



Monthly Inspection Checklist

for Underground Storage Tank (UST) Systems

Month: _____

Year: _____

Rule 1.10(U) of the RI DEM *Rules and Regulations For Underground Storage Facilities Used For Regulated Substances and Hazardous Materials* requires that the Class A or Class B operator registered to the facility perform inspections of the facility at least every 30 days and complete this form. These forms are required to be maintained at the facility for a minimum of 3 years and be made available to DEM inspectors upon request. Please be aware that falsification of this inspection checklist may result in suspension of operator certificates and administrative penalties.

Facility Name: _____

UST #: _____

Facility Address _____

City: _____

Name of A/B Operator conducting Inspection: _____

Signature: _____

Date: _____

Temporarily Closed Facility [All items this form must be addressed even in temporary closure. The facility must have current approval from the RI DEM UST Program to maintain the "temporarily closed" status]

Y=Yes, N=No, N/A=Not Applicable

LEAK DETECTION AND ALARM HISTORY				Y	N	N/A		
1	The Continuous Monitoring System (CMS) Console is operational, does not have any active alarms, and when the "test" button is depressed, an audible alarm is heard							
2	For facilities with an exterior overflow alarm , when the "test" button on the outdoor alarm is pressed, is a loud alarm heard with a flashing light?							
3	For facilities with "flapper valves" or drop-tube overflow protection, when you open the drop tube and look down, is the tube free from obstructions such as gauge sticks or other debris?							
4	CMS Alarm history for the previous month is available and has been reviewed							
5	Was every alarm, malfunction, and/or release for the past month responded immediately addressed?							
6	Are monthly inspections, annual test records, and a list of emergency contact information on file and available at the facility?							
7	For single-walled tanks: is the leak detection system performing the 0.2 gph leak test and is the monthly inventory reconciliation on-file?							
UST SYSTEM INSPECTION								
Spill Containment Basins are free of water, debris, hazardous substances, etc. They are labeled properly to identify the substance stored and the caps/covers are tightly sealed								
8		Y	N	N/A		Y	N	N/A
	Tank 1 contents:				Tank 4 contents:			
	Tank 2 contents:				Tank 5 contents:			
	Tank 3 contents:				Tank 6 contents:			
9	Dispenser hoses, nozzles, and breakaways have no evidence of loose fittings, deterioration, leakage, improper functioning, and are not in contact with the ground.							
		Y	N	N/A		Y	N	N/A
	Dispenser 1/2				Dispenser 9/10			
	Dispenser 3/4				Dispenser 11/12			
	Dispenser 5/6				Dispenser 13/14			
	Dispenser 7/8				Dispenser 15/16			

Month:

Year:

10	Dispensers have been opened, all visible piping/fittings/couplings have been inspected and show no signs of leaks, weeping, or excessive corrosion. Dispenser containment areas are free of water, debris, hazardous substances, etc.							
		Y	N	N/A		Y	N	N/A
	Dispenser 1/2			Dispenser 9/10				
	Dispenser 3/4			Dispenser 11/12				
	Dispenser 5/6			Dispenser 13/14				
Dispenser 7/8			Dispenser 15/16					
11	Dispenser area is clean and free from excessive staining, petroleum residue buildups, and other indicators of nozzle weeping or poor filling practices.							
12	If the UST system has an impressed current cathodic protection system , what were the voltage and amperage readings on the day of the monthly inspections?					Voltage:	Amps:	
13	Piping sumps must be inspected once a year and in response to any leak detection alarms. All visible piping, fittings, and coupling must be inspected for signs of leakage. Water, debris, or product should be removed and disposed of properly. Was this inspection performed this month? Date of last piping sump inspection:						Y	N
14	For Emergency Response readiness, spill and overfill response supplies have been restocked as required. Emergency procedures have been reviewed and the the contact list is up to date.							
FACILITY EMPLOYEE TRAINING								
15	For operator training requirements, all Class C operators hired within the past 30 days have been trained in emergency response procedures, and all Class C operators have been retrained every 2 years.							
16	For operator training requirements, new Class A/B operators designated to the facility within the past 30 days have submitted the required documentation to DEM.							

Repair or Maintenance Notes: _____

Items Requiring Follow-Up Action: _____

The owner must also sign this form if there are issues noted on this checklist that cannot be addressed by the Class A or B operator.

Owner Signature:

Date: