

APPENDIX A-4: SAMPLE FORM FOR AN OPTIONAL PERIODIC UNDERGROUND STORAGE SYSTEM INSPECTION CHECKLIST
 Go to www.pei.org/RP900 for an electronic version of this form.

OPTIONAL PERIODIC 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	
Leak Detection		A-4.4						
Automatic Tank Gauge (ATG)	The power is on	A-4.4.4.1						
	There are no warning or alarm lights blinking or lit	A-4.4.1.2						
	There is a liquid measurement for each tank and the reading appears accurate	A-4.4.1.3						
	The printer has paper and is in working condition	A-4.4.1.4						
Electronic Leak Detection Monitor	The power is on	A-4.4.2.1						
	There are no warning or alarm lights blinking or lit	A-4.4.2.2						
Mechanical Line Leak Detector	No customers have complained about slow flow	A-4.3.3.1						
Daily Inventory	Inventory records are reconciled daily and daily variance is within the guidelines set by the facility owner	A-4.3.2						
Tank Fill Area		A-4.5						
Fill Cover	Fill cover present, not broken or damaged	A-4.5.1.1						
	Fill covers are identified by color and located on the correct tank	A-4.5.1.2						
Spill Containment Manhole (Spill Bucket)	No dirt, trash, water or product in the spill containment manhole	A-4.5.2.1						
	No cracks, bulges or holes in the spill containment manhole	A-4.5.2.2						
	Below-grade containment manhole properly latched (if present)	A-4.5.2.3						
	Below-grade containment manhole contains oil-absorbent material	A-4.5.2.4						
Fill Pipe	Fill cap in good condition, seals tightly	A-4.5.3.1						
	No obstruction inside the fill pipe	A-4.5.3.2						
DESCRIBE ANY DEFICIENCIES HERE:								
<p>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.</p>								