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UNDERGROUND STORAGE TANK ANNUAL COMPLIANCE INSPECTION

(REVISED 1/2015)

Pursuant to 7 C.C.R. 1101-14 § 2-3-5-2, the designated Class A or B Operator for each underground storage tank (UST) facility must conduct an annual compliance inspection of the facility. This inspection must be completed using this form which includes two components: *Facility and Tank Information* (page 1) and the *Compliance Inspection Checklist* (pages 2 through 5).

The Class A or B Operator must first complete each field in the *Facility and Tank Information* form with facility-specific information using the codes listed on page ii, when appropriate. It is important for this form to be completed with information gathered during a site walk-through and owner facility records review in lieu of copying information from the Division of Oil and Public Safety (OPS) database, unless otherwise directed on the form. The information will be used to verify information in the OPS database or make changes in order that the tank owner is accurately notified of documents to be submitted to OPS.

Following the completion of the *Facility and Tank Information* form, the Class A or B Operator must then complete an inspection of the UST system using the *Compliance Inspection Checklist* form. During the inspection of each facility, the Class A or B Operator must complete the form by answering the questions. If the equipment checks (i.e., ATG) are outsourced to a contractor, the equipment check results must be reviewed by the Class A or B Operator prior to answering the questions on this form that are associated with the equipment. If the facility contains more than 5 tanks, additional copies of this form must be completed. Questions are designated as either a mandatory compliance item (●) or a recommended practice item (®). If an item is identified as mandatory and recommended, further information is provided in a note following the question. If "No" is the answer for any mandatory compliance item (●) question, an associated entry must be made in the *Return to Compliance Plan*, located at the end of the checklist, with documentation of the date when the issue was brought back into compliance or scheduled to be brought back into compliance. OPS must approve all schedules for repairs to bring the facility back into compliance. If "No" is the answer for a recommended practice item (®) question, OPS strongly suggests that the deficiency be corrected.

CODES NEEDED FOR COMPLETING FACILITY AND TANK INFORMATION FORM

Product Names
Reg UL
Mid UL
Prem UL
E-85
Racing Fuel
AvGas
Jet Fuel
#1 DSL (clear)
#1 DSL (red)
#2 DSL (clear)
#2 DSL (red)
Kerosene
B20 (biodiesel)
B100 (biodiesel)
New Oil (lube oil)
Used Oil (waste oil)
Hydraulic Oil
Transmission Fluid
Solvent
Glycol/Antifreeze
Methanol
Not Listed

Tank Status Codes	
IU	In Use
TC	Temporarily Closed
Tank Corrosion Protection Codes	
FRP	Fiberglass Reinforced Plastic Tank
JKT	Jacketed Steel Tank (has interstice)
CMP	Composite (Clad) Steel Tank
GV	Steel Tank w/ Galvanic Anodes
IC	Steel Tank w/ Impressed Current
LN	Internally Lined Tank
LN+	Internally Lined Tank + Corrosion Protection
NO	Bare Metal Tank w/ No Additional Corrosion Protection
Tank/Piping/Spill Bucket/Sump Wall Type Codes	
S	Single Wall
D	Double Wall
Overfill Protection Codes	
FV	Fill Valve
BF	Ball Float
AL	Exterior Audible/Visual Alarm
NA	Not Applicable (receives deliveries of 25 gal or less)
Tank Release Detection Method Codes	
T1	ATG .2/.1 gph Monthly Monitoring
T2	Interstitial Monitoring w/ Sensor
T3	Interstitial Monitoring w/out Sensor
T4	SIR (Statistical Inventory Reconciliation)
T5	Inventory Control + Tank Tightness Testing
T6	Other Approved Method (i.e. Tracer Testing)
T7	Manual Tank Gauging
T8	Manual Tank Gauging + Tank Tightness Testing
GW	Groundwater Monitoring
VAP	Vapor Monitoring
T10	Deferred (Emergency Generator Tanks ONLY)

