Subject: Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports

Date: Draft
Initiated By: AAS-300
AC No: 150/5230-4C
Change:

1 Purpose.
This advisory circular (AC) contains specifications and guidance for the storage, handling, and dispensing of aviation fuel on airports. Additionally, this AC provides standards and guidance for the training of personnel who conduct these activities.

2 Cancellation.
This AC cancels AC 150/5230-4B, Aircraft Fuel Storage, Handling, and Dispensing on Airports, dated September 28, 2012.

3 Applicability.
The Federal Aviation Administration (FAA) recommends the standards and guidelines in this AC to develop specifications and guidance for the storage, handling, and dispensing of aviation fuel on airports. This AC does not constitute a regulation and is not mandatory. However, the following applies:

1. The standards and guidelines contained in this AC are practices the FAA recommends establishing an acceptable level of safety, performance and operation for aircraft fuel storage, handling, training, and dispensing on airports.

2. This AC provides one, but not the only, acceptable means of meeting the requirements of 14 CFR, Part 139, Certification of Airports.

3. Use of these standards and guidelines is mandatory for projects funded under Federal grant assistance programs, including the Airport Improvement Program (AIP). See Grant Assurance #34.

4. This AC is mandatory, as required by regulation, for projects funded by the Passenger Facility Charge (PFC) program. See PFC Assurance #9.

This AC provides an acceptable means of complying with Title 14 Code of Federal Regulations (CFR) Part 139 for all Part 139 airport operators. Although non-certificated airports are not required to develop fuel standards, the FAA recommends these airports use the guidance contained in this AC to develop such standards for the continued enhancement of aviation safety.
4  Addendum of Authorized Fuel Safety Training Courses.

The FAA regards instructional programs that provide line service and supervisory training, as required by 14 CFR §139.321 (e) (1) and (2), as critical to safety on airports. To ensure this training is complete and effective:

1. Third-party training providers who provide line service training and/or supervisory training of line service personnel will submit their training syllabus to the Administrator for review and a determination of its acceptability.

2. Airport and tenant fueling agents who provide line service training for other than their own airport employees and/or supervisory training of line service personnel submit their training syllabus to the Administrator for review and a determination of its acceptability.

3. Training syllabus (syllabi) should be submitted to:

   Federal Aviation Administration
   Manager, Airport Safety and Operations
   Attn: Fuel Safety Training
   800 Independence Ave., SW
   AAS-300, Room 618
   Washington DC 20591

The FAA publishes a list of the companies offering courses of instruction in line service training as well as supervisory training that are acceptable to the Administrator. Because changes may occur more frequently than the schedule for updating the AC, the FAA will review this list on a quarterly basis and post an updated version online as an Addendum to this AC.

The airport operator is responsible for consulting the current listing of acceptable training courses. Likewise, the companies listed in this Addendum are responsible for notifying the FAA of any changes to their training syllabus and the availability of the course(s) offered or to contact information.

5  Principal Changes.

The AC incorporates the following principal changes:

1. New definitions and acronyms are added.

2. Added new training requirement for Diesel Exhaust Fluid (DEF) to paragraph 3.1.

3. New definitions and acronyms are added to Appendix A.

4. Added new training requirements throughout the document.

5. Updated the format of the document in this version and made minor editorial changes throughout.

Hyperlinks (allowing the reader to access documents located on the internet and to maneuver within this document) are provided throughout this document and are identified with underlined text. When navigating within this document, return to the
previously viewed page by pressing the “ALT” and “←” (left arrow) keys simultaneously.

68 6 Where to Find this AC.
You can view a list of all ACs at https://www.faa.gov/regulations_policies/advisory_circulars/. You can view the Federal Aviation Regulations at https://www.faa.gov/regulations_policies/faa_regulations/.

72 7 Feedback on this AC.
If you have suggestions for improving this AC, you may use the Advisory Circular Feedback form at the end of this AC.

John R. Dermody
Director of Airport Safety and Standards
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CHAPTER 1. Standards and Resources for Procedures on Fuel Storage, Handling, and Dispensing

1.1 Introduction.
Many standards and resources exist throughout the fueling industry to provide guidance on the proper and safe method for handling aviation fuels.

