Telephone: +64 9 489-1452
 Fax Number: +64 9 489 1453
Emergency Telephone: 0800 POISON (0800 764 766)
 Website: www.gull.co.nz

Section 2**Hazards identification**

This substance is classified as a dangerous good according to NZS5433: 2012

This substance is hazardous according to the *HSNO (Minimum Degrees of Hazard) Regulations 2001*

EPA Approval Code: HRC000003

Pictograms

Flammable



Chronic



Ecotoxic

HSNO Classification**Hazard Code****Hazard Statement**

3.1A	H224	Extremely flammable liquid and vapour
6.1E	H303	May be harmful if swallowed.
6.3B	H316	Causes mild skin irritation.
6.7B	H351	Suspected of causing cancer
9.1B	H411	Toxic to aquatic life with long lasting effects



Prevention Code
P102

Prevention Statement
Keep out of reach of children.



- If on Skin: Wash skin thoroughly with soap and water as soon as reasonably practicable. Remove heavily contaminated clothing and wash underlying skin. In extreme situations of saturation with this product, drench with water, remove clothing as soon as possible and wash skin with soap and water.
- If in Eyes: Seek medical advice if skin becomes red, swollen or painful. Wash eye thoroughly with copious quantities of water, ensuring eyelids are held open. Obtain medical advice if any pain or redness develops or persists.

Advice to Doctor

Treatment should in general be symptomatic and directed to relieving any effects. Product can be aspirated on swallowing or following regurgitation of stomach contents, and can cause severe and potentially fatal chemical pneumonitis, which will require urgent treatment. Because of the risk of aspiration, induction of vomiting and gastric lavage should be avoided. Gastric lavage should be undertaken only after endotracheal intubation. Monitor for cardiac dysrhythmias.

Section 5 Fire-fighting measures

Hazard Type	Flammable Liquid
Hazards from decomposition products	May form significant quantities of carbon monoxide
Suitable Extinguishing media	Use foam, dry powder or water fog. Do not use water jets.
Precautions for firefighters and special protective clothing	Firefighters should wear NIOSH/MSHA approved self-contained breathing apparatus and full fire protective clothing. Evacuate unnecessary personnel and onlookers. Persons who have been exposed to smoke should be checked by a physician.
HAZCHEM CODE	3YE

Other Information: Fire Prevention

Light hydrocarbon vapours can build up in the headspace of tanks. Tank headspaces should always be regarded as potentially flammable and care should be taken to avoid static electrical discharge and all ignition sources during filling, ullaging and sampling from storage tanks. When the product is pumped (e.g. during filling, discharge or ullaging) and when sampling, there is a risk of static discharge. Ensure equipment used is properly earthed or bonded to the tank structure. Electrical equipment should not be used unless it is intrinsically safe (i.e. will not produce sparks). Explosive air/vapour mixtures may form at ambient temperature. If product comes into contact with hot surfaces, or leaks occur from pressurized fuel pipes, the vapour or mists generated will create a flammability or explosion hazard. Product contaminated rags; paper or material used to absorb spillages, represent a fire hazard, and should not be allowed to accumulate. Dispose of safely immediately after use. Empty containers represent a fire hazard as they may contain some remaining flammable product and vapour. Never cut, weld, solder or braze empty containers.

Section 6 Accidental Release Measures

As this product has a very low flash point any spillage or leak is a severe fire and/or explosion hazard. Spilled material may make surfaces slippery. It is advised that stocks of suitable absorbent material should be held in quantities sufficient to deal with any spillage, which may be reasonably anticipated.

- Vapour is heavier than air and may travel to remote sources of ignition (eg. along drainage systems, in basements etc.).
- Isolate spillage from all ignition sources including road traffic.
- Evacuate all non-essential personnel from the immediate area.
- If spillage has occurred in a confined space, ensure adequate ventilation and check that a safe, Breathable atmosphere is present before entry.
- Ensure good ventilation.
- Wear protective clothing. See Exposure Controls/Personal Protection, section 8, of this SDS
- Large and uncontained spillages should be smothered with foam to reduce the risk of ignition.
- The foam blanket should be maintained until the area is declared safe.
- Recovery of large spillages should be affected by specialist personnel.



