

**MONTHLY AND ANNUAL PERIODIC OPERATION AND MAINTENANCE WALKTHROUGH INSPECTION CHECKLIST**

Louisiana Department of Environmental Quality

Underground Storage Tank Division

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| **Facility Name:** |  | | | | | **Agency Interest No:** | | | |  | |
| **Facility Address:** |  | | | | | | | | | | |
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| **UST System Description** **/ List of Areas Checked** (this section must be filled out) | | | | | | | | | | | |
| **Spill Containment / Spill Buckets** | | | | | | | | | | | |
| Number Inspected: | |  | Describe spill containments with product type in space below, e.g. Regular, Premium, North Tank Regular, South Tank Compartment 1 Premium, Diesel, etc. | | | | | | | | |
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| **Tank Top / STP Sumps/Areas** | | | | | | | | | | | |
| Number Inspected: | |  | Describe tank top/STP sumps/areas with product type below, e.g. Regular STP sump, Premium STP area, Diesel STP sump, Emergency Generator tank top sump, etc. | | | | | | | | |
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| **Under-Dispenser Sumps/Areas** | | | | | | | | | | | |
| Number Inspected: | |  | Describe dispenser sumps/areas inspected below, e.g. Dispenser 1/2 sump, Dispenser 3/4 area, Regular UDC sump, Premium dispenser area, Diesel UDC sump, etc. | | | | | | | | |
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| **Transition Sumps** | | | | | | | | | | | |
| Number Inspected: | |  | Describe transition sumps inspected below, e.g. Regular piping run sump, Diesel/B100 blend unit sump, etc. | | | | | | | | |
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| **Tank Release Detection Type** (Describe tank release detection type below, e.g. ATG, SIR, Interstitial Monitoring (manual or continuous, etc.) | | | | | | | | | | | |
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| **Piping Release Detection Type** (Describe piping release detection type below, e.g. Annual Line Tightness Test, Monthly with ATG with PLLDs, Monthly with SIR, Monthly Interstitial Monitoring (manual or continuous, etc.) | | | | | | | | | | | |
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| **REQUIRED MONTHLY (EVERY 30 DAYS)** | | | | | | | | | | | |
| **Spill Prevention Equipment** (If your UST system received deliveries at intervals greater than 30 days, you may check your spill prevention equipment prior to each delivery if delivery records are maintained) | | | | | | | | | | | |
| **Date of Inspection** | | | |  |  | |  |  |  | |  |
| **Initials of Inspector** | | | |  |  | |  |  |  | |  |
| Check all spill buckets for damage, cracks, or separation | | | |  |  | |  |  |  | |  |
| Check all spill buckets for liquid and debris. Remove all liquid and debris\* | | | |  |  | |  |  |  | |  |
| Check for and remove obstructions from all fill pipes | | | |  |  | |  |  |  | |  |
| Check all fill caps to ensure they are secure on the fill pipes | | | |  |  | |  |  |  | |  |
| For double-walled spill prevention equipment with interstitial monitoring, check for leaks in the interstitial areas | | | |  |  | |  |  |  | |  |
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| **Release Detection Equipment** | | | | | | | | | | | |
| **Date of Inspection** | | | |  |  | |  |  |  | |  |
| **Initials of Inspector** | | | |  |  | |  |  |  | |  |
| Check all release detection equipment to ensure that there are no alarms or unusual operating conditions | | | |  |  | |  |  |  | |  |
| Review and confirm release detection records are current | | | |  |  | |  |  |  | |  |
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| **REQUIRED ANNUALLY (EVERY 365 Days)** | | | | | | | | | | | |
| **Date of Inspection** | | | |  |  | |  |  |  | |  |
| **Initials of Inspector** | | | |  |  | |  |  |  | |  |
| **Containment Sumps Installed After 12/20/08 and Containment Sumps Used For Interstitial Monitoring** | | | | | | | | | | | |
| Visually check all containment sumps for damage to sumps and to equipment within the sumps | | | |  |  | |  |  |  | |  |
| Visually check for leaks to the containment area | | | |  |  | |  |  |  | |  |
| Visually check for releases to the environment | | | |  |  | |  |  |  | |  |
| Remove liquid and debris from containment sumps\* | | | |  |  | |  |  |  | |  |
| For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial areas | | | |  |  | |  |  |  | |  |
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| **Containment Sumps Installed Before 12/20/08 That Are Not Used For Interstitial Monitoring** | | | | | | | | | | | |
| Visually check all containment sumps for damage to equipment within the sumps | | | |  |  | |  |  |  | |  |
| Visually check for releases in the containment sumps and to the environment | | | |  |  | |  |  |  | |  |
| Visually check for the presence of cathodic protection if the sumps contain water that is in contact with metal components that routinely contain product | | | |  |  | |  |  |  | |  |
| Remove any debris from containment sumps\* | | | |  |  | |  |  |  | |  |
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| **Submersible Turbine Pump Areas and Under-Dispenser Areas That Do Not Have Containment Sumps** | | | | | | | | | | | |
| Visually check for damage to equipment within the areas | | | |  |  | |  |  |  | |  |
| Visually check for releases to the environment | | | |  |  | |  |  |  | |  |
| Visually check for the presence of cathodic protection if any metal components that routinely contain product are in contact with soil, backfill, or water | | | |  |  | |  |  |  | |  |
| Remove any debris\* | | | |  |  | |  |  |  | |  |
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| **Hand-Held Release Detection Equipment** | | | | | | | | | | | |
| **Date of Inspection** | | | |  |  | |  |  |  | |  |
| **Initials of Inspector** | | | |  |  | |  |  |  | |  |
| Check all devices (e.g. tank gauge sticks, groundwater bailers) for operability and serviceability | | | |  |  | |  |  |  | |  |
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| **Describe Actions Taken To Correct Issues Discovered** (must list specific UST component action applies to) | | | | | | | | | | | |
| **Date** | **Action Taken** | | | | | | | | | | |
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\* Removed liquid and debris must be properly managed and/or disposed properly

* + Petroleum-contaminated liquid and debris can be reclaimed by a fuel recycling facility
  + Petroleum-contaminated liquid and debris can be disposed (Solid and Hazardous Waste rules apply and the waste must be characterized and managed appropriately)

Walkthrough inspection records must be maintained for 3 years.