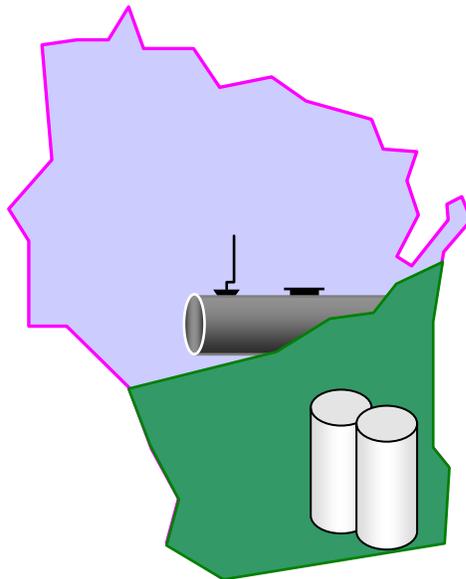


# Internet Inspection Reporting Application (IIRA) HELP Manual For Comm 10 Storage Tank Inspectors



**Revised September 4, 2008**

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## Introduction to the Internet Inspection Reporting Application (IIRA)

There is a two-fold purpose for the on-line tank inspection process. The first part is to gather statistics concerning problems with tanks and or sites for program and EPA reporting and code development purposes. The second purpose is to be able to pay for the inspection of tanks on an “as inspected” basis.

### Password

Commerce inspectors and LPO agencies will be sent a customer id and password as assigned by the Storage Tank Regulation Section Chief at the Department of Commerce. The e-mail will be from “Autosend .

As soon as you receive your

password you should log-in and go into the “Enter by Inspection List” side of the program to assure that you have the ability to access the program. The passwords are character sensitive. If you are unable to access the application try entering your password by performing a cut and paste from the e-mail to the login box. Once you have successfully logged into the application you should change the password to one that you will remember.

### Log-in to the IIRA

Access the Internet Inspection Reporting application (IIRA) via the Storage Tank Home Page.

There is a list of IIRA associated web page links on the lower portion of the web page. The Internet Inspection Reporting links will take you to the Inspection Login pages.

Size	From	Subject
452 B	Autosend@commerce.stat...	New password for LPO Inspection Reporting

Inspector IIRA Production

- Internet Inspection Reporting [IIRA - HELP Guide for Inspectors \(pdf\)](#)
- IIRA Supervisory Application [IIRA - List of Edit Checks \(pdf\)](#)

Inspection Login

Enter your Customer ID and Password to login:  
OR  
Enter your Customer ID, Password, New Password and Confirm New Password to change your password and login.

\* Indicates Required Field

Customer ID:

Password:

New Password:

Confirm New Password:

Enter by Transaction ID    Enter by Investigation List    Reset

The login page provides a level of security by restricting who has access to the site information and it also gives the inspector two options to view site data. The PASSWORD is specific to a Commerce inspector or to a LPO agency. Contact Sheldon Schall if you have forgotten your logon password or desire a new password.

Inspection Login

Enter your Customer ID and Password to login:  
OR  
Enter your Customer ID, Password, New Password and Confirm New Password to change your password and login.

\* Indicates Required Field

Customer ID:

Password:

New Password:

Confirm New Password:

Enter by Transaction ID    Enter by Investigation List    Reset

Note that there are two IIRA web sites.

1. A Production or “live” information reporting and data collection web site, characterized by the white background as displayed in the screen capture above.
2. A Training and testing site characterized by the blue background as displayed in the screen capture to the right. The training site is discussed in the following paragraph.

**Note:** Most screen captures used in this Help Manual are taken from the IIRA Training application and therefore will have a blue background.

The first two fields are entering your customer id and then your password. It is on this screen where you can also change your password. If the inspector does not select “Enter by Transaction” or “Enter by Investigation” button before clicking enter, a screen will appear where that decision has to be made. An extra step in the process, but necessary to reduce the download time.

## IIRA Training Application

This application is for training inspectors and field testing new enhancements. Inspection data that is entered will not be saved for inspection and regulatory statistics or LPO payment. Close out and find the correct link on the storage tank home page that takes you to the “live” application for permanent data entry.

Because inspectors were accidentally entering inspection data into the training application, the link to the training application was moved off the tank program Internet home page. Access to this application is via the Commerce Intranet server at the following link:

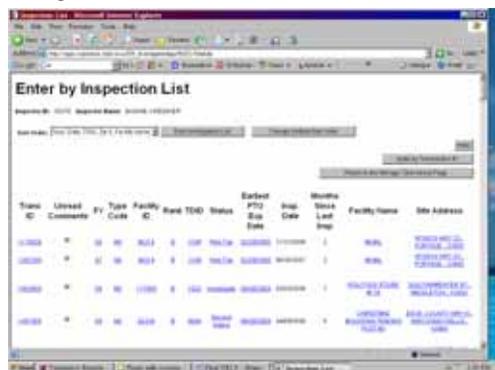
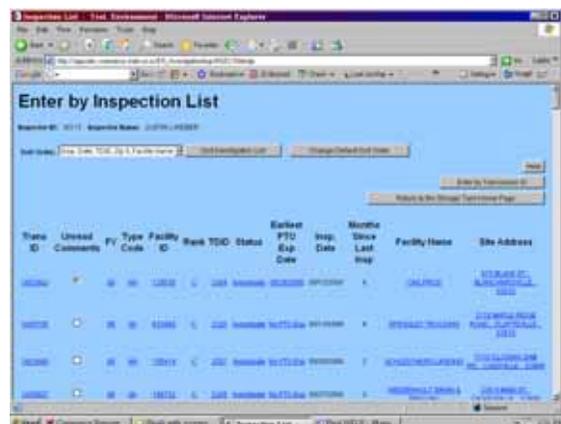
[http://apps.commerce.state.wi.us/ER\\_InvestigationApp/ER\\_InvestigationJsp.jsp](http://apps.commerce.state.wi.us/ER_InvestigationApp/ER_InvestigationJsp.jsp)

**Note:** The password for this Training application must remain “mytest.”

The Training application “Enter by Inspection List” screen also has a blue background to distinguish the training application from the production application.

## Enter by Investigation List

The “Enter by Investigation List” will take the inspector to a page that lists all the sites where the inspector or LPO is responsible for performing annual inspections. This page also gives the inspector the option of sorting by several categories. Also a default sort order can be



established. This page displays the inspections that have not been closed. Designating the status “Inspection Completed” for all tanks on the site closes the inspection process and moves the site off the list.

Initially, you will be presented with a list of inspections that have yet to be started or are not completed and closed. There is site identifying information to the left of the screen and to the far right is an inspection date field that comes from the “actual investigation date” field that you enter on the next screen. Initially the date

field will be null since no inspection has yet been recorded in the application. An inspection that is closed will not show on this list – this list is only for inspections that have yet to be started or have been started but not closed. The data on this page originates from data entered by the

inspector on another web page, from data entered by Commerce permit staff, or data generated by the Commerce Regulated Objects program.

By using the “Change Default Sort Order” you can arrange the list to come up in the chosen default order each time you login. Note that you must hit the “Enter Investigation List” in order to get to your default. If you hit just the Enter key after entering your certification number and password the Sort will go back to the Facility ID sort order.

Trans ID	Rank	TDID	Status	Earliest PTO Exp Date	Insp. Date	Months Since Last Insp	Facility Name	Site Address
128642	A	11820	S	06/30/2020	07/14/2020	18	WEST TOWNE MALL	12345 WEST TOWNE MALL
128628	B	11820	C	06/30/2020	07/14/2020	17	WEST TOWNE MALL	12345 WEST TOWNE MALL

The “Transaction ID” is an IIRA identifier that is specific to the fiscal year inspection period. It relates to data that is entered and tracked during the respective fiscal period. Using the transaction ID provides a means for the inspector to pull up status data for a previous year(s).

The “Facility ID” is the primary identifier for a tank site. The facility ID may be different than the “Site ID.” The site ID may relate to a multi-occupancy site such as West Towne Mall, and the facility ID will relate to an occupancy within the mall, such as Firestone Auto Service Center that may own or operate storage tanks.

The “Rank” column is a result of a CI Group and is currently a pilot program. The A facilities are high priority, the B facilities are medium priority, and the C facilities are low priority. The top five A rankings, excluding seasonal sites, will be inspected every 6 months with the remaining A’s inspected every 12 months. The B sites will be inspected every 12 months and the C sites at a minimum every 24 months. The rankings are based on criteria (example: history of leak detection record-keeping problems-A). It was created to get facilities with the same violations year after year in compliance by adding a 6 month inspection to keep them in compliance.

The next sort order is by the “TDID” (Tank District identifier). This number IS NOT the fire district id that many inspectors may be familiar with although it is similar.

“Status” column is the selection that you have made on the next screen after an inspection for example Investigate, Order, etc.

“Earliest PTO Expiration Date” is the date the permit expires. This date will also be on the Tank Attributes page.

The “Months since Last Inspection” column is a field populated when the inspections are created for the FY. The application first looks for the nearest actual investigation date for the previous annual investigation (inspections the inspector create in Reg Obj do not count). If the application does not find an investigation then it looks at the earliest install date for the tanks that are in use or temporarily out of service and uses that date. If an install date is not found the application defaults to January of 2000. When the IIRA runs it compares the date above to the current date and comes up with the number of months.

You may click on any of the site identifying columns to bring up the form where you will enter the results of the inspection.

Some of the information on this screen is useful only if you need to communicate a problem to

the Department of Commerce. For example, the first column contains a “transaction id” that is used by the computer system to track a specific site investigation but does not hold any other meaning.

### Last Tank Modified

Because some sites have many tanks and large amounts of data entry, interruptions may result in an inspector losing track of where he/she is in the data entry process. The IIRA has a recall mechanism “Last Tank Modified” that will take the inspector to the most recent tank that had inspection or attribute data updated.

Inspection ID: 939074 [Last Tank Modified](#)  
 Site ID: 99582  
 Facility: IKI MANUFACTURING CO INC

### Comment exchange

The IIRA has the ability to display and exchange comments entered by the Commerce permit staff and comments entered by the field inspector across lines. The existence of comments is reflected by a checked box on the Investigation List page. A button “Unviewed Comments” on the Attribute page takes you to the comment page.

Help Update **Unviewed Comments**  
 Inspection Report Inspection Attributes  
 Order Create Letter  
 Enter by Inspection List  
 Return to the Storage Tank Home Page

<a href="#">914223</a>	<input checked="" type="checkbox"/>	<a href="#">04 AN</a>	<a href="#">105414</a>	<a href="#">6720</a>	<a href="#">Second Notice</a>	MIKES X-P
<a href="#">913177</a>	<input type="checkbox"/>	<a href="#">04 AN</a>	<a href="#">63467</a>	<a href="#">6720</a>	<a href="#">Second Notice</a>	CLARK OIL
<a href="#">913782</a>	<input type="checkbox"/>	<a href="#">04 AN</a>	<a href="#">88777</a>	<a href="#">4020</a>	<a href="#">Second Notice</a>	PAK PETR
<a href="#">914377</a>	<input type="checkbox"/>	<a href="#">04 AN</a>	<a href="#">112245</a>	<a href="#">4020</a>	<a href="#">Second Notice</a>	MOBIL RS
<a href="#">913786</a>	<input checked="" type="checkbox"/>	<a href="#">04 AN</a>	<a href="#">88788</a>	<a href="#">4002</a>	<a href="#">Second Notice</a>	HOMETOV
<a href="#">913129</a>	<input checked="" type="checkbox"/>	<a href="#">04 AN</a>	<a href="#">170953</a>	<a href="#">4020</a>	<a href="#">Second Notice</a>	K'S FOOD
<a href="#">912770</a>	<input checked="" type="checkbox"/>	<a href="#">04 AN</a>	<a href="#">52762</a>	<a href="#">4016</a>	<a href="#">Second Notice</a>	TRIVISION

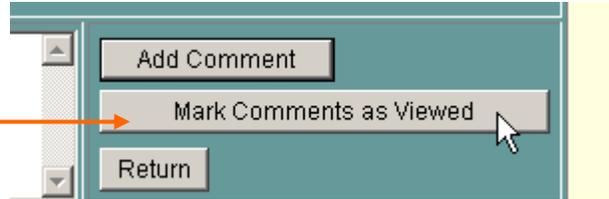
**NOTE:** The IIRA has two comment boxes. The comment box at the bottom of the facility page is for inspector field notes and will be shared with PECFA if an unlisted violation with comments is a Red Flagged violation. Field Notes are not viewed from the Inspection List page but on the Facility page. Comments entered into the Permit Comments area is shared with Commerce permit staff.

Test of new application by shs 11/03/2004 14:24:52 JAMES G ZORN  
 8/7/01 - Moved ERS reg objects from stie and facility # 52759 to site and facility # 528836 as they are duplicates. (kmb/ers) 2/23/04 - Current owners are not responding to the Departments request to update the ownership information. Sent email to Erik Humle asking for assistance on getting current ownership for 7 sites in the City of Milwaukee, therefore we can start the permit application process on these sites. Filed copy of email by site. vrm/ers 11/02/2004 12:40:00 ROGER S REMUS

Field Notes:

When the inspector selects the “Unviewed Comments” button a new screen view opens. The comments in the gray panel displayed were generated by the Commerce permit staff. The box with open white space is the area where the field inspector enters comments if needed. When the “Add Comment” button is clicked the comments that were entered in the box will move down

to the green panel with entry date. In order to clear the check box on the inspection list page, you must click the “Mark Comments as Viewed” button.



When the comments have been viewed, or if there are no comments generated by the permit staff, the “Unviewed Comments” button will be labeled simply “Comments and you may click this button to document or communicate specific items for the permit staff.



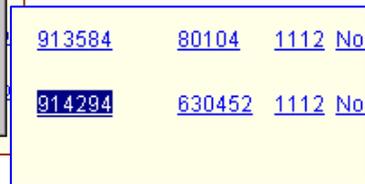
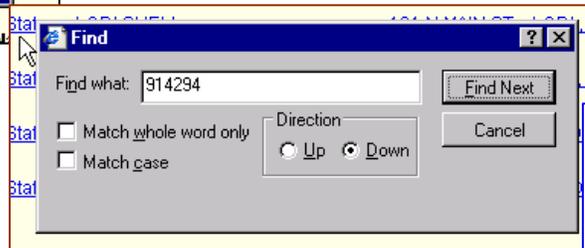
Be aware that this application does not notify the permit person if there is a message, they will realize it when they go into the record. Urgent or time sensitive communications must be via e-mail.

If you have issued compliance orders that are significant to hold a permit-to-operate, this should be an item communicated in the Permit Comment box.

### Searching the Inspection List

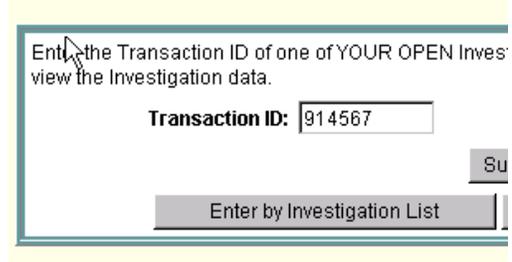


On the “Edit” tab of the Internet Explorer tool bar a drop-down box includes a search or “find” tool. Clicking on the “Find (on this page)” line a “Find” box appears. Type in the search information that you are using example: Transaction ID, Facility ID, Street Address, etc, then click “Find Next” button and the reference will appear highlighted on the web page.



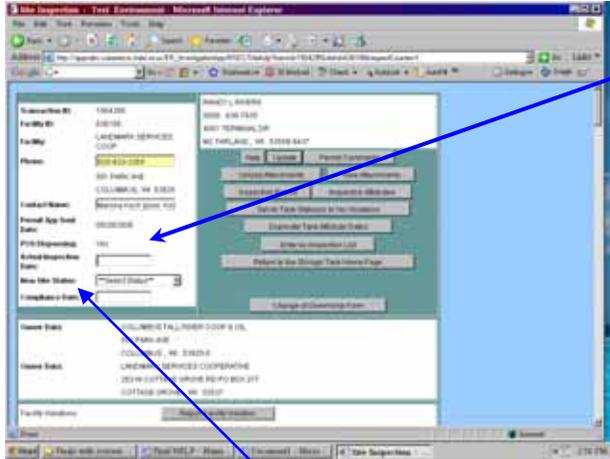
### Enter by Transaction ID

The “Enter by Transaction ID” page takes the inspector to a site-specific page. You will only get results from transactions or sites assigned to you.



## Getting to the Site and Tank Details

Each site requiring an annual inspection has a web page that provides the inspector with tank system data, a means to update selective data items referred to as “attributes,” and record noncompliance items and enforcement actions.



“Actual Inspection Date” is the date that the first inspection was conducted. “Inspection Date Null” indicates that an annual inspection has not been entered for the facility.

“Follow Up Date” is the date of any follow-up visits, telephone calls, receipt of test date or any follow-up correspondence to the “Inspection Date.”

## Site Status Categories

“Status” category is the status that the site is in after the first annual inspection visit within the fiscal period. “No Status” indicates that the site has not yet received an initial annual inspection visit from the inspector. If you perform an inspection and find no violations (or all the violations are resolved) you may close an inspection “Inspection Completed.” An inspection that is closed will not show on the site list after you click the “update’ button.

The “Site Status” is determined at the completion of the most current regulatory action. A drop-down box provides the respective status categories. The box to the right lists the designated status categories.



Inspection Completed – The status given to a facility that has no violations or has resolved outstanding non-compliance problems to the satisfaction of the inspector. The facility will move off the inspection list.

Investigate – This status is used when the site has not been issued a state order. Example would be test results are going to be faxed to inspector.

Order – The annual inspection has been conducted and enforcement / non-compliance orders have been issued to the RP.

Second Notice – A second notice has been issued to the RP for outstanding non-compliance addressed in the initial enforcement order.

Time Extension - This feature is selected when an inspector extends a State Order compliance date in writing to the owner/operator (example: line test schedule past compliance deadline due to availability of tester).

Refer to Supervisor – Non compliance at the field level has moved the enforcement effort up the chain. This indicates that the field inspector has completed the field-oriented process and moved the enforcement to the next level. Commerce inspectors will forward to their respective

supervisor and LPOs will forward to the respective tank specialist. The facility will move off the inspection list.

Refer to Madison - When a site is moved to the supervisor or tank specialist the respective supervisor must be notified in order to complete the transition from field to the next level which is Referral to Madison or Referral to Legal.

Refer to Legal – Status selected when site has been turned over to Commerce legal section and then on to Attorney General’s Office.

### Inspection History

The next two sections contain a history of inspection activity for this site followed by owner information.

Previous Status	Insp. Date	Updated	Updated By
Investigate	07/02/2003	07/07/2003	35071 - ROBERT D BERTRAM
Investigate	07/02/2003	07/02/2003	35071 - ROBERT D BERTRAM
<b>Owner Data:</b>		PIT ROW LLC	
		1501 S WEBSTER AVE	
		GREEN BAY , WI 54301	

### Error Message

The IIRA has several operator actions that may trigger an error. Because the application involves data exchange and data revisions that take place between the Commerce central data base and the inspector’s remote PC, the system must provide a means to capture data, as well as glean data that was entered by the inspector, but was determined to be erroneous prior to completing the data exchange. In other words, the process can not allow data to “hang,” which would occur if the back button were used. The graphic to the right reflects the actions that will result in an error message and the loss of data.

### Application Error Page

**ERROR: You have lost your data.**

**Possible causes of this error include:**

- using the Back button
- using a bookmark
- inactivity on this site for 30 minutes or more

Click [Here to Begin Again.](#)

**Note: DO NOT USE THE BACK BUTTON**

A second type of error message is referred to as an “Edit Check.” The application has controls to prevent a tank record from being updated with incorrect information or updated without the inspector entering specific required information such as a tightness date or manufacturer’s name.

If you click the “Update Tank Attributes” button without completely completing the data entry, the Edit Check will appear. Each edit check has a number and a description that indicates the problem. The Storage Tank web site has link to the PDF version of the Edit Check Listing.

### Tank Attributes

Please correct the following error and resubmit.  
G303-5 Interstitial Monitor: The Underground Piping Leak Detection Manufacturer Name is required.

Help

Tank ID: 916397

## Site Detail & Inspection Reporting

Each site designated for an inspection has a page that lists the relative data for the site and the tank(s). The upper right section of the page identifies the assigned Commerce inspector or the LPO agency. The upper left corner of the page contains information about the site. This includes the site name, address, phone number, date the Permit Renewal application was sent.

This page is where the inspector will begin entering annual inspection related data e.g., inspection date, follow up date, and inspection status.

Below the assigned inspector information are several buttons.

- The "Help" button on this page and corresponding pages brings up a "HELP" document intended to assist the inspector in understanding the application.
- The "Update" button updates any changes to the data and returns you to your inspection list. **Note** - to update the data a "STATUS" is required and every tank must either be marked with Violation Found or marked as having No Violations. Error messages should help you with other problems.
- The "Permit Comments" is an area that you can make comments for the Permit Staff to view.
- "Upload Attachments" & "View Attachments" are features that allow inspectors to upload pictures, site specific, to the database.
- The "Inspection Report" will bring up the actual Inspection Report to use at the inspection.
- The "Inspection Attributes" will bring up all tank and line attributes to complete the inspection. This form also can be used as a worksheet to record current test results for later entry into the IIRA system.
- The "Create Letter" Text button will bring up the state order only after "Order" is selected and has been updated. This will create a state order complete with code violations that were entered into the IIRA system that are not resolved.
- The "Duplicate Tank Attribute Date" will bring up the page that tests dates are entered and by selecting each tank will duplicate test dates.
- The "Enter by Inspection List" button will return you to the list of open inspections where you can select another inspection or log out of the application.
- The "Return to the Storage Tank Home Page" will take you back to the web page where the links to the IIRA are located.
- The "Change of Ownership" will bring up a form including all tanks on that site that you can print and use to register a new owner of a site.

<b>Transaction ID:</b> 1564295	<b>RANDY L RIVERS</b>
<b>Facility ID:</b> 636106	(608) 838-7835
<b>Facility:</b> LANDMARK SERVICES COOP	4001 TERMINAL DR
<b>Phone:</b> 620-623-3260	MC FARLAND, WI 53558-9437
501 PARK AVE	<input type="button" value="Help"/> <input type="button" value="Update"/> <input type="button" value="Permit Comments"/>
COLUMBUS, WI 53925	<input type="button" value="Upload Attachments"/> <input type="button" value="View Attachments"/>
<b>Contact Name:</b> Marsha Koch (pron. Ko)	<input type="button" value="Inspection Report"/> <input type="button" value="Inspection Attributes"/>
<b>Permit App Sent Date:</b> 05/28/2008	<input type="button" value="Set All Tank Statuses to No Violations"/>
<b>POS Dispensing:</b> Yes	<input type="button" value="Duplicate Tank Attribute Dates"/>
<b>Actual Inspection Date:</b> <input type="text"/>	<input type="button" value="Enter by Inspection List"/>
<b>New Site Status:</b> <input type="text" value="Select Status"/>	<input type="button" value="Return to the Storage Tank Home Page"/>
<b>Compliance Date:</b> <input type="text"/>	<input type="button" value="Change of Ownership Form"/>

## Inspection Report

The "Inspection Report" button is located on the Site Inspection screen. Clicking on the "Inspection Report" button will display an Inspection Report that includes the Facility Name, Address, Owner Name, Transaction ID, Facility ID,

The screenshot shows two overlapping windows. The background window is the 'Site Inspection' screen for a facility named 'KIMIK TRIP #635'. It contains fields for Transaction ID (1565715, 134978, SPEEDWAY #4132), Facility Address (4902 VERONA RD, MADISON, WI 53711), and other details. The foreground window is the 'FLAMMABLE AND COMBUSTIBLE LIQUID SYSTEM INSPECTION REPORT' form, which is highlighted with a red border. The form includes the following information:

FLAMMABLE AND COMBUSTIBLE LIQUID SYSTEM INSPECTION REPORT				
Wisconsin Department of Commerce, Division of Environmental & Regulatory Services				
Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].				
Facility Name: KIMIK TRIP #635	Facility Address, City, Zip Code: 215 N MAIN, LODI, 53555	Owner: CSI	Transaction ID: 914028	
Facility ID: 100977	County: COLUMBIA	TDID: 1107	Facility Telephone Number:	Operator:

County, FDID and Facility Telephone Number.

Important: **DO NOT USE THE BACK BUTTON** - to

return to the previous page you must click on the large button that also serves as the title to the form or the application will cause an error.

## Print Settings

State standard is IE Explorer and the settings should be changed to print the document as it was intended. Change font text size and page setup so that all reports print properly:

Font Size: View, Text Size/Medium  
Page Setup: Paper/Size/Letter  
Header/&w&bPage &p of &P  
Footer/&u&b&d  
Orientation/Portrait  
Margins/Left/0.5"  
Margins/Right/0.5"  
Margins/Top/0.75"  
Margins/Bottom/0.75"

File/Print the Inspection Report to a 2-ply NCR paper feeding one sheet at a time and sending it twice to the printer or set both sheets in paper tray and print 2 copies. Report is ready to take to the field. Violations can be hand written onto the 2-ply form. Inspector can leave the owner/operator the original and the inspector will keep the yellow copy to use for entering inspection, violations, orders, tank attributes and test dates into IIRA system. If inspector prefers to take Inspection Report back to office to complete and mail a copy, a contact signature should be acquired at the inspection on the worksheet Inspection Report and noted on the completed report that a signature is on file. Important -- when the Inspection Report is used as a State Order a copy of the Inspection Report/State Order must be mailed to the tank owner listed on the database.

The Inspection Report on the IIRA system cannot be saved to a Word Document nor can any information be entered directly on to the document.

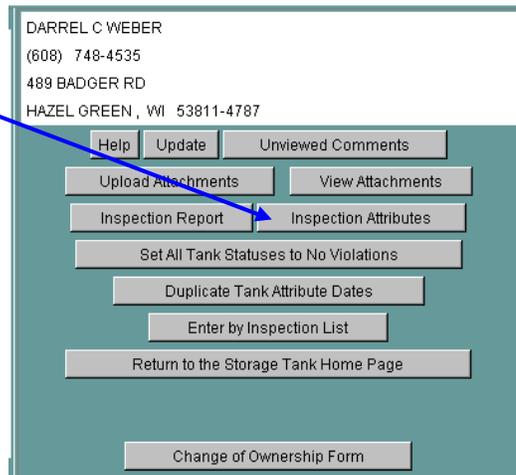
## Inspection Attributes

The “Inspection Attributes” button is located on the Site Inspection screen. Clicking on the “Inspection Attributes” button will display a site-specific report summarizing tank and line attributes. This report is a reference document for the inspector. It prints in a format that displays a large number of tanks on a single page.

It is also used as a worksheet to record current test dates while at the site, i.e., tank test date, line test date, leak detector test date, etc. Record all current test results in space provided.

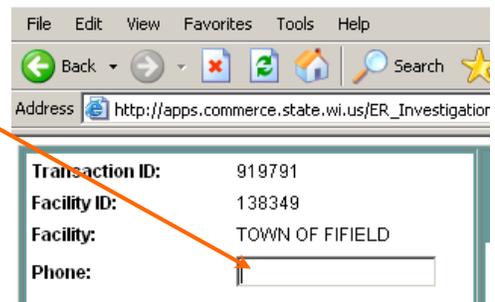
The “Inspection Attributes” report will be helpful when entering the current test dates onto the IIRA reporting system “Modify Tank Attributes” or “Duplicate Tank Attributes Dates”.

FLAMMABLE AND COMBUSTIBLE LIQUID SYSTEM INSPECTION REPORT				
Wisconsin Department of Commerce, Division of Environmental & Regulatory Services				
Personal information you provide may be used for regulatory purposes (Priority Law 19.047(3))				
Facility Name	County	TIDID	Facility Address, City, St, State	Facility Telephone Number
19250000000000000000	DAVISON	3706	4802 WISCONSIN RD, MADISON, WI 53711	608.271.0487
Facility ID	County	TIDID	Facility Address, City, St, State	Facility Telephone Number
19250000000000000000	DAVISON	3706	4802 WISCONSIN RD, MADISON, WI 53711	608.271.0487
ATTRIBUTE	Tank 1	Tank 2	Tank 3	Tank 4
ASTUST	UST	UST	UST	UST
System Status	In Use	In Use	In Use	In Use
Permit App Sent	05/28/2008	05/28/2008	05/28/2008	05/28/2008
PTO Expires	08/28/2008	08/28/2008	08/28/2008	08/28/2008
Have App Form	08/18/2008	08/18/2008	08/18/2008	08/18/2008
Fin Resp Method	INSU	INSU	INSU	INSU
FR Expir e Date	04/01/2008	04/01/2008	04/01/2008	04/01/2008
FR Review Date	07/23/2007	07/23/2007	07/23/2007	07/23/2007
Add Info Req'd Date	08/19/2008	08/19/2008	08/19/2008	08/19/2008
Add Info Req'd	CI	CI	CI	CI
Reg Obj ID	272576	272571	272572	272573
Guidance	10000	2000	1000	1000
Conflicts	0	0	0	0
Front Grade	11801892	11801892	11801892	11801892
Back Grade	11801892	11801892	11801892	11801892
Leaky Insp Date				
Overight	Flag-UST	Flag-UST	Flag-UST	Flag-UST
Occ. Type	Potential Fuel Sp	Potential Fuel Sp	Potential Fuel Sp	Potential Fuel Sp



The “Facility Telephone Number” on this report is intended to be the telephone number that the inspector uses in his/her routine relationship with the facility. This number is populated or revised by the inspector; it is not a telephone number that is entered by permit staff via the tank registration process. The inspector will enter the desired

telephone number on the IIRA facility page. This telephone number will also be reflected on the inspection report as well as the attribute report.



