

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.

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 66**).

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. Make sure to keep records of all repairs and record the dates and parts repaired/replaced on the maintenance log.

Effective November 1, 2019, monthly walkthrough inspections are required to be either performed or reviewed by the class B operator for the facility.

Inspection point	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inspection date												
Inspected by												
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 low. Inspect supplies for deterioration and improper functioning.												

Monthly Walkthrough & Inspection Checklist (continued)

Dispenser hoses, nozzles, breakaways Inspect for loose fittings, deterioration, obvious signs of leakage or improper functioning. Verify that hose retriever is in good condition.												
Dispensers/dispenser sumps (internal) Open dispensers; inspect visible piping, fittings, couplings for leaks. Dispose any water, product. Ensure filter clean, dry, dated. Meter clean, dry, sealed. Union clean, dry. Emergency shutoff valve clean, dry; trip arm not obstructed. Suction pump and air eliminator clean, dry; air eliminator vent not obstructed; v-belt in good condition. Dispenser cabinet intact; no jagged edges. Remove debris from sump.												
Dispensers (external) Warnings and fueling instructions posted on dispenser and readable. Emergency stop (e-stop) easy to see and accessible. Verify station has spill cleanup and dispenser out-of-service supplies on hand.												
Piping sumps Inspect visible piping, fittings and couplings for leakage. Remove and dispose of water or product. Remove debris from sump.												
Signature of B operator who conducted or reviewed the monthly walkthrough inspection.												
Gasoline dispensing equipment at facilities that choose to retain Stage II vapor recovery systems (optional but recommended - see page 66)												
Vapor return line not crimped, flattened, blocked; no holes, slits. Poppets work properly, seal tightly. Inspect breakaways, swivels.												
Nozzle bellows Ensure there are no holes larger than 0.25" or slits larger than 1".												
Nozzle faceplate or facecone Ensure it's not torn or missing more than 25% of its surface.												
Nozzle Make sure it's operating properly 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.												