Piping Corrosion Protection Codes	
FRP	Fiberglass Reinforced Plastic Piping
FLX	Flexible Plastic Piping
GV	Metallic Piping w/ Galvanic Anodes
IC	Metallic Piping w/ Impressed Current
NO	Buried Metallic Piping w/ No Additional Corrosion
AG	Aboveground Piping (NO portion of piping is buried)
NA	No piping
Piping Flexible Connector Corrosion Protection Codes	
GV	Galvanic Anodes
IC	Impressed Current
NC	No Soil Contact (NO portion is buried / in UDC sump)
BT	Plastic Boot
NO	Buried Connector w/ No Additional Corrosion
NA	No Flexible Connectors
Piping Delivery System Codes	
PR	Pressurized
SU	Suction (American – foot valve in tank)
SS	Safe Suction (European – NO foot valve in tank)
GRV	Gravity Feed
NO	No Delivery Piping
MAN	Manifolded Tank (no delivery piping)
Line Leak Detector (LLD) Codes	
E	Electronic
M	Mechanical
NA	Not Required (SU/SS/GRV/NO/MAN systems ONLY)
Piping Release Detection Method Codes	
L1	ATG .2/.1 gph Monthly Monitoring
L2	Double-wall & Sumps w/ Sensor
L3	Double-wall & Sumps w/out Sensor
L4	SIR (Statistical Inventory Reconciliation)
L5	Annual Line Tightness Testing
L6	Other Approved Method (i.e. Tracer Testing)
L7	Not Required (SS/GRV)
L8	3-yr Line Tightness Testing
GW	Groundwater Monitoring
VAP	Vapor Monitoring
L10	Deferred (Emergency Generator Tanks ONLY)



UST ANNUAL COMPLIANCE INSPECTION

FACILITY AND TANK INFORMATION

Facility Information

OPS Facility ID #:		Facility Name:	
Facility Address:		City/State/ZIP:	
Facility Phone Number:		Form Completed by:	
		Date:	

Tank Information

Tank # (change #s ONLY if add'l pages are required)					
OPS Tank Tag (from OPS database or registration invoice)					
Facility Tank # or ID (designation used by facility)					
Tank Capacity	gal	gal	gal	gal	gal
Product Name (describe in comments if not listed)					
Compartment Only (mark only if NOT the entire tank)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manifolded Tank (mark for true siphon manifold ONLY)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tank Status*					
<i>If Tank Status = TC:</i>					
<i>Date in TC (assessment & OPS extension required >1yr)</i>					
<i>Emptied to 1" or less? (release detection required if not)</i>					
<i>Date emptied to 1" or less</i>					
Tank Release Detection Method*					
Tank Corrosion Protection*					
Tank Wall Type*					
Tank receives > 25 gallons at a time?					
Spill Bucket? (required where UST receives > 25 gallons at a time)					
<i>Spill Bucket Size</i>	gal	gal	gal	gal	gal
<i>Spill Bucket Wall Type*</i>					
Overfill Protection? (required where UST receives > 25 gallons at a time)					
<i>Overfill Protection Type*</i>					
Piping Corrosion Protection*					
<i>Flexible Connection – Tank*</i>					
<i>Flexible Connection – Dispenser*</i>					
Piping Wall Type*					
Piping Delivery System*					
<i>Line Leak Detector Type (required for PR system)*</i>					
Piping Release Detection Method*					
STP (Turbine Pump) Containment Sump?					
<i>STP Containment Sump Wall Type*</i>					
UDC (Under-dispenser) Containment Sump?					
<i>UDC Containment Sump Wall Type*</i>					
Piping Transition Sumps?					
<i>Transition Sump Wall Type*</i>					
Comments					

*Use codes on page ii for these items.

UST ANNUAL COMPLIANCE INSPECTION

INSPECTION CHECKLIST

Facility Information

OPS Facility ID #:		Facility Name:	
Facility Address:		City/State/ZIP:	
Inspection Completed by:		Inspection Date:	

For each facility, complete the *Annual Compliance Inspection Checklist* below by answering the questions. If the facility contains more than 5 tanks or 8 dispensers, additional copies of this form must be completed. Questions are designated as either a mandatory compliance item (●) or a recommended practice item (®). If an item is identified as mandatory and recommended, further information is provided in a note following the question. If "No" is the answer for any mandatory compliance item (●) question, an associated entry must be made in the *Return to Compliance Plan* with documentation of the date when the issue was brought back into compliance or scheduled to be brought back into compliance. OPS must approve all schedules for repairs to bring the facility back into compliance. OPS must approve all compliance plan schedules. If "No" is the answer for a recommended practice item (®) question, OPS strongly suggests that the deficiency be corrected.

