Rules and Regulations for the University of Oklahoma-Max Westheimer Airport (OUN)

Approved by the University of Oklahoma

President David L. Boren

Dated: 5/14/12

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Rules and Regulations for the
University of Oklahoma-Max Westheimer Airport (OUN)

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Rules and Regulations for the University of Oklahoma-Max Westheimer Airport (OUN)

A. TERMS AND DEFINITIONS

**Aircraft Accident:** Defined by the Convention on International Civil Aviation, Annex 13, as an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, in which a person is fatally or seriously injured, the aircraft sustains damage or structural failure or the aircraft is missing or is completely inaccessible.

**Aircraft Incident:** Defined by the Convention on International Civil Aviation, Annex 13, as an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

**Aircraft Movement Area:** Runways, runway safety areas, taxiways, taxilane, taxiway safety area and other areas of the Airport that aircraft use for taxiing/hover taxiing, air taxiing, takeoff and landing, exclusive of loading ramps and parking areas as shown on the ALP. When in operation, the Airport Traffic Control Tower (ATCT) has direct and positive control of activities within the Aircraft Movement Area. The Aircraft Movement Area is considered a ‘restricted area’ requiring access authorization by the ATCT and/or Airport Administrator.

**Airport Administrator:** The University official designated as the Administrator of the University of Oklahoma-Max Westheimer Airport (OUN). For the purposes of these Rules and Regulations, the Airports Administrator shall include any other designated individual representing or acting on his/her behalf.

**Airport Minimum Standards:** Policies and guidelines adopted by the University that are applicable to a person or persons, partnership, company, trust or corporation providing and engaging in one or more commercial aeronautical activities at the Airport.

**Airport Operations Area:** A portion of the Airport designated and used for landing, taking off, or surface maneuvering of Aircraft. There are two areas of the AOA, the Aircraft Movement Area and the Non-Movement Area. These areas are shown on the Airport Layout Plan (ALP).

**Assurance:** Voluntary compliance a recipient of federal airport development assistance to abide by a provision contained in a federal grant agreement.

**Commercial Operator:** Any person or persons, partnership, company, tenant, company or corporation conducting a commercial activity at the Airport which relates to aviation in general and is intended to secure earnings, income, compensation, or profit, whether or not such objectives are accomplished. Such activities include, but are not limited to: Fixed Base Operations (FBO); charter operations, pilot training, aircraft rental, sightseeing, aerial photography, crop dusting, aerial advertising, aerial surveying, air taxi operations, aircraft sales, service, sale of aviation fuel, repair and maintenance of aircraft and the sale of aircraft parts. Commercial Operators shall also include Specialized Aviation Service Operators (SASO) and Single Service Operators (SSO).
Individual: Any person or persons, tenant, company, corporation or Commercial Operator using the Airport for any purpose; see also ‘Commercial Operator.’

License: A written, contractual agreement, enforceable by law, by which the University permits a Commercial Operator to provide specific services or conduct certain activities at the Airport.

Off-Airport Parcel: Any tract of land, or portion thereof, not located on the Airport that abuts or will abut an Access taxiway.

Rules and Regulations: A prescribed guide for conduct which provides guidance for all persons operating aircraft, spectators and/or visitors at the Airport established by the University and approved by the University’s President. Rules and Regulations also allow the University to prohibit or limit any type of activity that would interfere with the orderly and safe operation of the Airport.

Sponsor: The University of Oklahoma. As the sponsor, the University is obligated by the federal government to comply with the Assurances contained in grant agreements or property conveyance instruments.

Through-the-Fence Operations: Operations that are conducted off the actual Airport property that have aeronautical access to any portion of the Airport’s runway or taxiway system through a written agreement or permit with the University.

Title 14, Code of Federal Regulations (CFR), Part 43: Title 14. Aeronautics and Space, Chapter I-Federal Aviation Administration, Department of Transportation, Subchapter C-Aircraft, Part 43-Maintenance, Preventive Maintenance, Rebuilding, and Alteration; allows Individuals possessing a valid pilot certificate issued by the FAA to perform specific types of preventive maintenance on any aircraft owned or operated by the Individual.
B. INTRODUCTION

1. Purpose and Authority—These Rules and Regulations (hereinafter the “Rules”) are intended to protect the health, safety and welfare of any person or persons, tenant, company, corporation or Commercial Operator (hereinafter the “Individual”) using the University of Oklahoma-Max Westheimer Airport (hereinafter the “Airport”) for any purpose. These Rules are also intended to allow the University of Oklahoma (hereinafter the “University”), as the owner and operator of the facility, to prohibit or limit any type of activity that would interfere with the orderly and safe operation of the Airport.

2. Applicability—Permission and/or access granted directly or indirectly, expressly or by implication, to any Individual to enter upon or use the Airport (including pilots and passengers; aircraft crewmembers; vehicle operators; the general public; spectators and sightseers; occupants of motor vehicles; officers, employees, customers, vendors, and suppliers of Commercial Operators; lessees and subleasees; entities doing business with the University, their contractors, subcontractors, and licensees; and officers, agents, employees, shareholders, family, servants or visitors of the University) shall assume full responsibility to comply with these Rules. Individuals shall also comply with all applicable federal, state, and local laws, codes, ordinances, and/or Federal Aviation Regulations (FAR), including the Airport’s Minimum Standards. Furthermore, these Rules shall not excuse and/or waive any obligation an Individual may have under any License with the University in existence on the date of the adoption of these Rules by the University’s President, or entered into thereafter.