1.2 Standards.

1.3 Copies of Standards.
You can order NFPA 407 from:
National Fire Protection Association
1 Batterymarch Park
Quincy MA 02169-7471
1-800-344-3555
https://www.nfpa.org

NFPA 407 may also be viewed online from the NFPA website as a read-only document at: https://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=407.
CHAPTER 2. Fuel Safety Training

This chapter provides guidance on the development of the supervisory fuel safety and the line service fuel safety training courses. This chapter also identifies the areas that will be addressed in these courses based on the minimum standards established in 14 CFR §139.321 (b) (1) – (7) and §139.321 (e). Chapter 4 of this AC identifies further areas of competence that will be met for the Supervisory Training Course due to the responsibilities inherent in training others in fire safety.

2.1 Introduction.

2.1.1 14 CFR §139.321 sets forth the requirements for fuel safety training at certificated airports. These requirements include two distinct types of training for employees of agents handling aviation fuel: (1) supervisory training and (2) line service fuel safety training. Training performed under the supervisory training program will be obtained by completing an FAA authorized Supervisory Fuel Safety training course. Line service fuel safety training may be provided by (1) a supervisor who has completed the supervisory course or (2) the completion of an authorized line service fuel safety training program. The material and program utilized by a certified supervisor to provide training to their company employees does not need to be reviewed or approved by the FAA. 14 CFR §139.321 requires that all fueling agent employees handing aviation fuels must complete fuel safety training (see paragraphs 2.1.3 and 2.1.4 for further details).

2.1.2 Incidents and accidents caused by the mishandling of fuels and other hazardous materials are vital concerns of both the FAA and airport operators. Additionally, the FAA and other local and federal agencies are concerned with activities related to conditions that lead to personnel injuries and damage to property, as well as those attributable to insufficient attention to the impacts that fuel and lubricant products have on the environment when not used properly. For these reasons, airports certificated under Part 139 must ensure training is received in the areas listed in 14 CFR §139.321 (b) for personnel whose duties and responsibilities involve the handling and storing of hazardous substances and materials.

2.1.3 Part 139.321(e) (1) requires “At least one supervisor with each fueling agent must have completed an aviation fuel training course in fire safety that is authorized by the Administrator. Such an individual must be trained prior to initial performance of duties, or enrolled in an authorized aviation fuel training course that will be completed within 90 days of initiating duties, and receive recurrent instruction at least every 24 consecutive calendar months.”

2.1.4 Part 139.321(e) (2) requires “All other employees who fuel aircraft, accept fuel shipments, or otherwise handle fuel must receive at least initial on-the-job training and recurrent instruction every 24 consecutive calendar months in fire safety from the supervisor trained in accordance with paragraph (e)(1) of this section.” Training for employees may also be completed using an approved line service fuel safety course.
The FAA lists supervisory and line service programs currently available nationally in the Addendum, which is updated quarterly. It can be found along with this AC on the FAA’s website.

14 CFR §139.321 (b) places the responsibility of determining standards for fueling safety on the individual airport based on state, local, or municipality fueling regulations. The FAA does not intend this AC to replace airport procedures that are tailored to meet requirements imposed because of the use of special equipment or as a result of local regulations.

This AC provides guidelines in Chapter 5 for submitting a supervisory and/or a line service fueling safety program to the FAA for national acceptance.

General Components of a Fuel Safety Training Program.

2.1.7 General Training Topics.

The specific training topics included in a supervisory and line service fuel safety course must include, at minimum, the components outlined in the supervisor’s training curriculum.

2.1.7.2 Fire Code in Effect.

NFPA 407, Standard for Aircraft Fuel Servicing, is the generally accepted fire code at many airports. However, the local fire code and regulations in effect at a specific airport may differ from NFPA 407. Information on local fire codes in effect are a vital component of fuel safety training and are a requirement of both the supervisory and line service program.

Airport Operators holding a Part 139 certificate should be aware that it is their duty to provide a briefing to tenant fueling agents on the fire codes in effect at the airport differing from NFPA 407.

Handheld Fire Extinguishers.

