2016

Compliance Calendar for Gasoline Dispensing Facilities

Created by the Wisconsin Small Business Environmental Assistance Program

Welcome!

Welcome to the 2016 edition of our compliance calendar for gas stations and other gasoline dispensing facilities. The Wisconsin Small Business Environmental Assistance Program (SBEAP) developed this calendar to help gasoline dispensing facilities comply with environmental requirements related to the transfer of fuel. We hope it will be a useful tracking and record keeping tool.

The calendar summarizes the requirements under three sets of regulations affecting gas stations. However, please refer to the official rule language for comprehensive information about these regulations:

- ***U.S. Environmental Protection Agency*** (U.S. EPA) standards for gasoline dispensing facilities,
- ***Wisconsin Department of Natural Resources*** (DNR) regulations regarding emissions of gasoline vapor from petroleum and gasoline sources, and
- ***Wisconsin Department of Agriculture, Trade & Consumer Protection*** (DATCP) regulations for gasoline storage tanks and piping.

We have designed the calendar to provide space for recording gasoline throughput, inventory tracking, leak detection inspections, repairs and employee training. ***Keep the calendar on file for five years and it can serve as the facility's official record.***

The 2016 calendar has been updated to reflect the following changes:

- ***Changes to DATCP's secondary containment requirements*** — Pipe connections at the top of tanks and beneath pumps and dispensers must be in secondary containment by December 31, 2020 (s. ATCP 93.500(5), Wis. Adm. Code).

- ***DATCP's petroleum inspection districts and contact information has changed***—DATCP's Weights & Measures Bureau administers Wisconsin's Flammable, Combustible and Hazardous Liquids Rule affecting gasoline storage tanks (ch. ATCP 93, *Wis. Adm. Code)*. **See page 59** to find the appropriate contact for the area or view the map online at **http://datcp.wi.gov/uploads/Consumer/pdf/WM_Gen_Insp_Territories.pdf**.

- ***Stage II vapor recovery decommissioning*** — Due to U.S. EPA approval of a change in Wisconsin law, Stage II vapor recovery systems are no longer required under the state's ozone nonattainment regulations. If your facility has and chooses to maintain a Stage II system, some requirements still apply. **See the NR 420 summary starting on page 43** for more information about the changes in Stage II requirements.

How to contact us:

Small Business Environmental Assistance Program

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Madison, WI 53707-7921

855-889-3021 (toll free)
DNRsmallbusiness@wi.gov *or* ***dnr.wi.gov***, search "small business"

About the Small Business Environmental Assistance Program

SBEAP is a free, non-regulatory program that provides information to Wisconsin's small businesses to help them understand their environmental compliance requirements. The program provides factsheets, record keeping and reporting tools, U.S. EPA and DNR compliance documents, required forms and much more. All are available free of charge. If you have questions or comments about this calendar or would like to obtain additional copies, please feel free to contact us.

Wisconsin Compliance Calendar for Gasoline Dispensing Facilities

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Understanding the Regulations Affecting Gas Stations and How this Calendar Can Help

Gasoline vapors contain volatile organic compounds (VOCs) and several hazardous air pollutants (HAPs), such as benzene. Filling gasoline storage tanks can release these compounds to the air. Benzene, for example, is among the 30 HAPs identified as posing the greatest public health risk in urban areas. Exposure to benzene can cause drowsiness, dizziness and even unconsciousness. Long term exposure to benzene can cause anemia and leukemia.

Leak detection and vapor control are among the methods that gasoline dispensing facilities use to reduce the emissions of HAPs like benzene into the air.

In Wisconsin, gas stations and other gasoline dispensing facilities are affected by numerous regulations. Several of the important ones include:

- U.S. Environmental Protection Agency (U.S. EPA) ***National Emission Standards for Hazardous Air Pollutants*** for gasoline dispensing facilities (NESHAP; 40 CFR part 63, subpart CCCCCC). This rule regulates vapor control during the filling of gasoline storage tanks.

- Wisconsin Department of Natural Resources (DNR) regulations regarding ***Control of Organic Compound Emissions from Petroleum and Gasoline Sources*** (ch. NR 420, *Wis. Adm. Code*). This rule requires vapor control during the filling of gasoline storage tanks (Stage I vapor recovery) in some Wisconsin counties. Vapor control during the refueling of motor vehicles (Stage II vapor recovery) is no longer required.

- Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) ***Regulations for Flammable, Combustible and Hazardous Liquids*** (ch. ATCP 93, *Wis. Adm. Code*). This rule regulates gasoline storage tanks and associated piping.

Who is affected by these regulations?

The U.S. EPA regulations affect “area sources”, which are all gasoline dispensing facilities that emit less than 10 tons per year of a single HAP or less than 25 tons per year of any combination of HAPs. Most gas stations fall into this group.

DNR’s emissions regulations mainly affect facilities located in 20 Wisconsin counties (Brown, Calumet, Dane, Dodge, Door, Fond du Lac, Jefferson, Kenosha, Kewaunee, Manitowoc, Milwaukee, Outagamie, Ozaukee, Racine, Rock, Sheboygan, Walworth, Washington, Waukesha and Winnebago counties). Depending on the size of their storage tanks, gas stations in these counties may be required to employ Stage I vapor control systems.

Wisconsin’s regulations for flammable, combustible and hazardous liquids (ATCP 93) affect businesses that sell gasoline or other liquid motor fuels. Most gas stations with gasoline storage tanks are affected by this rule.

What’s required?

The regulations generally address the following goals:

- ***Minimize releases of gasoline vapor from storage tanks***
  All gasoline dispensing facilities, regardless of size, must implement management practices that minimize vapor releases to the atmosphere. The particular vapor control requirements that apply to each facility may depend on the amount of gasoline dispensed at the facility.

- ***Minimize leaks (of liquid gasoline from gasoline storage tanks, piping, and dispensing equipment)***
  The regulations for minimizing gasoline leaks require regular inspections to monitor equipment function and leak checks for rapid detection of any leaks in the equipment.

- ***Testing and compliance demonstration***
  Some facilities are required to test the vapor balance system and equipment to demonstrate compliance with regulations. In addition, facilities may be required to measure the leak rate and cracking pressure of pressure-vacuum vent valves on gasoline storage tanks.

- ***Record keeping and reporting***
  Record keeping requirements include tracking and verifying gasoline inventory, keeping records of regular equipment tests, and keeping records of any required employee training. Some facilities may also be required to file “Initial Notification” and “Notification of Compliance Status” reports.

What can this calendar do?

This calendar has been designed to help gasoline dispensing facilities comply with the regulations, and in particular, track and meet record keeping obligations. The calendar can be used to:

- ***Assess Applicability***
  The factsheets located at the back of the calendar (starting on page 39) can help identify which requirements apply to a facility and how the facility is affected. However, they are not a substitute for reading and understanding the rules. Refer to the rule language for additional information and clarification.

  Contact information for the regulatory agencies and other offices as well as resources that can assist with the requirements are also provided (starting on page 58).

- ***Record important dates***
  Facilities can use the monthly calendar (starting on page 8) to keep track of any important dates. Mark the calendar when tank-use permits are due, when tank insurance is due and when equipment testing is required.

- ***Document inspections and leak-detection monitoring***
  Each month of the calendar contains space where facilities can track their inspections and also keep a maintenance and repair log for equipment. Sample checklists for monthly and weekly inspections are also provided (starting on page 34).

- ***Document employee training***
  The log on page 37 can help document required and recommended employee training.

- ***Document inventory tracking and verification***
  Page 38 contains a sample worksheet for recording daily gasoline inventory. In addition, each month provides space to summarize the total amounts of gasoline delivered and dispensed. These records are required by both Wisconsin's state regulations and federal requirements.

- ***Maintain an official record***
  If a facility saves their calendar, it can serve as part of their official record. Keep this and other records at the facility for five years to demonstrate compliance.

Why must gas stations inspect storage tanks and equipment?

Properly installed and maintained underground storage system equipment is durable and reliable. However, daily wear and tear; exposure to corrosive effects of soil, water and stored product; and seasonal extremes of heat and cold can degrade or damage storage system components and cause product releases or equipment failure. The purpose of inspections is to identify any noticeable deterioration or apparent malfunction in the portion of the equipment visible beneath grade-level access covers located over or near the top of the underground storage tank and at the fuel dispensers.

Required regular inspections help protect the public, facility employees and the environment from the hazards posed by the release of flammable or combustible liquids and exposure to toxic motor fuels. Facilities can also save money by identifying leaks of stored fuel.

Why is leak detection important?

Leak detection can help businesses in numerous ways. Among other things, leak detection can:

- ❑ reduce or eliminate loss of product (from theft or leaks)
- ❑ reduce fire and explosion threats
- ❑ reduce and/or eliminate contamination of soil, groundwater, streams, rivers, lakes and drinking water
- ❑ reduce liability

Please contact SBEAP with any suggestions for additions or modifications that will make this calendar more helpful. Thank you!

Wisconsin Small Business Environmental Assistance Program

Instructions for Using the Record Keeping Pages in this Calendar

Each month, check for any deadlines approaching for permit renewal, tank insurance, compliance testing and employee training. Set a reminder to meet all important dates and deadlines by marking the calendar!

Reminders—Permits, Insurance, Testing and Training	
Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

• Attach monthly inventory worksheet(s) or printout(s) here •

Monthly inventory worksheets or automatic tank gauging (ATG) strips can be kept with this calendar. Attach them to the record keeping page for each month.

Use this table to keep a record of required monthly inspections. Read the complete "Monthly Inspection Checklist" on page 34, and record inspection results for each month on this table. Each person who conducts an inspection should initial their entries.

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
Release detection system (tank monitor)	Y N	Y N	Y N	
Spill buckets	Y N	Y N	Y N	
Overfill alarm	Y N	Y N	Y N	
Impressed current system (if applicable)	Y N	Y N	Y N	
Fill and monitoring probe ports	Y N	Y N	Y N	
Spill and overfill response supplies	Y N	Y N	Y N	
Dispenser hoses, nozzles and breakaways	Y N	Y N	Y N	
Dispensers and dispenser sumps	Y N	Y N	Y N	
Piping sumps (submersible)	Y N	Y N	Y N	
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is <u>optional but recommended</u> - see page 43)				
Vapor return line	Y N	Y N	Y N	
Nozzle bellows	Y N	Y N	Y N	
Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

Monthly Gasoline Throughput Summary			
Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Use this table to summarize the monthly gasoline throughput at the facility. For each tank (or product), record the total amounts of gasoline delivered to and dispensed from that tank during the month. Mark Y if the tank is within the allowable variance for the month (if using inventory control). For more information about inventory recording and verification, and for help with the calculations, see the worksheet on page 38 of this calendar.

Facilities that choose to retain Stage II systems can use this table to keep a log of their weekly inspections (weekly inspections of Stage II equipment are **optional but recommended** - see page 43). Record the date of each weekly inspection. The person who conducts the inspection should initial the table.

Weekly Inspection Record	
Inspection date	Inspected by (initials)

System Maintenance and Repair Record				
Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Use this table to help meet the requirement to keep a system maintenance and repair log. Record the date when inspections are conducted and the name of the person who inspected the equipment. Also record information about any problem or defective part discovered, the date the equipment was repaired, and the manufacturer and part number of any parts replaced. Alternatively, documentation of repairs may be kept in a separate file. This table can be used to record the date of repairs and note the location where the complete explanation and record is stored.

January 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
Release detection system (tank monitor)	Y N	Y N	Y N	
Spill buckets	Y N	Y N	Y N	
Overfill alarm	Y N	Y N	Y N	
Impressed current system (if applicable)	Y N	Y N	Y N	
Fill and monitoring probe ports	Y N	Y N	Y N	
Spill and overfill response supplies	Y N	Y N	Y N	
Dispenser hoses, nozzles and breakaways	Y N	Y N	Y N	
Dispensers and dispenser sumps	Y N	Y N	Y N	
Piping sumps (submersible)	Y N	Y N	Y N	
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended - see page 43)				
Vapor return line	Y N	Y N	Y N	
Nozzle bellows	Y N	Y N	Y N	
Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

January 2016

S	M	T	W	T	F	S
Need reminders of any deadlines this month? Mark this calendar!			***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36		1 Weekly Inspection ❑	2
3	4	5	6	7	8 Weekly Inspection ❑	9
10	11	12	13	14	15 Weekly Inspection ❑	16
17	18	19	20	21	22 Weekly Inspection ❑	23
24 31 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑	25	26	27	28	29 Weekly Inspection ❑	30

February 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
Release detection system (tank monitor)	Y N	Y N	Y N	
Spill buckets	Y N	Y N	Y N	
Overfill alarm	Y N	Y N	Y N	
Impressed current system (if applicable)	Y N	Y N	Y N	
Fill and monitoring probe ports	Y N	Y N	Y N	
Spill and overfill response supplies	Y N	Y N	Y N	
Dispenser hoses, nozzles and breakaways	Y N	Y N	Y N	
Dispensers and dispenser sumps	Y N	Y N	Y N	
Piping sumps (submersible)	Y N	Y N	Y N	
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended - see page 43)				
Vapor return line	Y N	Y N	Y N	
Nozzle bellows	Y N	Y N	Y N	
Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

February 2016

S	M	T	W	T	F	S
	1	2	3	4	5 Weekly Inspection ❑	6
7	8	9	10	11	12 Weekly Inspection ❑	13
14	15	16	17	18	19 Weekly Inspection ❑	20
21	22	23	24	25	26 Weekly Inspection ❑	27
28	29 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑					

Need reminders of any deadlines this month? Mark this calendar!

Questions? Call 855-889-3021

Monthly Inspection Checklist, page 34
Weekly Inspection Checklist, page 36

March 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
Release detection system (tank monitor)	Y N	Y N	Y N	
Spill buckets	Y N	Y N	Y N	
Overfill alarm	Y N	Y N	Y N	
Impressed current system (if applicable)	Y N	Y N	Y N	
Fill and monitoring probe ports	Y N	Y N	Y N	
Spill and overfill response supplies	Y N	Y N	Y N	
Dispenser hoses, nozzles and breakaways	Y N	Y N	Y N	
Dispensers and dispenser sumps	Y N	Y N	Y N	
Piping sumps (submersible)	Y N	Y N	Y N	
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended - see page 43)				
Vapor return line	Y N	Y N	Y N	
Nozzle bellows	Y N	Y N	Y N	
Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

March 2016

S	M	T	W	T	F	S
Need reminders of any deadlines this month? Mark this calendar!		1	2	3	4 Weekly Inspection ❑	5
6	7	8	9	10	11 Weekly Inspection ❑	12
13	14	15	16	17	18 Weekly Inspection ❑	19
20	21	22	23	24	25 Weekly Inspection ❑	26
27	28	29	30	31 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑	***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36	

April 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
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Dispensers and dispenser sumps	Y N	Y N	Y N	
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Nozzle bellows	Y N	Y N	Y N	
Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

April 2016

S	M	T	W	T	F	S
Need reminders of any deadlines this month? Mark this calendar!			***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36		1 Weekly Inspection ❑	2
3	4	5	6	7	8 Weekly Inspection ❑	9
10	11	12	13	14	15 Weekly Inspection ❑	16
17	18	19 **WPMCA Annual Convention**	20	21	22 Weekly Inspection ❑	23
24	25	26	27	28	29 Weekly Inspection ❑	30 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑

May 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

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Overfill alarm	Y N	Y N	Y N	
Impressed current system (if applicable)	Y N	Y N	Y N	
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Spill and overfill response supplies	Y N	Y N	Y N	
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Dispensers and dispenser sumps	Y N	Y N	Y N	
Piping sumps (submersible)	Y N	Y N	Y N	
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended - see page 43)				
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Nozzle bellows	Y N	Y N	Y N	
Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

May 2016

S	M	T	W	T	F	S
1	2	3	4	5	6 Weekly Inspection ❑	7
8	9	10	11	12	13 Weekly Inspection ❑	14
15	16	17	18	19	20 Weekly Inspection ❑	21
22	23	24	25	26	27 Weekly Inspection ❑	28
29	30	31 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑	**Need reminders of any deadlines this month? Mark this calendar!**		***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36	

June 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
Release detection system (tank monitor)	Y N	Y N	Y N	
Spill buckets	Y N	Y N	Y N	
Overfill alarm	Y N	Y N	Y N	
Impressed current system (if applicable)	Y N	Y N	Y N	
Fill and monitoring probe ports	Y N	Y N	Y N	
Spill and overfill response supplies	Y N	Y N	Y N	
Dispenser hoses, nozzles and breakaways	Y N	Y N	Y N	
Dispensers and dispenser sumps	Y N	Y N	Y N	
Piping sumps (submersible)	Y N	Y N	Y N	
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended - see page 43)				
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Nozzle bellows	Y N	Y N	Y N	
Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

June 2016

S	M	T	W	T	F	S
Need reminders of any deadlines this month? Mark this calendar!			1	2	3 Weekly Inspection ❑	4
5	6	7	8	9	10 Weekly Inspection ❑	11
12	13	14	15	16	17 Weekly Inspection ❑	18
19	20	21	22	23	24 Weekly Inspection ❑	25
26	27	28	29	30 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑	***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36	

July 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
Release detection system (tank monitor)	Y N	Y N	Y N	
Spill buckets	Y N	Y N	Y N	
Overfill alarm	Y N	Y N	Y N	
Impressed current system (if applicable)	Y N	Y N	Y N	
Fill and monitoring probe ports	Y N	Y N	Y N	
Spill and overfill response supplies	Y N	Y N	Y N	
Dispenser hoses, nozzles and breakaways	Y N	Y N	Y N	
Dispensers and dispenser sumps	Y N	Y N	Y N	
Piping sumps (submersible)	Y N	Y N	Y N	
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended - see page 43)				
Vapor return line	Y N	Y N	Y N	
Nozzle bellows	Y N	Y N	Y N	
Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

July 2016

S	M	T	W	T	F	S
Need reminders of any deadlines this month? Mark this calendar!			***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36		1 Weekly Inspection ❑	2
3	4	5	6	7	8 Weekly Inspection ❑	9
10	11	12	13	14	15 Weekly Inspection ❑	16
17	18	19	20	21	22 Weekly Inspection ❑	23
24 31 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑	25	26	27	28	29 Weekly Inspection ❑	30

August 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
Release detection system (tank monitor)	Y N	Y N	Y N	
Spill buckets	Y N	Y N	Y N	
Overfill alarm	Y N	Y N	Y N	
Impressed current system (if applicable)	Y N	Y N	Y N	
Fill and monitoring probe ports	Y N	Y N	Y N	
Spill and overfill response supplies	Y N	Y N	Y N	
Dispenser hoses, nozzles and breakaways	Y N	Y N	Y N	
Dispensers and dispenser sumps	Y N	Y N	Y N	
Piping sumps (submersible)	Y N	Y N	Y N	
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended - see page 43)				
Vapor return line	Y N	Y N	Y N	
Nozzle bellows	Y N	Y N	Y N	
Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5 Weekly Inspection ❑	6
7	8	9	10	11	12 Weekly Inspection ❑	13
14	15	16	17	18	19 Weekly Inspection ❑	20
21	22	23	24	25	26 Weekly Inspection ❑	27
28	29	30	31 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑	**Need reminders of any deadlines this month? Mark this calendar!**	***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36	

September 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
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Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

September 2016

S	M	T	W	T	F	S
Need reminders of any deadlines this month? Mark this calendar!		***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36		1	2 Weekly Inspection ❑	3
4	5	6	7	8	9 Weekly Inspection ❑	10
11	12	13	14	15	16 Weekly Inspection ❑	17
18	19	20	21	22	23 Weekly Inspection ❑	24
25	26	27	28	29	30 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑	

October 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

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Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

October 2016

S	M	T	W	T	F	S
Need reminders of any deadlines this month? Mark this calendar!				***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36		1
2	3	4	5	6	7 Weekly Inspection ❑	8
9	10	11	12	13	14 Weekly Inspection ❑	15
16	17	18	19	20	21 Weekly Inspection ❑	22
23 30	24 31 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑	25	26	27	28 Weekly Inspection ❑	29

November 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

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Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

November 2016

S	M	T	W	T	F	S
Need reminders of any deadlines this month? Mark this calendar!		1	2	3	4 Weekly Inspection ❑	5
6	7	8	9	10	11 Weekly Inspection ❑	12
13	14	15	16	17	18 Weekly Inspection ❑	19
20	21	22	23	24	25 Weekly Inspection ❑	26
27	28	29	30 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑	***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36		

December 2016

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
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Overfill alarm	Y N	Y N	Y N	
Impressed current system (if applicable)	Y N	Y N	Y N	
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Spill and overfill response supplies	Y N	Y N	Y N	
Dispenser hoses, nozzles and breakaways	Y N	Y N	Y N	
Dispensers and dispenser sumps	Y N	Y N	Y N	
Piping sumps (submersible)	Y N	Y N	Y N	
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended - see page 43)				
Vapor return line	Y N	Y N	Y N	
Nozzle bellows	Y N	Y N	Y N	
Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

December 2016

S	M	T	W	T	F	S
Need reminders of any deadlines this month? Mark this calendar!		***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36		1	2 Weekly Inspection ❑	3
4	5	6	7	8	9 Weekly Inspection ❑	10
11	12	13	14	15	16 Weekly Inspection ❑	17
18	19	20	21	22	23 Weekly Inspection ❑	24
25	26	27	28	29	30 Weekly Inspection ❑	31 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑

January 2017

• Attach monthly inventory worksheet(s) or printout(s) here •

Reminders—Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes No
Is tank insurance due this month?	Yes No
Is equipment testing due this month? Are most recent test results on site?	Yes No
Is all training up to date for current employees?	Yes No

Monthly Gasoline Throughput Summary

Product type	Amount delivered	Amount dispensed	Within variance?
	+	+	Y N
	+	+	Y N
	+	+	Y N
	+	+	Y N
Monthly Totals	=	=	

Monthly Inspection, Condensed Record
(perform by end of each month or 30 days apart; see page 34 for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
Release detection system (tank monitor)	Y N	Y N	Y N	
Spill buckets	Y N	Y N	Y N	
Overfill alarm	Y N	Y N	Y N	
Impressed current system (if applicable)	Y N	Y N	Y N	
Fill and monitoring probe ports	Y N	Y N	Y N	
Spill and overfill response supplies	Y N	Y N	Y N	
Dispenser hoses, nozzles and breakaways	Y N	Y N	Y N	
Dispensers and dispenser sumps	Y N	Y N	Y N	
Piping sumps (submersible)	Y N	Y N	Y N	
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended - see page 43)				
Vapor return line	Y N	Y N	Y N	
Nozzle bellows	Y N	Y N	Y N	
Nozzle faceplates/facecones	Y N	Y N	Y N	
Nozzles	Y N	Y N	Y N	
Vapor processing unit working properly	Y N	Y N	Y N	

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Weekly Inspection Record

Inspection date	Inspected by (initials)

Wisconsin Small Business Environmental Assistance Program

2016 Compliance Calendar for Gasoline Dispensing Facilities

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6 Weekly Inspection ❑	7
8	9	10	11	12	13 Weekly Inspection ❑	14
15	16	17	18	19	20 Weekly Inspection ❑	21
22	23	24	25	26	27 Weekly Inspection ❑	28
29	30	31 Monthly Inventory Totals Recorded ❑ Monthly Inspection ❑	**Need reminders of any deadlines this month? Mark this calendar!**		***Questions? Call 855-889-3021*** ***Monthly*** Inspection Checklist, page 34 ***Weekly*** Inspection Checklist, page 36	

Monthly Walkthrough & Inspection Checklist
For Underground Storage Tanks & Motor Fuel Dispensing Equipment

At least monthly, conduct basic walkthrough inspections of the facility to make sure that all essential equipment is working properly and that there are release response supplies on hand. Perform the monthly inspection on the last working day of the month.

