Mississippi Department of Environmental Quality
Monthly Walkthrough Inspection Checklist

- This form maybe utilized to document monthly walkthrough inspections at UST facilities.
- In the absence of a 3rd party inspection procedure or manufacturer's recommended practice, the inspection method outlined below maybe utilized.
- Additional training maybe obtained by attending the MDEQ Compliance Manager Course.

Facility Information		Name of Person (s) Conducting Inspection	Initials
Facility ID #:	Facility Name:		
Facility Address:			

Generalized Inspection Procedure

- For each UST component listed, visually inspect it for damage and proper operation. Initial each column below the date of inspection when complete.
- For the facilities method of leak detection, visually inspect it to ensure adequacy and report any record to MDEQ that indicates a suspected release.
- For items not applicable for this facility, please indicate "NA" or cross out "X" the column instead of initialing.
- Log all issues observed, indicate the action taken and the date the issue was resolved.

Inspection (Required)		Inspection Results for Year								by month:				
Component	Ensure that:	Month:	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
		Date:												
Spill Bucket	All liquid or debris has been removed.													
	There is no visible sign of holes, cracks, or other damage that may cause the bucket to leak.													
	All clamps and rings that seal bucket around the fill riser are tight.													
	The interstitial space on double walled spill bucket is dry													
Fill Cap	Fill cap is in good condition and seals tightly onto the fill pipe.													
Fill Pipe	Drop tube device is present, installed, and there are no sticks or other obstructions visible in the fill pipe.													
Inspection (Recommended)														
No leaks observed under all the dispensers when pumps are turned on.														
No visible leaks observed at all the STPs when pumps are turned on.														
There have been no reports of unusual operating conditions such as dispensers operating at a slow flow or water intrusion into the tank.														
There are no unusual or unexplainable odors.														
All clerks present on site have been properly trained and signed the UST facility clerk log.														
Spill kit is properly stocked and adequate.														
Site Specific:														
Site Specific:														
Site Specific:														

Inspection of Leak Detection Equipment and Documents (Required)															
Leak Detection	**Facility ID #:**		**Month:**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**
	Ensure that:		**Date:**												
All Methods	I reviewed all applicable reports, tests, or equipment related to leak detection at this facility.														
Monitoring Wells	All reportable amounts have been reported to MDEQ.														
Automatic Tank Gauging	The ATG is operating with no alarms or unusual operating conditions related to tank leak detection														
	All 0.2 gph tank leak tests show passing results														
	A passing 0.2 gph leak test was obtained (within 24 hrs) of all failing/inconclusive 0.2 gph leak tests.														
	All reportable failing or inconclusive tank leak tests were reported to MDEQ.														
Electronic Line Leak Detectors	The ATG is operating with no alarms or unusual operating conditions related to pipe leak detection														
	All 0.2 gph pipe leak tests show passing results.														
	A passing 0.2 gph leak test was obtained (within 24 hrs) of all failing/inconclusive 0.2 gph leak tests.														
	All reportable failing or inconclusive pipe leak tests were reported to MDEQ.														
Visual Interstitial Monitoring	Report indicates that there is no liquid observed.														
	All water observed has been removed														
	All fuel observed has been removed and reported to MDEQ.														
Electronic Interstitial Monitoring	Monthly sensor status report indicates all sensors are not in alarm and functioning properly.														
	All alarms have been reconciled and logged on the monthly Electronic Interstitial monitoring form.														
	All water observed has been removed														
	All fuel observed has been removed and reported to MDEQ														
Statistical Inventory Reconciliation	Tank checked for water, no water is present, and fuel levels are being properly recorded.														
	Fuel levels were submitted to a 3rd party vendor for analysis.														
	Last month's record indicates passing results.														
	All failing or two consecutive inconclusive tests have been reported to MDEQ.														

Monthly Walk Through Incident Log and Reconciliation		➢The previous pages were to document inspection. The following section may be used to document all issues observed. All issues observed must be properly resolved. Use multiple lines if necessary to describe an issue. ➢Should MDEQ find that all issues were not logged or reconciled you may be subject to penalties.	
Facility ID #:			
Date of Incident	**Describe the Issue**	**Describe the Action Taken to Resolve Issue**	**Date Resolved**