



DOs & DON'Ts

Replacement of Filters

DOs **IT'S WHAT YOU DO THAT COUNTS!**

- **DO** follow manufacturer's instructions.
- **DO** turn off power to submerged turbine pump prior to removing old filter.
- **DO** close emergency valve under dispenser prior to removing old filter.
- **DO** relieve pressure from pump/dispenser hydraulics prior to removing old filter.
- **DO** tag pump Out of Service.
- **DO** have fire extinguisher available for use if needed.
- **DO** make ALL station personnel aware that you will have open fuel lines during filter-changing process, and brief them on hazards and emergency procedures.
- **DO** turn off power to dispenser prior to removing old filter by deauthorizing at console.
- **DO** use absorbent or other approved materials to clean up spills.
- **DO** drain oil filter contents into an approved container and dispose of old filter properly.
- **DO** use properly sized and rated filter.
- **DO** perform a leak test after installing new filter.
- **DO** make certain the filter is installed properly.
- **DO** ground yourself to dispenser to avoid fire from static electricity.

DON'Ts

- **DON'T** attempt to change a filter while pump/dispenser is running.
- **DON'T** attempt to change a filter on a dispenser while other dispensers of the same product are running.
- **DON'T** assume that power is off—check it yourself!
- **DON'T** assume that emergency valve is closed just because the trip lever is in closed position—check it by trying to dispense product with emergency valve closed—NO PRODUCT SHOULD FLOW!
- **DON'T** allow other fueling to take place in immediate vicinity of pump/dispenser you're working on.
- **DON'T** smoke while changing filters.
- **DON'T** change filters when pump/dispenser electrical junction boxes are open.
- **DON'T** pour fuel from old filter into well under pump/dispenser.
- **DON'T** overtighten new filter.
- **DON'T** turn pump/dispenser on while filter is absent.
- **DON'T** leave pump/dispenser with old filter removed unattended for ANY length of time – have new filter ready to put on immediately.