The first section of this monthly checklist addresses the basic inspection areas applicable to all gas stations. The second section addresses inspection areas for facilities that choose to retain Stage II vapor recovery systems (monthly inspections of Stage II equipment are **optional but recommended** - see page 43).

To document walkthroughs, record the date of each monthly inspection under the month name. For each device/system inspected, mark whether it was working properly (for example, “ok”) or was defective and needed repair (for example, “not ok” or “needs repair”). Initial all entries, especially if more than one person performs inspections. Make sure to keep records of all repairs and record the dates and parts repaired/replaced on the maintenance log.

Inspection point	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inspection date												
Underground storage tanks and motor fuel dispensing equipment												
Release detection system ❑ Inspect for proper operation. Run quick “self-test” of Automatic tank gauging (ATG) to verify correct operation, or check manual dip stick for wear or warping.												
Spill buckets ❑ Ensure spill buckets are clean, empty and free of debris.												
Overfill alarm ❑ Inspect for proper operation. Make sure alarm is easily seen and heard.												
Impressed current cathodic protection system ❑ Inspect for proper operation. Check and log rectifier at least every 60 days.												
Fill and monitoring ports ❑ Inspect to make sure covers and caps are tightly sealed and locked.												
Spill and overfill response supplies ❑ Inventory emergency spill response supplies, and restock if supplies are low. Inspect supplies for deterioration and improper functioning.												

Monthly Walkthrough & Inspection Checklist (continued)

Inspection point	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inspection date												
Dispenser hoses, nozzles, and breakaways ❑ Inspect for loose fittings, deterioration, obvious signs of leakage or improper functioning.												
Dispensers and dispenser sumps ❑ Open each dispenser and inspect visible piping, fittings, and couplings for signs of leakage. If any water or product is present, remove and dispose of it properly. Remove debris from sump.												
Piping sumps ❑ Inspect visible piping, fittings and couplings for signs of leakage. If any water or product is present, remove and dispose of it properly. Remove debris from sump.												
Gasoline dispensing equipment at facilities that choose to retain Stage II vapor recovery systems (inspecting the equipment below is **optional but recommended** - see page 43)												
Vapor return line ❑ Make sure line is not crimped, flattened or blocked, and has no holes or slits. Make sure poppets work properly and seal tightly. Inspect breakaways and swivels.												
Nozzle bellows ❑ Inspect to ensure there are no holes larger than 0.25" or slits larger than 1" (if applicable).												
Nozzle faceplate or facecone ❑ Inspect to ensure it is not torn or missing more than 25 percent of its surface (if applicable).												
Nozzle ❑ Inspect to make sure it is operating property and has an automatic overfill control mechanism.												
Vapor processing unit ❑ Check for defects including leaking return line, intermittent process interruptions, low vapor pressure in return to tank line or inoperable Stage I control, e.g. pressure vacuum vent.												

Weekly Inspection Checklist

Inspection point	Inspected?	Repaired?	Repair logged on maintenance record?
Underground storage tanks and loading equipment—Stage I vapor recovery			
Spill containment buckets ❑ clean and dry; no liquid in bottom; no solid debris; vapor tight ❑ remove liquid if present	Y N	Y N	Y N
Caps and gaskets ❑ locking caps on fill and vapor tubes locked in place; gasket in place and secure	Y N	Y N	Y N
Fill tubes ❑ not damaged, bent or loose; underground storage tank (UST) fittings on product fill tubes and vapor tubes secure, in place, without damage or leaks	Y N	Y N	Y N
Pressure vacuum valves ❑ vent installed and not damaged; no vapor escape from vent tubes (visual inspection); pipes not bent, damaged or obstructed by any objects	Y N	Y N	Y N
Poppets ❑ not broken; check for tight seals	Y N	Y N	Y N
Gasoline dispensing equipment—Stage II vapor recovery (inspecting the equipment below is **optional but recommended** for facilities that choose to retain Stage II systems - see page 43)			
Pumps ❑ no signs of vapor or liquid leaks ❑ approved operating and warning labels are present and visible	Y N	Y N	Y N
Nozzles ❑ spouts not bent, worn, dented, loose or leaking; latch and trigger working properly ❑ vapor recovery holes clear and unblocked (if applicable) ❑ auto shutoffs working properly	Y N	Y N	Y N
Vapor guards, boots, facecones, faceplates and bellows (if applicable) ❑ no rips or tears; not loose from nozzle; faceplate not torn	Y N	Y N	Y N
Hoses ❑ proper length; no kinks, flat spots, tears or cuts	Y N	Y N	Y N
Breakaways ❑ secure and tight; no sign of leaks	Y N	Y N	Y N
Swivels ❑ firmly attached; move freely; no sign of leaks	Y N	Y N	Y N
Poppets (impact valve, vapor line) ❑ not broken; check for tight seals	Y N	Y N	Y N
Signs on dispensers ❑ “Do Not Top Off” and DNR phone number clearly posted on dispensers	Y N	Y N	Y N
Healy or Hasstech monitor (if applicable) ❑ check for failure or error codes	Y N	Y N	Y N

Training Logs

***ATCP 93*—**The "Operator Designations and Training Log" can help facilities meet their record keeping requirements. Use it to record the Class A, B and C operators at the facility and keep track of their training and required documentation.

***NR 420*—**If a facility chooses to retain a Stage II vapor recovery system, employee training is **optional but recommended** (see page 43 for more information). Use the Stage II log below to document training at the facility.

Keep these logs up to date, and they can serve as part of the facility's official record!

Operator Designations & Training Log (ATCP 93)

Name of employee	Class of operator	Training date	Training provider	Documentation on file?

Employee Training at Facilities That Choose to Retain Stage II Vapor Recovery Systems

(training is optional but recommended - see page 43)

Name of employee	Dates of training	Areas/subjects of training	Amount of training

Gasoline Inventory Tracking & Verification Worksheet

Month & year		Facility	
Type of product		Address	
Tank capacity		Tank number	

Date	Opening inventory (inches / gallons)		Amount delivered	Amount sold	Calculated inventory	Closing inventory	Daily variance (±)	Cumulative variance (±)	Water depth (to 1/8 inch)	Initials
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
Totals										
If using inventory control, allowable variance -->								**Meet requirements?**		Y N

Copy this worksheet as needed.

Using the Worksheet
To use this worksheet, record gasoline amounts in gallons every day for opening inventory, amount delivered into the tank, amount sold and closing inventory. When checking for water in the tank, record water depth to 1/8 inch. Initial entries for each day.

To keep track of monthly throughput and perform inventory verification, do these calculations as follows and record the amounts on the worksheet:

- Monthly total gasoline delivered or sold for this tank = sum of gasoline delivered or sold on all days during the month
- Monthly gasoline throughput = total gasoline delivered or sold during the month
- Calculated inventory = opening inventory + amount delivered – amount sold
- Daily variance = closing inventory – calculated inventory
- Monthly total variance = sum of daily variances for all days of the month
- Cumulative variance = yesterday's cumulative variance + today's daily variance
- For inventory control, allowable variance = 0.005 x monthly total gasoline sold

Inventory verification—reconcile measurements every month to determine whether:
- ✓ a leak detection method has failed
- ✓ unauthorized product mixing has occurred
- ✓ theft of product has occurred

Introduction to Vapor Recovery

Both the federal and state regulations for gasoline dispensing facilities refer to "vapor control" or "vapor recovery" as a means of reducing pollutant emissions.

What is a vapor recovery system, and how does it capture gasoline vapors?
Certified vapor recovery systems include hoses, nozzles, processors and other equipment that create a closed system which returns gasoline vapor back to the underground storage tank and then back to the truck that delivers gasoline to a station. The system and equipment are designed to capture vapor before it is released to the air. There are two phases of gasoline vapor recovery, sometimes called Stage I and Stage II.

Stage I vapor recovery—underground storage tanks and loading equipment
Stage I vapor recovery is a control method for capturing gasoline vapors that are released when gasoline is delivered to a storage tank. Instead of being released to the air, the vapors are returned to the tank truck as the storage tank is filled. From there, vapors can be transported back to the terminal vapor processor for recovery or destruction.

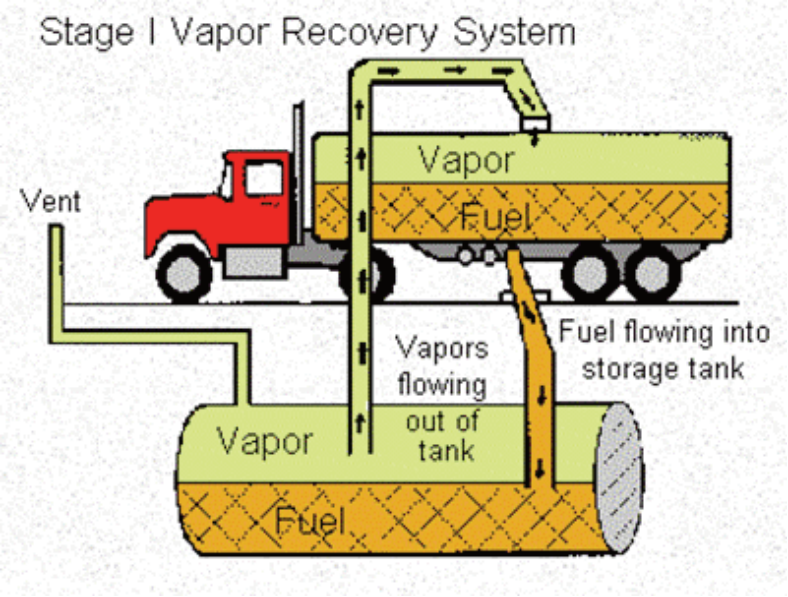
Per state regulations, Stage I vapor recovery requirements apply to gasoline dispensing facilities located in 20 Wisconsin counties (see the NR 420 factsheet on page 43).

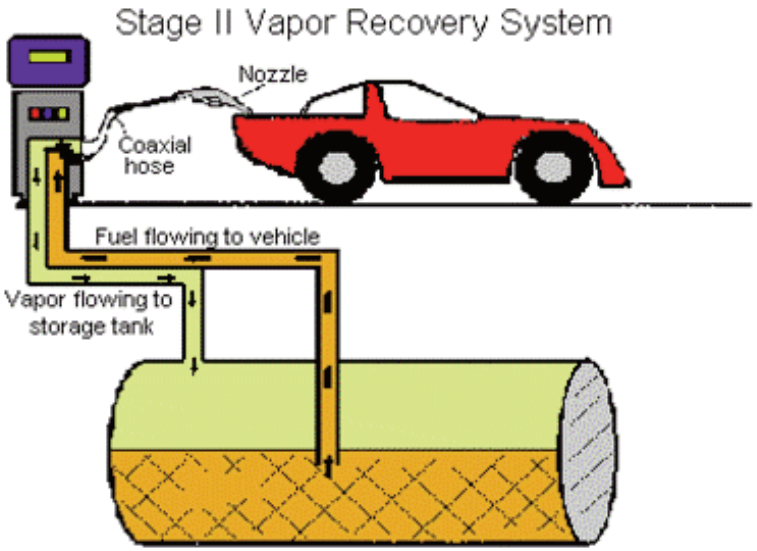
However, due to federal regulations, some facilities in other parts of Wisconsin are also required to have vapor control systems on their storage tanks. The National Emissions Standards for Hazardous Air Pollutants (NESHAP) require ***vapor balancing,*** which consists of controls similar to Wisconsin's Stage I vapor recovery requirements, at all facilities with gasoline throughput of 100,000 gallons per month or more (see the NESHAP factsheet on the following page).

