

# 2015 & 2016

## Compliance Calendar for Gasoline Dispensing Facilities

FEDERAL REGULATION: 40 CFR 63 Subpart CCCCCC for Gas Dispensing Facilities – all GDFs are subject.

**IMPORTANT NOTICE:**

**Stage II still exists in Virginia!**

**YES EXISTING GDFs are still required to meet Va. regulatory requirements until further notice.**



For each year, those records must be kept for 2 years. This calendar can serve as your official record. Keep all receipts & forms in a file folder.



Virginia Department of Environmental Quality  
Office of Small Business Assistance  
PO Box 1105, Richmond, VA 23218-1105  
Telephone: 804.698.4000 or Toll-Free: 800.592.5482 ext. 4394 (in-state only)  
Fax # 804.698.4510 [Email: osba@deq.virginia.gov](mailto:osba@deq.virginia.gov)  
Online Information: [www.deq.virginia.gov/osba/](http://www.deq.virginia.gov/osba/)



## **IMPORTANT NOTICE**

**This calendar is the last compliance calendar for GDFs that will be created and offered by the DEQ.**



## DEQ Compliance Calendar for Gasoline Dispensing Facilities

Table of Contents		Page
Overview		1
Monthly Charts and Calendars for January 2015-December 2015		2-25
Definitions for Stage I and Stage II Facilities		26-27
Determining Which Stage I and Stage II Regulation Apply		28
Requirements for Stage I Vapor Control Systems		29
Requirements for Stage II Vapor Control Systems		30-31
Recommended Daily Inspection Checklist for Stage II Dispensers		32
Types of Stage II Hoses, Systems and Poppets		33
Examples and Pictures of Hoses with Problems		34
Underground Storage Tank (UST) Regulatory Background		35
Tanks Information for Your facility		36
UST Basic Compliance Requirements and UST Required Records		37
Requirements for Release Leak Detection		38
Requirements for Spill and Overfill Protection		39
Requirements for Corrosion Protection		39
Frequent Walk-Through Inspections		40
Frequent Walk-Through Inspections Checklist		41
UST Resources: DEQ Contacts: Online Resources and Alerts		42
Inspection Tips		43
Regional Map & Stage II Resources: DEQ Contacts		44
Monthly Charts and Calendars for January 2016-December 2016		45-68

### Important Forms - located at the end of this calendar:

- DEQ Enforcement Discretion Guidance Document – Issued Aug. 2012**
- Example of Stage II Decal for Gasoline Dispensers (*can be copied for use*)
- Stage II Facility Registration and Compliance Form
- ISBGM Affidavit and Worksheet

**Keep a file folder in conjunction with the Stage II Calendar:** use a file folder to store copies of submitted FRC forms; training certificates; most recent test results (*test every 5 years or as required*), copies of repair and purchase orders and parts receipts (*keep for 2 years*).

**This page has been intentionally left blank to assist in the formatting and printing of a double-sided flip-page calendar.**

# Overview

The Virginia Small Business Assistance Office developed this calendar to help gasoline distributors (stations) comply with environmental requirements for the transfer of fuel. We hope you find this calendar to be a helpful tool for meeting Stage I and Stage II Vapor Recovery requirements, especially your recordkeeping obligations.

The calendar explains the compliance requirements for Stage I and Stage II regulations, on pages 26-34. If you need additional guidance on your responsibilities, you will find contacts for Stage I and Stage II requirements on page 44. On pages 37-43, the calendar provides information on the compliance requirements for underground storage tanks (USTs), and on page 42, you will find contacts and additional resources for UST requirements. The Table of Contents found on the above page to help you locate documents within; Definitions for Stage I and II Facilities on pages 26-27, and Inspection Tips for Stage II on page 43, UST Inspection Checklist page 41 and UST Inspection Tips on page 43.

In the back of the calendar, you will find a copy of the Stage II Facility Registration and Compliance Form and a sample label for you to copy should you need to replace the labels on your fuel dispensers. Use these documents as you need. When you submit forms or any correspondence to DEQ always provide your Registration Number and keep a copy of your letter or form for your records. We suggest using "Certified Return Receipt Requested" mail for any correspondence with DEQ. That way you will have a record that DEQ received your mailing.

**You should keep this calendar for 2 years** – this calendar can serve as your official record if you complete it each day. In addition to using the calendar you will need to file folder for the previous 2 years - calendars, all other receipts, forms, test reports and records - to keep in one place.

Please feel free to contact us with questions and comments regarding this calendar:

**Telephone #:** (804) 698-4000 or (800) 592-5482 Ext. 4394 (*in-state only*)

**FAX #:** (804) 698-4510

**Email Us:** [osba@deq.virginia.gov](mailto:osba@deq.virginia.gov)

# January

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>
4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>
11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>
18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>
25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>

# February

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



DEQ Compliance Calendar for Gasoline Dispensing Facilities

# February 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>
8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>
15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>
22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>

# March

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



DEQ Compliance Calendar for Gasoline Dispensing Facilities

# March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>
8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>
15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>
22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>
29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>				

# April

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>
5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>
12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>
19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>
26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>		

# May

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>
3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>
10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>
17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>
24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>
31 <b>MONTHLY</b> <input type="checkbox"/>						

# June

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## June 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>
7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>
14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>
21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>
28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>				

# July

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>
5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>
12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>
19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>
26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>	

# August

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## August 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Daily Inspection <input type="checkbox"/>
2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>
9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>
16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>
23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>
30 Daily Inspection <input type="checkbox"/>	31 MONTHLY <input type="checkbox"/>					

# September

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



DEQ Compliance Calendar for Gasoline Dispensing Facilities

# September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>
6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>
13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>
20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>
27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>			

# October

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



DEQ Compliance Calendar for Gasoline Dispensing Facilities

# October 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>
4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>
11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>
18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>
25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>

# November

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



DEQ Compliance Calendar for Gasoline Dispensing Facilities

# November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>
8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>
15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>
22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>
29 Daily Inspection <input type="checkbox"/>	30 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>					

# December

Is the Facility Registration and Compliance Form (FRC) up to date? YES NO  
 Are the Training Certificates up-to-date for your current employees? YES NO  
 Do you have a copy of your most recent test results on site? YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>
6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>
13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>
20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>
27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>		

**TO DO LIST:**

1. Create a file folder & transfer all records accordingly – must keep each respective year for 2 years.
2. If you plan to decommission your Stage II system it must be in accordance with the regulation- go to <http://www.deq.virginia.gov/Programs/Air/SmallBusinessAssistance.aspx>



## Vapor Recovery System Compliance Calendar

# Definitions for Stage I and II Facilities

**Average Monthly Throughput (AMT)** - average monthly amount of gasoline pumped at a gasoline dispensing facility during the two most recent consecutive calendar years, or some other two year period which is representative of normal source operation. Downtime, such as a full or significant shutdown of a facility's operation due to construction, shall not be included when calculating average monthly throughput.

**Certified Stage II Vapor Recovery System** - any system certified by California Air Resources Board (CARB) as having a vapor recovery or removal efficiency of at least 95% and approved under the provisions of AQP-9, (also see; 9 VAC 5-20-121).

**Defective Equipment** - any absence, disconnection, or malfunctioning of a Stage II vapor recovery system component required by this article including, but not limited to, the following:

- a. A vapor return line that is crimped, flattened, blocked, or that has any hole, or slit that allows vapors to leak out;
- b. A nozzle bellow that has any hole large enough to allow a 1/4 inch diameter cylindrical rod to pass through it or any slit one inch or more in length;
- c. A nozzle faceplate or cone that is torn or missing over 25% of its surface;
- d. A nozzle with no automatic overfill control mechanism, or an inoperable overfill control mechanism; and
- e. An inoperable or malfunctioning vapor processing unit, vacuum generating device, pressure, or vacuum relief valve, vapor check valve, or any other equipment normally used to dispense gasoline or is required by Article 37.

**Environmental Compliance Device** - see Vapor Escape Guard.

**Face Cone/Faceplate** - see Splash Guard.

**Gasoline** - any petroleum distillate having a Reid vapor pressure of four pounds per square inch or greater.

**Gasoline Dispensing Facility** - any site where gasoline is dispensed to motor vehicle tanks from stationary storage tanks.

**Independent Small Business Gasoline Marketer (ISBGM)** - a person engaged in the marketing of gasoline who owns one, or more gasoline dispensing facilities, and is required to pay for procurement and installation of vapor recovery equipment, unless such owner;

- a. Is a refiner; controls, or is controlled by, or is under common control with, a refiner; or is otherwise directly or indirectly affiliated with a refiner, or with a person who controls, is controlled by, or is under a common control with a refiner (unless the sole affiliation is by means of a supply contract, or an agreement, or contract to use a trademark, trade name, service mark, or other identifying symbol or name owned by such refiner or any such person); or
- b. Receives less than 50% of his annual income from refining, or marketing of gasoline.

**Inspector** - any VA Department of Environmental Quality (DEQ) employee designated as having the authority to conduct official compliance evaluations (a.k.a. inspections).

**Major System Modification** - the replacement, repair or upgrade of 75% of a facility's Stage II vapor recovery system equipment.

## Definitions for Stage I and II Facilities *(Continued)*

**Nozzle** - the spout at the end of the gasoline hose used to dispense and control the flow of gasoline from a stationary gasoline storage tank into motor vehicle fuel tanks.

**Nozzle Bellows** - a flexible component of a nozzle on a Stage II Balance System that is compressed to establish a seal between the nozzle faceplate and filler neck of the motor vehicle fuel tank.

**Operator** - a dealer, or other person who is responsible for the daily operation and maintenance of a gasoline dispensing facility and who is subject to the inspection, training, and reporting requirements.

**Owner** - any person, including bodies politic or corporate, associations, partnerships, personal representatives, trustees and committees, as well as individuals who own, lease, operate, control or supervise an operation involving the storage, or transfer of petroleum liquids, or both.

**Splash Guard** - a flexible disk that fits over a nozzle spout. The sole purpose of a splash guard is to minimize the customer's exposure to gasoline that may splash out of the vehicle during the fuel transfer process. The disk slides over the nozzle spout and is not required to demonstrate compliance with Virginia's regulations because it does not affect the control efficiency of the vapor recovery system.

**Stage II Vapor Recovery System** - any equipment designed and used to collect, recover, or destroy, or any combination of those, gasoline vapors displaced during the transfer of gasoline into a motor vehicle fuel tank.

**Tag Out Of Service** - to place out of service by use of a conspicuously located tag, or sign on a nozzle that prohibits the use of any nozzle associated with defective equipment.

**Type 1 Safety Vest** - an orange safety vest that is designed for use in parking areas where speeds do not exceed 25 miles per hour.

**Vacuum Assist System** - an assist system designed to enhance vapor recovery at the nozzle/fill pipe interface by drawing in vapors using a vacuum. This design allows assist systems to recover vapors effectively without a tight seal at the nozzle/fill pipe interface.

**Vapor Balance System** - operates on the principle of positive displacement during gasoline transfer operations. Balance systems use pressure created in the vehicle fuel tank by the incoming liquid gasoline and the slight negative pressure created in the storage tank by the departing liquid to transfer the vapors through the combustion fuel dispensing/vapor collection nozzle, through the vapor passage, and into the service station tank. Because a slight pressure is generally created at the nozzle/fill pipe interface, effective operation requires that a tight seal be made at the interface during vehicle fueling to minimize vapor leakage into the atmosphere.

**Vapor Escape Guard (VEG or ECD)** - a small flexible cone shaped boot installed on the nozzle spout. VEG's and ECD's are an integral part of the vapor collection system and can easily be identified because they are required to be secured to the nozzle by a mechanical clasp or seal.



## Vapor Recovery System Compliance Calendar

# Determining Which Stage I and II Regulations Apply, and What Do I Have to Do to Stay in Compliance?

### Available Exemptions from Stage I and II Requirements

You are **exempt** from Stage I and II regulatory requirements **if** your Average Monthly Throughput (AMT) is **less than 10,000 gallons** and has never been 10,000 gallons or more since January 1, 1993, and/or if your storage tank **is less than 250 gallons in capacity**. In either case, owners are required to maintain adequate records of AMT and furnish these records to DEQ upon request.

You can be **exempt from Stage II regulatory requirements** if you qualify as an Independent Small Business Gasoline Marketer (ISBGM), and if your AMT is **more than 10,000 gallons and less than 50,000 gallons**; and you, as an owner/operator, are **not affiliated with a refinery; and 50% or more of your annual income** comes from the sale of gasoline. Regulatory citation: 9 VAC 5-40-5200 E-3(a) and 9 VAC 5-40-5200F-4(6)

### Determining if Stage I Requirements Apply

**You are required to follow Stage I requirements, if your AMT is 10,000 gallons or more**, and your station is located in Arlington County, Alexandria City, Fairfax County, Fairfax City, Loudoun County, Falls Church City, Prince William County, Manassas City, Manassas Park City, Stafford County, Charles City County, Chesterfield County, Hanover County, Henrico County, Prince George County, Richmond City, Hopewell City, Colonial Heights City, Petersburg City, Roanoke County, Roanoke City, Salem City, James City County, Poquoson City, York County, Isle of Wight County, Gloucester County, Portsmouth City, Chesapeake City, Suffolk City, Hampton City, Virginia Beach City, Newport News City, Williamsburg City, or Norfolk City. See Stage I fact sheet on page 29.

### Determining if Stage II Requirements Apply

**If you are subject to Stage I requirements and your AMT is 10,000 gallons or more, first** determine if you are exempt as an ISBGM. If you are not considered an ISBGM, and the owner has not filed an ISBGM affidavit with your regional DEQ office, then you are required to follow Stage I and II requirements.

You are **required to follow Stage I and Stage II requirements, if your AMT is 10,000 gallons or more and you are not an ISBGM**, and your station is located in Arlington County, Alexandria City, Fairfax County, Fairfax City, Loudoun County, Falls Church City, Prince William County, Manassas City, Manassas Park City, Stafford County, Chesterfield County, Hanover County, Henrico County, Colonial Heights City, Hopewell City, Richmond City, or Charles City County. Regulatory citation: 9 VAC 5-40-5200 (Rule 4-37).

# Requirements for **Stage I** Vapor Control Systems for Tanks

## Stage I Vapor Control System Requirements

### Regulation Citation: 9 VAC 5-40-5220 (E); 9 VAC 5-40-5230 (E)

1. No gasoline from any delivery truck can be transferred into a stationary storage tank unless the tank is equipped with a vapor control system. The vapor control system must be able to remove, destroy, or prevent 90% (by weight) of any discharge of gasoline vapors (volatile organic compound emissions).
2. Before gasoline can be transferred from a delivery truck to the tank the owner must ensure that the vapor control system consists of:
  - A. A submerged fill pipe.
  - B. A vapor recovery system that includes:
    1. A vapor tight return line from the storage container to the tank truck must be connected before gasoline is transferred from the truck to the tank.
    2. Any adsorption or condensation system
    3. A system that has equal to or better control efficiency – this must be approved by DEQ.
  - C. The vapor balancing system must meet the following requirements:
    1. **NO LEAKS** during loading or unloading in the tank trucks pressure vacuum relief valves and hatch covers, the truck tank, the storage tank, or vapor return lines.
    2. Pressure Relief Valves on the storage tank and the tank truck should be **set to release at no less than .7 psi** or at the highest possible pressure allowed by the National Fire Prevention Association of Standards: Standard for Tank Vehicles for Flammable and Combustible Liquids; Flammable and Combustible Liquids Code; Code for Motor Fuel Dispensing Facilities and Repair Garages. (NFPA, Batterymarch Park, Quincy Mass. [617] 770- 3000).
    3. Pressure in the vapor collection lines should not exceed the tank truck pressure relief valve settings.
    4. All loading and vapor lines must be equipped with **fittings which make vapor tight connections and which close when disconnected.**

## Recommended Daily Checklist

### Regulation Citation: Air Quality Policy 9 (AQP-9)

#### Spill buckets clean and dry

- Make sure no liquid is in the bottom of the bucket. Remove it if present.
- Spill buckets must be vapor tight
- Check for other foreign debris, and removed if present.

#### Caps locked on with gaskets in place

- Make sure that the locking caps on the fill and vapor tubes are locked in place and that the gasket is in place and secure.

#### Fill tube not damaged, bent or loose

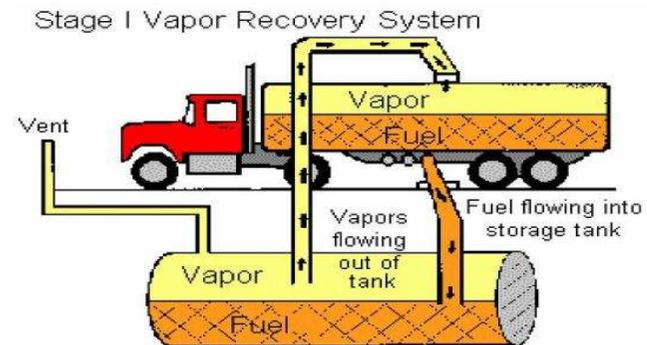
- Make sure the UST fittings on the product fill tubes and vapor tubes are secure in place without any sign of damage or leaks.

#### Pressure Vacuum (PV) Valves installed, not damaged

- Visually inspect PV Valves to see if product vapors are escaping from the vent tubes.
- Make sure pipes are not bent or damaged, or obstructed by any objects.

### Please **DO NOT SMOKE** during daily & monthly inspections.

Guard against static discharge during inspections.





# Vapor Recovery System Compliance Calendar Requirements for **Stage II** Vapor Control Systems

## Regulation Citation: 9 VAC 5-40-5220 (F); 9 VAC 5-40-5230 (F)

1. Gasoline stations in a designated Stage II area **may not pump** any gasoline into a gas tank of any motor vehicle unless the transfer is made using a certified Stage II Vapor Recovery System. The Vapor Recovery System must be able to remove, destroy, or prevent discharge of at least 95% (by weight) of all gasoline vapors (volatile organic compound emissions).
2. **All Stage II Vapor Recovery Systems must be approved** as described in the conditions found in Air Quality Policy 9 (AQP-9), Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities.
3. AQP-9 requires Stage II Vapor Recovery Systems that use coaxial hoses and vapor check valves in the nozzle or remote vapor check valves to be certified by the California Air Resources Board. A list of approved systems is available in the appropriate DEQ Regional Office. The use of any dual vapor recovery hoses or remote check valves that would impede the performance of the required functional tests (see below) must be replaced.

## Registration

A facility owner will register the Stage II System with the appropriate DEQ Regional Office **at least 90 days prior** to installation of the equipment. The submittal must **include the equipment specifications**. Use the Facility Registration and Compliance Form (there is a copy at the end of the calendar).

## Testing

1. To ensure the proper functioning of the automatic shut-off mechanisms and flow prohibiting mechanisms, if applicable, the facility must perform the following tests prior to initial operation of the system and before use by the public, testing may also be required or requested periodically:
  - a. Pressure decay/leak test with a vapor space tie test where applicable.
  - b. Pressure Drop vs. Flow/Liquid Blockage Test.
  - c. Ensure proper functioning of the automatic nozzle shutoff mechanisms. Alternative tests must be approved by DEQ.
2. Perform a pressure decay/leak test and a pressure drop vs.

flow/liquid blockage test at least every 5 years.

3. A/L Ratio) be conducted at the frequency as specified by the appropriate CARB Executive Order.

## Notifications

1. **No later than 15 days** after initial system testing, periodic testing or requested testing submit the test results to the appropriate Regional DEQ Office.
2. Notify your DEQ Regional Office **at least 2 days prior** to Stage II Vapor Recovery system testing.
3. **Post Operating Instruction Labels** for the vapor recovery system on each gasoline pump. A sample label at the end of the calendar. The Instructions must include:
  - a. The following statement: "This gasoline dispenser is fitted with special nozzles to protect you from breathing gasoline vapors and to reduce air pollution."
  - b. A description of how to correctly dispense gasoline with the particular nozzle on the pump.
  - c. A warning that repeated attempts to pump gasoline after the system has automatically shut off may result in a spill or recirculation of gasoline.
  - d. A telephone number to report problems to the DEQ Stage II Vapor Recovery System Requirements

## Training

**At least one full time** facility employee must be trained and certified in the operation and maintenance of Stage II Vapor Recovery Systems. A trained facility operator can train and certify other employees.

Certified training must include:

- the purpose of the vapor recovery system
- the equipment operation
- the maintenance schedules for the equipment
- how to perform daily inspections
- how to record and maintain Stage II Systems information and records.

# Requirements for **Stage II** Vapor Control Systems

## Recordkeeping

The following records must be kept at this facility at all times.

### 1. Facility Registration and Compliance Form (FRC)

You were required submit a FRC to DEQ when your Stage II Vapor Recovery System was installed. It includes information: facility's name, address, phone number, required signatures, Stage II system information and DEQ information.

**If the form was not submitted, immediately complete and return the form to the appropriate DEQ Regional Office.** A blank copy can be found at the end.

### 2. Updated Facility Registration and Compliance Form

You must submit an **updated** FRC Form when any changes are made at the facility, which change any of the information found on the form. The change form should be submitted within 30 days of any change. Submit to the appropriate DEQ Regional Office. **Keep a copy of the most current FRC form on site at all times.** Additional blank forms are available upon request.

### 3. Training Certificate

Keep on file a verification of employee training, such as a certificate of attendance and training from a certified training program, or certified instructor.

### 4. Inspection and Maintenance Log

Record the results of the daily and monthly maintenance inspections. Also, record any maintenance conducted on any part of the Stage II Vapor Recovery System. This maintenance record should include a general part description and the date repaired or replaced. **Keep all maintenance records for at least 2 years.**

### 5. Test Results

A copy of the **most recent** test result for the Stage II Vapor Recovery System. Common tests include, but are not limited to, Pressure Decay/Leak; Dynamic; Liquid Blockage/ Wet; Healy Line Vacuum Test; Air to Liquid/Vapor to Liquid. **Records, or a copy, must be kept on site and current.** They should be kept in a file box or other easily accessible location. Facility employees must be aware of these requirements and know the location of the records. They must be available on request or your facility will be considered out of compliance. If testing has been conducted you must submit testing results to your DEQ regional office **no later than 15 days after testing was completed or your facility will be considered out of compliance.**

## Inspections

### Daily Inspection

Perform an inspection of Stage II equipment and pumps. Daily inspections include a visual check of the condition of the nozzles and hoses and proper function of the cutoff mechanisms.

### Monthly Inspection

Perform the monthly inspection on the last day of the month. The monthly inspection must include the elements of the daily inspection as well as a check for the following defects:

1. A vapor return line that is crimped, flattened, blocked, or that has a hole or slit. Inspect breakaways and swivels.
2. A nozzle bellows that has a hole larger than " or a slit larger than 1".
3. A nozzle faceplate or face-cone that is torn or missing more than 25% of it's surface.
4. A nozzle without an automatic overfill control mechanism or one that is not operating properly.
5. A broken or malfunctioning vapor processing unit-defects of the process unit include:
  - a. Leaking return line
  - b. Intermittent process interruptions
  - c. Low vapor pressure in the return to tank line
  - d. Inoperable Stage I control, e.g. pressure vacuum vent.

**Special Note: although Virginia Stage I Regulations only apply to facilities in the specified localities, 40 CFR Part 63, Subpart CCCCCC applies state-wide.**



# Vapor Recovery System Compliance Calendar

## Recommended Daily Inspection Check List for **Stage II** Dispensers

### Pumps

No signs of vapor or liquid leaks, and approved operating and warning labels are present and visible.

### Nozzles

- Spouts not bent/worn, loose, or leaking
- Vapor Recovery holes clear and unblocked
- Auto shutoff operates correctly
- Nozzle vapor guard on and not torn/holes - if required by your system

### Bellows (if applicable)

No rips, tears, or loose from nozzle, and faceplate not torn

### Hoses

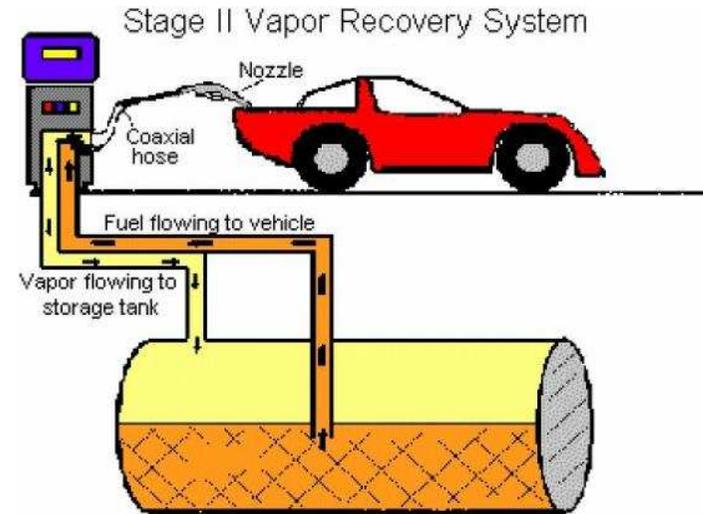
No kinks, flat spots, tears, cuts or holes

### Breakaways

Secure and tight, with no signs of leaks

### Swivels

Firmly attached and moves freely and no signs of leaks



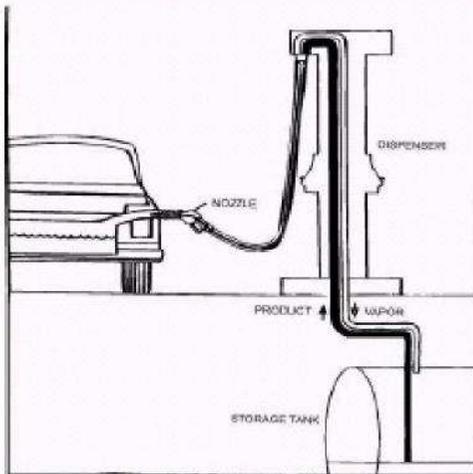
Please **DO NOT SMOKE** during daily & monthly inspections!

