MINNESOTA POLLUTION CONTROL AGENCY

Compliance Calendar for Aboveground Storage Tanks

Small Business Environmental Assistance Program

For the year_____

Keep this calendar with your records for the life of the tank.

Contacts

Minnesota Pollution Control Agency (MPCA)

AST Major Facilities	Chris Bashor	651-757-2215
Brainerd Regional Inspector	Jeff Weite	218-316-3878 800-657-3864
Detroit Lakes Regional Inspectors	Bryan Olson Steven LaRoque	218-846-8106 218-846-8112 800-657-3864
Duluth Regional Inspector	Jeff Brandon	218-302-6610 800-657-3864
Mankato Regional Inspector	Kelly Fischer	651-757-2472 800-657-3864
Marshall Regional Inspector	Carey Mattison	507-476-4266
Metro Regional Inspectors	Jake Mueller Jena Quigley Cole Czech Mitch Sanchez	651-757-2862 651-757-2238 651-757-2193 651-757-2366
Rochester Regional Inspector	Zach Klaus	507-206-2649 800-657-3864
Tank database, notification, and registration	*Contact your regional inspector* *Email tank notification & registration forms to abovegroundtanks.pca@state.mn.us*	

Department of Public Safety

To report releases	State Duty Officer	651-649-5451 800-422-0798

Department of Commerce

Investigation and Cleanup Reimbursement Program	Petrofund Staff	651-539-1515 800-638-0418

Resources

MPCA Aboveground Storage Tanks (ASTs) Program
https://www.pca.state.mn.us/waste/aboveground-storage-tank-systems

MPCA Small Business Environmental Assistance Program
https://www.pca.state.mn.us/smallbizhelp

MPCA Environmental Audit Program
https://www.pca.state.mn.us/regulations/environmental-audit-program

MPCA Petroleum Remediation Program
https://www.pca.state.mn.us/waste/petroleum-remediation-program

Minn. R. ch. 7151, Aboveground Storage of Liquid Substances
(State Revisor's Office)
https://www.revisor.mn.gov/rules/?id=7151

Department of Commerce Petrofund Program
http://mn.gov/commerce/
click on "Industries and Agencies," then "Fuel," then "Petrofund"

State Fire Marshal's Office
https://dps.mn.gov
click "Divisions" at the top, then click "State Fire Marshal"

EPA Spill Prevention, Control, and Countermeasures (SPCC) Program
https://www.epa.gov/oil-spills-prevention-and-preparedness-regulations

MPCA Email Updates

The MPCA offers an email reminder service for owners and operators of aboveground and underground storage tanks. Subscribe to this service to receive periodic tank compliance reminders, new rule updates, helpful maintenance tips, and other information from MPCA staff.

Click on "Gov Delivery" at the bottom of any MPCA webpage, enter your email address, and sign up for topics that interest you.

Background information

Climate change awareness

Minnesota is receiving more substantial rain events on an annual basis. This makes it important to be mindful of storage tank maintenance and monitoring. Excess rain can fill secondary containment and substance transfer areas making them not as effective for containing a release. Excess precipitation in these areas can also have a detrimental effect of tank system structures by increasing corrosion or causing specific tank equipment to function improperly if in contact with water for an extended period of time. See further tips for managing tank safeguards on specific calendar months.

General information

This calendar is not designed for facilities with individual AST permits.

This calendar will help you keep the monitoring records required for owners and operators of aboveground storage tanks (ASTs) storing liquid substances that may cause pollution of the waters of the state.

A 'liquid substance' is any material that is liquid at ambient pressure and temperature.

Liquid substance types

Type A	Gasoline, aviation gas, naptha, denatured ethanol, hazardous materials, and mixtures or blends containing these substances.
Type B	Crude oil, diesel, kerosene, jet fuel, fuel oil numbers 1 to 4, waste oils, and mixtures or blends of these substances with Type C substances.
Type C	Asphalt cement, roofing flux, fuel oil numbers 5 and 6, and other regulated substances.
Other regulated substances	Any substance, including food-based products intended for human or animal consumption, that may cause pollution of the waters of the state.

This calendar will help you keep the following records:

- Corrosion protection monitoring
- Annual equipment check
- Stormwater discharges from secondary containment areas
- 72-hour or weekly visual inspections
- Monthly visual checks
- Leak detection

Other records that a tank owner or operator may need to maintain that are not covered in this calendar include:

- Federal Spill Prevention Control and Countermeasure (SPCC) Plan and its requirements
- State Spill Response Plan
- Leak detection records of gauging and reconciliation results
- Records since November 2, 1998 of tank system designs and documented maintenance and repairs
- Results from internal and external tank inspections
- Permeability evaluations of containment areas
- Analytical results from soil sampling when tanks are removed

Certain types of tanks are excluded from monitoring or have limited requirements. However, monitoring for leaks is good business practice. Even if your tanks are not regulated, you may find this calendar helpful.

For more information on which tanks are regulated, see Minnesota Pollution Control Agency (MPCA) tanks fact sheet #1.02 "General Requirements for Aboveground Storage Tanks", available on the MPCA website.

A complete list of aboveground storage tank fact sheets is available on the MPCA website at www.pca.state.mn.us/0agx88a; scroll to the bottom of the page.
For more detailed information, see Minnesota Rule Chapter 7151 at www.revisor.leg.state.mn.us/arule/7151.

National Emission Standards for Hazardous Air Pollutants

The federal EPA has three National Emission Standards for Hazardous Air Pollutants (NESHAP) that may affect your facility.