Stage II vapor recovery—gasoline dispensing equipment
Stage II vapor recovery captures gasoline vapor that would otherwise escape into the air when motorists refuel their vehicles. Special dispensing nozzles fitted with vapor return lines send vapors back to the storage tank through the pump hose.

Stage II vapor recovery systems had been required at gas stations in southeastern Wisconsin for many years. However, in May 2012, a finding by the U.S. Environmental Protection Agency determined that onboard refueling vapor recovery technology is now widespread in motor vehicles, and the technology performs the same function as a Stage II system. This finding allows states, including Wisconsin, to no longer require Stage II vapor recovery. Gas stations operating Stage II systems have the option of formally decommissioning the systems (see the NR 420 factsheet on page 43).

The following factsheets contain information about each of the three rules relevant to gasoline dispensing facilities: the federal NESHAP, Wisconsin vapor recovery requirements and Wisconsin storage tank regulations.





National Emission Standards for Hazardous Air Pollutants from Gasoline Dispensing Facilities (40 CFR part 63, subpart CCCCCC)

This U.S. Environmental Protection Agency (U.S. EPA) rule regulates vapor control during the filling of gasoline storage tanks at gas stations and other gasoline dispensing facilities. The agency published the NESHAP for gasoline dispensing facilities on January 10, 2008 and subsequently amended the rule on January 24, 2011.

U.S. EPA estimated that implementing the rule would reduce emissions of volatile organic compounds (VOCs) by 100,000 tons per year and emissions of hazardous air pollutants (HAPs) by 5,000 tons per year. This includes a reduction of 175 tons of benzene, one of the more toxic compounds in gasoline vapor.

Who is affected?
The rule affects "area sources," which are all gasoline dispensing facilities that emit less than 10 tons per year of a single hazardous air pollutant (HAP) or less than 25 tons per year of any combination of HAPs. Most gas stations fall into this group.

The rule applies to all stationary facilities that dispense gasoline into the fuel tanks of motor vehicles, boats, lawn and landscaping equipment, generators and other gasoline-fueled engines. The rule specifically applies to gasoline dispensing, and the U.S. EPA's definition of gasoline does ***not*** include diesel fuel. See the *Definitions* section on page 56 for more information about gasoline and gasoline dispensing facilities.

When are the compliance deadlines?
Compliance deadlines for existing facilities have passed. New or reconstructed facilities should comply upon startup.

Existing facilities that become subject to control requirements because their gasoline throughput increases must comply within three years.

What are the required controls and management practices?
The type of vapor control required depends on the monthly gasoline throughput of the facility. U.S. EPA has a specific definition of "throughput" and how to calculate it. See the *Definitions* section of this calendar for more information (check the entry under "monthly throughput" on page 56).

Note: If a facility's throughput ever crosses a regulatory threshold, the facility remains subject to the requirements for that level even if throughput later drops below the threshold.

The table on the next page summarizes the specific requirements for gas stations at each throughput level.

What compliance testing and monitoring is required?
The testing requirement applies to facilities with throughput of 100,000 gallons of gasoline per month or more—that is, the facilities required to use vapor control systems. See the table on the next page for specific information about the testing requirement. The rule specifies the approved testing methods that can be used to meet this requirement (section 63.11120).

What are the record keeping and notification requirements?
Record keeping and notification required by this rule depends on the amount of gasoline dispensed at the facility. Refer to the table on the next page for the specific requirements.

All records required by this rule must be kept at the facility for five years. This includes records for monthly gasoline throughput. ***Use this calendar and save it to help meet the record keeping obligations!***

For more information, contact:
Charles Hall at U.S. EPA's Region 5 office in Chicago is the contact for the federal NESHAP for gasoline facilities in Wisconsin He can be reached at 312-353-3443 or ***hall.charles@epa.gov***.

Additional information is available at ***dnr.wi.gov***. Search "gasoline dispensing" and refer to the National Emission Standards section of the gasoline dispensing web page.

Where should notifications & test results be sent?

All required notifications should be sent to U.S. EPA's Region 5 office:

U.S. EPA Region 5
Compliance Tracker AE-17J
77 W. Jackson Blvd.
Chicago, IL 60604

A copy of each notification should be sent to DNR:

MACT Notifications
WDNR Air Program AM/7
PO Box 7921
Madison, WI 53707-7921

Summary of U.S. EPA's Emission Standard for HAPs at Gasoline Dispensing Facilities (40 CFR part 63, subpart CCCCCC)		
If throughput is…	**Required actions**	**Required record keeping and/or reporting**
less than 10,000 gallons per month	Use the following **good management practices** to handle gasoline in a manner that avoids vapor releases to the atmosphere for extended periods of time: 1. Minimize spills 2. Clean up spills expeditiously 3. Cover gasoline containers and storage tank fill pipes with gasketed seals 4. Minimize gasoline sent to open waste collection systems	Track monthly gasoline throughput. Demonstrate that gasoline throughput is less than 10,000 gallons per month within 24 hours of request by U.S. EPA or Wisconsin DNR. Facilities are not required to submit any notifications to U.S. EPA or DNR.
10,000 gallons per month or more, if tanks are less than 250 gallons capacity	Only requirements 1-4 above apply.	Requirements above apply.
10,000 gallons per month or more, if tanks are at least 250 gallons capacity	Requirements 1-4 above apply, plus: 5. Load gasoline into storage tanks using **submerged filling**. Discharge must be no more than the following distances from bottom of tank: a) 12 inches for pipes installed on or before November 9, 2006 b) 6 inches for pipes installed after November 9, 2006	1. New or reconstructed facilities: submit **"Initial Notification"** indicating that they are subject to the requirements of the rule within 15 days. Existing facilities: the deadline for submitting the initial notification has passed. 2. Submit **"Notification of Compliance Status"** certifying that the facility has complied with the rule requirements by the applicable date (see "When are compliance deadlines" on page 40)**.** Sample compliance notification forms are available at ***dnr.wi.gov*** (search "gasoline dispensing" and refer to the National Emission Standards section of the gasoline dispensing web page). See the text box on **page 40** for information about where to send notifications.
100,000 gallons per month or more, if tanks are: • less than 250 gallons capacity, if constructed after Jan 10, 2008 • less than 2,000 gallons capacity, if constructed before Jan 10, 2008 • equipped with floating roofs	Requirements 1-5 above apply.	Requirements 1-2 above apply.

Summary of U.S. EPA's Emission Standard for HAPs at Gasoline Dispensing Facilities (continued)		
If throughput is…	**Required actions**	**Required record keeping and/or reporting**
100,000 gallons per month or more	Requirements 1-5 above apply. In addition, new and reconstructed gasoline dispensing facilities must install a **vapor balance system** upon startup. (Vapor balance systems collect vapors released when a storage tank is loaded and route them back into the tank truck.) The vapor balance system must meet **one** of the requirements below (6-7):	
	6. Operate a vapor balance system on storage tanks that meets the following management practices: a) equip connections and lines with closures that seal when disconnected b) vapor-tight line from storage tank to cargo tank c) cargo tank pressure remains below specified settings d) adaptors and connectors designed to prevent over-tight/loose fittings during delivery e) if gauge well used, gauge well provided with submerged drop tube extending specified distance from tank bottom (see item 5 above) f) use vapor-tight caps for liquid fill connections g) install pressure/vacuum vent valves on tank vent pipes to meet specified requirements, and test initially and every three years h) vapor balance system must meet specified static pressure; performance test initially and every three years i) for new or reconstructed facilities or new tanks installed at existing facilities, use dual-point (no coaxial) vapor balance systems	Requirements 1-2 above apply, plus: 3. Keep records of pressure tests. The tests are required at the time of installation and every three years thereafter, to determine the leak rate and cracking pressure of pressure/vacuum vent valves installed on gasoline storage tanks. Some owners or operators, depending on which vapor balance option is used, must also conduct a static pressure test on gasoline storage tanks. ***Notification of performance testing is due 60 days before testing, and test results are due 180 days after testing***. See the text box on **page 40** for information about where to send notifications and test results.
	7. Operate a vapor balance system demonstrated to achieve a reduction of 95 percent or better.	Requirements 1, 2 and 3 above apply, plus: 4. Conduct initial performance test to demonstrate that vapor balance system achieves 95 percent reduction. ***Test notification is due 60 days before testing, and test results are due 180 days after testing***. See the text box on **page 40** for information about where to send notifications and test results.

Wisconsin's Regulation for Control of Organic Compound Emissions from Petroleum and Gasoline Sources (ch. NR 420, Wis. Adm. Code)

The federal Clean Air Act requires states to minimize and control air pollution. Measures to control air emissions are specifically required in areas that have not met federal ambient air quality standards, and Wisconsin contains some of these areas. The Wisconsin Department of Natural Resources (DNR) administers Chapter NR 420 of the Wisconsin Administrative Code to control vapors that can be released during the filling of gasoline storage tanks, and formerly, to control vapors that can be released during motor vehicle refueling. The volatile organic compounds in these vapors contribute to ground level ozone. NR 420 applies to gasoline dispensing facilities and delivery vessels used to bring gasoline to these facilities.

NR 420 regulates the control of gasoline vapors through Stage I vapor recovery requirements. The rule also includes provisions for Stage II vapor recovery, but these requirements no longer apply. For more information about Stage I and Stage II systems, see page 39.

Who is affected by this rule?

Stage I vapor recovery requirements affect gasoline dispensing facilities located in these 20 Wisconsin counties:

- Brown
- Calumet
- Dane
- Dodge
- Door
- Fond du Lac
- Jefferson
- Kenosha
- Kewaunee
- Manitowoc
- Milwaukee
- Outagamie
- Ozaukee
- Racine
- Rock
- Sheboygan
- Walworth
- Washington
- Waukesha
- Winnebago

The Stage I requirements apply to facilities in the above counties that have storage tanks with a capacity of:

- more than 2,000 gallons if installed on or before August 1, 1979
- more than 575 gallons if installed after August 1, 1979

Stage II vapor recovery requirements historically applied to gasoline dispensing facilities located in these nine Wisconsin counties:

- Kenosha
- Kewaunee
- Manitowoc
- Milwaukee
- Ozaukee
- Racine
- Sheboygan
- Washington
- Waukesha

However, these facilities now have the option of decommissioning their Stage II systems. Facilities in these counties that dispense more than 10,000 gallons of gasoline per month (or more than 50,000 gallons per month for qualified independent small business marketers) were required to maintain Stage II vapor recovery systems.

The sections below provide brief summaries of the Stage I requirements and the Stage II decommissioning option.

What are the rule's requirements for filling gasoline storage tanks (Stage I)?

The Stage I vapor recovery requirements are contained in s. NR 420.04(3), *Wis. Adm. Code.* For gasoline dispensing facilities in the 20 counties subject to the Stage I requirements, gasoline must be transferred from delivery vessels into storage tanks using:

- a submerged fill pipe on the storage tank
- a vapor control system

Vapor Control System—The vapor control system should include at least one of the following:

- a vapor balance system with a vapor-tight vapor return line from storage tank to delivery vessel
- a refrigeration-condensation system capable of recovering at least 90 percent by weight of organic compounds in the displaced vapor, or equally effective alternative control method approved by DNR

Wisconsin's Regulation for Control of Organic Compound Emissions from Petroleum and Gasoline Sources (continued)

***Vapor Control Equipment Installation and Maintenance*—**All control equipment must be installed to meet the rule's requirements. Worn out or malfunctioning equipment must be repaired, replaced or modified. Keep records of all repairs.

***Operation and Maintenance Instructions*—**The facility owner must provide written instructions to the facility operator describing necessary operating and maintenance procedures and procedures for prompt notification of the owner in case of any malfunction of the control system.

Please refer to the official rule language for complete requirements.

Are Stage II vapor recovery systems still required?