Each fueling agent employee handling aviation fuel must receive hands-on training in the proper use of handheld fire extinguishers. Companies listed in the Addendum must provide this training or highlight the requirement for the student to receive this training from the local fire department or other qualified source. For initial and recurrent handheld fire extinguishers training, a realistic training device should have the approximate weight and discharge characteristics of the actual handheld extinguisher used in fuel servicing areas.

2.1.9 Airport Specific Courses.

An individual airport may create and submit for approval a supervisory or line service course in fuel safety that is specific to an airport. Such a course may exclude items from paragraph 3.1 that do not apply to that specific airport.
CHAPTER 3. Required Training Topics

3.1 Mandatory Elements for Supervisory and Line Service Fuel Safety Training Programs.

A fuel safety training program should include:

1. An orientation that addresses:
   a. Purpose of the course
   b. Expected outcomes as identified in 14 CFR §139.321
   c. Familiarity with applicable FAA ACs, fire codes, and fire and fuel safety organizations and their publications
   d. Knowledge of fuel types
   e. Fueling of different types of aircraft

2. Basic safety practices including:
   a. Protection against fire and explosions
   b. Safe handling and storage procedures for fuels and lubricants
      i. Identification and marking of DEF, and
      ii. Fuel System Icing Inhibitor (FSII)
   c. An understanding of the term “hazardous materials” and procedures for handling hazardous materials and other fuels and lubricants
   d. Use of Personal Protective Equipment (PPE) including eye protection, ear protection, hand protection, and proper types of clothing and shoes/boots
   e. Prohibition on carriage of smoking materials (i.e., cigars, cigarettes, lighters, matches, electronic smoking devices (also called e-cigarettes), and pipes)
   f. First aid for responding to contact with aviation fuels or lubricants, including ingestion, inhalation, and contact with eyes or bare skin

3. Bonding
   a. Definitions as contained in NFPA 407
   b. Physics of bonding (what/when/why)
   c. How to ground versus how to bond:
      i. Where and how to bond
      ii. Types of bonding equipment
      iii. Correct bonding procedures
   d. Static electricity
   e. Fuel flash points
4. Public protection
   a. Protection from sources of ignition
   b. Proper ramp fueling procedures including aircraft with passengers on board
   c. Coordination with flight crew prior to fueling aircraft
   d. Situations requiring cessation of fueling procedures

5. Fire classification and appropriate types of extinguishers
   a. Fire classifications and extinguisher types used
   b. Inspections, safety, and personnel protection after a spill
   c. Hands-on training in use of a portable fire extinguisher

6. Control of access to storage areas
   a. Fences and gates/locks
   b. Signs and other required placarding (e.g., “No smoking,” “Jet A,” “AVgas”)
   c. Protection and security associated with fuel farms including proper authorizations and procedures
   d. Safety awareness (location and operation of fire extinguishers, location of emergency shutoffs, communications for assistance)

7. Fire safety in fuel farm and storage areas
   a. Verification of product types
   b. Fuel farm inspection procedures
   c. Fueling operations at fuel storage facilities during low visibility and night operations
   d. Fuel delivery operations including the use of hoses, valves, and other equipment
   e. Proper procedures for fuel equipment use/storage (nozzle covers, securing of equipment when not in use)
   f. Leak and spill prevention
   g. Product leaks and contamination
   h. Emergency procedures and notifications
      i. Local spill reporting procedures
      ii. Spill control and containment (limited quantity)
      iii. Spill (large quantity) and aircraft rescue and firefighting notification requirements
      iv. Cleanup procedures
   i. Effects of weather on fueling operations

8. Fire safety in mobile fuelers, fueling pits, and fueling cabinets
a. Weight and balance, driving requirements, speed precautions, and driver qualifications
b. Inspection of fueling vehicle and the sumping, exhaust, and muffler system
c. Procedures and vehicle placement for fueling operations, controls, interlocks, brakes, and chocking
d. Mobile fueler refueling procedures
e. Parking requirements and separation distances
f. Fueling pit safety/procedures/product leaks/clean-up
g. Fueling cabinet safety procedures

9. Misfueling Prevention Training

a. Misfueling prevention training should include instruction on:
   i. Components of a correct fuel order (written or verbal)
      1. Aircraft registration (tail) number
      2. Type and grade of fuel
      3. Volume of fuel and distribution among aircraft fuel tanks
   ii. Use of Selective-Nozzle spouts and controls for Non-Selective Jet fuel “round/rogue” spouts

b. DEF Contamination Prevention
   i. The purpose and function of DEF.
   ii. The purpose and function of FSII
   iii. The identified risk of DEF contamination
      1. Mistaking DEF for FSII and adding it to FSII storage tanks/reservoirs on refueling equipment
      2. Using non-dedicated transfer equipment in the handling of FSII

10. Hands on Fire Extinguisher Training - All fueling personnel, not just the supervisor, must receive hands-on fire extinguisher training every two years. During Hands-On Training (HOT), the trainee will feel the weight associated with an extinguisher, know how it feels to discharge agent, and know how to sweep the nozzle toward a fire, however, a live fire is not required. While extinguishing a live fire does provide the best training, the FAA understands there are limitations imposed in certain localities and will accept recurrent training conducted with realistic training devices. HOT topics for fire extinguishers must include:

a. Purpose of the fire extinguisher.
b. How to identify the classification of extinguisher used for a liquid fuel fire.
c. Nomenclature of the fire extinguisher.
d. How to inspect of the components of the fire extinguisher for serviceability.
e. Proper storage and removal of the extinguisher from the fueling vehicle or fuel cart.

f. Demonstration of the proper use/operation of an extinguisher (PASS):
   i. Pull the safety pin,
   ii. Aim nozzle at the base of the fire,
   iii. Squeeze the handle from a safe distance, and
   iv. Sweep the nozzle from side to side to extinguish the fire.

g. Demonstration by all course participants that they can: a. Select the appropriate extinguisher based on the size and type of fire, safely carry, approach a fire, and operate a portable fire extinguisher.

h. Using a handheld fire extinguisher or realistic training device, and discharge agent from the handheld extinguisher in a manner sufficient to extinguish the fire.

   Note: For training purposes, a live fire is not required and may be simulated, however, a realistic training device must be used. Realistic training devices should have the approximate weight and discharge characteristics of the actual hand-held extinguisher used in fuel servicing areas.

   Note: For training purpose only, the extinguisher can use water instead of dry chemical.

   Note: All fuel servicing supervisors and line personnel must complete handheld fire extinguisher training either 60 days prior to or after completing either the supervisory or line service training if it was not provided by one of the certified fuel service training courses identified in the associated Addendum. The fueling supervisor may also have been trained to teach hands-on fire extinguisher training.
CHAPTER 4. Supervisors Training Course

The contents of Chapter 2 form the basis of the Supervisory Training Course. Chapter 3 identifies the additional requirements to meet in the Fire Safety for Supervisors Training Course. In addition, the depth of instruction in each section identified in Chapter 2 must be sufficient enough to ensure that supervisors understand the material and their responsibilities in training others in fire safety. The FAA recommends that instructors teaching the Supervisor Fuel Training Course possess:

1. A thorough working knowledge of the contents of Chapter 2 and requirements of 14 CFR §139.321(b)(1) through (b)(7) and §139.321(e)(1) and (2).

2. A minimum of two years of experience in all aspects of fueling procedures.

4.1 Instructors.

Instructors teaching the Supervisor Fuel Training Course must be able to discuss training methodologies and motivation and understand how to test student comprehension and recognition.

4.2 Handheld Fire Extinguishers.

Each fueling supervisor must receive training in the proper identification and use of handheld fire extinguishers. Companies listed in the Addendum must provide this training or identify the requirement for the student to receive this training from their local fire department or other qualified source.
CHAPTER 5. Testing, Certification, and Recordkeeping

5.1 Exams.
Exams or tests may be oral, written, practical application, or a combination. All test questions will be researched and referenced with validation of correct answers shown in the master test and retained on file.

