



Underground Storage Tank System Compliance Calendar

Every Day: Do these things every day the UST is in service

Action	Description
Release Detection Measurements	Make sure you are taking daily fuel level measurements and logging them somewhere, either electronically or manually. This only applies for SIR or stand-alone Inventory Control.
Note all deliveries	Make sure that you log in all fuel deliveries and date them on your inventory control logs.

Checklist:

- I am doing this every day the tank is in service

Note: Not required for emergency power generator tanks.

Every Month: Make sure your tanks and pipes are safe

Action	Description
Monthly leak detection test	Make sure that you are doing release detection right. Reconcile the last months worth of release detection readings, and check to see if you pass or fail. Keep a record of all your readings and results.

Note: Not required for emergency power generator tanks.

Checklist:

Check off each month you do your monthly leak detection for tank and piping.

<input type="checkbox"/> Jan 30	<input type="checkbox"/> Feb 28	<input type="checkbox"/> Mar 31	<input type="checkbox"/> Apr 30	<input type="checkbox"/> May 31	<input type="checkbox"/> Jun 30
<input type="checkbox"/> Jul 31	<input type="checkbox"/> Aug 31	<input type="checkbox"/> Sep 30	<input type="checkbox"/> Oct 31	<input type="checkbox"/> Nov 31	<input type="checkbox"/> Dec 31

Every Other Month or Every 60 Days

(Only for Steel Tanks/Piping with Impressed Current Cathodic Protection)

Action	Description
Take readings from your voltage rectifier and log them.	Your rectifier shows the voltage of your impressed current cathodic protection system. It can tell you whether or not your system is working, and whether or not the system needs adjustments.

Checklist:

Suggesting readings schedule. Check each month after you take and log your reading.

<input type="checkbox"/> Feb 28	<input type="checkbox"/> April 30	<input type="checkbox"/> June 30
<input type="checkbox"/> Aug 31	<input type="checkbox"/> Oct 31	<input type="checkbox"/> Nov 31

Every Year

Action	Description	Suggested or Required	Done	Date Done
Submit annual registration fees	For owners and operators of USTs except State and Fed govt..	No later than 12/31	<input type="checkbox"/> Top of Form	_____
			<input type="checkbox"/> Bottom of Form	_____
Submit proof of financial responsibility		No later than 12/31	<input type="checkbox"/>	_____
Perform calibration of automatic tank gauge	Only for USTs with ATG.	Suggest July	<input type="checkbox"/>	_____
Perform annual line tightness test (only in certain instances)	Tightness tightness pressurized pipe	Suggest hiring a tester in May	<input type="checkbox"/>	_____
Test automatic line leak detector per manufacturer's specs	Make sure device is functioning properly	Suggest July	<input type="checkbox"/>	_____
Test overfill alarms	Alarms usually found at ATG console	Suggest July	<input type="checkbox"/>	_____
Check all sumps.	Make sure they are not full of water, fuel or debris.	Suggest July	<input type="checkbox"/>	_____
Read ADEC's UST O&M Manual	Suggested reading	Save for the slow months	<input type="checkbox"/>	_____

Every 3 Years: Third Party Inspection

Action	Description	Due Date
Operations Inspection	Hire a third party inspector to perform UST system check	Check your starter tag for due date or call ADEC at 1-800-478-4974
Cathodic Protection Test	Certified CP tester checks corrosion readings on your steel tank.	Every three years from last test or during UST Operations Inspection.

Checklist:

- My next third party inspection is due _____ (Date)
- The operations tags for tanks expire _____ (Date)