



MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

UNDERGROUND STORAGE TANK INSPECTOR

REFERENCE HANDBOOK

October 2025 Edition

1. GENERAL INSTRUCTIONS

State Law and Department of Environmental Protection (Department or MeDEP) Rules require submittal of an inspection report certifying that all components have been inspected and any deficiencies have been corrected.

The Underground Oil Storage Tank (UST) Annual Inspection Report form must be used to document the following activities: Leak detection equipment and procedures, spill buckets, overfill prevention devices and Stage I vapor recovery equipment must be checked or tested annually for proper operation and performance. Cathodically protected tanks must also be checked annually to insure they are adequately protected from corrosion.

All work associated with testing of equipment and checking of procedures must be performed under the direct, onsite supervision of a Maine certified underground storage tank installer or a Maine certified underground storage tank inspector. Testing must be done in accordance with manufacturer's instructions and the instructions below. If sufficient testing instructions are not available from a manufacturer or the equipment manufacturer is not known, installers and inspectors may reference PEI 1200-12, Recommended Practices for the Testing and Verification of Spill, Overfill, Leak Detection and Secondary Containment Equipment at UST Facilities for additional guidance.

Annual Inspections are required to be conducted every twelve (12) months. The facility owner is responsible for submitting a copy of the passing UST Inspection report to MeDEP within thirty (30) days after the inspection is completed. An Annual Inspection is not completed until all required items are passing. Completed UST Annual Inspection Reports and Summary Reports should be mailed to Annual Tank Inspections, Maine Department of Environmental Protection, 17 State House Station, Augusta, ME 04333-0017 (FedEx or UPS: 28 Tyson Drive, Augusta, ME 04330). While the facility owner must keep a copy for their facility records, the MeDEP strongly recommends the tank inspector also keep a copy for their records.

The inspection form is available in two formats: Microsoft Excel 2016 (*.xlsx), and Adobe Acrobat (*.pdf). The Acrobat version is designed to be printed and filled out by hand. The Excel version is an auto-fill form that carries over appropriate information between the summary page and the subsequent inspection detail pages.

Note: The Excel form includes instructions for its use.

What if the facility FAILS the inspection?

Department regulations require prompt repair or replacement of leak detection, spill and overfill prevention equipment. Items that are failing must be repaired within thirty (30) days or the owner must notify the Department. In certain situations, MeDEP may allow more time to make repairs.

Underground Storage Tank (UST) facilities are required to submit a passing Annual Inspection to the Department every year. Failing annual inspections for which the owner does not authorize repairs should be submitted to the DEP after 30 days.

Failing cathodic protection on the tank or piping must be retested and/or repaired within six months. Annual inspections with failing cathodic protection must be submitted within 30 days of the completion of the rest of the inspection.

Passing inspection reports must be submitted to MeDEP within thirty (30) days after the inspection is completed. Please discuss with the owner/operator that they must also keep a copy of the completed annual inspection report.

Failing Exceptions: A facility owner can also submit a failing inspection report with documentation that the following areas of non-compliance have been corrected: 1) documentation of A/B Operator Certification; 2) daily inventory and/or monthly reconciliation; 3) missing or worn gauge stick; 4) replacement of the paper roll in an leak detection console (print out a report and staple it to the form to show the system is functioning properly); 5) replacement of a monitoring well bailer; 6) cleaning out spill buckets; 7) replacement of covers on fills, manways, and interstitial risers; and for out-of-service tanks, 8) installation of a lock on the fill, and 9) removal and proper disposal of tank contents.

New to the 2025 annual inspection report. The following inspection items are now “Pass/Fail” items in the new report form:

- Removal of Emergency Generator Questions
- Annual Tightness Testing page update

2. UST ANNUAL INSPECTION REPORT SUMMARY PAGE

You must complete the appropriate detailed sections of the Annual Inspection report before you can complete the Inspection Summary Report.

At the top of the summary page, print the facility name, 911 address, owner, operator, MeDEP registration number and the telephone number of the owner. Fill in the tank and chamber # for each tank you inspect as they are identified in the MeDEP’s registration information. Indicate the volume, product stored, and pump type (e.g. pressurized, suction, siphon to Tank “X”, suction and return, etc.) in each tank or chamber. If you use

the Microsoft Excel form, this information will be carried over onto the worksheets automatically.

For compartmented tanks, list each compartment separately (i.e. 7-1, 7-2). Use an additional sheet if you inspect more than four (4) tanks or chambers at a facility. If you are unsure of the tank number or chamber number, check the facility Registration Certificate on site or contact the Department. Registration information can also be found on the Department's website at:

www.maine.gov/cgi-bin/online/tanksmart/step01.cgi

For every row, check the appropriate box to indicate whether each tank Passed or Failed. If the tank is not required to use that method of leak detection, spill or overfill prevention, Stage I vapor recovery or cathodic protection, leave that portion blank.

For each tank that passes, check "PASS" at the bottom of the column. If the tank fails any of the required inspections listed, the inspection report cannot be finalized (See *Failing Exceptions*, above).

There are two signature lines. The first signature line is only used if the inspection is incomplete or fails for deficiencies that have to be corrected at a later date and/or by a different installer/inspector. Passing inspections with any deficiencies corrected in one day only need a signature and date in the bottom signature line.

3. INSPECTION DETAILS

This section includes instructions for inspecting each of the systems listed in the Annual Inspection Summary Report. In the spaces provided at the top of each page, enter the date of the inspection and the facility registration number.

