

Annual Facility Inspection Checklist

This inspection record must be completed each year. If any response requires further elaboration, provide comments in the *Description and Comments* space provided. Further description and comments, if necessary, must be provided on a separate sheet of paper and attached to this form. ***Any items that received “yes” as an answer must be described and addressed immediately.**

Item	*Y	N	Description and Comments
Storage Tanks:			
Tank #1 AST (6,000 gallon fuel storage tank)			
Tank Surfaces show signs of leakage		X	
Tanks are damaged, rusted or deteriorated		X	
Bolts, rivets, or seams are damaged		X	
Tank supports are deteriorated or buckled		X	
Tank foundations have eroded or settled		X	
Level gauges or alarms are inoperative		X	
Vents are obstructed		X	
Water/product in interstice of double walled tank		X	
Tank #2 AST (6,000 gallon fuel storage tank)			
Tank Surfaces show signs of leakage		X	
Tanks are damaged, rusted or deteriorated		X	
Bolts, rivets, or seams are damaged		X	
Tank supports are deteriorated or buckled		X	
Tank foundations have eroded or settled		X	
Level gauges or alarms are inoperative		X	
Vents are obstructed		X	
Water/product in interstice of double walled tank		X	
Tank #3 Day Tank (25 gallons, located in Generator Building)			
Tank Surfaces show signs of leakage		X	
Tanks are damaged, rusted or deteriorated		X	
Bolts, rivets, or seams are damaged		X	
Tank supports are deteriorated or buckled		X	
Tank foundations have eroded or settled	N/A		
Level gauges or alarms are inoperative		X	
Vents are obstructed		X	
Water/product in interstice of double walled tank	N/A		

Tank #4 AST (550 gallon fuel storage tank: intermediate)		
Tank surfaces show signs of leakage		X
Tanks are damaged, rusted or deteriorated		X
Bolts, rivets, or seams are damaged		X
Tank supports are deteriorated or buckled		X
Tank foundations have eroded or settled		X
Level gauges or alarms are inoperative		X
Vents are obstructed		X
Water/product in interstice of double walled tank		X
Tank #5 (50 gallon fuel storage tank located in school building)		
Tank surfaces show signs of leakage		X
Tanks are damaged, rusted or deteriorated		X
Bolts, rivets, or seams are damaged		X
Tank supports are deteriorated or buckled		X
Tank foundations have eroded or settled	N	A
Level gauges or alarms are inoperative		X
Vents are obstructed		X
Water/product in interstice of double walled tank	N	A

Other System Components		
<u>Piping:</u>		
Valve seals, gaskets or other appurtenances are leaking		X
Pipelines or supports are damaged or deteriorated		X
Joints, valves and other appurtenances are leaking		X
Buried piping is exposed		X
<u>Loading/unloading and transfer equipment:</u>		
Tank containment box is damaged		X
Soil around tank containment box is discolored		X
Connections are not capped or blank flanged		X
<u>Security:</u>		
Fencing, gates, or lighting is non-functional		X
Pumps and valves are locked if not in use	X	
Response equipment	X	
Response equipment inventory is complete	X	

Annual reminders:

- Hold SPCC Briefing for all oil handling personnel (and update briefing log in the Plan)
- Check contact information for key employees and response/clean up contractor contact information. If not correct, update in Plan as needed.

Additional Remarks:

Weeds and vegetation along pipe line is excessive. At the header there are two missing bolts at a flange connection. We need two 1/2" diam. studs or bolts 4" long. Also two nuts for the bolts.

Date:

Signature: