



The person dispensing product must remain at the vehicle during fueling.



- Initial Inspection: Inspections typically take 1.5 hours for small PFOs with one small aboveground tank and 2.5 to 3 hours for PFOs with several large tanks.
- Follow-Up Inspection: If a safety order has been issued, a follow-up inspection may occur to verify the order has been resolved, which can take place in person or by phone.

THE BEST WAY TO MINIMIZE FEES

Be prepared for the inspection. Make sure your site is properly maintained. Remain compliant with code requirements. Remember, as an owner/operator you are responsible for ensuring the safety of your site. Being safe helps to protect you, your site, the public and the environment.

For more information on private fuel outlets, please refer to the TSSA website at www.tssa.org.

LET'S WORK TOGETHER TO KEEP PRIVATE FUEL OUTLETS SAFE AND HELP CREATE A SAFER ONTARIO FOR EVERYONE.

If you have any questions about what you can do to keep your private fuel outlet safe or for more information on TSSA, please visit us online at www.tssa.org or contact us toll-free at 1-877-682-8772

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The Technical Standards and Safety Authority (TSSA) is Ontario's public safety regulator mandated by the Government of Ontario to enhance and enforce public safety.

KEEPING PRIVATE FUEL OUTLETS SAFE



Putting Public Safety First





WHO IS TSSA?

The Technical Standards and Safety Authority (TSSA) is Ontario's public safety regulator mandated by the Government of Ontario to enforce and enhance public safety.

TSSA ensures public safety by enforcing the safety regulations and codes for liquid fuels. We license fuel facilities, register contractors and certify tradespersons who install and service equipment. We also conduct engineering reviews, approve site plans for facilities licensed by TSSA and conduct inspections.

Portable plastic containers must bear a CSA label and should not be filled beyond their nominal capacity.



WHAT IS A PRIVATE FUEL OUTLET?

A private fuel outlet (PFO) is defined as any premises, other than a retail outlet, marina or bulk plant, where gasoline or an associated product is put into the fuel tanks of motor vehicles or into portable containers. This definition captures many different types of businesses, including farms, trucking companies, couriers, municipal operations, mines, construction sites, car rental agencies, utilities, telecommunications and other companies with fueling facilities for their vehicle fleets.

WHAT TO EXPECT DURING AN INSPECTION

Inspections are an important way to ensure facilities are following Ontario's safety laws. TSSA inspects PFOs to determine the state of compliance. A typical inspection includes:

- Inspection of fuel storage and dispensing equipment, such as storage tanks, sumps, lines and pumps, to ensure they are in good working order and properly maintained.
- Review of maintenance records and logs.
- Review of operation procedures, including attendant responsibilities, records of various test results, such as dip tests, pressure and/or precision leak tests, and cathodic protection tests.
- In the event of a non-compliance, an inspector may issue orders to correct the issue.

HOW TO PREPARE FOR AN INSPECTION

Take the following steps to ensure safety, reduce the possibility of safety orders, and reduce the cost of your inspection:

- Make sure all equipment is certified to a Canadian standard (e.g. ULC or CSA) and is in good working order.
- Keep maintenance/tests (e.g. cathodic protection and precision leak detection tests) up-to-date and records available to the inspector.

- Make sure aboveground tanks have anti-syphon valves, if required, and vehicle protection.
- All storage tanks must have an overfill protection device or an overfill procedure for tanks < 5,000L.
- If equipment is leaking, immediately shut it down and contact a registered petroleum contractor for repair.
- The facility must have a spill kit and fire extinguishers.
- The facility must have proper electrical wiring (not extension cords) and emergency shut off switch.
- Storage tanks must be sited away from wells, buildings, etc.
- Staff must be trained in the use of all equipment and in emergency procedures and you must retain a record of the training.

INSPECTION ORDERS

When an inspection identifies fuel safety concerns, TSSA inspectors issue orders. Depending on the nature of the risk, owner/operators are given timelines to comply on the following basis:

- **HIGH-RISK** order will require immediate action within 0 to 10 days, including immediate shutdown of equipment.
- **MEDIUM-RISK** order will require action any where from 11 to 60 days.
- **LOW-RISK** order will require action within 90 days.

TSSA appreciates that different sites may have unique challenges. Except for high-risk orders due to the public and environmental safety risks, TSSA inspectors will work with you to develop compliance plans and, where appropriate, extend timelines to resolve orders.

INSPECTION FEES

TSSA funds its safety operations by billing licence and certificate holders for its safety services. The PFO inspections will be billed at \$135/hr in quarter-hour increments and each inspection will include 0.75 hour of travel time.

If you are an owner/operator of a PFO, the following inspection times could apply: