

## Procedures for Refuelling Flying Club Aircraft at Downsview

The Fuel Facility is owned by the de Havilland Employees' Sports Club – Flying Section.

Members of the Flying Section are required to follow these procedures when using the Fuel Facility

The Fuel Facility is strictly for the use of the Flying Section. This facility is not licensed to dispense fuel for any other purpose.

### Rules Governing Use

1. Smoking is not permitted within 20 feet of the Fuel Facility
2. Do not operate the engine pre-heater within 20 feet of the Fuel Facility.
3. Do not refuel during lightning activity. Remove the fuel hose from the aircraft and disconnect the grounding wire. Refuelling shall not resume until the lightning has passed.

### Instructions for Refuelling

1. **Ground the aircraft** via the wing tie down rings or engine exhaust. **Ensure a good bond.**
2. **Dip the aircraft fuel tanks** to determine the amount of fuel to be delivered to each wing. Use the charts below to **estimate the amount of fuel to be delivered** to each wing. The pump will deliver about 1 gallon of fuel with 10 cranks of the handle.

Initial Dip Stick Reading	Volume to Fill One Wing Tank	
	Cessna 150 GQKX	Cessna 172 GRAJ
Empty	11 gal.	24 gal.
¼ full	9.0 gal.	18 gal.
½ full	5.5 gal.	12 gal.
¾ full	3.0 gal.	6 gal.

3. Remove the fuel nozzle cap, placing it on top of the fuel tank. **Never over-fill the aircraft** – fuel contamination and a spill could result. **Dip the tank periodically** during refuelling to monitor progress.
4. When finished refuelling, **replace the cap on the nozzle** and **neatly drape the hose over the fuel tank**. Ensure that the hose is contained entirely within the dyke and the nozzle is not touching the ground. **Lock the pump handle** with the padlock.
5. Remove the grounding strap from the aircraft and clip it to the pump handle.

### Handling Fuel Spills

Care must be exercised to prevent the spilling of fuel onto the tarmac or within the dyked area around the storage tank.

A spill kit is located in the large yellow container beside the Flying Section shed.

In the event of a fuel spill, follow these guidelines:

Spill Size	Action	Reporting
½ gal. or less	Allow spill to evaporate	Reporting is not required
¾ gal. to 5 gals.	Cover with absorbent from spill kit	Reporting is not required
More than 5 gals., spilled on tarmac	Contain with absorbent from spill kit	Emergency Services, Ext. 3111 (416 375-3111)
More than 5 gals., contained in dyke		Emergency Services, Ext. 3111 (416 375-3111)

### Disposal of Water within the Dyked Area

Should it become necessary to dispose of water that may collect within the dyked area, the following guidelines will apply.

1. Water which is uncontaminated by fuel shall be disposed of in the storm sewer.
2. Water that shows only a trace of fuel contamination shall be disposed of in the sanitary sewer system.
3. Water that is contaminated with more than 15mg of fuel per litre of water shall be put into barrels and disposed of as Class 251L waste.

### Fire Procedures

Fire extinguishers are located in the red box on the side of the electrical bldg. near the fuel facility, and in the aircraft. In the event of a fire:

1. Discontinue fuelling and evacuate the area.
2. Call Emergency Services, Ext. 3111 (416 375-3111). Identify yourself, and state location (Flying Club aircraft fuel facility) and extent of the fire.
3. If trained, and it is safe to do so, attempt to extinguish the fire with the available extinguishers.