

Underground Oil Storage Tanks Annual Inspection Report

Rev 3/26/2018

Form Instructions

To Installers and Inspectors: This electronic document (the overall workbook and each individual inspection worksheet) is password protected so that formulas and function in certain cells cannot be changed outside of the DEP. If you find errors in this workbook, need something clarified, have a suggestion on how to improve the form, or would like to include your business logo or make a similar addition to the form, please contact the DEP at 207-287-7688 and ask to speak with someone in the Underground Tanks Unit.



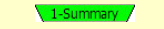
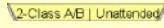
General Instructions

1. State law and Department of Environmental Protection (Department) rules require submittal of an inspection certifying all procedures and equipment are in compliance. The Department does not accept failing annual inspections, except for the following:
Exceptions: Inspection failures for (1) Certified A/B Operator can be resolved by the owner by submitting a copy of a current and valid certificate; (2) Inadequate daily inventory can be resolved by the owner submitting current, reconciled daily inventory; (3) Inadequate SIR Report can be resolved by the owner submitting a passing SIR report; and (4) Failing cathodic protection (CP) results can be resolved by an installer or CP certified inspector retesting CP and attaining passing results within six months.
2. A facility that fails to submit a passing annual inspection may be prohibited from receiving deliveries and dispensing product in accordance with Maine law 38 M.R.S. § 565-A. Items that are failing must be repaired or corrected within thirty (30) days or the owner must notify the Department.
3. Leak detection equipment and procedures, spill and overfill prevention devices must be checked or tested annually for proper operation. Cathodically protected tanks and piping must be checked annually to insure they are adequately protected from corrosion.
4. All work associated with testing of equipment and checking of procedures must be performed by or under the direct, onsite supervision of a Maine certified underground storage tank installer or a Maine certified underground storage tank inspector.
5. Mail completed reports to: Annual Tank Inspections, Maine Department of Environmental Protection, 17 State House Station, Augusta, Maine 04333-0017 (physical address: 28 Tyson Drive, 04330) within thirty (30) days after the inspection is completed. **The owner/operator must retain a copy.**
6. Detailed instructions on how to fill out this form are provided in the Department's "UST Inspector Reference Handbook", available online at www.maine.gov/dep/waste/ust/pubs.html. The Annual Inspection Report form, the Inspector Reference Handbook and a list of Frequently Asked Questions (FAQ's) are also available by calling the Underground Tanks Unit at (207) 287-7688.

Underground Oil Storage Tanks Annual Inspection Report

Special Instructions

- 1 General instructions covering Annual Inspection requirements are located in the *Annual Inspection Owner/Operator Guide*, a separate document. Instructions for completing the Annual Inspection Report form are located in the *UST Inspector Reference Handbook*. The special instructions contained in this page are designed to be used in conjunction with, and to enhance the instructions of, the Handbook. These instructions will also provide a guide to functions that are specific to this Microsoft Excel workbook.
- 2 This workbook contains all pages of the Annual Inspection Report form (*Page 1: Summary* through *Page 9: Temporarily Out-of-Service Tanks*). It also contains copies of the Weekly Walkthrough Inspection Checklist & Unattended Fueling Signage Guidance. Each page is accessed by clicking on the color-coded tabs at the bottom of the workbook:

	= Form Instructions (two printed pages)
	= Guidance Documents (for facility owners and/or operators)
	= Page 1: Summary
	= Pages 2-9: Inspection Checklist worksheets

- 3 Information can only be entered into cells (blocks) that are NOT shaded.
- 4 On all pages, blocks that are shaded light yellow cannot be filled in by the user. These shaded blocks are automatically filled in by the Excel program based on other entries made in the form. For example: A CTI inspects a facility with only one tank and finds that the tank's ball float is not set at 90% tank capacity. The CTI then places an "X" in appropriate FAIL block (page 6, Item 42, cell block I15). The Excel program will then automatically place an "X" in the light-yellow "Overfill Prevention" FAIL box below Item 43 (cell block I17) and also place an "X" in the "Overfill Prevention" FAIL box for that tank on the Summary Page.
- 5 Please use only the letter "X" when filling in any **PASS, FAIL, Yes or No** check-box. It doesn't matter if the "X" is capitalized or a small letter.

SUMMARY PAGE ONLY

- 6 Much of the information that a user enters on Page 1, Summary Page is automatically copied into appropriate cells (blocks) in the separate worksheet checklists. For example, the facility registration number and inspection date are copied and placed on the top of each subsequent inspection page. The tank/chamber number, volume, and product contained in a tank are also copied and pasted into pages where the information is needed.
- 7 Each PASS block on the Summary page must be manually filled in (of course, this is only if the appropriate section in the inspection page warrants a PASS on the summary page!)

WORKSHEET CHECKLISTS

- 8 An "X" that is placed in any "FAIL" box in an individual inspection page (pages 3 through 9) will automatically update the appropriate overall "FAIL" boxes in the Summary Page (page 1).
- 9 "Pass" blocks must be manually filled-in, where appropriate, on each page; there is NO automatic copying of any "Pass" to the Summary Page (page 1)
- 10 Use the key sequence: <Alt> <Enter> to start a new line in any "Comments" block; using just the <Enter> key will close the editing session in the "Comments" block and move you to the next open fill-in block.
- 11 If you need additional space for written comments, or in the case of page 6 where there is no comments section, use any other comments box on any page. Please start each comment with the inspection item number to which the comment refers.



**State of Maine
Department of Environmental Protection**



**Underground Oil Storage Facility - Class A/B Operator
Weekly Walk-Through Inspection Checklist**

Facility Name & Reg # _____

Month / Year: _____

	1	2	3	4	5
Date of Inspection:					
Release Detection: <ul style="list-style-type: none"> • Is the Electronic system working properly? • Is daily inventory being maintained and properly reconciled monthly? • Is the Manual Groundwater or Tank Interstitial Space Log being maintained? 					
Electronic Overfill Alarm (if equipped): Inspect/test for proper operation. Can a fuel delivery person hear and see the alarm when it alarms?					
Spill Log: Is the spill log properly used and maintained?					
Spill Buckets: Are spill buckets clean and empty?					
Spill And Overfill Response Supplies: Inventory the emergency spill response supplies. If the supplies are low, restock the supplies. Are supplies adequate?					
Fill And Monitoring Ports: Inspect all fill, monitoring and vapor recovery ports. Are covers and caps tightly sealed with no damage?					
Dispenser Area: Check the dispenser islands and surrounding areas. Are these areas free of evidence of spills and discharges? Clean areas as needed.					
Dispensers And Dispenser Sumps: Open each dispenser cabinet and inspect all piping, fittings, and couplings for signs of leakage. Are the sumps free of any water, product or debris? (Remove any liquid or debris and disposed of properly)					
Dispenser Hoses, Nozzles, and Breakaways: Are fittings tight and functioning properly? Are hoses in good condition (not cracked or showing any wear)?					

You should be able to answer "yes" to each question. Your initials in each box below the inspection date indicates the device/system was inspected, is operating properly and is compliant with the requirements.

On the back of this form, date and describe any actions taken to correct an issue.

This checklist may be used by certified Class A/B Operators to perform weekly inspections at underground storage tank facilities. This checklist, when properly completed, will be accepted by the Maine Department of Environmental Protection as demonstrating compliance with the weekly inspection requirements of 06-096 C.M.R., Chapter 693, *Operator Training for Underground Oil and Hazardous Substance Storage Facilities*.



Signage Requirements for Unattended Self Service Motor Fuel Dispensing Facilities

Motor fuel dispensing facilities subject to the Department's *Operator Training for Underground Oil and Hazardous Substance Storage Facilities*, 06-096 C.M.R., ch. 693, (August 4, 2012) must meet the following signage requirements if the customers or vehicle operators dispense motor fuels when no certified Class A/B/C Operator is present.

NOTE: The signage requirements in this fact sheet incorporate the applicable requirements of the Office of the State Fire Marshal under 16-219 C.M.R. ch. 34 including those requirements adopted by reference from the National Fire Protection Association *Code for Motor Fuel Dispensing facilities and Repair Garages*, NFPA 30A (2015).

All signs must be conspicuously posted in the dispenser area within sight of the customer being served.

1. A sign or multiple signs incorporating the following or equivalent wording:

WARNING

- No smoking.
- It is unlawful and dangerous to dispense gasoline into unapproved containers.
- No filling of portable containers in or on a motor vehicle.
- Place container on ground before filling.
- Discharge your static electricity before fueling by touching a metal surface away from the nozzle.
- Do not re-enter your vehicle while gasoline is pumping.
- Remain in view of the fueling nozzle during dispensing.
- If a fire starts, **do not** remove nozzle — back away immediately.
- Do not allow individuals under licensed age to use the pump.

2. Signage that outlines operating instructions and includes the location of emergency controls.

3. A sign incorporating the following or equivalently worded emergency instructions:

Emergency Instructions

In case of a fire, spill or other emergency:

- Use emergency stop button
- Report accident by calling the local fire department (*specify local fire number*) and certified operator (*specify number for certified operator*), and
- Report location (*specify street address of facility*).



Maine Department of Environmental Protection
Underground Oil Storage Tank
Annual Inspection Report - Summary



Facility Name

Owner

Registration #

Facility Address

Operator

Owner Phone

Tank / Chamber #								
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Volume								
Product								
Pump Type								
Class A/B Operator								
Unattended Fueling								
Monthly Reconciliation								
Automatic Tank Gauge								
Groundwater Monitoring								
Interstitial Monitoring								
Line Leak Detectors								
Heating Oil Tank Piping								
Overfill Prevention								
Spill Buckets								
Stage I Vapor Recovery								
Emerg. Elec. Disconnect								
Dispenser Area								
Cathodic Protection								
Temp. Out-of-Service								
Any FAIL in the columns above means a FAIL for that tank (and the facility).	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail

By my signature below, I certify that I inspected this facility on this date and found deficiencies that require corrective action(s) before this inspection can be complete and passing.

Printed Name & CTI No.

Date

Incomplete / Failing Inspection Signature

By my signature below, I certify that I inspected this facility on this date and any deficiencies discovered during the inspection have been corrected.

Printed Name & CTI No.

Date

Passing Inspection Signature

The facility owner must submit a passing UST Inspection report to MeDEP within thirty (30) days after the inspection is completed to:

UST Inspections, Maine Department of Environmental Protection, 17 SHS, Augusta, ME 04333-0017

Maine Department of Environmental Protection UST Annual Inspection Report

Reg #:

AI Date:

The two sections below are for motor-fuel, waste oil, and marketing & distribution facilities only

Class A/B/C Operators

Item		Pass	Fail			
1	Is a Class A/B Operator employed at this facility?			<i>Items 2&3 will not affect the "pass/fail" status of this inspection report.</i>		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Certificate #</td> <td style="width: 30%; border-bottom: 1px solid black;">Expires:</td> <td style="width: 40%; border-bottom: 1px solid black;">Name:</td> </tr> </table>		Certificate #	Expires:		Name:	
Certificate #	Expires:	Name:				
		Yes	No			
2	Class A/B Operator documenting the Weekly Walk-through Inspections on a checklist?			Checklist provided		
3	Class C Operator Training Records on-hand?					

After Hours / 24-Hour Unattended Fueling Operations

Item		Yes	No	
4	Can customers pump fuel when attendants aren't present? <i>If no, skip Items 5 & 6 and go to the next page.</i>			<i>Heating oil facilities that are registered as diesel (motor-fuel) only because they supply fuel to an emergency electrical generator are exempt from the unattended fueling requirements.</i>
5	Has at least one outside emergency electrical disconnect that is visible and is 20-100 feet from all dispensers?			
		Pass	Fail	
6	Has proper signage for unattended fueling facilities? (See Attachment 8 in Inspector's Reference Handbook)			

Comments: (Indicate all repairs made to bring facility into compliance)

Use this area for additional comments that won't fit on any other pages. *Include the Inspection Item #.*

Maine Department of Environmental Protection
UST Annual Inspection Report

Reg #:

AI Date:

Single-Walled Tanks Leak Detection

Monthly Reconciliation

(Only for facilities using monthly reconciliation of daily inventory for leak detection)

Item	Tank/Chamber #	Pass		Fail		Pass		Fail		Pass		Fail	
		Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail		
7	Inventory reconciled monthly either by Owner/Operator or SIR vendor?												
8	Over/Shorts less than 1%?												
9	Fill pipe drop tube in place?												
Manual Inventory													
10	Gauge stick in good condition?												
PASS or FAIL?													

Required: If using SIR, attach a copy of the last SIR report with the inspection report. If SIR results are not included with annual inspection report, the inspection will be considered incomplete and returned to the owner.

Automatic Tank Gauge

For tanks using an ATG for leak detection (Item 13 not required if ATG is only being used to collect daily inventory)

11	Make & Model:	Pass		Fail		Pass		Fail		Pass		Fail	
		Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail		
12	Console is properly programmed and fully operational?												
13	Passing 0.2 gph test within last 30 days at tank capacity or a range of tank capacities as specified by the equipment manufacturer?												
14	Probes and floats checked by hand?												
PASS or FAIL?													

Required: Attach a copy of **ATG printout** showing passing results with the inspection report. If ATG printout results are not included with annual inspection report, the inspection will be considered incomplete and returned to the owner.

Ground Water Monitoring

(Only for heating oil tanks installed before September 16, 1991)

15	Monitoring wells accessible?	Pass		Fail		Pass		Fail		Pass		Fail	
		Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail		
16	Monitoring wells marked & secured?												
17	Bailer present, functional and clean?												
18	Water in well?												
19	No floating oil or smell of oil?												
20	Log of weekly well inspection?												
PASS or FAIL?													

Maine Department of Environmental Protection
UST Annual Inspection Report

Reg #:

AI Date:

Interstitial Monitoring (*Double-walled Tanks and/or Piping*)

Console Make and Model:

Item	Tank/Chamber # Volume Product	TANK		PIPE		TANK		PIPE		TANK		PIPE		TANK		PIPE	
		P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F
21	Electronic (E), Manual (M), or None (X)																
Manual		P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F
22	Sump is accessible for inspections?																
23	Written log of sump checks maintained?																
Electronic		P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F
24	Console is properly programmed and fully operational?																
25	Sensors are properly placed?																
26	All sensors are functioning properly?																
All Systems		P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F
27	Sumps in liquid tight condition?																
28	No oil in sumps or interstitial space?																
29	No water in sumps or interstitial space?																
PASS or FAIL?		P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F

Comments: (Indicate all repairs made to bring facility into compliance.)

Maine Department of Environmental Protection
UST Annual Inspection Report

Reg #:

AI Date:

Line Leak Detector (LLD)

Line leak detectors are required on product lines supplied by a pump remote from the dispenser.

Item	Tank/Chamber # Pump Type								
		Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
30	Make and Model (or N/A)								
31	Mechanical (M) or Electronic (E) LLD?								
32	LLD listed for use with type of piping present (rigid or flexible)?								
Mechanical LLD's only									
33	Slow flow when 3 gph leak @ 10 PSI is simulated?								
Electronic LLD's only									
34	One 0.1 gph or 0.2 gph test passed within last 30 days (if used for primary leak detection on single-walled piping)?								
35	System alarms and/or shuts off turbine when a 3 gph leak @ 10 psi is simulated?								
PASS or FAIL?									

Copper Piping on Heating Oil Tanks

Item	Tank/Chamber # Product								
		YES	NO	YES	NO	YES	NO	YES	NO
36	Copper Piping?								
37	Piping sleeved or secondarily contained? (* See note below)								
38	Copper suction/return lines in single sleeve separated by spacers?								
PASS or FAIL?									

* Heating oil piping installed prior to Sept. 16, 1991 must be sleeved. After that date, piping must be secondarily contained and continuously electronically monitored.

Comments: (Indicate all repairs made to bring facility into compliance.)

Maine Department of Environmental Protection
UST Annual Inspection Report

Reg #:

AI Date:

Overfill Prevention *(Devices must be compatible with fuel delivery method)*

Item	Tank/Chamber # Pump Type								
		Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
39	Ball float (BF), Flapper (F), Pressurized Delivery Flapper (PDF), Electronic (E), Vent Whistle (W), None (X)								
40	Checked and working properly?								
41	Set at 95% of tank capacity? <i>(Auto shut-off / flappers only)</i>								
42	Set at 90% of tank capacity? <i>(Ball floats, electronic & vent whistles)</i>								
43	Vent whistle clearly audible from fill area? <i>(Consumptive use heating oil only)</i>								
PASS or FAIL?									

Spill Buckets

		Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
44	Lid in good condition?								
45	Lid not touching fill cap?								
46	Clean?								
47	Liquid tight?								
48	Fill cap and gasket in good condition?								
49	Drop tube? (gasoline/manual stick tanks)								
50	Ends within 6 inches of tank bottom? (gasoline)								
PASS or FAIL?									

Stage 1 Vapor Recovery

Item	Two-Point / Manifold Coaxial								
		Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
51	Two-Point (2), Manifold (M), Coaxial (C)								
Two-Point / Manifold									
52	Access lid in good condition?								
53	Poppet cap & gasket in good condition?								
54	Poppet valve moves well & closes tight?								
Coaxial									
55	Coaxial drop tube in good condition?								
PASS or FAIL?									

Document all repairs (reference the Item #) made to bring facility into compliance in any Comments box with sufficient space.

Maine Department of Environmental Protection
UST Annual Inspection Report

Reg #:

AI Date:

56	Emergency Electrical Disconnect properly labeled and accessible?	Pass	Fail
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57	Big Red Button immediately accessible to attendant?	Pass	Fail	N/A
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Required only if
 facility/tank was installed
 after April 28, 2004

Dispenser Area

Item	Dispenser # All Systems	Dispenser 1		Dispenser 2		Dispenser 3		Dispenser 4		Dispenser 5		Dispenser 6		Dispenser 7	
		P	F	P	F	P	F	P	F	P	F	P	F	P	F
58	No weeps or leaks in dispenser?														
Crash Valves		P	F	P	F	P	F	P	F	P	F	P	F	P	F
59	Crash valves at correct height?														
60	Crash valves are properly secured?														
61	Crash valves operational?														
Dispenser Sumps		P	F	P	F	P	F	P	F	P	F	P	F	P	F
62	Are sumps in liquid tight condition?														
63	No oil in sumps?														
64	No water in sumps?														
Electronic Sump Monitoring		P	F	P	F	P	F	P	F	P	F	P	F	P	F
65	Monitoring console is fully operational?														
66	Sensors are properly placed?														
67	All sensors are functioning properly?														
PASS or FAIL?															

NOTES: 1) If there are more than seven (7) dispensers, please use additional "Dispenser Area" forms.
 2) Since dispensers are not associated with tanks, any FAIL on this page is only recorded in the first tank column on the Summary page. So, if all dispensers are a PASS, only "X" the one dispenser PASS box in the first column of the summary page.

Comments: (Indicate all repairs made to bring facility into compliance.)

Maine Department of Environmental Protection
UST Annual Inspection Report

Reg #:

AI Date:

Cathodic Protection

Galvanic Systems

Item	Tank #								
68	Double-Walled Tanks <i>(one reading taken at tank mid-point)</i>								
69	Single-Walled Tanks <i>(3 readings taken over tank center line)</i>								
<i>A "Pass" requires all readings be at least -0.85V</i>		Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
PASS or FAIL?									
70	Product Pipe (Lowest Reading)								
PASS or FAIL?									

Impressed Current Systems

Item	Tank #	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
71	System met test requirements of NACE TM 101-2012?								
72	Monthly log present and filled out properly?								
PASS or FAIL?									

By my signature below, I certify that I tested the cathodic protection in accordance with nationally accepted standards. I also certify that I am a properly certified Maine underground oil storage tank installer OR that I am a properly certified Maine underground oil storage tank inspector that has also been certified by the Board of Underground Storage Tank Installers as a cathodic protection tester.

Name & CTI # (Please print)
Date
Signature

Comments: (Indicate all repairs made to bring cathodic protection into compliance.)

Maine Department of Environmental Protection
UST Annual Inspection Report

Reg #:

AI Date:

Temporarily Out of Service (OOS) Tanks

Fill out this section for any tank that is neither receiving nor dispensing oil and has been or is intended to be out of service for a period exceeding three months. Prior to returning to service, facilities must submit a complete and passing annual inspection of all facility components. Facilities that have been out of service for more than **12 months** without receiving the Department's permission in writing are required to be properly abandoned (removed).

Item	Tank # Volume Product								
73	Date of last dispensing or delivery (Month/Day/Year)								
		Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
74-a	Tank pumped out? (Less than 1" product, water, and/or residual)								
	OR								
74-b	Electronic Monitoring (tank & piping) is properly operating? <i>(Note: CTI's must complete Line Items 21 & 24 - 29 for facilities using electronic monitoring in lieu of emptying OOS tank(s).)</i>								
75	Vent lines open and functioning properly?								
76	All other lines, pumps, manways and ancillary equipment capped and secured?								
		Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
	PASS or FAIL?								

Comments: (Indicate all repairs made to bring facility into compliance)

You may use this area for additional comments from previous pages. Include the line item to which it pertains.