UST System Inspection Checklist

The Petroleum Equipment Institute (PEI) Tank Installation Committee has produced this checklist as a service to owners/operators of underground storage tanks (USTs). Items on the checklist should only be inspected by individuals knowledgeable of and familiar with UST systems. The frequency of inspections is the minimum standard recommended by the committee. Other factors affecting the frequency of inspection could include such things as monthly throughput, climatic conditions, applicable environmental rules and regulations, manufacturers' recommendations, experience with component performance, or other extenuating circumstances. Some fuel-dispensing system components must be inspected according to requirements established by environmental, fire safety, and/or other authorities having jurisdiction over UST systems. The specific inspection requirements can vary from jurisdiction to jurisdiction. Consult with the local authorities to determine applicable requirements. The Petroleum Equipment Institute hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of this checklist and for the violation of any federal, state, or municipal regulation with which this checklist may conflict.

KEY: D=Daily, M=Monthly, A=Annually

DISPENSER AREA		D	M	A	Date	Initials
Dispenser Sumps	Clean and Empty - No water, product, debris.		X			
	Sump Integrity - No leaks, cracks, bulges, holes.		X			
	Leak Detection Sensor - Correct position and height.		X			
	Test Leak Detector Sensor			X		
Piping Components	No abnormal appearance of piping or components. (Rust, discoloration, delamination, swelling, disintegration, etc.)		X			
	Test boot (if applicable) pulled back so interstice is not blocked or obstructed.		X			
Product Shear Valve	Properly secured and anchored. Installed at the proper level. No leaks.		X			
	Test for proper operation.			X		
Vapor Shear Valve	*(Stage II Vapor Recovery Systems Only)*					
	Properly secured and anchored.		X			
	Installed at the proper level.		X			
Flex Connectors	No leaks.		X			
	Not in contact with other components, soil (without corrosion protection) or debris.		X			

LEAK DETECTION EQUIPMENT		D	M	A	Date	Initials
Automatic Tank Gauge	Proper clearance between manhole lid and probe cap.			X		
	ATG equipment operational and no alarms.	X				
	Inspected per manufacturer recommendations.			X		
Interstitial Monitoring	Monitoring ports properly identified.			X		
	Monitoring equipment operational and no alarms.	X				
	Inspected per manufacturer recommendations.			X		
	Manual inspection if used for tank release detection.		X			
Manual Inventory Control	Inspect measuring stick when gauging to be sure the increments are readable. Ensure bottom end has not been worn or cut off and stick is not warped.	X				
	Product dispensers properly calibrated.			X		
	Inventory reconciled.	X	X			
Automatic Line Leak Detector	No leaks in the leak detector.		X			
	No reduced flow, no alarms.	X				
	Function tested.			X		
Soil Vapor Monitoring	Covers clearly marked and secured		X			
	Monitoring equipment operational.	X				
	Inspected per manufacturer recommendations.			X		
Groundwater Monitoring	Covers clearly marked and secured.		X			
	Water present in wells.		X			
	No evidence of product in wells.		X			
	Monitoring equipment operational.	X				
	Inspected per manufacturer recommendations.			X		

KEY: D=Daily, M=Monthly, A=Annually

TANK AREA		D	M	A	Date	Initials
Tanks	Inspect for water.		X			
Observation Wells	Cover is tightly sealed, properly identified and secured.		X			
	Cap is water tight and locked.		X			
Tank Venting Equipment	Pressure/vacuum vent cap present (if required).		X			
Spill Containment Manholes	Cover is in good condition and properly identified.		X			
	Clean, Empty and Dry - No water, product, dirt, debris.		X			
	Sump Integrity - No cracks, bulges, holes.		X			
	Fill caps tightly sealed & gaskets inspected. Fill adapter tight on riser.		X			
	Drop tubes in place and no obstructions.		X			
Containment Sump Manholes	Cover is in good condition.		X			
Containment Sump	Proper clearance between manhole lid and submersible pump.			X		
	Containment sump lid and gasket in good condition.		X			
	Clean, Empty and Dry - No water, product, dirt, debris.		X			
	Sump Integrity - No cracks, bulges, holes.		X			
	No abnormal appearance of piping. (Rust, discoloration, delamination, swelling, disintegration, etc.)		X			
Sump Sensors	Correct position and height, and operational.		X			
	Test sensor.			X		
Flex Connectors	No leaks.		X			
	Not in contact with other components, soil (without corrosion protection) or debris.		X			
Stage I Vapor Recovery Manholes Two-Point (Dual-Point)	Cover is in good condition and properly identified.		X			
	Sump (if present) Integrity - No cracks, bulges, holes.		X			
	Dry break poppet cap tightly sealed.		X			
	Poppet seals tightly and moves freely when depressed.		X			
Overfill Protection Devices						
Ball Float Valves	Verify in place.			X		
or						
Overflow Prevention Valves (Flapper Valves)	Verify in place.			X		
or						
Overfill Alarms	Functioning properly. (If present.)			X		
Corrosion Protection (If present.)						
Impressed Current Cathodic Protection	Rectifier operating within normal limits.		X			
	Proper operation verified by qualified person.			X		
or						
Galvanic Cathodic Protection System	Proper operation verified by qualified person.			X		

Daily UST System Inspection Checklist

The Petroleum Equipment Institute (PEI) Tank Installation Committee has produced this checklist as a service to owners/operators of underground storage tanks (USTs). Items on the checklist should only be inspected by individuals knowledgeable of and familiar with UST systems. The frequency of inspections is the minimum standard recommended by the committee. Other factors affecting the frequency of inspection could include such things as monthly throughput, climatic conditions, applicable environmental rules and regulations, manufacturers' recommendations, experience with component performance, or other extenuating circumstances. Some fuel-dispensing system components must be inspected according to requirements established by environmental, fire safety, and/or other authorities having jurisdiction over UST systems. The specific inspection requirements can vary from jurisdiction to jurisdiction. Consult with the local authorities to determine applicable requirements. The Petroleum Equipment Institute hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of this checklist and for the violation of any federal, state, or municipal regulation with which this checklist may conflict.

LEAK DETECTION EQUIPMENT		Daily	Date	Initials
Automatic Tank Gauge	ATG equipment operational and no alarms.	X		
Interstitial Monitoring	Monitoring equipment operational and no alarms.	X		
Manual Inventory Control	Inspect measuring stick when gauging to be sure the increments are readable. Ensure bottom end has not been worn or cut off and stick is not warped.	X		
	Inventory reconciled.	X		
Automatic Line Leak Detector	No reduced flow, no alarms.	X		
Soil Vapor Monitoring	Monitoring equipment operational.	X		
Groundwater Monitoring	Monitoring equipment operational.	X		

Monthly UST System Inspection Checklist

The Petroleum Equipment Institute (PEI) Tank Installation Committee has produced this checklist as a service to owners/operators of underground storage tanks (USTs). Items on the checklist should only be inspected by individuals knowledgeable of and familiar with UST systems. The frequency of inspections is the minimum standard recommended by the committee. Other factors affecting the frequency of inspection could include such things as monthly throughput, climatic conditions, applicable environmental rules and regulations, manufacturers' recommendations, experience with component performance, or other extenuating circumstances. Some fuel-dispensing system components must be inspected according to requirements established by environmental, fire safety, and/or other authorities having jurisdiction over UST systems. The specific inspection requirements can vary from jurisdiction to jurisdiction. Consult with the local authorities to determine applicable requirements. The Petroleum Equipment Institute hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of this checklist and for the violation of any federal, state, or municipal regulation with which this checklist may conflict.

DISPENSER AREA		Monthly	Date	Initials
Dispenser Sumps	Clean and Empty - No water, product, debris.	X		
	Sump Integrity - No leaks, cracks, bulges, holes.	X		
	Leak Detection Sensor - Correct position and height.	X		
Piping Components	No abnormal appearance of piping or components. (Rust, discoloration, delamination, swelling,	X		
	Test boot (if applicable) pulled back so interstice is not blocked or obstructed.	X		
Product Shear Valve	Properly secured and anchored. Installed at the proper level. No leaks.	X		
Vapor Shear Valve	*(Stage II Vapor Recovery Systems Only)*			
	Properly secured and anchored.	X		
	Installed at the proper level.	X		
Flex Connectors	No leaks.	X		
	Not in contact with other components, soil (without corrosion protection) or debris.	X		

