Tanks Database User Guide

UST 3rd Party Inspections Web Application

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					Review Upload
Advanced Search					
			Add UST Site	Add GWP	
	Registration Number: Site Name: Site Address: Site City: County: Supplemental Loc: Site Status: Site Owner:	CityStatus Type	d Party Inspections UST	of Iowa Home	DNR Home Site Policy



Iowa Department of Natural Resources
Underground Storage Tank Section
502 East 9th Street
Des Moines, IA 50319-0034
(515-725-8200)
www.iowadnr.gov/ust

Release #4.1.5112 April 16, 2015

Revision History

Name (Author)	Date	Change and Reason For Changes (Description)	Version
Jon Moeller	3/14/2013	Initial Version	1.0
Tom Collins	3/22/2013		
Tom Collins	6/7/2013	Central Office Version edited for inspections	
Tom Collins	6/11/2013	Updated for Creating an Account	
Tom Collins	02/11/2015	Updated Screen Shots and Content	4.1.5105
Tom Collins	04/16/2015	Updated Screen Shots and Content	4.1.5112

Table of Contents

Creating an Enterprise A&A Account	1
After Log-In	3
Other Main Options	4
UST Third-Party Inspections	5
Search for Inspection(s)	6
Add Inspection Date	6
Add New Site (Central Office)	6
Create Inspection	7
View Previous Inspections	7
View Inspection List	8
View Inspection	9
Unlock Inspections	10
View Draft Inspections	11
View Draft Inspections List	12
New / Editing Inspections	13
Option Links	14
Inspection Maintenance	15
Inspection Page Functionality	15
Header Icons	15
Site Info	16
UST Site Header Information	16
UST Site Contact Information	16
UST Site Operations Information	16
UST Site Owner Information	17
UST Inspector Information	17
Tank Dispenser Selection	18
Tank and Piping Summary	19
Leak Detection	21
Automatic Tank Gauging	22

Statistical Inventory Reconciliation	23
Inventory Control and Tank Tightness	24
Vapor Monitoring	25
Groundwater Monitoring	26
Manual Tank Gauging	27
Interstitial Monitoring Tank	28
Monitoring UDC	30
Sump Containment (Must be completed for all UST systems)	31
Leak Detection Piping	34
Spill Protection	36
Overfill Prevention	37
Corrosion Protection	38
(CP) Impressed Current and Galvanic CP Systems	38
Internal Lining	39
Notes	39
Vapor Emissions Control	40
Dispensers and UDC	41
Dispensers	41
(UDC) Under-Dispenser Containment	42
Temporary Closure	43
Corrective Actions and Deficiencies	44
Compliance Inspection Results	46
Upload Site Photos	49
Upload Inspection Photos	53
Submit Inspection	55
Reports Page	56

Creating an Enterprise A&A Account

Registration for use of the UST 3rd Party Inspection system requires that users be an Iowa Department of Natural Resources (DNR) employee whose duties include entering or auditing inspections or that the user be a licensed inspector certified by the DNR or an individual assigned by a company as their internal administrator for entering 3rd party inspections. Upon becoming a licensed inspector or taking on the role of internal administrator, you will need to create an Enterprise A&A account through the State of Iowa DAS online system.

To get there go to:

http://programs.iowadnr.gov/tanks/ then click the login link located in the blue navigational bar header. This will take you to the lowa Department of Administrative Services, Enterprise A&A site.

Once there select the Create An Account tab.

Their website will explain how to create an Enterprise A&A account. After an Enterprise A&A account is established the next step is to contact the UST section via phone at 515.725.8310 to request user role privileges be assigned for the UST 3rd Party Inspections database.

Be prepared to provide them with the following:	
Name	
Enterprise A&A Account ID	
Email Address-	
Phone Number-	
Company Name	
Company Address	
Type of UST 3 rd Party Inspection Database user role:	
(pick one) inspector orinternal administrator for entering inspections on behalf	of the company.

After being assigned a user role by UST section staff, go to: http://programs.iowadnr.gov/tanks/ to login using your Enterprise A&A Account ID and password.

DNR Tanks

	Enterprise A	&A	What Is A&A?					
SIGN IN	CREATE AN ACCOUNT	FORGOT PASSWORD	FORGOT ID					
Sign into DNR	Sign into DNR Tanks here.							
Enter your Acc	count Id and passy	word to sign into D	NR Tanks.					
Acco	unt Id:							
Pass	word:							
	Sign In Account	t Details						
Account Id Ex	amples:							
	ser Account Forma lastname@iowaid	at						
 firstname. 	nployee Account F lastname@iowa.gov not have an @iowa.gov	ormats account use your ema	ail address.					
	Need an Ad Forgot Pas Forgot	sword?						
		need personal assista :: 515-281-5703 or 1-						
NOTICE								
and operated unauthorized contents is str administrative	by the State of Iowa access, use, or mod rictly prohibited. Vio disciplinary action,	ublicly accessible we a. The actual, or att ification of this web: lators may be subje civil litigation, and/ oplicable State and F	empted, site and its ct to or criminal					
The use of this website may be monitored and recorded for administrative and security reasons. The State of Iowa and its agents may provide the information and evidence collected to third -parties including law enforcement officials.								
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©2004 State of Iowa Add	, DAS-ITE ditional Terms, Privacy	& Warranty Informat	Version 3.2.7					

You will then be redirected to the Advanced Search screen.

After Log-In

After successfully logged in, you will see the landing page. You may select UST to view tank and site information before conducting your inspection/audit/review or you may proceed directly to the inspection. Click on UST 3rd Party Inspections button. If you know the site registration number, enter it under the row of applications. If you don't know the registration, enter the address or narrow your search by adding city. You may also search by site owner or site name. After entering the information, click on Search.



Other Main Options

Some features on this page are available only to DNR staff.



The other main options are available in a drop-down list box on the right-hand side of the main page menu banner. These options are used by IDNR Central Office and Field Offices.



The new reports are shown under the Reports link and are referenced at the end of this document.

UST Third-Party Inspections



The search fields are listed below. The filters allow for partial entry and will return all inspections that match the search criteria. For example, if you type in 14 in the address box, all inspections with a site address that includes 14 will show up in the results grid. Only active and temporarily closed tank sites appear in the inspection database.

Registration Number: Enter the registration number of a site to search by a specific site

Site Name: Enter the name of the site
Site Address: Address of the sites within tanks
Site City: City of the sites within tanks
County: County of the sites within tanks

Field Office: Field office number based on the county of the site

Site Status: Overall status of the site within tanks
Site Owner: The owner of the site within tanks

Inspector Name: Name of the inspector who completed the inspection

Inspection Type: Type of inspection completed

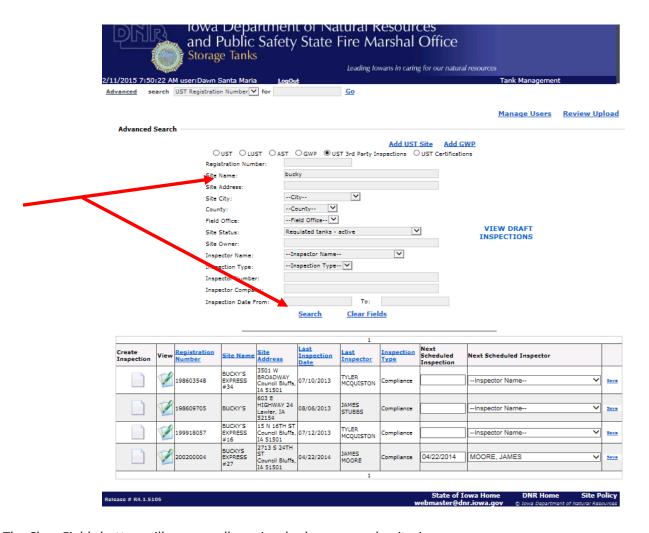
Inspector Number: The certification number given to an inspector

Inspector Company: Company name of the inspector. This can be a partial name.

Inspection Date: Date range to include all inspections completed within the range.

Search for Inspection(s)

After clicking on Search, depending on your criteria, you will see a screen similar to below. If you searched using a registration number, the most recent inspection for the site will appear. One or more inspections can be located using the search criteria on the web page. If more than one item is given a value, the combination of all items is used to narrow down the results.



The Clear Fields button will remove all previously chosen search criteria.

Add Inspection Date

Third party inspectors must notify the department within 10 days of scheduling the inspection with the UST owner/operator. As soon as the date is confirmed enter it under Next Scheduled Inspection, and in the next grid add the inspector from the drop down menu.

Add New Site (Central Office)

It is rare, but if a site is not available after searching, it may be a new site that is not yet entered. If you cannot find the site or have trouble, contact the UST Section.

Create Inspection

To create a new inspection, click on the Create Inspection icon within the search results grid. This will redirect you to the Site Info page and allow you to move through and complete the inspection. The inspection screens are listed within the Inspection Maintenance section.

			_		Search	Clear Fiel	<u>ds</u>			
						1				
Create Inspection	View	Registration Number	Site Name	Site Address	Last Inspection Date	Last Inspector	Inspection Type	Next Scheduled Inspection	Next Scheduled Inspector	
	V	198603548	BUCKY'S EXPRESS #34	3501 W BROADWAY Council Bluffs, IA 51501	07/10/2013	TYLER MCQUISTON	Compliance		Inspector Name	Sove
		198609705	BUCKY'S	603 E HIGHWAY 24 Lawler, IA 52154	08/06/2013	JAMES STUBBS	Compliance		Inspector Name	Save
		199918057	BUCKY'S EXPRESS #16	15 N 16TH ST Council Bluffs, IA 51501		TYLER MCQUISTON	Compliance		Inspector Name	Seve
		200200004	EXPRESS	2713 S 24TH ST Council Bluffs, IA 51501	04/22/2014	JAMES MOORE	Compliance	04/22/2014	MOORE, JAMES 🗸	Seve
		•		•	•	1	•	•		

View Previous Inspections

To view previous inspections, click on the View link within the search results grid. It's a good idea to look at previous inspections, especially the most recent one, to get a history of the site before you conduct your own inspection. When you are ready to enter your inspection, select the Create Inspection link within the search results grid.



View Inspection List

The results are shown below after clicking on View. The inspections that show are all previous inspections for the site. You have the option to view each inspection or to edit if you have the correct privileges. Only Central Office users can edit the previous inspections.



The columns of the grid are icons or database information stored in the previous inspections. The rows of the grid are the inspection records available for viewing or editing.

View Inspection

Edit Inspection

Inspection Date

Inspection Type

Inspector Name

Violations Present

Inspection Is Locked

Unlock

View Inspection

To view an inspection, click on the View Inspection Icon and it will take you to the inspection screens. The screens are listed in the Inspection Maintenance section. The difference will be that nothing can be edited while viewing the inspection.



Unlock Inspections

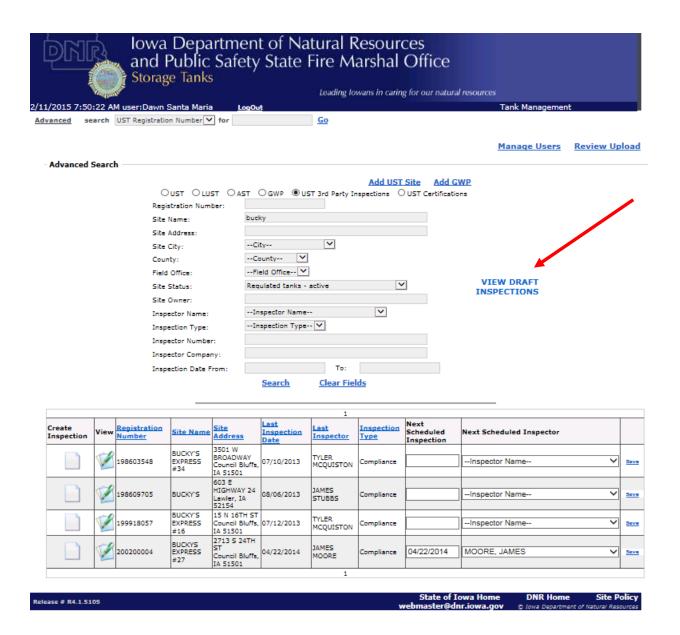
This allows the user to unlock an inspection so that the information can be edited. This option is only available for Central Office users. Inspections automatically lock 90 days after the inspection date.



Once you click on the unlock button, the Edit inspections icon will appear. After clicking on the edit inspection icon, the user will be directed to the inspections screens to edit the information. These screens are listed in the Inspection Maintenance section.

View Draft Inspections

The View Draft Inspection link will create a result grid with the inspection records still in draft form. This will be visible based on whether or not the user has any inspections still in draft or if any inspections are in draft. Inspectors can only see drafts that they have created while Central Office users can see all drafts. A draft inspection is simply an unfinished inspection. If you get interrupted while entering the inspection, you may go back and edit or complete your draft. Each page that you Save will be available in the draft version.



View Draft Inspections List

The results grid is shown below.



The columns of the grid are icons or database information stored in the draft inspection. The rows of the grid are the inspection records available for editing.

Edit Inspection

Delete Draft

Registration Number

Site Name

Site Address

Inspection Date

Inspector

Inspection Type

Update User

Clicking on an icon in the Edit Inspection column will open the Inspection Editing screen (see the Inspection Maintenance section of this document). Clicking on an icon in the Delete Draft will remove the record from the database. Drafts are automatically deleted after 30 days.

Clicking on the Create New Inspection will take you to the UST Site Information page on page 13. Here is where you will begin to enter the new inspection information. Much of this page will already be populated from the UST/LUST database. Complete the missing information, and click on Save. If you missed any required information you will be instructed to complete it before moving on. If there were any compliance issues on this page, such as operator training not documented, you will be directed to the Corrective Actions page where you will either add an explanation/comment or select a predetermined response.

If any of the information is incorrect on the Site Info page, now is the time to correct it.

New / Editing Inspections

Clicking on the Edit Inspection icon will open the Site Info Page.

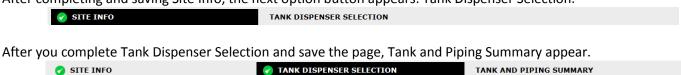


** NOTE IF ANY OF THE INSPECTOR INFORMATION IS INCORRECT PLEASE CONTACT THE DNR CERTIFICATION PROGRAM at (515)281-6010

Notice the header above and below. It contains Option Links, but only after you complete the first row of options will you be able to move about to different options.

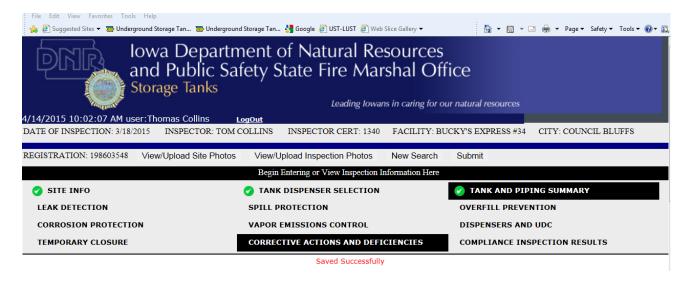


After completing and saving Site Info, the next option button appears: Tank Dispenser Selection.



Option Links

When the first row of options is completed and saved, a block of option buttons then appear allowing the user to move to any link in the report. The icon tells you the section is completed, saved and there were no deficiencies.



Inspection Maintenance

The information recorded during an inspection is organized to allow the inspector to enter each section and to help the inspector make sure they have completed all required steps in the inspection. In addition, when the information entered indicates a corrective action is needed, the inspector is taken to a special page on which they can choose from the actions they recommend be taken by the owner of the site.

Inspection Page Functionality

On all pages, there is a list of questions that need to be filled out in order to complete the inspection. The columns in gray correspond to the compliance questions. On each page, the first question will tie to whether or not the method applies to the tank. If the method does not apply, click No and then move onto the next tank/page. If the method does apply, click yes and then proceed to fill out the remainder of the questions. If any of the compliance questions fail, you will be redirected to the corrective actions page upon saving. You will need to fill out the corrective actions for each tank that contains a failed compliance question before moving on.

Some of the pages may have different requirements based on the answers for each question. These requirements will be listed on the page itself as well as listed within the specific page section in this guide.

The Save command at the bottom of every page saves the edits made to the page. Note the timeout limit for the web page can be as low as twenty minutes, so the Save command should be used before leaving the form for an extended period of time to make sure the information is properly saved. You MUST save each page before moving to the next tab in order for the information to be saved.

Header Icons

There are two header icons to help inform the user of the status for each tab. The icons are shown at the left side of the tab name. If there is not an icon present then the page has not been completed.



The licon means that the page has been completed and there <u>ARE</u> violations reported.

Site Info

The site information is pre-populated from Tanks and can be updated if necessary.

UST Site Header Information

The Inspection Date is a required field when saving the site information.



UST Site Contact Information



UST Site Operations Information

The operator information is required to be filled out. The passes inspection is calculated based on the answers to questions 1 thru 3. If any answer is No, then the Passes inspection is marked as No. The passes inspection question will be marked as Yes if all other questions are marked as either Yes or NA. The vapor control answer will be shown and calculated for the vapor emissions page.

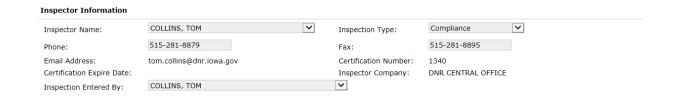


UST Site Owner Information



UST Inspector Information

This information is actually maintained in the Certifications portion of the application and displayed here. The Inspector Name and Inspection Type are required fields when saving the site information.



This cover information for the inspection package is then given details about the various aspects of the whole inspection conducted on site. These sections are accessed by clicking on one of the buttons in the major options band at the top of the data entry area of the page:

Tank Dispenser Selection
Tank and Piping Summary
Leak Detection
Spill Protection
Overfill Prevention
Corrosion Protection
Vapor Emissions Control
Dispensers and UDC
Temporary Closure
Corrective Actions and Deficiencies
Compliance Inspection Results

Tank Dispenser Selection

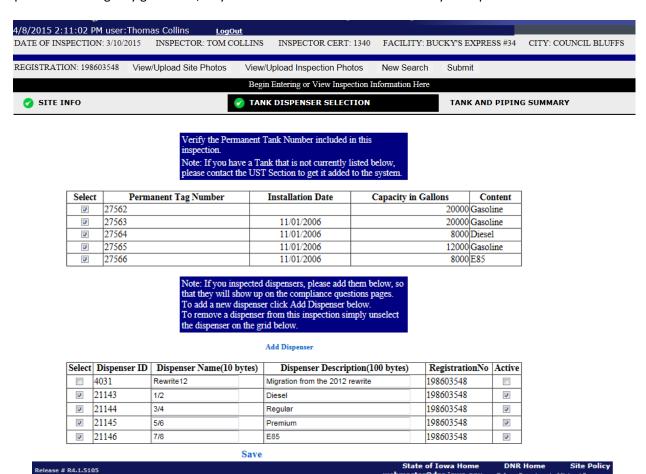
This page appears after the Site Information page is completed in order to show all the tanks, piping and dispensers, which appear throughout the report.

