

# Self-Inspection Checklist

**Weekly For Operations with Coaxial or 2-Point Phase I Vapor Recovery and Phase II Vapor Recovery, Dispensing 2,500 to 25,000 Gallons per Month**

Year:
Facility Name:
Address:
Permit #:

This form was designed for use at stations with Coaxial or 2-Point Phase I vapor recovery systems and equipped with Phase II vapor recovery. Place a **check** mark in each box where your inspection revealed no problems, and an **"X"** in each box where your inspection turned up equipment defects or other issues requiring further action. **Record** descriptions of the noted defects and repairs on the Daily Repair Log and your initials at the bottom of the form after completing each month's inspection. **Keep** copies of work orders and/or equipment part receipts related to the noted repairs with the Log. **Keep** these records accessible in the Operation & Maintenance Manual for inspection by the Air Pollution Control District for a period of at least 5 years.

Week	1	2	3	4	5	6	7	8	9	10	11	12
Date												

## TANK AREA

1. Vent line PV valve(s) - present, in good condition, no debris, no vapor shadows												
2. Vapor caps - gaskets present & tight, caps not missing, broken or loose												
3. Vapor adapters - tight on riser, dry break poppet not missing/damaged												
4. Fill caps - gaskets present and tight, caps not missing, broken or loose												
5. Fill adapters - attached tightly to riser, inside gasket not missing or torn												
6. Fill tube (coaxial spring-loaded) - present, round, spring not broken or sagging												
7. Coaxial gasket - in place, sealing vapors												
8. Fill tube - (2-Point) present, round												
9. Fuel level gauge- not cracked or loose, no visible vapors												
10. Spill container- dry, drain valve functioning and clean												

## Dispenser Area

11. Hoses – no tears or slits; Liquid Removal Device installed correctly, if applicable												
12. Hoses Configuration – hose installed with either a 10" loop or a Liquid Removal Device												
13. Hose Retractor- if applicable. works smoothly, retractor goes up all the way, hose not hanging down low.												
14. Nozzle – Insertion Interlock – handle is not hard until bellows is compressed												
15. Nozzle bellows and face plates – tight on nozzles, has all clamps, bellows face plate not torn or ripped, makes good seal												
16. Nozzle spout – not loose or bent, has latching device												
17. Drain vapor hose to remove excess gasoline from vapor path												

Inspector's INITIALS:												
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# Daily Inspection Checklist Protocol

## Coaxial/2-Point Point Phase I and Balance Phase II Vapor Recovery Systems Inspection Protocol Notes

### Tank Area

1. P/V vent valves must be present and in good condition with no debris hanging from them. Look for vapor shadows.
2. Vapor caps must be in good repair; gaskets must be present and form a vapor-tight seal.
3. Vapor adapter base must be fastened tight on nipple.
4. Fill caps must be in good repair, gaskets must be present and form a vapor-tight seal.
5. Fill adapter base must be fastened tight on fill riser.
6. If equipped, Coaxial spring-loaded fill tube must seal against the coaxial fitting, no sagging/broken springs. Fill tube must be round, free from deformities and extend to within 6 inches of the bottom of the tank.
7. If equipped, Coaxial gasket must be present and in good condition to seal vapors.
8. Fill tube must be round, no deformities and extend to within 6 inches of the bottom of the tank. Check presence of overfill protection device, if required.
9. Fuel level gauges mounted on tank bungs must not allow vapors to leak from the tank. Verify that gauges are in good condition, are threaded tightly, and that a gasket is present between gauges and the tank fittings.
10. If fill adapter located in a spill container, ensure container is dry and drain valve opens and closes appropriately and is not impeded by debris.

### Dispenser Area

11. Hose must not have any tears or slits. If the hose has a Liquid Removal Device (LDR) then the end of the hose marked "Nozzle End" must be attached to the nozzle and the pick up point in the hose must be in the correct position during fueling.
12. Proper hose configuration includes either a 10" loop or for longer hoses a Liquid Removal Device. The 10" loop is confirmed by measuring from the bottom of the nozzle to the bottom of the hose loop.
13. If equipped with a hose retractor, retractor must work properly by retracting all the way up. Rope must not be broken or kinked.
14. Check nozzle insertion interlock by squeezing the handle without compressing the bellows (handle should be easy to squeeze). If it is hard, then nozzle maybe defective.
15. The nozzle's bellows should be tight on the nozzle and should have all of the clamps. Make sure no clamps are loose or missing. Check faceplate to ensure it is on the bellows and is not torn or ripped so that it will not make a good seal.
16. The nozzle spout should not loose or bent. The spout should also have the latching ring.
17. Drain hose to check for excess liquid in the vapor path by straightening hose and compressing bellows (may have to also squeeze handle on new EVR nozzles).