LEAK DETECTION EQUIPMENT		Monthly	Date	Initials
Interstitial Monitoring	Manual inspection if used for tank release detection.	X		
Manual Inventory Control	Inventory reconciled.	X		
Automatic Line Leak Detector	No leaks in the leak detector.	X		
Soil Vapor Monitoring	Covers clearly marked and secured	X		
Groundwater Monitoring	Covers clearly marked and secured.	X		
	Water present in wells.	X		
	No evidence of product in wells.	X		

TANK AREA		Monthly	Date	Initials
Tanks	Inspect for water.	X		
Observation Wells	Cover is tightly sealed, properly identified and secured.	X		
	Cap is water tight and locked.	X		
Tank Venting Equipment	Pressure/vacuum vent cap present (if required).	X		
Spill Containment Manholes	Cover is in good condition and properly identified.	X		
	Clean, Empty and Dry - No water, product, dirt, debris.	X		
	Sump Integrity - No cracks, bulges, holes.	X		
	Fill caps tightly sealed & gaskets inspected. Fill adapter tight on riser.	X		
	Drop tubes in place and no obstructions.	X		
Containment Sump Manholes	Cover is in good condition.	X		
Containment Sump	Containment sump lid and gasket in good condition.	X		
	Clean, Empty and Dry - No water, product, dirt, debris.	X		
	Sump Integrity - No cracks, bulges, holes.	X		
	No abnormal appearance of piping. (Rust, discoloration, delamination, swelling, disintegration, etc.)	X		
Sump Sensors	Correct position and height, and operational.	X		
Flex Connectors	No leaks.	X		
	Not in contact with other components, soil (without corrosion protection) or debris.	X		
Stage I Vapor Recovery Manholes Two-Point (Dual-Point)	Cover is in good condition and properly identified.	X		
	Sump (if present) Integrity - No cracks, bulges, holes.	X		
	Dry break poppet cap tightly sealed.	X		
	Poppet seals tightly and moves freely when depressed.	X		
Corrosion Protection (If present.)				
Impressed Current Cathodic Protection	Rectifier operating within normal limits.	X		

Annual UST System Inspection Checklist

The Petroleum Equipment Institute (PEI) Tank Installation Committee has produced this checklist as a service to owners/operators of underground storage tanks (USTs). Items on the checklist should only be inspected by individuals knowledgeable of and familiar with UST systems. The frequency of inspections is the minimum standard recommended by the committee. Other factors affecting the frequency of inspection could include such things as monthly throughput, climatic conditions, applicable environmental rules and regulations, manufacturers' recommendations, experience with component performance, or other extenuating circumstances. Some fuel-dispensing system components must be inspected according to requirements established by environmental, fire safety, and/or other authorities having jurisdiction over UST systems. The specific inspection requirements can vary from jurisdiction to jurisdiction. Consult with the local authorities to determine applicable requirements. The Petroleum Equipment Institute hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of this checklist and for the violation of any federal, state, or municipal regulation with which this checklist may conflict.

DISPENSER AREA		Annual	Date	Initials
Dispenser Sumps	Test Leak Detector Sensor	X		
Product Shear Valve	Test for proper operation.	X		

LEAK DETECTION EQUIPMENT		Annual	Date	Initials
Automatic Tank Gauge	Proper clearance between manhole lid and probe cap.	X		
	Inspected per manufacturer recommendations.	X		
Interstitial Monitoring	Monitoring ports properly identified.	X		
	Inspected per manufacturer recommendations.	X		
Manual Inventory Control	Product dispensers properly calibrated.	X		
Automatic Line Leak Detector	Function tested.	X		
Soil Vapor Monitoring	Inspected per manufacturer recommendations.	X		
Groundwater Monitoring	Inspected per manufacturer recommendations.	X		

TANK AREA		Annual	Date	Initials
Containment Sump	Proper clearance between manhole lid and submersible pump.	X		
Sump Sensors	Test sensor.	X		
Overfill Protection Devices				
Ball Float Valves	Verify in place.	X		
or				
Overflow Prevention Valves (Flapper Valves)	Verify in place.	X		
or				
Overfill Alarms	Functioning properly. (If present.)	X		
Corrosion Protection (If present.)				
Impressed Current Cathodic Protection	Proper operation verified by qualified person.	X		
or				
Galvanic Cathodic Protection System	Proper operation verified by qualified person.	X		