

July 1, 2010

SANTA ROSA FIRE DEPARTMENT
FIRE PREVENTION BUREAU
INSPECTION CHECKLIST



ABOVEGROUND STORAGE TANK INSPECTIONS

Address:		Permit #:
Inspector:	Date:	Status:
Inspector:	Date:	Status:
A-Approved; R-Re-inspection Required		

This Checklist outlines general requirements. Information contained herein applies to typical instances and may not address all circumstances.

FILE REVIEW

- Y** **N**
1. Approved Hazardous Materials Permit
 2. Annual Permit Fees current
 3. Approved Unidocs.org account
 4. Site is currently in compliance

FILE REVIEW

5. Annual Permit Fees current
6. Approved CERS account
7. Site is currently in compliance

INSPECTION OBSERVATIONS

8. Property use identified (Gas, bulk storage, government, utility, residential, school, emergency generator)
9. Tank Contents are identified. (Gas diesel, kerosene waste, fuel oil, aviation, other)

Inspection Checklist
Aboveground Storage Tank Inspections

- | | Y | N | |
|-----|--------------------------|--------------------------|--|
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Tanks are labeled with capacity, tank number if applicable, contents, no smoking and NFPA diamond. |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Exterior tank is protected from corrosion |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Tank is protected from impact. How: _____ |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Tank is free of cracks |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Audible alarms in place |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Tank spacing is appropriate |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Monitoring is in place. Monitoring method: _____ |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Seismic considerations are in place |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Crash protection is in place |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Secondary containment is in place |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Emergency shutoff is in place and operational. Location: _____ |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Spill containment is provided |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Overfill prevention is in place. Type: _____ |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Fill ports and piping are labeled |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | Piping support is provided as necessary |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | Anti siphon devices are in place |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | Fire protection is in place (extinguishers, chemical system) |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | Leak detection is in place. Type: _____ |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | SPCC plan is available on site |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous Materials Business Plan is approved and in CERS |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | Employee training is current |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | Exterior of tank is painted and/or protected from corrosion |

Inspection Checklist
Aboveground Storage Tank Inspections

- | | Y | N | |
|-----|--------------------------|--------------------------|---|
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | Tank is free of cracks, corrosion or areas of wear |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | Daily visual inspections are performed on tank |
| 34. | <input type="checkbox"/> | <input type="checkbox"/> | Five-year detailed inspection is completed |
| 35. | <input type="checkbox"/> | <input type="checkbox"/> | Deficient equipment has been repaired or tank taken out of service |
| 36. | <input type="checkbox"/> | <input type="checkbox"/> | Protection against scouring exists (wear plates) |
| 37. | <input type="checkbox"/> | <input type="checkbox"/> | Tank level gauges in place and operational |
| 38. | <input type="checkbox"/> | <input type="checkbox"/> | High-level alarm/overflow protection in place |
| 39. | <input type="checkbox"/> | <input type="checkbox"/> | Check valves for pump-filled tanks in place |
| 40. | <input type="checkbox"/> | <input type="checkbox"/> | Valves are properly labeled for closed/open positions |
| 41. | <input type="checkbox"/> | <input type="checkbox"/> | 110% secondary containment exists |
| 42. | <input type="checkbox"/> | <input type="checkbox"/> | Spill catchment basin/ spill bucket in place & clean |
| 43. | <input type="checkbox"/> | <input type="checkbox"/> | Secondary containment area is coated with compatible material |
| 44. | <input type="checkbox"/> | <input type="checkbox"/> | Secondary containment is free of cracks, erosion or evidence of releases |
| 45. | <input type="checkbox"/> | <input type="checkbox"/> | Transfer area has spill containment |
| 46. | <input type="checkbox"/> | <input type="checkbox"/> | Transfer valves and piping are located within transfer area |
| 47. | <input type="checkbox"/> | <input type="checkbox"/> | Transfer area is equipped with sump & manually-controlled drainage |
| 48. | <input type="checkbox"/> | <input type="checkbox"/> | Transfer area drainage system is locked closed |
| 49. | <input type="checkbox"/> | <input type="checkbox"/> | Transfer area is properly coated with compatible material |
| 50. | <input type="checkbox"/> | <input type="checkbox"/> | Cathodic protection for steel tank bottoms |
| 51. | <input type="checkbox"/> | <input type="checkbox"/> | Cathodic protection is checked annually by a qualified technician |
| 52. | <input type="checkbox"/> | <input type="checkbox"/> | Tank base drains & removes liquid so a leak may be detected |
| 53. | <input type="checkbox"/> | <input type="checkbox"/> | Tank base is free of cracks, excessive settlement or evidence of releases |
| 54. | <input type="checkbox"/> | <input type="checkbox"/> | Tank protected from explosion, vacuum and/or over pressurization |

Inspection Checklist
Aboveground Storage Tank Inspections

- | Y | N | |
|----------|--------------------------|--|
| 55. | <input type="checkbox"/> | <input type="checkbox"/> Tanks subject to melting are protected against fire |
| 56. | <input type="checkbox"/> | <input type="checkbox"/> Tanks over 5,000 gallons have a manway |
| 57. | <input type="checkbox"/> | <input type="checkbox"/> Piping is labeled and shows no signs of leaking |
| 58. | <input type="checkbox"/> | <input type="checkbox"/> Piping in contact with soil is non-corrodible or cathodically protected |
| 59. | <input type="checkbox"/> | <input type="checkbox"/> Rainwater drainage procedure is in place |
| 60. | <input type="checkbox"/> | <input type="checkbox"/> Piping is protected from atmospheric corrosion (painted) |
| 61. | <input type="checkbox"/> | <input type="checkbox"/> Pumps and valves are protected from leaks |
| 62. | <input type="checkbox"/> | <input type="checkbox"/> Procedures are in place to prevent deliveries to wrong tank |
| 63. | <input type="checkbox"/> | <input type="checkbox"/> Facility is fenced and gates locked when not attended |
| 64. | <input type="checkbox"/> | <input type="checkbox"/> Facility has adequate lighting |
| 65. | <input type="checkbox"/> | <input type="checkbox"/> Tank area is free of spills and/or signs of leakage |
| 66. | <input type="checkbox"/> | <input type="checkbox"/> A working telephone is accessible |
| 67. | <input type="checkbox"/> | <input type="checkbox"/> Personal protective equipment is available |
| 68. | <input type="checkbox"/> | <input type="checkbox"/> A fire extinguisher is accessible |
| 69. | <input type="checkbox"/> | <input type="checkbox"/> Unused absorbent material is available |
| 70. | <input type="checkbox"/> | <input type="checkbox"/> Hose length is acceptable. Hose length: _____ |
| 71. | <input type="checkbox"/> | <input type="checkbox"/> Where required breakaway hose and dispensing devices are in place |
| 72. | <input type="checkbox"/> | <input type="checkbox"/> Electrical wiring is in good repair |
| 73. | <input type="checkbox"/> | <input type="checkbox"/> Tank records are available |