- Guard against static discharge during inspections!

**DO YOU KNOW?:** Treat any dispenser fuel filters, rags, or absorbent materials used to clean up dispenser spills as hazardous waste and handle accordingly, unless test proves material nonhazardous.

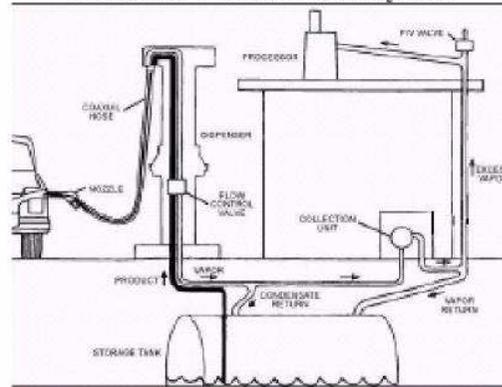
# Types of Stage II Systems, Hoses and Poppets

Picture 1. Vapor Balance System



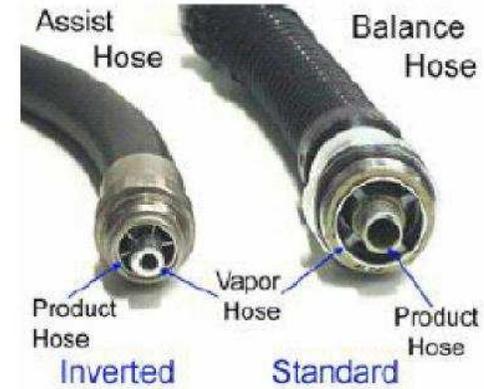
Reprinted with permission from CARB.

Picture 2. Vacuum Assist System



Reprinted with permission from CARB.

Picture 3. Vapor Recovery Hoses



Reprinted with permission from CARB.

## POPPETS

### CORRECT

This is an example of a properly functioning poppet



Reprinted with permission from CARB

### INCORRECT

Poppet valve is stuck in down position and cap is missing.



Reprinted with permission from MD DEP



# Vapor Recovery System Compliance Calendar

## Examples of Hoses with Problems

INCORRECT  
Hose is crimped and has a hole in it.



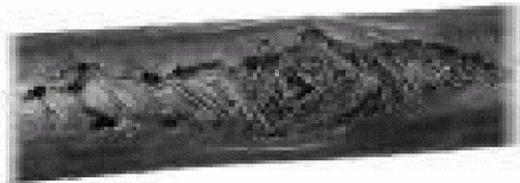
*Reprinted with permission from MD DEP.*

INCORRECT  
Cracked hose.



*Source of Photo Unknown.*

INCORRECT  
Abrasions present on hose.



*Source of Photo Unknown*



Deterioration of Stage II connection hose.  
Courtesy of Va. DEQ – Piedmont Office.

# Underground Storage Tank (UST) Regulatory Background

## **Why are the USEPA and Virginia regulating Underground Storage Tanks (USTs)?**

Underground storage tanks are regulated to protect the environment (soil, ground water and surface water) from being contaminated by releases. Federal and state regulations require tank owners/operators to install upgraded tanks, maintain the tanks and follow certain procedures. Until the mid-1980s, most USTs and piping were made of bare steel, which is likely to corrode over time and allow UST contents to leak into the environment. Faulty installation or inadequate operating and maintenance procedures also can cause USTs to release their contents into the environment. Releases have also been caused by leaks, spills, and overfills from UST systems.

Today in Virginia there are approximately 18,000 active USTs, at approximately 6,000 facilities. Gasoline or other hazardous substance, leaking from service stations, is one of the most common sources of groundwater pollution. The leaking material seeps into the soil and contaminates the groundwater. Approximately one-half of the population of the United States relies on groundwater as their source of drinking water. Groundwater pollution is a serious problem. Approximately 12,000 releases have been documented in Virginia since the Underground Storage Tank Program began. Each one of these releases had the potential to affect drinking water supplies. Many municipal and private wells have had to be shut down as the result of contamination caused by releases from UST systems. In addition, fumes and vapors from releases can travel beneath the ground and collect in areas such as basements, utility vaults, and parking garages where they can pose a serious threat of explosion, fire, and asphyxiation or other adverse health effects.

Prevention and clean up of releases are the two primary goals of the programs that regulate USTs. Cleaning up petroleum releases is difficult and usually expensive; it is much easier and less costly to prevent releases before they happen. The old adage of "an ounce of prevention being worth a pound of cure" is particularly relevant to UST systems.

This calendar and its supplemental section(s) are intended to assist a tank owner/operator to properly operate and maintain the tanks and meet other requirements associated with these tanks.

## **Does this apply to you – is your business affected?**

### **The following USTs do not need to meet federal/state requirements for USTs:**

- Farm and residential tanks of 1,100 gallons or less capacity holding motor fuel used for noncommercial purposes;
- Tanks storing heating oil used on the premises where it is stored;
- Tanks on or above the floor of underground areas, such as basements or tunnels;
- Flow-through process tanks;
- Emergency spill and overfill tanks that are emptied (emptied within 24 hours of capturing the product).



# Vapor Recovery System Compliance Calendar

## Tank Information for Your Facility

	Tank #		Tank #		Tank #		Tank #		Tank #	
<b>Tank Capacity</b> (gallons)										
<b>Substance Stored</b> (if hazardous include CER-CLA name and/or CAS number)										
<b>Material of Construction</b> (check all that apply)	Tank	Piping								
- Fiberglass Reinforced Plastic										
- Coated & Cathodically Protected/STI-P3®										
- Double-Walled										
- Impressed Current System Steel										
- Composite (Steel Clad w/Fiberglass)/ACT100®										
- Lined Interior										
- Polyethylene Tank Jacket										
- Concrete										
- Excavation Liner										
- Asphalt Coated, or Bare Steel										
- Secondary Containment										
- Polyflexible Piping										
- Galvanized Steel										
- Other (specify)										
<b>Has tank or piping been repaired?</b>										
<b>Piping Type:</b>										
- Safe Suction (No check valve at tank)										
- U.S. Suction (No check valve at tank)										
Pressure										
Gravity Fed										

# UST Basic Compliance Requirements

- Yes  No      1. Is/are the tank(s) registered?
- Yes  No      2. Is the facility in compliance with the 1998 UST up-grade requirements?  
 Yes  No      Do you have spill protection (*spill containment provisions at the fill pipe*)?  
 Yes  No      Do you have overfill protection  
 Yes  No      Do you have corrosion protection for the tank(s), and piping?
- Yes  No      3. Does the facility have release "Leak" protection for tanks and pipes?  
 Yes  No      Do you have the Monthly Monitoring/inspection Records available?
- Yes  No      4. Does the facility meet the financial responsibility requirements?
- Yes  No      5. Are there any tanks not in use/closed?  
If there are tanks no longer in use, have they been properly closed (*physical closure, permits, etc.*)?
- Yes  No      6. Are the UST operators trained? (*Class A, B or C*)
- Yes  No      7. Were any UST's installed or repaired after 9/15/2010? If so they must have secondary containment.

## UST Recommended Best Management Practice

Conduct and Record a monthly walk-through inspection (*found on Page 40 and Walk-through Checklist on Page 41*).

## UST Required Records

1. Release Leak Detection – performance and maintenance:
  - ✓ Most recent 12 months of monitoring results and most recent tightness test results. [*If applicable*] Copies of performance claims from leak detection manufacturers.
  - ✓ Records of maintenance, repair and calibration of on-site leak detection equipment.
2. Records showing required inspections and test of corrosion protection system. [*If applicable*]
3. Records showing that the repaired or upgraded UST system was properly repaired or upgraded.
4. At least 3 years after closing UST, must keep records of site assessment results required for permanent closure.
5. Must have records documenting financial responsibility losing UST.
6. Operator training records.



## Vapor Recovery System Compliance Calendar

# Requirements for Release Leak Detection

All tanks today must meet new tank standards. Tanks installed prior to December 22, 1988 were considered existing tanks. All tanks installed after December 22, 1988 are considered new tanks. Any tanks or pipes installed or repaired after 9/15/2010 must have secondary containment.