No, facilities are no longer required to operate and maintain Stage II systems due to a change in state law (s. 285.31(5), *Wis. Stats.*). The law terminates the Stage II requirements outlined in NR 420 once they are waived at the federal level. U.S. EPA approved the removal of Wisconsin's Stage II requirements in November 2013 as an amendment to the State Implementation Plan (SIP). While DNR no longer regulates Stage II systems, DATCP expects that facilities follow proper decommissioning procedures if they do decide to remove or decommission their systems.

DATCP Stage II Decommissioning Procedure*—**The appropriate procedure for decommissioning can be found in PEI Manual 300-09, Section 14. Facilities should submit **a formal notification, completed decommissioning checklist and test report** to DATCP within **15 business days** of decommissioning (i.e., within 15 days of the final pressure decay test). The contractor completing the work must certify that the appropriate decommissioning procedure was followed by signing the notification form. The notification form and checklist are available online at ***datcp.wi.gov/uploads/Consumer/pdf/10903%20Stage%20II%20Decommissioned%20Notification.pdf (or visit ***datcp.wi.gov*** and search "TR-WM-122" formerly ERS-10903). A sample decommissioning checklist is available on page 47 of this document.

For additional information about vapor recovery requirements and Stage II decommissioning...

- Contact the Gasoline Vapor Recovery staff members listed on the DNR's Air Management Program contacts web page (visit ***dnr.wi.gov*** and search "air contacts").
- Visit the Small Business Environmental Assistance Program web page for gasoline dispensing facilities at ***dnr.wi.gov*** (search "gasoline dispensing"). The page includes a decommissioning factsheet and Q&A found under the Stage II section.

Facilities are no longer required to notify DNR of the date and time of the final decommissioning test, and DNR no longer needs to witness the test.

***Stage II System Maintenance*—**Facilities that choose to retain their Stage II systems must maintain and operate them in accordance with s. ATCP 93.230 (10), *Wis. Adm. Code*. DNR also recommends that facilities that have not decommissioned their Stage II systems maintain them according to the original requirements contained in s. NR 420.045, *Wis. Adm. Code*.

What are the remaining requirements for facilities in the Stage II counties?

***Storage Tank Vent Pipes*—**Facilities in the former Stage II counties with a total storage tank capacity of 2,000 gallons or more are still required to have vapor controls on storage tank vent pipes. Section NR 420.035, *Wis. Adm. Code* requires:

- installing a pressure vacuum valve on the gasoline storage tank vent pipe
- the pressure vacuum valve be certified by the California Air Resources Board (CARB) and maintained in good working order

Wisconsin's Regulation for Control of Organic Compound Emissions from Petroleum and Gasoline Sources (continued)

What are the best management practices for facilities that choose to retain Stage II systems?

***Vapor Recovery System Requirements*—**DNR recommends that the vapor recovery system meet the following conditions:

- the type of vapor recovery system is certified by the California Air Resources Board to achieve 95 percent vapor recovery
- the system uses only coaxial hoses
- the system does not use remote check valves
- the system has been tested according to the rule's compliance testing requirements and the tests demonstrate that the system functions properly

***System Operation Requirements*—**DNR recommends maintaining the vapor recovery system so that it is free of defects.

***Weekly Inspections for Equipment Maintenance*—**DNR recommends weekly equipment inspections to ensure that the equipment is working properly. The inspections should include these areas:

- a visual inspection to ensure that flow shutoffs are working properly
- inspection of all boots, hoses, facecones and faceplates for tears or rips
- a visual inspection of all dispensing equipment for any gasoline leaks
- inspection of all delivery nozzles for tightness and bends which may impede vapor recovery

This calendar contains a **Weekly Inspection Checklist on page 36** to facilitate the inspections. The "Weekly Inspection Record" on each month's calendar page can be used to keep a log of facility inspections.

***Employee Training*—**DNR recommends that owner-operators of facilities operating Stage II vapor recovery systems ensure that at least one employee receives training in system operation and maintenance. See s. NR 420.045(5), *Wis. Adm. Code* for more information about the recommended training topics.

If the only trained employee at a facility terminates employment, a new employee should receive training within 45 days. If the type of vapor recovery system at the facility changes, an employee should receive training before startup of the new system.

The calendar contains an **Employee Training Log on page 37** to help keep training records.

***Posting Signs on Gasoline Dispensers*—**DNR recommends that facilities post clear instructions on gasoline dispensers showing:

- how to operate the vapor recovery system
- a warning not to top off fuel tanks
- the phone number for DNR in case of questions about the vapor recovery equipment

***Annual System Testing*—**The requirement for annual testing of Stage II vapor recovery systems in s. NR 420.045(7), *Wis. Adm. Code* is no longer applicable, but testing is recommended by DNR as a best management practice. DNR will no longer schedule or witness any annual testing. Refer to NR 420.045(7) for more information about the recommended testing.

What are the record keeping requirements in NR 420?

Gasoline dispensing facilities subject to the NR 420 vapor recovery requirements also have record keeping requirements. Records must be kept at the facility for a minimum of three years, but should be kept for five years to comply with the more stringent federal regulations. The following records should be maintained:

- all permits or approvals that are necessary for operating the facility or the vapor recovery system
- the amount of gasoline dispensed at the facility on a monthly basis (see the *Definitions* section on page 56 under the entry for "monthly throughput" for more information about DNR's method for calculating throughput)
- an inspection and maintenance log that includes the name of the person conducting the inspection, the inspection date, a record of any defective part(s), the repair date and manufacturer's part number
- Not required, but considered a best management practice—a permanent

Wisconsin's Regulation for Control of Organic Compound Emissions from Petroleum and Gasoline Sources (continued)

record of employee training that includes the name of the employee(s) who received training, dates of the training, amount of time (hours) spent in training and a list of the subject areas addressed

This calendar provides space to help facilities keep track of their gasoline throughput, equipment inspections, repairs and maintenance, and employee training. ***Use this calendar to help meet record keeping obligations!***

What other regulations apply? What if the facility is located outside the designated counties?

Some gasoline dispensing facilities may also fall under Wisconsin's Control of Hazardous Pollutants rule (ch. NR 445, *Wis. Adm. Code*).

NR 445 exemption levels
The following facilities are exempt from NR 445 requirements:

- facilities with Stage I vapor recovery that dispense less than 2 million gallons of gasoline per year
- facilities without Stage I vapor recovery that dispense less than 1.25 million gallons of gasoline per year

Facilities with throughput under these levels should keep monthly records to demonstrate that they are exempt.

Non-exempt facilities must meet NR 445 emissions standards for hazardous air pollutants, specifically benzene. The DNR has determined that facilities that currently dispense less than 4.7 million gallons of gasoline per year are compliant with the standards. These facilities must certify that throughput will remain below 4.7 million gallons in any 12 consecutive months by submitting a notification form to the DNR. A sample form is available at ***dnr.wi.gov*** (search "gasoline dispensing" and scroll to the NR 445 section of the gasoline dispensing web page).

Facilities dispensing more than 4.7 milion gallons per year must install vapor controls that meet Lowest Achievable Emission Rate (LAER) technology standards. A facility that anticipates an annual throughput greater than 4.7 million gallons must propose appropriate LAER controls for DNR approval. Contact the Air Toxics staff member listed on the Air Management Program contacts web page (visit ***dnr.wi.gov*** and search "air contacts").

For more information about NR 445 requirements...

- Contact the Air Toxics staff member listed on the DNR's Air Management Program contacts webpage (visit ***dnr.wi.gov*** and search "air contacts").
- Refer to the DNR factsheet "Wisconsin HAPs Rule Requirements for Gasoline Dispensing Facilities" at ***dnr.wi.gov*** (search "gasoline dispensing" and scroll to the NR 445 section of the gasoline dispensing page).

Stage II Decommissioning Checklist

For reference only. The official notification form and checklist are available at ***datcp.wi.gov*** (search "TR-WM-122" formerly ERS-10903). **Make sure to follow DATCP's Stage II decommissioning procedure as described on page 44 of this calendar.**

Note: Technician is expected to follow manufacturer's decommissioning instructions where they exist.

PEI 300-09 Reference	Decommissioning Activity	Completed
14.6.1	Initiate safety procedures.	Y N/A
14.6.2	Relieve pressure in tank ullage.	Y N/A
14.6.3	Drain and purge Stage II system of liquid and vapors. Piping: ❑ Disabled/plugged in place ❑ Removed	Y N/A
14.6.4/14.6.5	Disconnect all vapor and processing units. Pump: ❑ Disabled ❑ Removed	Y N/A
14.6.4	Disconnect all electrical components of the Stage II system so that no electrical hazards are created.	Y N/A
14.6.4	Reprogram the dispenser to reflect that Stage II vapor recovery is no longer in service. ❑ Electronics ❑ Program software	Y N/A
14.6.6	Securely seal off the below-grade vapor piping at the height below the level of the base of the dispenser.	Y N/A
14.6.7	Securely seal off the below-grade vapor piping at the tank end if it is accessible.	Y N/A
14.6.8	Securely seal the vapor piping inside the dispenser cabinet.	Y N/A
14.6.9	Replace [all] Stage II hanging hardware with conventional hanging hardware.	Y N/A
14.6.10	Install appropriate pressure / vacuum vent valve(s).	Y N/A
14.6.11	Remove any Stage II instructions from the dispenser cabinet.	Y N/A
14.6.12	Conduct a pressure decay test to verify fittings are tight. Conduct a tie-tank test to verify vents are still functional. **Attach test reports**.	Y N/A
14.6.13	Verify that the visible components of the storage tank/dispensing system are left in a condition that will reliably prevent the release of any vapors or liquids from any component of the storage tank/dispensing system.	Y N/A
14.6.13	Restore the facility to operating status.	Y N/A

Wisconsin's Flammable, Combustible and Hazardous Liquids Rule (ch. ATCP 93, Wis. Adm. Code)

The Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) Weights & Measures Bureau regulates the storage of flammable, combustible and hazardous liquids through chapter ATCP 93 of the Wisconsin Administrative Code. This regulation protects the safety and health of the public and encompasses fire safety, life safety and environmental safety aspects for flammable, combustible and hazardous liquids, including registration requirements for tanks that contain these liquids.

This calendar focuses on the rule's requirements specifically for ***underground storage tanks (USTs) at gasoline dispensing facilities*** (including gas stations). If the facility may be affected, be sure to read the full rule. More detailed information on this rule is available on the Hazardous Materials Storage Tanks web page at ***datcp.wi.gov*** (search "storage tanks").

This section of the calendar highlights specific parts of ATCP 93, including record keeping, reporting, leak detection, inventory verification, change of ownership, financial responsibility and training requirements. The summary outlined here can assist in complying with the UST requirements in the rule but should not be used solely to interpret the rule.

Does ATCP 93 affect my business?

If the facility stores, handles and/or transports flammable, combustible and hazardous liquids, it is affected by this rule. In addition, owners/operators of 60 gallon and larger underground storage tanks and/or 110 gallon and larger aboveground storage tanks are regulated under ATCP 93. This includes any business that sells gasoline or other liquid motor fuel for use in any type of internal combustion engine.

How can this calendar help me comply with the regulation?

This calendar can help facilities meet many of the leak detection and record keeping requirements in ATCP 93. Forms for other reports and permit requirements may be obtained from the Weights & Measures Bureau.

Leak Detection Requirements

"Leak detection" refers to identifying whether a regulated substance has been discharged from a storage tank system into the environment or into the interstitial space between the storage tank system and its secondary barrier or secondary containment around it. The definition includes checking for leaks at least every 30 days. Owners/operators should maintain all records verifying leak detection efforts.

What are the requirements for detecting leaks?

All new and existing underground tank systems used to store regulated substances need to have a method of leak detection. This includes:

- equipment for measuring product levels that is used for manual tank gauging
- automatic tank gauging equipment
- interstitial monitoring equipment
- sensors used to detect leaks in tanks, lines or sumps

To maintain the effectiveness and accuracy of the leak detection equipment, annual verification and calibration of the leak detection equipment is required. Use the Annual Underground Tank System Functionality Verification form [TR-WM-139 (previously ERS-10778)] for annual monitoring equipment certification. This form should be kept on site. You can access the form online at ***datcp.wi.gov*** (search "ERS-10778" or "TR-WM-139").

