www.highlandtank.com
One Highland Road
Stoystown, PA 15563
PH: 814-893-5701

Aboveground Rectangular Oil/Water Separator
Installation Start-up Checklist

This form is intended to document all of the important information regarding the installation and start-up of your Highland Tank Oil/Water Separator (OWS).

For accuracy, to ensure proper installation, and keep any warranty in force, this important document should be completed at the time of start-up. A copy of this document should be maintained at the OWS installation site, maintenance office and owner's office.

Person Conducting Start-up:

Print name: _____ Title: _____

Signature: _____ Date: _____

Installation Acceptance (see last page for any installation comments)

Customer

Print name: _____ Title: _____

Signature: _____ Date: _____

Installer

Print name: _____ Title: _____

Signature: _____ Date: _____

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General Operating Notes

Periodic maintenance is required to remove sand, trash, sludge and oil from the coalescers and the unit as a whole. For units processing any rainwater, an inspection after a heavy rainfall event is recommended.

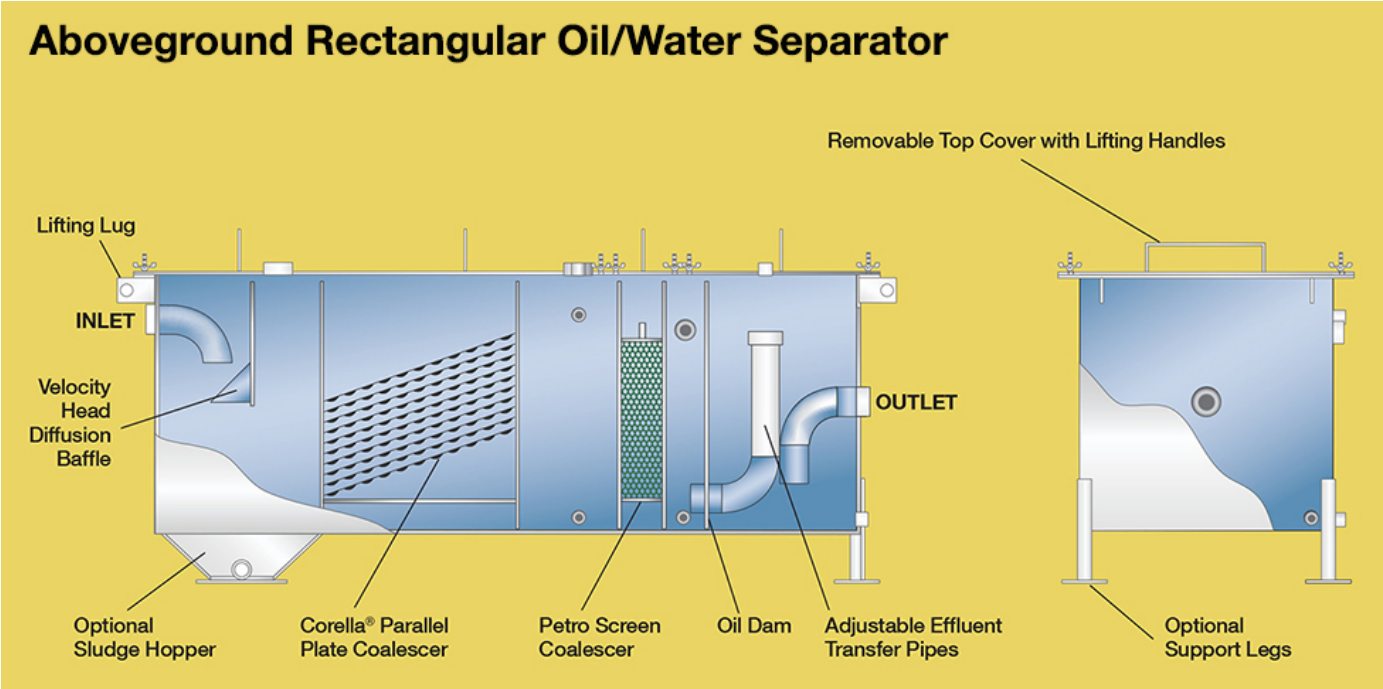
It is recommended that the OWS be cleaned at least once a year. Annual cleaning consists of removing the oil buildup on the surfaces of the OWS walls and coalescer plates with steam or high-pressure water. Prior to performing any maintenance, stop all flow to the OWS. Then, using suction, remove all fluid and solids from the OWS and dispose of properly.

Perform maintenance according to Highland Tank Aboveground Rectangular User's Manual available at www.highlandtank.com/AdminHighlandData/FileDataAdditional/resource_105.pdf. Since OWS designs will vary with sites, it is essential to adhere strictly to the manufacturer's instructions for cleaning and maintenance.

If contaminants are present, or if detergents are used in the cleaning process, always be sure to pump out before reactivating the system and reopening the valve on the influent line.

