

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 fuel release response supplies on hand. Perform the monthly inspection on the last working day of the month.

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.

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 not required but recommended - see **page 65**).

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, 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 65)												
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.												