

## Fuel/Water Procedure Checklist – Retail Facilities

*Inspector:* \_\_\_\_\_ *Date:* \_\_\_\_\_ *Facility:* \_\_\_\_\_

	Complete	Code Ref.	Comments
	<b>Safety</b>		
	- Environment safe	ASTM 4057/P&P	
	- Block off working area	ASTM 4057/P&P	
	<b>Safety Equipment</b>		
	- Safety glasses	ASTM 4057/P&P	
	- Gloves	ASTM 4057/P&P	
	- Safety Toe Shoes/Boots	ASTM 4057/P&P	
	- Safety vest	ASTM 4057/P&P	
	- Safety/traffic cones	ASTM 4057/P&P	
	<b>Containers</b>		
	- Gas in Red Can; Oil in other than Red	Chapter 168	
	- Check for a good seal	P&P	
	- No leaking containers	P&P	
	<b>Sample Collection</b>		
	- Nozzle in contact with container	ASTM 4057/P&P	
	- Flush 2 gallons through hose	Chapter 168/ATCP 94	
	- Flush sample can prior to taking sample (or clean can from the lab)	ASTM 4057/P&P	
	- Fill sample can 75%-80%	ASTM 4057/P&P	
	- Visual - Sample is clear and bright	ASTM 4814 Sec. 6	
	- Field Equipment: screen oils with LEL Meter	P&P	
	- Field Equipment: water extract gas and gas/alcohol products	P&P	
	- Seal can tightly – no vapors/leaks	P&P	

- Label sample can (hold sample if not clear & bright)	P&P	
- Return flushed fuel and other samples to proper tank(s)	P&P	
- Use Funnel provided (if applicable)	P&P	
- Return to lowest grade (gas)	P&P	
- Return Fuel Oil to proper tank(s)	P&P	

**Water Checks In USTs**

- Apply paste on stick for several inches	Chapter 168/ATCP 93/ATCP 94	
- Hold on bottom for 1 minute	Chapter 168/ATCP 93/ATCP 94	
- Observe Color of Paste	Chapter 168/ATCP 93/ATCP 94	
-- No Water Found	Chapter 168/ATCP 93/ATCP 94	
-- Water found (no color change)	Chapter 168/ATCP 93/ATCP 94	
*Phase Separation (color change ethanol product)		
**Tank Sampling may be required		

ASTM 4057/ ATCP  
94

**Tank Sampling (possible contamination)**

- Determine proper thief 4" or 12"	ASTM 4057	
- Obtain bottom sample (middle & top if drop tube removed/or have the drop tube removed)	ASTM 4057	
- Obtain representative sample with clear plastic bailer	ASTM 4057	
- Sample Clear and Bright	ASTM 4814 sec. 6	
- Label sample cans	P&P	

**STOP SALE – RED TAG**

- Obtain tank monitor inventory & leak detection	Chapter 168/ATCP 93/ATCP 94	
- Red-Tag dispenser nozzles affected	Chapter 168/ATCP	

		93/ATCP 94	
	- Blenders: Red-Tag involved products	Chapter 168/ATCP 93/ATCP 94	
	- Blenders: Additional sampling completed	Chapter 168/ATCP 93/ATCP 94	
	- Red-Tag fill cap of tank contaminated	Chapter 168/ATCP 93/ATCP 94	
	- Observe pump out/pipe lines blown back to the tank	P&P	
	- Ensure proper disposal of product	P&P	
	- Investigate cause of contamination	Chapter 168/ATCP 93/ATCP 94	
	-- Check all tank top access points (fill cap,probe,vapor recovery, vent)	Chapter 168/ATCP 93/ATCP 94	
	-- Ordered tightness test	Chapter 168/ATCP 93/ATCP 94	

**Resume Fuel Operations**

	- Obtain tank monitor inventory & leak detection	ATCP 93	
	- Check tank for water	Chapter 168/ATCP 93/ATCP 94	
	- Check dispenser for new filters		
	- Sample resupplied tank & dispenser(s)	Chapter 168/ATCP 93/ATCP 94	
	- Lab test results meet specs	Chapter 168/ATCP 93/ATCP 94	
	- Remove Red-Tags	Chapter 168/ATCP 93/ATCP 94	