The page allows for multiple tanks and dispensers to be added or included within the inspection.

Only select the tank and dispensers that will be included in the inspection. If a tank is not listed in the selection, please contact the Central Office in order to have the tank added to the system. Remember, tanks must be entered in the tanks database for them to appear in the inspection database. If by chance a removed/filled tank shows up, deselect it.

If a dispenser is not listed in the grid, click on the Add Dispenser button and another row will show up within the grid to allow you to fill out the Dispenser information. Only choose the dispensers that were included within the inspection. You have the ability to edit the Dispenser name and description as well.

If you inspected an emergency generator, all you need to do is make sure the tanks you inspected are selected.



Be sure to click the save button after adding each dispenser. The Add Dispenser record will add only one additional row on top of the currently saved dispensers. You will see a Dispenser Name of "Rewrite12" and a Dispenser Description of "Migration from the 2012 rewrite." Deselect this row by clicking on the check box. It was necessary to add this row in order to create the new dispenser table in the database. Name the dispensers according to the numbers used at the dispenser island. If dispensers are not numbered, go ahead and number them but put a description in so that if anyone follows up or audits the inspection, they would be able to identify it.

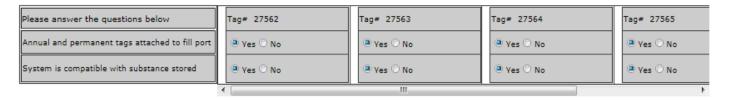
Tank and Piping Summary

Please fill out all applicable questions related to the tanks listed in the inspection. The items that are labels and not able to change are being populated from the methods throughout the inspection. This screen is a summary of the current inspection.



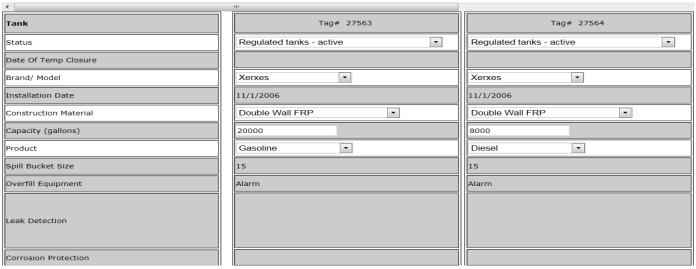
General Tank Compliance Questions

Save



Current Underground Storage Tank System Overview

Note: This Overview is populated from the UST/LUST system. Changing the values in the individual sections will update Summary. Changing the values on this page will NOT automatically update the UST/LUST database.



This section is continued on the next page.

Continued from the previous page...

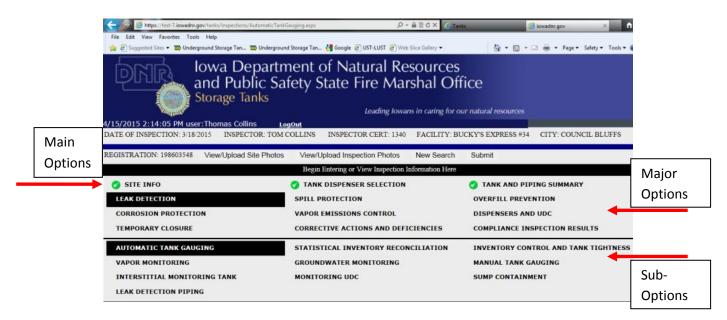
Date of Last CP Test			
Vapor Control Equipment			
Piping	Pipe# 44988	Pipe# 44990	
Brand/ Model	Ameron	Ameron	Amero
Installation Date			
Construction Material	Double Wall (FRP)	Double Wall (FRP)	Double
Delivery	Pressurized Piping	Pressurized Piping	Pressur
Leak Detection	Secondary Containment	Line Tightness Testing	Second
Date Last line TT			
ALLD	Auto Shut-off;	Auto Shut-off;	Auto Sh
Date Last Function Test			
Corrosion Protection			
Date of Last CP Test			
4			

Save

Again, after completing and saving this section all the option buttons/links will appear.

Leak Detection

This main option has a band of sub-option buttons to show the additional sections of this main option.



The main option row (Site Info, Tank Dispenser Selection and Tank and Piping Summary) reveals a band of sub-options immediately below the band of major options at the top of the data entry area of the page:

Automatic Tank Gauging (ATG)
Statistical Inventory Reconciliation
Inventory Control and Tank Tightness
Leak Detection Piping
Vapor Monitoring
Groundwater Monitoring
Manual Tank Gauging
Interstitial Monitoring Tank
Monitoring UDC
Sump Containment

Note: you need complete only one tank leak detection method, such as ATG or Interstitial Monitoring Tank in order to move on to another major option or sub-option, such as Leak Detection Piping. Complete the screens for the methods in use at the site inspected.

Automatic Tank Gauging

Please fill out all applicable questions related to the tanks listed within the inspection. In order to complete this page or any page in the Leak Detection Major Options, you must first answer "Is this method applicable to this tank" for each tank. The rest of the responses will default to Yes or No depending on whether this method is used at the site. You can override the default answer for any line except when a method is not applicable (every row will be unselectable or grayed out).

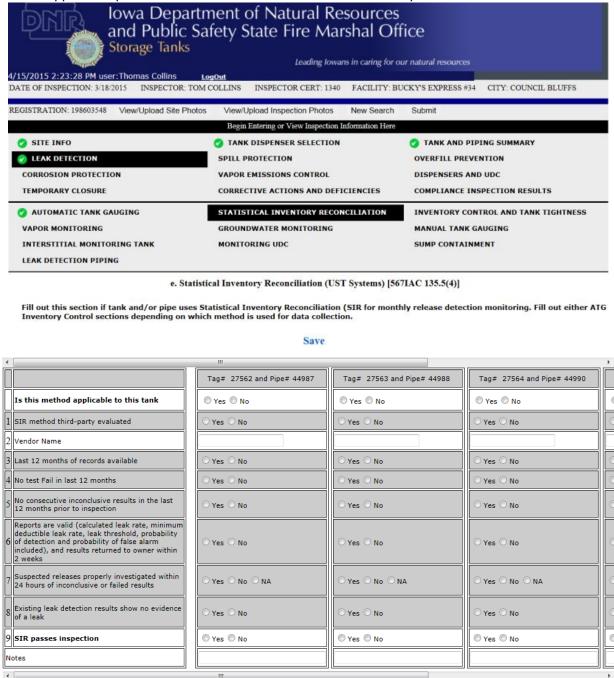


Tank Only 27562 27563 27564 Tag# Tag# Tag# Is this method applicable to this tank Yes No O Yes No Veeder Root TLS 350R • Veeder Root TLS 350R • Veeder Root TLS 350R Console make and model • CSLD No • 3 Tank is tested near level it is routinely filled O Yes No O Yes No O Yes No Monitoring panel or control box is present and Yes O No Yes O No Yes No Probe functioning O Yes O No Yes No Yes No ATG is operating accordingly to certification, test period, and limitations of third-party O Yes O No O Yes O No O Yes O No ATG test results are valid. (i.e tested at level it is routinely filled) Yes No ● Yes ○ No ● Yes ○ No Last 12 months of records available O Yes O No Yes O No ● Yes ○ No Existing release detection results show no evidence of a release within the last 12 ● Yes ○ No Yes No Yes No months 10 ATG passes inspection O Yes No O Yes No ● Yes ● No

Note: If the answer to any question is NO, please explain under Notes. List any problems noted during inspection, even those that were corrected

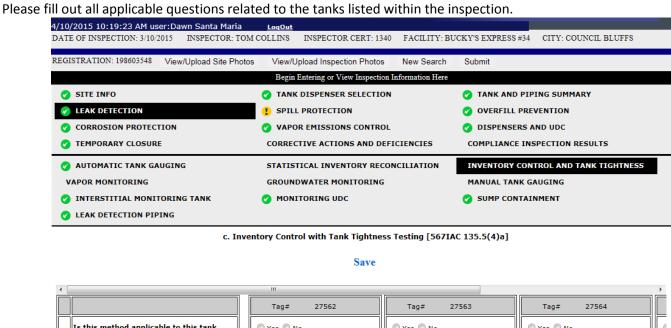
Statistical Inventory Reconciliation

Please fill out all applicable questions related to the tanks listed within the inspection.



