

APPENDIX A-2: SAMPLE FORM FOR ANNUAL UNDERGROUND STORAGE SYSTEM INSPECTION CHECKLIST – Page 1

Go to www.pei.org/RP900 for an electronic version of this form.

ANNUAL UST SYSTEM INSPECTION CHECKLIST										
Facility ID#	Facility Name/Address				Qualified Technician Signature				Date	
If any problem is found, contact:					Contact information:					
Category	Description				PEI/RP900	N/A	Tank 1	Tank 2	Tank 3	Tank 4
Monthly Inspections	Complete monthly checklist and compare to previously completed monthly checklists				7.4.1					
	Monthly inspections reviewed and found adequate				7.4.2					
ATG Manhole					7.8					
ATG Manhole	Cap in good condition, seals tightly, hole sealed where probe wire goes through				7.8.1					
	Wire splices sealed and wire in good condition				7.8.2					
	Junction box has cover, not corroded; intrinsically safe wiring in good condition				7.8.3					
	No exposed wires				7.8.4					
	Probe and floats in good condition, both floats present and move freely (mag probe)			TEST DATE:	7.8.5					
	Verify functionality of ATG probe			TEST DATE:	7.8.6					
	Manhole cover in good condition				7.8.7					
	Adequate clearance between ATG grade-level cover and below-grade components				7.8.8					
Fill Area					7.9					
Drop Tube	Drop tube extends to within 6 inches of the tank bottom (if no flow diffuser present)				7.9.1					
Vapor Recovery Adaptor	Poppet of Stage I vapor recovery adaptor (also known as a “dry break”) moves freely, seals tightly				7.9.2					
Single-Walled Spill Containment Manhole	Single-walled spill containment manhole tightness tested within last 3 years			TEST DATE:	7.9.3					
Double-Walled Spill Containment Manhole	Double-walled spill containment manhole tightness tested within last 3 years OR inspected monthly			TEST DATE:	7.9.4					
Overfill Prevention					7.10					
Drop Tube Shutoff (Flapper Valve)	Drop tube shutoff valve passes inspection			EVALUATION DATE:	7.10.1.1					
	For drop tube shutoff valves in diesel tanks, excessive corrosion not present				7.10.1.2					

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Category	Description	PEI/RP900	N/A	Tank 1	Tank 2	Tank 3	Tank 4
Ball Float Valve	Ball float can be removed and inspected	7.10.2.1					
	Ball float valve passes inspection	EVALUATION DATE:	7.10.2.2				
	For ball float valves in diesel tanks, excessive corrosion not present		7.10.2.3				
Overfill Alarm	Overfill alarm passes inspection	EVALUATION DATE:	7.10.3.1				
Leak Detection			7.11				
ATG Console	ATG passes annual inspection	EVALUATION DATE:	7.11.1.1				
	Console has no active warnings or alarms		7.11.1.2				
	Alarm history shows no recurring leak alarms		7.11.1.3				
	Verify in-tank leak detection tests are being completed (if used for leak detection)		7.11.1.4				
	Verify correct set-up parameters for electronic line leak detector (if present)	VERIFICATION DATE:	7.11.1.5				
	Verify piping leak detection tests are being completed (if used for leak detection)		7.11.1.6				
Electronic Leak Detection Monitor	Leak monitoring console is operational and has no active warnings or alarms		7.11.2.1				
Line Tightness Testing	If pressurized piping has been tested in the last year, review the results and verify that the test passed	TEST DATE:	7.11.3.1				
	If suction piping has been tested within the last 3 years, review the results and verify that the test passed	TEST DATE:	7.11.3.2				
	ELLD has conducted a 0.1 gph test in the last year	TEST DATE:	7.11.3.3				
Under Pump Check Valve (Suction Pump)	Below-grade piping operates at less than atmospheric pressure		7.11.4.1				
	Below-grade piping slopes continuously back to the tank		7.11.4.2				
	There is only one check valve, and it is located as close as practicable to the suction pump		7.11.4.3				
Tank Tightness Testing	Tank is 10 years old or less		7.11.5.1				
	If a tank test has been conducted within the last 5 years, review the results and verify that the test passed	TEST DATE:	7.11.5.2				
Statistical Inventory Reconciliation (SIR)	SIR results for the previous 12 months are "pass"		7.11.6.1				

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Category	Description	TEST DATE:	PEI/RP900	N/A	Tank 1	Tank 2	Tank 3	Tank 4
Continuous Soil Vapor Monitoring	Sensing device tested	TEST DATE:	7.11.7.1					
Continuous Ground-water Monitoring	Sensing device tested	TEST DATE:	7.11.8.1					
Corrosion Protection			7.12					
Galvanic Cathodic Protection	Verify that cathodic protection testing of all metallic components in contact with soil or water has been conducted within the past 3 years and the test passed	TEST DATE:	7.12.1.1					
Impressed Current Cathodic Protection	Verify that cathodic protection testing has been conducted within the past 3 years and the test passed	TEST DATE:	7.12.2.1					
	No exposed wires		7.12.2.2					
Tank Lining	Lining inspected as required and in good condition	TEST DATE:	7.12.3.1					
Miscellaneous Inspection Items			7.13					
Tank Pad & Pavement	Concrete or asphalt over or near tanks is level, no significant cracks		7.13.1.1					
Stage II Liquid Collection Points	Cap in good condition, fits tightly, little or no liquid in bottom		7.13.2.1					
Stage I Testing	Verify that Stage I testing has been conducted and test results are passing	TEST DATE:	7.13.3.1					
Stage II Testing	Verify that Stage II testing has been conducted and test results are passing	TEST DATE:	7.13.4.1					
Site Diagram	Site diagram accurately reflects the site conditions		7.13.5.1					
DESCRIBE ANY DEFICIENCIES HERE:								
Instructions: Mark each tank where no problem is observed with a checkmark: ✓ If certain equipment is not required and / or not present, mark checklist in the N/A column. If a defect is found, mark the checklist with an "X," describe the problem in the "DEFICIENCIES" section, and notify the appropriate person. Refer to the section listed in the "PEI/RP900" column for additional information. Refer to PEI RP500, <i>Recommended Practices for Inspection and Maintenance of Motor Fuel Dispensing Equipment</i> , for inspection procedures that apply to fuel dispensing equipment.								

Recommended Practices for the Inspection and Maintenance of UST Systems