SUNY at Stony Brook

Department of Environmental Health and Safety

UNDERGROUND TANK INSPECTION CHECKLIST

Location:	**SC/DEC Tank #**		**Tank Volume:**	
Inspected by:	**Date:**		**Tank Contents:**	

Tank Information	Material of Construction	
	Installation Date	
	Tank Service or Use	
	Comments: tank status, registration, etc.	

		YES	NO	NA
Underground Storage Facilities	Tank is labeled with tank capacity, tank number, contents and hazard signs.			
	Catchment basin and /or spill bucket is clean and free of liquids.			
	Tank level gauges are working.			
	Overfill protection consists of high-level alarm, shutoff valves for gravity-fed motor fuel dispensers or ball float valves for pump filled tanks.			
	High-level alarm can be easily seen and heard.			
	Valves are properly labeled for closed/open positions			
	Fill ports and other access ports are sealed and locked. Valves that permit the flow of a tank's contents should be locked in the closed position when in non-operating or non-standby status.			
	Starter controls on all oil pumps in non-operating or non-standby status are either locked, electrically isolated in the "off" position, or accessible only to authorized personnel.			
	Tank has general and emergency venting.			
	Vapor recovery system for gasoline storage tanks is installed and checked.			
	Protection against scouring. (wear plate)			
	Cathodic protection for steel tank and piping is monitored monthly and inspected annually.			
	Monitoring of interstitial space on double walled tanks is performed weekly using either; pressure or vacuum monitoring, electronic monitoring or manual sampling			
	Tank has secondary containment that consists of either a double-walled tank, a tank in a vault or a synthetic liner.			
	Piping is labeled and shows no signs of leaking			
	On-ground or underground piping is non-corrodable or cathodically protected and double-walled.			
	New piping has interstitial monitoring/leak detection.			
	New pressurized piping has auto line leak detectors installed and tested.			
	Transfer area has spill containment.			
	Transfer area is properly coated with compatible material.			
	Transfer valves and piping are located within transfer area.			
	Transfer area is equipped with sump and manually controlled drainage.			
	Transfer area drainage is locked closed.			
	Daily inventory records are complete and kept for five years.			
	30-day release detection monitoring record is complete.			
	Un-reconciliable inventory losses are properly reported.			
	Tightness testing of tanks and piping is performed by qualified technicians.			
	Comments:			

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Security		**YES**	**NO**	**NA**
	Facility is fenced and gates locked when not attended.			
	Loading/unloading connection of oil pipelines are capped or blank-flanged when not in service or on standby status for an extended time period.			
	Facility lighting should be commensurate with the type and location of the facility. Lighting should be adequate to discover spills and to prevent act of vandalism.			
	Comments:			
Emergency Spill Response		**YES**	**NO**	**NA**
	Tank area is free of spills and/or signs of leakage.			
	A working telephone is accessible.			
	Personal protective equipment is available.			
	A fire extinguisher is accessible.			
	Unused absorbent material is available.			
	Comments:			

Remarks: