



***Lake Sherwood Property Owners Association***

1146 West Queens Way  
Nekoosa, WI 54457  
(715) 325-4066

**FUELING REGULATIONS  
and  
HOURS OF OPERATION FOR 2010**

A Wisconsin Department of Commerce regulation, COMM 10, has placed restrictions on marine fuel dispensing. The objective of this regulation and the resulting policies and procedures established by the Lake Sherwood Property Owners Association is to comply with the NFPA Guidelines and state and local ordinances related to the dispensing of marine motor fuel and to protect life, property and the environment.

A major requirement of the regulation is that a fuel attendant be on duty before fuel can be dispensed at the marine motor fuel pump at the Sherwood Lodge. As a result of the above requirement and a thorough study of full dispensed during the 2008 season, LSPOA has established the following fueling hours for 2009:

**Memorial Day - Labor Day  
Saturday & Sunday, 11 a.m. – 5 p.m.**

**Additions to the Above Hours**

**Memorial Day Weekend  
Friday, May 28 – Monday, May 31, 11 a.m. – 5 p.m.**

**The week before and after July 4<sup>th</sup>  
Saturday, June 26 – Sunday, July 11, 11 a.m. – 5 p.m.**

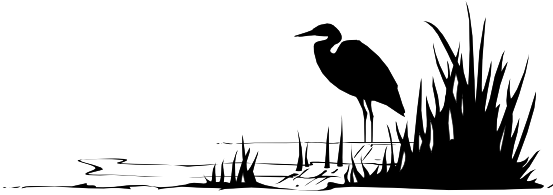
**Labor Day Weekend  
Saturday, September 4 – Monday, September 5, 11 a.m. – 5 p.m.**

**Phone the Sherwood Lodge at 325-2636 for fuel availability after Labor Day**

During the above hours a fuel attendant will be on duty to supervise the dispensing of marine motor fuel. In addition, the attendant will maintain a record of individuals who fuel their marine craft at the LSPOA fueling station. The record will include the following: purchaser name, Sherwood Subdivision Name and Lot # owned by the purchaser, date and time of fueling, # of gallons fueled, \$ amount of purchase, marine craft registration #, and the purchaser's signature.

Marine craft fueling at the Lake Sherwood Property Owners Association is available to dues paying Members of LSPOA at the purchase price listed at the fuel pump. Fuel is also available to others at the purchase price listed at the fuel pump plus a \$10 service charge. For the protection of charge card holders, charge purchases may ONLY be made by the individual named on the charge card.

LSPOA is committed to protect life, property and the environment. Therefore, LSPOA has enacted the Fuel Dispensing Policy found on the following pages. Please read the policy thoroughly to understand your responsibilities when using the LSPOA marine fueling station.



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## Lake Sherwood Property Owners Association Marine Motor Fuel Dispensing Policies & Responsibilities

The purpose of the following policies and responsibilities is to ensure that the Lake Sherwood Property Owners Association will be in compliance with the NFPA Guidelines and state and local ordinances related to the dispensing of marine motor fuel and to protect life, property and the environment.

### Policies

1. The Lake Sherwood Property Owners Association will inspect marine motor fuel dispensing equipment to assure it is in working order on an annual basis. Any damage or inoperable equipment will immediately be repaired or replaced. No marine motor fuel will be dispensed until such time as repair or replacement is made. Documentation of the inspection and any action taken will be placed on file.
2. The Lake Sherwood Property Owners Association will set hours of marine motor fuel dispensing that will assist in safe dispensing of marine motor fuel. These hours will be daylight hours only and will be clearly posted at the fuel dock.
3. Marine motor fuel will be dispensed only by dues paying members of the Lake Sherwood Property Owners Association under the supervision of a trained Fuel Attendant.
4. All Fuel Attendants will participate in a fueling training session that will assure competency in fulfilling the Fuel Attendant Responsibilities and communication of Fuel Customer Responsibilities.
5. Fuel Attendants will be under the direct supervision of the Lake Sherwood Property Owners Association Sherwood Lodge Manager. The Sherwood Lodge Manager will conduct Fuel Attendant training and will regularly conduct unannounced reviews of the Fuel Attendants' conformance to the Fuel Attendant Responsibilities.
6. The marine motor fuel dispensing system will be activated by Lake Sherwood Property Owners Association Sherwood Lodge employees on duty only:
  - During set hours of marine motor fuel dispensing when a trained Fuel Attendant is on duty.
  - After the Fuel Customer has been verified as a dues paying Lake Sherwood Property Owners Association member.The Lake Sherwood Property Owners Association Lodge Manager will inform applicable personnel of this policy and adherence to the policy will be an employment expectation.
7. Lake Sherwood Property Owners Association Sherwood Lodge employees will be informed by the Sherwood Lodge Manager of the fueling emergency procedures and their role in the procedures.
8. Fuel Customers will adhere to the Fuel Customer Responsibilities. Customers who do not adhere to these responsibilities will be noted by the Fuel Attendant and reported to the Lake Sherwood Property Owners Association. A letter will be sent to the LSPOA member indicating the violation and warning the member of the loss of fuel purchase privileges if behavior in violation of the Fuel Customer Responsibilities continues. A copy of the Fuel Customer Responsibilities will be included with the letter.
9. The Marine Fuel Dispensing Policies and Procedures will be reviewed by the Lake Sherwood Property Owners Association at least yearly to identify required revisions to assure continued protection of life, property and the environment.

