

# Self-Inspection Checklist

**Weekly For Operations with Coaxial *or* 2-Point Phase I Vapor Recovery and No Phase II Vapor Recovery, Dispensing 2,500 to 25,000 Gallons per Month**

Year:
Facility Name:
Address:
Permit #:

This form was designed for use at stations with Coaxial or 2-Point Phase I vapor recovery systems and without Phase II vapor recovery. Place a **check** mark in each box where your inspection revealed no problems, and an **"X"** in each box where your inspection turned up equipment defects or other issues requiring further action. **Record** descriptions of the noted defects and repairs on the Daily Repair Log and your initials at the bottom of the form after completing each month's inspection. **Keep** copies of work orders and/or equipment part receipts related to the noted repairs with the Log. **Keep** these records accessible in the Operation & Maintenance Manual for inspection by the Air Pollution Control District for a period of at least 5 years.

<b>Week:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Date:</b>												

## TANK AREA

1. Vent line PV valve(s) - present, in good condition, no debris, no vapor shadows												
2. Vapor caps - gaskets present & tight, caps not missing, broken or loose												
3. Vapor adapters - tight on riser, dry break poppet not missing/damaged												
4. Fill caps - gaskets present and tight, caps not missing, broken or loose												
5. Fill adapters - attached tightly to riser, inside gasket not missing or torn												
6. Fill tube (coaxial spring-loaded) - present, round, spring not broken or sagging												
7. Coaxial gasket - in place, sealing vapors												
8. Fill tube - (2-Point) present, round												
9. Fuel level gauge- not cracked or loose, no visible vapors												
10. Spill container- dry, drain valve functioning and clean												

Inspector's INITIALS:												
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## Daily Inspection Checklist Protocol Coaxial/2-Point Point Phase I Vapor Recovery Systems 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. Vapor caps must be in good repair; gaskets must be present and form a vapor-tight seal.
3. Vapor adapter base must be fastened tight on vapor riser. Check rotatable adapters for proper rotation.
4. Fill caps must be in good repair, gaskets must be present and form a vapor-tight seal.
5. Fill adapter base must be fastened tight on fill riser. Check rotatable adapters for proper rotation.
6. Coaxial spring-loaded fill tube, *if present*, must seal against the coaxial fitting, no sagging/broken springs. Fill tube must be round, free from deformities and extend to within 6 inches of the bottom of the tank. Check presence of overfill protection device, if required.
7. Coaxial gasket must be in good condition to seal vapors.
8. 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.
9. Fuel level gauges mounted on tank bungs must not allow vapors to leak from the tank. Verify that gauges are in good condition, are threaded tightly, and that a gasket is present between gauges and the tank fittings.
10. If fill adapter located in a spill container, ensure container is dry and drain valve opens and closes appropriately and is not impeded by debris.