## Additional Information Requested Date & Additional Information Required

The permit staff assigned to the site will enter these dates into Reg Obj. The dates will show up on the Tank Attributes page. The date the permit application form was received and checked-in is reflected on the line “HAVE AP FORM” however,

Facility ID:	County:	TIDID:	Facility Telephone Number:
64794	MARATHON	3706	

ATTRIBUTE	Tank 1	Tank 2	Tank 3
ASTUST	UST	UST	UST
System Status	In Use	In Use	In Use
Permit App Sent	05/28/2008	05/28/2008	05/28/2008
PTO Expires	08/28/2008	08/28/2008	08/28/2008
Have App Form	08/18/2008	08/18/2008	08/18/2008
Fin Resp Method	INSU	INSU	INSU
FR Expir e Date	04/01/2008	04/01/2008	04/01/2008
FR Review Date	07/23/2007	07/23/2007	07/23/2007
Add Info Req'd Date	08/19/2008	08/19/2008	08/19/2008
Add Info Req'd	CI	CI	CI

this date does not mean that the application has been reviewed. “Addl Info Req’d” is the date the permit staff reviewed the documents submitted and either made a phone call or mailed a letter requesting documents that were missing. “Addl Info Req’d”



is the document the permit staff is inquiring about or missing, i.e., Certificate of Insurance, Leak Detection, Affidavit.

### Completing the Inspection Report

By printing out the Tank Violation List and the Facility Violation List an inspector can use these lists as an Inspection Guideline or a checklist in the field.

There are also a number of guidelines that were created for inspector use. Contact your supervisor or tank specialist and they can send a copy of an

### Facility Violation

Facility ID: 132306

Update Facility Violations
Return Without Updating

Form Version	Form Section	Description
Code	Apply	

inspection guideline in different formats to help during an inspection.

### Tank Violation

Facility ID: 132306

Tank ID: 332701

Update Tank Violations
Return Without Updating

<p><b>Leak Detection</b></p> <p><b>General</b></p> <p>No Documentation of Leak Detection... 3382</p> <p>Failure To Notify DPH of Suspended Status... 3380</p> <p><b>Non-Leak System Lines</b></p> <p>No Leak Detection... 3383</p> <p><b>Permeated Lines</b></p> <p>No Leak Detection... 3383</p> <p>No Tightness Test... 3382</p> <p>No Maintenance... 3382</p> <p>RF Containment System... 3388</p> <p>RF Cover Positioning... 3389</p> <p>LLD / Allow in Tank Function... 3373</p> <p>COMBATA By the Assessment... 3409</p> <p>ORR6 3000 Div. 1904</p> <p>SM 3000 3000... 3405</p> <p>SM 3000 3000... 3405</p> <p>No Containment... 3405</p> <p><b>Tanks</b></p> <p>No Leak Detection... 3383</p> <p>No Tightness Test... 3382</p> <p>Improper Insulation Control... 3389</p> <p>No Tank 3000... 3405</p> <p>No Weathering... 3405</p> <p>Monitoring System... 3405</p> <p>TT Processed... 3405</p> <p>High Monitoring</p> <p>010 - Full/Part Compliance... 3405</p> <p>RF Containment... 3405</p>	<p><b>Inventory Control</b></p> <p>Not Following Inventory Documentation... 3382</p> <p>No DPH 3382</p> <p><b>Registration and Permitting</b></p> <p>Type Not Registered/Permit... 3382</p> <p>No Permits... 3382</p> <p>No Financial Responsibility... 3382</p> <p><b>Relining</b></p> <p>No Prohibits Internal Lining Inspection... 3382</p> <p><b>Product Delivery</b></p> <p><b>General</b></p> <p>No Tightness Test... 3382</p> <p>No DPH 3382</p> <p>RF 12 on Equipment... 3377</p> <p>No Tank 3000... 3405</p> <p>No DPH 3382</p> <p><b>Self-Compliance</b></p> <p>Not Compliant... 3382</p> <p><b>Overall Compliance</b></p> <p>Not Compliant... 3382</p> <p>Auto Shut Off Not Functional... 3382</p> <p>Alarm Not Checked... 3382</p> <p>Alarm Not Audible... 3382</p> <p>Self Shut Off Not Functional... 3382</p> <p><b>Disposal</b></p>	<p><b>Labeling &amp; Signs</b></p> <p>No Name &amp; State Labels... 3379</p> <p>No Inventory Labels... 3379</p> <p>No Material Labels... 3379</p> <p>No Operating Instructions... 3379</p> <p>Spilled Spill... 3379</p> <p>Unlabeled Spill... 3379</p> <p>Material (PPE) Labels... 3379</p> <p>No Operating Instructions... 3379</p> <p>Unlabeled Spill... 3379</p> <p>Labels... 3379</p> <p>Labels... 3379</p> <p>No Risk Card... 3374</p> <p>No Sign Of Ongoing Working Sign... 3370</p> <p>Labels... 3370</p> <p>Labels... 3370</p> <p><b>Fire Safety</b></p> <p>No ABC FE with 100 gal... 3392</p> <p>No Fire Extinguisher Maintenance Log... 3390</p> <p>No Fire Extinguisher... 3390</p> <p>No Fire Extinguisher... 3390</p> <p>No Fire Extinguisher... 3390</p> <p><b>Electrical Systems</b></p> <p>General: Do Not Mark... 3382</p> <p>Material - Do Not Mark... 3382</p> <p>Approved - All Systems Do Not Mark Class I NEC 1710</p> <p><b>TOS &amp; Closure</b></p> <p>THIS SYSTEM - Do Not Mark... 3382</p>
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Every violation must be reported on the IIRA system. If the violation was corrected the same day of the inspection it should be noted on Inspection Report and entered into IIRA system.

### Inspection Summary

There are four choices, one must be checked.

The "Inspection Report" has been approved for use as a State Order. Mark the correct box and enter an Administrative Order # also

referred to as a Case number for example: BJW072508.01 (initials, date & order number that day). Important -- when the Inspection Report is used as a State Order a copy of the Inspection Report/State Order must be mailed to the tank owner listed on the database. Many times the owner on the database is different that the owner/operator at the site.

Inspection Summary:

No violations noted.

Violations are noted and corrections were made immediately.

Discrepancies are noted and instructions for correction are provided.

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Violations are noted and this is an Administrative Order requiring compliance.\* Administrative Order # \_\_\_\_\_

Enter the code section violation from the Facility or Tank Violation list. Enter Non-Compliance Item and what is required to gain compliance. Enter Compliance Date.

Code Section	Non-Compliance Items	Compliance Date

### Inspection Note

This area is for inspector use. Examples of a note would be:

- Cathodic protection anode test is due 3/01/09.
- Line and leak detectors

Note:

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Agency:

will be due for testing on 12/02/08.

- Samples Taken: no lead (87), mid-grade/ethanol (90), premium/ethanol (93)
- Water checks: 0" no lead, 1/2" mid-grade, 1" premium

### Signature Box & Inspection Date

A signature of the contact person is required. This could be the owner/operator, manager, assistant manager, etc. Inspector signs and dates report. Include office telephone number or number inspector can be reached.

Signature of Contact:	Inspector (Print): BILL D SHANE	Inspector Signature:	Inspector Telephone #: (808) 355-3854	Inspection Date:
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ERS-10805-E (N.6/04)

It is important to review the Inspection Report for accuracy:

- Inspection Report can be used as a State Order and must be accurate and complete.
- Code reference must be on the Inspection Report to make it a legal case.

The Inspection Report is written in a legal format for use as a first Administrative State Order. Inspectors should become familiar with the legal requirements on Inspection Report.

Violations are noted and this is an Administrative Order requiring compliance.\* Administrative Order # \_\_\_\_\_

This Department order is issued as a result of an inspection conducted for compliance with Comm 10 and Comm 48 Administrative Codes. You are hereby ordered to have the listed violations corrected to conform to the indicated administrative codes or statutory requirements. These violations must be corrected by the compliance date indicated and the inspector who signed the report must be notified in writing of the corrective actions taken. If you fail to comply, this order is enforceable in circuit court pursuant to s. 101.09(5), Stats., with forfeitures ranging from \$10 to \$1000 per day for each violation. In addition, the Department may attach a notice of violation to the deed for the property on which the violations occur. Failure to comply with this order may result in the subject tank system Red-tagged for non-compliance and shut-down until the Department has verified code compliance.

Notice of Appeal Rights: Pursuant to Comm 10.18(3)(c)5, the owner of the tank system may file a written request for a hearing to contest issuance of an Administrative Order, or any of its terms, with the Department within 15 calendar days after the receipt of this Administrative Order. All hearing requests shall be filed either by delivery to the office of the Division Administrator, Environmental and Regulatory Services Division, 201 W. Washington Avenue, Madison, Wisconsin, or by mail addressed to the Division Administrator, Environmental and Regulatory Services Division, PO Box 14427, Madison, WI 53708-0427. Enforcement action will proceed until such time as an administrative law judge has issued a decision overturning or modifying the order. You have the right to seek a stay of enforcement of the order in Circuit Court pursuant to s.227.54, Stats. This notice is provided pursuant to s. 101.02(6)(e), Stats.

## Non-compliance Reporting into the IIRA System

The Owner Data section shows information relating to the owner of the site. Beneath the owner section are two sections Report Facility Violation and Report Tank Violations.

Resolved	Code Apply	Description
<input type="text"/>	COMM-10.51.3.B.2.B	Alarm not operational

All tanks must either be checked as having no violations or violations must be listed for the tank.

