



Allied
Petroleum

**Commercial
Compliance Guide**

Version 6.0

Commercial Fuel Compliance Guide

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INTRODUCTION

Under the *Health and Safety at Work (Hazardous Substances) Regulations 2017*, you have legal responsibilities regarding the safe handling and storage of fuel. Additionally, the *Health and Safety at Work Act 2015 (HSWA)* requires you to ensure a safe working environment.

This guide is designed to support compliance with these regulations and help manage the risks associated with storing petrol and diesel on your site.

Intended as a reference for Persons Conducting a Business or Undertaking (PCBUs) as defined under HSWA, this guide promotes best practices but is not a substitute for legal compliance. It should be used in conjunction with WorkSafe's official guidance and tools, including the Hazardous Substances Calculator.

Disclaimer

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SECTION 1: RISKS

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SECTION 1: RISKS

1. Health Risks

Diesel is known to cause skin dryness or cracking through repeated exposure. It may cause irritation to the eyes, nose and throat through inhaling diesel vapours, mists and fumes.

It is a possible cancer hazard, particularly when linked to high levels of exposure.

Advice on how to treat exposure to diesel can be obtained from the condensed Safety Data Sheet in Appendix E.

Petrol contains aromatic hydrocarbons. Some of these substances are the same chemicals found in glues and solvents and inhaling petrol vapours should be avoided.

The short-term effects from inhaling petrol vapours are dizziness, nausea, headache and vomiting. Anyone suffering from the effects of petrol vapours should remove themselves from the area and avoid activities such as driving vehicles and operating machinery.

Do not use petrol to remove grease, paint or glue from your hands and otherwise avoid absorption of petrol through the skin. If skin contact occurs, wash with soap and water.

Advice on how to treat exposure to Petrol can be obtained from the Condensed Safety Data Sheet in Appendix F.

2. Environmental Risks

Contamination of the soil or waterways as a result of leaks or spills from fuel storage is subject to the enforcement provisions of the Resource Management Act 1991 and its amendments. A discharge can result in prosecution, incurring fines and costs for cleaning up the spill or leak. These costs may be far in excess of the value of any lost fuel.

You should be careful to ensure that your fuel tanks are both used and maintained so that no ground or waterway contamination occurs.

SECTION 2: EMERGENCY

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SECTION 2: EMERGENCY

1. General Safety Information

- Never smoke when refuelling a vehicle.
- Never climb or try to stand on top of the tank - it is a slip hazard. Do not use a mobile phone when refuelling the tank.
- Turn off vehicles when refuelling.
- Do not let children play on or around the tank.

2. Fire

In the case of a fire involving fuel, the prime concern is the safety of any people near the emergency.



The immediate remedial action is to evacuate people from the immediate area, if safe to do so

Then:

- Raise the alarm by calling 111 and asking for the Fire Service
- Fight the fire only if you consider it safe to do so and as a last resort

3. Spill

In the case of a spill or leak of fuel, the prime concern is the safety of any persons and the preservation of the environment near the emergency.



The immediate remedial action is to stop the spill or leak at the source, if safe to do so

Then:

- Stop the product escaping to drains or waterways
- Clean it up if safe to do so
- In the event of a spill that exhibits significant imminent danger to people and/or the environment, call the ECL Group Helpdesk directly on 0800 830 831 *then*,
- Contact the appropriate Regional Pollution Hotline *then*,
Contact Allied Petroleum on 0800 383 566

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4. 24 Hour Regional Emergency Pollution Hotline

Note the hotline that is appropriate for your region.

Region	Local Number	Toll Free Number
Northland		0800 504 639
Auckland	09 377 3107	
Waikato		0800 800 402
Bay of Plenty		0800 884 883
Gisborne	06 867 2049	0800 653 800
Hawkes Bay	06 835 9200	0800 108 838
Taranaki		0800 736 222
Manawatu-Wanganui	06 765 7127	0508 800 800
Wellington		0800 496 734
Tasman	03 543 8400	
Nelson	03 546 0200	0800 NO POLLUTE
Marlborough	03 520 7400	
West Coast		0508 800 118
Canterbury	03 366 4663	0800 765 588
Otago		0800 800 033
Southland	03 211 5225	0800 768 845

With a petrol spill, special care should be taken to avoid any action that could cause ignition of the petrol vapours. This includes not using communication equipment within 15 metres of the petrol spill.

In the case of a fire, raise the alarm, call 111, ask for Fire Service

- Ensure all people in the area are safe
- Do not put yourself at risk
- Fight the fire only if you consider it safe to do so and as a last resort

5. Emergency Response Plan

Where more than 100 litres of petrol and/or 1,000 litres of diesel are stored you must provide an Emergency Response Plan.

The Emergency Response Plan is a document that contains the information required to respond to an emergency involving petrol and/or diesel.

An Emergency Response Plan must:

- Address all “reasonably foreseeable” emergencies
- State any special training needed to deal with an emergency involving each substance
- Include the inventory of the hazardous substances present on your farm
- Include a site plan showing all the hazardous substances locations on your farm

It must also include a description of what you will do to:

- Call the emergency services
- Warn people on the farm and nearby about the emergency
- Advise people how they can protect themselves
- Help or treat anyone injured in the emergency
- Manage the emergency to restrict its effects to the initial area, reduce its severity and if possible, eliminate it

The Emergency Response Plan should be tested every 12 months and a written record kept for at least two years.

For help with your Emergency Response Plan there is an emergency management flipchart template available from the Hazardous Substances Toolbox Website www.hazardoussubstances.govt.nz

Safety Data Sheets (SDS) shall be provided by Allied Petroleum for each of the fuels supplied and these should be kept within 10 minutes of the fuel storage area.

There are copies of a condensed version of the SDS for Petrol and Diesel in Appendixes E and F that are current as of time of publication of this Commercial Fuel Compliance Guide.

Copies of the full SDS are available at alliedpetroleum.co.nz/resources

The SDS and Emergency Response Plan should be stored together and be readily accessible.

SECTION 3: HAZARDOUS SUBSTANCE REGULATION REQUIREMENTS

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SECTION 3: HAZARDOUS SUBSTANCE REGULATION REQUIREMENTS

1. Hazardous Substance Regulation Controls for Diesel Storage

Amount of diesel stored (litres)	SDS available	Tank labels	Site signage	Fire extinguishers (number)	Emergency response plan	Secondary containment	Stationary Container System Compliance Certificate
60	Yes	Yes					Yes ¹
100	Yes	Yes					Yes ¹
200	Yes	Yes					Yes ¹
250	Yes	Yes					Yes ¹
500	Yes	Yes		2			Yes ^{1,2}
1,000	Yes	Yes	Yes	2	Yes	Yes	Yes ^{1,2}
2,000	Yes	Yes	Yes	2	Yes	Yes	Yes ^{1,2}
5,000+	Yes	Yes	Yes	2	Yes	Yes	Yes ^{1,2,3}

NOTE: All underground tanks over **250 litres** must have a current stationary container system compliance certificate.

¹Stationary container system certificate required when **60 litres** or more of diesel stored in an above ground tank connected to a burner.

²Stationary container system certificate required if **500 litres** or more of diesel stored in an above ground tank connected to a stationary engine.

³Stationary container system compliance certificate required if **5,000 litres** or more of diesel is stored in an above ground tank.

2. Hazardous Substance Regulation Controls for Petrol Storage

Amount of petrol stored (litres)	SDS available	Tank labels	Site signage	Fire extinguishers (number)	Emergency response plan	Secondary containment	Location compliance certificate	Stationary container system compliance certificate
50	Yes	Yes		1			Yes	
100	Yes	Yes		1	Yes		Yes	
200	Yes	Yes		2	Yes		Yes	
250	Yes	Yes	Yes	2	Yes		Yes	
500	Yes	Yes	Yes	2	Yes		Yes	
1,000	Yes	Yes	Yes	2	Yes	Yes	Yes	
2,500	Yes	Yes	Yes	2	Yes	Yes	Yes	Yes
5,000+	Yes	Yes	Yes	2	Yes	Yes	Yes	Yes

NOTE: All underground tanks must have a current Stationary Container System Compliance Certificate.

3. Separation of Flammable Liquids

The storage and handling of fuels have hazards due to their flammable nature. The risks associated with these hazards are managed using separation distances.

A PCBU with management control of an above ground stationary tank that contains a class 3.1 substance must ensure that the tank is separated from:

1. A **protected place** by not less than the distance specified in the table below
2. A **public place** by not less than the distance specified in the table below

The definition of a **protected place** is:

- A dwelling, residential building, place of worship, public building, school or college, hospital, child care facility, or theatre, or any building or open area in which persons are accustomed to assemble in large numbers, whether within or outside the property boundary of a place where a hazardous substance location is situated;
- Any factory, workshop, office, store, warehouse, shop, or building where persons are regularly employed, whether within or outside the property boundary of a place where a hazardous substance location is situated;
- A ship lying at permanent berthing facilities;
- A public railway; but
- Does not include a small office or other small building associated with a place where storage of a class 3 substance is a major function.

The definition of a **public place** is:

- A place (other than private property or a protected place) that is open to, and frequented by, the public; and
- Includes a public road.

Tank Capacity (litres)	Protected Place (metres)		Public Place (metres)
	Class 3.1A, 3.1B, 3.1C	Class 3.1D	
Up to 600	2	0	0
1,000	2	1.5	0
2,500	3	2	0
5,000	4	3	2
25,000	5	4	3
50,000	6	5	4
100,000	7	6	4

Table 5, Schedule 12, Health and Safety at Work (Hazardous Substances) Regulations 2017

4. Inventory

Businesses are required to have an inventory of all their hazardous substances. It's important to know what hazardous substances you have in order to safely manage their risks to your workers and others who may be exposed to hazardous substances in your workplace.

There are three main things you need to do:

- Have an inventory of all hazardous substances used, handled, manufactured or stored at your workplace.
- Keep it up to date.
- Make sure it is available to emergency services.

For each hazardous substance your inventory must include:

- the substance's name and UN Number (if available).
- the maximum amount likely to be at the workplace.
- the location of the fuel.
- any specific storage and segregation requirements.
- a current SDS or a condensed version of its key information

The hazardous substances calculator is a tool available on the Hazardous Substances Toolbox website www.hazardoussubstances.govt.nz

The calculator allows you to:

- enter your workplace hazardous substances.
- locate key requirements you must comply with across all your substances in your workplace.
- locate key requirements for individual substances or group standards.
- edit and access your inventory online.

Safety Data Sheets (SDS) shall be provided by Allied Petroleum for each of the fuels supplied and these should be kept within 10 minutes of the fuel storage area.

There are condensed versions of the SDS for Petrol, Diesel in Appendixes E and F that are current as at time of publication of this guide.

If you need a new or current copy of an SDS, visit the Allied Petroleum website: alliedpetroleum.co.nz/resources

The SDS and Emergency Response Plan should be stored together and be readily accessible.

5. Safety Data Sheets

A Safety Data Sheet (SDS) provides comprehensive information about the properties of a hazardous substance, how it affects health and safety in the workplace and how to manage those risks.

An SDS also explains how the substance should be safely used, stored, transported and disposed. It provides first aid information, information about the personal protective equipment that the person handling the substance should wear and what to do in the event of an emergency, such as a spill or fire.

Allied Petroleum shall provide an SDS for each of the fuels supplied.

There is also a duty on the PCBU to obtain a current copy of an SDS.

There are condensed versions of the SDS for Petrol, Diesel in Appendixes E and F that are current as of time of publication of this guide.

