

ANNUAL UST SYSTEM INSPECTIONS

ALL underground fuel storage systems must be inspected **annually** by a licensed inspector or installer. This annual inspection is the most crucial element in the management of your storage system. The inspector reviews all of the equipment required under Maine’s underground storage tank (UST) regulations—including checking spill prevention and leak detection equipment, corrosion protection, and the required paperwork. (See a sample Inspection Summary on page 4.) This is your opportunity to find out whether your UST system’s release detection and prevention equipment is working properly and, if not, to figure out what you need to do to fix it.

All underground fuel storage systems must be inspected annually by a licensed inspector or installer.

If you do not submit a passing annual inspection, the DEP may issue an order prohibiting fuel deliveries to your facility. Do not ignore the annual inspection requirement.

FYI: For a list of Maine-Certified Tank Inspectors and Installers, visit:

www.maine.gov/dep/rwm/ust/formslists.htm

or call 207-287-2651 and ask to speak to a Tanks Unit staff person.

GETTING READY

Preparing for your inspection will save you and the inspector time and effort. To get ready, be sure to have the following documents on hand for the inspector:

- Maine DEP tank registration paperwork
- Last year’s inspection report form, if available
- The last 12 months of leak detection records in chronological order
- Last year’s cathodic-protection test, if you have steel tanks and/or piping
- Copies of all maintenance and service records from the past year
- Any owner’s manuals or warranties on parts and equipment related to your tank system
- Training certificates for all Class A/B operators, training checklists for all Class C operators, and the training record that lists all Class C operators (see *TankSmart* Training Class C Operators module)

PASSED THE ANNUAL INSPECTION?

You must submit a PASSING Annual Inspection Report, filled out and signed by your inspector, to the DEP *no more than 30 days after your inspection is completed*. For example, if your facility is inspected on May 1, 2009, the report of the inspection must be sent to the DEP by May 31, 2009. On that schedule, your next annual inspection must be completed by May 1, 2010. Copies of Annual Inspection Reports must be kept at your facility for 3 years.

Copies of the Annual Inspection Form can be obtained online at:

www.maine.gov/dep/rwm/ust/formslists.htm, or by calling 207-287-2651.

The installer or inspector you contract with typically has his or her own blank copies. Any failures noted in the inspection report must be corrected within 30 days.

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Common Problems Found During Annual Inspections

Equipment

- Broken or inoperative equipment
- Failure to retrofit an overfill device
- Failure to maintain the corrosion-protection system

Operation and Maintenance

- Failure to keep spill buckets clean
- Failure to maintain leak detection equipment
- Failure to accurately check for leaks once a month
- Failure to reconcile daily inventory monthly and do a 1% leak check

Record Keeping and Reporting

- Failure to keep your tank registration on-site
- Failure to submit annual inventory analysis
- Failure to notify the DEP of change of ownership
- Failure to have training certificates for all Class A/B operators, training checklists for all Class C operators, and the training record that lists all Class C operators

FAILED THE ANNUAL INSPECTION?

Finding a problem before a release happens is a blessing. Broken or missing equipment can be identified without penalty or fine from the DEP—as long as you fix the problem within 30 days. Simple problems can be corrected during the inspection; otherwise you must correct deficiencies discovered during the inspection within 30 days. If a problem cannot be corrected in 30 days, contact the DEP Tanks Unit at 207-287-2651 to make alternative arrangements.

What to do if:

- ▶ **Equipment must be replaced.** Submit a Facility Upgrade Form to the DEP and arrange for a qualified person to do the work. Facility Upgrade Forms can be obtained online at www.maine.gov/dep/rwm/ust/formslists.htm or by calling 207-287-2651.
- ▶ **Piping must be replaced.** Submit a full Registration Form to the DEP and arrange for a qualified person to do the work.
- ▶ **There are paperwork deficiencies (e.g., daily inventory, monitoring logs).** Most deficiencies can be corrected by the owner or operator. Contact the DEP Underground Tanks Unit at 207-287-2651 to determine how you can correct the violation.

After Problems Are Fixed...

After repairs or deficiencies are corrected, and all of your tanks **PASS** the annual inspection, mail the completed Annual Inspection Form to:

Annual UST Inspections
Maine DEP
17 State House Station
Augusta, ME 04333-0017

NOTE: The inspector you hire may offer to submit the report to the DEP for you. But keep in mind, if the DEP does not receive the report, the law holds the owner of the facility responsible.

Your installer or inspector must use this inspection form.



Maine Department of Environmental Protection
Underground Storage Tank
Annual Inspection Summary



Facility Name _____ Owner _____ Reg. # _____
 Location _____ Operator _____ Phone _____

Tank Number												
Volume												
Product												
Pump Type												
	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A
Daily Inventory												
Automatic Tank Gauge												
Groundwater Monitoring												
Interstitial Monitoring												
Line Leak Detectors												
Heating Oil Tank Piping												
Overfill Prevention												
Spill Buckets												
Stage I Vapor Recovery												
T/C 1 st Gen Yellow Piping												
Dispenser Area												
Cathodic Protection												
Temp. Out-of-Service												
Any FAIL in the columns above means a FAIL for that tank.	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A

By signing this form, I certify that:
 I performed this inspection and believe the contents of this report to be complete and accurate at the time of the inspection, and, that I am a properly certified Maine Underground Oil Storage Tank Installer or Inspector.

_____ Date _____ Signature _____
 Name & CTI No. (please print)

By my signature below, I certify that:
 All inspection items are passing and any deficiencies discovered during the inspection have been corrected.

_____ Date _____ Signature _____
 Name & CTI No. (please print)

The facility owner must submit a passing UST Inspection report to MeDEP within thirty (30) days after the inspection is completed to: UST Annual Inspection, Maine Department of Environmental Protection, 17 SHS, Augusta, ME 04333-0017

!!! KEEP A COPY OF THIS FORM FOR YOUR RECORDS !!! Revision Date: 02/01/2010