3. Amendments—The University, in its sole and absolute discretion, reserves the right to amend and/or modify these Rules from time to time as deemed necessary. Notice of amendments to these Rules shall be provided to all Individuals in a timely manner and include identification of the policy and/or guideline to be amended, revised or excluded.

4. Indemnification—To the fullest extent permitted by Oklahoma law, Individuals shall indemnify, defend and hold harmless the University, its Regents, officers, agents, employees shareholders, family, servants or visitors from and against all liability for damages, suits, claims, actions, losses and costs for personal injury or death or for property damage or loss to the extent arising out of, or resulting from, the Individual’s activity, acts or failures to act while upon Airport property, and shall pay all expenses in defending any claims against the University by reason of the Individual’s activity.

5. Interpretation and Enforcement—The Airport Administrator, acting under the authority of the University, shall be responsible for interpreting and enforcing these Rules. Decisions of the Airport Administrator may be appealed directly to the University’s Executive Vice President and Vice President of Administration and Finance for the Norman Campus. Furthermore, the Airport Administrator reserves the right to conduct periodic inspections and/or audits to ensure compliance with these Rules, as well as all applicable federal, state, and local laws, codes, ordinances, and/or FARs.

6. Severability—In the event that any of these adopted Rules are held invalid or unenforceable by a court of competent jurisdiction, or is determined to create the potential for violation of the Federal Aviation Administration’s (FAA) Sponsor
Assurances by the University, such holding or determination shall not invalidate or render unenforceable any other provision contained herein.

7. Variances—The University reserves the right to authorize variances from these Rules. The Airport Administrator, acting under the authority of the University, shall also be granted the authority to authorize variances from these Rules. Variances may include waiving or modifying certain guidelines and policies for good cause. Furthermore, the University reserves the right to waive or modify any portion of these Rules for the benefit of any local, state or federal government agency performing public service, e.g., fire firefighting, law enforcement or military operations. Approved variances shall not adversely affect the authority, intent, purpose and/or provisions contained within these Rules.

8. Violations and Appeals—The Airport Administrator, acting under the authority of the University, may take appropriate administrative action such as removal, dismissal, exclusion or eviction of any Individual who violates these Rules or applicable local, state and federal laws or regulations. Any Commercial Operator that violates these Rules, laws or regulations will be notified of the violation, in writing, and given a reasonable time, not to exceed 30 days, to cease the violations and become compliant herewith. Failure to do so or if, in the Airport Administrator’s judgment, the Operator creates or contributes to a situation that threatens to pose a danger or hazard to people, property and/or airport operations, the Airport Administrator shall have the right to take direct administrative action, including without limitation, suspension, revocation or termination of the Operator's License and shall notify the Operator, in writing, of any such action taken. A Commercial Operator may appeal the Airport Administrator’s determination directly to the University’s Executive Vice President and Vice President of Administration and Finance for the Norman Campus, if made in writing within 10 business days of receipt of the notice of action taken.

C. GENERAL RULES AND REGULATIONS

1. Abandoned Property—Property including aircraft, vehicles, equipment, machinery, baggage or personal property shall not be abandoned at the Airport. Abandoned property found in public areas at the Airport shall be reported to the Airport Administrator. Abandoned property unclaimed by its owner or items for which ownership cannot be established will be handled and/or disposed of in accordance with applicable law.

2. Accident Reporting—Any Individual involved in any accident at the Airport involving personal, aircraft, motor vehicle, fueling or pedestrian activities, shall report the accident to the Airport Administrator as soon as practical. Individuals shall also be responsible for the notification of the accident to any federal, state or local agency in accordance with applicable law and/or regulations.

3. Polls, Advertising and Signage—Individuals shall not be permitted to post, distribute, or display signs, advertisement or handbills without the prior written approval of the University’s Office of Administration and Finance. The University reserves the right to remove any signs or advertisements in violation thereof. Furthermore, Individuals shall not be permitted to conduct polls or surveys at the Airport without the prior written approval of the University.
4. Airport Administration—In the event of an emergency, the Airport Administrator shall be authorized to suspend and/or restrict any and all aircraft, motor vehicle or fueling operations at the Airport, in accordance with federal and state regulations, to protect the health, safety and welfare of the general public. Furthermore, should an unsafe condition at the Airport exist which potentially impacts the landing, takeoff and/or taxing of aircraft, the Airport Administrator shall also be authorized to close the Airport, or any part thereof, until the condition is mitigated or corrected.

5. Airport Minimum Standards—Commercial Operators providing and/or engaging in one or more commercial activities at the Airport shall comply with the Airport’s Minimum Standards. Furthermore, Commercial Operators shall be subject to all applicable federal, state, and local laws, codes, ordinances, and/or FARs pertaining to all such services and to the terms of its License to conduct business at the Airport.

6. Animals—Animals, except those required for disabled assistance or law enforcement, shall not permitted within the Airport Operations Area or within the Airport’s passenger terminal unless restrained by a leash, harness, restraining strap, portable kennel or other appropriate container. It shall also be the responsibility of the owner or handler to exercise control over the animal at all times including the clean-up and proper disposal of animal waste within any portion of the Airport property. Furthermore, the care and feeding of any species of local wildlife is not permitted on Airport property.

7. Based Aircraft Activity Reporting—Individuals and Commercial Operators shall complete and submit FAA Form 1800-31, USDOT–Federal Aviation Administration Airport Activity Survey, which documents air charter/air taxi passenger enplanements for each calendar year. A copy of the completed and submitted form shall be submitted to the Airport Administrator on an annual basis. Furthermore, Individuals shall report the aircraft manufacturer, make, model, registration number, insurance information, and aircraft owner of all aircraft based on or at the Airport. This report shall be submitted to the Airport Administrator on an annual basis.

8. Compliance with Rules and Regulations—Permission and/or access granted directly or indirectly, expressly or by implication, to any Individual to enter upon or use the Airport shall at all times comply with these Rules. Individuals accessing or using the Airport shall assume responsibility for their actions and all actions of any Individual to whom they provide access, whether directly or indirectly.

9. Damage to Airport Property—Individuals responsible for destroying, breaking or damaging Airport property and/or facilities including any runway, taxiway, taxilane, apron, signage, navigational aid, light, fixture or structure, by accident or intentionally, shall fully reimburse the University for any and all damage including the cost to repair and/or replace affected facilities. Individuals who fail to comply with this provision shall be in violation of these Rules and may be refused the use of and/or access to the Airport until the University has been fully reimbursed for damages.

10. Disorderly Conduct—Any Individual who commits any unlawful, disorderly or obscene act, causes any nuisance or is or becomes intoxicated while on Airport property shall be subject to appropriate administrative action, including without

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limitation, suspension, revocation or termination of an Operator’s License or disbarment from access to Airport property and civil and/or criminal liability.

11. Explosives—No Individual, except for local law enforcement officers, federal law enforcement agents or members of the Armed Forces of the United States on official duty, shall handle, use, store, keep, or transport any explosives on Airport property. Furthermore, no individual shall handle, use, store, keep, or transport any fireworks on Airport property.

12. Firearms—Except to the extent otherwise permitted under Oklahoma law and/or University policy, no individual shall carry any firearms on Airport property. Unloaded and properly secured firearms may be stored inside a container to be shipped as cargo on an aircraft arriving at and/or departing the Airport.

13. Flying Clubs—Individuals who are members of any Flying Club based at the Airport shall comply with the applicable policies and guidelines set forth in Section F, Flying Club Specialized Aviation Service Operator (SASO), of the Airport’s Minimum Standards. Furthermore, only Individuals who are members in good standing with the Flying Club shall be permitted to operate Club aircraft.

14. General Storage—Individuals shall not deposit, store, keep, or permit to be deposited, stored or kept, personal property such as trailers, campers, motor homes, boats or motor vehicles on Airport property. Furthermore, Aircraft in an unairworthy condition or disabled, disassembled, or partially assembled aircraft, parts, or other aircraft components shall not be parked, stored or left standing on the Airport for a period in excess of 30 days. If this period will be exceeded, prior written consent from the Airport Administrator will be required. The exception to this rule includes aircraft airframe and powerplant maintenance and repairs requiring less than 24 hours to complete. Aircraft maintenance and repairs requiring more than 24 hours to complete shall be conducted within an enclosed hangar.

15. General Maintenance—Individuals shall maintain all landscaping, lawn, grounds, greenbelts, pavement, lighting, and equipment on the leased premises in a first class workmanlike manner. Trees and shrubbery located on the premises shall not limit the visibility for automobile and/or aircraft movement. Individuals shall also clean debris and trash from driveways, taxiways, taxilanes, aprons, lawn, grounds, greenbelts and sidewalks to maintain unobstructed access to the premises at all times for authorized personnel, Airport users and emergency vehicles. Furthermore, Individuals shall not permit any action on the premises that has an adverse effect on, or interferes with the proper function of, any drainage system, sanitary sewer system or any facility installed for the protection or operation of the Airport.

16. Hangar Facilities—Hangars shall be used to store airworthy aircraft. Individuals shall also be permitted to store personal property inside hangars along with the Individuals’ aircraft. However, Individuals shall not be permitted or permit others to store property (e.g. motor vehicles and/or boats) inside hangars located on Airport property without the presence of an airworthy aircraft based within the hangar.

17. Law Enforcement—Law enforcement agencies, including the University of Oklahoma Police Department, as well as municipal, county, state and federal agencies having
appropriate legal jurisdiction, shall be granted authority to enforce applicable state and federal laws at the Airport.

18. Lost Property—Lost property found in public areas at the Airport shall be reported to the Airport Administrator. Lost property unclaimed by its owner or items for which ownership cannot be established will be handled and/or disposed of in accordance with applicable law. This Rule shall not be construed to deny the right of Commercial Operators to maintain lost-and-found service for their customers and/or employees.

19. Photography and Recording Devices—The Airport Administrator reserves the right to prohibit any Individual from taking still, video or motion pictures and/or sound recordings at the Airport if in the interest of public safety and/or national security.

20. Restricted Areas—Individuals, with the exception of authorized Commercial Operators and Airport tenants, shall not stand, walk, or loiter within and/or enter or gain access to the Airport Operations Area except as necessary for the lawful use of an aircraft, or to conduct a licensed commercial activity approved by the Airport Administrator and/or University. Individuals shall also not be permitted to enter any area closed to the general public without the consent of the Airport Administrator.

21. Self-Service—An Individual may perform self-service activities, e.g., maintain, repair, clean, store, secure and perform similar miscellaneous services on one’s aircraft with resources which are provided by the Individual. Self-service activities shall comply with all applicable federal, state and local laws and regulations. Self-service activities shall also comply with the Airport’s Minimum Standards. Furthermore, in accordance with Title 14, Code of Federal Regulations (CFR), Part 43, Individuals possessing a valid pilot certificate issued by the FAA shall be allowed to perform specific types of preventive maintenance on any aircraft owned or operated by the Individual provided the activity is conducted in a safe manner.

22. Solicitation—Individuals shall not be permitted to solicit at the Airport for any reason. This Rule shall not apply to salespeople and/or representatives having business with Commercial Operators conducting authorized commercial activities at the Airport.