Tank Information

	Item #	Inspection Item	Tank #					
Fill Equipment	●	1	Is there a product tag on the fill riser pipe <u>or</u> are the lids painted in accordance with a posted product code color chart?					
	●	2	Is the fill cap on the fill pipe and is the fill adaptor tight on the fill riser pipe?					
	®	3	Does the fill cap have adequate clearance between the cap and the manhole cover?					
	●	4	Does the tank have a drop tube that extends to within 6 inches of the bottom (if no diffuser is present)?					
Spill and Overfill Protection	●	5	Is each UST that receives more than 25 gallons of product at any one time equipped with spill and overfill prevention?					
	●	6	Is the spill bucket free of fuel, water or debris?					
	●	7	Is the spill bucket in good condition and free of damage?					
	®	8	Does the drain assembly work?					
	●	9	Is the tank(s) equipped with an overfill device (e.g. overfill alarm, automatic shut-off device or ball-float valve) and is the device installed according to manufacturer's specifications to allow proper functionality?					
	●	10	Is the tank overfill alarm mounted near the fill port where it can be seen or heard by the delivery person?					
Tanks in Temporary Closure	●	11	If the tank is in temporary closure and contains greater than 1 inch of product, is approved release detection performed and maintained? <i>NOTE: OPS recommends that a tank in temporary closure be emptied (contains ≤ 1 inch of fluids).</i>					
	●	12	If the tank is in temporary closure, is corrosion protection maintained?					
	●	13	If the tank has been in temporary closure for greater than 3 months, is the vent line open and has the piping, pumps, manways, and ancillary equipment been capped and secured?					
Vapor Recovery (if required)	●	14	Are the vapor recovery adaptor and cap present and free of damage?					
	®	15	Does the vapor cap have adequate clearance between the cap and the manhole cover to enable hook-up?					
	®	16	Is the vapor cap in good condition with a gasket?					
	®	17	Is the vapor recovery lid painted orange?					

OPS Facility ID #:		Inspected by:	Inspection Date:				
	Item #	Inspection Item	Tank #				
Submersible Turbine Pump (STP) Sump	® 18	Are the external and/or internal lids easily removed for inspection?					
	® 19	Are the sump lid, gasket and seals present and in good condition?					
	• 20	Is the sump free of fuel, water or debris?					
	• 21	Is the sump free of cracks, holes, bulges, or other defects?					
	• 22	If the system contains secondarily contained piping with release detection consisting of sump sensors installed in the sump, is the interstice open to the sump?					
	• 23	Is the sump sensor properly mounted at the bottom of the sump and operating according to the manufacturer's specifications?					
	• 24	Are penetration fittings and entry boots intact, secure and free of damage? <i>NOTE: If the sump was installed prior to 8-1-08 and is not used for interstitial monitoring, this is a recommended item.</i>					
	® 25	Are junction boxes sealed and free of corrosion?					
	• 26	Are the STP components, piping and flex connectors free of leaks or seeps?					
	• 27	If no sump is present, are metal components that are in contact with the soil cathodically protected?					
	• 28	Are piping and flexible connectors installed according to the manufacturer's specifications (not kinked or twisted)?					
	• 29	Did the mechanical and/or electronic line-leak detector pass its annual functionality test which includes a leak simulated in the line as part of the functionality test?					
	® 30	Is the mechanical leak detector properly vented? (vent tube not kinked or twisted)					
ATG Port	® 31	Is the manhole cover in good condition and is there adequate clearance between the ATG probe cap and the manhole cover?					
	® 32	Is the cap in good condition and does it seal tightly?					
	® 33	Are the probe wiring hole, electrical junction box and conduit sealed and in good condition?					
	• 34	Are the probe, floats, and water/product warning alarms operating according to the manufacturer's specifications?					
ATG Console	• 35	Does the ATG console have power?					
	• 36	Have all ATG leak alarms been properly addressed?					
	• 37	Is the console programmed correctly for the tanks found at the site (e.g. product, capacity, points, overfill alarm, in-tank test, line-leak detector test, etc.)?					
	• 38	Is the sump sensor properly mounted at the bottom of the sump?					
	• 39	Are the sensors functioning according to the manufacturer's specifications?					
Tank Interstice	• 40	Are the interstitial sensors placed correctly in the tanks?					
	• 41	Are the interstitial sensors functioning according to the manufacturer's specifications?					