Save

Inventory Control and Tank Tightness



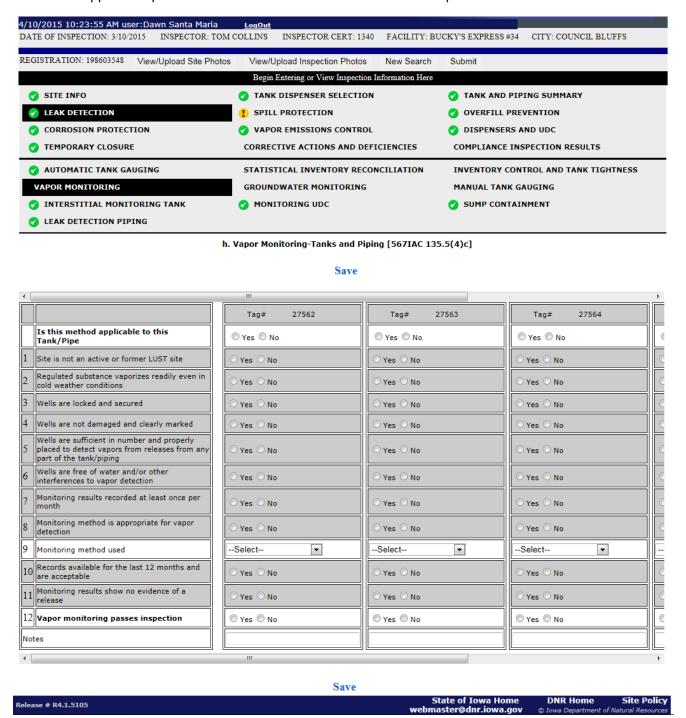
4		III .			١
		Tag# 27562	Tag# 27563	Tag# 27564	
	Is this method applicable to this tank	◯ Yes ◯ No	◯ Yes ◯ No	◯ Yes ◯ No	
1	Still eligible for combination of Inventory Control and TTT (*)	No	Yes	Yes	Y
2	Gauge stick is marked so the owner is capable of determining product level to the nearest 1/8" or in accordance with SIR method	○ Yes ○ No ○ NA	○ Yes ○ No ○ NA	○ Yes ○ No ○ NA	(
3	Fuel deliveries are measured and recorded	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	(
4	Amount pumped is recorded	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	(
5	Monthly water readings recorded	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	(
6	Fill pipe drop tube observed	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	(
7	Total monthly overages or shortages are less than 130 gallons + 1% of the tank's flow through (sales) volume for the last 12 months	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	(
8	Last 12 months of inventory data available	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	(
9	Existing leak detection results show no evidence of a leak	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	(
10	Tightness test method approved by third-party evaluation	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	
11	Last tightness test results completed within required frequency. Results are available and pass	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	
12	Date of Next tank tightness test				
13	Inventory Control and Tank Tightness Testing Passes Inspection	◯ Yes ◯ No	◯ Yes ◯ No	O Yes O No	
No	tes				
4		""			

*Method may be used only for 10 years after installation date.

Save

Vapor Monitoring

Please fill out all applicable questions related to the tanks listed within the inspection.



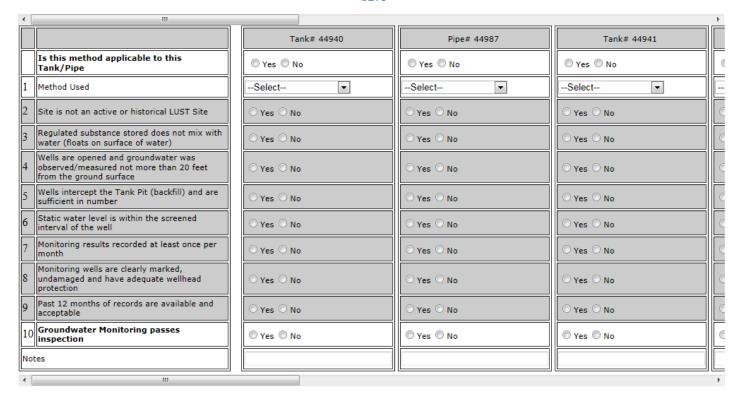
Groundwater Monitoring

Please fill out all applicable questions related to the tanks listed within the inspection.



Groundwater Monitoring (Tanks and Piping) [567IAC 135.5(4)f]

Save

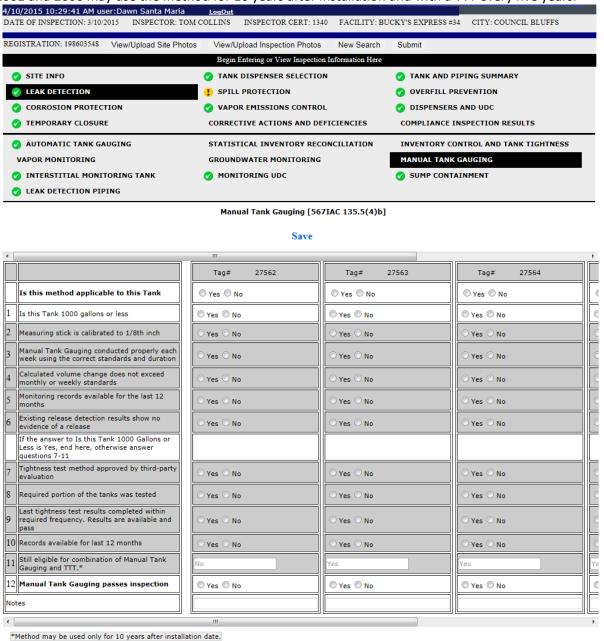


Save

Manual Tank Gauging

Please fill out all applicable questions related to the tanks listed within the inspection.

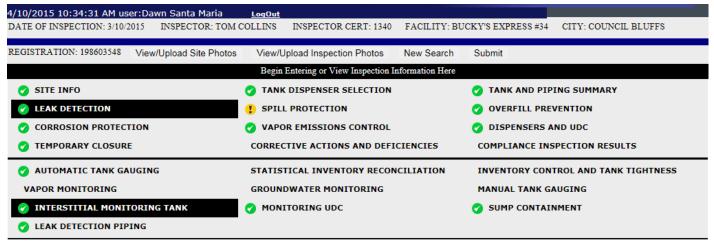
You will notice there are two categories for manual tank gauging: tanks of 1000 gallons or less and tanks between 1001 and 2000 gallons. Only tanks 1000 gallons or less may use Manual Tank Gauging as a stand alone method. Tanks between 1001 and 2000 may use the method for 10 years after installation and with a TTT every five years.



Save

Interstitial Monitoring Tank

This leak detection method was added to allow for secondary containment monitoring for new UST systems installed after November 28, 2013, but also existing UST systems that use this method for leak detection. There are four methods for monitoring the interstice. When you select the method used at the site that you inspected, complete the related questions and then click on no for the applicability question for the other methods, and they will be unselectable or grayed out. You need only answer these questions if the site is a new site (installed after November 28, 2007) or an existing site that happens to use this method.

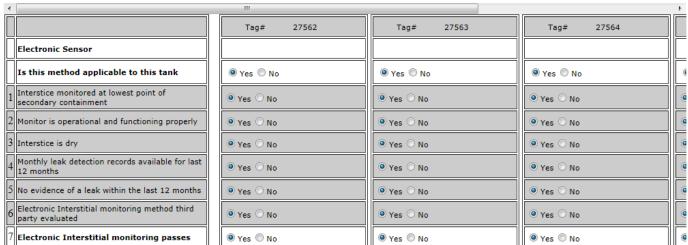


Section 6.b Interstitial Monitoring(Tank) [567IAC 135.5(4)d]

Electronic

Please fill out all applicable questions related to the tanks listed within the inspection.

Save



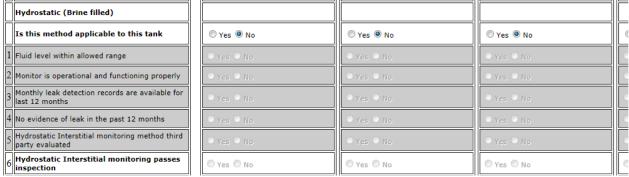
Atmospheric/Manual

Please fill out all applicable questions related to the tanks listed within the inspection.



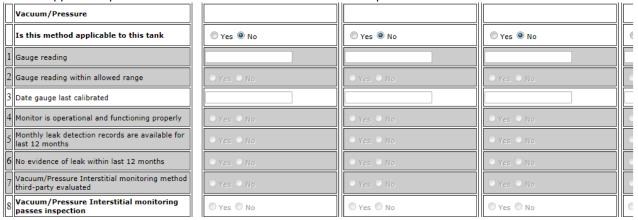
Hydrostatic

Please fill out all applicable questions related to the tanks listed within the inspection.



Vacuum/Pressure

Please fill out all applicable questions related to the tanks listed within the inspection.



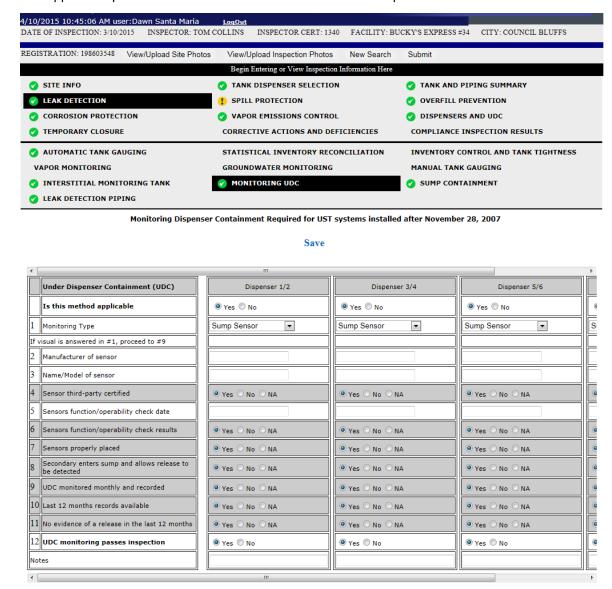
Notes



Monitoring UDC

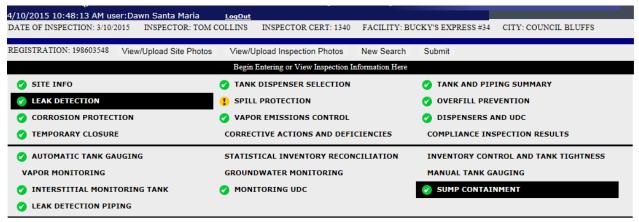
Here is another Sub-option that we had to create due to secondary containment regulatory requirements and applies to new and existing sites that have sump containment beneath the dispenser. This method is required for all UST systems installed after November 28, 2007, and for existing systems if that have UDC installed.