Report Tank Violation for Tank ID: 494260      Modify Tank Attributes for Tank ID: 494260

Problem: **\*\*Select Violation\*\***

The Facility & Tank Violations List can be printed and used as a reference in the field. The lists are divided into categories and by SOC and non-SOC violations. The SOC violations are statistics that Commerce must report to the US EPA every 6 months.

The violation and resolved date for individual tanks will appear at the end of the individual tank. **Note:** the resolved date is the date of reinspection or date of compliance, example: date test results faxed – **Resolve date is not a test date.**

<b>Pipe Cathodic Protection Test Result Date:</b>	<b>Expire Date:</b>
<b>Tank Cathodic Protection Test Result Date:</b>	<b>Expire Date:</b>
<b>Current PTO Expiration Date:</b> 06/28/2004	<b>Overfill Protection Type:</b>
Resolved	Code Apply
<input type="text"/>	COMM-10.57.6
<input type="text"/>	NFPA30-3.4.1
	Description
	Records of Repairs are Not Maintained
	Piping Joints Shall Be Made Liquidtight

## Enter Facility Violations & Resolved Dates

To enter a Facility violation, select Report Facility Violation.

Resolved	Code Apply	Description
<input type="text"/>	PEI 100.7.5	Water in Dispenser Sump

Select the code violation on the list and select the Update Facility Violations grey bar. This is a permanent record and the violation cannot be deleted once update is selected. The "Date Resolved" is entered by the inspector in the respective date box.

Facility ID: 119730

Update Facility Violations      Return Without Updating

Form Version	Form Section	Code Apply	Description
SOC	Leak Detection		
<input type="checkbox"/>	COMM 10.59.1	General - Release detection system improperly installed, operated or maintained	
<input type="checkbox"/>	COMM 10.61.1.B	IC&TT - Equipment is not capable of measuring product correctly	
<input type="checkbox"/>	COMM 10.61.1.F	IC&TT - Operator or equipment not monitoring for water monthly	

## Enter Tank Violation for a single

Select tank "Report Tank Violations for violation from the Tank Violation list and update. For a single tank "Date Resolved" will be entered in at the end of the tank screen. (May use the duplicate feature for single tank but must unchecked other tanks so only single tank checked)

Report Tank Violation for Tank ID: 339736

Facility ID: 119730

Tank ID: 339736

Update Tank Violations      Return Without Updating

Form Version	Form Section	Code Apply	Description
SOC	Corrosion Protection		
<input type="checkbox"/>	COMM 10.52.2.B.2	10 / 5 yr lining inspection not met.	
<input type="checkbox"/>	COMM 10.55.1	Corrosion protection system not operated continuously	

## Duplicating Tank Violations & Resolved Dates

If the *violation* is for multiple tanks or all tanks (example: line & leak detector test) select the first Report Tank Violation for Tank ID#####. Select the violation and **update**. A Duplicate Tank Violation grey bar appears, select Duplicate Tank Violations. Select each tank where the violations exists and Update Tank Violation.

To enter duplicate *Resolved Date* select Duplicate Tank Violations and enter in resolve date and mark each tank that gained compliance. The Internet Inspection Reporting Application is intended to capture all violations, even if they were corrected immediately upon the inspector pointing the violation out to the responsible party (RP). In this situation the Resolved Date would be the same date as the inspection.

## Duplicate Tank Problems and Resolved Dates

Only input date fields with a date will be updated.  
Only tanks with a check mark will be updated.

Tank ID	Duplicate Problem	Current Resolved Date	Duplicate Date	Code Apply	Description
339736	<input checked="" type="checkbox"/>	UNRESOLVED	<input type="checkbox"/>	COMM 10.58.3	Failure to maintain records at UST site.
339737	<input checked="" type="checkbox"/>	UNRESOLVED	<input type="checkbox"/>		
339738	<input checked="" type="checkbox"/>	UNRESOLVED	<input type="checkbox"/>		

Tank ID	Duplicate Problem	Current Resolved Date	Duplicate Date	Code Apply	Description
268895	<input checked="" type="checkbox"/>	UNRESOLVED	<input checked="" type="checkbox"/>	COMM 10.55.1	Corrosion protection system not operated continuously
268896	<input checked="" type="checkbox"/>	UNRESOLVED	<input checked="" type="checkbox"/>		
268897	<input checked="" type="checkbox"/>	UNRESOLVED	<input checked="" type="checkbox"/>		
437942	<input type="checkbox"/>	N/A	<input type="checkbox"/>		

**Note:** the resolved date is the date of reinspection or date of compliance, example: date test results faxed – **Resolve date is not a test date.**

## Reporting Tank Violations: Non SOC Leak Source, Leak Cause, Leak Severity

When a leak is discovered in a tank system (example: submersible, piping, hose, breakaway) that leak must be recorded. There are **three** areas that need to be selected for a **single** leak:

1. Leak Source
2. Leak Cause
3. Leak Severity

Enter this data into the related Tank ID.

**Tank Violation**

Facility ID: 649815

All three categories must be selected for a single leak. Example:

- Leak Source – Submersible pump leak (with containment);
- Leak Cause – Loose fittings, connectors;
- Leak Severity – Drip or droplets can be seen.

Note: entering a leak does not mean a release. There are violation codes for suspected releases.

NonSoc	Leak (A) Source	
<input type="checkbox"/>	COMM 10.51	Unknown leak source
<input type="checkbox"/>	COMM 10.51	Other leak (specify in IIRA comments)
<input type="checkbox"/>	NFPA 30.2.6.7.1	Tank leak
<input type="checkbox"/>	NFPA 30.3.2.2	Piping leak before fire valve (with containment)
<input type="checkbox"/>	NFPA 30.3.2.2	Submersible pump leak (with containment)
<input type="checkbox"/>	NFPA 30.3.2.2	Submersible pump leak (without containment)
<input type="checkbox"/>	NFPA 30.3.2.2	Piping leak before fire valve (w/o containment)
<input type="checkbox"/>	NFPA 30.3.4.1	Dispenser - fire valve and above or nozzle leak (with containment)
<input type="checkbox"/>	NFPA 30.3.4.1	Dispenser - fire valve and above or nozzle leak (without containment)
<input type="checkbox"/>	NFPA 30.5.3.8	Tank delivery release - spill/overflow
NonSoc	Leak (B) Cause	
<input type="checkbox"/>	COMM 10.63	Install problem (improperly installed/ repaired)
<input type="checkbox"/>	COMM 10.63	Loose fittings, bolts or connectors
<input type="checkbox"/>	COMM 10.63	Spill (fuel mishandling, nozzle shutoff failure)
<input type="checkbox"/>	COMM 10.63	Corrosion
<input type="checkbox"/>	COMM 10.63	Physical or mechanical damage
<input type="checkbox"/>	COMM 10.63	Unknown leak cause
<input type="checkbox"/>	COMM 10.63	Other leak cause (specify in IIRA comments)
<input type="checkbox"/>	COMM 10.63	Overfill malfunction
NonSoc	Leak (C) Severity	
<input type="checkbox"/>	COMM 10.63	Drip or droplets can be seen
<input type="checkbox"/>	COMM 10.63	Flow or Spray--Solid stream or spray can be seen
<input type="checkbox"/>	COMM 10.63	Weep or slow leak not dripping or running

## Reporting Tank Violations: Non SOC Red Tag

Report a Red Tag by checking the appropriate box making sure it is recorded under the proper Tank ID.

**Note** that for all violations (either on a facility or a tank) the violation must have a resolved date entered in order to close the investigation.

NonSoc	Red Tag	
<input type="checkbox"/>	COMM 10.18.3.A	Red-tag shut-down immediate - imminent health & safety
<input type="checkbox"/>	COMM 10.18.3.B	Red-tag - shut-down after release investigation
<input type="checkbox"/>	COMM 10.18.3.C	Red Tag for unlisted violation - Enter violation in comments
<input type="checkbox"/>	COMM 10.18.3.C	Red-tag UST - Long term violation

SOC	Red Tag and Record Repairs	
<input type="checkbox"/>	COMM 10.64	Report Release To DNR - UST

Less frequent code violations are recorded in Unlisted Violations by code reference. (Note: if a violation is a most frequently used violation but not on the list talk to your supervisor/tank specialist and it can be added to the list).

NonSoc	General Unlisted Violations	
<input type="checkbox"/>	COMM 10.002	COMM 10 Unlisted - Facility Violation - See Compliance Comments
<input type="checkbox"/>	COMM 10.25	API, PEI, NFPA407 & Misc Unlisted - Facility Violations - See Compliance Comments
<input type="checkbox"/>	COMM 48.100	COMM 48 Unlisted - Facility Violation - See Compliance Comments
<input type="checkbox"/>	NFPA 30.1.1.1	NFPA 30 Unlisted - Facility Violation - See Compliance Comments
<input type="checkbox"/>	NFPA 30A.1.1.1	NFPA 30A Unlisted - Facility Violation - See Compliance Comments

### Entering "Set All Tank Statuses to No Violations"

When there are no violations the "Set All Tank Violations to No Violations Status" grey bar is selected. This feature eliminates selecting each individual tank when there are no violations. However each tank must be selected as having No Violations or Violations Found.

Problem: **\*\*Select Violation\*\***  
 Type Data: **\*\*Select Violation\*\***  
 Type: UST  
 No Violations  
 Violation Found

FRANCIS BENNETT  
 (262) 884-2437  
 9531 RAYNE RD  
 STURTEVANT, WI 53177-1833

Help Update Permit Comments  
 Upload Attachments View Attachments  
 Inspection Report Inspection Attributes  
 Set All Tank Statuses to No Violations

It is important to review the violations that you have entered for accuracy before updating. Violations after updating cannot be deleted. (Make a note in the comments area if a violation was inadvertently selected)

After updating the respective non-compliance violations will be displayed under the facility or the tank violation areas.

