

Annual Functionality Forms with Uncorrected Deficiencies

Effective Date: January 17, 2018

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Question/Issue

What should an inspector do when he/she receives an Annual Functionality Test report cover page, TR-WM-139, with uncorrected deficiencies?

Procedure

Service companies are required to immediately report deficiencies found during Annual Functionality testing to the department. Inspectors routinely receive these Annual Functionality test reports on form TR-WM-139 from the DATCP Weights and Measures email address. Below is a list of common uncorrected deficiencies found on Annual Functionality test reports that must be investigated. The following guidance is provided to ensure deficiencies are corrected in a timely manner and that the department has a uniform approach.

The list of items to investigate are:

- Any failure of leak detection equipment
- Any failure of a leak detection test
- Cracked/failing spill bucket
- Cracked/failing sump or sump component
- Product in any sump
- Any noted leak
- Overfill Alarm not functioning
- Overfill drop tube not pulled or inspected
- Open/broken electrical connection/junction box

If a site is not within a planned inspection route the following week, or is at a great distance, an inspector may:

- Complete the enforcement action questionnaire in WinWam with an inspection reason code “admin order no site visit” and “other”
- Include notes that explain the deficiency identified on the verification form, and instructions on sending proof of correction to the inspector.
- Acceptable proof would be a copy of the service company report
- Mail or email the 10 day order to the owner identified on CRM registration

If there are no responses/repairs within the 10 day order deadline, the inspector will travel to the site to issue the 5 day order. Further levels of enforcement will follow department policy.

Items that are not required on the Annual Functionality report, but are sometimes included (i.e. notes of test results of the Cathodic Protection system) often have time frames within which a site owner is to correct the deficiency. These corrections should be confirmed in the next annual inspection.

-  [ATCP 93](#)
-  [ATCP 94](#)
-  [Stat. 168](#)
-  [ASTM](#)
-  [TR-WM-139 Annual Functionality Verification Form](#)

If during the Annual inspection of an Underground Storage tank system, an inspector finds a TR-WM-139 that has deficiencies, but the inspector has not previously received, a scan of the document must be taken and emailed to Alicia.clark@wisconsin.gov.