Please fill out all applicable questions related to the tanks listed within the inspection.



Sump Containment (Must be completed for all UST systems)

This is another new area under Leak Detection added due to new secondary containment requirements, and applies to new UST systems installed after November 28, 2013. You must answer Tank Sumps and Piping Sumps questions if you inspected a new UST system (after November 28, 2007). If you inspected an existing system with no sump containment, answer Tank Top (STP) and Piping Sumps.



Monitoring Tank Sump, Pipe Sump Containment

Save

Tank Sumps

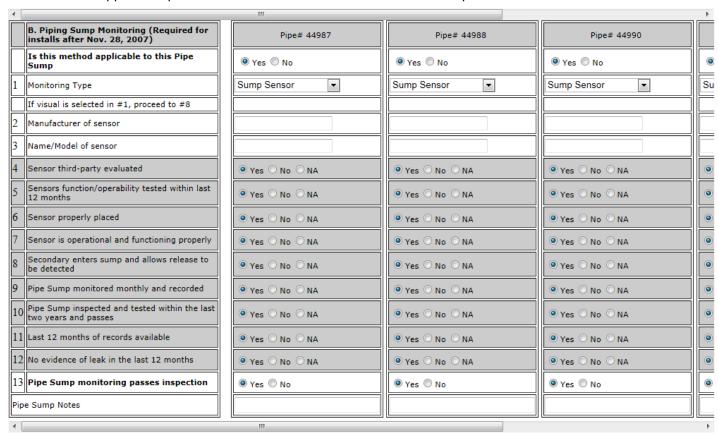
These questions refer to any tank top sump, STP, piping, ATG probe—they must all be answered if you inspected a new system. Please fill out all applicable questions related to the tanks listed within the inspection.

A. Tank Sump Monitoring (Required for installs after Nov. 28, 2007) 27562 27563 27564 Tag# Is this method applicable to this Tank 0 O Yes No Yes
 No O Yes O No Sump Monitoring Type Sump Sensor • Sump Sensor • Sump Sensor • Su If Visual is selected in #1, proceed to #8 Manufacturer of sensor Name/Model of sensor Yes Yes Sensor third-party evaluated Yes O No O NA O No O NA O No Sensors function/operability tested within last O Yes O No Yes ○ No ○ NA Yes O No O NA Interstitial area monitored and recorded O Yes ○ No ○ NA Yes O No O NA Yes ○ No ○ NA Sensor properly placed Yes O No O NA ● Yes ○ No ○ NA Yes Tank Sump monitored monthly and recorded o Yes O No O No O NA O No O NA Tank Sump inspected and tested within the O Yes ○ No ○ NA Yes No NA Yes ○ No ○ NA 10 Records available for the last 12 months Yes ○ No ○ NA Yes O No O No O NA 11 No evidence of leak in the last 12 months ● Yes ○ No ○ NA ● Yes ○ No ○ NA 0 0 12 Tank Sump monitoring passes inspection O Yes No Yes No Yes No Tank Sump Notes

Pipe Sumps

Again, answer these questions if you inspected a new system with secondary containment. These questions concern any piping sump not located at tank top, including transition and other piping sumps.

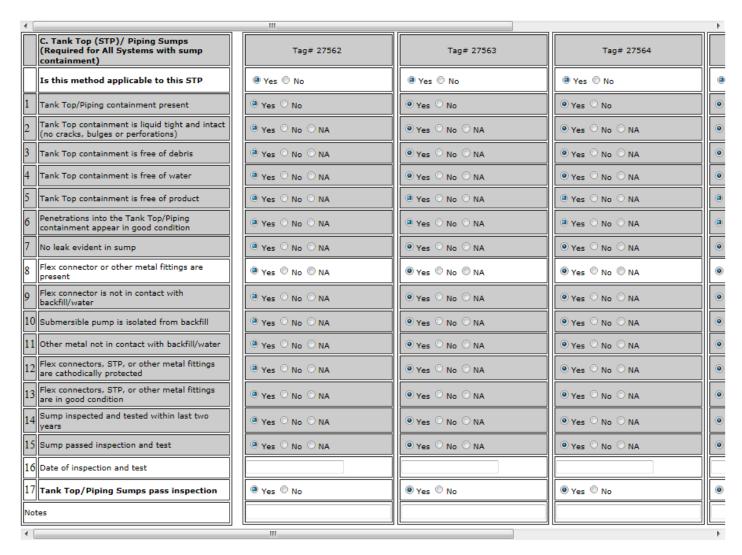
Please fill out all applicable questions related to the tanks listed within the inspection.



Tank Top (STP)/ Piping Sumps

Complete this section if you inspected an existing UST system, in other words, pre-November 28, 2007.

Please fill out all applicable questions related to the tanks listed within the inspection.



Save

Leak Detection Piping

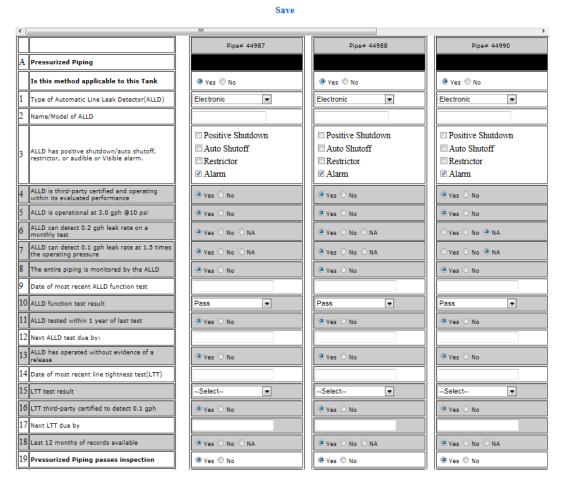
There are three piping leak detection delivery systems below. Select the one applicable. Only one method can be selected for a tank. Upon selecting yes to the method that applies, all other methods will be calculated as No.



Leak Detection Piping [567IAC 135.5(4)d]

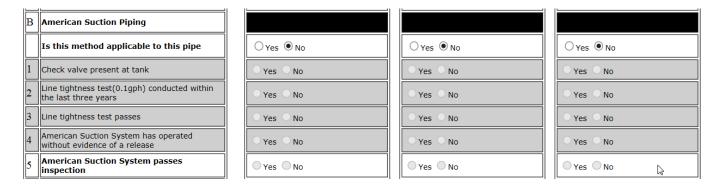
Section A: Pressurized Piping

Please fill out all applicable questions related to the tanks listed within the inspection.



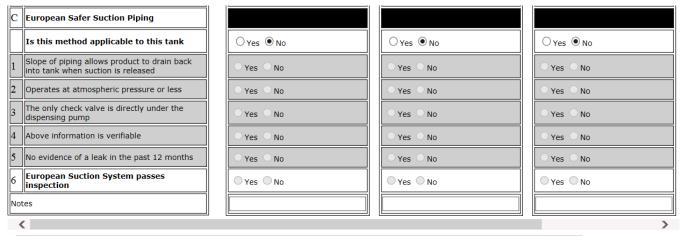
Section B: American Suction Piping

Please fill out all applicable questions related to the tanks listed within the inspection.



Section C: European Safer Suction Piping

Please fill out all applicable questions related to the tanks listed within the inspection.



*Warning: vent-restriction devices must not be installed in UST systems that are equipped with suction pumps and air eliminators (PEI RP100. p.15)

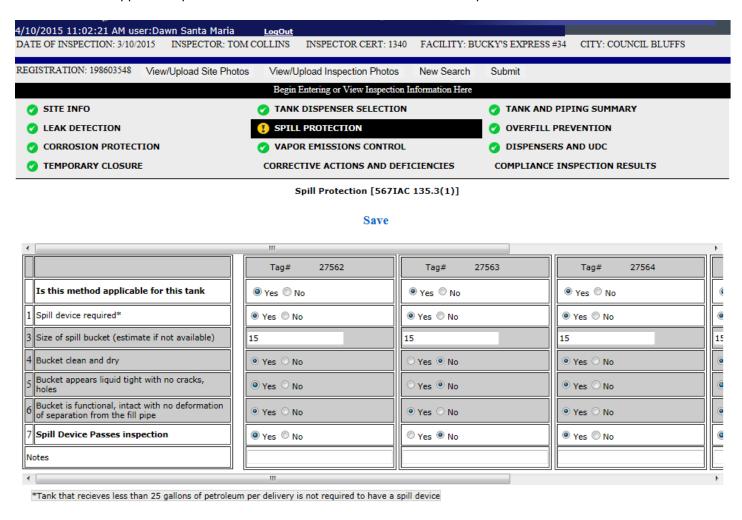
Notes



Spill Protection

You have completed the Leak Detection Sub-Option requirements, and now return to the Major Options. Again, after completing the row of Main Options, you may proceed in any order you choose.

Please fill out all applicable questions related to the tanks listed within the inspection.



Save

Please fill out the notes section by explaining any violations before clicking the save button. If any violations are created by answering No to a compliance question, you will be redirected to the Corrective Actions and Deficiencies page. You will notice violations for tank 2 (numbers 4-5). After completing this section and selecting Save, you will be taken to the Corrective Actions and Deficiencies page. More information on this later in the guidance.

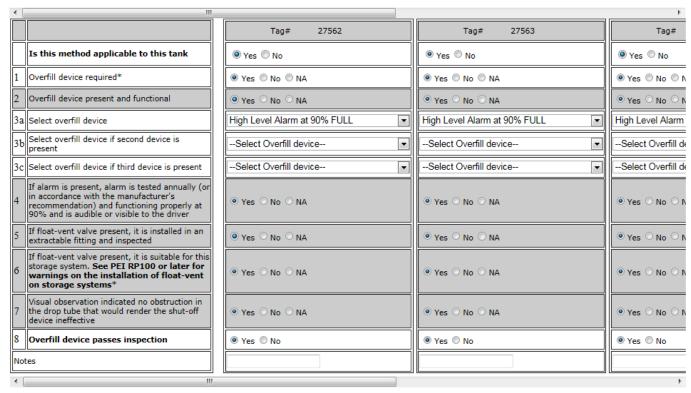
Overfill Prevention

Please fill out all applicable questions related to the tanks listed within the inspection. You may select one or more overfill device.



Overfill Prevention Device [567IAC135.3(1)c]

Save



*Note Float Vent valves must not be installed on tanks where there is : 1) Pumped delivery into the tank 2) Suction delivery and air eliminators 3) Coaxial Stage 1 VRS used 4) Remote fill (PEI/RP100)

*Overfill device not required for tanks that receives transfers less than 25 gallons per delivery

Save

Corrosion Protection

If you inspected a fiberglass tank, you must still answer the question: "Is this method applicable to this tank." Answer "No" for each tank, save it and then move on to Internal Lining and do the same.

Please fill out all applicable questions related to the tanks listed within the inspection. If the tanks at the site are fiberglass or composite materials and the piping is flex, you must still select "No" for the question "Is this method applicable for this tank," and then click on Save.



Corrosion Protection Tanks and Piping

(CP) Impressed Current and Galvanic CP Systems

Please fill out all applicable questions related to the tanks listed within the inspection.

Impressed Current And Galvanic CP 27564 Is this method applicable for this tank ○Yes

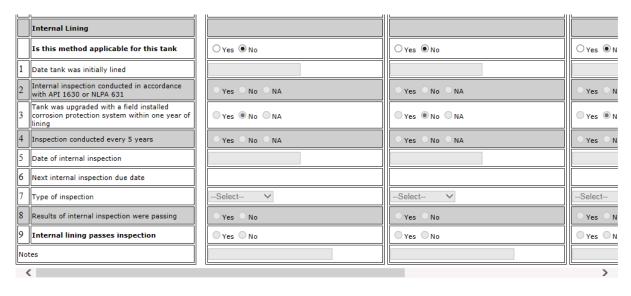
No ○Yes

No -Select---Select---Select--Corrosion protection system for tank Corrosion protection system for piping -Select---Select---Select--CP system appears to be operating properly Yes CP test conducted within the last 3 years Date of most recent CP test CP test results passing Yes Yes Yes The last two CP test results available The last three 60 day inspection records for Yes the impressed current system are available 10 Rectifier settings (if applicable) 11 Rectifier amps 0 12 Rectifier volts lo 0 13 Rectifier hours displayed 0 0 14 CP system passes inspection Yes No Yes No ○Yes ○N

38

Internal Lining

Please fill out all applicable questions related to the tanks listed within the inspection.



Save

Notes

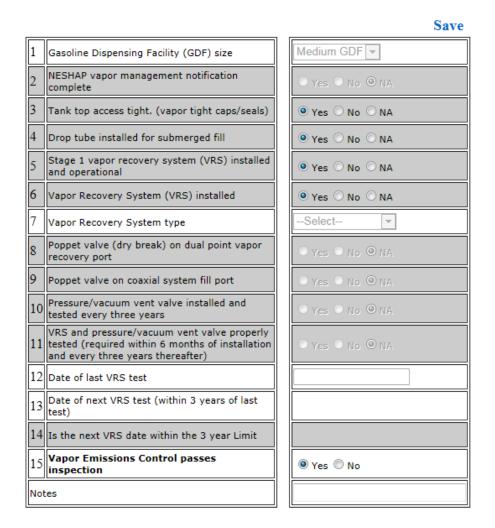


Vapor Emissions Control

Please fill out all applicable questions related to the tanks listed within the inspection. The GDF is populated from the Site Info page and determines which questions need to be filled out. If the site has a Large GDF then all questions will be defaulted to Yes. You can override any question. If it is a medium or small GDF, numbers 3 and 4 are required.



Vapor Emissions Control (Gasoline Only)



Dispensers and UDC

This is a new section populated from the Tank/Dispenser Selection page. Dispenser area is completed for every site (except generator tanks). UDC is completed for new sites and existing sites that have under dispenser containment. Some questions will be NA for existing sites (e.g., numbers 7, 8 and 9).

Please fill out all applicable questions related to the tanks listed within the inspection.



Dispensers and UDC

Dispensers

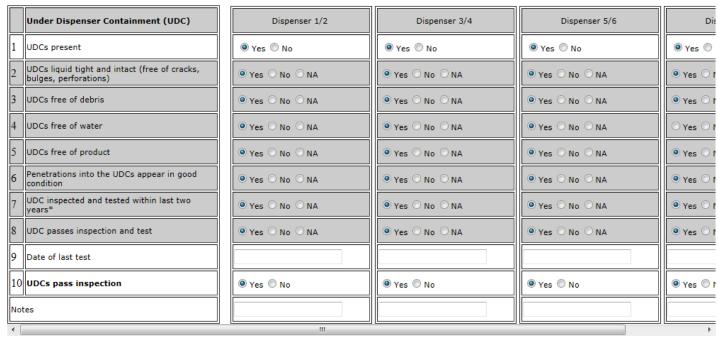
Please fill out all applicable questions related to the tanks listed within the inspection.

Dispenser Area Dispenser 1/2 Dispenser 3/4 Dispenser 5/6 Dis Dispenser cover opened. Dispenser and Sump Yes ○ No ○ NA ● Yes ○ No ○ NA ● Yes ○ No ○ NA • Yes observed to be free of leaks and drips Dispenser connections and fittings dry ● Yes ● No ● NA ● Yes ● No ● NA Yes No NA O Yes O r Shear valve is operational, properly secured, Yes O No O NA Yes O No O NA ● Yes ○ No ○ NA and anchored. Installed at the correct level Hanging Hardware appears dry and in good Yes No NA Yes ○ No ○ NA Yes No NA Yes 0 1 5 Dispensers have current calibration sticker ● Yes ○ No ○ NA Yes ○ No ○ NA Yes ○ No ○ NA Yes 0 1 Flex connector and/or other metal fittings ● Yes ○ No ○ NA ● Yes ○ No ○ NA ● Yes ○ No ○ NA Yes appear in good condition Flex connector is isolated from backfill or O Yes Yes O No O NA Yes O No O NA Yes O No O NA cathodically protected Other metal fittings are isolated from the backfill Yes O No O NA ● Yes ○ No ○ NA ● Yes ○ No ○ NA Yes or cathodically protected O Yes No 9 Dispensers pass inspection O Yes No O Yes No Yes

Save

(UDC) Under-Dispenser Containment

Please fill out all applicable questions related to the tanks listed within the inspection.

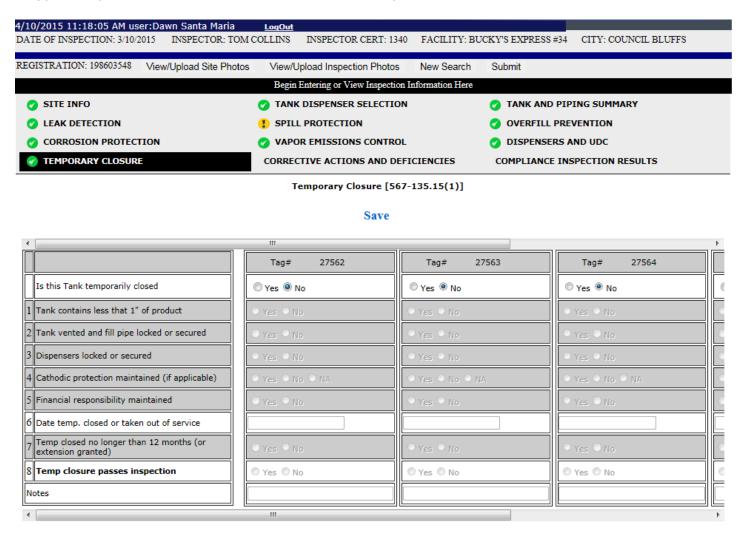


*Only for secondary containment systems installed after November 28, 2007

Save

Temporary Closure

If the tanks are all active, please select "No" to the question "Is this tank temporarily closed." Otherwise, please fill out all applicable questions related to the tanks listed within the inspection.