23. Special Events—Scheduling of special events including, but not limited to, flying, academic and/or non-aviation related events, shall be coordinated through and approved by the University’s Office of Administration and Finance. Individuals interested in sponsoring any special event at the Airport shall submit a Facility Use Request to the Office of Administration and Finance and comply with all procedures governing the use of facilities for University and non-University purposes.

24. Through-the-Fence Operations—Individuals seeking through-the-fence operations at the Airport shall be subject to University policies, the Airport’s Minimum Standards and an Access Agreement with the University and such operations shall be conducted in accordance with applicable FAA policies, recommendations, regulations and Sponsor Grant Assurances.

25. Waste Disposal—Individuals shall provide necessary arrangements for sanitation, handling and disposal of all refuse from the Airport in a timely manner to prevent overflowing. Trash and/or garbage receptacles located on the premises shall not be visible from any off-Airport public streets or roadways and shall be kept clean and
sanitary at all times. The burning of trash or garbage of any kind on the Airport is prohibited. Trash, garbage and/or other waste receptacles located at the Airport shall only be used for trash generated on Airport property.

26. Personal Identification—Individuals shall carry valid government issued identification while on Airport property at all times. Furthermore, Individuals shall present their identification to the Airport Administrator, or any other designated individual representing or acting on his/her behalf, upon request.

D. AIRCRAFT RULES AND REGULATIONS

1. Accident and Incident Reporting—Individuals involved in an aircraft accident or incident on Airport property shall comply with all applicable provisions of National Transportation Safety Board (NTSB), Part 830, Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo and Records.

2. Aircraft Maintenance—Aircraft airframe and powerplant maintenance, including specialized aviation repair services, shall comply with the applicable policies and guidelines set forth in Section F, Aircraft Airframe and Powerplant Maintenance and Repair SASO and Specialized Aviation Repair Service SASO, of the Airport’s Minimum Standards. Furthermore, Individuals shall also be permitted to perform specific types of preventive maintenance on a privately owned aircraft in accordance with 14 CFR Part 43 within designated locations approved by the Airport Administrator (immediately adjacent to and northeast of Hangar R314). Aircraft maintenance and repairs requiring more than 24 hours to complete shall be conducted within an enclosed hangar.

3. Aircraft Washing and Detailing—Commercial Operators providing aircraft washing and detailing services shall comply with the applicable policies and guidelines set forth in Section F, Aircraft Washing/Detailing Services SASO, of the Airport’s Minimum Standards. Furthermore, Individuals shall perform aircraft washing and detailing of aircraft at designated wash rack areas and/or other areas on the Airport identified and approved by the Airport Administrator.

4. Aircraft Parking—Aircraft shall be parked and/or tied-down in areas identified and approved by the Airport Administrator and shall not be positioned to block a runway, taxiway, taxilane, or obstruct access to any hangar, building, aircraft or authorized motor vehicle. Individuals, including Commercial Operators, shall be responsible for properly securing parked and/or tied-down aircraft with ropes, chains, cables, rings or chocks to prevent damage or movement. Individuals who refuse and/or neglect to pay fees or charges for aircraft storage, aircraft tie-down space and/or enclosed hangar storage owed to the University, shall be subject to having a lien placed on said aircraft until the University is paid in full. Furthermore, the University reserves the right to immobilize an aircraft owned by an Individual who refuses and/or neglects to pay such fees or charges.

5. Airship Operations—Transport airship (lighter-than-air) activity shall be conducted in accordance with applicable FAA regulations pertaining to transport airship operational requirements and require prior written approval from the Airport Administrator. Airships shall be parked and/or moored in areas identified and
approved by the Airport Administrator. Furthermore, airships shall be accompanied by sufficient ground crew to assist with arrival and departure operations and to monitor the mooring at all times to ensure safety.

6. Airworthiness of Aircraft—Aircraft based at the Airport shall be properly certificated by, and registered with, the FAA and shall remain in an airworthy condition. Aircraft not in an airworthy condition and/or improperly certificated and registered shall not be permitted to be based at the Airport for a period longer than 30 days. Aircraft not in an airworthy condition stored at the Airport for a period longer than 30 days shall require the written approval of the Airport Administrator.

7. Air Traffic Control—Individuals shall comply at all times with instructions issued by the OUN Airport Traffic Control Tower (ATCT) relating to airport airspace, airport traffic patterns, arrival and departure procedures, calm wind runway use and helicopter operations.

8. Careless or Reckless Operation—An Individual shall not operate an aircraft in a careless or reckless manner so as to endanger the life or property of another.

9. Disabled Aircraft—An aircraft involved in an accident and/or incident at the Airport shall not be disturbed and/or removed from the scene of the accident/incident until authorized by the NTSB, FAA or Airport Administrator. Once authorization to remove the involved aircraft has been given, the aircraft and its components shall be promptly removed from the Airport Operations Area without unreasonable delay. The Airport Administrator reserves the right to make arrangements, at the disabled aircraft owner’s expense, to have any disabled aircraft removed that is not promptly removed or may interfere with or pose a safety hazard to airport operations without assuming liability for damage arising from or out of such removal.

10. Engine Run-Up Operations—Individuals shall not conduct aircraft engine run-up operations so that the propeller wash and/or jet blast is directed at any building, person, aircraft, hangar, aircraft parking area or motor vehicle. Engine run-up operations shall also be conducted in appropriate locations within the Airport Operations Area and/or within areas identified and approved by the Airport Administrator. Furthermore, engine run-up operations shall not be conducted unless a certificated pilot and/or maintenance technician is at the controls of the aircraft. Engine run-ups and/or normal engine starts are prohibited from being performed within any hangar at the Airport.

11. Flight Test Operations—Flight test operations, including ground maneuvering demonstrations, by any type, class or category of aircraft, including experimental aircraft, are prohibited at the Airport without prior written approval from the Airport Administrator. This Rule shall not apply to aircraft maintenance flights performed by any Aircraft Airframe and Powerplant Maintenance and Repair and/or Specialized Aviation Repair Service SASOs located at the Airport.

12. Pilot Certification—Individuals operating an aircraft within the Airport’s traffic pattern, Airport Operations Area, or with the intent of taking off and/or landing at the Airport, shall hold a valid and current medical certificate and pilot certificate with the appropriate rating and/or endorsement for the type of aircraft being flown and conditions under which flight operations are being conducted.
13. Prohibited Operations—Operations by powered and non-powered gliders, hot air balloons, ultralight aircraft, agricultural aircraft (crop dusting and aerial application), banner towing and parachute and/or skydiving aircraft are prohibited at the Airport without prior written approval from the Airport Administrator. In accordance with Section A, paragraph 7, of these Rules, the Airport Administrator may grant permission to any Individual proposing the aforementioned activities if the Individual can demonstrate that the intended activity can be conducted at the Airport in a safe and efficient manner without interfering with aircraft and/or air traffic operations.

14. Taxiing and Ground Maneuvers—Individuals shall taxi an aircraft at a speed that is reasonable and prudent given the operational conditions at the time. Aircraft shall be taxied and/or towed on paved surfaces including runways, taxiways, taxilanes and apron areas in a safe manner. Furthermore, an aircraft being taxied shall have the right-of-way over any motor vehicle operating in the Airport Operations Area. Aircraft are prohibited from being taxied out of, in to, or within, any hangar at the Airport.

E. MOTOR VEHICLE RULES AND REGULATIONS

1. General Requirements—Individuals shall abide by the following motor vehicle Rules including:

   a. Operating a motor vehicle in a careless, reckless, negligent or unsafe manner on Airport property is prohibited;

   b. Operating a motor vehicle, including other modes of motorized and/or mechanical transportation, under the influence of alcohol and/or narcotics on Airport property is prohibited;

   c. Motor vehicles, including other modes of motorized and/or mechanical transportation, shall be operated in accordance with applicable local and state laws;

   d. Individuals operating a motor vehicle shall obey all traffic control devices including traffic signals, lights, signs, barriers and painted markings;

   e. Motor vehicles shall only be operated on designated roadways, driveways, auto parking area and/or paved surfaces including runways, taxiways, taxilanes and apron areas;

   f. Motor vehicles shall yield to any emergency vehicle responding to an emergency;

   g. Motor vehicles that are overloaded or carrying passengers and/or cargo beyond the vehicles’ capacity are prohibited;

   h. Individuals operating motor vehicles used to haul and/or transport construction materials and equipment, refuse, fuel, liquids or miscellaneous cargo shall be responsible for properly securing the vehicle’s load; and

   i. Motor vehicles operated on Airport property shall be equipped with properly maintained and working brakes, headlights, tail lights, turn signals, brake lights, horns, tires, windshields, towing hitches and/or roof-mounted flashing lights.
2. Licensing and Registration Requirements—Individuals shall possess a valid state vehicle operator's license of the class needed for the vehicle being operated. Individuals shall also possess and/or maintain evidence of the appropriate type and amount of automobile insurance as required by state and local law. Furthermore, motor vehicles operated at the Airport shall also adhere to appropriate state licensing and registration requirements.

3. Operation within the Airport Operations Area—Individuals shall abide by the following Rules pertaining to motor vehicles within the Airport Operations Area including:

   a. Motor vehicles operating within the Airport Operations Area shall be conducted in accordance with FAA Advisory Circular (AC) 150/5210-20, *Ground Vehicle Operations on Airports*;

   b. Individuals operating motor vehicles within the Airport Operations Area shall receive training as prescribed within FAA AC 150/5210-20, Appendix A, *Ground Vehicle Access Program Training Curriculum*;

   c. Motor vehicles operated within the Aircraft Movement Area shall be painted, marked and equipped with flashing lights and bear appropriate identification designating the Individual and/or Commercial Operator by whom the vehicle is owned. Markings, paint, identification and lights shall be displayed in accordance with FAA AC 150/5210-5D, *Painting, Marking, and Lighting of Vehicles Used on an Airport*, as amended, and acceptable to the Airport Administrator;

   d. No vehicles except authorized University vehicles, Airport operations vehicles, FAA vehicles or emergency vehicles shall be permitted within the Airport Operations Area without the approval of the Airport Administrator;

   e. Motor vehicles operating within the Aircraft Movement Area shall be equipped with functioning two-way radios capable of communicating with ATCT. Motor vehicles not equipped with two-way radios may enter the Aircraft Movement Area provided that such vehicle is escorted at all times by an authorized escort vehicle having radio contact with the ATCT;

   f. The Airport Administrator reserves the right to prohibit motor vehicle operations within assigned portions of the Airport Operations Area;

   g. Motor vehicle operations shall be conducted in accordance with adopted speed limits set forth in paragraph 7 of this Section;

   h. Motor vehicle and/or aircraft towing operations within the Aircraft Movement Area shall be conducted in accordance with instructions and/or clearances issued by the ATCT;

   i. Individuals conducting motor vehicle operations within the Aircraft Movement Area shall announce their intentions via the Airport’s Common Traffic Advisory Frequency (CTAF) when the ATCT is closed;

   j. Individuals operating motor vehicles within the Airport Operations Area shall observe and abide by all airfield lights, signs, barriers and painted markings;
k. Motor vehicles and/or equipment shall not be parked within the Aircraft Movement Area without clearance issued by the ATCT and/or authorization from the Airport Administrator;

l. Individuals operating motor vehicles within the Airport Operations Area shall yield the right-of-way to any aircraft by maintaining a safe distance ahead or behind the aircraft or by promptly exiting the runway, taxiway, taxilane or apron area; and

m. Motor vehicles and/or heavy equipment associated with construction and/or maintenance operations within the Airport Operations Area shall abide by FAA AC 150/5370-2, Operational Safety on Airports During Construction, as amended.

4. Other Vehicles—Individuals shall not be permitted to operate dirt bikes, go-carts or all-terrain vehicles (ATV), tractors, or motorized utility vehicles on Airport property. This Rule shall not apply to authorized vehicles operated by the University or Commercial Operators expressly used for tugging, marshaling, towing or refueling aircraft or performing airfield and/or airport maintenance. Alternative modes of transportation including mo-peds, bicycles, mountain bikes or motorized scooters shall be permitted on Airport property in accordance with applicable state law.

5. Parking and Standing—Individuals shall abide by the following motor vehicle parking and standing Rules including:

a. Motor vehicles shall be parked in areas specifically designated and marked for such purpose within areas approved by the Airport Administrator;

b. Motor vehicles shall not be parked in a manner as to obstruct a fire hydrant, perimeter fence, access gate, parking lane, driveway, roadway, walkway, crosswalk, fire lane, runway, taxiway, taxilane, apron, or obstruct access to hangars, parked aircraft and/or parked vehicles;

c. Individuals shall not double-park, park and/or stand within any designated fire lane, handicapped parking stall, passenger loading and unloading areas or within 15 feet of a fire hydrant or fire suppression water supply connection;

d. Commercial Operators shall not park motor vehicles outside the Operator’s leased premises; and

e. The Airport Administrator reserves the right to have any motor vehicle towed and/or removed at the Individual owners expense including those vehicles that are disabled, derelict, abandoned, illegally parked and/or interfere with Airport operations.

6. Vehicle Repair and Maintenance—Individuals shall not be permitted to dismantle, service, clean, repair or maintain privately owned motor vehicles at the Airport unless the repairs are considered minor (e.g. dead battery or flat tire). This Rule shall not apply to Commercial Operators’ ability to clean, repair or maintain authorized motor vehicle within the Operator’s leased premises or other areas on the Airport identified and approved by the Airport Administrator.
7. Speed Limits—Individuals shall operate a motor vehicle on Airport property in accordance with all posted speed limits. Furthermore, Individuals shall abide by the following speed limits within the Airport Operations Area unless otherwise instructed by the ATCT or having received prior written approval of the Airport Administrator including:

   a. Motor vehicles, except emergency vehicles responding to an emergency, shall not be operated within the Airport Operations Area at speeds in excess of 15 miles per hour;

   b. Motor vehicles shall not be operated within 50 feet of a parked aircraft’s wingtip or a helicopter’s rotor mast or tail rotor at speeds in excess of five (5) miles per hour; and

   c. The Airport Administrator and/or the University reserves the right to establish and/or modify posted speed limits on Airport property from time to time as necessary.

F. FUELING AND FLAMMABLE LIQUIDS RULES AND REGULATIONS

1. Best Practices—Operational safety pertaining to fueling operations and/or storage of flammable liquids at the Airport shall comply with the following Rules including:

   a. FAA AC 150-5230-4A, Aircraft Fuel Storage, Handling, and Dispensing on Airport, as amended;

   b. The National Fire Protection Agency (NFPA), Section 30, Flammable and Combustible Liquids Code, as amended;

   c. NFPA, Section 407, Standards for Aircraft Fuel Servicing, as amended;

   d. NFPA, Section 409, Standard on Aircraft Hangars, as amended;

   e. The International Fire Codes (IFC), as amended;

   f. The National Air Transport Association (NATA), Specification 103, Standards for Jet Fuel Quality at Airports, as amended;

   g. The American Petroleum Institute (API) Standards, as amended;

   h. All applicable codes, ordinances, statutes and regulations of the University and the State of Oklahoma;

   i. Commercial Operators shall maintain a Spill Prevention, Control and Countermeasure (SPCC) Plan to coordinate the clean-up of a fuel spill;

   j. Commercial Operators shall comply with the Airport’s Storm Water Pollution Prevention Plan (SWPPP) and maintain a company Spill Response Plan; and

   k. Commercial Operators providing and/or engaging in fueling activities at the Airport shall comply with the Airport’s Minimum Standards.
2. Compressed Gases—Cylinders or portable tanks containing oxygen and/or any compressed gas shall be properly stored in a fixed location or secured to a portable cart designed to fit cylinders and/or tanks being used. Cylinders or portable tank shall also be equipped with approved and fully operational pressure relief devices and transportation safety caps. Furthermore, compressed gases and storage tanks shall be maintained in compliance with all applicable rules, regulations, recommendations and guidelines.

3. Environmental Compliance—Individuals and/or Commercial Operators who use, handle, treat or store fuel or hazardous materials at the Airport shall comply with all applicable environmental laws, procedures and accepted environmental best management practices (BMP). Individuals and/or Commercial Operators shall not use or store hazardous materials on Airport property except as reasonably necessary in the course of the Individual’s and/or Commercial Operator's licensed activities at the Airport, and then only if such hazardous materials are properly labeled and contained. Copies of all applicable Material Safety Data Sheets (MSDS) for all hazardous materials stored at the Airport shall be maintained on-site and copies provided to the University and City of Norman Fire Department. Furthermore, the Operator shall not discharge, release, or dispose of any hazardous materials on the Airport, on local lands or within any local bodies of water. Individuals and/or Commercial Operators shall maintain up-to-date SPCC, SWPPP and Spill Response Plans.

