

APPENDIX D
INSPECTION FORMS AND PROCEDURES

**Drum And Small Container Storage And Handling Facility
Weekly Inspection Checklist**

Facility:		Inspector:	
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Item to Inspect	Acceptable	Unacceptable	Corrective Action
Storage/work areas are free of spills/ leaks			
Containers not leaking, rusted, deteriorated			
Containers have closed lids or bung holes			
Incompatible HS are not stored together			
Containers are stored off the floor/ground, in containment areas			
Drip pans are used under spigots and free of liquid			
Spigots, pumps, hoses, valves not leaking			
Containment areas are free of debris and liquid accumulations			
Containment/drainage structures are intact, no cracks, breaches			
Emergency equipment is operational, complete			
Storage/handling equipment is properly used, in good condition			
Clean/orderly areas, adequate aisle space			
Containers are labeled			

Inspector Signature		Date	
Supervisor Signature		Date	

**Bulk Storage And Transfer Facility
Daily Inspection Checklist**

Facility:		Inspector:	
Tank #:		Contents:	
Fill Level:			

Item To Inspect	Acceptable	Unacceptable	Corrective Action
Tank wall condition (not leaking)			
Fill valve is closed and locked			
Dike drain valve is closed and locked			
Valves condition (not leaking)			
Overfill control equipment functioning (before each product transfer operation)			
Inlet flow rate is sufficiently limited			
Pipes, hoses, fittings, connections not leaking			
Pipes, valves, hoses fittings, connections, not dented or damaged by traffic			
Evidence of leakage on the ground			
Adequate freeboard			
No debris found in containment area			

Inspector Signature		Date	
Supervisor Signature		Date	

**Bulk Storage And Transfer Facility
Weekly Inspection Checklist**

Facility:		Inspector:	
Tank #:		Contents:	

Item To Inspect	Acceptable	Unacceptable	Corrective Action
Roof vents clear			
Roof drains clear			
Liquid level gauging equipment operating properly			
Emergency shutoff valves operating properly			
Pressure relief devices unobstructed			
Grounding lines and connections not loose or corroded			
Fire extinguishing equipment in place, operates properly			
Containment dike intact (no cracks, holes or breaches)			
Containment dike does not require draining			
Oil/water separator or equivalent does not require pumping			
Oil/water separator discharge is clear			

Inspector Signature		Date	
Supervisor Signature		Date	

**Bulk Storage And Transfer Facility
Monthly Inspection Checklist**

Facility:		Inspector:	
Tank #:		Contents:	

Item To Inspect	Acceptable	Unacceptable	Corrective Action
Tank shell and roof not cracked/corroded, no structural damage			
Tank seams or welds not cracked, leaking or corroded			
Tank rivets/bolts not loose, missing or corroded			
Coating not bubbled, cracked or damaged			
Tank foundation not cracked, eroded or settled unevenly			
Tank supports/saddle not deteriorated or buckled			
Tank has not slipped from foundation or support			
Pipe supports not deteriorated/damaged, sagging or loose			
Piping, valves, fittings, couplings not leaking, corroded or damaged			
Cathodic protection system functioning properly			

Inspector Signature		Date	
Supervisor Signature		Date	

**Annual Tank Internal Visual Inspection
(At scheduled down-time)**

Facility:		Inspector:	
Tank #:		Contents:	

Item To Inspect	Acceptable	Unacceptable	Corrective Action
Condition of liner			
Condition of welds, seams			
Condition of tank walls			
Condition of tank bottom			
Observations:			

Inspector Signature		Date	
Supervisor Signature		Date	

Daily Facility Security Procedures

Facility:		Inspector:	
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Check the following items prior to leaving the facility at the end of each working day:	Check
All entrance doors to the facility or building are closed and locked	
Master flow control valve, draw valve, and any other flow control valves in tanks are locked in the closed position	
Drainage valves from diked areas are locked in the closed position	
Starter controls on all chemical pumps are locked in the "off" position	
All access gates to fenced equipment and facilities are closed and locked (unless guarded continuously)	
All security lighting is operating and in good condition	
Warning signs are clearly visible and unobstructed	
Observations:	

Inspector Signature		Date	
Supervisor Signature		Date	