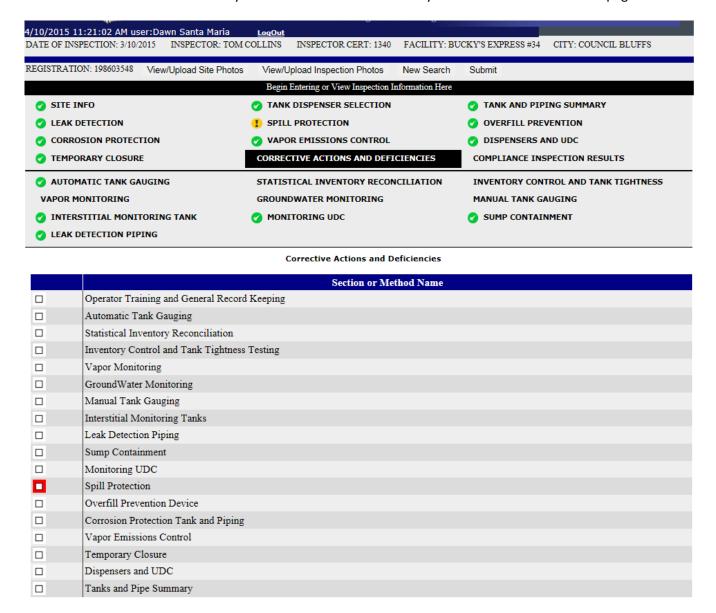


Save

Corrective Actions and Deficiencies

Any time you fail a compliance item on the database or you mark a compliance item as No, you will be taken to the Corrective Actions and Deficiencies page. For example, in the category below, Spill Protection, a deficiency was indicated. Note the exclamation point icon instead of the check mark in the header. This page will be shown after you click save on each page that has a failed compliance question.

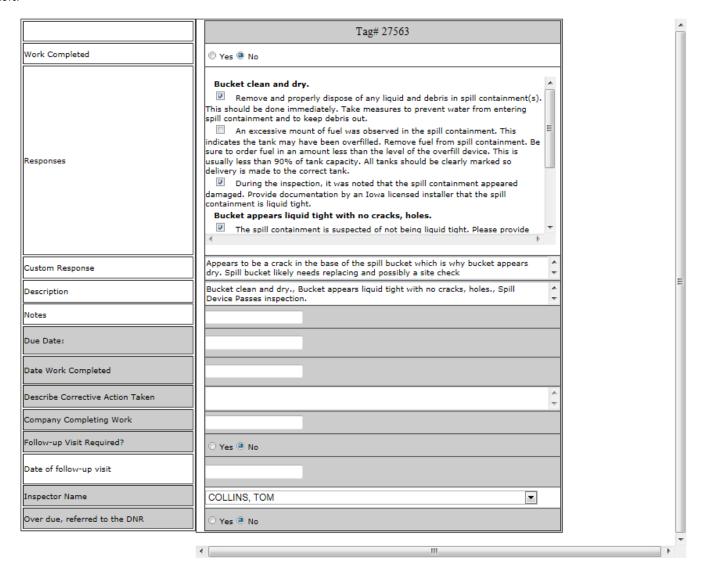
When going directly to the page and clicking on the corrective actions tab, you will see a grid with the list of methods. Click on the box to select the violations you wish to review and edit. Only violations are shown on this page.



Save

Click the violation indicator box to see the violation listed along with the responses for the violation. There may be more than one violation of course. You see a description of the violation, and in Responses you see a number of custom responses that have been carefully prepared for each possible violation (well, most of them anyway). You may also add (and please do) your own customized response if the predetermined responses don't work for you.

Please fill out the information for the violations and then click save. The required fields are Due Date, Responses, and a follow up visit if necessary. The due date should be a reasonable amount of time appropriate for the violations/deficiencies, but no more than 60 days, generally. You have 89 days maximum to complete this inspection, meaning resolving all violations and entering the information below. In some cases, you may need to make a follow up visit.



Save

Important: you will return to this page after the violations/deficiencies are resolved—after the owner/operator has sent to you the documentation you required as proof that everything was resolved. Enter the date the work was completed and by whom, and what was done. Do not forget to go back into the database to close the open deficiencies and violations. We will check all sites every month for any sites remaining open for more than 90 days.

Compliance Inspection Results

This report brings the results from the various questions from all methods and sections together in a single overview of the site resulting from this inspection. The violations are listed on the different pages of the report.

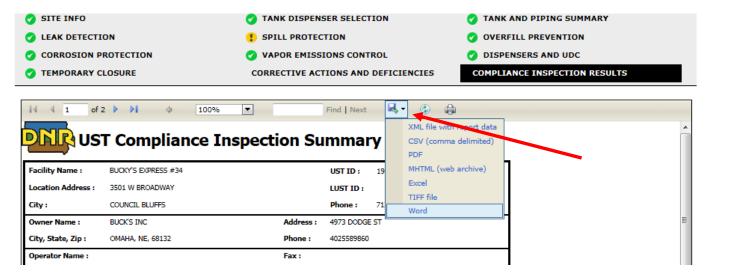
The report is what you provide to the owner/operator as documentation that an inspection was completed. You have 10 days to submit this report to the owner. Keep a copy for your records. All of your notes for each section will also appear on this summary page.

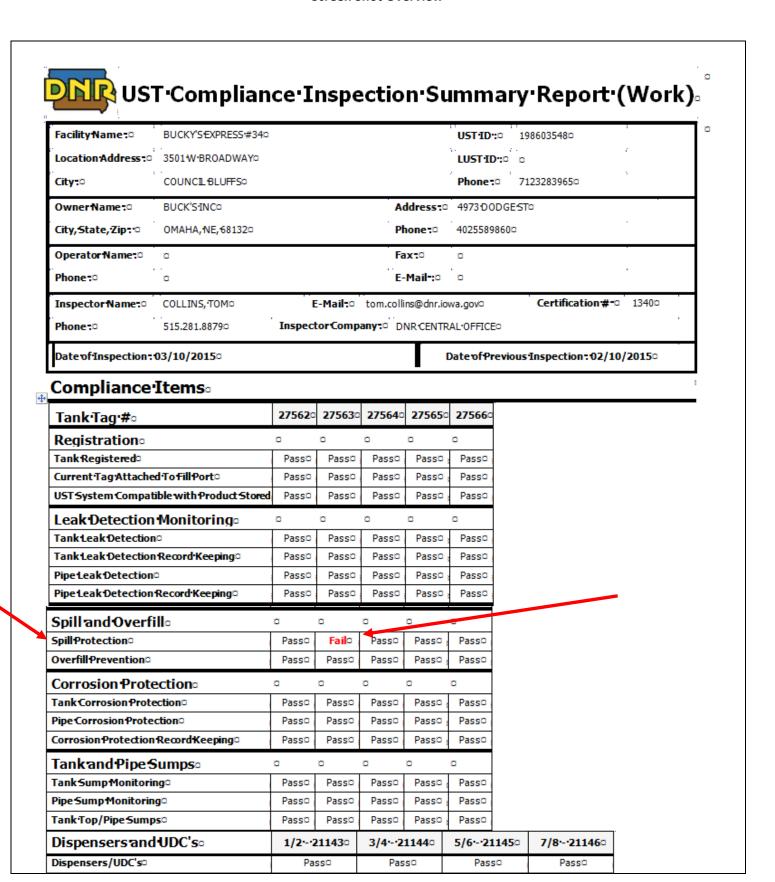
If there are deficiencies and violations, make sure the owner receives a response form from you as well. The form makes it easier to keep the repairs/fixes organized for the owner/operator, but they must also attach documentation from the UST professional who responded to the repairs/fixes, such as a copy of an invoice and submit it to you the inspector.

Once again, please do not neglect to close out your inspection if you have violations and deficiencies. **Complete this** page within 60 days or as soon as you receive documentation the violations and deficiencies have been resolved.



Once the report populates, you may export the information to a word document or other document types. To do so, click your document type of choice.



