Florida Department of Environmental Protection and Department of Agriculture and Consumer Services

Date:	DEP	FACID:			
Facility/Retailer:					
The information below may not address all potential of	ircum	stances that an owner/operator may			
encounter before, during and after a major storm or h	urrica	ne. It is of the utmost importance to			
identify those negative impacts that may occur and ta	ke pra	ctical steps to mitigate the adverse			
effects. These tools are provided in order to assist you with this important task.					
HURRICANE SEASON PLANNING AND PREPARATION BY JUNE 1					
TOPICS	ОК	COMMENTS			
Collect staff contact information.					
Contact Local/County Emergency Operation Center					
for Post-Storm Re-entry Permits for Critical Staff.					
Create a Station Hurricane Toolbox that includes:					
 Flashlight and batteries 					
Duct tape					
 Tarpaulin and heavy-duty plastics bags 					
Plastic wire or zip ties					
 Rope for securing plastic around inside 					
electronics					
Caution tape					
 Padlocks for dispenser nozzles 					
Plastic wrap for dispensers					
Barricades for traffic control					
Establish a process for station staff to confirm their					
status and availability to work after the storm.					
Collect and verify other critical contact information					
including:					
 Service Center, Terminal and Business 					
Consultant emergency numbers					
 Maintenance Contractors (Electrical, Building & 					
Equipment)					
 Local Hospital, Police, Fire Department and 					
Local Emergency Operations Center telephone					
numbers					
Have plans to acquire fuel from backup suppliers.					
Establish and verify presence on <u>GasBuddy</u> app.					
Encourage employees to prepare their homes and					
families for hurricane season.					

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DAY BEFORE PROJECTED IMPACT			
TOPICS	ОК	COMMENTS	
Plan for higher than normal sales as public prepares			
for storm.			
Make plans to manage traffic flow.			
Verify station staffing contact lists and review staff			
availability.			
Check first aid kits and fire extinguishers. Have			
extra spill materials available to handle small spill			
from customers filling gasoline containers.			
If you have staff who will travel in the impacted			
area after the storm, have them place the following			
items in their cars:			
Re-entry pass/permit from local/county			
Emergency Operation Center			
Hard hat, Steel-toe safety shoes, gloves			
Flashlight with extra batteries for flashlight			
Safety glasses and safety vest			
First aid kit – fully stocked			
Camera			
 Power inverter to charge phones and laptops 			
 Cell phones – 2 (one from back-up provider if 			
possible)			
 Copy of contact numbers and other pertinent 			
hurricane procedures			
• Cash			
Case of water			
Energy bars			
During heavy rain or a flood, water or other debris			
can enter an underground storage tank. A few			
simple precautions can reduce the risk of loss or			
product contamination.			
 Inspect to be sure that the gaskets on the fill 			
pipe covers are in place and in good condition,			
without rips, chafing or splitting.			
Be sure that all fill covers are completely in			
place, fit tightly, and are locked in position.			
Inspect the tank vents to assure that all rain			
caps are in place and that none of the piping is			
cracked or broken.			
Check to be sure that any sump pumps are in			
good working order and ready to go.			

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DAY OF HURRICANE

Plan for heavy traffic as the public prepares for the storm. Plan adequate time for station staff to complete the store preparations, close the store and safely drive to their homes or alternate locations. If possible complete many of the items 1-2 days before the storm arrives.

locations. If possible complete many of the fi	tems 1	,
TOPICS (as applicable)	ОК	COMMENTS
Outside Areas		
Remove loose or removable items from the yard and pump		
area including pump toppers inserts. Cover and secure		
garbage containers.		
Protect glass, doors and windows		
Use shutters if they have been installed at station		
Electrical Confirmation of the Land Confirmati		1
Confirm generator available and filled with fuel		
Standby generator permits and certifications in place		
Stand by generator tested and working properly		
Confirm electrician available to hook up generator if required		
Transfer switch working properly		
Main breakers identified		
Tanks and Dispensers		
Ensure dispensers secured and trip shear valves to prevent		
product releases if dispenser is dislodged.		
Dispenser hoses and nozzles locked and secured		
Spill container, fill caps and other tank openings with gaskets		
in place and secured		
Tanks full of product		
Drain and close lines from the tanks to the dispensers; especially for marine environments		
Ensure tanks are not run dry; guard against damage to		
turbines		
Record tank inventory to determine any product loss		
Signage		
ID sign faces secured and bolted		
Signage footing bolts, washers and nuts verified		
Office		
Electronic files backed up and stored offsite		
Files secured and protect from potential water damage		
Secure and protect Point of Sale electronics		
Cover all critical office equipment		
Electronic equipment moved to a secure and enclosed area		
Secure all items that may become projectiles if walls		
breached		
Before Leaving the Station		T
Secure all critical property		
Turn off all individual breakers for dispensers and submerged		
turbines (STPs) Update GasBuddy app to indicate facility is temporarily		
closed		
Close and lock all doors and windows		
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POST HURRICANE RESPONSE

Only when it is safe to return to the facility, the owner/operator will need to identify those negative impacts that have occurred and take practical steps to mitigate the adverse effects. Fuel quality, fuel dispensers, and metering is regulated by the Department of Agriculture and Consumer Services (DACS) and Storage Tank Systems are regulated by the Department of Environmental Protection (DEP)

STORAGE TANK SYSTEMS

Make sure power has been turned off to any tank system equipment (dispensers, pumps, leak detection, etc.).

Before energizing power to the storage tank system, examine the storage tank system equipment. Some issues may require reporting to DEP's Contracted Local Program/County Inspector within 72 hours of discovery.

hours of discovery.		
TOPICS	ОК	COMMENTS
Check your dispenser, dispenser nozzles, and hoses,		
etc., for damage.		
Inspect dispensers for signs of tampering or		Dispensers are particularly vulnerable during
unauthorized access.		power outages or when left unattended.
Inspect the outside of the dispensers for overlay		
skimmers on the keypads and credit card readers.		
 Open each dispenser and inspect for signs credit 		
card skimming devices attached to the wiring,		
credit card reader or motherboards.		
If a skimmer is located or if you have questions,		
contact your local law enforcement or the Bureau of		
Standards at 850-410-3800 or 1-800-HELP-FLA (435-		
7352) or, for Spanish speakers, 1-800-FL-AYUDA		
(352-9832)		
Check the sumps on your dispenser, piping,		
transition and spill containment system for product		
or water.		
Is product or water in the interstice? If so it must be		
removed and reported as an incident.		
Inspect the tank cover pad for damage that may		
indicate tank movement.		
Determine whether water or debris has entered the		
tank system by using a gauging stick and water-		
finding paste.		
If water is detected in the bottom of a tank storing		
ethanol-blended gasoline, test the fuel in the tank to		
ensure that it meets fuel quality standards.		
Make sure repairs are complete for any damaged		
equipment and the system is taken out-of-service		
during repairs using the <u>ESSA</u> portal or Department		
of Environmental Protection (DEP) <u>Storage Tank</u>		
Registration Form or contacting Registration at 850-		
245-8839.		

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After inspecting the electrical system for damage and		•
(contact a tank contractor or electrician with any con	_	
DEP's Contracted Local Program/County Inspector wit	hin 72	Phours of discovery.
Empty and clean spill buckets and sumps (including		
those underneath dispensers and on top of tanks).		
Inspect piping and fittings for damage and possible		
leaks.		
Check critical safety devices (reset shear valves,		
check stop switches, isolation relays on dispensers,		
etc.) for proper operation.		
Check your equipment for any alarms, loss of		
vacuum, pressure.		
Is your line leak detector working properly or is it		
shutting off flow or has it shut off power to the		
pump?		
If there is any concern about the tightness of a tank		
system, perform a tank system tightness test to		
ensure integrity prior to adding product.		
POST HURRICANI	REPS	ONSE
TOPICS	ОК	COMMENTS
Incidents and Discharges of Regulated Product		
If the storage tank system has had:		
An incident you will need to submit the		
Department of Environmental Protection (DEP)		
Incident Notification Form (INF) to DEP's		
Contracted Local Program/County Inspector. See		
DEP Rule <u>62-761.430</u> , or <u>62-762.431</u> , Florida		
Administrative Code (F.A.C.) for examples of		
incidents. If an incident occurs at a facility,		
actions shall be taken within 24 hours of		
discovery to investigate the incident to		
determine if a discharge has occurred.		
If the storage tank system has had:		
A discharge you will need to contact the State		
Watch Office at 1-800-320-0519, and submit the		
DEP <u>Discharge Report Form</u> (DRF) to DEP's		
Contracted Local Program/County Inspector. See		
DEP Rule <u>62-761.440</u> , or <u>62-762.441</u> , F.A.C., for		
examples of discharges. If you report a discharge		
to the State Watch Office, you are also required		
to submit the DEP Public Notice of Pollution		
Form as required under §403.077, Florida		
Statutes (F.S.). Upon discovery of a discharge,		
the owner or operator shall report the discharge		
to the county on a DRF within 24 hours or before		
the close of the county's next business day.		
Update GasBuddy app indicating the facility is		
open/closed and update prices daily.		
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Florida Department of Environmental Protection and Department of Agriculture and Consumer Services Website Links and Phone Numbers

DEP Storage Tank Compliance https://floridadep.gov/waste/permitting-compliance-assistance/content/storage-tank-compliance

DEP Storage Tank Compliance Contact List https://floridadep.gov/waste/permitting-compliance-assistance/documents/storage-tank-district-and-county-contact-list

DEP Storage Tank System Rules and Forms https://floridadep.gov/waste/permitting-compliance-assistance/content/storage-tank-system-rules-forms-and-reference

DEP Public Notice of Pollution Form https://floridadep.gov/pollutionnotice

DEP ESSA http://prodenv.dep.state.fl.us/DepEssa/coreenginestart.action?Create=new&name=dwm tanks

DACS Petroleum Inspection 1-800-435-7352 or 1-850-410-3800

https://www.freshfromflorida.com/Business-Services/Petroleum-Inspection

GasBuddy http://gasbuddy.com/

State Watch Office 1-800-320-0519 National Response Center 1-800-424-8802 Local Fire Department 911

This document is suggested guidance for preparation and response to a major storm event like a hurricane and is not intended to be complete and comprehensive. Owners and operators are advised that other federal, state, or local requirements may apply.