Update Return Without Updating

ISPC ID	Resolved Date	Code Apply	Description
1428		COMM-10.55.2.B	Corrosion protection system not tested and documented as required
Tank ID	Duplicate Problem	Current Resolved Date	Duplicate Date
404279	<input checked="" type="checkbox"/>	10/12/2006	<input type="checkbox"/>
404280	<input checked="" type="checkbox"/>	10/12/2006	<input type="checkbox"/>
404281	<input checked="" type="checkbox"/>	10/12/2006	<input type="checkbox"/>

Reminder: all violations (either on a facility or a tank) the violation must have a resolved date entered in order to close the investigation.

Facility Violations Report Facility Violation

Resolved	Code Apply	Description
08/28/2003	COMM-10.61.1	Failure to perform monthly release detection
08/28/2003	COMM-10.615.2	Failure to perform line tightness test
08/28/2003	WISTAT-168.11.1	Product Name, Grade & Alcohol Content Labeling
	NFPA30A-6.6.3	Pre-Pay etc. Nozzle Device Requirements
08/28/2003	COMM-10.615.1	ALLD - No annual test of the functional operation within the past 12 months
08/28/2003	NFPA30-2.5.7.1	Fire Protection Equipment Maintenance

To view comments from the Inspection List see Handbook "Comment Exchange" for more information.

### Attribute data entry - modification to existing information (Attributes)

The IIRA provides a means for inspectors to update some elements of tank data. The button to Modify Tank Attributes allows the inspector to change certain tank attributes in real time. That is, changes to tank attributes will immediately be seen on other systems such as the Tanks on the Internet and in various applications at Commerce.

tion must be listed for the tank.

Modify Tank Attributes for Tank ID: 431989

Highlighting a check box that has erroneous information and pressing the "delete" key will render the box blank of information.

Material Approval numbers are good information to have, but not necessary to close the attribute section.

### Overfill and Spill prevention

These attributes may be entered into the database without documentation because the inspector can visually verify them with the exception of a ball float that may need some verification that it is installed and functioning.

### Tank Closure Orders

The “Tank Closure Order Date” is the date that orders were written requiring the operator to close the tank system. “Close Order By” will be the name of the Commerce employee or the LPO agent that initiated the compliance order.

This information is important for litigation and PECFA claim review assessment.

### Tank Contents & Lining Inspection Date

Specific fuel grades can be selected for inspector use but not necessary to close an inspection. If the tank is used for vehicle fueling (public or private) the box must be checked.

The lining inspection date is the 10 year or 5 year cycle period that the lining inspection is required to be performed for underground tanks.

This date must correspond with the date on an inspection summary report completed by the lining company.

Tanks that are manifolded must be

indicated by checking the box and entering the ID of the tank that the subject tank is manifolded (“related”) to. Likewise, this entry will have to be performed again in the attribute section for the other tank, reversing the role of each tank. If more than two tanks are manifolded make note in the field note comments area of the related Tank ID.

### Tank Data

This section captures tank related data for system attributes that change due to equipment or methodology changes or attributes that have regulatory timelines. Keep in mind that some operators may have multiple methods of leak detection and the data must relate to the “primary”

methodology or equipment. Make a note in Field Notes if you want to record more than one leak detection method. Similar to the Duplicate Tank Violations there is available a “Duplicate Tank Attributes” screen that can be used when entering more than one tank test dates of leak detection, cathodic protection tests and piping tests results. See section “Duplicates Tank Attributes” on how to use this feature.

It is required to have available 12 months of data for an inspector to review but on the IIRA the most current PASS test is the date entered. The leak detection method

determines what test results are required and entered. When Automatic Tank Gauging, Interstitial Monitoring (most monitors do not automatically print out IM so this must be

done manually), Manual Tank Gauging, is the method selected a current 30-day passing test result or report date is entered in “Tank Leak Detection Test Result Date” box. **Note: ATG test results must be according to Material Approval. All tests entered into the IIRA must be valid test results.**

Tank Data			
Tank Size: 12000 gallons		Tank Contents: Unleaded Gasoline	
Tank Leak Detection Method: Automatic Tank Gauge		Test Date: 06/28/2007	Date Expires:
Manufacturer Name: VEEDER-ROOT		Material Appr Num: 20050005 <a href="#">Link</a>	
Model Number: TLS-350		Probe Number: 8473 WWCSLD	
Tank Cathodic Protection Test Result:	Test Date:	Date Expires:	
SIR Start Date:			

If SIR is the leak detection method enter in the “SIR Start Date.” The SIR Test Result Date entered will be the 28<sup>th</sup> of each passing month. Example 06/28/08 for the month of June 2008.

**NOTE:** An expiration date is not entered when a leak detection method is monthly monitoring.

When Inventory Control & Tightness Testing (IC&TT) is the primary method a .1 gph tightness test is required at installation or corrosion upgrade then at 5 years and at 10 years. Immediately after the 10-year tightness test monthly monitoring must be in place. This method of IC & TT is only good for 10 years after the tank installation or corrosion upgrade. **NOTE: An expiration date must be entered when leak detection method is IC & TT of five years from prior test date.**

The “Tank Cathodic Protection Test Result Date” is the most current anode test or the survey test date on an Impressed Current system. Note: Comm 10 revision effective August 2, 2002 requires

Tank Cathodic Protection Test Result:	Test Date:	01/11/2007	Date Expires:	01/11/2008
---------------------------------------	------------	------------	---------------	------------

that all cathodic protection systems more than 10 years old (anode and impressed current) be tested annually. If the tank system is less than 10 years old than a 3-year cycle applies.

Enter missing information regarding Manufacturers Name, Model Number, Material Approval Number (code lookup) and Probe Number based on the leak detection equipment that is being used by the owner/operator. The inspector must be familiar with the material approval that relates to the leak detection methodology for each site. Material Approvals are located on Commerce web site at [www.commerce/ER/ER-BST-HomePage.html](http://www.commerce/ER/ER-BST-HomePage.html).

Industry terminology such as “SCALD” is not a probe number. Scald is a form of a specific series manufactured by InCon using either a TS 1000 or TS 2000 monitoring equipment, among others to numerous to mention. If the leak detection is continuous, list the probe that is

applicable along with CSLD, SCALD, SLD, etc. Keep in mind that the most recent material approval issued for the vendor may or may not include an older version of equipment. The original material approval that was in effect when the equipment was installed may still apply.

The system will not allow you to update "Inspection Completed" status until all current test dates are entered.

To maintain continuity with the application of the various LD methods, Interstitial Monitoring will apply to any device (electronic, pop-up or site glass) that monitors the interstitial space for leaks and Visual Monitoring will apply to human eye visual assessment for leaks such as the common method for tanks in dikes. It is a common occurrence that the manufacture of the pop-up or gauge can not be determined. Enter "Unknown" for manufacturer and "XX" for model number.



### TOS – Temporary-Out-of-Service

If tanks are in TOS status properly the tanks are either empty to less than an inch in which no leak detection is required or if a tank has more than one inch the code requires the product to be monitored monthly. CP, if applicable, must be maintained. Test results on a tank with product must be entered on the IIRA. **TOS tanks require Financial Responsibility and a Permit-to-Operate.**

A tank that is TOS and code compliant and has been issued a Permit-to-Operate the site may be closed by selecting Inspection Completed.

ATTRIBUTE	Tank 1	Tank 2	Tank 3
ASTUST	UST	UST	UST
System Status	Temp Out	Temp Out	Temp Out
Permit App Sent	04/28/2008	04/28/2008	04/28/2008
PTO Expires	05/28/2007	05/28/2007	05/28/2007
Have App Form			
Fin Resp Method	INSU	INSU	INSU
FR Expire Date			
FR Review Date			
Add Info Req'd Date			
Add Info Req'd			
Reg Obj ID	269655	269656	269657
Gallons	10000	12000	10000
Contents	Empty	Empty	Empty
Fuel Grade			

## Piping Data

The Manufactures Name, Model Number, Probe Number and Material Approval Number must be entered when using Electronic Line Monitor, Interstitial Monitoring or SIR. It is not necessary to enter this data when "Piping Leak Detection Method" is "Inventory Control & Tightness Testing." If there is more than one piping leak detection method a note of that in Permit Comments or Field Notes would be helpful to inspector or permit staff.

Inspectors must enter the date of the most current PASS test result or report reviewed by them. The leak detection method determines what test results are required and entered. When Interstitial Monitoring is the piping leak detection method the most current sensor status/liquid sensor report date must be entered. When Electronic Line Monitoring is the method of piping leak detection the most current .2 gph monthly monitoring pass test is entered or a .1 gph annual test is acceptable.

When SIR is the piping leak detection method a current month pass report is entered using the 28<sup>th</sup> of the month as the test date, example 6/28/08. **Note:** No expiration date is required to be entered on any monthly monitoring method.

Underground Piping Data			
Piping Leak Detection Method: <input type="text" value="Inventory Control &amp; Tightness Test"/>		Test Date: <input type="text"/>	Date Expires: <input type="text"/>
Underground Piping System Type: <input type="text" value="Pressurized"/>			
Manufacture Name: <input type="text"/>		Material Appr Num: <input type="text"/>	
Model Number: <input type="text"/>		Probe Number: <input type="text"/>	
SIR Start Date: <input type="text"/>			
Pipe Cathodic Protection Test Result:	Test Date: <input type="text"/>	Date Expires: <input type="text"/>	<input type="text"/>

When "Inventory Control & Tightness Testing" is the "Piping Leak Detection Method" enter the date the piping was tested. The test date may be annually or in the case of "Piping System Type" "Non Safe Suction," every three years. If "Piping System Type" were "Safe Suction and the "Method" is "Not Required" the test date would be left blank because no testing is required. The expiration must be entered when leak detection method is IC&TT.

