**MONTHLY UNDERGROUND STORAGE TANK FACILTY INSPECTION CHECKLIST**

Location: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by:

Answer Y (Yes), N (No), or N/A (Not Applicable) for each item below.

|  |  |  |
| --- | --- | --- |
|  | Tank No: | Tank No: |
| SPILL BASKET/FILL PIPE |
| Is there any damage? If yes, contact EHS. |  |  |
| Has all liquid and debris been removed? |  |  |
| Has the fill pipe been checked for any obstructions, such as tank gauging sticks, and if found, have they been removed? |  |  |
| Is the fill cap securely fastened and locked? |  |  |
| MONITORING PORTS |
| Are covers and caps of all ports tightly sealed and locked? |  |  |
| PUMPS |  |  |
| Are the dispenser hoses, nozzles, and breakaways in good condition? Replace as needed. |  |  |
| Does the fuel filter need to be replaced? Replace as needed. |  |  |
| Are fire extinguishers present with current monthly and annual inspections? |  |  |
| SPILL KIT |
| Is the spill kit stocked and are spill control absorbents dry? |  |  |
| TANK MONITORING |
| Does the tank monitoring show no alarms? If there is an alarm for an unknown reason, contact EHS immediately. |  |  |
| Has one printout for the month from the tank monitoring system been filed? Keep for three years. |  |  |

Comments or Issues Encountered:

Any deficiencies noted during the inspection must be corrected as soon as possible. **Facility personnel must contact EHS to review all tank maintenance and needed repairs with the exception of replacing hoses and fuel filters.** If there are any questions, call the Department of Environmental Health and Safety at 814/865-6391