### New Tanks and Existing Tanks

#### Monthly Monitoring

Monthly Monitoring includes monitoring the integrity of the space between the tank walls - double wall tank (Interstitial) or the tank and secondary containment barrier monitoring; Automatic Tank Gauging; Vapor Monitoring; Groundwater Monitoring; Statistical Inventory Reconciliation; and other methods approved by DEQ. **OR**

#### Inventory Control and a Tank Tightness Test

The Tank Tightness Test can be performed by a certified contractor. In Virginia, the contractor can self certify, or seek third party certification. Option only for 10 years after tank installation, or after adding corrosion protection on existing tanks. Tanks 2,000 gallons and smaller may be able to use manual tank gauging (stick measure).

### New and Existing Pressurized Piping

**Must have an Automatic Line Leak Detector** (*Shutoff Flow Restrictor, or Continuous Alarm*)

#### **AND**

You must perform either **Monthly Monitoring** (*except Automatic Tank Gauging. Note: Automatic Tank Gauging does not check line pressure*), or **Annual Line Tightness Test**

### New and Existing Suction Piping

**No Requirements for certain types of suction systems** (*those that have a single check valve at the dispenser and a line slope back to tank that meets technical specifications*)

#### **OR**

You must perform **Line Tightness testing every 3 years.**

#### **OR**

You must perform **Monthly Monitoring** (*Except Automatic Tank Gauging. Note that Automatic Tank Gauging does not check line pressure*).

# Requirements for Spill and Overfill Protection

## All Tanks

Spill and Overfill protection does not apply to tanks that are filled with 25 gallons or less of a liquid at one time.

**Must Have Spill Protection = Catchment Basins** (*spill buckets*)

**AND**

**Must Have Overfill Protection = Either Automatic Shutoff Device, or Overfill Alarm, or Ball Float Valve**

# Requirements for Corrosion Protection

## Existing Tanks - Additional Options

**Must Have a Cathodically Protected Steel Tank** (*corrosion protection testing required every 3 years*)

**OR**

**Must install a Tank Interior Lining** (*lining must be inspected after 10 years and every 5 years thereafter*)

**OR**

**Must Install a Tank Interior Lining and Cathodic Protection**

## New and Existing Tank/Piping

**Must use Fiberglass Reinforced Plastic (FRP)**

**OR**

**Must use Coated and Cathodically Protected Steel**

**OR**

**Must use Another Approved Material** (*i.e. flexible pipe*)

## Existing Piping - Additional Option Use Cathodically Protected Steel



## Vapor Recovery System Compliance Calendar

# Frequent Walk-Through Inspections - A Best Management Practice

At least monthly, you should conduct basic walk-through inspections of your facility to make sure that your essential equipment is working properly and that you have release response supplies on hand.

These inspections need not be thorough, but they can provide a quick overview of what you can do. You might think of this level of inspection as sort of like the dashboard indicators that we respond to in our automobiles, which provide us with status warnings like "low battery."

### **Quickly check (at the minimum) the following:**

**Release Detection System:** Is your release detection equipment working properly? For example, did you run a quick "self-test" of the ATG to verify it is working properly? Or did you check your manual dip stick to make sure it is not warped or worn?

**Spill Buckets:** Are spill buckets clean, empty, and in good shape?

**Overfill Alarm,** if you have one: Is your overfill alarm working and easily seen or heard?

**Impressed Current Cathodic Protection System,** if you have one: Is your cathodic protection system turned on? Are you checking your rectifier at least every 60 days?

**Fill and Monitoring Ports:** Are covers and caps tightly sealed and locked?

**Spill and Overfill Response Supplies:** Do you have the appropriate supplies for cleaning up a spill or overfill?

**Good UST site management should also include the following quick visual checks, in addition to the above:**

**Dispenser Hoses, Nozzles, and Breakaways:** Are they in good condition and working properly?

**Dispenser and Dispenser Sumps:** Any signs of leaking? Are the sumps clean and empty?

**Piping Sumps:** Any signs of leaking? Are the sumps clean and empty?

---

**If you find any problems during the inspection, you, or your UST contractor need to take action quickly to resolve the problems and avoid serious releases!**

# Frequent Walk-Through Inspection Checklist

**Instructions:** Conduct Walk-Through Inspection and complete Checklist, on a monthly basis. Write the date that each monthly inspection was conducted. Write your initials in the box for each device/system inspected, indicating that the device/system was inspected and OK on that date.

Inspection Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Date of Inspection</b>												
<b>Release Detection System</b> Inspect for proper operation.												
<b>Spill Bucket</b> Ensure spill buckets are clean and empty.												
<b>Overfill Alarm</b> Inspect for proper operation. Can a delivery person hear or see the alarm when it alarms?												
<b>Impressed Current System</b> Inspect for proper operation.												
<b>Fill and Monitoring Ports</b> Inspect all fill/monitoring ports and other access points to make sure that the covers and caps are tightly sealed or locked.												
<b>Spill and Overfill Response Supplies</b> Inventory the emergency spill response supplies. If the supplies are low restock the supplies. Inspect the supplies for deterioration and improper functioning.												
<b>Dispenser Hoses, Nozzles, and Breakaways</b> Inspect for loose fittings, deterioration, obvious signs of leakage or improper functioning.												
<b>Dispenser and Dispenser Sumps</b> Open each dispenser and inspect all visible piping, fittings, and couplings for any signs of leakage. If any water product is present remove it and dispose of it properly. Remove any debris from the sump.												
<b>Piping Sumps</b> Inspect all visible piping, fitting, and couplings for any signs of leakage. If any water product is present remove it and dispose of it properly. Remove any debris from the sump.												



# Vapor Recovery System Compliance Calendar

## UST Resources

### DEQ Contacts

<b>Central Office</b>	Russ Ellison, UST Program Coordinator, (804) 698-4269	
<b>Northern</b>	Cynthia Sale, Remediation Program Manager, (703) 583-3830	Stephen Hughes, Tank Compliance Supervisor, (703) 583-3809
<b>Piedmont</b>	Robyne Bridgman, Remediation Program Manager, (804)527-5057	Kevin Jones, Tank Compliance Supervisor, (804) 527-5103
<b>Tidewater</b>	Tom Madigan, Remediation Program Manager, (757) 518-2115	
<b>Blue Ridge (south)</b>	Dave Miles, Remediation Program Manager, (540) 562-6741	Tim Fletcher, Tank Compliance Supervisor, (434) 582-6255
<b>Blue Ridge (west)</b>	Dave Miles, Remediation Program Manager, (540) 562-6741	Tim Petrie, Tank Compliance Supervisor, (540) 562-6794
<b>Valley</b>	Dave Forrer, Remediation Program Manager, (540) 574-7837	Michael Asma, Tank Compliance, (540) 574-7803
<b>Southwest</b>	Dan Manweiler, Remediation Program Manager, (276) 676-4837	Stephan Martin, Tank Compliance, (276) 676-4840

### Online Resources

DEQ Petroleum Program <http://www.deq.virginia.gov/Programs/LandProtectionRevitalization/PetroleumProgram.aspx>

DEQ Underground Storage Tank <http://www.deq.virginia.gov/Programs/LandProtectionRevitalization/PetroleumProgram/StorageTanks.aspx>

EPA Office of Underground Storage Tanks [www.epa.gov/swerust1/index.htm](http://www.epa.gov/swerust1/index.htm)

### **ALERT - Owners of Pre-1985 Fiberglass Tanks Voluntary Activity to Prevent Tank Failures**

Fiberglass tanks that were manufactured and installed prior to 1985 have occasionally resulted in releases of massive quantities of fuel and significant environmental damage in Virginia. Many of these older tanks did not have protective "strike plates" or "deflection plates" under all openings (*or a designated fill opening*) as UL standards recommend. These older fiberglass tanks are subject to punctures from the repetitive insertion of the inventory stick.

Using a strong magnet on a stick/string you can easily determine if your tank's bottom already contains a metal strike plate under the fill opening. Several vendors provide low cost easy to install devices that fit in the drop tube to protect the tank bottom. It is anticipated that a release from an unprotected tank due to penetration of the tank bottom by inventory sticking may be considered negligence on the part of the owner and would disqualify the release from cleanup reimbursement from the Petroleum Storage Tank Fund.



# Vapor Recovery System Compliance Calendar

## Inspection Tips

### Inspection of Facility Information

1. type of Stage II system
2. the manufacturer of the Stage II system
3. the number of gasoline dispensers
4. the number of nozzles per gasoline dispenser
5. the monthly throughput of gasoline

### Inspection of Facility Records

1. the Stage II Facility Registration and Compliance (FRC) Form
2. training documentation for at least one current, full time employee on the proper operation of the Stage II system
3. comprehensive maintenance records that include information about damaged equipment and repair.
4. results of Stage II system tests, which should be conducted every five years. Note that many manufacturers highly recommend that vapor recovery systems be tested annually to ensure proper function.
5. records of daily and monthly inspections of Stage II equipment .  
All records must be up-to-date, and must be maintained for at least 2 years, unless otherwise stated. Copies of source records are permitted, if the original documents are maintained at a central location for the source and are presented in a timely fashion.