The "Pipe Cathodic Protection Test Result Date" is the most current anode test or the survey test date on an Impressed Current system. Note: Comm 10 revision effective August 2, 2002 requires that all cathodic protection systems more than 10 years old (anode and impressed current) be tested annually. For example, if a tank and/or lines were tested July 1, 2002 cathodic protection testing is due on July 1, 2005, and then annually. If a tank and/or lines were tested on August 5, 2002 they would be due on August 5, 2003. If the tank system is less than 10 years old than the three-year cycle applies.

The "Pressurized Piping System Data" relates to catastrophic leak detection. The "Cat Leak Test Date" is the date that periodic function testing of the leak detection device (i.e. flow restrictor, \*electronic line monitor) took place. \*Electronic Line Monitor performs a 3 gph leak test continuously and the most current test date should be entered. In the new Comm 10, it will be required that the 3 gph Electronic Line Monitor be tested for functionality annually per manufacturers requirements. At that time, the dates of the 3 gph functionality test for electronic line monitor will be entered.

Underground Pressurized Piping System Data	
Catastrophic Leak Detect: <input type="text" value="Flow Restrictor"/>	Cat Leak Device Test Date: <input type="text"/>
Manufacture Name: <input type="text"/>	Material Appr Num: <input type="text"/>
Model Number: <input type="text"/>	

Enter any missing information; Manufactures Name, Model Number (if known), Material Approval Number is entered for a flow restrictor, i.e., Red Jacket FX2, or electronic line monitor, i.e., TLS 350/PLLD.

The system will not allow you to update "Inspection Completed" status until all current test dates are entered.

### Piping associated with an AST

Much of the attribute data is focused on USTs and underground components and numerous edit checks are active as a mechanism to be sure the person entering the data properly enters associated data. If an *AST or a UST does not have underground pipe* the Underground Pipe Data attributes must reflect that fact by entering "No Underground Piping" for Underground Pipe System, "not required" for Piping Leak Detection and "none selected" for Piping Wall Size.

Underground Piping System	
Type:	No Underground Piping
Piping Wall Type:	Single
Piping Method:	No Underground Piping
Test Date:	01/04/2007
Date Expires:	12/27/2007
Material Appr Num:	
Model Number:	
Probe Number:	
SIR Start Date:	
Pipe Cathodic Protection Test Result:	
Test Date:	
Date Expires:	

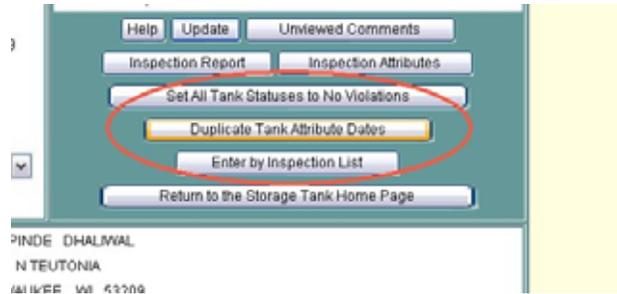
Underground Piping from an AST is considered "pressurized" due to potential head pressure or in the rare situations where the product is under pressure from a pump located at the tank.

Underground Piping Data	
Piping Leak Detection	
Method:	-None Selected-
Underground Piping System	
Type:	Gravity/AST Head Pressure
Manuf:	-None Selected-
Model:	Gravity/AST Head Pressure
	Non-safe Suction
	Pressurized
	Safe Suction
	Unknown

Underground pipe under pressure from a pump at the AST would be required to follow the same requirements and data entry as underground pipe from an UST with a submersible pump, including catastrophic leak detection. The underground pipe that is not pressurized from a pump, but potentially from head pressure will require an annual tightness test and subsequent test date entered. For IIRA data entry purposes Underground Piping System Type: "Gravity/AST Head Pressure" should be selected.

## Duplicate Tank Attribute Test Dates

Frequently system tests are performed on the same date, for example, CSLD, Electronic Line Monitoring (ELM). In addition, when cathodic protection, line and leak detectors are tested by certified companies these dates will often be the same date. The “Duplicate Tank Attribute Dates” menu allows the inspector to enter the required test data once and have the application apply the data to all systems, or selected systems, on the site. This feature is intended to make the process of entering dates an easier one. The inspector is not required to use the feature, as it is still possible to enter the test dates for each and every system within the tank attributes pages.



On the Facility main page, a button for “Duplicate Tank Attribute Dates” will direct the user to a date entry page” as below.

Note that all the checkboxes associated with each tank are pre-selected and filled with a checkmark.

Data that may be updated on this page include:

- Tank Leak Detection:
- Tank Cathodic Protection
- Piping Leak Detection
- Pipe Cathodic Protection
- Catastrophic Leak Detect

### Duplicate Tank Attribute Dates

Only input date fields with a date will be updated  
Only tanks with a check mark will be updated.

Update Return Without Updating

		Test Date	Date Expires
<b>Tank Leak Detection</b>			
Tank ID: 1122353	Interstitial Monitor	<input checked="" type="checkbox"/> 07/31/2007	None
Tank ID: 1122367	Interstitial Monitor	<input checked="" type="checkbox"/> 07/31/2007	None
<b>Tank Cathodic Protection</b>			
Tank ID: 1122353	Not Applicable	<input checked="" type="checkbox"/> None	None
Tank ID: 1122367	Not Applicable	<input checked="" type="checkbox"/> None	None
<b>Piping Leak Detection</b>			
Tank ID: 1122353	Interstitial Monitor	<input checked="" type="checkbox"/> 07/31/2007	None
Tank ID: 1122367	Interstitial Monitor	<input checked="" type="checkbox"/> 07/31/2007	None
<b>Pipe Cathodic Protection</b>			
		<input type="text"/>	<input type="text"/>

In this example the Tank Cathodic Protection dates can be entered and duplicated to all systems on site.

The checkboxes are used to indicate what tanks the entered test dates apply to. If you have a tank that does not have a test date, simply uncheck the tank and no date will be entered for that tank. If you do not enter dates for a system, you do not need to uncheck the checkboxes. By default the checkboxes are all checked thereby applying the data to all tanks or systems.

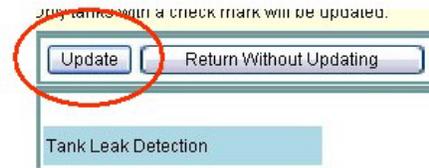
The date the test was performed is entered and the Test Date the cathodic test Date Expires, in this example, CP is required annually. Tank and Line Cathodic Protection will require a “Date Expires” to be able to close out the system.

The tank/line leak detection dates do not need an expiration date entered to close out the system

		Test Date	Date Expires
<b>Tank Cathodic Protection</b>			
Tank ID: 339648	Sacrificial Anode	<input checked="" type="checkbox"/> 11/06/2007	11/06/2008
Tank ID: 339649	Sacrificial Anode	<input checked="" type="checkbox"/> 11/06/2007	11/06/2008
Tank ID: 423991	Sacrificial Anode	<input checked="" type="checkbox"/> 01/18/2008	01/18/2009
Tank ID: 424024	Sacrificial Anode	<input checked="" type="checkbox"/> 11/06/2007	11/06/2008
<b>Tank Leak Detection</b>			
Tank ID: 272623	Automatic Tank Gauge	<input checked="" type="checkbox"/> 08/25/2008	
Tank ID: 272625	Automatic Tank Gauge	<input checked="" type="checkbox"/> 06/27/2007	None
Tank ID: 272626	Automatic Tank Gauge	<input checked="" type="checkbox"/> 06/27/2007	None

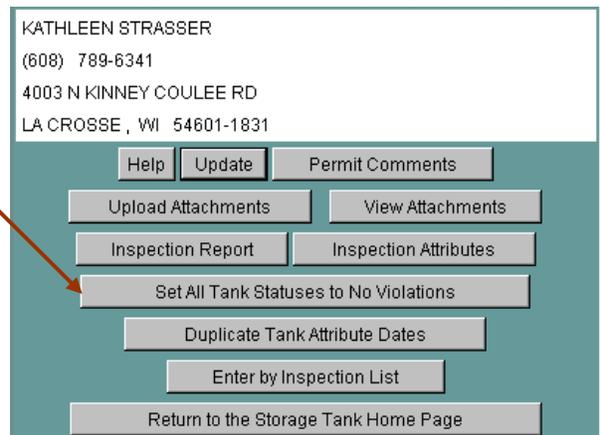
because monthly monitoring does not require an expiration date. When all dates are completed, select the "Update" button to apply data to selected systems.

If data entered is in error, all dates can be manually change in the individual tank systems "Modify Tank Attributes" Menu.

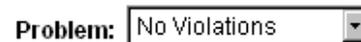


### Set All Tank Statuses to No Violations

A "No Violations" feature is added that allows the inspector to "Set All Tank Statuses to No Violations" by clicking a button. Activating this button will result in all of the tanks for this location being identified with 'No Violations' eliminating redundant entry. The "Set All Tank Statuses to No Violations" button is visible only on the "first time" in when looking at an inspection. As long as the inspector doesn't update anything the first time in, he/she will get the button when they open the facility record to record the inspection data. The program looks to see if anything has been updated. If any type of update has been done the button will be gone. Reviewing the facility information only will not update anything, and therefore the button remains. The button will only "appear" for that person or LPO agent assigned to do the inspection.



The process works as follows: The first time an inspector goes to update data the "No Violation" for all tanks button appears. If the inspector chooses to use that button he/she is done with entering all inspections for the tanks on this site. If the inspector has found violations that he/she must report, he/she enters the data to record the violations on specific tanks. Once this path is chosen the "no violation" button will not be seen again because violations have been reported and must be resolved on the subject tanks. The inspector must then go to the individual tanks that have violations and set the Problem to "Violations Found" and perform the respective entry of violations.



### Entering Comments: Field Notes Comments and Permit Comments

All General Unlisted Violations must also be followed by a comment in the comments section. Permit Comments are part a permanent file on Regulated Objects and the permit staff can view the comments.

Field Note area is for describing Unlisted Violations and for Inspectors own use. PECFA also views the field notes when they encounter a Red Flag violation.

