

Self Inspection Checklist: **Balance EVR Phase II** **(including Hirt VCS-100 systems) and** **Two Point Phase I Vapor Recovery**

Month:
Year:
Site Name:
Address:

Inspection frequency: Five (5) days per week, unless throughput is less than 25,000 gallons per month then weekly inspections are required.

Instructions: Place a check mark (✓) in each box if no problem is found. Mark with an "X" any box if a problem is found. Record any problems in your repair log. Keep these records in your Operations and Maintenance manual for five (5) years. See the reverse side of this form for more information.

Day of the Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Tanks area (Phase I Vapor Recovery)

1. PV valve— <i>Present. No debris. Check for shadows.</i>																															
2. Spill container— <i>Clean and dry</i>																															
3. Spill container drain valve— <i>Closed, not damaged.</i>																															
4. Fill adapter— <i>Tight on riser, swivels properly.</i>																															
5. Fill adapter cap— <i>Tight, gasket present, no damage.</i>																															
6. Fill tube— <i>Present, OPW jack screw assembly tight</i>																															
7. Vapor adapter— <i>Tight on riser, poppet present, aligned/not damaged, swivels properly.</i>																															
8. Vapor cap— <i>Tight, gasket present.</i>																															

Dispenser Area (Phase II vapor Recovery)

9. Air District decal— <i>Present w/correct toll-free number</i>																															
10. Hose— <i>EVR-certified, no kinks/slits/tears, LRD installed correctly</i>																															
11. Nozzle— <i>EVR-certified, has all clamps, no leaks, spout not loose (inspect VST nozzle daily, if applicable)</i>																															
12. Latch ring— <i>Present, in good repair</i>																															
13. Bellows and faceplate— <i>Present, in good repair</i>																															
14. Hold open latch— <i>Present, in good repair (except for VST nozzle without Secondary Release Mechanism)</i>																															
15. Insertion interlock mechanism— <i>operates properly</i>																															
16. Breakaway— <i>Present, EVR-certified, no leaks</i>																															
17. Drain vapor hose(s) of excess gasoline																															
18. Retractor— <i>Operates properly, in good repair</i>																															

Quarterly Inspection: *If installed*, Check Healy Clean Air Separator tank for proper ball valve position. Date Inspected: _____

Ball valve A: open/closed

Ball valve B: open/closed

Ball valve C: open/closed

Ball valve D: open/closed

Inspector's Initials:																															
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Daily Inspection Checklist Protocol

Balance EVR Phase II (including Hirt VCS-100 systems) and 2-Point Phase I Vapor Recovery Inspection Protocol Notes

1. P/V vent valves must be present and in good condition with no debris hanging from them. Look for vapor shadows.
2. Spill containers must be free of water, gasoline, and debris.
3. Spill container drain must work properly to seal vapors and be closed tight.
4. Fill adapter base must be fastened tight on fill riser. Check rotatable adapters for proper rotation.
5. Fill adapter cap must be in good repair, gaskets must be present and form a vapor-tight seal.
6. Fill tube must be round, no deformities and extend to within 6 inches of the bottom of the tank. Check presence of overfill protection device if required. Check that Jack Screw Assembly is present and secure.
7. Vapor adapter base must be fastened tight on vapor riser. Check rotatable adapters for proper rotation.
8. Vapor adapter caps must be in good repair; gaskets must be present and form a vapor-tight seal.
9. Decals must convey fueling instructions, toxic risk and correct toll free number for the reporting of nozzle problems **(800-952-5588)**. All information on the decals must be clearly visible to the fueling customer.
10. Hoses must be EVR-certified, free of tears, leaks, kinks, or crimps and liquid removal device (LRD) shall be properly aligned. The end of the hose marked "Nozzle End" shall be attached to the nozzle end of the hose and the LRD mark (stripe) shall be at the bottom of the loop.
11. Nozzles must have all components (clamps, bellows, faceplate, etc.). Nozzle spout must round and secured tightly to nozzle.
12. Latch ring must be present and secured to nozzle spout.
13. Nozzle bellows and faceplates must be free of tear/slits and be securely attached to the nozzles.
14. Nozzle hold open latches must be operational, **unless prohibited by the state or local fire agency**.
15. Check insertion interlock (making sure that fueling point is not authorized for dispensing) by pointing the nozzle at the ground, away from yourself and others, depressing the trigger without engaging (compressing) the bellows and making sure there is no tension on the trigger. If tension is present, authorize fueling point and attempt to dispense fuel (into an approved container or vehicle) without engaging the bellows. If nozzle dispenses fuel, it is defective and must be removed from service until repaired or replaced.
16. Breakaway connectors must be EVR-certified. Build-up of "crud" may be a sign of a vapor leak. Clean and recheck.
17. Daily drain the vapor path of the hoses into measuring cup by depressing the trigger and engaging (compressing) the bellows. If the hose contains more than 100 milliliters (mL) (1/2 cup) and is equipped with an LRD, conduct and pass a Liquid Removal Test as outlined in the Executive Order before placing the nozzle back into service. If the hose passes the test, continue to monitor the hose for excessive gasoline buildup. If the hose fails the test or gasoline continues to build up in the hose, make the necessary repairs and retest if more than 100 mL found.
18. Retractors, if present, must operate properly and must fully retract when not in use.