If you need a new copy of an SDS, visit the Allied Petroleum website: alliedpetroleum.co.nz/resources

The SDS and Emergency Response Plan should be stored together and be readily accessible.

6. Risk Management

Risk management is important for all work-related health and safety.

For hazardous substances it is important to know the substances and likely quantities that you will hold, then:

- Consider if you need them, or are there any you can eliminate or substitute with a safer product;
- For the remaining substances, put in place the technical controls from the Hazardous Substances Regulations;
- Assess your workplace and identify if any risks remain that you need to manage;
- Use the hierarchy of controls to determine the most effective control measures to minimise those risks;
- Monitor the performance of the control measures;
- Maintain and review the control measures.

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The **hierarchy of controls** is set out in the Health and Safety at Work (General Risk and Workplace Management) Regulations and means working through the following measures until risk to workers from hazardous substances can be removed or minimised.

Elimination

Can the hazardous substance be removed from the workplace?

Minimisation

If elimination is not possible consider (in this order):

- Substitution: Whether the substance could be replaced by one posing less risk
- Isolation: Isolating the hazard can prevent people coming into contact with it
- Administrative controls: If engineering controls are not sufficient to remove the risk, you are required to apply processes to make your workplace safer
- Personal protective equipment (PPE): If the risk remains after all other measures have been applied, you must supply and ensure the use of personal protective equipment.

More information is available from the WorkSafe website in the section on Hazardous Substances: [worksafe.govt.nz/topic-and-industry/hazardous-substances](https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances)

7. Fire Extinguishers

It is the responsibility of the PCBU to ensure that fire extinguishers are present and that they are checked annually.

- You will need **one** fire extinguisher if you have between 50 and 200 litres of petrol.
- You will need **two** fire extinguishers if you have more than 500 litres of diesel and/or more than 200 litres of petrol.

The Regulations require you to have at least a 2kg dry powder or 9kg foam fire extinguisher **with a rating of 30B**. Allied Petroleum recommends the dry powder models as they are multipurpose.

The fire extinguishers should be clearly visible and readily accessible in an emergency. Be mindful that this is the minimum number and size of fire extinguishers required by the Regulations and it may be insufficient for the quantity of fuel you have stored.

Remember that as part of your duty to train your workers, you need to make sure that workers know how to operate emergency response equipment.

8. Secondary Containment

If you store more than 100 litres of petrol and/or 1,000 litres of diesel you will need secondary containment to minimise the extent of any potential spill and to enable you to recover the spilled substance.

The secondary containment (bunding) system prevents hazardous liquids that may liquify in a fire from escalating to a point where staff, the public, or the environment can be harmed.

Secondary containment can be either a bund or a double skinned tank. It must be constructed of non-flammable material and effectively retain the fuel if there is a spill.

The capacity of your secondary containment system depends on the type of container and the amount of hazardous substance stored.

Below ground tanks must have 100% secondary containment capacity and above ground tanks 110% secondary containment capacity of the largest tank in the secondary containment system.

Bunds must be constructed so that they can be periodically drained to minimise, so far as is reasonably practicable, the accumulation of water e.g. using an oil stop valve, pumping, or a pipe through the wall of the bund at the lowest point.

If a pipe is used to minimise the accumulation of water the pipe must be fitted with a screw-in bung or a lockable valve that is always kept in the closed position, except when draining off accumulated water.

If the bund contains oil or an oil/water mixture, contact your local waste oil specialist to have it removed. Do not release this mixture from the containment area into the environment.

9. Stock Reconciliation

It is your responsibility to record stock reconciliations daily or at the very least, weekly. These records should be kept for at least two years and be able to be presented to an Inspector, Compliance Certifier, or Council Representative if required.

These records will also help detect spills, leaks and theft.

Stock Reconciliation sheets are included in Appendix D of this guide.

10. Spill Kits

You need to be prepared to deal with a spill or leak of the hazardous substances you store, and spill kits may assist containment and clean-up of spills from a fuel tank and should be essential for any fuel storage area.

Your spill kit should contain:

- PPE (disposable coveralls, safety gloves, goggles)
- Spill handling equipment (plastic brush and pan set)
- Spill containment equipment (sor bent pads, socks, pillows)
- Absorbent material (mineral sponge)
- Waste disposal container (disposal bag/ties)

You need to make sure that your workers know where the spill kit is kept and how to use it.

If you are putting together a spill kit, contact Allied Petroleum on 0800 383 566 to find out the essentials.

11. Training

You are responsible for ensuring your workers receive the necessary training, information, and guidance to safely handle, use, and store fuel at your workplace.

In general, workers should:

- Be shown where fuels are stored and informed about the potential hazards, as well as the steps they can take to protect themselves.
- Be instructed on how to safely dispense fuel.
- Know where to find information on safe handling and storage practices, including the location of Safety Data Sheets (SDS).
- Be trained on what to do in an emergency—such as a fire, fuel spill, or medical incident.

You should also supervise new workers handling fuel at your workplace to make sure they are following correct procedures to protect themselves.

You must also keep records of all training and instructions provided to your workers.

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12. Signage

Signs notify employees, emergency services and other people of the presence of hazardous substances at your workplace.

Site signage is required when:

- More than 250 litres of petrol is stored
- More than 1,000 litres of diesel is stored

Even if you aren't required to have signs, it is best practice always to have them as they warn other people at the workplace and emergency services, that hazardous substances are present.

The signs must display:

- A warning that **hazardous substances** are present – this must use the words **HAZCHEM** for Class 3 substances
- A description of the **hazardous property** and **general type of hazard** of the substances that are present
- **Precautionary measures** to prevent the hazards of flammables
- The **immediate emergency response action**

Signs need to be placed close to where the hazardous substances are stored and must be maintained and up to date. They must be clearly visible and legible at a distance no less than 10 metres in varying conditions

13. Location Compliance Certificates

If you have more than 50 litres of petrol stored at your workplace you require a location compliance certificate.

A location compliance certificate certifies that the hazardous substance location where the substances are used and stored is safely managed according to the rules.

Location compliance certificates are issued by compliance certifiers (independent service providers approved by WorkSafe).

Before issuing a location compliance certificate, the compliance certifier will check that you have:

- An inventory of hazardous substances on site
- A site plan of your workplace showing:
 - » All hazardous substance locations
 - » Hazardous areas
 - » Controlled zones
- Fire extinguishers, if needed and that:

- » You have the correct number of fire extinguishers
- » You have the correct type of fire extinguishers (with a rating of at least 30B)
- » The fire extinguishers are clearly seen and readily accessible in an emergency
- Hazardous substances are safely stored in areas that can be secured
- Ensured that specific storage requirements for substances have been met
- Established and managed hazardous areas
- Ensured that any workers requiring information, instruction and training have received them
- Procedures to prevent fires
- Signs in place
- An emergency response plan
- Secondary containment in place
- The right PPE for the substances the workers handle
- Clean up materials for any substances that require them
- Told your local WorkSafe office where the hazard is, what hazardous substances are stored and in what quantities

A location compliance certificate is valid for twelve months.

14. Stationary Container System Compliance Certificates

A stationary container system is a fixed tank (above or below ground) and its associated pipework and fittings.

If you have a stationary container system containing a liquid hazardous substance you may need a stationary container system compliance certificate to certify that your tank and associated equipment is safe and complies with the Regulations.

Above ground tanks storing more than 2,500 litres of Petrol require a Stationary Container System Compliance Certificate.

Above ground tanks storing more than 5,000 litres of Diesel require a Stationary Container System Compliance Certificate.

Above ground tanks storing more than 50 litres of a Class 3.1 substance supplying a burner or substances approved by the Environmental Protection Agency (EPA) for use as a fuel for burner require a Stationary Container System Compliance Certificate.

All underground tanks require a Stationary Container System Compliance Certificate.

Stationary Container System Compliance Certificates are issued by compliance certifiers (independent service providers approved by WorkSafe).

Before issuing a stationary container system compliance certificate, the compliance certifier will check that the stationary container system is:

- suitable for service with the hazardous substance specified
- doesn't leakage for all reasonably foreseeable operating pressures, temperatures, stresses, and loadings
- constructed of materials that are compatible with any hazardous substance that the system is likely to contain

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They will also check that the stationary tank complies with the following requirements of the Regulations for:

- tank design
- tank construction
- tank installation
- pressure management
- emergency pressure management
- level indicators
- lightning and stray current protection
- separation
- firefighting equipment and facilities
- marking
- plans
- integral secondary containment

The validity period of a Stationary Container System Compliance Certificate will vary.

SECTION 4: TANK STRUCTURE AND SAFETY

Commercial Fuel Compliance Guide

SECTION 4: TANK STRUCTURE AND SAFETY

1. Tank Design Standards

The Regulations require above ground stationary tanks used to store hazardous liquids are:

- Designed to AS 1692 - Australian Standard Steel Tanks for Flammable and Combustible Liquids,
- Installed on foundations that will prevent subsidence of the ground that endangers safety,
- Designed, constructed and installed to meet the seismic and wind loading standards of NZS/API 650:1998

2. Plastic Tanks

There are now plastic diesel tanks available on the market and they can be used to store diesel in remote locations.

A plastic diesel tank must be separated from a protected place by a minimum of 45 metres.

Impact protection must be installed if there is a risk that the tank may be impacted by a vehicle.

Refer to **Health and Safety at Work (Hazardous Substances - Polyethylene Above Ground Stationary Tanks for Diesel Fuel) Safe Work Instrument 2017** for further information.

3. Tripod tanks

The manufacture of tanks with tripod stands ceased in 1996 and they do not meet current design specifications.

There have been a number of injury accidents involving old tripod tanks.

The PCBU is responsible for keeping themselves, their workers and other people safe and healthy. This includes making sure tanks at the workplace are safe and won't cause an incident involving harm to themselves, their workers or others.

Allied Petroleum has a primary duty of care to make sure we are doing everything we can, so far as reasonably practicable, to keep ourselves and other people safe and healthy. Allied Petroleum could refuse to fill any tank that we believe is unsafe.

It is not safe or appropriate to install new stands on tripod tanks. Installing a new stand will invalidate the original approval design - these approvals make sure any new tanks manufactured are safe.

If your tripod tank requires work beyond painting, replacing hoses or valves or other general maintenance, you will need to get a new tank. Allied Petroleum may be able to help you source a safe and compliant replacement tank.

4. Ladders

Ladders are often needed to access above ground tanks. The safest are fixed ladders or stairs attached to the tank at the appropriate angle (1 metre out from the base for every 4 metres of height)

There have been several accidents where fuel drivers have fallen from free-standing ladders when filling tanks. Because of this, we recommend fixed ladders on above ground tanks.

Ladders should be trade or industrial standard with a rating of either 120 kg or 150 kg and comply with the AS/NZS 1892 standard. They should also be structurally sound and not covered in chemicals or other materials.

5. Corrosion of Fuel Tanks

Rust can have a major impact on the soundness of a fuel tank.

Areas at risk of rust damage are:

- On top of the tank.
- On the underside of the tank.
- Around the fill point and the drain plug.
- On the welded seams.
- At the joints between the tank and the support structure.

Rust present on the tank could also be surface rust that has no impact on the structural integrity. If you are concerned about rust on your tank, contact Allied Petroleum.

6. Tank Ventilation

Adequate ventilation of the tank is required to prevent splash back during tank filling and to prevent unsafe pressure developing in the tank.

The ventilation pipe must be free from obstructions and have a minimum diameter of 25mm.

The ventilation pipe must be fitted with gauze. For petrol tanks this should be 500 micron brass wire to act as a flame arrestor in case of flashback. Diesel gauze can be coarser as the main purpose is to prevent material entering the vent.

7. Fittings, Pumps and Hoses

- The tank hose should be of suitable material for the fuel being stored and free of any perishing,
- There should be an isolation valve on the tank outlet before the dispensing hose to ensure there is a means to isolate the tank contents should the dispensing hose or nozzle develop a leak,
- The hose should be fitted with a proper fitting nozzle with a trigger valve mechanism,
- All fittings, pumps, valves and hoses should be free from any leaks.

Under the Resource Management Act 1991, it is illegal to discharge unauthorised contaminants to land and water. This includes allowing leaks from fuel storage tanks.

SECTION 5: ACCESS

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SECTION 5: ACCESS

Delivering fuel when you need it is something we're serious about. We require your help to make sure our large fuel tankers have safe and clear access to your farm fuel storage. There are four aspects to safe access for fuel delivery.

1. Access to the Site from a Public Road

The delivery tanker should be able to safely enter your property off a public road.

2. Access to the Fuel Tank Site using the Site Road

The access track should be constructed so that it can be used in all weathers.

The access track for the delivery tanker should be in a state of good repair with all overhanging trees trimmed back to avoid damage to the truck. Care should be taken with any overhead power lines.

Culverts or bridges on the access track should be able to take the weight of a fully laden fuel delivery tanker. Note that you have duty to provide safe access to your property which includes ensuring that bridges, culverts etc. can be safely negotiated by fuel tankers. If there is any doubt to the safety of the access to the fuel storage site, Allied Petroleum reserves the right to refuse to deliver fuel to the site.

Consideration should also be given to turnarounds so that the delivery tanker does not have to reverse to the fuel site. This minimises the necessity for difficult or dangerous reversing and manoeuvring.

3. Access between the Delivery Tanker and the Fuel Tank

The area between the delivery tanker and the filling point on the fuel tank should be clear of all rubbish, obstacles, machinery, junk etc. so that the driver can safely move between the truck and the ladder to the fill point.

4. Access to the Fuel Tank Fill Point

The tank delivery fill point should be clear of anything that prevents the nozzle hose being totally inserted into the tank.

SECTION 6: RESOURCE CONSENTS

1. The Resource Management Act

The Resource Management Act 1991 (RMA) is New Zealand's main environmental law. It requires councils to manage land use and discharges so activities do not cause unacceptable effects on people, communities, or the environment. Councils set rules and issue resource consents where needed.

2. Resource Consent

A Resource Consent is permission for an activity not "*as of right*" under a plan - for fuel storage this commonly includes land use to establish or alter a storage tank and a discharge consent for stormwater to land.

You must not discharge contaminants (e.g. oily stormwater) to land or water unless a Regional Plan permits it or you hold a discharge consent.

3. Councils

Regional Council: manages discharges to land, air and water (e.g. stormwater), water quality and quantity, coastal marine area and contaminated land investigations.

District Council: manages land use under District Plans (zoning, hazardous facilities, subdivision, noise, signage, access/parking)

Fuel storage (dependent on volume) typically requires both a Land Use Consent from the District Council and Discharge (stormwater to land) Consent from the Regional Council

4. Responsibility for Consents

The landowner is responsible for obtaining and maintaining required resource consent(s) under the Resource Management Act.

SECTION 7: FUEL QUALITY

Commercial Fuel Compliance Guide

SECTION 7: FUEL QUALITY

Maintaining fuel quality is critical to protecting your machinery and avoiding costly downtime. Once fuel is delivered into your tank, the ownership and responsibility for its condition transfers to you. Poor fuel management can lead to contamination, engine damage, and expensive repairs. This section explains how to monitor and maintain fuel quality in your tank.

1. Why Fuel Quality Matters

Modern diesel engines are highly sensitive to contaminants. Water, dirt, and microbial growth (commonly called *diesel bug*) can cause:

- Blocked filters and injectors
- Corrosion in fuel systems
- Reduced engine performance
- Complete engine failure in severe cases

2. Water in Diesel - The Hidden Risk

Water can enter your tank through condensation, damaged seals, or during fuel transfers. Even small amounts of water create the perfect environment for microbial growth.

How to monitor water content:

- Dip tanks with water finding paste: apply paste to a dipstick; it changes colour if water is present
- Electronic water sensors: installed in tanks for continuous monitoring
- Fuel Reconciliation: compare fuel deliveries vs fuel used. Unexplained losses may indicate leaks, and gains may indicate water ingress

Check for water at least monthly and after heavy rain or temperature changes.

3. Diesel Bug

Diesel bug is a mix of bacteria, fungi and yeast that live in the fuel/water interface. They feed on hydrocarbons and produce sludge and acids that damage tanks and engines.

Signs of Diesel Bug

- Slimy residue in tank filters
- Blocked tank filters soon after replacement
- Black or green sludge in tanks

Preventing Diesel Bug

- Keep water out: regularly check for and remove water
- Use Biocides (if needed): only use approved treatments and follow instructions
- Maintain tank integrity: ensure seals, vents and caps are in good condition

Commercial Fuel Compliance Guide

SECTION 7: FUEL QUALITY

4. Tank Filters - Your First Line of Defence

Filters trap dirt and water before it reaches your machinery. If filters are blocked or damaged, contaminants can pass through.

Best practice:

- Inspect filters regularly for water and sludge
- Replace filters according to manufacturer guidelines or sooner if contamination is found

5. Implications of an Outbreak

If microbial contamination takes hold:

- Fuel may need to be polished (filtered and treated) or completely replaced
- Tanks may require cleaning internally
- Machinery repairs can be costly and time-consuming

6. Key Takeaways

- **Monitor water monthly** and after weather changes.
- **Check and maintain filters** regularly.
- **Act quickly** if contamination is detected.
- Remember: **Fuel quality is your responsibility once delivered.**

SECTION 8: EQUIPMENT LOAN AGREEMENT

Commercial Fuel Compliance Guide

SECTION 6: EQUIPMENT LOAN AGREEMENT

1. Your Responsibilities

Any equipment supplied by Allied Petroleum remains the property of Allied Petroleum Limited and you have a number of responsibilities including the expectation that you look after and maintain it to the best of your ability.

This is only a summary of the equipment loan agreement and for full details you must refer to the original signed document.

Under the terms of your agreement with Allied Petroleum, your responsibilities are:

- 1. Ownership:** Ownership of the Equipment always remains with Allied Petroleum.
- 2. Supply:** The Equipment is supplied fully compliant and in good condition. The equipment must not be removed without Allied Petroleum's permission.
- 3. Access:** The Customer must ensure that Allied Petroleum's vehicles have suitable access to the Equipment at the Premises.
- 4. Risk and Insurance:** Risk in the Equipment passes to the Customer on installation. The Customer must adequately insure the Equipment against damage or loss from the time risk passes until the date the Equipment is removed from the Premises on termination of the Equipment Loan Agreement.
- 5. Use:** The Equipment shall only be used for the purpose of receiving, storing, handling or dispensing petroleum and/or lubricant products purchased from Allied Petroleum and in accordance with the purpose for which the Equipment was designed. The Customer must comply with all laws and industry requirements and guidelines relating to the use of the Equipment including (but not limited to) the Health and Safety at Work (Hazardous Substances) Regulations 2017 and Allied Petroleum's Farm Fuel Compliance Guide. The Customer must take all proper steps to prevent product spills and must notify Allied immediately if a spill or loss of greater than 5 litres occurs.
- 6. Signage:** The Customer shall keep all signage on the Equipment visible and legible. The Customer shall not affix any other signage to the Equipment unless by written agreement with Allied Petroleum.
- 7. Maintenance:** The Customer must, at its cost, ensure the Equipment is kept in good condition and secured and protected from damage, continues to meet all laws and industry requirements and guidelines, is (where required by law) regularly inspected, and continues to have all certificates or approvals required by law.
- 8. Repairs:** The Customer must notify Allied Petroleum as soon as the Customer becomes aware that the Equipment has been lost or damaged or any repairs or maintenance are required. The Customer must not tamper with, make any alterations, modifications, repairs or carry out any maintenance to the Equipment.
- 9. Trailer Tanks:** The Customer shall maintain roadworthiness, including a warrant of fitness, at all times. Allied Petroleum shall maintain registration for all trailer tanks, including sending new registration tags to the Customer, the cost of which will be on-charged to the Customer annually. The Customer shall advise Allied if a new registration tag is not received in a timely manner or if the trailer tanks falls out of registration. Any fines incurred due to a failure to adhere to these requirements shall be payable by the Customer. The trailer tank must be securely held on the customer premises.
- 10. Removal of Equipment:** Upon termination of this ELA, the Equipment shall be returned to Allied Petroleum in the same condition as the Equipment was provided to the Customer, fair wear and tear excepted. If the Customer fails to do that, Allied Petroleum may enter the Premises and remove the Equipment. Any repairs considered necessary by Allied Petroleum to reinstate the Equipment to the condition it was provided to the Customer shall be carried out and charged to the Customer.

2. Contact Details

For replacement signage, questions or to order fuel, parts and lubricants, contact:

Allied Petroleum Limited

14 McAlpine Street
Sockburn
Christchurch

PO Box 31201

Christchurch 8444

Phone 0800 383 566

Fax 0800 438 355

APPENDICES

Commercial Fuel Compliance Guide

APPENDIX A: HAZCHEM SIGNAGE

1. Petrol Storage Sign

If you store more than 50 litres of petrol, you must position a hazard sign immediately next to the storage area.



2. Diesel Storage Sign

If you store more than 1,000 litres of diesel, you must position a hazard sign immediately next to the storage area.



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APPENDIX B: TANK LABELS

 ECO TOXIC	HAZCHEM	
		UN No. 1203
	3YE PETROL	
	PROTECT WATERWAYS ENSURE DRAINS ARE CLOSED	
 FLAMMABLE LIQUID 3	KEEP AWAY FROM IGNITION SOURCES NO SMOKING NO NAKED FLAMES	
	IN EMERGENCY DIAL 111 FIRE, POLICE OR AMBULANCE	

 ECO TOXIC	HAZCHEM	
		UN No. 3082
	3Z ENVIRONMENTALLY HAZARDOUS SUBSTANCE LIQUID, N.O.S (DIESEL)	
	PROTECT WATERWAYS ENSURE DRAINS ARE CLOSED	
 FLAMMABLE LIQUID 3	KEEP AWAY FROM IGNITION SOURCES NO SMOKING NO NAKED FLAMES	
	IN EMERGENCY DIAL 111 FIRE, POLICE OR AMBULANCE	

Commercial Fuel Compliance Guide

APPENDIX C: CHECKLIST FOR SAFE FUEL STORAGE

Issue	Yes	No	N/A	Actions
Location of Flammable Liquids				
Are the petrol tank separation distances correct?				
Are the diesel tank separation distances correct?				
Emergency Response Plans				
If over 100 litres of petrol is stored, is an Emergency Response Plan available?				
If over 1,000 litres of diesel is stored, is an Emergency Response Plan available?				
Has the Emergency Response Plan been tested in the last 12 months?				
Documentation				
Is a Safety Data Sheet for petrol and/or diesel available on site? (SDS should be available within 10 minutes of where fuel is stored)				
Do all employees involved in handling fuel know where the Safety Data Sheets are kept?				
Fire Extinguishers				
Are fire extinguishers in place for the following amounts of fuel?				
Petrol: Less than 200 litres = at least one extinguisher 200 litres and over = two extinguishers				
Diesel: Less than 500 litres = no extinguisher required 500 litres and over = two extinguishers required				
Are the fire extinguishers located within 30 metres of where the fuel is stored?				
Secondary Containment				
Is the fuel located in an area where any spill will not endanger any building, or flow into any stream, lake or natural water?				
If more than 100 litres of petrol and/or 1,000 litres of diesel is stored, is the storage facility bunded so it can contain spills?				

Commercial Fuel Compliance Guide

Issue	Yes	No	N/A	Actions
Does the bunding include a method of draining water?				
Does the bund get regularly cleared of leaves and other debris?				
Training				
Have employees involved in the handling and storage of fuels received training in the safe handling of fuels? (Training should include hazards associated with fuels, safe use and handling and emergency procedures)				
Signage and Labelling				
If over 50 litres of petrol and over 1,000 litres of diesel is stores, is signage for the site available?				
Is the fuel storage tank labelled clearly with its contents?				
Location Compliance Certificates				
If more than 50 litres if petrol is stored, is a current Location Compliance Certificate available? (Location Compliance Certificates must be renewed every 12 months)				
Stationary Container System Compliance Certificates				
If the above ground tank tank storing petrol is larger than 2,500 litres, or is underground, is a Stationary Container System Compliance Certificate available?				
If the above ground tank storing diesel is larger than 5,000 litres, or is underground, is a Stationary Container System Compliance Certificate available?				
Tank Ventilation				
Is the vent pipe diameter at least half the size if the filling pipe diameter (and no smaller than 25mm diameter)?				
Is the gauze of an appropriate size fitted over the vent for petrol tanks?				
Tank Structural Safety				
Is the tank supporting structure sound and stable? (Consider corrosion, buckling or bent legs/bracing. Tripod stands should not be used)				
Is the tank designed to AS 1692?				
Is the tank support on a solid, level foundation?				

Commercial Fuel Compliance Guide

Issue	Yes	No	N/A	Actions
Is the tank designed, constructed and installed to meet the seismic and wind loading standards of NZS/API 650:1998?				
Are ladders in sound condition and secure? (consider corroded, bent or damaged rungs)				
Is the storage tank of sound construction? (consider corrosion, leaks and seals)				
Are fittings, pumps and hoses free of leaks and undamaged?				
Access to Fuel Storage Facilities for Delivery Tankers				
Can the delivery tanker safely access the property off a public road?				
Can the delivery tanker safely access the fuel site from an internal site road?				
Is the fuel site clear of obstacles, allowing the delivery tanker driver unimpeded access to the tank and access ladder?				
Is the tank fill point clear of debris or obstructions?				

Commercial Fuel Compliance Guide
APPENDIX D: FUEL RECONCILIATION

DAILY STOCK RECONCILIATION

Site Name:

Grade:

	Yesterday Dip	Delivery	Stock After Delivery	Today's Dip	Throughput Dip	Pump Meter Readings	Adjustment	Throughput by Meter	Loss/Gain	Cumulative Loss/Gain	Cumulative Meter Throughput	Cumulative Loss/Gain % to Date
	A	B	(A+B)=C	D	(C-D)=E	F	G	F-PREV F-G=H	H-E=I	SUM I to Date = J	(F-PREV MONTH F)-SUM G=K	(I/K)x100=L
prev month												
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Commercial Fuel Compliance Guide

APPENDIX E: DIESEL SAFETY DATA SHEET - CONDENSED VERSION

DIESEL

3.1D 6.3B 6.7B 6.1E 9.1B



Danger

- Combustible liquid
- May be fatal if swallowed and enters airways
- Suspected of causing cancer
- Toxic to aquatic life with long-lasting effects

Precautions

- NO SMOKING
- KEEP AWAY FROM IGNITION SOURCES (eg heat, sparks, open flames)
- Read label and SDS before use
- Use PPE as required. Wear protective gloves. Wear eye or face protection
- Keep container lid tightly closed
- Keep out of reach of children
- Do not release into environment, drains or water courses

Handling

- Wear PPE to prevent inhalation, skin and eye exposure
- Handle and use in well-ventilated areas away from sparks, flames and other ignition sources
- Never siphon by mouth
- Have emergency equipment for fires, spills, leaks readily available
- Work from suitable, labelled fire resistant containers
- Open containers carefully, they may be under pressure

Storage

- SEPARATE FROM OXIDISING MATERIALS
- Store in a segregated approved area
- Store in a cool, dry, well-ventilated place away from ignition sources, strong acids, clothing and foodstuffs
- Keep containers closed when not in use, securely sealed and protected against physical damage. Check containers for damage or leaks
- Keep suitable fire extinguishers in and near the storage area
- Provide eye wash and general washing facilities
- Provide exhaust ventilation. Where vapours or mists are generated, use a flameproof exhaust ventilation system

EXM SDS No.: Version 1, 13 February 2024

Emergency phone number: 0800 425 459 (CHEMTREC)

Nation Poisons Centre: 0800 764 766

Technical Helpline: 04 568 0400

Personal protective equipment



- Wear nitrile gloves with chemically resistant inner gloves and chemical splash goggles
- Wear cotton overalls buttoned at neck and wrist for light, superficial contamination that will not reach skin
- Wear anti-static overalls, boots and gloves
- Wear chemical resistant apron and or impervious chemical suits and boots if large quantities handled or if there is a risk of a spill
- Wear chemical safety glasses or full-face shield to protect against splashes
- Use respiratory protection if there is insufficient ventilation

First aid

Get medical advice/attention in case of exposure or if concerned. Have product container or label at hand when seeking medical advice.

Inhalation: If inhaled, remove affected person from contaminated area. Keep at rest until recovered. If symptoms persist, seek medical attention.

Ingestion: DO NOT INDUCE VOMITING. Immediately call poison centre or doctor.

Eyes: Flush with water for at least 15 minutes. Check for and remove contact lenses. Hold eyelid away from eyeball. Seek medical attention.

Skin: Flush with water for at least 15 minutes. Remove contaminated clothing. Wash before reuse or discarding. If symptoms develop or irritation occurs, seek medical attention.

Fire fighting measures - call 111

- Total protection required including self-contained breathing apparatus (SCBA) in enclosed areas or in proximity to fire. Fight fire from safe location
- DO NOT USE WATER JET. Use water fog, foam, dry chemical powder or carbon dioxide (CO₂) to extinguish
- Fire fighters: wear SCBA in positive pressure and full PPE to prevent exposure to vapours or fumes
- Use water spray to cool down heat-exposed containers
- **HAZCHEM Code 3YE**

Spill containment, clean up, disposal

- Remove ignition sources. Evacuate unprotected personnel
- If possible contain the spill. Place inert absorbent, non-combustible material onto the spill
- Do not allow material for absorbing spills to accumulate - dispose of appropriately
- Avoid dispersal of spilt material and runoff in contact with soil, waterways, drains and sewers
- Dispose of safely, according to local and regional council rules. Use a licensed contractor

Commercial Fuel Compliance Guide

APPENDIX F: PETROL SAFETY DATA SHEET - CONDENSED VERSION

UNLEADED PETROL

3.1A 6.1E 6.3B 6.7B 9.1B



Danger

- Highly flammable liquid and vapour
- May be fatal if swallowed and enters airways
- Causes mild skin irritation
- Suspected of causing cancer
- Toxic to aquatic life with long-lasting effects

Precautions

- NO SMOKING
- KEEP AWAY FROM IGNITION SOURCES (eg heat, sparks, open flames)
- Read label and SDS before use
- Use PPE as required. Wear protective gloves. Wear eye or face protection
- Use explosion-proof electrical, ventilating and lighting equipment and only non-sparking tools. Take precautions against static discharge
- Keep container lid tightly closed
- Keep out of reach of children
- Do not release into environment, drains or water courses

Handling

- Wear PPE to prevent inhalation, skin and eye exposure
- Handle and use in well-ventilated areas away from sparks, flames and other ignition sources
- Never siphon by mouth
- Have emergency equipment for fires, spills, leaks readily available
- Work from suitable, labelled fire resistant containers
- Open containers carefully, they may be under pressure

Storage

- SEPARATE FROM OXIDISING MATERIALS
- Store in a segregated approved area
- Store in a cool, dry, well-ventilated place away from ignition sources, strong acids, clothing and foodstuffs
- Keep containers closed when not in use, securely sealed and protected against physical damage. Check containers for damage or leaks
- Keep suitable fire extinguishers in and near the storage area
- Provide eye wash and general washing facilities
- Provide exhaust ventilation. Where vapours or mists are generated, use a flameproof exhaust ventilation system

SEE SDS No.: Version 3, 27 February 2024

Emergency phone number: 0800 425 459 (CHEMTREC)

Nation Poisons Centre: 0800 764 766

Technical Helpline: 04 568 0400

Personal protective equipment



- Wear nitrile gloves with chemically resistant inner gloves and chemical splash goggles
- Wear cotton overalls buttoned at neck and wrist for light, superficial contamination that will not reach skin
- Wear anti-static overalls, boots and gloves
- Wear chemical resistant apron and or impervious chemical suits and boots if large quantities handled or if there is a risk of a spill
- Wear chemical safety glasses or full-face shield to protect against splashes
- Use respiratory protection if there is insufficient ventilation

First aid

Get medical advice/attention in case of exposure or if concerned. Have product container or label at hand when seeking medical advice.

Inhalation: If inhaled, remove affected person from contaminated area. Keep at rest until recovered. If symptoms persist, seek medical attention.

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Skin: Flush with water for at least 15 minutes. Remove contaminated clothing. Wash before reuse or discarding. If symptoms develop or irritation occurs, seek medical attention.

Fire fighting measures - call 111

- Total protection required including self-contained breathing apparatus (SCBA) in enclosed areas or in proximity to fire. Fight fire from safe location
- DO NOT USE WATER JET. Use foam, fine water spray and dry chemical powder
- Fire fighters: wear SCBA in positive pressure and full PPE to prevent exposure to vapours or fumes
- Use water spray to cool down heat-exposed containers
- **HAZCHEM Code 3YE**

Spill containment, clean up, disposal

- Remove ignition sources. Evacuate unprotected personnel
- If possible contain the spill. Place inert absorbent, non-combustible material onto the spill
- Do not allow material for absorbing spills to accumulate - dispose of appropriately
- Avoid dispersal of spilt material and runoff in contact with soil, waterways, drains and sewers
- Dispose of safely, according to local and regional council rules. Use a licensed contractor

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APPENDIX G: DOCUMENT REFERENCES

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Commercial Fuel Compliance Guide

APPENDIX H: DOCUMENT REVISIONS

This Commercial Fuel Compliance Guide version 6.0 contains the following revision changes:

Title Page: Modified

Contents: Modified

Introduction: Modified

Section 1: Risks modified

Section 2: Emergency modified

Section 3: Hazardous Substance Regulation Requirements modified

Section 4: Tank Structure and Safety modified

Section 5: Access modified

Section 6: Resource Consents added

Section 7: Fuel Quality added

Section 8: Your Responsibilities added

References: Removed

Appendix A: Tank Label for Diesel removed

Appendix A: HAZCHEM Signage added

Appendix B: Tank Label for Petrol removed

Appendix B: Tank Labels added

Appendix E: Diesel Safety Data Sheet modified

Appendix F: Petrol Safety Data Sheet modified

Appendix G: Document Revisions removed

Appendix G: Document References added

Appendix H: Document Revisions added