Individuals and/or Commercial Operators shall be liable for and responsible to pay all environmental claims that arise out of, or are caused in whole or in part by them from, the spill, use, handling, treatment, storage, disposal, discharge, or transportation of hazardous materials or fuel on or at the Airport. Individuals and/or Commercial Operators shall be liable for the violation of any environmental law or failing to comply with these Rules. Should the University incur any costs or expenses (including attorney, consultant, and expert witness fees) arising from the Individuals and/or Commercial Operator's spill, use, handling, treatment, storage, discharge, disposal or transportation of hazardous materials or fuel at the Airport, the Individual and/or Commercial Operator shall reimburse the University for such costs upon demand and without delay.

4. Facility Maintenance—Fueling facilities including storage tanks, pumps, meters, hoses, nozzles, funnels, fire extinguishers and grounding devices shall be maintained in a first-class, workmanlike and safe manner and any damages to the facility caused by Individuals, Commercial Operators, suppliers or Airport users shall be promptly repaired. Commercial Operators shall also be responsible for periodic and on-demand maintenance of its fueling facilities, components and apparatus. Maintenance of fueling facilities shall be conducted in accordance with all applicable local, state and federal codes, standards, regulations and manufacturer recommendations.

5. Fire Prevention—Individuals shall abide by the following Rules pertaining to fire prevention including:

a. Hand-held fire extinguishers shall be installed and maintained within the interior of all hangars, buildings, aircraft aprons, tie-down areas and fuel storage areas in
accordance with applicable University, State of Oklahoma and Oklahoma State Fire Marshal Commission fire and safety codes;

b. Individuals shall dispose of oily rags, waste, trash or garbage within appropriate receptacles with self-closing covers or lids;

c. Individuals shall keep floors, shelves and other surfaces within hangars and/or structures free and clear of grease, oil and flammable materials and/or volatile chemicals; and

d. Maintenance, repair, servicing and/or cleaning of aircraft, aircraft components and/or equipment shall be conducted in properly ventilated areas.

6. Fuel and/or Flammable Liquid Spills—Individuals and/or Commercial Operators shall immediately notify the City of Norman Fire Department and the University Fire Marshal’s Office (405.325.2983) of any fuel and/or hazardous material spills, releases or discharges at the Airport and shall have the responsibility to promptly abate, remediate and remove any contamination. Reporting of spills, releases or discharges of fuel or hazardous materials at the Airport is the sole responsibility of the Individual and/or Commercial Operator. The Individual and/or Commercial Operator shall also provide the Airport Administrator with copies of all reports, complaints, claims, citations, demands, inquiries, or notices relating to the environmental condition at the Airport or any alleged material noncompliance with applicable environmental laws by the Individual and/or Commercial Operator at the Airport within 10 days after such documents are generated or received by the Individual and/or Commercial Operator. The Airport Administrator shall have the right to enter the Individual’s and/or Operator’s premises to inspect, take samples for testing and otherwise investigate the premises for the presence of hazardous materials at any time. Inspections shall be coordinated with the Individual and/or Commercial Operator and normally scheduled during regular business hours.

Individuals and/or Commercial Operator who use, handle, treat or store fuel or hazardous materials at the Airport shall have an agreement with a waste transport or disposal company to identify and retain contractors to assist with spill response and to facilitate waste identification, transport, and disposal. Waste transport and disposal companies and/or contractors shall be approved by the Oklahoma Department of Environmental Quality (ODEQ). Complete records of all disposal manifests, receipts and other documentation shall be retained by the Individual and/or Commercial Operator and made available to the Airport Administrator for review upon request. Furthermore, Individuals shall abide by the following Rules pertaining to fuel spill prevention including:

a. Spill control and clean up equipment including containment booms, absorbent pads, socks, pillows, disposable bags, goggles and rubber gloves shall be maintained on a Commercial Operator’s premises;

b. Fuel trucks shall be equipped with ‘first responder’ spill kits including container, pads, socks, disposable bags, goggles and rubber gloves; and

c. Fuel storage areas shall be equipped with adequately stocked spill kits.
7. Fuel Trucks—Individuals shall abide by the following Rules pertaining to the parking and maintenance of fuel trucks including:

a. Fuel trucks shall be parked and/or stored within designated fuel truck parking areas on the Commercial Operator’s leased premises;

b. Fuel truck parking areas shall consist of a concrete and gravel surface and include a spill containment berm capable of containing fuel spills;

c. Fuel trucks shall be parked outdoors and, at minimum, 50 feet from any hangar, building or structure;

d. Fuel trucks shall be parked in a manner that provides, at minimum, 10 feet of separation between each vehicle; and

e. Fuel truck maintenance shall be conducted outdoors and/or within a structure approved by the Airport Administrator.