5.2 Recordkeeping.
The purpose of record-keeping is to demonstrate compliance with the requirements of 14 CFR 139.321. All fueling agents should maintain adequate records to demonstrate:

5.2.1 That at least one supervisor has completed an authorized Supervisor Fuel Safety course, received hands-on fire extinguisher training from a qualified source, and a received a briefing on the local fire codes in effect at their airport within the last 24 months.

5.2.2 That in the last 24 months, all other employees have received training from the supervisor described in (a) that includes the topics outlined in Chapter 3 (or have completed an authorized Line Service Fuel Safety course) and received hands on fire extinguisher training.

5.2.3 Continuity of Training.
Fueling agents must retain enough records to demonstrate that continuity of training has been maintained for all employees during the time they are authorized to handle aviation fuels.

5.2.3.1 Demonstration of continuity of training is only required for the previous 24 months. This may require retaining some records beyond 24 months.

5.2.3.2 Example.
2. During an inspection in April of 2020 the fueling agent would need to produce Employee A’s training records for November 2017 and November 2019 to demonstrate continuity of training from April 2018 (24-month lookback).

5.2.3.3 Demonstration of continuity of training can be achieved by maintaining all training records for 48 months. However, other digital storage and reporting functions may be deemed acceptable.

5.2.4 Employees.
Fueling agents must demonstrate that all new employees received training on the topics in Chapter 3 (or completed an authorized line service fuel safety course) and received HOT prior to commencing unsupervised fuel handling.
CHAPTER 6. Guidelines for Submitting Line Service and/or Supervisory Safety Course(s)

6.1 Supervisory Training Program and/or Line Training Program.

6.1.1 Purpose.
This chapter establishes the standards for submitting a Fueling Safety Training Program for Supervisory Personnel and/or Fueling Safety Training Program for Line Service Personnel. It provides guidance for addressing the requirements of 14 CFR §139.321 (e) (1) and (2) and the additional requirements for supervisory personnel stipulated by §139.321 (b) (1) – (7).

6.1.2 Explanation.
Fueling Safety Programs ensure supervisory and line fueling personnel recognize the importance of aircraft fueling safety. Fueling supervisory courses are designed to emphasize the importance of instructing effectively in the principles necessary to ensure safety during fueling operations on airports.

6.1.3 Introduction.
Fueling safety involves several areas: aircraft fueling, fuel transport, and fuel storage. Failure to follow safe operating procedures during any of these activities, on and off the airport, can result in accidents. Fueling procedures and practices have been designed to minimize the risks associated with flammable materials for the protection of fuelers themselves, other airport personnel, and the general public. Instruction in this subject is vital and a necessary part of airport safety.

6.2 Supervisors Fuel Training Curriculum.
Ensure the curriculum addresses the contents of Chapters 3 and 4. An outline of the course, testing material, references, and a sample of the course completion certificate (or other means of demonstrating completion) must be submitted to the FAA for review. A Supervisory Fuel Training Curriculum that does not include actual hands-on fire extinguisher training and local airport fire code briefing must clearly indicate that those two items are required components to fully comply with 14 CFR §139.321.

6.3 Line Service Fuel Safety Training Curriculum.
Ensure the curriculum addresses the contents of Chapter 2. An outline of the course, testing material, references, and a sample of the course completion certificate (or other means of demonstrating completion) must be submitted to the FAA for review. A Line Service Fuel Training Curriculum that does not include actual hands-on fire extinguisher training must clearly indicate that actual hands-on fire extinguisher training is required to fully comply with 14 CFR §139.321.
6.4 Review and Approval.

6.4.1 All courses should be submitted for initial approval and whenever there are any major rewrites or changes to the material being taught.

6.4.2 Send curriculum materials to:

Federal Aviation Administration
Manager, Airport Safety and Operations
Attn: Fuel Safety Training
800 Independence Ave., SW
AAS-300, Room 618
Washington DC 20591

6.4.3 The FAA will add acceptable courses to the Addendum of Authorized Fuel Safety Training Courses on a quarterly basis.
APPENDIX A. DEFINITIONS AND ACRONYMS

A.1 Definitions.

1. Airport Fueling Agent - An airport operator/certificate holder that sells fuel products on the airport.

2. Airport Fueling System - An arrangement of aviation fuel storage tanks, pumps, piping, and associated equipment such as filters, water separators, hydrants and station, or aircraft fuel servicing vehicles, installed at an airport and designed to service aircraft at fixed positions.

