Appendix A-2: SAMPLE FORM FOR MONTHLY UNDERGROUND STORAGE SYSTEM INSPECTION CHECKLIST – PAGE 1

Go to *www.pei.org/RP900* for an electronic version of this form

MONTHLY UNDERGROUND STORAGE SYSTEM INSPECTION CHECKLIST			
Facility ID#	Facility Name/Address	Level II Qualified Person Signature	Date
If any problem is found, contact:		Contact information:	

Category	Description	PEI/RP900	N/A	Tank 1	Tank 2	Tank 3	Tank 4
Daily Inspections	Complete daily checklist and compare to previously completed daily checklists	7.4.1					
Leak Detection Recordkeeping	**Circle method of tank leak detection: ATG, CIM, SIR, IC, GWM, SVM, MIMT** **Circle method of piping leak detection: CIM, MPLT, SIR, GWM, SVM, MIMP**	7.5					
Automatic Tank Gauge (ATG)	Passing tank test report printed and properly filed	7.5.1.1					
Continuous Interstitial Monitoring (CIM)	Sensor status report printed and properly filed	7.5.2.1					
Monthly Piping Leak Test (MPLT)	Passing piping leak-test report printed/documented and properly filed	7.5.3.1					
Statistical Inventory Reconciliation (SIR)	This month's inventory analyzed; last month's results passed and available for inspection	7.5.4.1					
Inventory Control (IC)	Inventory reconciled and within the company or regulatory standard	7.5.5.1					
Manual Groundwater (GWM) or Soil Vapor Monitoring (SVM)	Wells sampled and results pass	7.5.6.1					
Manual Interstitial Monitoring for Tanks (MIMT)	Steel tank: interstitial space checked and found dry	7.5.7.1					
	Fiberglass tank: interstitial space checked and found dry	7.5.7.2					
	Fiberglass tank: level of monitoring fluid within normal range	7.5.7.3					
	For steel and fiberglass tanks, vacuum level is within tolerances	7.5.7.4					
Manual Interstitial Monitoring for Piping (MIMP)	Tank-top sump inspected and no liquid found	7.5.8.1					
All Tanks		7.6					
Grade-Level Covers	All covers present, in good condition, seated firmly on the correct tank	7.6.1.1					
Spill-Containment Manhole	Drain valve in spill-containment manhole in good condition	7.6.2.1					
Drop Tube	Standard drop tube smooth, no ragged edges, in good condition	7.6.3.1					
	Top edge of coaxial drop tube smooth, round, slightly below the top edge of the fill pipe	7.6.3.2					
Tank Gauge Stick	Tank gauge stick can be clearly read, is not warped or broken	7.6.4.1					
Check for Water	No water present in the tank	7.6.5.1					
Tank Vents	Vent cap present, vent pipe solidly supported and vertical	7.6.6.1					

Appendix A-2: SAMPLE FORM FOR MONTHLY UNDERGROUND STORAGE SYSTEM INSPECTION CHECKLIST – PAGE 2

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Category	Description	PEI/RP900	N/A	Tank 1	Tank 2	Tank 3	Tank 4
Stage I Vapor Recovery		7.7					
Two-Point (Dual-Point) Vapor Recovery	Cover present, colored orange, seated firmly at grade, not broken, cracked or chipped	7.7.1.1					
	If spill-containment manhole is present, no dirt, trash, water, or product	7.7.1.2					
	If spill-containment manhole is present, no cracks, bulges, or holes	7.7.1.3					
	Vapor recovery cap present, seals tightly	7.7.1.4					
	Poppet of vapor recovery adaptor seals tightly	7.7.1.5					
Observation and Monitoring Wells		7.8					
	Observation well cover is properly identified and secured	7.8.1.1					
Corrosion Protection		7.9					
Impressed-Current Cathodic Protection	Record volt and amp readings, readings consistent with previous months	7.9.1.1					
	Record hour meter reading (if present). Reading increases by about 700 hours each month	7.9.1.2					

DESCRIBE ANY DEFICIENCIES HERE:

Instructions: Mark each tank where no problem is observed with a checkmark: √
If certain equipment is not required and / or not present, mark checklist in the N/A column.
If a defect is found, mark the checklist with an "X," describe the problem in the "DEFICIENCIES" section, and notify the appropriate person.
Refer to the section in the PEI Recommended Practices on UST system equipment inspection listed in the 'PEI/RP900' column for additional information. Refer to PEI RP500, *Recommended Practices for Inspection and Maintenance of Motor Fuel Dispensing Equipment,* for inspection procedures that apply to fuel dispensing equipment.