For each tank you will need to inspect the primary leak detection system – Interstitial Monitoring or Groundwater Monitoring. Consumptive use heating oil tanks with capacities less than 1100 gallons, installed before September 16, 1991, may not have a primary leak detection system. The facility registration certificate will indicate what method of leak detection is registered with the MeDEP. If you are unsure of what the registered method of leak detection is please contact the MeDEP and ask to speak with someone in the Underground Tanks Unit at (207) 287-7688, or visit the Department's website at: www.maine.gov/dep/waste/ust/index.html.

Some tanks may have more than one leak detection system in place. At a minimum, inspect the one the owner is using to meet MeDEP leak detection requirements.

Piping leak detection, spill prevention and overfill prevention systems, Stage I vapor recovery and crash valves, if present, must also be inspected. Check subsequent sections of this Handbook for each one to determine whether the tank is required to have that system in place. If a tank has more than one form of overfill prevention (example: positive shut-off flapper valves and electronic overfill alarms), all components must be checked and attain a PASS rating.

Use an “X” in the appropriate column to indicate whether the answer is PASS or FAIL for each applicable question. If there are more than four (4) active tanks at a location, use additional pages.

Only the UST Annual Inspection Report pages you have completed need to be submitted.

Questions are numbered in order. If you need more information about a particular question call 1-800-452-1942 or (207) 287-7688 and ask to speak to someone in the Underground Tanks Unit.

A. Class A/B/C Operators (page 2)

Department Rule 693, Operator Training For Underground Oil and Hazardous Substance Storage Facilities, requires certification of Class A/B/C Operators at UST facilities used for the storage of motor fuels, hazardous substances or waste oils and those used in the marketing and distribution of oil. A copy of the Class A/B Operator Certificates must be kept at each facility where the operator has oversight responsibilities. Each facility also shall maintain a Class C operator training record provided by or approved by the department that documents all current Class C operators employed at the facility and shall make the training record available to Department staff and Maine Certified Tank Installers or Inspectors upon request.

ITEM 1: Is a Class A/B Operator employed at this facility? This applies only to motor fuel, generator tanks, waste oil, and marketing and distribution of oil facilities. Check for a current Maine Class A/B Operator Certificate. Record the certificate number (found in the bottom left corner of the document), the expiration date (found in the bottom right corner) and the currently employed certified operator’s name in the spaces provided under Item 1.

Item 1 is now a “Pass/Fail” inspection item.

ITEM 2: Class A/B Operator documenting the Weekly Walk-through Inspections with a checklist? The Class A/B Operator must be doing weekly inspections of the facility and documenting these dated inspections. Inspections may be documented on the MeDEP’s “Underground Oil Storage Facility – Class A/B Operator Weekly Facility Walk- Through Inspection Checklist (Form UST-28, included with the 2023 version of the report form) or on a checklist of their own design. If the A/B Operator is not using the MeDEP provided checklist, their checklist must, at a minimum, contain at least the same inspection items or more.

ITEM 3: Class C Operator Training Record on-hand? Check for a Class C Operator Training Record at the facility. If the Class A/B Operator is always at the facility when it is operating, a Class C Training Record is not required.

Items 2 & 3 do not affect the “Pass/Fail” status of the inspection report.

B. Generator Tank

Item 4: Is the tank connected to or fuels a generator? If a tank is connected to or fuels a generator it is considered a motor fuel tank and is federally regulated, which also requires an AB operator.

C. Groundwater Monitoring (page 3)

Groundwater monitoring wells are installed in the backfill around a tank to monitor the groundwater for the presence of oil.

They may only be used to monitor for leaks from single-walled consumptive use heating oil tanks installed before September 16, 1991 and only if no other leak detection method is available.

Department regulations do **not** allow monitoring wells to be used as the primary leak detection method for double-walled tanks or for motor fuel tanks, marketing and distribution tanks or waste oil tanks.

Item 5: Monitoring wells accessible? Make sure the monitoring well riser is accessible and the lid has not been cemented or paved over.

Item 6: Monitoring wells marked and secured? Make sure monitoring wells are clearly marked and properly secured. The industry standard for marking a monitoring well cover is a black triangle on a white background. The well cover and well cap must be distinguishable from a fill cover and cap, and the riser must have a liquid-proof cap.

Item 7: Bailer present, functional and clean? Make sure there is a bailer to sample the well and that it is clean and operational. It should be clear enough to determine if there is floating product on the water sample inside. (Since disposable bailers are relatively cheap, it is helpful to keep some with you to supply sites where the bailer is lost, broken or dirty. Keep these replacement bailers in a clean location in your truck).

Item 8: Water in well? Make sure there is water in the well. If there is not enough to bail then the system is not in compliance.

Item 9: No floating oil or smell of oil? Bail a sample of water from the well and make sure there is no floating product or smell of oil. If there is floating oil or the smell of oil then the system fails (**Note:** floating oil or a smell of oil is evidence of a possible leak and must be reported to the Department within 24 hours).

Item 10: Log of weekly well inspection? Make sure the owner/operator has kept a weekly written log of the monitoring well inspections (see Appendix for an example log sheet). At least one month's records with weekly entries should be available on site.

D. Interstitial Monitoring (Double-walled Tanks and/or Piping) (page 4)

Fill out this section for each facility where any part of the facility is secondarily contained.

Note: Dispenser interstitial monitoring section is on page 8 of the inspection form.

Only double-walled tanks or double-walled piping installed prior to September 16, 1991 may use manual monitoring as part of the leak detection system (if electronic monitoring was not installed). If the tank is used for motor fuel or marketing and distribution, the owner/operator must also keep daily inventory and perform an annual SIA.

Electronic Monitoring Console Make and Model? If the interstitial monitoring system is electronic, enter the make and model number of the system in the space at the top of this section.

Item 11: Does the tank have a brine filled interstice? This is a yes, no question and not a pass fail.

Item 12: Electronic (E), Manual (M) or None (X). Indicate whether the monitoring system is electronic (E) or manual (M). Enter an X if either the tank or the piping uses another system of monitoring.

For Manual Monitoring

Item 13: Sump is accessible for inspections? The interstitial monitoring sump should be accessible to allow the owner or operator to check weekly for the presence of oil and water. If the access cover is cemented shut or the cap to the interstitial space is rusted on, the facility cannot pass until this condition is repaired. There should be a removable, liquid-tight cap to keep dirt and water from entering the interstice.

Item 14: Written log of sump checks available? The owner/operator must keep a written log of the results of weekly monitoring of the interstitial space. See Appendix 2 for an example. There should be at least one month's worth of weekly entries available for your review and three (3) years' worth of entries available should MeDEP request it.

For Electronic Systems:

Item 15: Console is properly programmed and fully operational? The monitoring console must be properly programmed to perform all required functions and must be fully operational including horn, lights, and printer (if it has one). Verify that the programming matches Department compliance requirements for which the facility is registered. Explain any problems and/or repairs made in the Comments section.

Item 16: Sensors are properly placed? Sensors must be properly placed.

For dry interstice tanks, make sure the probe is located at the bottom of the tank interstice.

For fiberglass tanks, this means using a string and following the manufacturer's instructions to ensure the probe is properly located. If no string is installed in the interstice when you do an inspection, you must install one to ensure the probe is at the bottom of the tank.

For brine solution tanks, check both the high and low level alarms.

For piping sump probes, the sensor must be installed according to the manufacturer's requirements and as close to the bottom of the sump as possible.

Item 17: Sensors are functioning properly? All sensors must be individually tested for proper operation. Follow the manufacturer's instructions.

Remove the interstitial sensor from the tank and test it for proper operation. Piping sump probes usually must be removed from the sump to test. Non-discriminating float sensors can be turned upside down or can be immersed in water to test. Non-discriminating sensors should be immersed in water to test. You may need to expose a discriminating sensor to product in order to activate the alarm.

Abuse of a probe to create an alarm is not allowed.

Pressing the test button on the console is not sufficient to confirm proper operation of the probe.

The system must alarm when the probe is exposed to liquid.

For All Systems:

Item 18: Sumps in liquid tight condition? Visually check to see if the tank interstitial space (sump) and the piping sump are liquid tight. A tightness test is not required. However, if the piping sump has an obvious hole or crack, penetration boots are not properly in place, significant water is present, or the sump cover is damaged, the facility cannot PASS until the condition is corrected. Additionally, be sure that test boot(s)/donuts are properly positioned or configured to allow double wall piping to function correctly.

Item 19: No oil in sumps or interstitial space? Check the piping sumps and tank interstice for oil.

If you find oil in any sump or tank interstice, it is evidence of a possible leak and it must be reported to the Department within 24 hours.

If you report the presence of oil, remove the oil and repair the leak before leaving the site, a passing result can be recorded. You may repair submersible pumps only if you are certified by the pump manufacturer to work on their systems.

Item 20: No water in sumps or interstitial space? Check the piping sumps and tank interstice for water.

If you find water in any interstice or sump, it is evidence of a possible leak and it must be reported to the Department within 24 hours.

If you report the presence of water, remove the water and repair the leak before leaving the site, a passing result can be recorded.

E. Line Leak Detectors (LLD) (page 5)

Line leak detectors (LLD'S) are used to continuously monitor pressurized piping systems for catastrophic leaks.

Any product piping systems supplied by a submersible pump must have a line leak detector that signals the pump to either shut down or switch to slow flow if a leak is detected in the piping system.

NOTE: In order for a line leak detector to function properly, the STP must properly cycle on/off. Confirm that the STP properly cycles on/off as it would during normal fueling operations and visually inspect the STP electrical relay switches (contactors) to ensure that the contacts are in good condition. If the contacts show visible signs of excess arcing, damage or wear, obtain authorization to replace the defective relays.

NOTE: Piping configurations with multiple STPs and manifolded lines or those systems having master/satellite fuel dispensers must be installed properly for automatic line leak detectors to function correctly. Consult manufacturers' literature to ensure proper installation and operation.

Item 21: LLD Make and Model? Enter the make and model number of the Line Leak Detector in the space at the top of the section. If a tank is not required to have an LLD, enter not applicable (N/A) for that tank.

Item 22: Mechanical (M) or Electronic (E) LLD? Indicate whether the LLD system is mechanical (M) or electronic (E).

For Mechanical LLD's

Item 23: Slow flow when 3 gph leak @ 10 psi is simulated? Follow the manufacturer's instructions for simulating a three (3) gph @ 10 psi leak in the piping system.

LLD's that fail to detect and respond properly to a three (3) gph leak must be replaced or repaired before the inspection is completed. Note in the comments block if you repair or replace the LLD.

For Electronic LLD's

Check the test history to confirm the most recent test was passing and was done within the last thirty (30) days.

Item 24: System alarms and/or shuts off turbine when a 3 gph leak @ 10 psi is simulated? Make sure the system shuts down the turbine or alarms when a leak is simulated. For test methods and equipment for electronic LLD's, see the manufacturer's instructions for specific test requirements.

LLD's that fail to detect and respond properly to a three (3) gph leak must be replaced or repaired before the inspection is completed. Note in the comments block if you repair or replace the LLD.

F. Copper Piping on Heating Oil Tanks (page 5)

Item 25: Copper Piping?

Item 26: Piping sleeved or secondarily contained? Copper piping installed on heating oil tanks prior to September 16, 1991 must be sleeved. Piping installed after September 16, 1991 must be secondarily contained and continuously electronically monitored to detect leaks.

Item 27: Copper suction/return lines in single sleeve separated by spacers?

In systems that have suction and return lines in the same sleeve or secondary containment installed after September 16, 1991, the lines must be isolated from each other by spacers to prevent wear from vibration and friction.

G. Overfill Prevention (page 6)

Overfill prevention is required on all underground tanks installed after September 16, 1991. Exception: consumptive use heating oil tanks that are 1100 gallons or smaller.

Motor fuel tanks, marketing and distribution tanks and waste oil tanks must have overfill prevention, regardless of when they were installed.

Note: The Maine Fuel Board requires a vent alarm (whistle) on all #1 and #2 heating oil tanks under 5,000 gallons.

Item 28: Ball float (BF), Flapper (F), Pressurized Delivery Flapper (PDF), Electronic (E), Vent Whistle (W) or None (X)? If the tank does not have and is not required to have overfill prevention enter X in this space.

If the tank is required to have overfill prevention and none is present or there is no access for inspection, enter X in this space and check FAIL at the bottom of the column. Explain in comments section.

- **Auto Shutoff/Flapper**
These devices are used on tanks that receive gravity-drop tight fill deliveries. They are installed in the fill riser. Consult manufacturer's instructions for any specialized testing instructions.

- **Pressurized Delivery Flapper**
These devices may be used on tanks receiving pressurized, tight-fill deliveries. They are installed in the fill riser. Consult manufacturer's instructions for any specialized testing instructions.
- **Electronic High Level Alarm**
These devices may be used regardless of the type of delivery to the tank. A probe is installed in the tank to monitor product level. A horn sounds to warn the delivery driver before the tank is overfilled.
- **Ball Float**
These devices can only be used on tanks that receive gravity drop deliveries. After December 24, 1996 Department rules prohibit the installation of ball floats on tanks served by a suction pump system. Ball floats installed on suction systems **cannot be repaired**. If the ball float fails, it must be replaced with a different type of overfill prevention device. Ball floats are not compatible with coaxial vapor recovery systems and the ball float must be removed.
NOTE: Under federal rules, ball floats may not be installed or re-installed on motor fuel tanks after October 13, 2015.
- **Vent Whistles**
These devices may only be used on consumptive use heating oil tanks receiving pump off, tight fill deliveries. Tanks of 1,100 gallons and less capacity installed prior to September 16, 1991 were not required to have vent whistles per MeDEP requirements, but if the tank does have a whistle, it must be tested annually.

Item 29: Checked and working properly? All overfill devices must be accessible for inspection and tested using manufacturers' recommended procedures.

Flappers & PDF's: Remove the device from the fill riser and make sure it is in working order and no parts are damaged or missing. Make sure the device closes when the tank is **95%** full or less.

Ball Floats: Remove the ball float and make sure the ball is present and moves easily in the cage. Make sure the ball has not cracked and filled with product. Make sure the ball seats when the tank is **90%** full or less. (When determining whether or not the ball seats at the proper height, remember to take into account the height of any manway the ball float is attached to.)

Electronic Alarm: Remove the probe from the tank and place it carefully on the ground. Slide the product float up slowly until the high level alarm sounds. Make sure the probe slides easily along the shaft. Make sure the horn is clearly audible to someone standing at the fill. Measure the distance from the bottom of the probe to the bottom of the product float. Make sure the system alarmed when the probe float was at **90%** or less.

Vent Whistles: Should be physically inspected to ensure the whistle is working properly and the whistle will stop when the tank is **90%** capacity or less. Whistles that are buried

in soil and are not normally accessible may be evaluated by: (1) an installer digging down to the whistle and making them accessible to inspection, or (2) an installer/inspector personally observing a fuel delivery to 90% capacity, verifying that the whistle sounds during delivery, and stops at 90% (determined by sticking the tank following the delivery).

Item 30: Set at 95% of tank capacity? (Auto shutoff/flappers/PDF's only)

Item 31: Set at 90% of tank capacity? (Ball floats, electronic alarms and vent whistles)

Item 32: Vent whistle clearly audible from fill area? Make sure the vent can be clearly heard through background noise in the fill area.

H. Spill Buckets (page 6)

All motor fuel, waste oil and marketing and distribution tanks must have spill buckets.

Consumptive use heating oil tanks 1,100 gallons and smaller are not required to have spill buckets.

Consumptive use heating oil tanks installed before September 16, 1991 that are 1,100 gallons or greater and that have monitoring wells must either have a spill bucket with a capacity of three (3) gallons or greater, or an overfill prevention device.

If a facility has a spill bucket it must be inspected and maintained.

Item 33: Lid in good condition? Check to see that the lid is not missing, split or chipped. If the lid is missing or there is a chip or split large enough to create an opening into the bucket when the lid is in place, the lid must be replaced to PASS the inspection.

Item 34: Lid not touching fill cap? Make sure that the lid is not touching the fill cap. (Note: Flipping the lid is a temporary solution to prevent damage to the tank. The problem must be permanently corrected before the system can PASS.)

Item 35: Clean? Check to see if the spill buckets are empty – no dirt, salt, water or fuel. The spill buckets must be clean and empty in order to PASS the inspection.

Item 36: Liquid tight? Check to see if the bucket is liquid tight. A tightness test is not required, but if the bucket is rusted out or split open, the spill bucket must be replaced to PASS the inspection.

Item 37: Fill cap and gasket in good condition? Make sure the fill cap and gasket are present and seal tightly.

Item 38: Drop tube? For gasoline tanks or tanks using a stick for inventory, make sure there is a drop tube in place.

Item 39: Ends within 6 inches of tank bottom? *(For gasoline tanks only)* Make sure the long side of the drop tube ends within 6 inches of the bottom of the tank.

Double-Walled Spill Buckets

Item 40: Gauge indicator visible? Make sure the gauge is visible and free of debris.