Are there different leak detection methods than can be used?

ATCP 93 identifies the acceptable leak detection methods. Tanks should be monitored at least every 30 days for leaks using one of the following methods:

- Inventory control (tanks less than 10 years old)
- Manual tank gauging (tanks with a capacity of more than 2,000 gallons may not use manual tank gauging as a method of required leak detection)
- Precision tightness testing
- Automatic tank gauging
- Statistical inventory reconciliation
- Interstitial monitoring

What are the leak detection requirements for piping?

Pressurized piping

Underground piping that conveys regulated substances under pressure should

Wisconsin's Flammable, Combustible and Hazardous Liquids Rule (continued)

comply with the following requirements unless all of the piping is visible:

- The system should be equipped with an automatic line leak detector.
- Single-wall piping systems should have at least one of the following leak detection methods:
  - ❑ an annual precision tightness test
  - ❑ monthly monitoring to the 0.2 gallon per hour rate
  - ❑ statistical inventory reconciliation (SIR), in conjunction with tank SIR
- Double-wall piping systems should use at least one of the following leak detection methods:
  - ❑ an annual precision tightness test
  - ❑ monthly monitoring to the 0.2 gallon per hour rate
  - ❑ statistical inventory reconciliation (SIR), in conjunction with tank SIR
  - ❑ continuous interstitial monitoring
- If a passing test using monthly monitoring is not achieved for two consecutive months, perform a precision tightness test within 10 business days. If the piping fails to pass that test, assess the site for the presence of a release.

Suction piping

- Piping that conveys regulated substances under suction and that is not entirely visible should use one of the following leak detection methods:
  - ❑ a precision tightness test conducted at least every three years
  - ❑ interstitial monitoring
- Leak detection may be omitted for suction piping that meets all of the following requirements:
  - ❑ The below-grade piping operates at less than atmospheric pressure.
  - ❑ The below-grade piping is sloped so that the contents of the pipe will drain back into the storage tank if the suction is released.
  - ❑ Only one check valve is included in each suction line.
  - ❑ The check valve is visibly located directly below and as close as practical to the suction pump.
  - ❑ A method is provided that allows compliance to be readily determined.

Inventory control as leak detection

Tank systems may use monthly inventory control as leak detection if the tank is ten years old or less, has a tightness test done at startup and every five years after installation until the tank is ten years old, and has corrosion protection. Piping connected to a tank using inventory control should comply with one of the following:

- pressurized piping should have leak detection
- suction piping should have leak detection

Leak detection methodology via groundwater monitoring and vapor monitoring is now restricted. Vapor and groundwater monitoring methods that were in place prior to February 1, 2009 will be allowed to continue until the equipment is not functioning as it should or the operator falls out of compliance with the respective methodology requirements.

More details on the leak detection requirements are contained in s. ATCP 93.510, *Wis. Adm. Code.*

Record keeping Requirements

What are the record keeping requirements for underground storage tanks and piping?

Operators of new and existing UST systems should maintain all of the following records:

- Documentation of any system repairs, alterations or upgrades, including software and hardware upgrades, and any inspections required by this rule
- Documentation demonstrating conformance with leak detection requirements and the manner in which these claims have been justified or tested by the equipment manufacturer and certified installer, including all of the following:
  - ❑ Information pertaining to the leak detection system, including the material approval that was valid when the system was installed; operator manual; warranty; and documentation verifying that the equipment has been installed, programmed and tested to perform as required by the rule
  - ❑ Testing results obtained from leak detection equipment, as retained from the equipment's printer or a hand-written log kept on site
  - ❑ Documentation maintained for all calibration, inspection, monitoring, testing, repair and annual performance verification of leak detection

Wisconsin's Flammable, Combustible and Hazardous Liquids Rule (continued)

equipment permanently located on site (Underground Tank System Functionality Verification form, available at ***datcp.wi.gov*** — search "ERS-10778" or "TR-WM-139")

- Response to and investigation of leak detection alarms
- Documentation maintained for all calibration, inspection, monitoring, testing, repair and periodic performance verification of any corrosion protection equipment permanently located on site
- Analysis from a corrosion expert of site corrosion potential if corrosion protection equipment is not used
- Records of any environmental information that has accrued for a site, such as from site inspections or investigations, phase I or II environmental site assessments, repairs, or tank system site assessments responding to leaks, spills, overfills, releases and tank closures
- Documentation of product inventory verification
- Results of functional testing of impact and emergency shut-off valves
- Electrical continuity testing for dispensers of motor fuels that are Class I liquids
- One set of stamped, approved plans and specifications and a copy of the approval letter

Record Availability

What should a facility do with its records?

- Maintain the required records at the site.
- For unattended sites, make the records available for inspection at the site when given 72 hours prior notice.
- The approved plans, specifications and approval letter should be kept on site and available to DATCP during all phases of installation. After installation is completed, the approved plans, specifications and approval letter should be made available to DATCP upon request.
- Records may be kept electronically, provided they are in a format acceptable to the department.

How long must records be kept?
Although it is suggested that facilities maintain all of the UST records for the life of the facility, the following periods are specifically required by this rule.

Records that storage tank inspectors may request:

- Corrosion protection tests— sacrificial anode or impressed current (IC includes 60-day log)
- Line tests
- Tank tests
- Flow restrictors
- Internal inspections
- Equipment calibration [formTR-WM-139 (formerly ERS-10778), UST Functionality Verification]
- Alarm history (includes how the person responsible responded)
- Impact valves
- Continuity tests
- Inventory verification
- Monthly inspection records

Records should be maintained for the specified periods from the date of the most recent test, inspection or upgrade:

- Monthly leak detection monitoring — one year
- Annual precision tightness testing — one year
- Periodic precision tightness testing in association with inventory control — until the next test is conducted
- Impressed current corrosion protection system, 60-day inspection — the previous three inspections
- Corrosion protection system, annual test — the previous three tests
- Internal inspection associated with underground tank lining — ten years
- Annual performance verification of leak detection equipment and flow restrictor — two years
- Results of functional testing of impact and emergency shut-off valves and electrical continuity testing for dispensers — two years
- Owner's manual provided by the leak detection equipment manufacturer — until the leak detection system is replaced or no longer used
- Any tank or pipe system modification or repair — life of the system
- Inspection records — three years or the interval between required inspections, whichever is longer

Wisconsin's Flammable, Combustible and Hazardous Liquids Rule (continued)

- Tank-system site assessments and other environmental assessments, such as assessments for property transactions — three years after completion of any permanent closure, upgrade, repair or change in service; keep these records at one of the following locations:
  - ❑ with the owner or operator who took the UST system out of service
  - ❑ with the current operator of the UST system site
  - ❑ with the department if records cannot be maintained at the closed facility
- Leak detection alarm investigation — two years
- Product inventory verification — ten years
- One set of stamped, approved plans and specifications and a copy of the approval letter — life of the system

Note: All leak detection records should be retained. The documentation could be helpful to exclude the site as a possible source of contamination later on.

Do facilities need to keep records showing they have petroleum products in their storage tanks?
Yes, if a petroleum product is stored, the facility must to keep records demonstrating this. Petroleum products include, but are not limited to, gasoline, gasoline-alcohol fuel blends, kerosene, fuel oil, burner oil and diesel fuel oil.

What are the requirements for verifying and maintaining delivered petroleum products?
To verify and maintain the integrity of delivered products, conduct product inventory verification monthly for the life of the tank system, and also reconcile on a monthly basis, in the following manner:

- Inventory volume measurements for regulated substance inputs, withdrawals and the amount still remaining in the tank are recorded each operating day.
- The equipment used is capable of measuring the level of product over the full range of the tank's height, to the nearest one-eighth of an inch.
- The regulated substance inputs are reconciled with delivery receipts by measurement of the tank inventory volume before and after delivery. Where blend pumps are used, reconciliation may address all tanks as a group.
- Product dispensing is metered and recorded according to requirements.

Annual Tank Permits — Renewal Checklist

Take care to include all the required documentation when sending in an application for a permit renewal. ***Use this checklist to ensure a complete application!***

- ❑ Proof of financial responsibility (certificate of insurance and site schedule)
- ❑ Affidavit of financial responsibility, signed and notarized
- ❑ Details of leak detection method(s) used
  - ♦ tank monitoring
  - ♦ line monitoring
  - ♦ annual corrosion protection test results
  - ♦ annual leak detector test results
- ❑ Copies of monthly monitoring and annual testing results
- ❑ Corrections to any ownership or contact information that has changed
- ❑ If ownership has changed, include the change of ownership form and a copy of the deed
- ❑ ***Sign and date the application***

- The measurement of any water level in the bottom of the tank is made to the nearest one-eighth of an inch at least once a month.

Reconciliation must be used to determine if a leak detection method failed or an unauthorized product mixing occurred.

Spill and Overfill Prevention and Response

What are the requirements to prevent overfilling of storage tanks?
Prior to delivery, the operator of the fuel delivery equipment that is transferring the product should ensure that the volume available in the tank is greater than the volume of product to be transferred to the tank. The transfer operation should be monitored constantly by the operator of the delivery equipment so as to prevent overfilling and spilling. Fuel delivery persons should immediately inform the owner or operator of any overfilling or spilling which occurs during delivery. The owner/operator of a retail fueling station should monitor the delivery procedure.

Wisconsin's Flammable, Combustible and Hazardous Liquids Rule (continued)

Spill Reporting Requirements and Procedures

Some aspects of spill response, especially spill reporting, are governed by requirements in other state and federal regulations. This is a brief summary of those requirements.

When must a spill be reported?
Many spills need to be reported to the Wisconsin DNR. Wisconsin statutes do allow *de minimis* exemptions for small quantity spills that meet certain criteria. Both the characteristics of the spill and amount of spilled substances are considered when determining reporting requirements.

The de minimis exemption for petroleum compounds applies **only** when the discharged substance:

- has evaporated or been cleaned up in accordance with state law
- does not adversely impact or threaten to adversely impact the air, lands and waters of the state as a single discharge, or when accumulated with past discharges
- does not cause or threaten to cause chronic/acute human health impacts
- does not present or threaten to present a fire, explosion or other safety hazard

Petroleum discharges do not require notifying DNR if the spill meets the *de minimis* conditions above and the quantity spilled is:

- gasoline or another petroleum product that is completely contained on an impervious surface
- less than one gallon of gasoline onto a pervious surface or running off an impervious surface
- less than five gallons of other petroleum products onto a pervious surface or running off an impervious surface

Any spill with quantities less than the amounts mentioned above and that meets the *de minimis* conditions is exempt from requirements to report to DNR. However, Weights & Measures petroleum systems inspectors can still report spills if they see staining under dispensers because the spill has not been cleaned up, so it is important to have good housekeeping and spill prevention measures in place.

If a spill is not exempt, report the spill to **Wisconsin's spills hotline at 800-943-0003**. This is a 24 hour per day, 7 day per week phone number. The owner and operator are responsible for reporting.

Penalties exist for failing to provide notice of reportable spills. Therefore, if in doubt about the quantity spilled, reporting is recommended. For more information about spills, visit DNR's website at ***dnr.wi.gov*** (search "spills").

Is additional reporting required?
Certain spills trigger the federal Emergency Release Notification requirements in section 304 of the Emergency Planning and Community Right-to-Know Act. The Department of Energy's Office of Health, Safety & Security has an online Reportable Quantities (RQ) Calculator at ***homer.ornl.gov/rq/*** to check reportable quantities and evaluate whether a release must be reported to the National Response Center.