### Inspection of Storage Tanks

1. presence of locking cap(s) on all of the fill adapters and vapor poppets
2. whether the locking cap seals tightly on the fill pipe
3. whether the gasket on the locking cap is in good condition
4. whether the drop tube collar is tight and/or working properly
5. condition of the spill containment bucket and whether spill containment bucket is dry and free of debris
6. presence of a p/v valve on the vapor line
7. presence of a poppet on vapor pipe
8. whether the poppet is functioning properly
9. whether the fill adapters and vapor poppets tight

### Inspection of Vent Pipes

1. presence of the vent cap
2. any signs that the vent cap may have been tampered with that would prevent its proper functioning
3. vent caps are not emitting vapors on a continuous basis

### Inspection of Gas Dispensers

1. presence of the Stage II decal
2. correct information on the Stage II decal (i.e. instructions, with illustrations, on how to insert the nozzle, dispense gasoline, and how to remove the nozzle; a warning against attempts to continue refueling after automatic shutoff)
3. condition of the nozzle, whether the nozzle is damaged, loose, and/or leaking gasoline
4. whether the nozzle boots are torn, slit, taped, or loose
5. whether the vapor holes on the nozzle are clogged (if applicable)
6. whether the locking collar is loose and/or missing
7. condition of the hoses
8. length of the hose (It is recommended that the hose(s) not drag on the ground when nozzle is resting in cradle of the tank dispenser; allowing the hose(s) to drag on the ground will significantly reduce the life span of the hose and will result in higher operating costs)
9. breakaways and whether they are installed properly
10. presence of any vapor stains
11. excessive fumes
12. whether any of the dispensers/pumps were marked out of order
13. note the type of nozzles and type of dispensers being used and verify that the equipment being used is compatible

# Stage II Resources

## DEQ Contacts

**Northern Regional Office** Dave Hartshorn, Air Compliance Manager, Woodbridge, (703) 583-3800

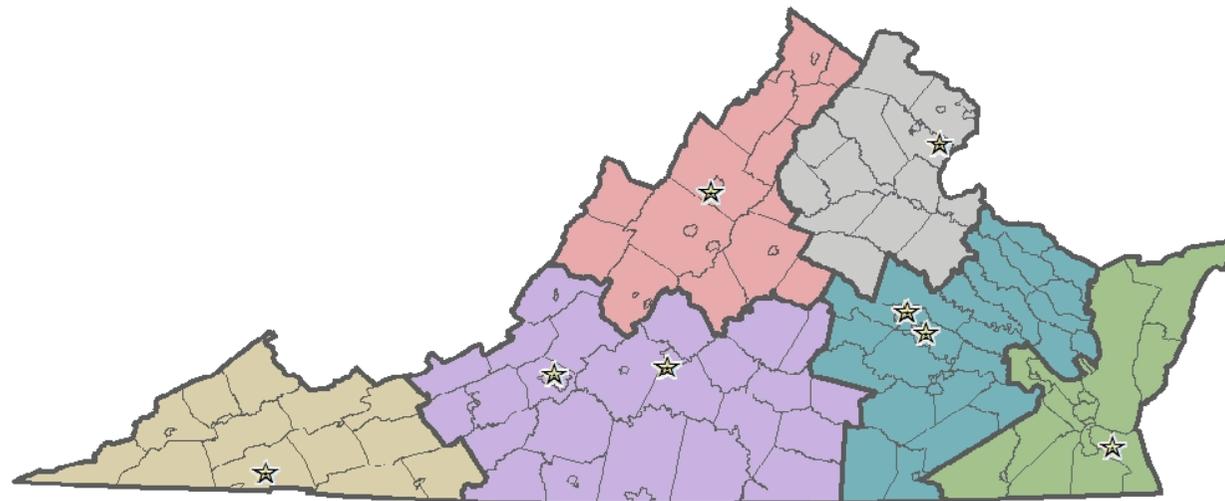
<http://www.deq.virginia.gov/AboutUs/Contacts.aspx> - See Locations

**Piedmont Regional Office** Dave Robinett, Air Compliance Manager, Richmond, (804) 527-5020

<http://www.deq.virginia.gov/AboutUs/Contacts.aspx> - See Locations

**Central Office**

Mike Dowd, Small Business Assistance Ombudsman, (804) 698-4394



Color Code	Regional Office	Address	Phone #	Fax #
	Valley Regional Office	P.O. Box 3000, Harrisonburg, Va. 22801	(540) 574-7800	(540) 574-7878
	Northern Regional Office	13901 Crown Court, Woodbridge, Va. 22193	(703) 583-3800	(703) 583-3821
	Piedmont Regional Office	4949-A Cox Road, Glen Allen, Va. 23060	(804) 527-5020	(804) 527-5106
	Tidewater Regional Office	5636 Southern Blvd., Virginia Beach, Va. 23462	(757) 518-2000	(757) 518-2103
	Blue Ridge Regional Office	7705 Timberlake Road, <b>Lynchburg</b> , Va. 24502	(434) 582-5120	(434) 582-5125
	<b>Combined Lynchburg areas and Roanoke areas in to one region with 2 offices.</b>	3019 Peters Creek Road, <b>Roanoke</b> , Va. 24019	(540) 562-6700	(540) 562-6725
	Southwest Regional Office	355 Deadmore Street, P.O. Box 1688, Abingdon, Va. 24212	(276) 676-4800	(276) 676-4899

Visit [www. http://www.deq.virginia.gov/AboutUs/Contacts.aspx](http://www.deq.virginia.gov/AboutUs/Contacts.aspx)

# Example of Stage II Decal for Gasoline Dispensers

## **NOZZLE OPERATION**

**THE GASOLINE DISPENSER IS FITTED WITH  
SPECIAL NOZZLES TO PROTECT YOU FROM  
BREATHING GASOLINE VAPORS AND TO  
REDUCE AIR POLLUTION**

- 1. INSERT NOZZLE COMPLETELY INTO FILL PIPE**
- 2. AFTER PUMPING WAIT THREE (3) SECONDS TO  
ALLOW NOZZLE TO DRAIN.**

## **AVOID SPILLAGE DO NOT TOP OFF TANK**

**REPEATED ATTEMPTS TO PUMP GASOLINE AFTER THE  
AUTOMATIC SHUT-OFF INDICATES YOUR TANK IS FULL  
MAY RESULT IN SPILLS OR RECIRCULATION OF GAS.**

**DIRECT QUESTIONS OR COMPLAINTS TO:  
NORTHERN VIRGINIA AREA – (703) 583-3800  
RICHMOND AREA – (804) 527-5020**

**COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY  
Stage II - Facility Registration and Compliance Form**

Completion of this form is required by and satisfies the requirements of the Virginia Department of Environmental Quality (DEQ) Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities, AQP-9. Failure to provide complete and accurate information may delay the operation of your facility. Complete items 1 - 7 PRIOR to installation of vapor recovery equipment and send a copy of this form to DEQ. Within 30 days of testing the entire vapor recovery system, complete item 8, attach the test results, and send the completed copy of this form to DEQ.

**PLEASE TYPE OR PRINT CLEARLY**

<b>1. FACILITY</b>	
<b>OWNER:</b> Name:	Phone:(     )
Business Mailing Address:	ZipCode+4:
City, State:	
<b>2. FACILITY</b>	
<b>OWNER/LESSEE:</b> Name:	Phone:(     )
Business Mailing Address:	ZipCode+4:
City, State:	
<b>3. FACILITY</b>	
<b>INFORMATION:</b> Name:	Phone:(     )
Business Mailing Address:	ZipCode+4:
City, State:	
<b>4. TYPE OF VAPOR COLLECTION AND CONTROL SYSTEM (circle only one)</b> <b>VAPOR BALANCE                      VACUUM ASSIST                      OTHER:</b>	
<b>5. VAPOR COLLECTION AND CONTROL EQUIPMENT INFORMATION: Only equipment that has already been approved and certified by the California Air Resources Board (CARB) is acceptable.</b>	

Equipment	# of	Manufacturer's Name	Model Number	CARB #	(Executive Order #)
Nozzles					
Hoses					
Dispensers					

<b>6. ANTICIPATED DATES OF INSTALLATION:</b>						
Underground:			Above Ground Equipment:			
Month	Day	Year	Month	Day	Year	

<b>7. STATEMENT OF NOTIFICATION: (Sign and return one copy)</b> I certify that I have provided the above information, and to the best of my knowledge it is true and complete.	
(Signature of legally responsible person)	Date
Name: _____	Phone: (     ) ____
Business Mailing Address: _____	
City, State _____	Zip Code +4
<b>8. STATEMENT OF COMPLIANCE:</b> (sign and return a copy when the installation of equipment has been completed): I certify that the equipment listed in item #5 above has been installed and tested in accordance with AQP-9, C1 or C2. (Attach Documentation)	
(Signature of legally responsible person)	Date

**Return Forms to the Appropriate Office.**  
 In Northern Virginia area: DEQ-Air Division, 13901 Crown Court, Woodbridge, VA 22193; (703) 583-3800. In the Richmond area: DEQ-Air Division, 4949 A Cox Road, Glen Allen, VA 23060; (804) 527-5020.

