

**APPENDIX I: REMOTE FUEL SITE REMINDERS LIST (HJA-3).
(See Exhibit I-1)**

I. Purpose.

The purpose of the Remote Fuel Site Reminders List is to provide the Helibase Manager and/or Fueling Specialist with a comprehensive list of items, procedures and systems pertaining to remote site fueling operations.

II. Applicability.

Use of the Remote Fuel Site Reminders List is optional, but its use is highly recommended for Government-operated fueling operations. Review of the list at appropriate times during the course of an incident or project is also recommended.

III. Responsibility and Instructions for Completion.

The Helibase Manager should review the Remote Fuel Site Reminders List upon arrival at Government-operated remote site fueling operations and should review all or parts of the list on a daily basis thereafter.

- The list has been reduced in size to allow it to be copied, cut out, hole-punched, and inserted into the Fireline Handbook.
- One-time "start-up" items (eg, fueling location considerations) should be reevaluated at appropriate times.
- The items on the list are self-explanatory. If uncertain, further guidance can be found in Chapter 13, Fueling Operations.

IV. Posting.

None. However, the Helibase Manager may post a copy on the helibase display board.

V. Routing and Filing.

None.

VI. Related Forms.

Appendix F, Daily Helicopter Operations Briefing/Debriefing Checklist, requires that fueling operations be conducted safely. Use of this appendix will help meet this objective.

Exhibit I-1: Remote Fuel Site Reminders List (JHJA-3)

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I. SITE SELECTION AND LAYOUT (One-Time Start-Up).

Site adequate for size of operation (see IHOG, Chapter 13).

- ___ The fueling site should be separate from the main area of helicopter operations.
- ___ Minimum of 90' separation between aircraft for Type 2 and Type 3 helicopters.
- ___ Fueling equipment (pump, fuel source) at least 25' outside the rotor disk of the nearest helicopter.
- ___ Fuel source is downwind of aircraft exhaust to reduce the explosion hazard and is located to allow vapors to be dispersed by the prevailing wind.
- ___ Site is located so that aircraft can approach/land/depart into the wind.
- ___ Parking area for each fuel dispensing point clearly marked.

II. ORGANIZATION AND PERSONNEL.

- ___ Trained, qualified personnel assigned to the operation; (an agency Fueling Specialist should manage government-operated fueling sites. Fueling specialists shall meet agency-specific requirements for training and be agency-approved).
- ___ All personnel, including air crews and other vendor personnel, aware of duties, responsibilities, as well as refueling, fire protection, and crash-rescue procedures.
- ___ Two persons assigned (one may be the Fueling Specialist). One person operates the fuel nozzle; the other is required to be near the emergency fuel shutoff valve.
- ___ For large fueling operations, an Aircraft Base Radio Operator and/or Parking Tender may be required.

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III. COMMUNICATIONS.

- ___ The site has positive radio communications with aircraft before and immediately after refueling.
- ___ Fueling personnel instructed to ensure radios are off (intercom may be left on the hot mike position).
- ___ Helicopter hand signals understood.

IV. EQUIPMENT.

- ___ The dispensing hose is long enough to allow for the distance between the fuel source and helicopters.
- ___ Fuel source (drums, tanks, bladder, or mobile tanker) has been set up and checked for leaks, etc.
- ___ Each nozzle has correct bonding cable attached.
- ___ Shutoff valves serviceable and properly in place.
- ___ Both closed circuit and open port nozzles are available for use (recommended).
- ___ Dust covers are attached to nozzle and are being used.
- ___ Pump assembly and filter separator properly grounded and checked for leaks before operation.
- ___ Each section of hose has been hydrostatically tested; inspected for blistering, saturation, nicks, and cuts.
- ___ Fittings properly sealed and free of cracks.
- ___ Hose nozzles are being cleaned daily.
- ___ Entire system (pump, differential pressure indicator, hoses, couplings) has been checked for proper operation.

V. SAFETY.

- ___ Area has been cleared of loose sticks, stones and other debris.
- ___ Fuel containment system or berm has been constructed around fuel bladder to contain fuel in case of rupture for both temporary and semi-permanent systems.
- ___ Fire extinguishers meeting minimum requirements are located correctly: one for pump/filter separator and one for each nozzle.

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V. SAFETY (Cont.)

- ___ Sufficient water is available to wash fuel spills from personnel or to wet fuel-soaked clothing prior to removing clothing.
- ___ Fuel handlers are wearing protective clothing according to requirements in IHOG, Chapter 9.
- ___ Warning signs (NO SMOKING, DANGER, RESTRICTED AREA, and EMERGENCY SHUTOFF) signs posted.
- ___ Fuel sample has been taken from each dispensing nozzle and checked for contamination.
- ___ Fuel sample has been taken from each fuel source and checked for contamination daily.
- ___ Passengers, pilot, and helicopter manager are disembarking before refueling. (Exception: Pilot at controls when hot refueling)
- ___ Correct bonding procedures followed (see IHOG, Chapter 13).

VI. OPERATIONS.

- ___ Dust cap is being replaced on nozzle after each refuel.
- ___ Nozzles are being placed on a nozzle hanger (if grounding is utilized, use the grounding rod) after each refuel.
- ___ Nozzle ground cable is attached to grounding rod when not in use.
- ___ Blowing dust is not a problem at the refueling site.
- ___ Provisions made for resupply of fuel source.

VII. OPEN PORT (HOT) REFUELING - SPECIFIC PROCEDURES.

- ___ Safe refueling with engines running is the sole responsibility of the vendor. Government personnel shall not participate in any manner, unless the government is operating the fueling site.
- ___ Vendor-supplies written emergency shutdown and evacuation checklist for the pilot, service truck operator, and other fueling personnel at the refueling site.

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VII. OPEN PORT (HOT) REFUELING - SPECIFIC PROCEDURES (Cont.).

- ___ Pilot and/or co-pilot shall remain at the controls of the aircraft. Other persons shall not be on board the aircraft, and no cargo shall be loaded or off loaded during the actual refueling.
- ___ Loading of the retardant tank shall not be accomplished simultaneously with refueling.
- ___ Strobe lights, rotating beacon lights, radios, and other non-essential electrical systems shall be turned off.
- ___ Position lights shall be left on during night operations.
- ___ Doors and windows on the side adjacent to the fuel port shall be closed. Doors and windows on side opposite of aircraft fuel filter port are being left open to provide escape route.
- ___ Helicopter is stabilizing a flat pitch and appropriate RPM during hot refueling.
- ___ The fuel servicing vehicle shall be parked outside the safety circle.
- ___ Upon completion of the fueling operation, the fuel nozzle shall be returned to the service truck, and the refueling hose cleared from the landing pad. The hose need not be rolled up each time.