Appendix A-1: SAMPLE FORM FOR DAILY UST SYSTEM INSPECTION CHECKLIST

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

DAILY UNDERGROUND STORAGE SYSTEM INSPECTION CHECKLIST			
Facility ID#	Facility Name/Address	Level I 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
Leak Detection		6.4					
Automatic Tank Gauge (ATG)	The power is on	6.4.1.1					
	There are no warning or alarm lights blinking or lit	6.4.1.2					
	There is a liquid measurement for each tank and the reading appears accurate	6.4.1.3					
	The printer has paper and is in working condition	6.4.1.4					
Electronic Leak-Detection Monitor	The power is on	6.4.2.1					
	There are no warning or alarm lights blinking or lit	6.4.2.2					
Mechanical Line-Leak Detector	No customers have complained about slow flow	6.4.3.1					
Daily Inventory	Inventory records are reconciled daily and daily variance is within the guidelines set by the facility owner	6.4.4.1					
Tank Fill Area		6.5					
Fill Cover	Fill cover present, not broken or damaged	6.5.1.1					
	Fill covers are identified by color and located on the correct tank	6.5.1.2					
Spill-Containment Manhole (Spill Bucket)	No dirt, trash, water, or product in the spill-containment manhole	6.5.2.1					
	No cracks, bulges or holes in the spill-containment manhole	6.5.2.2					
	Below-grade containment manhole properly latched (if present)	6.5.2.3					
	Below-grade containment manhole contains oil absorbent material	6.5.2.4					
Fill Pipe	Fill cap in good condition, seals tightly	6.5.3.1					
	No obstruction inside the fill pipe	6.5.3.2					

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.