OPS Facility ID #:		Inspected by:	Inspection Date:				
	Item #	Inspection Item	Tank #				
Cathodic Protection	• 42	Are all system components that routinely contain product (tanks, lines, and other metal components) and that are in contact with the soil properly cathodically protected?					
	• 43	Has your cathodic protection system (galvanic anodes or impressed current) been tested within 6 months of installation/repair, and every 3 years thereafter?					
	• 44	Has the impressed current system (rectifier) been inspected for proper operation at least every 60 days?					
	• 45	If you have an internally-lined tank without additional cathodic protection, has it passed an internal inspection within 10 years after installation of the lining and every 5 years thereafter?					
	® 46	If the system is equipped with impressed current, are any wires exposed?					
Vent Piping	® 47	Is the vent cap present and is it the correct type?					
	• 48	Is the vent piping of correct height and above obstructions?					
	• 49	Are diesel and gasoline tanks vented with separate piping?					
Unattended Fueling	• 50	Is one or more clearly identified emergency shutoff devices located not less than 20 ft. or more than 100 ft. from the dispensing devices, readily accessible to patrons?					
	• 51	Is a working telephone or other approved, clearly identified means to notify the fire department provided on the site, and readily accessible to patrons?					
	• 52	Is a fire extinguisher with a minimum rating of 40-B, a maintenance inspection not older than 1 year, and located no more than a 30 ft. travel distance from the dispensing devices, readily accessible to patrons?					
	• 53	Are the required additional operating and emergency instructions posted and clearly readable in the dispensing area?					
Monthly Inspections	• 54	Have all Monthly Inspections been performed and documented, and have all deficiencies noted during the inspections been corrected?					
Dispenser Information							
	Item #	Inspection Item	Dispenser #				
	• 55	Is hanging hardware free of visible signs of leakage or damage?					
	• 56	Are all components of hanging hardware of the proper type and size?					
	• 57	If applicable, is fuel product, safety, octane, diesel sulfur, ethanol, signage present and correct?					
	• 58	Is the under-dispenser containment (UDC) sump free of fuel, water or debris?					
	• 59	Is the UDC sump free of cracks, holes, bulges, or other defects?					

OPS Facility ID #:		Inspected by:	Inspection Date:						
Item #	Inspection Item	Dispenser #							
• 60	Are penetration fittings and entry boots intact, secure and free of damage? <i>NOTE: If the sump was installed prior to 8-1-2008 and is not used for interstitial monitoring, this is a recommended item.</i>								
• 61	If the system contains secondarily contained piping with release detection consisting of sump sensors installed in the sump, is the interstice open to the sump?								
• 62	Is the sump sensor properly mounted at the bottom of the sump?								
® 63	Are junction boxes sealed and free of corrosion?								
• 64	Are meters, piping and flexible connectors free of leaks or seeps?								
• 65	Are piping and flexible connectors installed according to the manufacturer's specifications? (not kinked or twisted)								
• 66	If no UDC, are any metal piping components in contact with the soil properly cathodically protected?								
• 67	Are the shear valves operating according to the manufacturer's specifications?								
• 68	Is at least one fire extinguisher with a minimum rating of 40-B, and a maintenance inspection not older than 1 year, located within 100 feet of each dispenser and tank fill opening?								
• 69	Is an emergency stop button present and operable?								

Return to Compliance Plan

Item #	Tank #	Compliance Issue/Repair	Scheduled Date	Actual Date

Operator Certification

By signing below, the operator certifies that the answers above are accurate and based upon performance of associated inspection activities, and that the facility owner has received a copy of this inspection form.

A or B Operator Printed Name:		Certification Number:	
A or B Operator Signature:		Date:	