Facility: 15587 - LAKESIDE GENERAL STORE		
		<input type="button" value="Add Comment"/> <input type="button" value="Mark Comments as Viewed"/> <input type="button" value="Return"/>
01/31/2008 changed line Id to It has IM also but has had lines & Id tested in the past couple years.	02/04/2008 12:57:16	BONNIE J WEIDNER
05/05/05 Site is in compliance and can be permitted. Send copy of apps & FR on 5/5/05	05/05/2005 11:41:41	BONNIE J WEIDNER
4/26/05 Took ELM PPM4000 and is now doing TT on lines. Lines also have interstitial monitoring results on Petro Vend Site Sentinel II.	04/26/2005 08:52:42	BONNIE J WEIDNER

Field Notes:

## Creating State Orders

In order to Create a State Order after entering inspection data, select on the New Status field "Order." An Actual Inspection Date and Compliance Date must be entered.

Press the Update bar and the application takes you back to the *inspection list*.

Note: An order will see "Create Letter" until you hit update and system returns to the Inspection List first then you have to go back into the site.

Click on the site or transaction number and a screen that includes "Create Letter" will appear. Click on the "Create Letter" bar and the order will come up.

Transaction ID:	1561984	BARRY G FOSDICK
Facility ID:	168922	(262) 884-2436
Facility:	BURLINGTON DUNSKIN SAVE	9531 RAYNE RD STURTEVANT, WI 53177-1833
Phone:	262-767-9400	
Contact Name:	Imtiaz Kahn	
Permit App Sent Date:	07/31/2007	
POS Dispensing:	No	
Actual Inspection Date:	11/30/2007	
Follow Up Date:		

Buttons: Help, Update, Permit Comments, Upload Attachments, View Attachments, Inspection Report, Inspection Attributes, Order, Create Letter, Duplicate Tank Attribute Dates, Enter by Inspection List, Return to the Storage Tank Home Page

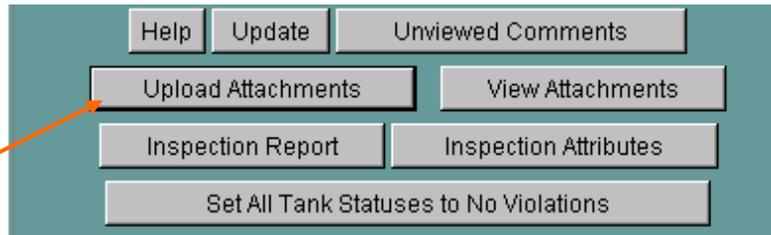
The order is in html format and can be saved into MSWord. Highlight the order and Copy. Note: if you do a Ctl A, the "Return" bar will copy as well. This can be deleted in the document.

Open MSWord on your desktop and Paste into MSWord with state or company letterhead. The document may be edited to modify margins, text format and paragraph indents but the advantage of using this format is the violations are included in the document. You may also copy and paste order to a bland Word document and print to letterhead paper.

	ERS - Retail Petroleum Services 4001 Terminal Drive McFarland, Wisconsin 53558 Jim Dook, Governor Jack L. Fischer, A.S., Secretary
<b>STATE ORDER</b>	
January 9, 2008	
Facility ID:	651597
Facility Name:	MERMAID CAR WASH WEST
Site Address:	526 GRAND CANYON DR MADISON WI 53719
Customer ID:	524385
Owner Name:	MERMAID CAR WASH
Address:	526 GRAND CANYON DR MADISON WI 53719

## Photo or Attachment Uploaded to IIRA

This feature is intended for use in a general application, for example adding an overall picture of site, tank or specific component for future regulatory reference.



Select Upload Attachments.

The Building Id : 60596  
 Enter number of images :  (max 9)  
 Note: The incident id can have underscores, letters and numbers only.  
 We would suggest something like YYYYMMDD as the name must be unique.  
 Enter your incident ID:   
  
 Enter incident description:

Enter in number of images with a maximum of 9. **Note:** 2 MB maximum for each photo. Enter incident ID in format noted on screen. You can enter in an incident description.

Select Submit or if needed Reset to start over. The next screen will allow you to upload a picture from your file. Browse

and select picture desired. Add an Image description. ~~Select Upload file~~ and the picture will upload to the database and a screen indicating the picture has been upload appears. To view click on Link to viewer.

Remember - file size must be less than 2MB or you will get an error

Choose a file to upload: C:\My Documents\My Pi  Image description

Created Facility Directory: ./ers\_iira\_uploads/fac60596/  
 Created Incident Directory: ./ers\_iira\_uploads/fac60596/20080619/  
 The file Adesa Car.jpg has been uploaded

[Link to viewer](#)

Image Description	Image
BP Cascade during Portage flood	

Pictures can also be viewed after uploading by selecting View Attachments from the Facility screen and selecting the Incident ID.



Building Id	Incident Id	Date Inserted	Description
60596	<a href="#">20080619</a>	2008-09-03	Portageflooding

## Change of Ownership form

On the initial Facility page, there is a button reading Change of Ownership. Clicking this button produces a single change of ownership form for the facility and lists all tanks on one page. If your inspection is complete and the facility is no longer on your list, there is no need to create a new inspection. This form can be retrieved in one of two ways. You can use your paper file to get the transaction ID off you last checklist. Type in the transaction ID and it will bring up that inspection, and the change of ownership will be available. REG OBJ to for the margins bottom .5. This is a different print setting than the other IIRA web pages.

Additionally, you can sign on to get the form. The print settings Change of Ownership form for all should be: right, left, top and bottom .5. This is a different print setting than the other IIRA web pages.

## IIRA Interaction with Commerce Internet Tank Search Application

The data entry as a result of the IIRA feeds the state tank database. Tank system attributes and inspection data is carried over to the Internet Tank Search application which is an application accessible by the public at: [http://apps.commerce.state.wi.us/ER\\_Tanks/ER-EN-TankSearch.htm](http://apps.commerce.state.wi.us/ER_Tanks/ER-EN-TankSearch.htm)

At the bottom of the information page for each tank an inspection history is displayed. Tank inspectors can also log onto their respective IIRA log-in page from the log-in link provided.

Trans ID	Type	Status	Date	Fiscal Yr
913865	AN	CLOS	08/13/2004	2004
1044228	AN	CLNI		2005
1178844	AN	CLNI		2006
1302308	AN	CLOS	05/08/2007	2007
1452089	AN			2008

Inspection type codes are:

- AN – Annual inspection assigned to a Commerce inspector.
- SA – An inspection that was initially assigned to an LPO agency, but reassigned to Commerce inspectors
- LP – An annual inspection that is assigned to a LPO inspection agency.

Inspection Status codes are:

- CLOS – Inspection closed due to no noncompliance issues or compliance issues have been corrected and violations no longer exist.
- CLNI – Tank was not inspected the respective fiscal year.
- INVS – Inspection has resulted in the need for further investigation or assessment or additional records to determine compliance.
- Order – Noncompliance order has not yet been satisfied and inspection is still open.
- 2NOT – Second notice with compliance date.
- EXTN – Extension of compliance date.
- RLEG – Refer to Legal by supervisor or management.
- RMAN – Refer to management by inspector as a result of not gaining compliance.
- RSUP - Refer to supervisor by Commerce inspector.

## Create an Investigation

**NOTE:** This application is available to Commerce inspectors only.

When status “Inspection Completed” is selected on the Inspector’s Inspection List in the IIRA the site will drop off your list until the IIRA is launched the new FY. There are times when inspectors may need to create an investigation, for example, a complaint or new owner.

Important: if a site is created and used as an inspection, the date of inspection will not be counted as an “annual” inspection, therefore, will not be counted in the “Months Since Last Inspection”. The IIRA will take the last “annual” inspection date from the Inspection List. Due to this fact, to reduce the amount of create investigations for annual use, the IIRA will be launched on July 1 of each year. All inspections done or completed prior to July 1 will have to be entered by June 30th. This is to avoid inspectors having to Create an Investigation that does not count as an annual inspection and relieving the inspector of entering incorrect “Actual Investigation Date” into the IIRA.

To create an investigation, login to Commerce Remote Desktop. Select the “ERS INSP” from the desktop screen. On the next screen your user ID and password should already be entered, click OK. A Create Investigation List will appear. Select the site that you want and Select the Investigation Type from the drop down box and select “Create Investigation.” This will take the site that was selected and create a site on the Inspection List in the IIRA.

The screenshot shows the 'Create Invs' application window with the following data:

Building Id	City	Investigation Type	Formatted Street Address
129994	BARABOO	Complaint	516 ASH ST
119730	BARABOO	Inspector Initiated	83553 A HWY 12
848300	BARABOO	Adm Initiated	83440 HWY 12
55532	BARABOO		805 BROADWAY
15584	BARABOO		801 SOUTH BLVD
627245	BARABOO		83783 FOX HILL RD
165739	BARABOO		325 SOUTH BLVD
18855	BARABOO		83118 HWY 12

## Troubleshooting Guide

### Tips:

- All fields/dates can be copy (right click) and paste (right click) from one tank to another.
- With some internet browsers can be set up to keep track of the dates last entered in a drop down box and then the date pops up on the screen and can be selected. In the Internet Browser: Tools/Internet Options/Content/AutoComplete check all four boxes (Web Address/Forms/User Names & Passwords or Forms/Prompt me to Save Password). This is a time saving tool and is recommended.
- The time out problem is a big issue and is being worked on. Don't leave IIRA system inactive for even a short period of time. Update frequently. Don't use the back button.
- If orders are written for tank closure, complete the tank closure order area on the modify tank attributes screen.
- If Inspection Report does not print properly, check page setup settings.
- Inspection Guideline is accessible on the Commerce web site. This is a tool for inspectors at inspections.
- When an AST is double-wall and has an interstitial site glass the Leak Detection Method must be Visual Monitoring.
- If Inspection Report or Tank Attributes print on two pages check page-setup margins settings.