



## UNDERGROUND STORAGE TANK CHECKLIST

<b>Division:</b>	<b>Facility:</b>
<b>Building:</b>	<b>Location/Area:</b>
<b>Inspector:</b>	<b>Date:</b>

<b>The Safety Officer, with assistance from the Plant Operations Supervisor, has conducted an institution survey to identify and document:</b>	YES	NO	N/A
Locations of all USTs.			
Storage capacity of each UST.			
Date of each tank installation.			
Date of tank upgrade if applicable.			
Types of leak detection and spill control systems that are installed on each tank.			
UST equipment maintenance and calibration requirements as specified by manufacturer.			
Tank registration and operating permits that may be required by the state.			
<b>The following records are maintained in the Facilities and Safety Departments.</b>	YES	NO	N/A
Written documentation of all calibration, maintenance and repair of release detection equipment are maintained for at least one year.			
Tank and piping tightness tests are maintained until the next test is conducted.			
If applicable, tank gauging and inventory control records are maintained for at least two years.			
Tank registrations and current operating permits (if required) are maintained as permanent records.			
All written performance claims pertaining to release detection systems and the manner in which the claims have been justified or tested by the equipment manufacturer or installer are maintained for at least five years from the date of installation.			
<b>USTs meet the following requirements:</b>	YES	NO	N/A
The results of the UST Survey are maintained as a permanent record in the Facilities and Safety Departments and updated when required.			
A readily available copy of applicable federal and state UST regulations is maintained in the Plant Operations and Safety Departments and updated when required.			
The institution complies with state regulations that differ from federal.			
Each UST is equipped with an operable catchment basin and an overflow protection device.			
Appropriate staff have received verifiable training in the operation of USTs, to include leak detection systems, spill and overflow protection and regulatory requirements (federal and state).			
If UST has pressurized piping, either annual line tightness testing or monthly monitoring* is used as a leak detection system.			
If UST has pressurized piping, one of the following devices has been installed: <ul style="list-style-type: none"> <li>• automatic flow restrictor</li> <li>• automatic shutoff device</li> <li>• continuous alarm system</li> </ul>			



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USTs meet the following requirements (continued):	YES	NO	N/A
UST leak detection system calibrations and maintenance are performed according to the manufacturer's recommendations.			
The UST has one of the following leak detection systems: <ul style="list-style-type: none"> <li>• interstitial monitoring</li> <li>• automatic tank gauging</li> <li>• vapor monitoring</li> <li>• groundwater monitoring</li> <li>• manual tank gauging (only for tanks &lt;1001 gallons)</li> <li>• manual tank gauging &amp; tank tightness testing (only for tanks &lt;2001 gallons and may only be used for 10 years after tank installation)</li> <li>• inventory control and tank tightness test (may only be used for 10 years after tank installation)</li> <li>• statistical inventory reconciliation</li> </ul>			
If UST has suction piping, one of the following detection systems is used: <ul style="list-style-type: none"> <li>• monthly monitoring*</li> <li>• tightness testing every three years</li> <li>• no release detection system required because: piping is sloped so that the contents will drain back into the tank after suction is released, the suction line has only one check valve located directly below the suction pump, or the system operates at less than atmospheric pressure.</li> </ul>			

\*Monthly Monitoring includes:

- Interstitial Monitoring
- Automatic Tank Gauging
- Vapor Monitoring
- Ground Water Monitoring
- Statistical Inventory Reconciliation

**COMMENTS:**