

Use this Self-Audit Checklist if you store petroleum, animal fats or vegetable oil in an aboveground or underground storage tank. Return the completed form to the Division of Safety and Compliance (S&C), we will review your answers and provide follow-up compliance assistance as necessary.

Facility: _____

Date: _____

Room: _____

Reviewer: _____

Findings:

Yes	No	Not Sure	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I identify and evaluate all oil storage tanks, containers, drums and oil-filled electrical and operating equipment with capacities of ≥ 55 gallons?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I provide adequate secondary containment for all bulk storage containers ≥ 55 gallons?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I have fire marshal permits for <u>all</u> dispensing, and, non-dispensing fuel storage tanks that are ≥ 110 gallons?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I include oil/fuel storage containers ≥ 55 gallons in the Spill Plan if the facility has a total quantity of ≥ 1320 gallons?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I retire 55 gallon drums prior to 10 years of age or if it appears to pose risk of an oil discharge?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I perform inspections and tests in accordance with the written procedures in the facility Spill Plan?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I maintain checklists and inspection logs on-site for three years?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I follow the fueling procedures described in the facility Spill Plan?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I regularly test high level alarms, high level pump cutoffs, and other devices designed to prevent over-filling of tanks and containers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I follow the guidelines to drain water from diked areas or sumps into a storm drain or into the environment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I document diked areas and sump drainage events?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I keep an updated contact list with phone numbers of responsible personnel who must be contacted in the event of a spill?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I conduct discharge prevention briefings for oil handling personnel at least once a year?