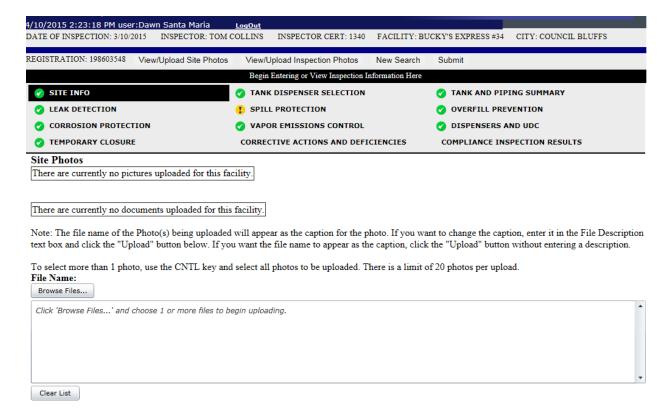


A/B-Operator, C	General-Record-K	eeping-and-Vapor-Emiss	sion-Control:		
Notifications and General Record Keeping (Temp Closures, Installation, Return to Service, Ownership Change, Repairs)			Passo		
Class:A/B Operator Training			Pass¤		
Class C·Operator·Training [©]			Pass¤		
Emergency Pro cedures and Contacts immediately available			Pass¤		
Vapor Emissions Control a					
Financial¶ Responsibility	PMM·Insurance· Company¤	PMMIC¤	Expiration·Date: 9/3	9/3/20150	
pilland Over					
Violation: Spill Protection Tank: 27563					
Bucket:clean:ar	nd·dryBucket·ap	pears liquid tight with no	cracks, holes., Spill Device Pas	ses inspecti	
Notes:					
Response:					
Appears to be a	a·crack·in·the·bas g·and·possibly·a·s	•	ris why bucket appears dry. Sp	oill·bucket·lik	
•	-		ent appeared damaged. "Provi containment is liquid tight. o	de·	
Due Date::		٥			
Action Taken	" a				
Work Comple	ted=a	Noa a a			
workComple	iccu is				
-	itRequired::	Noo			
-	it Required::	Noo			

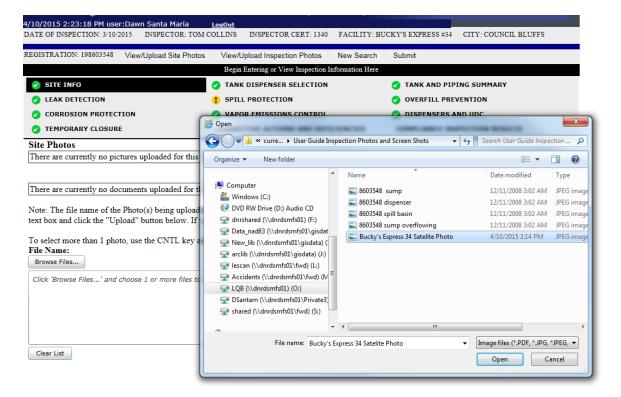
Upload Site Photos

The upload Site Photos opens up the page below. Site photos provide a perspective of the UST site, showing the tank location in relation to the canopy, the buildings, and the vent lines. It's important to take site photos with each inspection. You can now upload up to 20 photos at a time for site and inspection photos, and don't forget to provide captions! Each inspection must include site and inspection photos.

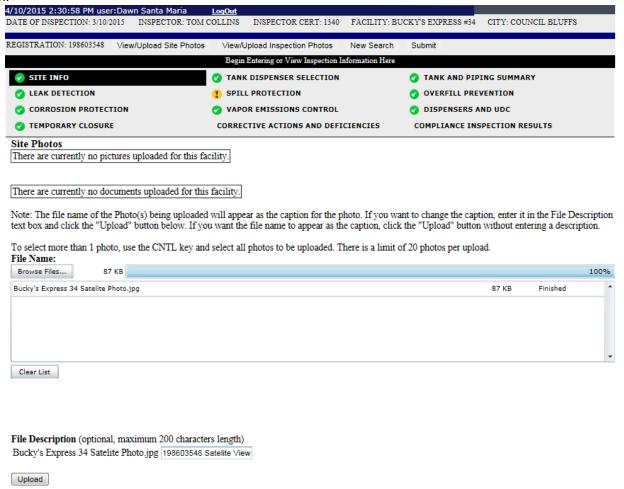
You may also upload any files that you scanned for the site, such as an invoice, a response to a violation or deficiency, etc.



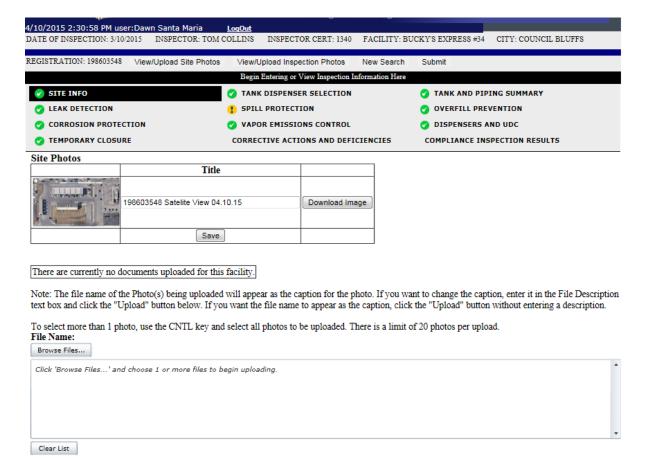
Click the browse files button to locate your photos. A list of files already stored in our computer's drive is shown. One or more photographs can be selected. Use the Control key (Ctrl) and the mouse to select more than one image.



Click the open button to load your pictures. There will appear a blue progress bar and your image title will appear under the Browse Files button. The File Description area is the lowest field on the page to fill out before clicking the Upload button.

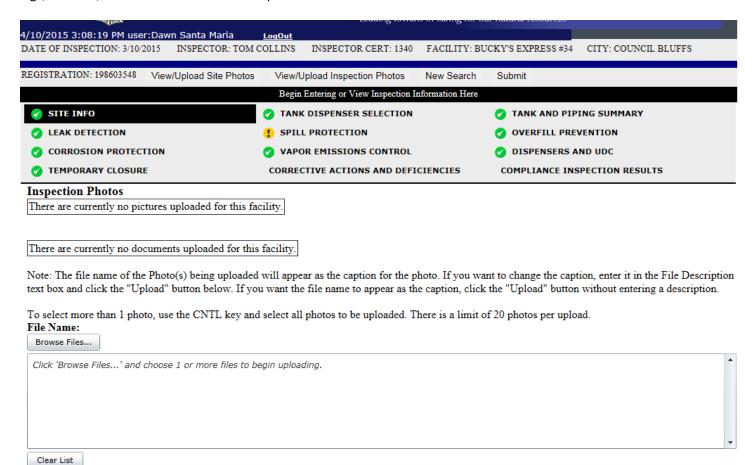


By selecting the View/Upload Site Photos tab your screen will present your uploaded site photos.



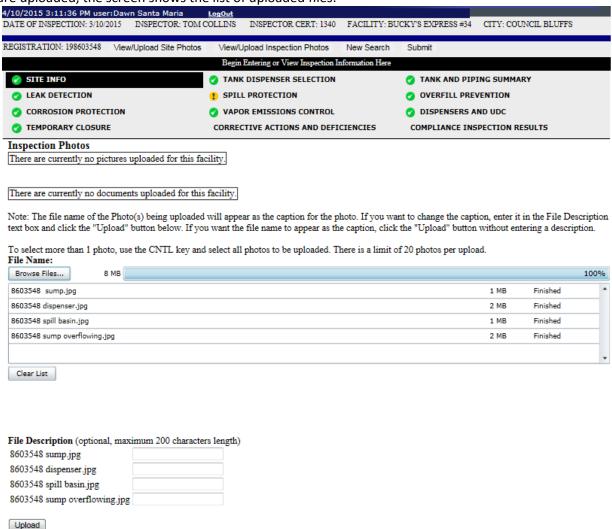
Upload Inspection Photos

Inspection photos are essential. These photos help identify the problem to the owner/operator if he or she is not able to be present. An UST professional can be emailed the photos or look on the inspection database to see a photo of the problem. We in the central office must be able to connect the violation with a photo. Even if there are no violations, take photos of the condition of the sumps or equipment, the UDCs, tank top access, vent pipes, the ATG console, tank tags, rectifier, etc. Document as much as possible.



You will use the same set of steps as were outlined in the Upload Site Photos section. Please review the steps if needed. Once files are chosen via browse filed, clicking on the **Open** button begins the upload process.

Here we have selected multiple images to open/upload together. A progress bar shows the process underway. When the files are uploaded, the screen shows the list of uploaded files:



Please keep in mind, the photos can each be given a description at the bottom of the page.

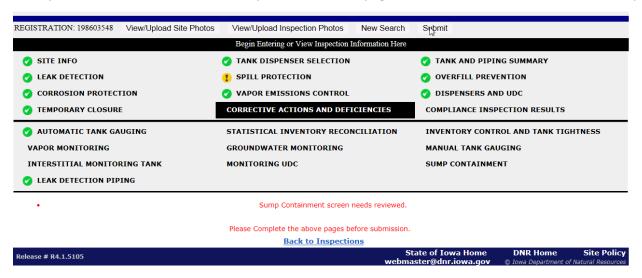
File Description (optional, maximum 200 characters length)					
8603548 sump.jpg	Sump				
8603548 dispenser.jpg	Dispenser				
8603548 spill basin.jpg	Sp ×				
8603548 sump overflowing.jpg					
Upload					

Submit Inspection

Once all methods have been answered and the photos uploaded the inspection can be submitted. To submit an inspection, verify that all methods are completed and then click on the submit function at the top of the page within the header. Once the inspection is submitted, it is locked and can only be edited by the DNR Central Office.



If there are any methods that have not been completed, the errors page will show which methods still need completed.



If all methods are complete then the user will see a submission successful message. The user will need to click Back to Inspections to be redirected to the advanced search page.



Reports Page

Inspection - Field Office Audits

 Violation Overview
 Inspection Violation Overview

 Leak Detection Method
 Leak Detection for each Method

 Unresolved Summary
 Unresolved Violation Summary

 Unresolved Detail
 Unresolved Violation Detail

 Compliance Summary
 Compliance Inspection Summary

 Compliance Detail
 Compliance Inspection Detail

 Field Office Audito
 Field Office Audito

Field Office Audits
Training Operator Training

Overdue Compliance Overdue Compliance Inspections
Suspected Releases Sites with Suspected Releases

A list of reports is shown with the description of the reports next to them. By clicking on the reports, you will pull up a report viewer that allows you to add filters to the given report. You are then able to view, print, or save the report.