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COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS

pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION

SAMPLE MONTHLY MAINTENANCE OPERATION CHECKLIST FOR OWNERS OF SMALL ABOVEGROUND STORAGE TANKS

ITEM	SYMBOL		REFERENCE
I. Visual Check for Deterioration			
Condition of tank exterior	S	U	_____
Condition of aboveground piping	S	U	_____
Condition of foundations and supports	S	U	_____
Condition of containment structures	S	U	_____
II. Containment Areas			
Level of standing water in containment	S	U	_____
Drain Valves secured in a closed position	Y	N	_____
Debris or fire hazard in containment	Y	N	_____
III. Leak Detection System			
Leak detection system monitored	Y	N	_____
Regulated Substance in containment area	Y	N	_____
Evidence of release from tank	Y	N	_____
Evidence of release from ancillary equipment including piping	Y	N	_____
IV. Ancillary Equipment			
Overfill prevention device functioning properly (if installed)	Y	N	_____
Valves functioning properly	Y	N	_____
Vents clear of restrictions	Y	N	_____
Gauge or monitoring device functioning properly (if installed)	Y	N	_____
V. Safety Precautions			
Safety equipment in place and operative	Y	N	_____
Fire extinguishers in place	Y	N	_____
Safety precautions posted	Y	N	_____
Tank system secured to prevent vandalism and unauthorized use	Y	N	_____

Facility I.D.# _____ Inspection Completed By: _____ Date: _____

Comments: _____

_____

_____

_____

_____

Symbols

S - Satisfactory U - Unsatisfactory Y - Yes N - No

INSTRUCTIONS FOR SAMPLE MONTHLY MAINTENANCE OPERATION CHECKLIST

Owners should complete the checklist by circling S/U or Y/N as indicated for each item. Unsatisfactory (U) conditions are those conditions that may cause potential leaks, spills or environmental degradation if allowed to remain uncorrected, for example areas on tank exteriors which are unprotected or containment structures and foundations which are crumbling, rusting and remain in general disrepair. No (N) should be circled if conditions for those items indicated are not met; for example vents blocked by an obstruction or unsecured drain valve. Specific reference for each tank or area that is unsatisfactory or does not meet the conditions indicated should be made in the “Reference” column. Comments should then be made for each reference in the “Comments” section. An example would be circling “U” for the item “vent clear of restrictions”, writing Tank #5 in the “Reference” column and then writing “vent obstructed by bird nest” in the “Comment Section”. Individuals completing the inspection should include the facility ID number, their name and the date the inspection was completed. Completed checklists should be kept at the facility for 12 months.

This monthly checklist covers all regulated Small Aboveground Storage Tanks at the facility. The checklist must be completed by a person knowledgeable of the tank system's operation and maintenance. This person may be a company employee or a representative of a third party. The person does not have to be a department-certified inspector.