## INDEPENDENT SMALL BUSINESS GASOLINE MARKETER AFFIDAVIT & WORKSHEET FOR CERTIFICATION OF STAGE II VAPOR RECOVERY EQUIPMENT EXEMPTION

Commonwealth of Virginia  
City/County of:

**I certify that:**

I am an independent small business gasoline marketer engaged in the marketing of gasoline and I do own the following gasoline dispensing facility located in the Commonwealth of Virginia:

**Facility Name:** \_

**Facility Address:**

1. Is the above facility used exclusively for the refueling of marine vehicles, aircraft, farm equipment, and/or emergency vehicles?  <i>If YES - STOP here. Sign, notarize and return this document to the Va. DEQ.</i>	<b>Yes or No</b>
2. What is the above facility's Average Monthly Throughput (AMT) in gallons? AMT Gallons = _____ gallons.	
Is the AMT <b>LESS</b> than 10,000 gallons?  <i>If YES - STOP here. Sign, notarize and return this document to the Va. DEQ.</i>	<b>Yes or No</b>
3. Do you own the above gas dispensing facility AND are you required to pay for the procurement and installation of vapor recovery equipment?  <i>If NO - STOP here. Return this document the Va. DEQ with the contact information of the owner of the gas dispensing facility.</i>	<b>Yes or No</b>
4. *What percentage of your annual income is from the marketing of gasoline?	_____ %
*Are you a refiner of gasoline?  <i>If YES - then what percentage of your annual income if from the refining of gasoline?</i>	<b>Yes or No</b>  _____ %
5. Does a refiner own more than 50% of your business?	<b>Yes or No</b>
6. Does your business own more than 50% of a refiner?	<b>Yes or No</b>
7. Does another company/person own more that 50% of your business?	<b>Yes or No</b>
8. If YES – does that company/person own more that 50% of a refiner?	<b>Yes or No</b>
9. Is your business directly or indirectly affiliated with a refiner, company or person? <i>If YES – then:</i>	<b>Yes or No</b>
10. Do they own more than 50% of a refiner or,	<b>Yes or No</b>
11. Does a refiner own more that 50% of them?	<b>Yes or No</b>
12. Is this affiliation solely by means of a supply contract or trademark agreement?	<b>Yes or No</b>
<b>* NOTE: Use Worksheet on page 3 to complete this information. Submit worksheet with the affidavit.</b>	

I swear that the information contained in this Affidavit is true, accurate and complete.

\_\_\_\_\_  
(Signature of Marketer)

\_\_\_\_\_  
(Print Name of Marketer)

Subscribed and sworn to before me by \_\_\_\_\_ (Name of Marketer) on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_ .

## INDEPENDENT SMALL BUSINESS GASOLINE MARKETER WORKSHEET

Facility Name:

Facility Owner:

Facility Location:

<b>A. Gross Income</b> (Total income for the most recent calendar year)	\$
<b>B. Gross Income from Gas Sales</b> (Income from gas sales ONLY - DO NOT include diesel, for the same 12 months used in Question A)	\$
<b>C. Gasoline Sales % =</b> (Answer to Question B divided by Answer to Question A) x 100	%
<b>D. Gallons of gas pumped in the last two calendar years</b>	gallons
<b>E. Average Monthly Throughput</b> = (Answer to Question D divided by 24)	gallons

I agree that these figures are accurate and I have **attached documentation** that shows Gross Income, Gross Income from Gasoline Sales for the last calendar year; and, Gasoline Throughput for the last two calendar years.

Owner's Signature:

Corporation's Name:

Date: \_\_\_\_\_

## **GUIDANCE MEMORANDUM**

---

**TO:** Regional Directors  
Director, Land Protection and Revitalization  
Regional Air Compliance Managers  
Regional Enforcement Managers  
Manager, Office of Air Compliance Coordination  
Manager, Underground Storage Tanks Program

**CC:** James Golden, Deputy Director for Operations  
Richard Weeks, Chief Deputy

**FROM:** Michael G. Dowd, Director, Air Division  
Jefferson D. Reynolds, Director, Enforcement Division

**SUBJECT:** Enforcement Discretion Guidance for New & Modified Gasoline Dispensing Facilities  
Related to Installation of Stage II Vapor Recovery Systems

**DATE:** August 8, 2012

---

### **Introduction and Background**

The Department of Environmental Quality (DEQ) is providing this guidance document in response to questions regarding the Environmental Protection Agency's (EPA) May 16, 2012, waiver of Stage II Vapor Recovery Systems (Stage II) implementation requirements. Current regulatory requirements for Stage II can be found in the Virginia State Air Pollution Control Board Regulations for the Control and Abatement of Air Pollution, 9 VAC 5 Chapter 40, Existing Stationary Sources, Part II, Emission Standards, Article 37, Emission Standards for Petroleum Liquid Storage and Transfer Operations (Rule 4-37). Section 9 VAC 5-40-5220(F) requires affected Gasoline Dispensing Facilities (GDFs) located in the Northern Virginia and Richmond Volatile Organic Compound (VOC) Emission Control Areas to install, certify, maintain and test Stage II systems.

Due to the required installation of on-board refueling vapor recovery (ORVR) systems for all passenger cars since 2000, all light trucks since 2003, and all medium duty trucks since 2006, EPA has estimated that beginning in 2013 70% of all vehicles will be equipped with ORVR to capture the vapors, rendering the use of Stage II systems redundant. In light of the prevalence of ORVR and EPA's expectations of diminishing emissions benefits from Stage II and publication of the final May 16, 2012 determination by EPA, DEQ believes it is difficult to justify continuing to require new GDFs to incur the cost of installing Stage II. From this point forward, therefore, DEQ will exercise enforcement discretion with respect to new GDFs that do not install and maintain Stage II equipment, provided they comply with the criteria outlined in this guidance, thereby relieving them of the costs associated with Stage II requirements. This guidance is effective until 9 VAC 5-40 Article 37 has been revised accordingly.

## Discussion

Gasoline is a volatile liquid. If not contained, its vapor escapes into the ambient air. The Clean Air Act (CAA) requires two controls for capturing gasoline vapor during vehicle refueling: 1) so-called Stage II, pursuant to CAA § 182(b)(3); and 2) ORVR, pursuant to CAA §202(a)(6). Stage II captures vapor displaced from the vehicle fuel tank during refueling and returns it to the gasoline dispensing facility storage tank. CAA Section 182(b)(3)'s Stage II requirements apply in certain ozone nonattainment areas and maintenance areas. In contrast to Stage II, ORVR directs the vapor away from the fuel tank fill pipe and into an activated carbon canister on the vehicle.

As ORVR-equipped vehicles replace older vehicles without ORVR, EPA estimates that the amount of displaced gasoline vapors available for capture by Stage II continually diminishes. Accordingly, CAA §202(a)(6) allows the EPA administrator to waive Stage II requirements once ORVR is in widespread use. On May 16, 2012, EPA determined ORVR to be in widespread use for the national highway fleet. Several states already have eliminated Stage II based on the following criteria: 1) EPA's widespread use modeling parameters; 2) the state's vehicle fleet characteristics; 3) the benefits/costs of keeping Stage II to capture vapors from older vehicles that do not have ORVR; and 4) the potential for fugitive emissions resulting from certain incompatibilities between ORVR and Stage II equipment.

## Enforcement Discretion

DEQ will exercise enforcement discretion by not assessing a violation to new or modified GDFs for failure to comply with current Stage II requirements in 9 VAC 5-40-5220 (F), thereby allowing new or modified GDFs to be constructed without Stage II systems. For purposes of this guidance a new or modified GDF is a facility that, after July 1, 2012:

1. Begins dispensing fuel for the first time;
2. Excavates below a shear valve or tank pad in order to repair or replace its Stage II system or an underground storage tank;
3. Installs a new dispenser system. A dispenser system is considered new when:
  - a. A dispenser is installed at a location where there previously was no dispenser (new UST system or new dispenser location at an existing UST system), **or**
  - b. An existing dispenser system is removed and replaced with a brand new dispenser system manufactured without Stage II, provided all decommissioning requirements and any UST secondary containment and under-dispenser containment requirements (if applicable) have been met.
4. Undergoes major system modification. See 9 VAC 5-40-5210C - "Major system modification" means the replacement, repair or upgrade of 75% of a facility's Stage II vapor recovery system equipment.

## Decommissioning

Any new or modified GDF that qualifies for enforcement discretion pursuant to the previous section that discontinues operation of all or part of its existing Stage II system must complete steps 1, 2, and 3 listed below:

1. **Notify DEQ in writing that it intends to act** in accordance with this enforcement discretion **prior** to removing or discontinuing all or part of its existing Stage II system. All notifications must include:
  - a. Name, address, contact name, phone number and Registration number of GDF;
  - b. Details and cost of project, and name of service provider for the project;
  - c. Start date and projected completion date; and
  - d. A copy of this notification must be kept with on-site records.
  
2. Decommission the discontinued Stage II system or in the case of removal and replacement of an existing dispenser system, decommission each dispenser system piping in accordance with all applicable steps provided in the **Petroleum Equipment Institute Recommended Practices for Installation and Testing Of Vapor Recovery Systems at Vehicle-Fueling Sites, PEI/RP300-09, Section 14, Decommissioning Stage II Vapor Recovery Piping;**
  
3. **Notify DEQ in writing no later than 30 days after** decommissioning all or part of a Stage II system. All notifications should be sent via email [osba@deq.virginia.gov](mailto:osba@deq.virginia.gov) or mailed to the Department of Environmental Quality, Air Division, Office of Air Compliance Coordination, P.O. Box 1105, Richmond, Virginia 23218 (**Attention: OSBA – Stage II Decommission**). All notifications must include:
  - a. Name, address, contact name, phone number and Registration number of GDF;
  - b. Name and phone number of qualified technician and/or qualified service provider who decommissioned the Stage II equipment;
  - c. Date decommissioning was complete and type of Stage II system;
  - d. Steps used in decommissioning or attach completed PEI RP300 checklist form;
  - e. Copy of pressure decay test conducted after decommissioning was complete;
  - f. Statement from the service provider verifying the storage system has been left in a condition that will reliably prevent the release of any vapors or liquids from any component of the storage system associated with the Stage II system; and
  - g. A copy of this notification must be kept with on-site records.

Please be advised that DEQ's Stage II regulation, 9 VAC 5-40 Article 37 is part of the Virginia SIP and is, therefore, enforceable as a federal requirement. The federal requirement remains in place irrespective of DEQ's exercise of enforcement discretion. In addition, notwithstanding this guidance document, GDFs are required to comply with all other state or federal regulations as applicable (*i.e. CFR 63, Subpart CCCCC, remainder of Rule 4-37, and Rule 4-25*), and any final regulation phasing out the Stage II program must be approved by EPA.

## Existing GDFs

All existing facilities that do not meet the criteria above and currently equipped with Stage II systems must continue to certify, maintain, test and must continue to comply with all existing Stage II

requirements in 9 VAC 5-40-5220(F) until such time as the Virginia Stage II regulatory requirements for existing facilities are repealed. DEQ may exercise enforcement discretion on a case-by-case basis in situations where an existing GDF must incur significant capital costs to properly operate and maintain its Stage II equipment but where such costs do not amount to a major Stage II system modification provided the facility submits a written request and whereby a case determination is made by DEQ granting or denying such request.

## **Underground Storage Tanks (UST)**

Nothing in this guidance relieves an UST owner or operator from the duty to comply with the technical requirements described in the Underground Storage Tanks: Technical Standards and Corrective Action Requirements Regulation (9 VAC 580). In particular, tank system upgrades and new installations may trigger secondary containment and under-dispenser containment requirements. Please see §25-58050.7 for the relevant containment requirements. Questions regarding UST/AST can be directed to the UST & AST Program Coordinator, Russell Ellison (804) 698-4269.

Questions regarding Stage II or this guidance can be directed to the Office of Air Compliance Coordination, (804) 698-4000 – Office of Air Compliance and Coordination or information can be found at [www.deq.virginia.gov/Programs/Air/SmallBusinessAssistance.aspx](http://www.deq.virginia.gov/Programs/Air/SmallBusinessAssistance.aspx)

# January 2016

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>
3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>
10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>
17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>
24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>
31 <b>MONTHLY</b> <input type="checkbox"/>						

# February

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



DEQ Compliance Calendar for Gasoline Dispensing Facilities

# February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>
7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>
14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>
21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>
28 Daily Inspection <input type="checkbox"/>	29 (leap year) <b>MONTHLY INSPECTION</b> <input type="checkbox"/>					

# March

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>
6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>
13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>
20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>
27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>		

# April

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## April 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>
3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>
10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>
17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>
24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>

# May

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



DEQ Compliance Calendar for Gasoline Dispensing Facilities

May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>
8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>
15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>
22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>
29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>				

# June

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>
5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>
12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>
19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>
26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>		

# July

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## July 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>
3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>
10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>
17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>
24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>
31 <b>MONTHLY</b> <input type="checkbox"/>						

# August

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



# DEQ Compliance Calendar for Gasoline Dispensing Facilities

## August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>
7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>
14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>
21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>
28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>			

# September

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



DEQ Compliance Calendar for Gasoline Dispensing Facilities

# September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>
4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>
11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>
18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>
25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>	

# October

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



DEQ Compliance Calendar for Gasoline Dispensing Facilities

# October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Daily Inspection <input type="checkbox"/>
2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>
9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>
16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>
23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>
30 Daily Inspection <input type="checkbox"/>	31 MONTHLY <input type="checkbox"/>					

# November

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



DEQ Compliance Calendar for Gasoline Dispensing Facilities

# November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>
6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>
13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>
20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>
27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 <b>MONTHLY INSPECTION</b> <input type="checkbox"/>			

# December

Is the Facility Registration and Compliance Form (FRC) up to date?      YES NO  
 Are the Training Certificates up-to-date for your current employees?      YES NO  
 Do you have a copy of your most recent test results on site?      YES NO

## Monthly Inspections — Perform Last Working Day of Each Month

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record	
<b>STAGE I VAPOR CONTROL SYSTEM — Underground Storage Tanks</b>						
Spill containment buckets clean and dry	Y	N	Y	N	Y	N
Caps locked on, with gaskets in place	Y	N	Y	N	Y	N
Fill tube/adaptor not damaged, or loose	Y	N	Y	N	Y	N
Pressure vacuum vent installed, not damaged	Y	N	Y	N	Y	N
<b>STAGE II VAPOR CONTROL SYSTEM — Gasoline Dispensing Equipment</b>						
<b>HOSE(S)</b>						
Hose proper length	Y	N	Y	N	Y	N
No kinks, flat spots, tears, or cuts	Y	N	Y	N	Y	N
<b>NOZZLE BELLOWS</b> (1/4" rod test)	Y	N	Y	N	Y	N
<b>NOZZLE FACEPLATE/CONE</b>						
No tears or rips, not loose from nozzle	Y	N	Y	N	Y	N
<b>NOZZLE</b>						
Auto shutoff working properly *	Y	N	Y	N	Y	N
<b>VAPOR PROCESSING UNIT WORKING</b>	Y	N	Y	N	Y	N
<b>STAGE II DECAL ON DISPENSERS</b>	Y	N	Y	N	Y	N

### Stage I Requirements

Please review the guidance documents found on pages 26-29.

### Stage II Requirements

Please review the guidance documents found on pages 30-34.

\* Some local municipal Fire Marshals require that **HOLD OPEN LATCHES** be removed or disabled.

I certify the monthly inspection results to be accurate: \_\_\_\_\_

Print Name

Signature

Date

## Maintenance Records for Stage I and Stage II Systems

Problem/Solution (Pump #)	Part	Date	Manufacturer



DEQ Compliance Calendar for Gasoline Dispensing Facilities

# December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>
4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>
11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>
18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>
25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 <b>MONTHLY INSPECTION <input type="checkbox"/></b>

**NOTE: DEQ will not be supplying compliance calendars for 2017 and beyond due to decommissioning of Stage II Systems allowed.**

**IF YOU CONTINUE TO KEEP YOUR STAGE II SYSTEM UP AND RUNNING AND DO NOT PLAN TO DECOMMISSION THE SYSTEM YOU MUST CONTINUE TO DO AND KEEP DAILY, MONTHLY, MAINTENANCE, TESTING RECORDS.**