8. General Requirements—Individuals shall abide by the following Rules pertaining to fueling and flammable liquids including:

a. Fuel shall be handled, dispensed, transferred or stored with due caution and care so as not to endanger persons or property;

b. Properly trained and qualified Individuals shall be present at all times while fuel is being handled, stored, transferred or dispensed within any aircraft or storage tank;

c. While fuel is being handled, stored, transferred or dispensed, Individuals shall remain in direct view and control of operating mechanisms and/or hoses at all times;

d. Individuals shall not block, disengage, bypass or deactivate deadman/emergency shut-off control devices while fuel is being transferred and/or dispensed;

e. Fueling or defueling aircraft while one or more of its engines are operating is prohibited;

f. Gravity transfer of fuel between containers, storage tanks or fuel trucks is prohibited;

g. Fuel trucks shall be operated so that the vehicle has clear access/egress to and from the aircraft;

h. Not more than one fuel truck shall be positioned to fuel either wing of an aircraft;

i. Not more than two fuel trucks shall be positioned to fuel a single aircraft;

j. Fuel trucks shall be grounded/bonded to the aircraft and/or fuel storage tank during fueling operations to reduce static electricity discharge;
k. Aircraft shall not be fueled while passengers are on board unless the cabin door is in the open position and a member of the flight crew is present at or near the door;

l. Fuel trucks and/or 18-wheel fuel tankers shall utilize a specified route approved by the Airport Administrator to dispense, transfer and/or deliver fuel;

m. Operation of fuel trucks inside the Aircraft Movement Area is prohibited;

n. 18-wheel fuel tankers shall only dispense and/or transfer fuel into storage tanks located within the Airport’s fuel farm; and

o. Fueling of motor vehicles on Airport property, including other vehicles identified in Section D, paragraph 4, shall not be permitted.

9. Installation of New Fuel Facilities—Any new fuel storage facilities installed at the Airport shall be located within the Airport’s designated fuel farm area as identified on the Airport’s Layout Plan. New fuel storage tanks shall be located above ground and include sufficient spill containment infrastructure capable of adequately containing fuel spills. Installation of new fuel tanks shall be conducted in accordance with these Rules, the Airport’s Minimum Standards, as well as the Best Practices set forth in paragraph no. 1 of this Section.

Newly installed self-service fueling facilities for 100LL avgas shall have sufficient storage capacity, capabilities, fuel pump, meter, apron space necessary to accommodate reasonable public demand. Safety placards that are consistent with applicable NFPA and ATA specifications, codes and standards shall also be posted at the fuel pump site. Furthermore, Individuals and/or Commercial Operators who conduct self-service fueling activities at the Airport shall operate in accordance with these Rules and comply with the applicable policies and guidelines set forth in the Airport’s Minimum Standards.

10. Proximity of Fueling Operations Relative to Activities, Equipment and Structures—The proximity of fueling operations to specific activities, equipment and/or structures at the Airport shall comply with the following Rules including:

a. Fueling operations of any kind within any hangar, building or structure is prohibited;

b. Fuel operations shall be conducted outdoors and, at minimum, 50 feet from any hangar, building or structure;

c. Fueling operations, including fuel transfer to/from a fuel truck or storage tank, shall be conducted, at minimum, 50 feet from any drainage or sanitary sewer system, drain, ditch or catch basin;

d. Fuel operations shall not be conducted within 50 feet of any ignition source or incendiary device and/or open flame source including cigarettes, cigars, matches, lighters, heaters, grills or welding/blowtorch devices; and
e. Individuals shall not fuel, defuel or transfer fuel while using any radio transmitter or receiver, or cellular telephone, within 50 feet of an aircraft, fuel truck or storage tank during the duration of fueling operations.

11. Lubricating Oils—Storage of lubricating oils within any hangar at the Airport shall not exceed the amount reasonable to perform aircraft maintenance and/or equipment maintenance and operation. Lubricating oils shall also be stored within the original storage tank, container or reservoir, and shall be marked with the original manufacturers’ labeling. Furthermore, storage of combustible liquids in any hangar in excess of five (5) gallons requires the prior written approval of the Airport Administrator.

12. Off-Airport Fueling—Fueling activities within off-Airport parcels shall be subject to a written agreement with the University and shall be limited to an Individual’s leased premises. Off-Airport fueling shall be conducted in accordance with these Rules and comply with the applicable policies and guidelines set forth in the Airport’s Minimum Standards.

13. Open Flames—Open flames from sources including, but not limited to, cigarette, cigar or utility lighters or matches; portable or wheeled gasoline or kerosene heaters; gas or charcoal grills; and/or welding, cutting or blowtorch devices, shall not be permitted within the Airport Operations Area. Furthermore, smoking shall not be permitted within any structure, building, hangar or area on Airport property identified by the Airport Administrator.

14. Training of Personnel—Individuals involved in the handling of aviation fuel shall be adequately trained and certified to conduct fueling operations at the Airport. Commercial Operators who conducts fueling operations shall require its line service and fueling personnel to attend initial training courses and periodic refresher training, as necessary. Permits, certifications, licenses and documentation of training line service and fueling personnel shall be provided to the Airport Administrator upon request and without delay. Line service and fueling personnel shall be trained and/or certified, as applicable, including:

   a. Static electricity sources, hazards and precautions;
   b. Fire hazard properties of fuels;
   c. Fire extinguishing principles, practices, location and use;
   d. Locations of fire alarms and procedures;
   e. Aircraft engine types and fuel requirements;
   f. Aircraft recognition;
   g. Prevention of mixing fuel grades;
   h. Fuel contamination effects on aircraft engines and performance;
   i. Types and sources of fuel contamination;
j. Quality control procedures including product delivery, clear/bright test, Millipore test, differential pressure checks, white bucket checks, settling time, water paste check and sump drain checks;

k. Procedures for ordering fuel;

l. Fueling truck procedures including operation, inspection, record keeping, loading, unloading and aircraft fueling, purpose and use of dead man controls/emergency shut-off controls and record keeping;

m. Prevention of fuel spills;

n. Procedures for spill cleanup;

o. Location and use of spill cleanup kits; and

p. Security and inventory control.