Sample Walkthrough Inspection Checklist for Underground Storage Tanks

Facility Name/Address: _____ **Year**: _____

Your initials in each box below the date of the inspection indicate the device or system was inspected and satisfactory on that date. If you do not have the specified equipment, write "N/A" (not applicable) instead of your initials. If the device/system required corrective action, record the date, action taken, and who corrected the issue in the box at the bottom of this page.

Date Of Inspection												
Required Every 30 Days (exception: if your UST system receives deliveries at intervals greater than 30 days, you may check your spill prevention equipment prior to each delivery.												
Visually check spill prevention equipment for damage. Remove liquid or debris.												
Check for and remove obstructions in fill pipe.												
Check fill cap to ensure it is securely on fill pipe.												
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.												
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.												
Review and keep current release detection records.												
Required Annually												
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.												
Remove liquid in contained sumps or debris.												
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.												
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.												
Recommended Activities												
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.												
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.												
Containment sump areas: Look for significant corrosion on the UST equipment.												
Dispenser hoses, nozzles, and breakaways: Inspect for loose fittings, deterioration, obvious signs of leaks, and improper functioning.												

In the table below, explain actions taken to fix any issues found during these inspections.

Date	Action Taken	Action Performed By

Keep this record for at least one year after last inspection date on the form.

You must report any suspected petroleum leaks to DEQ within 24 hours of discovery unless a non-release cause is confirmed, documented, and fixed within 24 hours. To report a suspected release, contact your regional office (https://www.deq.virginia.gov/get-involved/about-us/contact-us). If possible, please submit the Environmental Pollution Report (EPR) form found here via email.

Monthly Walkthrough Inspection

1. Remove the fill port lid and check your spill buckets for damage (cracks, warping, etc.). Remove any liquid or debris found inside, making sure to properly dispose of any petroleum-contaminated materials (e.g., store contaminated water in waste drum for pick-up/recycling).
2. Remove the fill cap and check for obstructions in the fill pipe (tank gauge sticks, etc.). Remove any obstructions that are found, then close the fill cap, making sure it seals properly onto the fill riser.
3. If you have any double-walled spill buckets with interstitial monitoring, check the interstitial area for evidence of a leak.

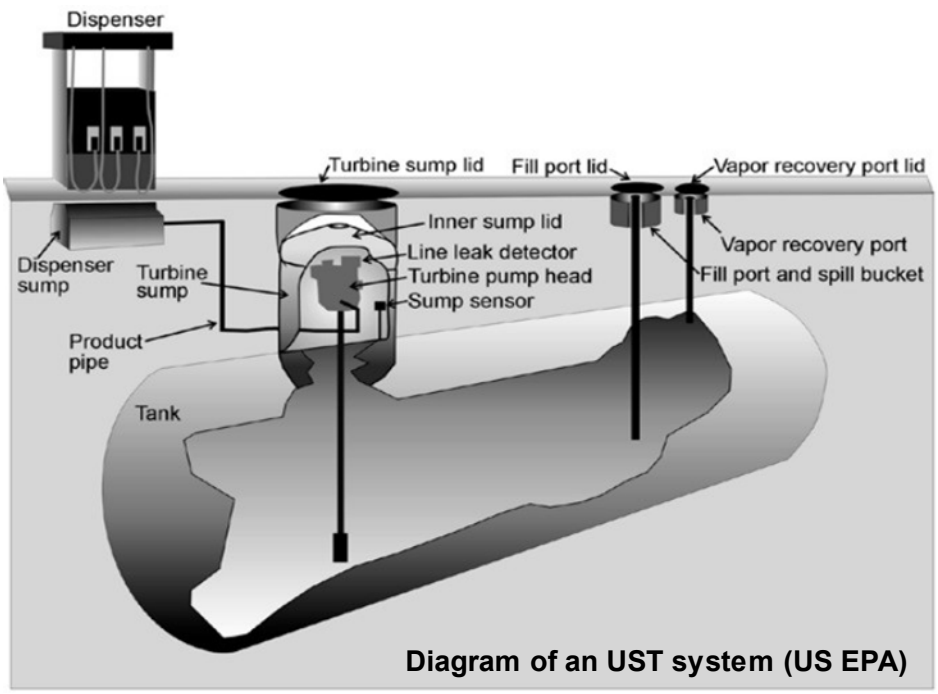

Diagram of an UST system (US EPA)

4. If you have any electronic release detection equipment such as an automatic tank gauge (Veeder-Root, EVO, Incon, etc.), pressure or vacuum gauges, etc., check it for alarms or other signs of unusual operating conditions that may indicate a release or need for repairs.
5. Review your monthly tank (and piping, if using monthly method) release detection records and make sure you file a record for the month (e.g., if using an ATG, file at least 1 valid, passing test per tank/piping run).

Annual Walkthrough Inspection

If you are conducting the annual inspection tasks the same day as a monthly inspection, simply continue down the same column. If not, clearly record the date in the “Required Annually” section.

1. Open up your dispensers and inspect each under-dispenser sump/containment area for signs of damaged equipment and evidence of petroleum leaks (drips, discoloration, etc.).
2. For tanks with pressurized piping – open the turbine pump (i.e., STP) sumps/containment areas and inspect the UST equipment within (STP head, line leak detector, piping, entry boots, etc.) for damage or evidence of leaks.
3. Remove any liquid or debris found inside the containment sumps/areas, making sure to properly dispose of any petroleum-contaminated materials.
4. If you have any double-walled containment sumps with interstitial monitoring, check the interstitial area for evidence of a leak.
5. If you have any handheld release detection equipment (tank gauge stick, groundwater bailers, handheld vapor monitoring device, etc.), check it for operability and serviceability per the manufacturer’s instructions. Any equipment that cannot serve its intended function (e.g., broken or faded tank gauge stick) must be replaced.

Recommended Activities

- Inspect all tank access points (fill port, vapor recovery port, interstitial monitoring port, ATG probe fitting, etc.) to make sure that the covers and caps are tightly sealed and locked to prevent water getting into the tank.
- Make sure your emergency spill response supplies are well-stocked and in good condition.
- In containment sumps/areas where UST equipment is visible, monitor for signs of corrosion (i.e., discoloration, rust, pitting, flaking) on metal components. Take appropriate measures to address and prevent corrosion.
- Inspect dispenser hoses, nozzles, and breakaways for damage, loose fittings, obvious signs of leaks, and improper functioning.