### Fuel Attendant Responsibilities

1. The Fuel Attendant will inspect the fuel dispensing equipment to verify the equipment is in operating condition before supervising the dispensing of marine motor fuel. Any damage or inoperable equipment will immediately be reported to the Lake Sherwood Property Owners Association. No marine motor fuel will be dispensed until such time as repair or replacement is made.

2. The Fuel Attendant will know the location of all portable fire extinguishers and how to utilize them and the location of the fueling system emergency shut-off.
3. The Fuel Attendant will be able to identify approved marine motor fuel containers.
4. The Fuel Attendant will know the fueling emergency procedure:
  - Assist fueling customers to remove themselves from impending danger.
  - Deactivate the fueling system by pushing the emergency shut-off.
  - Notify Lake Sherwood Property Owners Association Sherwood Lodge personnel on duty of the fueling emergency and demand that they contact the Town of Rome Police and Fire Departments by phoning 911.
5. The Fuel Attendant will assure that prior to dispensing marine motor fuel into a water vessel or approved fuel container the Fuel Customer:
  - Secures their water vessel to the fueling dock.
  - Extinguishes any open flames, cigarettes, pipes, cigars, or other items that could potentially cause a fueling emergency.
  - Extends the fuel hose without tangle.
  - Extends the fuel hose so as the hose is not in the water.
  - Extends the fuel hose so as the hose does not have contact with other water vessels.
  - Places approved fuel containers with a capacity less than twelve (12) gallons outside of the water vessel.
  - Extends the fuel filler dispensing neck into the water vessel or approved fuel container an adequate distance to prevent spillage.
6. The Fuel Attendant will observe the dispensing of marine motor fuel by the fuel customer from within 15 feet, and through clear vision, of the approved fuel container or water vessel into which the fuel is dispensed. Should the Fuel Attendant observe unsafe dispensing of marine motor fuel, the attendant will terminate the dispensing of marine motor fuel by the Fuel Customer.
7. Upon completion of the dispensing of marine motor fuel by the Fuel Customer, the Fuel Attendant will assure:
  - The fuel nozzle is replaced in the fuel pump.
  - The fuel hose is wound onto the wheel reel without tangle.
8. In the event of a fueling emergency the Fuel Attendant will use the fueling emergency procedure.
9. The Fuel Attendant will instruct the Fuel Customer to pay for the fuel purchase inside the Lake Sherwood Property Owners Association Sherwood Lodge.

### **Fuel Customer Responsibilities**

1. Before dispensing marine motor fuel, the Fuel Customers must:
  - Be a Lake Sherwood Property Owners Association dues paying member.
  - Secure their water vessel to the fueling dock.
  - Extinguish any open flames, cigarettes, pipes, cigars, or other items that could potentially cause a fueling emergency.
  - Extend the fuel hose without tangle.
  - Extend the fuel hose so the hose is not in the water.
  - Extend the fuel hose so the hose does not have contact with other water vessels.
  - Place approved fuel containers with a capacity less than twelve (12) gallons outside of the water vessel.
  - Extend the fuel filler dispensing neck into the water vessel or approved fuel container an adequate distance to prevent spillage.
2. Upon completion of dispensing marine motor fuel the Fuel Customer will:
  - Replace the fuel nozzle in the fuel pump.
  - Assure the fuel hose is wound onto the wheel reel without tangle.
3. The Fuel Customer will only dispense marine motor fuel into approved fuel containers.
4. The Fuel Customer will not overfill their water vessel or approved fuel container with marine motor fuel and cause spillage into the water.
5. The Fuel Customer will terminate the dispensing of marine motor fuel when requested to do so by the Fuel Attendant.
6. The Fuel Customer will pay for all fuel purchases at the Lake Sherwood Property Owners Association Sherwood Lodge.

Fuel Customers who do not adhere to the above noted responsibilities will lose fuel purchase privileges.