



Underground Storage Tank Monthly and Annual Walkthrough Inspection Form

Instructions: Owners and/or operators of underground storage tank (UST) systems must perform the inspection and complete this form on a monthly and an annual basis. This form must be retained for at least one year and be readily available for inspection.

Note: For UST systems receiving deliveries at an interval greater than every 30 days, spill prevention equipment may be checked prior to each delivery. Fuel delivery records must be maintained to demonstrate infrequent deliveries.

Facility Name:	Facility ID #:
Contact Name (Print):	Contact Phone:
Year:	

Monthly Walkthrough Inspections: Every 30 days place a check in the corresponding box to affirm the task was completed that month for all tanks. Then, initial and date at the bottom of that month's column.	N/A	January	February	March	April	May	June	July	August	September	October	November	December
Visually check spill prevention equipment for damage and remove liquid or debris.													
Check for and remove obstructions in the fill pipe.													
Check the fill cap to make sure it fits securely on the fill pipe.													
For double-walled spill prevention equipment with interstitial monitoring, check for leaks in the interstitial area.													
Check release detection equipment to make sure the release detection equipment is operating with no alarms or other unusual operating conditions present.													
Ensure records of release detection testing are reviewed and current.													
Initials of person conducting inspection:													
Date:													

Annual Walkthrough Inspection: Once per year, initial and date when each task below is completed.	N/A	Initials	Date
Visually check containment sumps for damage, leaks to the containment area, or releases to the environment.			
Remove liquid and debris from containment sumps.			
For double-walled sumps with interstitial monitoring, check for a leak in the interstitial area.			
Check hand-held release detection equipment such as tank gauge sticks for operability and serviceability.			
Check that all annual (and triennial) tests have been performed within the last year (or three years) and are current, passing, and readily available for inspection.			

In the following table, explain actions taken to fix issues. Use additional sheets, if necessary.

The presence of fuel in a secondary containment sump must be reported to the department as a suspect release within 24 hours of discovery. Monday through Friday 8:00 a.m. to 5:00 p.m. call 1-800-457-0568. After hours and holidays call 1-406-324-4777.

Date	Action Taken