

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

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

MONTHLY UST SYSTEM INSPECTION CHECKLIST										
Facility ID#	Facility Name/Address				Qualified Person Signature				Date	
If any problem is found, contact:					Contact information:					
Category	Description				PEI/RP900	N/A	Tank 1	Tank 2	Tank 3	Tank 4
Operator Training	Review site training documents				6.4					
Leak Detection Recordkeeping	Circle method of tank leak detection: ATG, CIM, SIR, IC, GWM, SVM, MIMT Circle method of piping leak detection: CIM, MPLT, SIR, GWM, SVM, MIMP				6.5					
Automatic Tank Gauge (ATG)	Passing tank test report printed and properly filed				6.5.1.1					
Continuous Interstitial Monitoring (CIM)	Sensor status report printed and properly filed				6.5.2.1					
Monthly Piping Leak Test (MPLT)	Passing piping leak test report printed/documentated and properly filed				6.5.3.1					
Statistical Inventory Reconciliation (SIR)	Last month's SIR results passed and available for inspection				6.5.4.1					
Inventory Control (IC)	Inventory reconciled and within the company or regulatory standard				6.5.5.1					
Manual Groundwater Monitoring (GWM)	Groundwater bailer in good condition				6.5.6.1					
Manual Groundwater (GWM) or Soil Vapor Monitoring (SVM)	Wells sampled and results pass				6.5.6.2					
Manual Interstitial Monitoring for Tanks (MIMT)	Steel tank: interstitial space checked and found dry				6.5.7.1					
	Fiberglass tank: interstitial space checked and found dry				6.5.7.2					
	Fiberglass tank: level of monitoring fluid within normal range				6.5.7.3					
	For steel and fiberglass tanks, vacuum level is within tolerances				6.5.7.4					
Tnk 1 vac: Tnk 2 vac: Tnk 3 vac: Tnk 4 vac:										
Manual Interstitial Monitoring for Piping (MIMP)	Containment sump (STP and/or remote fill sump) inspected and no liquid found				6.5.8.1					
All Tanks					6.6					
Spill Kit	All components of the spill kit are present and in good condition				6.6.1					
Grade-Level Covers	All covers present, in good condition, seated firmly on the correct tank				6.6.2.1					
Spill Containment Manhole	Drain valve in spill containment manhole in good condition				6.6.3.1					
	Interstitial space of double-walled containment manhole is dry				6.6.3.2					

Recommended Practices for the Inspection and Maintenance of UST Systems

APPENDIX A-1: SAMPLE FORM FOR MONTHLY UNDERGROUND STORAGE SYSTEM INSPECTION CHECKLIST – Page 2
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Category	Description	PEI/RP900	N/A	Tank 1	Tank 2	Tank 3	Tank 4
Drop Tube	Standard drop tube smooth, no ragged edges, in good condition	6.6.4.1					
	Top edge of coaxial drop tube smooth, round, slightly below the top edge of the fill pipe	6.6.4.2					
Tank Gauge Stick	Tank gauge stick can be clearly read, is not warped or broken	6.6.5.1					
Check for Water	No water present in the tank	6.6.6.1					
Tank Vents	Vent cap present, vent pipe solidly supported and vertical	6.6.7.1					
Stage I Vapor Recovery		6.7					
Two-Point (Dual-Point) Vapor Recovery	Cover present, colored orange, seated firmly at grade, not broken, cracked or chipped	6.7.1.1					
	If spill containment manhole is present, no dirt, trash, water or product	6.7.1.2					
	If spill containment manhole is present, no cracks, bulges or holes	6.7.1.3					
	Vapor recovery cap in good condition, seals tightly	6.7.1.4					
	Poppet of vapor recovery adaptor seals tightly	6.7.1.5					
Observation and Monitoring Wells		6.8					
	Observation well cover is properly identified and secured	6.8.1.1					
Corrosion Protection		6.9					
Impressed-Current Cathodic Protection	Record volt and amp readings, readings consistent with previous months	6.9.1.1					
	Record hour meter reading (if present); Reading increases by about 700 hours each month	6.9.1.2					
Unmonitored Dispensers and Submersible Turbine Pumps (STPs)		6.10					
Unmonitored Dispensers	All dispenser components are clean and dry	6.10.1.1					
Unmonitored STPs	No fuel detected in STP access manhole	6.10.2.1					
DESCRIBE ANY DEFICIENCIES HERE:							
Instructions: Mark each tank where no problem is observed with a checkmark: √ If certain equipment is not required and / or not present, mark checklist in the N/A column. If a defect is found, mark the checklist with an "X," describe the problem in the "DEFICIENCIES" section, and notify the appropriate person. Refer to the section listed in the "PEI/RP900" column for additional information. Refer to PEI RP500, <i>Recommended Practices for Inspection and Maintenance of Motor Fuel Dispensing Equipment</i> , for inspection procedures that apply to fuel dispensing equipment.							