- Protect drains from potential spills to minimize contamination. Do not wash product into drainage system. In the case of spillage on water, prevent the spread of product by the use of suitable barrier equipment. Recover product from the surface.
- Protect environmentally sensitive areas and water supplies



Note: Several comprehensive reviews have been made of benzene toxicity over the recent years. It is not, therefore, the intention of this documentation to exhaustively review all related scientific literature, but to summarise the available quantitative dose-response information with regard to exposure to low concentrations of benzene. This information was used to provide guidelines for the Exposure Standards Working Group to set an exposure standard for benzene.

Respiratory Protection: If operations are such that exposure to vapour, mist or fume may be anticipated, and then suitable approved respiratory equipment should be worn. The use of respiratory equipment must be strictly in accordance with the manufacturers' instructions and any statutory requirements governing its selection and use.

Body Protection: Wear face visor or goggles in circumstances where eye contact can accidentally occur. If skin contact is likely, wear impervious protective clothing and/or gloves. Protective clothing should be regularly inspected and maintained; overalls should be dry-cleaned, laundered and preferably starched after use.

Section 9 Physical and chemical properties

Odour:	Gasoline like
Boiling Point:	30 - 230°C Test Method: ASTM D 86
Vapour Pressure:	60 - 90 kPa Test Method: ASTM D 323
Physical State:	Low viscosity liquid
Colour:	Purple/Pink
Density:	735 to 775 kg/m ³ @ 15°C Test Method: ASTM D 1298
Flash Point:	<-40°C (PMCC) Test Method: ASTM D 93
Flammable Limits: LEL	0.6%
Flammable Limits: UEL	8.0%
Auto-ignition temperature:	>250°C
Other Information:	Grades: Regular Unleaded 91 Petrol

Section 10 Stability and reactivity

Chemical stability:	Stable at ambient temperatures.
Conditions to avoid:	Sources of ignition. Avoid excessive heat.
Incompatibility:	Avoid contact with strong oxidizing agents.
Hazardous Decomposition Products:	Thermal decomposition products will vary with conditions. Decomposition Incomplete combustion will generate smoke, carbon dioxide and hazardous gases, including carbon monoxide.
Hazardous Polymerization:	Hazardous polymerization reactions will not occur.

Section 11 Toxicological information

Acute Oral Toxicity	LD₅₀ Rat (oral)	> 5000mg/kg (slightly toxic)
Acute Dermal Toxicity	LD₅₀ Rabbit (dermal)	>2000 mg/kg (moderately toxic)
Acute Inhalation Toxicity	LD₅₀ Rat (inhalation)	>2500 mg/m ³ (moderately toxic)

Chronic Effects:

It is important to recognize that this product is classified as a Category A1 Carcinogen - Confirmed Human Carcinogen according to the Occupational Safety and Health Service of the Department of Labour. The substance is carcinogenic to humans based on the weight of evidence from epidemiological studies. Contains Benzene. Prolonged or repeated exposure to benzene can cause anemia and other blood diseases, including leukemia. This product is toxic. There is a danger of serious damage to health by prolonged exposure through inhalation, in contact with skin and if swallowed.



Section 12 Ecological information

HSNO Classifications: 9.1B

Product classed as Dangerous for the Environment. On release to water gasoline floats on the surface and



Marine Transport:

Classified as Dangerous Goods by the criteria of the International Maritime Dangerous Goods (IMDG) Code for transport by sea.

UN-Number: 1203
 Class: 3 Flammable Liquid
 Packing Group: II
 Proper Shipping Name: PETROL
 EmS: 3-07
 IMO Marine: This product is a marine pollutant according to the International Maritime Dangerous Goods (IMDG) Code.

Stowage and Segregation Category: E

The marine pollutant mark is not required when transported in sizes of ≤5 L or ≤5 kg

Air Transport

Classified as Dangerous Goods by the criteria of the International Air Transport Association (IATA) Dangerous Goods Regulations for transport by air.

