

---

# ENVIRONMENTAL Fact Sheet

---



29 Hazen Drive, Concord, New Hampshire 03301 • (603) 271-3503 • [www.des.nh.gov](http://www.des.nh.gov)

---

REM-41

2022

## Additional\* Operating Requirements for Unattended Self-Service Motor Fuel Dispensing Facilities

*\*These requirements are provided to specifically identify the additional requirements for an unattended motor fuel dispensing facility. Requirements that apply to both an attended and an unattended facility apply as well and are not covered below.*

The New Hampshire Department of Environmental Services (NHDES), in collaboration with the New Hampshire State Fire Marshal's Office (SFMO), provides the following compilation of applicable requirements to operate an **Unattended Self-Service Motor Fuel Dispensing Facility**.

This document is applicable to both Aboveground Storage Tank (AST) and Underground Storage Tank (UST) retail fuel dispensing systems.

### Definitions:

- **Attended Self-Service Motor Fuel Dispensing Facility:** A motor fuel dispensing facility that has an attendant or employee on duty whenever the facility is open for business. The attendant or employee on duty does not typically dispense motor fuels into fuel tanks or containers. The customer or vehicle operator usually conducts the dispensing. [NFPA 30A: 3.3.11.1]
- **Unattended Self-Service Motor Fuel Dispensing Facility:** A motor fuel dispensing facility that has no attendant or employee on duty. The customer or vehicle operator conducts the dispensing operation. This includes coin, currency, membership card, and credit card dispensing operations [NFPA 30A: 3.3.11.6].

### References:

- [Chapter Env-Or 300](#) (effective 2/7/2014) = Aboveground Storage Tank Facilities (NH Code of Administrative Rules)
- [Chapter Env-Or 400](#) (effective 10/10/2018) = Underground Storage Tank Facilities (NH Code of Administrative Rules)
- **NFPA 30A** (2015) = Code for Motor Fuel Dispensing Facilities and Repair Garages (as referenced by the state fire code as defined by RSA 153:1, VI-a)
- **Part Saf-FMO 300** (effective 1/21/2021) = Amendments to the State Fire Code (NH Code of Administrative Rules)

## **Operation of Unattended Self-Service Motor Fuel Dispensing Facilities:**

- NFPA 30A: 9.5.1: Unattended self-service facilities shall be permitted, where approved by the authority having jurisdiction.
  - Facility owner shall get approval from local authorities prior to operation of an Unattended Self-Service Motor Fuel Dispensing Facility.

### **Requirements:**

#### **1. Emergency Electrical Disconnects (e-stops) [NFPA 30A: 6.7]:**

- a. NFPA 30A: 6.7.2: At unattended motor fuel dispensing facilities, the devices or disconnects shall be readily accessible to patrons and at least one additional device or disconnect shall be readily accessible to each group of dispensing devices on an individual island.
- One (1) e-stop outside the building (accessible to patrons) and located per NFPA 30A: 6.7 [not less than 20 ft but not more 100 ft from dispenser they service].
- One (1) e-stop inside the building and accessible to the attendant per NFPA 30A: 6.7.1. Facilities that are attended for some period during a 24-hour day.
- One (1) additional e-stop shall be located on each dispenser island per email from SFMO and NH Electrical Inspectors dated July 16, 2020.
  - If a single dispenser island contains more than one dispenser than only one (1) e-stop is required because the dispensers are located on the same dispenser island.
  - Where there is only one (1) dispenser per island or no dispenser island than there shall be one (1) e-stop at each dispenser.
- Note: E-stops less than 20 ft to ANY dispenser are not allowed unless meeting the requirement of NFPA 30A: 6.7.2 per NH Electrical Inspectors.

#### **2. Emergency Telephone [NFPA 30A: 9.5.5]:**

- a. NFPA 30A: 9.5.5: A telephone or other approved, clearly identified means to notify the fire department shall be provided on the site in a location approved by the authority having jurisdiction.
- “Other approved means” shall be reviewed and approved the local fire department. In some instances, a call box or instructions for use with a personal mobile telephone may satisfy this requirement.
- Notification telephone number for this device shall be as provided by the local fire department.

#### **3. Emergency Warning Signs [NFPA 30A: 9.5.3]:**

- a. NFPA 30A: 9.5.3 In addition to the warning signs specified in 9.2.5.4, emergency instructions shall be conspicuously posted in the dispenser area. The instructions shall incorporate the following or equivalent wording:

## Emergency Instructions

In case of fire or spill:

(1) Use emergency stop button.

(2) Report accident by calling (*specify local fire number*). Report location.

- “Specify local fire number” shall be as provided the local fire department.
- “Report Location” shall be replaced with the physical address (building number, street name and town) for the facility.

### 4. Fire Extinguishers [NFPA 30A: 9.2.5.2]:

- a. NFPA 30A: 9.2.5.2: Each motor fuel dispensing facility or repair garage shall be provided with fire extinguishers installed, inspected, and maintained as required by NFPA 10, *Standard for Portable Fire Extinguishers*. Extinguishers for outside motor fuel dispensing areas shall be provided according to the extra (high) hazard requirements for Class B hazards, except that the maximum travel distance to an 80 B:C extinguisher shall be permitted to be 30.48 m (100 ft).
- Fire extinguisher(s) meeting the requirements above shall be located where they are accessible to patrons during unattended operation.

### 5. Fire Suppression [NFPA 30A: 9.5.6]:

- a. NFPA 30A: 9.5.6 has been modified by Saf-FMO 306.01(a) to state: An approved automatic fire suppression system shall be installed to protect all pump and dispensing areas in all new unattended self-service stations. Activation of the automatic fire suppression system will automatically transmit an alarm to an alarm receiving point approved by the local fire official. A manual fire alarm station that transmits an alarm to the approved alarm receiving point shall be located in immediate proximity to the emergency electrical disconnect specified in Section 6.7.2.
- Fire suppression in dispensing areas must automatically activate and automatically contact the local fire department.
  - A manual fire suppression control must be provided for both inside the store for the attendant and outside the store for the patrons during unattended operation. This control shall not be located in the path of the fire suppression material (i.e. not under the dispenser canopy).

### 6. Leaking Monitoring:

- a. AST: Env-Or 305.12(d): Interstitial monitoring equipment for double-wall piping shall consist of a continuously operating sump sensor with alarm that is both visual and audible to the AST system operator.
- b. UST: Env-Or 406.02(d): Each leak monitoring system shall: (2) Be located where the audible alarm and visual indicator can be readily heard and seen by the operator or other personnel during normal working hours.

#### Additional Recommendations:

- Facilities that only operate unattended:
  - Provide a means to relay alarms from the leak monitoring system to an operator that can respond to the alarm.
- Facilities that are attended for some period during a 24-hour day:
  - Facility can rely on the attendant to respond to the alarms from the leak monitoring system when on duty.
  - Provide a means to relay alarms from the leak monitoring system to an operator that can respond to the alarm when facility is unattended.

#### **7. Operating Instructions [NFPA 30A: 9.5.2]:**

- a. NFPA 30A: 9.5.2: Operating instructions shall be conspicuously posted in the dispensing area. The instructions shall include location of emergency controls and a requirement that the user stay outside of his/her vehicle and in view of the fueling nozzle during dispensing.
- Operating instructions shall include location of e-stop(s), manual fire alarm station and emergency telephone.