



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF OIL AND GAS MANAGEMENT

Year _____

QUARTERLY MAINTENANCE INSPECTION CHECKLIST

	Quarter 1 (Jan Feb Mar)		Quarter 2 (Apr May Jun)		Quarter 3 (Jul Aug Sep)		Quarter 4 (Oct Nov Dec)	
	Symbol	Reference	Symbol	Reference	Symbol	Reference	Symbol	Reference
I. Visual Check for Deterioration								
Condition of tank exterior	S	U	S	U	S	U	S	U
Condition of aboveground piping	S	U	S	U	S	U	S	U
Condition of foundations and supports	S	U	S	U	S	U	S	U
Condition of secondary containment	S	U	S	U	S	U	S	U
II. Containment Areas								
Level of standing water in containment	S	U	S	U	S	U	S	U
Drain Valves secured in a closed position	Y	N	Y	N	Y	N	Y	N
Containment clear of fire hazard and debris	Y	N	Y	N	Y	N	Y	N
III. Leak Detection System								
Leak detection system monitored	Y	N	Y	N	Y	N	Y	N
Containment clear of regulated substances	Y	N	Y	N	Y	N	Y	N
No evidence of release from tank or piping	Y	N	Y	N	Y	N	Y	N
No evidence of release from ancillary equipment	Y	N	Y	N	Y	N	Y	N
IV. Ancillary Equipment (if installed)								
Valves functioning properly	Y	N	Y	N	Y	N	Y	N
Vents clear of restrictions	Y	N	Y	N	Y	N	Y	N
Monitoring device functioning properly	Y	N	Y	N	Y	N	Y	N
Overfill prevention operating properly	Y	N	Y	N	Y	N	Y	N
V. Safety Precautions								
Safety equipment in place and operative	Y	N	Y	N	Y	N	Y	N
Fire extinguishers in place	Y	N	Y	N	Y	N	Y	N
Safety precautions posted	Y	N	Y	N	Y	N	Y	N
Inspection Completed by:	_____		_____		_____		_____	
Nearest Well API # _____	Dates: _____		_____		_____		_____	

Symbols: S = Satisfactory U = Unsatisfactory Y = Yes N = No List comments on the back of this sheet.
Note: Symbol 'S' or 'Y' indicate compliance. Symbol 'U' or 'N' should be accompanied with a date corrected in the comment section on the back of this sheet.

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Comments: _____

DRAFT



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INSTRUCTIONS FOR THE QUARTERLY MAINTENANCE INSPECTION CHECKLIST

As required by **25 Pa. Code § 78.57(h)**, owners should complete the checklist each quarterly by circling S or U; and Y or N as indicated for each item. Unsatisfactory (U) conditions are those conditions that may cause potential leaks, spills or environmental degradation if allowed to remain uncorrected. For example, areas on tank exteriors which are unprotected or containment structures and foundations which are crumbling, rusting and remain in general disrepair should be noted. No (N) should be circled if conditions for those items indicated are not met; for example vents blocked by an obstruction or unsecured drain valve. Specific reference for each tank or area that is unsatisfactory or does not meet the conditions indicated should be made in the "Reference" column. Comments should then be made for each reference in the "Comments" section on the back of the sheet. An example would be circling "N" for the item "Vents clear of restrictions", writing Tank #5 in the "Reference" column and then writing "vent obstructed by bird nest" in the "Comment Section". In this example the date of repair, or removal of a bird nest, should be noted in the comments section of the form. Individuals completing the inspection should include the nearest well API # when a Site I.D. # is not available, their name and the date the inspection was completed. Completed checklists should be kept at the facility for 1 year.

This quarterly checklist covers all aboveground storage tanks at the facility. The checklist must be completed by a person knowledgeable of the tank system's operation and maintenance. This person may be a company employee or a representative of a third party. The person does not have to be a department-certified inspector.