Item 41: Floats are properly placed? Measure and inspect each float to make sure the float sits on the bottom of the bucket.

Item 42: All floats are functioning properly? Check to see if the float is functioning properly.

Item 43: interstitial space in liquid tight condition? Make sure the interstitial space is free of liquids and debris.

I. Stage I Vapor Recovery (page 7)

Stage I vapor recovery systems are required for gasoline tanks where the monthly gasoline throughput has ever exceeded 10,000 gallons. Only a few facilities, such as small convenience stores, seasonal businesses and small trucking companies, do not meet the 10,000 gallon cut off.

Item 44: Two-point, Manifold or Coaxial? Indicate the type of Stage I Vapor Recovery system that is in place – Two Point (2), Manifold (M), or Coaxial (C).

For Two Point/Manifold Systems

Item 45: Access lid in good condition? Make sure the access lid over the vapor recovery pipe is in good condition. Chipped, cracked or missing covers must be replaced.

Item 46: Poppet cap and gasket in good condition? Make sure the vapor recovery poppet cap and cap gasket are in place and seal tightly.

Item 47: Poppet valve moves well and closes tight? Check the vapor recovery poppet by depressing the spring loaded center. The poppet should return to its normal position making a tight seal with the poppet housing.

Missing or damaged poppets or gaskets are not acceptable.

For Coaxial Systems

Item 48: Coaxial drop tube in good condition? Make sure the top of the coaxial drop tube is in good condition. The top rim of the coaxial tube should be smooth, with no dents or significant damage. The drop tube should be centered in the fill pipe, so that there is a clear vapor path all the way around between the drop tube and the fill adapter.

J. Vent Pipes (page 7)

Item 49: Vent Pipes at least 12 Feet Above Ground Level? (Class I) Check and make sure the vent pipes are the correct height from adjacent ground level. Vent pipes should be located so the discharge point is outside of buildings and is higher than the fill pipe. Class I liquids require vent pipes to be at least 12 feet.

Item 50: Vents have proper vent caps? Check that each vent line has a cap to prevent liquids and other foreign items from getting into the tank. Be sure the cap is compatible with the volume and fuel being stored.

Item 51: Vent pipe solidly supported and vertical? Make sure vent lines are vertical and properly supported.

Item 52: Vent pipe outlets positioned such that vapors will not pose a hazardous condition. Verify the vent outlets are visible and located where vapors will not accumulate or travel to an unsafe location. Vent lines should not enter a building, be trapped under the eave of a building, and should be at least 5 feet from building openings and 15 feet from an air intake device.

K. Dispenser Area (page 8)

Item 53: Emergency Electrical Disconnect properly labeled and accessible? Check for one or more clearly identified emergency shutoff devices or electrical disconnects as defined in NFPA 30A.6.7. Older facilities that were installed prior to April 28, 2004 may use “well marked switches or circuit breakers” in lieu of the Big Red Button.

Item 54: Big Red Button immediately accessible to attendant? Facility tanks or piping installed after April 28, 2004 must have a Big Red Button at the attendant’s (store clerk, cashier) work area. For more information, see PEI 1200-12, Recommended Practices for the Testing and Verification of Spill, Overfill, Leak Detection and Secondary Containment Equipment at UST Facilities, Section 11, Emergency Stop.

Dispensers

There is space for seven (7) different dispensers. If there are more than seven (7) dispensers, please use additional “Dispenser and Crash Valve Area” forms.

At each dispenser answer the following questions:

Item 55: No weeps and/or leaks in dispenser? Check for weeps or leaks at each dispenser. An active weep or leak must be corrected to PASS. This line applies to suction dispensers as well.

Dispenser weeps or leaks are evidence of a possible leak and must be reported to the Department within 24 hours.

A crash valve must be installed on pressurized pipelines serving product dispensers.

Item 56: Crash valves at correct height? Make sure the crash valve is installed at the proper height. The shear valve groove must be level with or a maximum of one half inch ($\frac{1}{2}$ ") above or below the top of the dispenser island.

Item 57: Crash valves are properly secured? Make sure the valve is properly mounted and rigidly secured to the island form. Test ports must be closed with a plug.

Item 58: Crash valves operational? Trip (close) and re-open the valve several times by hand. Lever arms must be free to rotate and able to snap the poppet valve shut/closed. Leave the shear valve closed (tripped) and attempt to pump fuel through the nozzle into a test can - no fuel should flow.

Item 59: Are sumps in liquid tight condition? Visually check to see if the dispenser sump is liquid tight. A tightness test is not required. However, if the sump has a hole or crack, penetration boots are not properly in place, or water is present, repairs must be made before it will PASS. Additionally, be sure that test boot(s)/donuts are in proper position to allow double wall piping to properly function.

Item 60: No oil in sumps? Check the dispenser sumps for oil.

Oil in a sump is evidence of a possible leak and must be reported to the Department within 24 hours.

If you report the presence of oil, remove the oil and repair the leak before leaving the site, a passing result can be recorded.

Item 61: No water in sumps? Check the dispenser sumps for water.

Water in a sump is evidence of a possible leak and must be reported to the Department within 24 hours.

If you report the presence of water, remove the water and repair the leak before leaving the site, a passing result can be recorded.

For Electronic Systems:

Item 62: Sensors are properly placed? Dispenser sump sensors must be installed according to the manufacturer's requirements and as close to the bottom of the sump as possible.

Item 63: Sensors are functioning properly? Each sensor must be individually tested for proper operation. Follow the manufacturer's instructions.

Dispenser sump sensors usually must be removed from the sump to test. Non-discriminating float sensors can be turned upside down or can be immersed in water to test. Non-discriminating sensors should be immersed in water to test. You may need to

expose a discriminating sensor to product in order to activate the alarm. The system must alarm when the probe is exposed to liquid.

Abuse of a probe to create an alarm is not allowed.

Pressing the test button on the console is not sufficient to confirm proper operation of the sensor.

L. Corrosion Protection (page 9)

Cathodically protected tanks and piping must be checked every year to ensure they are adequately protected from corrosion.

These checks must be performed by a Maine certified underground tank installer or a Maine certified underground storage tank inspector that has also been certified by the Board of Underground Storage Tank Installers as a cathodic protection tester.

There are two systems of cathodic protection – galvanic and impressed current. The inspection requirements are different for the two systems. Galvanic systems are the most common type, representing over 99% of the cathodic protection systems.

Galvanic Systems

Follow the instructions in the *Rules for Underground Oil Storage Facilities*, Chapter 691, Appendix A and perform a structure to soil potential reading for each tank and each piping run that is cathodically protected.

The electrode must be in direct contact with clean soil. The readings must be taken over the center line of each tank and piping run. Wet soil provides better readings. Readings cannot be accurately taken in frozen ground.

Item 64: Double-Walled Tanks? Enter the reading, taken at the tank mid-point, in the top space provided.

Item 65: Single-Walled Tanks? The *Rules for Underground Oil Storage Facilities*, Chapter 691 require a minimum of three (3) readings for each single wall tank: one at each end and one at the midpoint, all taken over the center line.

Readings less than negative (-) 0.85V are failing.

The person taking the readings must sign the Cathodic Protection section certifying that they performed the inspection for this section in accordance with nationally accepted standards and also certify that they are a properly certified Maine underground oil storage tank installer or a properly certified Maine underground oil storage tank inspector that has also been certified by the Board of Underground Storage Tank Installers as a cathodic protection tester.

Impressed Current Systems

Item 66: System met test requirements of NACE TM 101-2012? Verify that the impressed current system passes requirements specified in National Association of Corrosion Engineers Test Method 101-2007.

Item 67: Monthly log present and filled out properly? Verify that the facility is performing monthly inspections of the rectifier that involve reading and recording voltage and/or amperage readings. A written log of these inspections must be maintained. Rectifier voltage and/or amperage outputs are compared to the recommended operating levels that were determined during system installation.

M. Temporarily Out of Service (OOS) Tanks (page 10)

Even if product is not being added to or removed from a tank it must be properly maintained.

If the tank and/or piping is cathodically protected, it must be checked yearly to make sure it is still protected from corrosion.

If the tank contains more than one inch of product, the leak detection system must be maintained and inspected annually. Daily Inventory cannot be done on a system where product is not being pumped.

Note: For additional conditions, see the *Rules for Underground Oil Storage Tank Facilities*, 06-096 C.M.R., Chapter 691 § 11.B.

Item 68: Date of last dispensing or delivery? The date the tank or facility became inactive is the day after the last fuel delivery, dispensing or use. The out of service date is NOT the date an installer performed actions listed in Items 72 – 74 below. If you are not sure of the exact OOS date, explain in the comments section.

Item 69-a: Tank pumped out? (Less than 1" product, water, and/or residual) Verify that each OOS tank has less than one inch (1") of product, water, or residual.

OR

Item 69-b: Electronic Monitoring (tank & piping) is properly operating? If the tank contains more than one inch (1") of product, water or residual, then leak detection systems must be maintained. If Item 72-b is checked, you must evaluate the leak detection system and fill out the appropriate section of the inspection form (Inspection Items 13, 16-21).

For tanks that are or will be out of service more than three (3) months check the following.

Item 70: Vent lines open and functioning properly? Make sure the tank is properly vented. An open vent is required for safety reasons and to prevent damage to the tank.

Item 71: All other lines, pumps, manways and ancillary equipment capped and secured? Make sure the fill cap is locked. A locked fill prevents delivery errors and dumping of hazardous waste. It also prevents rainwater from entering the tank by this route. Make sure the product piping has been disconnected and capped and the dispensers and manways are secure. (**Note:** Product piping for seasonal tanks does not have to be disconnected and capped). Dispenser covers, manway covers and lids must be in place.

A facility must be tested as directed by the Department before it can be placed back into service.

N. Annual Tightness Testing (page 11)

This section is for tanks that are operating beyond the 30-year warranty and require annual testing after the 35th year. Tanks that are exempt from this requirement are UST's with a brine interstice and consumptive use heating oil tanks. If a facility is exempt, please submit this form with a comment on what is exempt annually.

Tank Secondary Containment Integrity Testing (dry method)

Item 71: Tank material. Record the material type of tank that is being tested.

Item 72: Test start time. Record the start time of the test.

Item 73: Initial vacuum reading in inches Hg. Record the initial vacuum reading when the test is initiated.

Item 74: Test duration. Check how long the test was conducted. Tanks that are less than 20,000 gallons must be tested for 1 hour. Tanks that are greater than 20,000 gallons must be tested for 2 hours.

Item 75: End time. Record the end time of the test.

Item 76: Final vacuum reading in inches Hg. Record the final vacuum reading when the test has finished.

Item 77: Is the annular space dry after the test? Check the interstitial space for the accumulation of any liquids.

Item 78: Test results pass or fail? Record if the test passes or fails. If there is no loss in vacuum or if there is no accumulation or liquids in the interstitial space, the tank secondary passes.

After completing the appropriate sections of the Inspection Report, fill out the Inspection Summary Report (Page 1). Sign and date the Summary form at the appropriate signature line(s).

