New York State Department of Environmental Conservation – Petroleum Bulk Storage (PBS) Inspection Form

DATE: _____ DEC INSPECTOR: _____

PBS #: - _____ or ☐ Unregistered FACILITY REP. NAME & TITLE: _____

FACILITY NAME: _____ FACILITY ADDRESS: _____

FACILITY PHONE: _____

Facility-Level Information

1. Is the inspection announced or unannounced?	☐ Announced ☐ Unannounced
2. Is the registration certificate posted at a conspicuous location at the facility?	☐ **Y** ☐ **N** ☐ **1** (not signed)
3. Is the registration information current and accurate?	☐ **Y** ☐ **N** (inaccurate information) ☐ **1** (expired registration) ☐ **2** (unregistered facility) ☐ **3** (unregistered tank)
4. Does the facility have an as-built diagram?	☐ **Y** ☐ **N** ☐ **X** (not required) ☐ **1** (incomplete)

Tank-Specific Information Tank Registration #					
Applicable Subpart: **2** / **3** / **4**					
Product Stored/Tank Volume					
Date Installed					
5. Are monitoring/observation wells marked and secured? **Y** / **X** (no wells) / **1** (not marked) / **2** (improperly marked) / **3** (not secured)					
6. Is the dispenser sump present when required and in good working order? **Y** / **N** (not present when required) / **X** (no sump; not required) / **1** (lacks integrity) / **2** (contains water/debris) / **3** (no access)					
7. For motor fuel tank systems with pressurized piping, are shear valves properly installed and operable? **Y** / **N** (no shear valve) / **X** (not pressurized piping; not motor fuel) / **1** (valve inoperable) / **2** (improperly installed) / **3** (no access)					
8. Was the tank properly closed, or service changed, with pre-notification? **Y** / **X** (active or out-of-service tank) / **1** (improper closure method) / **2** (no site assessment performed for Subpart 2 tank at time of closure/change-in-service) **3** (no closure report; not maintained for 3 years) / **4** (closure report not submitted) / **5** (tank closed without pre-work notification)					
9. If the tank system is out-of-service (OOS), is it following all OOS requirements? ASTs may remain OOS for longer than 12 months if another active tank is at the facility. **Y** / **X** (active/closed tank) / **1** (piping not capped/secured) / **2** (vent lines not left open) / **3** (not closed after 12 months)					
10. Is the facility free of observable spills and have reportable spills been reported? Mark all that apply and describe as needed in the notes/comments section. **Y** / **1** (petroleum in spill bucket) / **2** (petroleum in sump) / **3** (petroleum in dispenser sump) / **4** (petroleum in tank secondary containment) / **5** (petroleum in the environment) / **6** (suspected spill not investigated) / **7** (suspected spill not reported) / **8** (spill not reported) / **9** (release not reported) / **10** (failed spill bucket test not reported) / **11** (failed sump test not reported)					
11. Is the fill port/tank color coded/marked to identify the product in the tank system? **Y** / **N** (not color coded/marked) / **X** (day tank) / **1** (incorrectly color coded/marked)					

Leak Detection (equipment) Tank Registration #					
12. Does the system have the required equipment installed to perform leak detection? **Y** (see applicable questions below) / **N** / **X** (leak detection not required; tank is out-of-service and empty [≤1 inch]; exempt tank/piping; uses tightness testing or SIR [see applicable questions below])		TANK PIPING			

Leak Detection (standards and performance): Fill out ONLY the applicable leak detection methods below for each system

Automatic Tank Gauging (ATG)					
13. Does the ATG meet leak detection standards (a NWGLDE-listed device meets standards)? **Y** / **N** / **1** (inoperable)					
14. Is the ATG set up properly to conduct leak tests? **Y** / **X** (unable to confirm) / **1** (tests not being performed; not performed at least weekly) / **2** (not set up properly to conduct leak tests [e.g., configuration, timing]) / **3** (measurements do not include portions of tank that routinely contains petroleum) / **4** (no weekly records; not maintained for 3 years) / **5** (no monthly operability records for electronic LD; not maintained for 3 years) / **6** (inappropriate method for Subpart/Category and no other compliant method used)					
15. Is the ATG tested annually for proper operation? **Y** / **N** / **X** (Subpart 3 tank system) / **1** (alarm not tested) / **2** (leak rate/tank size configuration not verified) / **3** (battery backup not tested) / **4** (float not tested) / **5** (communication with console not tested) / **6** (no records; not maintained for 3 year)					
Manual Tank Gauging (MTG)					
16. Is manual tank gauging being performed properly? **Y** / **1** (tests not being performed; not performed at least weekly) / **2** (tank size not appropriate [>1000 gal.]) / **3** (equipment not capable of 1/8" measurement) / **4** (no records; not maintained for 3 years) / **5** (inappropriate method for Subpart/Category and no other compliant method used)					
Tank Testing					
17. Is tank testing conducted within the required time frame? **Y** / **1** (test not conducted annually) / **2** (test report not submitted) / **3** (no test report; not maintained until date of next test) / **4** (inappropriate method for Subpart/Category and no other compliant method used)					
Line Testing					
18. Is line testing conducted within the required time frame? **Y** / **1** (pressurized piping not tested annually) / **2** (non-exempt suction piping not tested within required time frame) / **3** (test report not submitted) / **4** (no test report; not maintained until date of next test) / **5** (inappropriate method for Subpart/Category and no other compliant method used)					
Inventory Monitoring					
19. Does the facility have adequate inventory records for metered tanks storing motor fuel/kerosene that will be sold as part of a commercial transaction? **Y** / **1** (no records; not maintained for 3 years) / **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)					

Leak Detection (continued)					
Groundwater/Vapor Monitoring					
20. Is there a site assessment report indicating location and number of groundwater/vapor monitoring wells? **Y** / **N** (no report) / **1** (wells not properly designed/positioned to detect leaks) / **2** (GW not always detectable in GW well [GW is more than 20' from surface]) / **3** (vapor well affected by GW)		TANK PIPING			
21. Is leak detection being performed? Note that continuous electronic monitoring satisfies weekly requirements (weekly records are not required). **Y** / **1** (not performed; not performed at least weekly) / **2** (no weekly records; not maintained for 3 years) **3** (no monthly operability records for electronic LD; not maintained for 3 years) / **4** (inappropriate method for Subpart/Category and no other compliant method used)		TANK PIPING			
22. Is handheld electronic sampling equipment being tested annually for operability? **Y** / **X** (electronic sampling equipment not used; Subpart 3 tank system) / **1** (not tested annually) / **2** (no records; not maintained for 3 years)					
Interstitial Monitoring (IM)					
23. Is the secondary containment in good working order (i.e., double-walled tank, double walled-piping, and <u>any</u> sump used for leak detection)? **Y** / **N** (not tight) / **1** (sump contains water/debris) / **2** (sump lacks integrity) / **3** (no access)		TANK PIPING			
24. Is the sensor operational and, for piping, properly positioned in the sump? **Y** / **X** (manual monitoring; no access) / **1** (inoperable) / **2** (sensor not properly positioned in sump)		TANK PIPING			
25. Is leak detection being performed? Note that continuous electronic monitoring satisfies weekly requirements (weekly records are not required). **Y** / **1** (not performed; not performed at least weekly) / **2** (no weekly records; not maintained for 3 years) **3** (no monthly operability records for electronic LD; not maintained for 3 years)		TANK PIPING			
26. Are the probes and sensors inspected annually? **Y** / **N** / **X** (manual monitoring; Subpart 3 tank system) / **1** (not inspected for residual buildup) / **2** (float not tested) / **3** (visually accessible cable not inspected for kinks/breaks) / **4** (alarm operability not tested) **5** (communication with console not tested) / **6** (no records; not maintained for 3 years)		TANK PIPING			
27. Are the sump(s) (tank-top, UDC, transition), <u>used for IM</u>, tested triennially for tightness? Alternatively, double-walled sumps can instead monitor the integrity of both walls annually. The interstitial space of these double-walled sumps must be held under pressure, vacuum, or be liquid-filled and equipped with an indicator/gauge to use this alternative method. Piping installed before 4/13/16 can perform a line test in lieu of IM <u>for EPA</u> and is therefore not required to perform a sump test. **Y** / **X** (IM not used for piping; Subpart 3 tank system) / **1** (not tested triennially) / **2** (improper annual monitoring) / **3** (no test records; not maintained for 3 years)					
Automatic Line Leak Detector (ALLD)					
28. Is the ALLD present and does it appear to be operational? **Y** / **N** (not present) / **1** (not operational) / **2** (no access)					
29. For Subpart 2 facilities, has the annual functionality test of the ALLD been conducted, and are records available? **Y** / **N** (not tested annually) / **X** (Subpart 3 tank system) / **1** (no records; not maintained for 3 years)					
Statistical Inventory Reconciliation (SIR)					
30. Is SIR being performed properly? **Y** / **1** (SIR method does not meet standards [NWGLDE-listed meets standards]) / **2** (not performed; not performed at least weekly) / **3** (no records; not maintained for 3 years) / **4** (inappropriate method for Subpart/Category and no other compliant method used)		TANK PIPING			
Weep Holes					
31. Are all weep holes visible and are they free of obstructions? **Y** / **1** (not visible) / **2** (obstructed)					
32. Is leak detection being performed? **Y** / **1** (not performed; not performed at least weekly) / **2** (no records; not maintained for 3 years) / **3** (inappropriate method for Subpart/Category and no other compliant method used)					