UN-Number: 1203
 Class: 3 Flammable Liquid
 Packing group: II
 Proper Shipping Name: PETROL
 EPG Number: 3.1.001
 IERG Number: 14

Section 15 Regulatory information

EPA Approval Code: HRC000003

HSNO Classifications: 3.1A, 6.1E (All), 6.1E (O), 6.3B, 6.7B, 9.1B (A), 9.1B (All), 9.1B (C), 9.1B (F)

HSNO Controls:

This product is exempt from tracking

This safety data sheet must be supplied where ≥ 5 L is supplied for the first time to a place of work trigger quantities for this substance

	Quantity	Triggered by
Approved Handler	>100 L	3.1A * Note 1
Location Certificate(above ground storage)	50 L (open or closed)	3.1A * Note 2
Tracking	Not Applicable	
Signage	250 L	3.1A Gazette No. 35
Emergency Response Plan	1000 L	3.1A Gazette No. 35
Secondary containment	1000 L	3.1A Gazette No. 35
* Note 1:	Not required on a farm ≥ 4 ha for quantities less than 2000 L	
	Not required if refueling vehicles, or filling containers less than 250 L by self-service at retail outlets	
* Note 2	Not required on a farm ≥ 4 ha for quantities less than 2000 L	



Section 16 Other information

The content and format of this SDS is in accordance with HSNO Approved Code of Practice (No. HSNO CoP 8-1 09-06): Preparation of Safety Data Sheets



SAFETY DATA SHEET

Gull New Zealand Ltd.

Section 1. Identification of the material and the supplier

Product Name: Gull PULP 95 plus 10% ethanol
 Brand Name: Gull Force 10
 Product Use: Use only as a motor fuel for spark ignition engines. NOT for marine or aviation use. Should NOT be used as a solvent nor cleaning agent. For specific application advice see appropriate Technical Data Sheet or consult your GULL representative
 Company Name: Gull New Zealand Ltd.
 Address: Level 4, 507 Lake Road, Takapuna, Auckland
 Telephone: +64 9 489-1452
 Fax Number: +64 9 489 1453
 Emergency Telephone: **0800 POISON (0800 764 766)**
 Website: www.gull.co.nz

Section 2. Hazards identification

This substance is classified as a dangerous good according to NZS5433: 2012

This substance is hazardous according to the *HSNO (Minimum Degrees of Hazard) Regulations 2001*

EPA Approval Code: HSR000073

Pictograms



Flammable



Chronic



Ecotoxic

HSNO Classification	Hazard Code	Hazard Statement
3.1A	H224	Extremely flammable liquid and vapour
6.1E	H303	May be harmful if swallowed.
6.3B	H316	Causes mild skin irritation.
6.4A	H320	Causes eye irritation
6.7B	H351	Suspected of causing cancer
9.1B	H411	Toxic to aquatic life with long lasting effects



Prevention Code Prevention Statement



Section 4. First aid measures

Routes of Exposure:

- Inhalation:** If exposure to vapour, mists or fumes causes drowsiness, headache, blurred vision or irritation of the eyes, nose or throat, remove immediately to fresh air. Keep patient warm and at rest. If any symptoms persist obtain medical advice. Unconscious casualties must be placed in the recovery position. Monitor breathing and pulse rate and if breathing has failed, or is deemed inadequate, respiration must be assisted, preferably by the mouth to mouth method. Administer external cardiac massage if necessary. Seek medical attention immediately.
- Ingestion:** If contamination of the mouth occurs, wash out thoroughly with water. Except as a deliberate act, the ingestion of large amounts of product is unlikely. If it should occur, do NOT induce vomiting; obtain medical advice.
- If on Skin:** Wash skin thoroughly with soap and water as soon as reasonably practicable. Remove heavily contaminated clothing and wash underlying skin.
In extreme situations of saturation with this product, drench with water, remove clothing as soon as possible and wash skin with soap and water.
Seek medical advice if skin becomes red, swollen or painful.
- If in Eyes:** Wash eye thoroughly with copious quantities of water, ensuring eyelids are held open. Obtain medical advice if any pain or redness develops or persists.

Advice to Doctor:

Treatment should in general be symptomatic and directed to relieving any effects.

Product can be aspirated on swallowing or following regurgitation of stomach contents, and can cause severe and potentially fatal chemical pneumonitis, which will require urgent treatment. Because of the risk of aspiration, induction of vomiting and gastric lavage should be avoided.

Gastric lavage should be undertaken only after endotracheal intubation.

Monitor for cardiac dysrhythmias.

Section 5. Fire-fighting measures

Hazard Type	Flammable Liquid
Hazards from decomposition products	May form significant quantities of carbon monoxide
Suitable Extinguishing media	Use foam, dry powder or water fog. Do not use water jets.
Precautions for firefighters and special protective clothing	Firefighters should wear NIOSH/MSHA approved self-contained breathing apparatus and full fire protective clothing. Evacuate unnecessary personnel and onlookers. Persons who have been exposed to smoke should be checked by a physician.
HAZCHEM CODE	3YE

Other Information: Fire Prevention

Light hydrocarbon vapours can build up in the headspace of tanks. Tank headspaces should always be regarded as potentially flammable and care should be taken to avoid static electrical discharge and all ignition sources during filling, ullaging and sampling from storage tanks. When the product is pumped (e.g. during filling, discharge or ullaging) and when sampling, there is a risk of static discharge. Ensure equipment used is properly earthed or bonded to the tank structure. Electrical equipment should not be used unless it is intrinsically safe (i.e. will not produce sparks). Explosive air/vapour mixtures may form at ambient temperature. If product comes into contact with hot surfaces, or leaks occur from pressurized fuel pipes, the vapour or mists generated will create a flammability or explosion hazard. Product contaminated rags; paper or material used to absorb spillages, represent a fire hazard, and should not be allowed to accumulate. Dispose of safely immediately after use. Empty containers represent a fire hazard as they may contain some remaining flammable product and vapour. Never cut, weld, solder or braze empty containers.



Section 6. Accidental release measures

As this product has a very low flash point any spillage or leak is a severe fire and/or explosion hazard. Spilled material may make surfaces slippery. It is advised that stocks of suitable absorbent material should be held to enable spillage to be dealt with immediately.



Section 8 Exposure controls / personal protection

National Exposure Standards:

If vapour, mists or fumes are generated, their concentration in the workplace air should be controlled to the lowest reasonably practicable level.

Relevant exposure limits are:

Substance	CAS # (a)	WES ppm	STEL ppm
Petrol	86290-81-5	900 ppm (8 hr. TWA)	500
Benzene	71-43-2	5 ppm (8 hr. TWA)	5
Ethanol	64-17-5	1000 ppm (1880 mg/m ³)	

Reference: Workplace Exposure Standards and Biological Exposure Indices, Issued June 2018, 10th Edition.

Carcinogen category notice: Category A1. Established human carcinogen known to be carcinogenic to humans. There is sufficient evidence to establish a causal association between human exposure to these substances and the development of cancer. See Chapter 7: Carcinogens, published by the Occupational Safety and Health Service, Department of Labour.

Carcinogen Category A1 (Confirmed Human Carcinogen)

Note: Several comprehensive reviews have been made of benzene toxicity over the recent years. It is not, therefore, the intention of this documentation to exhaustively review all related scientific literature, but to summarise the available quantitative dose-response information with regard to exposure to low concentrations of benzene. This information was used to provide guidelines for the Exposure Standards Working Group to set an exposure standard for benzene.

Respiratory Protection: If operations are such that exposure to vapour, mist or fume may be anticipated, and then suitable approved respiratory equipment should be worn. The use of respiratory equipment must be strictly in accordance with the manufacturers' instructions and any statutory requirements governing their selection and use.

Body Protection: Wear face visor or goggles in circumstances where eye contact can accidentally occur. If skin contact is likely, wear impervious protective clothing and/or gloves. Protective clothing should be regularly inspected and maintained; overalls should be dry-cleaned, laundered and preferably starched after use.

Section 9 Physical and chemical properties

Physical State:	Low viscosity liquid
Colour:	Clear pale yellow
Odour:	Gasoline like
pH:	N/A
Solubility:	Slightly soluble 0.01g/litre at 20°C
Relative Vapour Density (air= 1) :	>1
Boiling point:	30-230 °C Test method: ASTM D86
Auto Ignition Point:	450 °C (approx.)
Flash Point:	<-40 °C (PMC) Test method: ASTM D93
Specific Gravity at 15.6 °C:	0.735 g/ml ASTM D 1298
Vapour Pressure at 20 °C:	60.0 kPa
Volatiles:	99%
Evaporation Rate	High



Section 10. Stability and reactivity



Section 13. Disposal considerations

Dispose of via an authorized person/licensed waste disposal contractor in accordance with local regulations. Empty packages may contain some remaining product. Hazard warning labels are a guide to the safe handling of empty packaging and should not be removed. Empty containers represent a fire hazard as they may contain flammable product residues and vapour. Never weld, solder or braze empty containers. Materials contaminated with product should be treated as extremely flammable. Disposal should be in accordance with local regulations

Section 14 Transport information

This material is classified as a Class 3 - Flammable Liquid according to NZS 5433:2007 Transport of Dangerous Goods on Land.

Must not be loaded in the same freight container or on the same vehicle with:

- (Class 1) Explosives
- (Class 2.1) Flammable gases
- (Class 2.3) Toxic gases
- (Class 4.2) spontaneously combustible substances
- (Class 5.1) Oxidizing substances
- (Class 5.2) Organic peroxides or
- (Class 7) Radioactive materials unless specifically exempted.

Must not be loaded with in the same freight container; and on the same vehicle must be separated horizontally by at least 3 meters unless all but one are packed in separate freight containers with:

- (Class 4.3) Dangerous when wet substances
- Goods of packing group II or III may be loaded in the same freight container or on the same vehicle if transported in segregation devices with:
- (Class 4.2), spontaneously combustible substances
 - (Class 4.3), Dangerous when wet substances
 - (Class 5.1), Oxidizing substances
 - (Class 5.2) Organic peroxides

Land Transport:

U.N. Number: 1203
 Proper Shipping Name: PETROL
 DG Class: 3
 Hazchem Code: 3YE
 Packaging Method: 3.8.3
 Packing Group: II

Marine Transport:

Classified as Dangerous Goods by the criteria of the International Maritime Dangerous Goods (IMDG) Code for transport by sea.

UN-Number: 1203
 Class: 3 Flammable Liquid
 Packing Group: II
 Proper Shipping Name: PETROL
 EmS: 3-07
 Stowage and Segregation Category: E

Air Transport

Classified as Dangerous Goods by the criteria of the International Air Transport Association (IATA) Dangerous Goods Regulations for transport by air.

UN-Number: 1203
 Class: 3 Flammable Liquid
 Packing group: II
 Proper Shipping Name: PETROL
 EPG Number: 3.1.001
 IERG Number: 14

IMO Marine: This product is a marine pollutant according to the International Maritime Dangerous Goods (IMDG) Code.



Section 15 Regulatory information

EPA Approval Code: HSR000073

HSNO Classifications: 3.1A, 6.1E, 6.3B, 6.4A, 6.7B, 9.1B

HSNO Controls:

This product is exempt from Tracking

This safety data sheet must be supplied where ≥ 5 L is supplied for the first time to a place of work.

A Location Test Certificate **is required** for a site permanently storing 50 L or more of petrol. **See Note 2**

A Location Test Certificate **is not required** for a temporary site storing <2000 litres of E10, petrol, avgas, racing gas or kerosene if the proposed or actual duration of the storage is for a continuous period of less than 14 days. This applies if the fuel -

- is stored in containers <250 litres
- the containers comply with Reg. 11, schedule 2 or 3 of the packaging regulations
- is situated not less than 15 metres from any high intensity land use or area of regular habitation
- is situated either in the open or in a well-ventilated building
- is in a compound or located so any spillage will not endanger any building, flow into any stream, lake or natural water.

Signage	250 L	3.1A
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Emergency Response Plan	1000 L	3.1A
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Secondary containment	1000 L	3.1A
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* Note 1: Not required on a farm ≥ 4 ha for quantities less than 2000 L
Not required if refueling vehicles, or filling containers less than 250 L by self-service at retail outlets

* Note 2 Not required on a farm ≥ 4 ha for quantities less than 2000 L

Section 16 Other information

The content and format of this SDS is in accordance with HSNO Approved Code of Practice (No. HSNO CoP 8-1 09-06): Preparation of Safety Data Sheets

Disclaimer

The information and recommendations contained herein is, to the best of Gull's knowledge and belief, accurate and reliable as of the date issued. The information herein is given in good faith, but no warranty, express or implied is made.

The information and recommendations are offered for the user's consideration and examination. It is the user's responsibility to satisfy itself that the product is suitable for the intended use. If buyer repackages this product, it is the user's responsibility to insure proper health, safety and other necessary information is included with and/or on the container.

Please contact the New Zealand proprietor, Gull New Zealand Ltd, phone +64 9 489-1452, www.gull.co.nz if further information is required.

Document history

Current issue

Previous issue

Date of issue: 14 March 2019

Date of previous issue: 13 May 2015

Revision: 4.2

Revision: 4.1

Date of next review: 14 March 2024

Appendix 5 - Site Plans and Pictures

IT Shed with Fire Extinguisher, Spill Kit, Emergency Procedures and E-stop



Site Emergency Procedures Board and E-stop



Appendix 6 - Incident Report Form

8.2 Incident Report Form

Event date		Event time	[am/pm]
Site name/ location		Report completed by	

Type of Accident / Incident

- ☐ Fire – [Forecourt] [Building] [Vehicle]
- ☐ Spill – 91 / 98 / Diesel (circle one)
Quantity: [] litres
- ☐ Personal injury – [First Aid] [Serious Harm]
- ☐ Property damage
- ☐ Robbery – [Attempt] [Actual]
- ☐ Drive off – [Vehicle Reg. No.]
- ☐ Customer complaint
- ☐ Delivery – [Contamination] [Overfill]
- ☐ Other (specify)

Cause of Accident / Incident

- ☐ Equipment damage
- ☐ Equipment design – [Fault] [Lack of maintenance]
- ☐ Procedures – [Not followed] [Inadequate]
- ☐ Training – [Inadequate training] [Lack of supervision]
- ☐ Lack of alertness – [Operator error] [Fatigue]
- Poor housekeeping standards
- ☐ Customer
- ☐ Contractor
- ☐ Other (specify)

WHAT HAPPENED: State the facts, do not speculate
(Who was involved/injured, what was going on at the time, what went wrong, where did it happen, sequence of events before and after)

EYE WITNESSES: (name, contact phone number)

What immediate action(s) did you take to deal with the accident/incident

Step	Action taken	Person responsible

EMERGENCY SERVICES CONTACTED?	☐ NO	☐ YES	<i>If YES, who</i>
IS AN INSURANCE CLAIM NECESSARY?	☐ NO	☐ YES	<i>If YES, provide details</i>
INVESTIGATION REQUIRED?	☐ NO	☐ YES	<i>If YES, Gull will coordinate a review team.</i>
WORKSAFE CONTACTED?	☐ NO	☐ YES	<i>If YES, who</i>
REGIONAL COUNCIL CONTACTED?	☐ NO	☐ YES	<i>If YES, who</i>

1. Site Management to keep a copy of the report on file
2. Forward copy of the report form to Gull Support Office
Fax Number : 09 489 1453
Attention : Retail Operations Manager

Revision 1.0

Appendix 7 – Environmental Description and Receiving Environments

Environmental description

Pokeno is located on the main road in the township of Pokeno. The site is zoned for industrial. Historically the site has been farmed on.

The site is approx. 850sqm in size and is fully sealed with concrete. Some landscaping exists around the site boundary but is designed to be isolated by kerb and channel.

Groundwater has been identified as being approximately 3.4m below ground level. The ultimate receiving environment of the site storm water is Waikato River.

Natural resources in this area are minimal; the priority is preventing a spill entering category 1 storm water drains as these are uncontrolled.

Receiving Environments

Receiving environments are those areas of land or specific water course (including groundwater) that can receive stormwater run-off from the site. The immediate sensitive receiving environments include site soils, groundwater aquifers beneath the site and the local reticulated stormwater drainage system.

The ultimate receiving environment for site storm water at this site has been identified as Waikato River

Nearby Stormwater Systems Map:

The map below identifies nearby stormwater systems leading to the receiving environment:



<https://maps.waikatodistrict.govt.nz/IntraMaps90/?project=Waikato&configId=b2549ae1-f643-4ac6-9586-211ba985dd8f&project=Waikato&configId=b2549ae1-f643-4ac6-9586-211ba985dd8f>

Ultimate Receiving Environments:

The map below indicates the ultimate receiving environment point of entry:

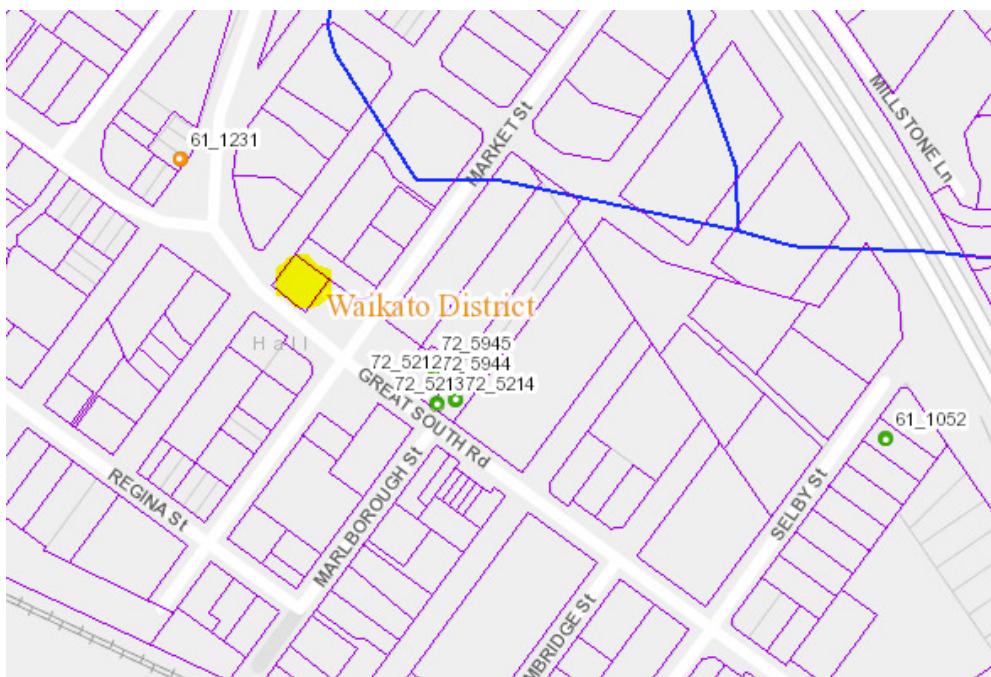


<https://maps.waikatodistrict.govt.nz/IntraMaps90/?project=Waikato&configId=b2549ae1-f643-4ac6-9586-211ba985dd8f&project=Waikato&configId=b2549ae1-f643-4ac6-9586-211ba985dd8f>

Nearby Groundwater Bores

The map below identifies nearby groundwater bores located around the site:

5 Groundwater bores have been identified within a 250m radius of the site.



<https://waikatomaps.waikatoregion.govt.nz/Groundwater/>

Appendix 8 - Tank Truck Procedures

Tank Truck Procedures

Procedures in place to prevent spill during transfer

This section details the preventative measures taken to minimise the risk of a spill.

Prior to delivery of bulk fuel, the fuel delivery contractor will ensure...

- c) The tanker has switched off their engine.
- d) The transfer houses are secured and checked.
- e) Absorbent material is available to mop up any spills that might occur.
- f) The volume of fuel to be transferred to the tanks has been calculated and verified before starting operations.
- g) The delivery pump is never left unattended.

Procedures

The contractor representative responsible for the site fuel delivery shall ensure the following standards have been met before commencing any product transfer:

- The spill control equipment capable of containing and/or absorbing a spillage must be immediately available at all times when bulk liquid is being transferred.
- Only hoses, adaptors and caps manufactured for use with the product shall be used.
- Only hoses that have been inspected tested and are currently certified shall be used.
- An isolation valve must be provided at the point of connection from the vehicle transfer hose to the remote fill point.
- Where camlock couplings are used the lugs shall be secured to prevent release.
- All flexible hoses must be completely cleared of all liquid before connections are broken and must be capped before moving.
- The APPROPRIATE fuel delivery pre-checklist must be completed, dated and signed by the contractor before commencing any transfer of product (refer [Appendix 2](#)).
- Operators must be competent in the use of spill containment equipment and vehicle fire extinguishers.
- The contractor is required to be in attendance at all times during transfer operation.
- Before fuel transfers begin, an inspection of transfer hoses, fittings and valves shall be made.

Tanker equipment

Item of Equipment	Control
Tanker Valves	Two valves on the vehicle have to be open, a pneumatic internal compartment valve and a manually operated external faucet valve to start fuel flow to the vessel, when not in use at least one of these valves remains closed preventing accidental spillage greater than the contents of the hose.
Emergency Shutdown Switch	To be used by the operator if a leak occurs when the equipment is in normal operation.
Spill Kits	An additional container of sorbent materials (Spill Kit) is located on the Vehicle and is carried at all times and can be used in the event of a spill to provide additional spill containment and absorbent material.
Equipment testing and inspection program	The pumping equipment and transfer hoses are subjected to inspection and maintenance by specialists at regular intervals.

Training	The shore representative and the tanker operator who will be the first responders are trained to respond to spills at the wharf. Training provided covers the spill kit contents and its use to contain spill and prevent any accidental spillage migrating to the marine environment.
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Location of Tanker operating equipment and spill control kit

Fire extinguisher and cones



Electrical isolation switch

Tanker Master Isolation Switch and
Emergency Shut down



Spill kit



Tanker compartment control valves