APPENDIX

Contents

1. Daily Inventory/Monthly Fuel Log
2. Interstitial Monitoring Log for Double-Walled Systems
3. UST Alarm Console Weekly Monitoring Log
4. Monitoring Well Log
5. Monthly Gasoline Throughput Log
6. Impressed Current Log
7. Spill Log
8. Signage Requirements for Unattended Self Service Motor Fuel Dispensing Facilities

All forms are available for download at: www.maine.gov/dep/waste/ust/formslists.html



DAILY INVENTORY / MONTHLY FUEL REPORT

Month/ Year _____

Facility & Location: _____ Registration Number: _____

Tank Size and Fuel Type: _____ Certified By: _____

Date	Opening Inventory (Book Inventory of Previous Day)	Gallons Pumped	Gallons Delivered	Book Inventory Balance	Closing Stick Inventory	Cumulative Over or <Short>	Inches Water	Initials
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								
Math Check		-	+	=				

Leak Check: Sum of Gallons pumped (_____) x .01 = _____
IF SUM OF “CUMULATIVE OVER OR SHORT” IS GREATER THAN LEAK CHECK RESULT IT IS CONSIDERED
EVIDENCE OF A POSSIBLE LEAK AND YOU MUST NOTIFY DEP AT (207) 287-7688

KEEP THIS COMPLETED FORM FOR AT LEAST THREE YEARS ON SITE



Tank Interstitial Manual Monitoring Log for Double-walled Systems



Facility Name: _____ Registration #: _____

Tank # / Size: _____ Product(s): _____

DATE	FUEL?	WATER?	PERSON SAMPLING

Instructions: Use a clean stick, not one that has been used previously in an oil tank. At the very bottom of the stick, dab a small amount of gas paste one side and a small amount of water paste on the other side. Lower the stick to the bottom of the interstitial sump and raise it back up. If either gas paste or water paste has turned color, clean the stick and repeat the procedure. If either the gas paste or the water paste has again turned color then the Department should be promptly notified. Call 1-800-482-0777 as soon as possible and within 24 hours. If the paste has not changed color simply fill in the date in the left-hand column, enter "None" in the product and water columns above and put your initials in the right-hand column. Check weekly.

KEEP THIS COMPLETED FORM ON SITE FOR THREE YEARS



UST Alarm Console Weekly Monitoring Log



Facility Name _____ Registration # _____

Console Make/Model _____

Date	In Alarm? (Yes/No)	Alarm Description	Alarm Reported to	Date Reported	Your Name

Instructions: Once each week, check the status your facility's tank/piping alarm console. If it is operating normally, has no audible or visual indications of an alarm and the console test (if so equipped) is normal, record the date, mark **No** in the "In Alarm?" box and record your name in the "Your Name" box. If during your check of the console you find alarm conditions (example: an alarm light is lit, an alarm message is on the screen or the audible alarm is sounding, etc.), mark **Yes** in the "In Alarm?" box and fill in the rest of the required information on the form. All alarms other than "low fuel" must be reported to the DEP within 24 hours and investigated by a Maine Certified Underground Storage Tank Installer or Inspector.

Once filled-in, keep this form in the facility's records



Monitoring Well Log



Facility Name: _____ Registration # _____

Location: _____ Product(s): _____

Date	Well #	Floating Oil? Yes/No	Petroleum Odor? Yes/No	Initial of Person Sampling Well

Instructions: Bailer should remain in the well or stored in a safe, clean location between sampling to prevent contamination, damage, or loss. To check monitoring well, remove bailer from well and check for floating oil. If none then empty bailer and lower into well again. Remove bailer again, check for floating oil pour contents into paper cup. Check for odor of petroleum. If floating oil or a petroleum odor is detected then pour sample back into well. Notify the Department promptly of this evidence of a discharge by calling 1-800-482-0777 as soon as possible and within 2 hours.

KEEP THIS COMPLETED FORM ON SITE FOR THREE YEARS



Monthly Gasoline Throughput Log



Facility: _____ Registration #: _____

Location: _____

Gallons Pumped From Each Tank						
20__	Tank #	Tank #	Tank #	Tank #	Tank #	Monthly Total
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

Total Yearly Volume: _____

Instructions for Monthly Gasoline Throughput Log Sheet

Department of Environmental Protection Regulation 118 "Gasoline Service Station Vapor Control", administered by the Bureau of Air Quality Control, requires all gasoline dispensing facilities to keep records of the amount of gasoline that is dispensed each month. These records must be available for inspection and copies provided to Department staff upon request.

To calculate the monthly volume of gasoline dispensed at the Station, fill in the sum of the **Gallons Pumped** from the **Monthly Fuel Report/Daily Inventory** for each gasoline tank for the appropriate month. Add the monthly gallons pumped for all gasoline tanks at the station and place the sum in the Monthly Total box. At the end of the year, add the monthly totals and place the sum in the **Annual Total** box. Do not include volume of diesel fuel, K-1 or any fuel dispensed other than gasoline on this sheet.

Some vapor control is required at stations with an annual throughput greater than 100,000 gallons. See the regulation for details or contact MeDEP/Air Bureau office in Augusta, Bangor, Portland, or Presque Isle.



30-Day Inspection Log for Impressed Current Cathodic Protection Systems



FACILITY NAME: _____ Facility Registration # _____

AMPERAGE RANGE RECOMMENDED: _____

VOLTAGE RANGE RECOMMENDED: _____

Date	Your Name	Voltage Reading	Amp Reading	Is Your System Running Properly?

- If the rectifier voltage and/or amperage output(s) are outside the recommended operating levels, contact a cathodic protection expert to address the problem.
- Never turn off your rectifier.
- KEEP THIS RECORD FOR AT LEAST 3 YEARS AFTER THE DATE OF THE LAST READING
- You must inspect your rectifier at least every 30 days to make sure that it is operating within normal limits. This inspection involves reading and recording the voltage and amperage readouts on the rectifier. You or your employees can perform this periodic inspection. Make sure that your cathodic protection professional provides you with the rectifier’s acceptable operating levels so that you can compare the readings you take with an acceptable operating level.
- You must have a Maine certified underground tank installer or inspector test your impressed current system annually.



UNDERGROUND OIL STORAGE FACILITY – PETROLEUM SPILL LOG



(Spills to unbroken asphalt or concrete of 10 Gallons or Less That Are Not Reported to the D.E.P.)

DATE SPILL DISCOVERED	SOURCE OF SPILL	LOCATION OF SPILL AT FACILITY	DATE OF CLEAN-UP	METHOD OF CLEAN-UP	SIGNATURE OF OWNER OR MANAGER.

IMPORTANT: Petroleum spills of 10 gallons or less do not have to be reported to the Department IF: (1) The spills are to, and remain on, unbroken asphalt or concrete; (2) The spills are fully cleaned up within 24 hours, and: (3) A written spill log (this form or similar) is kept on file for the life of the facility. *This applies only to surface spills involving underground oil storage tanks.* **All other discharges to gravel or soil, spills above 10 gallons, spills not associated with an underground oil storage facility, or evidence of a leaking underground oil storage tank or piping must be reported to the Department of Environmental Protection.**

Questions may be addressed to Underground Storage Tanks Unit staff by calling (207) 287-7688 during normal business hours.

To report a leak or spill at any time, 24 hours a day, 7 days a week, call 1-800-482-0777



Requirements for Unattended Fueling and Signage

Requirements for Unattended Fueling Operations

Unattended fueling is allowed in Maine and must follow the requirements from the Department of Environmental Protection, Rules for Underground Oil Storage Facilities, 06-096 C.M.R. ch. 691, and the Office of State Fire Marshal, Rules and Regulations For Flammable And Combustible Liquids, 16-219 C.M.R. ch.34 including NFPA 30-A Code for Motor Fuel Dispensing Facilities and Repair Garages 2008 Edition and NFPA 30 Flammable and Combustible Liquids Code 2008 Edition. The following requirements must be met if a facility provides unattended fueling. (Please note the information provided below has been paraphrased, is not to be used as the basis of any legal action and should be verified with the Department of Environmental Protection and the Office of State Fire Marshal.)

1. The facility must be equipped with the following:

- An emergency stop (commonly referred to as the “Big Red Button”) available to the customer, which shuts off all power to the dispenser and to pumps that supply that dispenser, located no less than 20 feet and no more than 100 feet from the dispenser.
- An emergency shutoff located at each dispenser island.
- A manual release for the fire suppression system available to the customer located no less than 20 feet and no more than 100 feet from the dispenser.
- A fixed automatic fire suppression system meeting the requirements of 16-219 C.M.R. ch. 34 and UL 1254, Standard for Pre-Engineered Dry and Wet Chemical Extinguishing System Units.
- Flame and heat sensing devices required by NFPA 30-A.
- A means available to the customer to immediately notify the local fire department of a fuel spill.

2. The primary fire department having jurisdiction in the area in which a proposed self-service station is to be located shall be informed of such proposal and the requirements of all local ordinances must be met.

3. The Office of the State Fire Marshal must be notified in writing of the type and address of the facility before it is constructed, reconstructed or converted to unattended self-service gasoline dispensing.

4. The facility must have appropriate signage that instructs the public on proper fueling procedures and what to do if a fire or spill occurs. See signage requirements on page 2 of this document.

When the facility is not meeting the requirements outlined above or the owner or operator decides to not allow unattended fueling, they must determine what power sources to turn off to ensure that fuel cannot be dispensed when the facility is closed, or when no employees are supervising fuel dispensing operations. A Maine Certified Tank Installer or Inspector (CTI) can assist you with this.

NOTE: When power to the point of sale console is turned off, the dispensers remain energized and may have the ability to dispense fuel.



Signage Requirements for Unattended Fueling Operations

Motor fuel dispensing facilities subject to the Department's *Operator Training for Underground Oil and Hazardous Substance Storage Facilities*, 06-096 C.M.R., ch. 693, (last amended September 26, 2018) must meet the following signage requirements if the customers or vehicle operators dispense motor fuels when no certified Class A/B/C Operator is present.

NOTE: The signage requirements in this fact sheet incorporate the applicable requirements of the Office of State Fire Marshal under 16-219 C.M.R. ch. 34 (last amended March 17, 2009) including those requirements adopted by reference from the National Fire Protection Association *Code for Motor Fuel Dispensing facilities and Repair Garages*, NFPA 30-A (2015).

All signs must be conspicuously posted in the dispenser area within sight of the customer being served. Signs should be of an easy to read font style, size, and color on a contrasting background.

1. A sign or multiple signs incorporating the following or equivalent wording:

WARNING

- Shut off engine.
- No smoking.
- It is unlawful and dangerous to dispense gasoline into unapproved containers.
- No filling of portable containers in or on a motor vehicle.
- Place container on ground before filling.
- Discharge your static electricity before fueling by touching a metal surface away from the nozzle.
- Do not re-enter your vehicle while gasoline is pumping.
- Remain in view of the fueling nozzle during dispensing.
- If a fire starts, **do not** remove nozzle — leave area immediately.
- Do not allow individuals under licensed age to use the pump.

2. Signage that outlines operating instructions and includes the location of emergency controls.

3. A sign incorporating the following or equivalently worded emergency instructions:

Emergency Instructions

In case of a fire, spill or other emergency:

- Use emergency stop button.
- Report accident by calling the local fire department (*specify local fire number*) and certified operator (*specify number for certified operator*), and
- Report location (*specify street address of facility*).

For more information please contact the Department of Environmental Protection at 207-287-7688 and ask for someone in the Underground Tanks Unit or contact the Office of State Fire Marshal at 207-626-3880.