

Dept Msg #: DM2014-5668

Sent By: HDQTRSOP

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Code: FACILITY12

Subject: PETROLEUM BULK STORAGE (PBS) INSPECTION
CHECKLIST

DOCUMENTATION: The information below will be complied with immediately:

Current Petroleum Bulk Storage (PBS) Certificate

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- Is posted in the documents cabinet and is visible.
- Is accurate. Tanks on site correspond to certificate.

Current Facility Information Report (FIR) is kept with the current PBS Certificate.

Certified tank drawings for all underground storage tanks (UST) are located in documents cabinet.

10 Day Inventory Reconciliation Worksheet

- Is on file
- Is current and accurate
- Tank numbers and products stored correspond to the current PBS Certificate
- Facility address is correct
- PBS expiration date is correct as per current PBS Certificate
- Remarks section is utilized for recording exceedances of the variance, action taken to address exceedances/alarms, tank or Veeder root maintenance, submission of unusualls, tightness tests, gallons of product delivered (according to fuel ticket and Veeder root), etc.
- Fuel delivery receipts and Veeder root printouts are attached to the Worksheet.

Veeder Root

- Tank numbers correspond to the current PBS Certificate.
- Product stored corresponds to PBS tank number and PBS Certificate.
- Capacities correspond to the current PBS Certificate.
- Readings are taken as required and the daily printouts are kept on file in the Fuel Book.

Inform Sensor Report/EMS Report (Weekly tank report)

- The reports are kept on file for a period of one (1) year.

Aboveground Storage Tank (AST) Inspections

- ASTs are inspected on a monthly basis
- Inspections are recorded on the AST Monthly Inspection Log

Worksheet found in the Fuel Book.

- Tank numbers correspond to current PBS Certificate
- Facility PBS number recorded on each worksheet corresponds to the current PBS Certificate.

TANKS

Manway

- Dry
- Free of dirt, debris, grime, liquid
- Sump sensor - bracketed, upright, at the lowest part of manway

- Piping condition - good, bulging or damaged/leaking
- Gaskets installed around the cover

Overfill Alarm

- Horn sounds and light functions

Tank Tag

- Tag is complete and accurate for tank type (AST or UST)
- Located in/on the fill port

Fill Port

- Dry
- Has symbol (if applicable)
- Free of dirt, debris, grime, liquid
- Tag is present

Fill Port Color and Symbol Coding

- Painted on the fill port cover (applies to USTs and to some ASTs), or symbol is painted on the tank (applies to some ASTs if the fill pipe is located on the tank.)
- Correct symbol and color for product stored
- Fill pipe (AST) must be painted correct color for product stored

Product Level Gauge

- Installed and functioning (AST)

Product Dispenser

- Gravity dispenser is locked when not in use (AST)

Secondary Containment

- Containment tub is installed (AST)
- Containment tub is free of liquid and debris (AST)
- Containment on fill pipes (fill port) - (USTs and some ASTs)

DRUM STORAGE

Secondary Containment Pallets

- Open drums containing petroleum products are stored on containment pallets
- Pallets are not damaged.
- Pallets are free of liquid and debris
- If the facility has an SPCC Plan then all drums (closed and in use) containing petroleum products are stored on containment pallets.

Labeling

- Drums are labeled with the product stored in the drum and with the associated hazard if applicable (i.e. flammable)

Condition

- Sign of damage or corrosion
- Sign of leaks

Location

- Drum is stored away from vehicular traffic
- Drum is located where it cannot be knocked over/damaged
- Drums containing flammable products are stored in a flammable storage cabinet.

SPILL RESPONSE

Spill Clean up Material

- Spill clean up material is located in work areas and on garage floor in labeled containers.
- Adequate supply of spill clean up material is on hand.
- Facility personnel know where material is located.

Spill Response

- Spills are responded to immediately.
- Used spill clean up material is swept up as soon as the spilled material has been soaked up.
- Used spill clean up material is properly handled and disposed of.

OVERHEAD REELS

- In working order
- Labeled with the product that the reel dispenses.
- Positioned over containment trays.
- Containment trays are kept clean.

FLAMMABLE CABINETS

- Flammable materials are stored in a flammable cabinet
- Flammable materials are properly labeled with the product name and hazard.
- Cabinet is closed when not in use

CONTAINER STORAGE

- All containers storing petroleum product are closed, labeled, stored on secondary containment if possible, and stored on a flat surface away from vehicular traffic.
- A container originally manufactured for food or drink is not in use.
- A container used for transferring petroleum product is labeled and empty when not in use.

E-WASTE AREA

- Located in a designated area in accordance with the DSNY directive.
- Properly equipped with required supplies and materials
- Used materials (i.e., light bulbs) are properly stored and labeled.

Bernard J. Sullivan
First Deputy Commissioner

