

**SANTA BARBARA COUNTY FIRE DEPARTMENT**  
**Fire Prevention Division - Certified Unified Program Agency**  
**4410 Cathedral Oaks Road, Santa Barbara, CA 93110 (805) 681-5500 Fax (805) 681-5553**  
**Designated Underground Storage Tank (UST) Operator**  
**Monthly Visual Inspection Checklist**

Facility Name:	Date:
Facility Address:	
City:	Zip Code:
Designated UST Operator Conducting the Inspection:	
International Code Council Certification #:	Expiration Date:     /     /
Signature:	Phone: (     )     -     -

Y = Yes, N = No, NA = Not Applicable

Item	MONITORING PANEL / ALARM HISTORY	Y	N	NA
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1	Monitoring system is powered on and in proper operating mode.			
2	Monitoring system is <b>not</b> currently showing any alarms or warnings.			
3	Alarm history report/log for the previous month is available, and has been reviewed by the Designated UST Operator. <i>(Attach a copy of the alarm history report/log to this form if available.)</i>			
4	Each alarm for the previous month has been responded to appropriately.			
5	Sensors located in containment areas have <b>not</b> alarmed in the past month.			
5a	<i>List all containment areas where alarms occurred in the past month:</i> <hr/> <i>Containment areas where an alarm has occurred in the past month shall require immediate investigation. Attach documentation to this report verifying appropriate action to alarm conditions.</i>			

**UST SYSTEM INSPECTION**

6	Tank-top containment sumps are free of water, debris, and hazardous substance. Sensors are located properly. <i>Note: Visual inspection of sumps is required to confirm compliance status initially and periodically thereafter.</i>							
		Y	N	NA		Y	N	NA
	<i>Sump Location:</i>							
	<i>Sump Location:</i>							
	<i>Sump Location:</i>							
	<i>Comments:</i>							
7	Spill containment structures are free of water, debris, and hazardous substance.							
		Y	N	NA		Y	N	NA
	Tank 1 – <i>Contents:</i>				Tank 3 – <i>Contents:</i>			
	Tank 2 – <i>Contents:</i>				Tank 4 – <i>Contents:</i>			
8	Under-dispenser containment areas are free of water, debris, and hazardous substance. Sensors are located properly.							
		Y	N	NA		Y	N	NA
	<i>Dispenser 1 / 2</i>				<i>Dispenser 7 / 8</i>			
	<i>Dispenser 3 / 4</i>				<i>Dispenser 9 / 10</i>			
	<i>Dispenser 5 / 6</i>				<i>Dispenser 11 / 12</i>			

**PAPERWORK INSPECTION**

	<b>Note: Any answer of “N” should be explained in the comment section on the following page, and will require follow-up action.</b>				
9	Monitoring system certification has been completed within past 12 months.				
10	Secondary containment tests have been completed within the required timeframe.				
11	Spill containment structure (bucket) testing was completed within the past year.				
12	Tank tightness testing was completed within required timeframe.				
13	Line tightness testing was completed within required timeframe.				
14	UST Permit(s) current and fees paid.				
15	UST Application Package submitted <b>and</b> current.				
16	Certificate of Financial Responsibility submitted and current.				
17	Leak Detection/Monitoring and Response Plan available and current.				
18	Owner/Operator Agreement available and current.				
19	Business Plan available and current/updated yearly.				
20	Used dispenser fuel filters/used absorbent stored, labeled, and disposed of properly.				
21	Documentation of proper disposal for all fueling hazardous wastes is on site.				
	Other:				

**FACILITY EMPLOYEE TRAINING**

21	All facility employees have received the required on-the-job training within the past year.				
22	All facility employees hired within the past 30 days have received the required on-the-job training.				