Who is the contact if additional reporting is required?
To report a spill that exceeds reportable quantities of federally listed hazardous substance(s), make the following three telephone calls:

- Wisconsin Spills Hotline, 800-943-0003 (same as above)
- National Response Center, 800-424-8802
- Local Emergency Planning Committee (LEPC) at your county Emergency Management Office (each county in Wisconsin has one)

What are the equipment requirements?
All UST systems, whether new or existing, must have a liquid-tight containment system or spill bucket with a minimum capacity of five gallons.

The liquid-tight containment sump or spill bucket must be equipped with either a push-to-drain system that directs the spill into the tank or a mechanism to pump product out of the sump.

In addition, all new and existing UST systems must be equipped with storage tank overfill prevention equipment. The regulation requires dual overfill protection equipment that will:

Wisconsin's Flammable, Combustible and Hazardous Liquids Rule (continued)

- alert the transfer operator when the tank is no more than 90 percent full, by restricting the flow into the tank or triggering a high-level alarm
- automatically shut off flow when the tank is no more than 95 percent full

The deadline for existing tank systems to comply with this requirement was February 1, 2011; new systems must comply upon startup. More information on these requirements can be found in s. ATCP 93.505, *Wis. Adm. Code.*

Note that retrofit equipment is available that complies with these requirements and can be installed in a tank without removing pavement.

Pipe connections at the top of the tank and beneath pumps and dispensers must be in ***secondary containment by December 31, 2020*** (s. ATCP 93.500(5), *Wis. Adm. Code*; the original deadline was 2014 but has since been revised).

What is required if a facility experiences a gasoline spill?
Immediately upon discovery of any evidence of a leak from a tank system or dispensing system, the owner or operator should take all measures necessary to stop the leak, mitigate fire and explosion hazards, and prevent releases of any free product into the environment. The facility also may be required to report the spill to the Wisconsin Department of Natural Resources (DNR). See the section on spill reporting on the previous page for more information.

Annual Permit to Operate

What are the permit requirements for underground storage tanks?
All new and existing underground storage tanks must have a ***permit to operate*** issued by DATCP. A permit is required for each UST. Each permit to operate must be posted at the facility where the tank is located, and the permit should be visible to the public.

Permits are issued annually, and there is no fee. Permits expire yearly on the 28th day of the month specified in the initial permit (except the permit also expires when a tank changes ownership). The Bureau of Weights & Measures storage tanks program sends out a renewal notice and new permit application before the existing permit expires.

To renew a permit, the tank owner should complete the permit application and return it to DATCP. Remember to include any required documentation with the application, including proof of financial responsibility (such as certificate of insurance) and the affidavit of financial responsibility. A facility may also be asked to provide copies of equipment monitoring records and testing results. Use the permit renewal checklist on page 51 to help you remember the documentation needed for your application.

Ownership and Insurance Information

What are the requirements for a change of ownership?
An individual or company taking ownership of property with a storage tank must notify DATCP of the change of ownership, including updated registration information and a permit application, within 15 business days of completing the real estate transaction. All records that have been retained should be transferred to the new owner or operator.

What are the financial responsibility requirements (also referred to as pollution insurance requirements) for owners?
All gasoline dispensing facilities must provide annual proof of financial responsibility in order to obtain a permit to operate. Financial responsibility means that the owner has sufficient financial backing to cover expenses due to cleanup or third-party liability that results from a leaking UST. Financial responsibility requirements vary depending on several factors. The amount of coverage a gasoline dispensing facility is required to have depends on the number of tanks owned and operated.

There are a number of mechanisms by which financial responsibility may be demonstrated. They include, but are not limited to, guarantees, insurance and risk retention group coverage, surety bonds, trust funds and local government funds (e.g. government bonds, financial tests, guarantees, etc.).

Owner-Operator Training Requirements in Wisconsin's ATCP 93 Rule

Why conduct operator training?

Section 1524 of the Energy Policy Act of 2005 required the U.S. Environmental Protection Agency (U.S. EPA) to establish training requirements for the people responsible for operating and maintaining UST systems. Wisconsin's ATCP 93 subchapter VIII incorporates U.S. EPA owner-operator training requirements.

Training is available for all three classes of operators who are involved in operating and maintaining these storage tank systems. See the table below for information about the roles of Class A, B and C operators and a summary of the training requirements.

What are the training requirements?

Operator training includes an evaluation of an operator's knowledge of applicable requirements. Methods for meeting the requirements for Class A and B operators include having **either** of the following:

- A certificate issued by the International Code Council® showing an individual has passed the Wisconsin UST operator examination; or
- Written proof of successful completion of an equivalent, alternate operator training and testing program that has received prior approval from DATCP. Alternate programs include an evaluation of operator knowledge through testing, practical demonstration or other means that DATCP determines are acceptable.

Class C operators must obtain training and a certificate from the accredited Class A or Class B facility operator where the Class C operator is employed, indicating the Class C operator has successfully completed training for the facility.

When is the training required?

New or existing UST systems must have designated a Class A operator, a Class B operator and a Class C operator, and these operators must be trained. Class A and B operators must be trained within 30 days of assuming their responsibilities at a facility. Class C operators must be trained before assuming their responsibilities.

Where can an employee find approved trainings?

DATCP has approved a number of Class A, B and C training providers. For the most current list of approved UST operator trainers and testing vendors, refer to the Operator Training Requirements link on DATCP's Hazardous Materials Storage Tanks web page (visit ***datcp.wi.gov*** search "storage tanks"). Locate the section called "Approved UST Operator Training and Testing Vendors" for a list of trainers and links to courses they offer.

What are the record keeping requirements?

The owner or operator must maintain documentation of designated operators and their training at the UST system site and have it immediately available for inspection by DATCP. In addition, DATCP is using a reporting system to identify those who are listed by each company as the Class A and Class B operators. The database will track the training and tests that each individual completed.

This calendar contains a Training Log on page 37 that provides space for recording your designated Class A, B and C operators and keeping track of operator training. ***Use the Training Log to help organize training records and meet record keeping requirements!***

Are there retraining requirements?

Yes. If DATCP determines that a UST system is not in significant compliance, the Class B operator must be retrained in the areas of non-compliance within 60 days or another time period prescribed by the Department.

Where can more information be found about this training requirement?

The Bureau of Weights & Measures storage tanks program has information about the training requirements, including frequently asked questions, available at the Operator Training Requirements link on DATCP's Hazardous Materials Storage Tanks web page (visit ***datcp.wi.gov*** search "storage tanks"). Questions can also be directed to 608-224-4942.

U.S. EPA has background information about the operator training requirement available at ***http://www2.epa.gov/ust/underground-storage-tank-ust-operator-training.***

Owner-Operator Training Requirements in Wisconsin's ATCP 93 Rule (continued)

Classes of Operators that Require Training and Training Requirements			
	Class A Operator	**Class B Operator**	**Class C Operator**
Who fits this class of operator?	The individual who generally focuses on the statutory and regulatory requirements related to operating and maintaining the UST system (e.g. owner, environmental manager).	The individual who is generally responsible for field implementation of applicable UST regulatory requirements and who implements day-to-day aspects of operating, maintaining and record keeping for underground storage tanks at one or more facilities (owner, facility manager).	The individual who is generally the first line of response to events indicating emergency conditions or who responds to alarms (e.g. employee who is the first line of response in the case of an emergency).
What is the objective of the training requirements?	Ensure broad knowledge of regulatory requirements.	Ensure in-depth knowledge of implementing regulatory requirements.	Ensure knowledge of actions to take in the event of a leak or other emergency.
What does the training include (at a minimum)?	• Spill prevention • Overfill prevention • Release detection • Corrosion protection • Emergency response • Product compatibility • Financial responsibility • Notification requirements • Release and suspected release reporting • Temporary and permanent closure requirements • Operator training requirements	• Spill prevention • Overfill prevention • Release detection • Corrosion protection • Emergency response • Product compatibility • Reporting and record keeping requirements	Taking action in response to emergencies—situations posing an immediate danger or threat to the public or to the environment that require immediate action.

Definitions

This section contains definitions and information about many of the terms that appear in the three rules addressed in this calendar.

Ambient air—any unconfined portion of the atmosphere: open air, surrounding air.

Area source—a facility that emits less than ten tons per year of a single hazardous or toxic air pollutant (HAP), or less than 25 tons per year of any combination of HAPs.

Bottom filling—filling a tank truck or stationary storage tank through an opening that is near or flush with the tank bottom.

California Air Resources Board certified—a vapor recovery system or system component that has been certified by the California Air Resources Board pursuant to section 41954 of the California health and safety code.

Delivery vessel—a tank truck, tank trailer or railroad tank car equipped with a storage tank used for transporting gasoline from sources of supply to stationary storage tanks at gasoline dispensing facilities.

Dual-point vapor balance system—a type of vapor balance system in which the storage tank is equipped with an entry port for a gasoline fill pipe and a separate exit port for a vapor connection.

Gasoline—any petroleum distillate or petroleum distillate/alcohol blend having a Reid vapor pressure of 27.6 kilopascals or greater that is used as a fuel for internal combustion engines.

Gasoline cargo tank—a delivery tank truck or railcar that is loading or unloading gasoline or that has loaded or unloaded gasoline on the immediately previous load.

Gasoline dispensing facility (GDF)—any stationary facility that dispenses gasoline into the fuel tank of a motor vehicle, motor vehicle engine, nonroad vehicle or nonroad engine, including a nonroad vehicle or nonroad engine used solely for competition. These facilities include, but are not limited to, facilities that dispense gasoline into on- and off-road, street or highway motor vehicles; lawn equipment; boats; test engines; landscaping equipment; generators; pumps and other gasoline-fueled engines and equipment.

Inventory controls/inventory verification—techniques used to identify a loss of product that are based on volumetric measurements in the tank and reconciliation of those measurements with product delivery and withdrawal records.

Leak detection—determining whether gasoline has been discharged from a storage tank system into the environment or into the interstitial space between the storage tank system and its secondary barrier or the secondary containment around it. Leak detection requirements include verifying that a tank is not leaking at least every 30 days; the owner or operator must maintain a record of the verification.

Leaking component—any component that has a VOC concentration exceeding 10,000 ppm when tested in the manner approved by the Wisconsin DNR.

Liquid tight—having a liquid leak rate not exceeding 0.10 gallons per hour when measured with five percent accuracy.

Monthly throughput—the total volume of gasoline that is loaded into, or dispensed from, all gasoline storage tanks at each gasoline dispensing facility (GDF) during a month. The definitions of throughput in the federal U.S. EPA rule and Wisconsin's NR 420 differ:

- In the federal rule, U.S. EPA requires that monthly throughput be calculated by summing the volume of gasoline *loaded into, or dispensed from*, all gasoline storage tanks at each GDF during the current day, plus the total volume of gasoline loaded into, or dispensed from, all gasoline storage tanks at each GDF during the previous 364 days, and then dividing that sum by 12. (The details are outlined in the

Definitions (continued)

definitions section of the rule, 63.11132.)

- In Wisconsin's NR 420, DNR defines average monthly throughput as the amount of gasoline *dispensed* per month, on average, for any 24 month period beginning with calendar years 1991 and 1992. Any period of time when the facility was non-operational must be excluded from the calculation. The details are outlined in s. NR 420.045(1)(c), *Wis. Adm. Code.*

Motor vehicle—a self-propelled vehicle designed for transporting persons or property on a street or highway.

Nonroad engine—an internal combustion engine (including the fuel system) that is not used in a motor vehicle or a vehicle used solely for competition, or that is not subject to standards promulgated under section 7411 or section 7521 of USC Title 42.

Nonroad vehicle—a vehicle that is powered by a nonroad engine and that is not a motor vehicle or a vehicle used solely for competition.

Reconstruction—the replacement of components at a facility to an extent that (1) the fixed capital cost of the new components exceeds 50 percent of the fixed capital cost that would be required to construct a comparable new source; and (2) it is technologically and economically feasible for the reconstructed source to meet the relevant standard(s) established by U.S. EPA or Wisconsin DNR. Upon reconstruction, an affected source, or a stationary source that becomes an affected source, is subject to relevant standards for new sources, including compliance dates.

Stage I vapor recovery—a control method that captures gasoline vapors released when gasoline is delivered to a storage tank. The vapors are returned to the tank truck as the storage tank is filled with fuel rather than being released to the ambient air. Then the vapors can be transported back to the terminal vapor processor for recovery or destruction.

Stage II vapor recovery—a control method that captures gasoline vapor that would otherwise escape into the air when motorists refuel their vehicles. The vapors are returned through the pump hose to the petroleum storage tank.

Submerged filling—filling a gasoline storage tank through a submerged fill pipe or drop tube with a discharge that is within the applicable distance from the bottom of the tank as specified in the federal NESHAP (6 inches for pipes installed after November 9, 2006 and 12 inches for pipes installed on or before that date). Bottom filling of gasoline storage tanks is included in this definition.

Top off—to attempt to dispense more gasoline to a motor vehicle fuel tank after the vapor recovery dispensing nozzle has shut off.

Vapor balance system—a combination of pipes and hoses that create a closed system between the vapor spaces of an unloading gasoline cargo tank and a receiving storage tank such that vapors displaced from the storage tank are transferred to the gasoline cargo tank being unloaded.

Vapor control or vapor recovery system—a system that gathers organic compound vapors released during the operation of any transfer, storage or process equipment and processes the vapors so as to prevent their emission into the ambient air.

Vapor recovery assist system—a vapor control system that employs a pump, blower or other vacuum-inducing device to collect or process vapors generated during motor vehicle fueling operations.

Vapor tight—when equipment allows no loss of vapors. Compliance with vapor-tight requirements can be determined by checking to ensure that the concentration of vapors at a potential leak source does not exceed specified limits when measured at a distance of one inch from the source.

Vapor-tight gasoline cargo tank—a gasoline cargo tank that has demonstrated within the 12 preceding months that it meets the annual certification test requirements that are specified in the federal NESHAP (section 63.11092(f)).

Sources of Information

Wisconsin Department of Natural Resources

- **Small Business Environmental Assistance Program website:** factsheets, regulatory tools and a toll free hotline - visit ***dnr.wi.gov*** and search “small business”.
- **Gasoline Dispensing web page:** visit ***dnr.wi.gov*** and search “gasoline dispensing”.
- **Staff contacts:** contact the Gasoline Vapor Recovery staff members listed on the Air Management Program contacts web page (visit ***dnr.wi.gov*** and search “air contacts”). For questions about NR 445, contact the Air Toxics staff member listed on this page.
- **Employee training:** for DNR approved employee training, contact Wisconsin Petroleum Marketers at 608-256-7555 or ***wpmca.org***.

Wisconsin Department of Agriculture, Trade & Consumer Protection

- **Weights & Measures Bureau:** visit ***datcp.wi.gov*** and search “weights & measures and petroleum inspection”.
- **Hazardous Materials Storage Tanks web page:** visit ***datcp.wi.gov*** and search “storage tanks”.
- **Staff contacts in the Weights & Measures Storage Tank program:** see the map on the following page or look up the map online at **http://datcp.wi.gov/uploads/Consumer/pdf/WM_Gen_Insp_Territories.pdf**.
- **Forms:** see the Storage Tank Forms link on the Hazardous Materials Storage Tanks web page for forms related to tank registration, installation, inspection, maintenance, Stage II decommissioning, operator training and other topics (or visit ***datcp.wi.gov*** and search “storage tank forms”).
- **Operator training:** visit ***datcp.wi.gov*** and search “operator training”.
- **Inspection and maintenance procedures:** publications detailing recommended practices for storage tanks (RP 900) and fuel dispensing equipment (RP 500) are available from the Petroleum Equipment Institute at ***pei.org***.

Wisconsin Department of Revenue

- **Motor Fuel Tax:** ***revenue.wi.gov/businesses/motorfuel.html***

Wisconsin Administrative Code

- **Wisconsin Legislative Documents website:** refer to the Administrative Rules section at ***docs.legis.wisconsin.gov*** to obtain official copies of the state rules referenced in this calendar.

U.S. Environmental Protection Agency

- **Office of Underground Storage Tanks:** ***epa.gov/OUST/***
- **Owner-operator training:** ***http://www2.epa.gov/ust/underground-storage-tank-ust-operator-training***

Additional Resources

- **American Petroleum Institute (API):** ***api.org***.
- **American Society of Testing and Materials (ASTM):** ***astm.org***
- **Axxis:** ***axxispetro.com***
- **Fiberglass Tank and Pipe Institute (FTPI):** ***fiberglasstankandpipe.com***
- **NACE International**—The Corrosion Society: ***nace.org***
- **NACS, the Association for Convenience and Fuels Retailing**: ***nacsonline.com***
- **National Association of Truck Stop Operators (NATSO):** ***natso.com***
- **National Fire Protection Association (NFPA):** ***nfpa.org***
- **Petroleum Equipment Institute (PEI):** ***pei.org***
- **Petroleum Marketers Association of America (PMAA):** ***http://www.pmaa.org/***
- **Society of Independent Gasoline Marketers of America (SIGMA):** ***sigma.org***
- **Steel Tank Institute (STI):** ***steeltank.com***
- **Underwriters Laboratories (UL):** ***ul.com***
- **US Department of Energy,** Energy Information Administration petroleum site: ***eia.gov/petroleum/***
- **Wisconsin Petroleum Marketers & Convenience Store Association (WMPCA):** ***wpmca.org***

Petroleum Inspection Districts

Schermacher, 608-235-0589

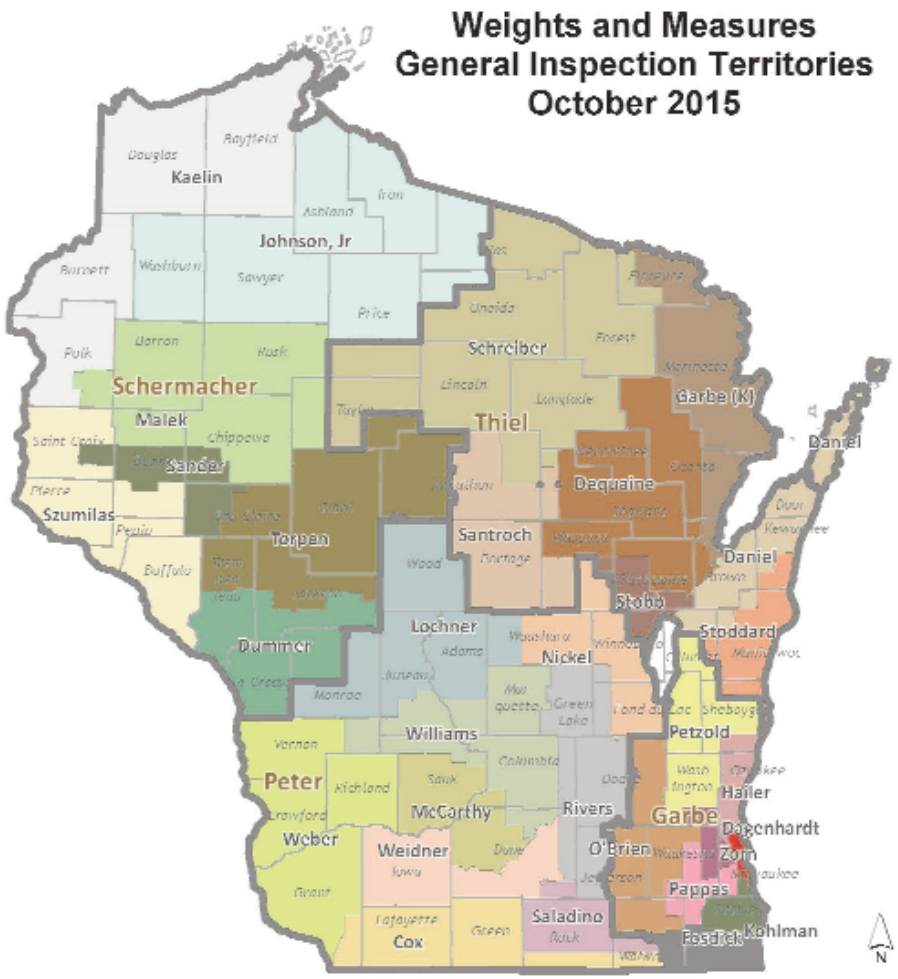
- Dummer, 608-235-0590
- Johnson (Jr), 715-828-5910
- Kaelin, 715-939-9359
- Malek, 715-790-1758
- Sander, 715-450-5253
- Szumilas, 715-820-6941
- Torpen, 715-828-5904

Peter (608-224-4954)

- Cox, 608-235-0567
- Lochner, 608-339-1959
- McCarthy, 608-487-3675
- Nickel, 920-382-8834
- Rivers, 608-235-0573
- Saladino, 414-550-7092
- Weber, 608-235-0561
- Weidner, 608-235-0572
- Williams, 608-235-5159

Thiel (920-948-3501)

- Daniel, 920-360-2871
- Dequaine, 920-309-3954
- Garbe (K), 262-989-1598
- Santroch, 715-570-0203
- Schreiber, 920-366-3057
- Stobb, 920-470-1149
- Stoddard, 920-445-9579



Garbe (414-303-1847)

- Dagenhardt, 414-507-4797
- Fosdick, 262-989-1598
- Hailer, 414-416-0039
- Kohlman, 262-474-5210
- O'Brien, 920-397-2273
- Pappas, 262-424-0396
- Zorn, 414-852-3699
- Petzold, 262-443-8791

Mailing address for all districts

DATCP

2811 Agriculture Dr.

PO Box 8911

Madison, WI 53708-8911

(608) 224-4942

DATCPWeightsAndMeasures @wisconsin.gov

Note: This map can also be viewed on DATCP's website at **http://datcp.wi.gov/uploads/Consumer/pdf/WM_Gen_Insp_Territories.pdf.**

Assistance Available for Gasoline Dispensing Facilities

Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP)

Weights & Measures Bureau

The Weights and Measures Bureau is the primary unit responsible for the administration and regulation of ch. ATCP 93, *Wis. Adm. Code*—the Flammable, Combustible and Hazardous Liquids Rule. For more information about the Weights & Measures Bureau, visit ***datcp.wi.gov*** (search "weights & measures"). Additional information is available on DATCP's Hazardous Materials Storage Tanks web page (search "storage tanks").

Wisconsin Department of Natural Resources (DNR)

Small Business Environmental Assistance Program (SBEAP)

SBEAP provides non-regulatory and free information to Wisconsin small businesses to help them understand their environmental compliance requirements. The program has factsheets, record keeping and reporting tools, U.S. EPA compliance documents, and DNR required forms and permit applications, all available free of charge. For more information, contact SBEAP at 855-889-3021, email us at ***DNRsmallbusiness@wi.gov***, or visit ***dnr.wi.gov*** (search "small business").

Air Management Program

The Air Management Program administers ch. NR 420, *Wis. Adm. Code*—Control of Organic Compound Emissions from Petroleum and Gasoline Sources, and ch. NR 445, *Wis. Adm. Code*—Control of Hazardous Pollutants. For more information about the Air Management Program, visit ***dnr.wi.gov*** and search "air quality". Staff contacts for vapor recovery requirements (NR 420) and air toxics requirements (NR 445) are listed on the Air Management Program contacts web page: visit ***dnr.wi.gov*** and search "air contacts".

Wisconsin Petroleum Marketers and Convenience Store Association (WPMCA)

WPMCA represents more than 2,000 independently owned and operated stations and stores throughout the state. WPMCA keeps its members informed about issues that are relevant to the industry, helps members share useful information, reinforces the importance of independent businesses in our communities and educates policy makers about the industry's needs. WPMCA also offers various environmental training programs for compliance with rules like ATCP 93 and NR 420. To learn more, call 608-256-7555 or visit ***wpmca.org***.

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