Subpart 2 UST Systems Tank Registration #					
33. Does the Category 2/3 tank have a fill port label? **Y** / **N** / **X** (Cat.1 tank) / **1** (incomplete label)					
34. Is the spill bucket present and functional? **Y** / **N** (not present when required) / **X** (tank receives ≤ 25 gal. at a time) **1** (contains water/debris) / **2** (lacks integrity) / **3** (no access)					
35. Is the spill bucket tested triennially for tightness? Alternatively, double-walled spill buckets can instead be monitored for the integrity of both walls every 30 days. The interstitial space of these double-walled spill buckets must be held under pressure, vacuum, or be liquid-filled and be equipped with an indicator/gauge to use this alternative method. **Y** / **X** (no spill bucket) / **1** (not tested triennially) / **2** (improper 30-day monitoring) / **3** (no test/monitoring records; not maintained for 3 years)					
36. Is the overfill prevention device (i.e., automatic shut-off, high-level alarm, ball float valve) present and functional? **Y** / **N** (not present) / **X** (tank receives ≤ 25 gal. at one time) / **1** (cannot verify) If automatic shutoff or high-level alarm is not functional: **2** (not set at appropriate level) / **3** (alarm not audible/visible to driver) / **4** (inoperable) If ball float valve is not functional: **5** (Stage I coaxial vapor recovery is present) / **6** (piping system is suction) / **7** (spill bucket drain valve broken/impaired by debris)					
37. Is the overfill prevention device inspected triennially and are records being maintained? **Y** / **N** (not inspected) / **X** (not present) / **1** (not inspected for being set at appropriate level) / **2** (not inspected for activating at appropriate level) / **3** (no records; not maintained for 3 years)					
38. Does the Cat. 2/3 tank and Cat. 3 piping have secondary containment installed? Tank and piping secondary containment, if installed, must be maintained tight. This includes any sump used as part of the piping secondary containment system. **Y** / **N** (no appropriate secondary containment) / **X** (Cat. 1 tank; Cat. 1/2 piping) / **1** (not tight) / **2** (sump lacks integrity) / **3** (no access)		TANK PIPING			
39. Was the metal tank system, in contact with soil, installed with a cathodic protection system? Category 1 tanks must have installed a cathodic protection system or lining by 12/22/98. **Y** / **X** (inherently corrosion-resistant) / **1** (does not have CP installed or Cat. 1 tank has no CP or lining) / **2** (portion of piping [including fittings, connectors, etc.] not protected from corrosion)		TANK PIPING			
40. Is the cathodic protection system tested annually and is it providing continuous protection? **Y** / **X** (no CP system installed) / **1** (system not tested annually) / **2** (inadequate monitoring – not enough readings) / **3** (minimum protection not provided as indicated on test) / **4** (no records; not maintained for 3 years)		TANK PIPING			
41. If an impressed current system is in use, has the system been operated continuously? **Y** / **X** (no impressed current system) / **1** (rectifier is not operational) / **2** (rectifier does not have electrical power 24/7) / **3** (clock shows that power has been turned off) / **4** (not inspected every 60 days) / **5** (no records; not maintained for 3 years)					
42. For lined Cat. 1 USTs, is the internal lining being inspected periodically (i.e., within 10 years after installation and every 5 years thereafter)? **Y** / **N** (no inspection) / **X** (UST not lined; Cat. 2/3 UST; lining installed w/ CP) / **1** (operating with failed lining) / **2** (inspection procedure not acceptable) / **3** (no report; not maintained for 5 years)					
43. If a cathodically protected tank or piping was structurally repaired, were CP systems tested/inspected within 6 months after repair? **Y** / **N** / **X** (no CP system/structural repair)					
44. Were structurally repaired tank and piping tested for tightness within 30 days after repair completion? A tightness test is not required when an internal inspection is conducted after a repair or if a weekly leak detection method is in use. **Y** / **N** / **X** (no structural repair; internal inspection performed; weekly LD used)					

Subpart 2 UST Systems (continued) Tank Registration #					
45. Is there a designated Class A Operator and is that person properly authorized? **Y** / **N** (no authorized Operator) / **1** (current authorized Class A Operator is not designated) / **2** (no records)					
46. Is there a designated Class B Operator and is that person properly authorized? **Y** / **N** (no authorized Operator) / **1** (current authorized Class B Operator is not designated) / **2** (no records)					
47. Is there a designated Class C Operator and is that person properly trained? **Y** / **N** (no trained Operator) / **1** (no records; not designated)					
48. Does the Category 3 tank system have an installer certification and manufacturer's checklist (only applies to tank and piping)? **Y / X** (Category 1 or 2 system) / **1** (no installer certification) / **2** (no manufacturer's checklist or PE inspection & certification)					
49. Did the facility conduct 30-day and annual walkthrough inspections? If a code of practice is followed, it must be followed in its entirety (e.g., daily inspections). **Y** / **1** (30-day walkthrough not performed or inadequate) / **2** (annual walkthrough not performed or inadequate) / **3** (code of practice not followed) **4** (no 30-day walkthrough records; not maintained for 1 year) / **5** (no annual walkthrough records; not maintained for 1 year)					
50. Is the facility complying with financial responsibility? **Y** / **N**					

Subpart 3 UST Systems Tank Registration #					
51. Does the Category 2/3 tank have a fill port label? **Y** / **N** / **X** (Cat. 1 tank) / **1** (incomplete label)					
52. Does the Category 2/3 tank have an overfill prevention device (i.e., automatic shut-off, high-level alarm, ball float valve) and is it functional? **Y** / **N** (not present) / **X** (tank receives ≤ 25 gal. at one time) / **1** (cannot verify) If automatic shutoff or high-level alarm is not functional: **2** (not set at appropriate level) / **3** (alarm not audible/visible to driver) / **4** (inoperable) If ball float valve is not functional: **5** (piping system is suction) / **6** (spill bucket drain valve broken/impaired by debris)					
53. Does the Cat. 2/3 tank have secondary containment installed and is it tight? **Y** / **N** (no appropriate secondary containment) / **X** (Cat. 1 tank) / **1** (not tight)					
54. Was the metal tank system, in contact with soil, installed with a cathodic protection system? **Y** / **X** (inherently corrosion-resistant; Cat. 1 tank/piping; not in contact with soil) **1** (does not have CP installed) / **2** (portion of piping [including fittings, connectors, etc.] not protected from corrosion)		TANK PIPING			
55. Is the cathodic protection system tested annually and is it providing continuous protection? **Y** / **X** (no CP system installed) / **1** (system not tested annually) / **2** (inadequate monitoring – not enough readings) / **3** (minimum protection not provided as indicated on test) / **4** (no records; not maintained for 3 years)		TANK PIPING			

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

Subpart 4 AST Systems Tank Registration #					
56. For Cat. 2 and 3 ASTs, does the AST meet standards? **Y** / **X** (Cat. 1 AST) / **1** (tank does not meet construction standards) / **2** (no surface coating) / **3** (tank on grade w/o impermeable barrier) / **4** (no leak detection between tank & barrier)					
57. Was the metal tank system, in contact with soil, installed with a cathodic protection system? **Y** / **X** (inherently corrosion-resistant; Cat. 1 tank/piping; not in contact with soil) / **1** (does not have CP installed) / **2** (portion of piping [including fittings, connectors, etc.] not protected from corrosion)					
58. Is the cathodic protection system tested within the required time frame and is it providing continuous protection? **Y** / **X** (no CP system installed) / **1** (system not tested annually) / **2** (inadequate monitoring – not enough readings) / **3** (minimum protection not provided as indicated on test) / **4** (no records; not maintained for 3 years)					
59. If an impressed current system is in use, has the system been operated continuously? **Y** / **X** (no impressed current system) / **1** (rectifier is not operational) / **2** (rectifier does not have electrical power 24/7) / **3** (clock shows that power has been turned off) / **4** (not inspected every 60 days) **5** (no records; not maintained for 3 years)					
60. For ASTs ≥10,000 gallons, is the secondary containment adequately designed and in good condition? **Y** / **N** (no secondary containment) / **X** (<10,000 gallons; refer to question 61) / **1** (secondary containment lacks integrity) / **2** (contains water/debris) / **3** (inadequate design)					
61. For ASTs <10,000 gallons that are within 500 feet of a sensitive receptor, is the secondary containment adequately designed or is the tank using alternatives which address DER-25 issues? **Y** / **N** (no secondary containment/alternative equipment) / **X** (not required/applicable) / **1** (secondary containment lacks integrity/equipment not maintained) / **2** (contains water/debris) / **3** (inadequate design/DER-25 issues not addressed)					
62. Are dike drain valves locked in a closed position? **Y** / **N** (unlocked) / **X** (no dike/discharge pipe) / **1** (no valve on discharge pipe)					
63. Does the AST have a gauge, high-level alarm, high-level liquid pump cut-off controller, or an equivalent device? **Y** / **N** / **1** (inoperable)					
64. Is the tank marked with design & working capacities and tank ID number? **Y** / **N** / **1** (incomplete label)					
65. Is a solenoid or equivalent valve in place for gravity-fed motor fuel dispensers? **Y** / **N** / **X** (AST system not storing motor fuel OR dispensers not gravity-fed) / **1** (inoperable) / **2** (not adjacent to and downstream from the operating valve)					
66. Is a check valve in place for pump-filled ASTs with remote fills? **Y** / **N** / **X** (no remote fill) / **1** (inoperable)					
67. Is an operating valve in place on every line with gravity head? **Y** / **N** / **X** (no gravity head on line) / **1** (inoperable)					
68. Are monthly inspections being performed? **Y** / **N** / **1** (inadequate inspection) / **2** (no records; not maintained for 3 years)					
69. Are ten-year inspections (internal inspections or tightness tests) for Cat. 1 systems being conducted? **Y** / **N** / **X** (not required per Part 613-4.3(a)(1)(iii) OR Cat. 2/3 AST system) / **1** (inadequate inspection) / **2** (test report not submitted) / **3** (no records; not maintained for 10 years)					
70. Does the facility conduct tightness testing at ten-year intervals for underground piping installed before 12/27/86? **Y** / **N** / **X** (piping installed on or after 12/27/86; not underground) / **1** (no records; not maintained for 10 years)					

Notes/Comments:

Include additional information to be appended onto the record of inspection or notice of violation such as spill descriptions, follow-ups, and contact information.