NEW YORK STATE DEC PETROLEUM BULK STORAGE (PBS) INSPECTION FORM

DATE: _____ | PBS#: _____ or ☐ Unregistered | Inspection #: _____

FACILITY Representative, Name & Title: _____

NYSDEC Inspector, Name & Title: _____

Facility Name: _____	Owner Name: _____
Facility Address: _____	Owner Address: _____
_____	_____
Operator: _____	Emergency Contact: _____
Phone Number: _____	Phone Number: _____

Facility-Level Information (circle answer; indicate dispenser-specific information in comments section)

1. Is the **registration certificate** posted at the facility?	Y / N
2. Is **registration information** current & correct?	Y / N
3. Are **monitoring/observation wells** marked and secured?	Y / N / X
4. Have **dispenser sumps** been properly maintained? Y / N (accumulation of product) / 1 (accumulation of water/debris) / X (no sump)	
5. For motor fuel tank systems with pressurized piping, are **shear valves** properly installed and operable? Y / N (no shear valve) / 1 (inoperative valve) / 2 (improperly installed) / X (not pressurized piping)	

Tank Registration Identification Number					
Underground or Aboveground Tank					
Product Stored / Tank Volume if different than registered					
Date Installed					
6. Is the tank properly **permanently closed**? Y / N / X (active or temporarily out-of-service tank)					
7. Is the tank properly **temporarily closed**? Y / N / X (active tank)					
8. Were any **spills** observed (also include suspected releases from leak detection equipment and uninvestigated inventory discrepancies)? Y / N					
9. Have **tank top sumps** been properly maintained? Y / N (accumulation of product) / 1 (accumulation of water/debris) / X (no sump)					
10. Have **fill port catch basins** (spill buckets), been properly maintained? Y / N (accumulation of product) / 1 (accumulation of water/debris) / X (no catch basin)					
11. Is the **fill port properly color coded** to identify the product in the tank? For products not explicitly listed in Part 613.3(b), is the tank properly marked? Y / N / 1 (incorrectly color coded or marked) / X (day tank)					

Underground Storage Tanks					
12. For UST systems installed after Dec. 27, 1986, does the **tank system meet standards**? Y / X (tank system installed prior to Dec. 27, 1986) If not, how is the tank system deficient? 1 (tank not corrosion resistant) / 2 (no tank secondary containment) / 3 (no tank leak monitoring) / 4 (no overfill prevention) / 5 (piping not corrosion resistant) / 6 (no piping leak monitoring) / 7 (more than one check valve in suction piping system) / 8 (no tank label) / 9 (no as-built plans or drawings)					

COMPLIANCE WITH REGULATORY REQUIREMENTS WAS ASSESSED VIA THE FOLLOWING METHODS:
FIELD OBSERVATION, RECORDS REVIEW, AND/OR INTERVIEW WITH FACILITY REPRESENTATIVE

Underground Storage Tanks (continued)										
13. Is **leak monitoring** being done? Y / N / 1 (inoperative system) / 2 (weekly leak detection records not maintained) / 3 (monthly operability records not maintained) / 4 (interstitial space on double-walled tanks and/or piping not monitored) / X (Category A or B tank system or exempt suction piping)	**T**	**P**	**T**	**P**	**T**	**P**	**T**	**P**	**T**	**P**
14. Is **cathodic protection** for steel tank and piping systems monitored annually? Y / N (no monitoring on either) / 1 (no monitoring on tank) / 2 (no monitoring on line) / 3 (records not maintained) / 4 (minimum protection not provided) / 5 (inadequate monitoring, i.e., not enough readings) / X (Category A or B steel tank system or not steel tank system)										
15. Does the facility have adequate **inventory records** for metered tanks? Y / X (unmetered tank) If not, which items are deficient? 1 (no records) / 2 (no tank bottom water measurements) / 3 (equipment not capable of 1/8" measurement) / 4 (meter not calibrated) / 5 (no reconciliation of records) / 6 (improper reconciliation) / 7 (no investigation of discrepancy)										
16. Do **unmetered tanks** have annual standpipe analysis or tank test, or other acceptable leak detection method? Y / N / X (metered tank)										
17. Has **tightness testing** been conducted on the tank and piping system (typically Category A or B) within the last 5 years? Y / N (no test on either tank or line) / 1 (no tank test) / 2 (no line test) / 3 (test report not submitted) / X (exempt from tightness testing)										

Aboveground Storage Tanks					
18. For AST systems installed after Dec. 27, 1986, does the **tank system meet standards**? Y / X (tank system installed prior to Dec. 27, 1986) If not, which items are deficient? 1 (tank not welded steel) / 2 (no surface coating) / 3 (tank resting on soil; no cathodic protection) / 4 (tank on grade; no impermeable barrier) / 5 (no leak monitoring between tank & barrier)					
19. Does the facility conduct **monthly inspections** for all ASTs? Y / N / 1 (records not maintained)					
20. Does the facility conduct **ten-year inspections** for ASTs? Y / N / 1 (records not maintained) / X (not required per Part 613.6(b))					
21. For ASTs ≥10,000 gallons *(or for ASTs <10,000 gallons where secondary containment is required)*, is the **secondary containment** adequately designed and in good condition? Y / N / 1 (secondary containment not maintained) / 2 (poor design)					
For ASTs <10,000 gallons, if using **alternatives to secondary containment**, are SPOTS #17 issues addressed? Y / N / 3 (equipment not maintained) / X (not required)					
22. Are **dike drain valves** locked in a closed position? Y / N (unlocked) / 1 (no valve on discharge pipe) / X (no dike/discharge pipe)					
23. Does the AST have a **gauge**, **high level alarm** or **other equivalent device**? Y / N / 1 (inoperative)					
24. Is the **design/working capacity**, and **ID number** marked on the tank and at the gauge? Y / N / 1 (tank not labeled) / 2 (not marked at gauge)					
25. Is a **solenoid** or equivalent valve in place for gravity-fed motor fuel dispensers? Y / N / 1 (inoperative) / X (not motor fuel/gravity-fed)					
26. Is a **check valve** in place for pump-filled tanks with remote fills? Y / N / 1 (inoperative) / X (not remote fill)					
27. Is an **operating valve** in place on every line with gravity head? Y / N / 1 (inoperative) / X (no gravity head on line)					

Federal UST Questions – Release Prevention					
28. Is the **spill prevention device** (catch basin) present and functional? Y / N (not present) / 1 (not functional – holes or cracks present) / X (tank receives <25 gal. at one time)					
29. Is the **overfill prevention device** (i.e., automatic shut-off, high-level alarm, ball float valve) present? Y / N / X (tank receives <25 gal. at one time)					
30. Is the **overfill prevention device** operational? Y / X (tank receives <25 gal. at one time) If not operational: 1) Automatic shut-off is not operational (i.e., device tampered with or inoperable; gauging stick in drop tube). 2) High-level alarm is not operational. 3) Alarm is not audible or visible to the delivery driver. Ball float is not operational because: 4) Stage I vapor recovery is present. 5) Piping system is suction. 6) Drain valve on spill catch basin is broken or is impaired by debris, causing drain valve to act as an emergency vent.					
31. Were **structurally repaired tanks and piping** tightness tested within 30 days of repair completion (not required w/ internal inspections after repair or if release detection equipment is in use)? Y / N / X (no structural repair)					
32. If cathodically protected tank or piping was structurally repaired, were **CP systems tested/inspected** within 6 months of repair? Y / N / X (no CP system/structural repair)					
33. Is **buried metal tank and piping** (including fittings, connections, etc.) protected from corrosion? Y / X (no buried metal components) If not: 1) Buried metal piping components (such as swing joints, flex-connectors, etc.) are not isolated from the ground or cathodically protected. For new USTs (tanks and piping installed after 12/22/1988): 2) Tank or piping does not meet new tank/piping standards for corrosion. For existing USTs (tanks and piping installed on or before 12/22/1988): 3) Steel tank is not internally lined OR retrofitted with cathodic protection. 4) Metal piping is not retrofitted with cathodic protection.					
34. Was **corrosion protection system** tested within required time frame and does it provide continuous protection? Y / X (no CP system) If system does not provide continuous protection: 1) CP system was not tested. 2) CP system is not performing adequately based on results of testing. 3) Operator is not conducting or has not completed appropriate repair in response to test results.					
35. If an **impressed current system** is in use, has system been operated continuously? Y / X (no impressed current system) If system has not been operated continuously: 1) Rectifier is not operational. 2) Rectifier does not have electrical power 24/7. 3) Clock shows that power has been turned off.					
36. Is **impressed current system** inspected every 60 days? (Operator is only required to keep 6 months of readings; at least 2 of last 3 readings are required if system is operational at time of inspection.) Y / N / X (no impressed current system)					
37. Do reports indicate that **lined tanks** are inspected periodically (within 10 years of installation and every 5 years thereafter) and that lining is in compliance? Y / N (no report) / 1 (lining was inspected and failed) / 2 (inspection procedure not acceptable) / X (tank not lined)					

Federal UST Questions – Release Detection (only complete applicable sections)					
Specify method(s) of **tank release detection** used: A. Automatic Tank Gauging (ATG) – *answer questions 38-40, 56* B. Manual Tank Gauging (MTG) for tanks ≤1000 gal. – *answer questions 41-43, 56* E. Groundwater or Vapor Monitoring – *answer questions 47-50, 56* F. Interstitial Monitoring – *answer questions 51-52, 56* H. Statistical Inventory Reconciliation (SIR) – *answer questions 55, 56*					
Specify second method of **pressurized piping release detection** used: (NOTE: "G. Automatic Line Leak Detector [ALLD]" is always required for pressurized piping) – *answer questions 53-54, 56* C. Tightness Testing – *answer questions 44-46, 56* E. Groundwater or Vapor Monitoring – *answer questions 47-50, 56* F. Interstitial Monitoring – *answer questions 51-52, 56* H. Statistical Inventory Reconciliation (SIR) – *answer questions 55, 56*	G	G	G	G	G
Specify method of **suction piping release detection** used: (NOTE: safe [European] suction piping does not require RD – mark "X") C. Tightness Testing – *answer questions 44-46, 56* E. Groundwater or Vapor Monitoring – *answer questions 47-50, 56* F. Interstitial Monitoring – *answer questions 51-52, 56* H. Statistical Inventory Reconciliation (SIR) – *answer questions 55, 56* X. Exempt Suction Piping					
A. Automatic Tank Gauging (ATG)					
38. Is ATG on National Work Group on Leak Detection Evaluations (NWGLDE) list? Y / N					
39. Is ATG set up properly? Y / N / X (unable to confirm)					
40. Did ATG conduct test while tank contained routinely highest level of product? Y / N					
B. Manual Tank Gauging (MTG)					
41. Is tank size appropriate for using MTG (≤1000 gal. only)? Y / N					
42. Do records indicate that MTG method is being conducted correctly? Y / N					
43. Is MTG equipment capable of 1/8" measurement? Y / N					
C. Tightness Testing	**VALID FOR PIPING ONLY**				
44. Is tightness testing method on National Work Group on Leak Detection Evaluations (NWGLDE) list? Y / N					
45. Is tightness testing conducted per manufacturer's instructions? (Compare test report with NWGLDE specifications for test method.) Y / N					
46. Is tightness testing conducted within the specified time frames for the following equipment? Y / 2 (pressurized piping – not tested annually) / 3 (non-exempt suction piping – not tested every 3 years)					
D. Inventory Control – *not valid as release detection for EPA as of 12/22/2008*					

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Federal UST Questions – Release Detection (continued)

E. Groundwater or Vapor Monitoring	**T**	**P**	**T**	**P**	**T**	**P**	**T**	**P**	**T**	**P**
47. Does owner have site assessment report indicating location and number of vapor or groundwater monitoring wells? Y / N *(answer '1' for questions 48-50)*										
48. According to site assessment report, is groundwater always detectable in the monitoring well (i.e., never more than 20 feet from the ground surface)? Y / N / 1 (no report) / X (no groundwater monitoring wells)										
49. Is vapor monitoring well not affected by high groundwater? Y / N / 1 (no report) / X (no vapor monitoring wells)										
50. Are wells properly designed and positioned? Y / N / 1 (no report)										
F. Interstitial Monitoring	**T**	**P**	**T**	**P**	**T**	**P**	**T**	**P**	**T**	**P**
51. Does secondary containment have integrity? Y / N										
52. Is the sensor properly positioned (piping only)? Y / N / X (manual monitoring)										
G. Automatic Line Leak Detector (ALLD)										
53. Is automatic line leak detector (ALLD) present and operational? Y / N (not present) / 1 (not operational)										
54. Has annual functionality test of the ALLD been conducted, and are records available? Y / N (no test conducted) / 1 (no records)										
H. Statistical Inventory Reconciliation (SIR)	**T**	**P**	**T**	**P**	**T**	**P**	**T**	**P**	**T**	**P**
55. Is SIR method on National Work Group on Leak Detection Evaluations (NWGLDE) list of release detection methods? Y / N										

Federal UST Questions – Release Detection Monitoring

	T	**P**	**T**	**P**	**T**	**P**	**T**	**P**	**T**	**P**
56. Are tanks and piping monitored monthly for releases, and are records available (must have records for the two most recent consecutive months and for 8 of the last 12 months)? Y / N (no release detection present) / 1 (no monthly monitoring) / 2 (no records) / 3 (inadequate records) / X (exempt suction piping)										

Federal UST Questions – Closure

57. For tanks permanently closed within the last 3 years, was site assessment performed? Y / N / 1 (inadequate) / X (not applicable)					

COMMENTS (continue on separate paper if needed): Regional notes or forms attached: _____ pages

Refer to: ____ Spills (e.g., remediation system not operating) ____ Air (e.g., vapor recovery problems)

____ Water (e.g., SPDES problems / illegal floor drains) ____ Solid & HazMat (e.g., used oil issues)

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This space reserved for regulatory citations.