

Underground Oil Storage Tanks Annual Inspection Report

Rev **Oct-2025**

Form Instructions

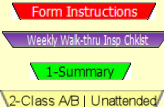

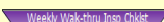
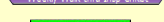
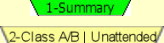
To Installers and Inspectors: This electronic document (the overall workbook and each individual inspection worksheet) is password protected so that formulas and function in certain cells cannot be changed outside of the DEP. If you find errors in this workbook, need something clarified, have a suggestion on how to improve the form, or would like to include your business logo or make a similar addition to the form, please contact the DEP at 207-287-7688 and ask to speak with someone in the Underground Tanks Unit.

General Instructions

1. State law and Department of Environmental Protection (Department) rules require submittal of an inspection certifying all procedures and equipment are in compliance. The Department does not accept failing annual inspections.
Exceptions: Inspection failures for (1) Certified A/B Operator can be resolved by the owner by submitting a copy of a current and valid certificate; (2) Inadequate daily inventory can be resolved by the owner submitting current, reconciled daily inventory; (3) Inadequate SIR Report can be resolved by the owner submitting a passing SIR report; and (4) Failing cathodic protection (CP) results can be resolved by an installer or CP certified inspector retesting CP and attaining passing results within six months.
2. A facility that fails to submit a passing annual inspection may be prohibited from receiving deliveries and dispensing product in accordance with Maine law 38 M.R.S. § 565-A. Items that are failing must be repaired or corrected within thirty (30) days or the owner must notify the Department.
3. Leak detection equipment and procedures, spill and overfill prevention devices must be checked or tested annually for proper operation. Cathodically protected tanks and piping must be checked annually to insure they are adequately protected from corrosion.
4. All work associated with testing of equipment and checking of procedures must be performed by or under the direct, onsite supervision of a Maine certified underground storage tank installer or a Maine certified underground storage tank inspector.
5. Mail completed reports to: Annual Tank Inspections, Maine Department of Environmental Protection, 17 State House Station, Augusta, Maine 04333-0017 (physical address: 28 Tyson Drive, 04330) within thirty (30) days after the inspection is completed. **The owner/operator must retain a copy.**
6. Detailed instructions on how to fill out this form are provided in the Department's "UST Inspector Reference Handbook", available online at www.maine.gov/dep/waste/ust/pubs.html. The Annual Inspection Report form, the Inspector Reference Handbook and a list of Frequently Asked Questions (FAQ's) are also available by calling the Underground Tanks Unit at (207) 287-7688.

Underground Oil Storage Tanks Annual Inspection Report

SPECIAL INSTRUCTIONS

- 1 General instructions covering Annual Inspection requirements are located in the *Annual Inspection Owner/Operator Guide*, a separate document. Instructions for completing the Annual Inspection Report form are located in the *UST Inspector Reference Handbook*. The special instructions contained in this page are designed to be used in conjunction with, and to enhance the instructions of, the Handbook. These instructions will also provide a guide to functions that are specific to this Microsoft Excel workbook.
- 2 This workbook contains all pages of the Annual Inspection Report form (*Page 1: Summary* through *Page 9: Temporarily Out-of-Service Tanks*). It also contains two instruction pages and a copy of the Weekly Walkthrough Inspection Checklist. Each page is accessed by clicking on the color-coded tabs at the bottom of the workbook:

 -  = Form Instructions (two printed pages)
 -  = Guidance Document (for facility owners and/or operators)
 -  = Page 1: Summary
 -  = Pages 2-9: Inspection Checklist worksheets
- 3 Information can only be entered into cells (blocks) that are NOT shaded.
- 4 On all pages, blocks that are shaded light yellow cannot be filled in by the user. These shaded blocks are automatically filled in by the Excel program based on other entries made in the form. For example: A CTI inspects a facility with only one tank and finds that the tank's ball float is not set at 90% tank capacity. The CTI then places an "X" in appropriate FAIL block (page 6, Item 41, cell block I15). The Excel program will then automatically place an "X" in the light-yellow "Overfill Prevention" FAIL box below Item 42 (cell block I17) and also place an "X" in the "Overfill Prevention" FAIL box for that tank on the Summary Page.
- 5 Please use only the letter "X" when filling in any **PASS, FAIL, Yes** or **No** check-box. It doesn't matter if the "X" is capitalized or a small letter.

SUMMARY PAGE ONLY

- 6 Much of the information that a user enters on Page 1, Summary Page is automatically copied into appropriate cells (blocks) in the separate worksheet checklists. For example, the facility registration number and inspection date are copied and placed on the top of each subsequent inspection page. The tank/chamber number, volume, and product contained in a tank are also copied and pasted into pages where the information is needed.
- 7 Each PASS block on the Summary page must be manually filled in (of course, this is only if the appropriate section in the inspection page warrants a PASS on the summary page!)

WORKSHEET CHECKLISTS

- 8 An "X" that is placed in any "FAIL" box in an individual inspection page (pages 3 through 9) will automatically update the appropriate overall "FAIL" boxes in the Summary Page (page 1).
- 9 "Pass" blocks must be manually filled-in, where appropriate, on each page; there is NO automatic copying of any "Pass" to the Summary Page (page 1)
- 10 Use the key sequence: <Alt> <Enter> to start a new line in any "Comments" block; using just the <Enter> key will close the editing session in the "Comments" block and move you to the next open fill-in block.
- 11 If you need additional space for written comments, or in the case of page 6 where there is no comments section, use any other comments box on any page. Please start each comment with the inspection item number to which the comment refers.



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.





State of Maine
Department of Environmental Protection



Underground Oil Storage Facility - Class A/B Operator
Weekly Walk-Through Inspection Checklist

Facility Name & Reg # _____

Month / Year: _____

	1	2	3	4	5
Date of Inspection:					
Monitor Console: Is the Electronic system working properly? Are there any system alarms?					
Electronic Overfill Alarm (if equipped): Inspect/test for proper operation. Can a fuel delivery person hear and see the alarm?					
Spill Log: Is the spill log properly used and maintained?					
Spill Buckets: Are spill buckets clean and empty? If equipped, is the double walled gauge indicator "OK"?					
Spill And Overfill Response Supplies: Inventory the emergency spill response supplies. If the supplies are low, restock the supplies. Are supplies adequate?					
Fill And Monitoring Ports: Inspect all fill, monitoring and vapor recovery ports. Are covers and caps tightly sealed with no damage?					
Dispenser Area: Check the dispenser islands and surrounding areas. Are these areas free of evidence of spills and discharges? Clean areas as needed.					
Dispensers And Dispenser Sumps: Open each dispenser cabinet and inspect all piping, fittings, and couplings for signs of leakage. Are the sumps free of any water, product or debris? (Remove any liquid or debris and disposed of properly)					
Dispenser Hoses, Nozzles, and Breakaways: Are fittings tight and functioning properly? Are hoses in good condition (not cracked or showing any wear)?					

You should be able to answer "yes" to each question. Your initials in each box below the inspection date indicates the device/system was inspected, is operating properly and is compliant with the requirements.

On the back of this form, date and describe any actions taken to correct an issue.

This checklist may be used by certified Class A/B Operators to perform weekly inspections at underground storage tank facilities. This checklist, when properly completed, will be accepted by the Maine Department of Environmental Protection as demonstrating compliance with the weekly inspection requirements of 06-096 C.M.R., Chapter 693, *Operator Training for Underground Oil and Hazardous Substance Storage Facilities*.