3. Authority Having Jurisdiction (AHJ) - An organization, office, or individual responsible for enforcing the requirements of a code or standard or for approving equipment, materials, an installation, or a procedure.

4. Dead Man Control - A device that requires a positive continual action of a person to allow the flow of fuel.

5. Emergency Fuel Shutoff - A function performed to stop the flow of fuel in an emergency.

6. Fueling Agent - A person or company that sells fuel products on the airport. This is intended to exclude the self-fueling activities of an airline or corporation that conducts self-fueling.

7. Self-Fueling and Self-Service - Self-fueling means the fueling or servicing of an aircraft by the owner of the aircraft with his or her own employees and using his or her own equipment. Self-fueling cannot be contracted out to another party. Self-fueling implies using fuel obtained by the aircraft owner from the source of his/her preference. Self-fueling differs from using a self-service fueling pump made available by the airport, a Fixed Base Operator (FBO), or an aeronautical service provider. The use of a self-service fueling pump is a commercial activity and is not considered self-fueling, as defined herein. Self-service includes activities such as adjusting, repairing, cleaning, and otherwise providing service to an aircraft, provided the service is performed by the aircraft owner or his/her employees with resources supplied by the aircraft owner. Title 14 CFR Part 43 of the Federal Aviation Regulations permits the holder of a pilot certificate to perform specific types of preventative maintenance on any aircraft owned or operated by the pilot.

Note: Fueling from a pull-up commercial fuel pump is not considered self-fueling under the Federal grant assurances since it involves fueling from a self-service pump made available by the airport or a commercial aeronautical service provider.

8. Tenant Fueling Agent - A person or company that sells fuel products on the airport, other than the certificate holder.
### Acronyms.

| AC  | Advisory Circular            |
| AHJ | Authority Having Jurisdiction |
| AIP | Airport Improvement Program  |
| CFR | Code of Federal Regulations  |
| DEF | Diesel Exhaust Fluid         |
| DOT | Department of Transportation |
| FAA | Federal Aviation Administration |
| FBO | Fixed Base Operator          |
| FSII| Fuel System Icing Inhibitor  |
| HOT | Hands-on Training            |
| NFPA| National Fire Protection Association |
| PFC | Passenger Facility Charge    |
| PPE | Personal Protective Equipment |
APPENDIX B. ADDITIONAL RESOURCES

B.1 ATA Spec 103.
Spec. 103, Standard for Jet Fuel Quality Control at Airports, produced by Airlines for America provides guidance for the safe storage and distribution of jet fuel at airports as currently practiced in the commercial aviation industry. Spec. 103 can be obtained from:

A4A Publications Department
1301 Pennsylvania Avenue, NW Suite 1100
Washington, DC 20004
202-626-4062

Manual 5 provides a complete explanation of several common procedures used by fuel handlers to assess and protect aviation fuel quality. Manual 5 can be obtained by contacting:

ASTM Customer Service
610-832-9585
B-4-9555
service@astm.org

B.3 Addendum of Authorized Fuel Safety Training Courses.
The current Addendum, updated quarterly, is available online with this AC at http://www.faa.gov/regulations_policies/advisory_circulars/.
Advisory Circular Feedback

If you find an error in this AC, have recommendations for improving it, or have suggestions for new items/subjects to be added, you may let us know by (1) mailing this form to Manager, Airport Engineering Division, Federal Aviation Administration ATTN: AAS-100, 800 Independence Avenue SW, Washington DC 20591 or (2) faxing it to the attention of the Office of Airport Safety and Standards at (202) 267-5383.

Subject: AC 150/5230-4C Date: ______________________

Please check all appropriate line items:

☐ An error (procedural or typographical) has been noted in paragraph _________ on page __________.

☐ Recommend paragraph ____________ on page ____________ be changed as follows:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ In a future change to this AC, please cover the following subject:
   (Briefly describe what you want added.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Other comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ I would like to discuss the above. Please contact me at (phone number, email address).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Submitted by: ______________________ Date: ______________________