Factors that adversely affect OWS performance

- Excessive turbulence
- Excessive influent flow rate
- Excessive oil storage
- Pumping into the OWS
- Detergents or surfactants
- Excessive sludge build-up



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PLEASE PRINT

Owner of OWS: _____ Installation Date: _____

Location of OWS: _____

Model / Size: _____ Start-up Date: _____

Sold to

Customer: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: (_____) _____

Contact: _____

Installation Site

Customer: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: (_____) _____

Contact: _____

Start-up Attendees (Please print)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Installing Company

Company Name: _____

Installer Contact: _____

Phone: (_____) _____

Highland Representative

Name: _____

Phone: (_____) _____

Email: _____

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OWS Specifications:

Model: - _____ Highland Work Order #: _____

Set up for _____ GPM flow rate

Construction: SW or DW (circle one) Serial Number: (UL) _____

Inlet size: _____ Outlet size: _____ Serial Number (other):_____

Exterior Coating: Interior Lining: ____ None

___ Urethane ___ Polyurethane

___ Insulated (pour Foam) ___ Epoxy

___ Other _____ ___ Other _____

Installation Questionnaire

	Circle One
Have the OWS and all accessories been checked to verify that all items and correct items were received?	Yes No
Has the OWS been installed in accordance with the installation instructions in the Highland Tank Aboveground Rectangular Oil/Water Separator User's Manual? Available at www.highlandtank.com/AdminHighlandData/FileDataAdditional/resource_105.pdf.	Yes No
Has the OWS been installed level in accordance with installation instruction specifications?	Yes No
Has the OWS been installed with a separate atmospheric vent from the inlet pipe in accordance with applicable code requirements? (Not applicable on systems with Pumped influent)	Yes No N/A
Has the OWS been installed with a separate atmospheric vent from the outlet pipe in accordance with applicable code requirements? (Not applicable on systems with Pumped effluent)	Yes No N/A
Has the OWS been installed with separate atmospheric vents from the OWS body in accordance with applicable code requirements?	Yes No
Have all accessories received, been installed correctly by the installer?	Yes No
Has the OWS been filled with clean fresh water prior to being put into service?	Yes No
Has the operation of the OWS detailed in the Highland Tank Aboveground Rectangular Oil/Water Separator User's Manual been explained to appropriate personnel? Available at www.highlandtank.com/AdminHighlandData/FileDataAdditional/resource_105.pdf.	Yes No
Have the need for periodic maintenance and the recommended procedure for this maintenance been explained to the appropriate personnel?	Yes No

IMPORTANT: Separator is to be filled with clean/fresh water prior to being put into service.

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Circle One

Hold Down Method (if required): _____ Yes No N/A

Oil Skimmer

Is the OWS equipped with an oil-skimming device? Yes No

Skimmer Type: _____ Model # _____

Has skimmer been installed in accordance with manufacturer's instructions? Has it been tested and is it working properly? Yes No N/A

If "No", have you explained to the operator how to adjust the skimmer? Yes No N/A

Sensor(s) and Alarm/Control Panel

Is OWS equipped with an Alarm/Control Panel and Sensor(s)? Yes No

Alarm/Control Panel Model: _____ Incoming Voltage: _____ VAC, _____ Phase

Has the Alarm/Control Panel been installed in accordance with manufacturer's instructions? Has it been tested and is it working properly? Yes No N/A

Has the Oil Interface Level Sensor been installed in accordance with manufacturer's instructions? Has it been tested and is it working properly? Yes No N/A

Has the High Fluid Level Sensor been installed in accordance with manufacturer's instructions? Has it been tested and is it working properly? Yes No N/A

Pumps

Is OWS equipped with an influent pump system? Yes No

Pump: Make - Model – Type: _____

Is pump mounting and piping configuration correct based on the manufacturer's specifications? Yes No

Is OWS equipped with an effluent pump system? Yes No

Pump: Make - Model – Type: _____

Has the operation of the Alarm Panel, sensor(s) and pump system been fully explained to the appropriate personnel? Yes No

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OWS Application

How is this OWS going to be used? _____

_____

_____

What type of Hydrocarbon is to be separated? _____

_____

Specific Gravity(s): _____

Are there any detergents or solvents being used that will flow into the OWS? If yes, what are they? _____ Yes No N/A

Where will this unit be discharging? _____

Maintenance

Does the customer have a copy of Highland Tank Aboveground Rectangular Oil/Water Separator User's Manual? Yes No N/A

Have the installation, operation and maintenance instructions been discussed with the customer? Yes No N/A

Installation Acceptance (see last page for any installation comments) Customer Contact: _____

Installer Contact: _____

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Differences noted (Missing or incorrect items): _____

Follow-up required: _____

Corrective action: _____

Start-up date: ___ / ___ / _____ By: _____

Notes: _____

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Local Highland Representative: _____ Phone: ( ) - _____

Email: _____

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