1) The NESHAP for gasoline dispensing facilities (Subpart CCCCCC) requires certain gasoline dispensing facilities to implement best management practices. Facilities with a monthly through-put of less than 10,000 gallons must minimize spills and clean up spills that occur as quickly as possible; cover gasoline containers and storage tank fill-pipes with a gasketed seal; and minimize gasoline sent to open collection systems. Facilities with through-put greater than 10,000 gallons per month must follow additional requirements.

2) The gasoline distribution NESHAP (Subpart BBBBBB) sets emission limits and management practices for certain bulk gasoline terminals, pipeline breakout stations, pipeline pumping stations, and bulk gasoline plants.

3) A gasoline distribution NESHAP (Subpart R) affects large bulk gasoline terminals and pipeline breakout stations, which are unlikely to be small businesses.

For more information on these three federal rules visit, https://www.epa.gov/stationary-sources-air-pollution/gasoline-distribution-mact-and-gact-national-emission-standards

If you think you might be affected by one or more of these rules and would like more information, contact the EPA Region 5 NESHAP Coordinator at 312-353-5792.

Types of monitoring — from Minnesota Rules Chapter 7151

Corrosion protection

Within six months of installation and at least every three years after that, cathodic protection systems must be tested according to the National Association of Corrosion Engineers (NACE) code of practice, RP-02-85.

Impressed current systems must be inspected for proper function every 60 days.

Annual equipment checks

Owners and operators must maintain in proper functioning condition all equipment used for leak detection, monitoring, or warning.

Check this equipment for proper functioning or calibration at least annually. If the manufacturer's guidance suggests more frequent inspection, follow their schedule.

Stormwater discharges

Drain stormwater that collects inside a secondary containment area or substance transfer area as often as practicable. This helps prevent corrosion of the tanks and to ensures there is adequate containment volume if a leak or spill occurs.

Contaminated water, indicated by a sheen for petroleum products, must be handled in compliance with applicable state and federal laws.

Visual inspection requirements

During transfers — At least one person must be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks — Owners or operators must conduct visual monitoring to verify that no releases have occurred from the tank system. This must be done weekly if the tank complies with "new" tank standards for secondary containment, or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections — Conduct a monthly visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Monthly leak detection requirements (below tank floor)

Owners or operators are required to monitor the area below the tank floor for leaks at least once a month. Any suspected releases must be investigated and resolved.

Note: This is not required for ASTs less than 1,100 gallons, ASTs storing Other Regulated Substances, or ASTs storing asphalt cement.

Visual — visual leak monitoring can be used for:

- Elevated tanks
- Tanks on containment that are constructed of fabricated steel or fiberglass
- Tanks on continuous concrete slabs for Type B and Type C substances, or for Type A substances if the concrete is coated with a material that is impermeable by the substance being stored

Interstitial — leak monitoring of the interstitial space can be used for:

- Tanks with an inner and outer shell (for example, double-wall or double-bottom)
- Tank shell and the containment area (for example, tanks with a poly liner and pea gravel containment sloped to one end of the containment)

Vapor

- Monitoring of vapors in the soil directly under the tank bottom or perimeter and above the water table

Reconciliation — For tanks installed before November 1998 and not designed with one of the options listed above:

- Monthly reconciliation of dispenser meter readings, shipments, deliveries, and internal transfers, with substance measurements taken weekly or every 72 hours (at the same frequency as the visual inspection requirements noted above). Any difference of 2.0% or more for monthly throughput must be investigated and resolved.

Publisher:

MINNESOTA POLLUTION CONTROL AGENCY
Small Business Environmental Assistance Program
520 Lafayette Road
St. Paul, Minnesota 55155
651-282-6143
800-657-3938
www.pca.state.mn.us/sbeap

Updated December 2020 p-sbap5-01

Directions for using the AST visual inspection and repair log

Areas inspected	Visual inspections: 72 hour or weekly	Visual inspections: Monthly	Leak detection: Monthly
	1. Have releases occurred from the tank system?	3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks		
	1/2 MDM; 1/5 MDM; 1/7 MDM; 1/9 MDM; 1/12 MDM; / ; / ; / ; / ; / ; / ; /	/ /	/ /
Tank #1	(N) Y; (N) Y; N (Y); (N) Y; (N) Y; N Y; N Y; N Y; N Y; N Y; N Y; N Y; N Y	(Y) N	Visual Interstitial Vapor (Reconciliation)
2. Were repairs needed or releases encountered?	If so, indicate the date, Tank #, and what was done about it: 1/7 Tank #1 had a dripping valve—small amount of staining in soil. Reported to Duty officer at 9:30 am. Valve repaired. More information found in file for tanks.		

1. Record the results of your visual walk-through here. Enter the date, your initials, and whether there has been a release (No or Yes). If something was encountered indicate details in the space after Question #2.
2. This space is to be used if repairs were needed or if something was encountered during the visual inspections and monthly checks.
3. Once a month, record the results of the more in-depth visual inspection of the listed equipment. If something was encountered indicate details in the space after Question #2.
4. Record the results of the monthly leak detection that was performed on the tank. If something was encountered indicate details in the space after Question #2.

4. After the visual inspection has been recorded above, mark the date on the calendar.

January

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☒	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
5	Visual inspection logged above?	☒	
6	Visual inspection logged above?	☐	
7	Visual inspection logged above?	☒	
8	Visual inspection logged above?	☐	
9	Visual inspection logged above?	☒	

5. Record information from other activities here. Keep additional records such as work orders, invoices, reports, etc. of repairs or inspections.

Other activities performed

For example: stormwater discharges from the containment areas; impressed current system inspections; internal and external tank inspections; tank installations or removals.

Additional records on the inspections and tank work performed should be maintained.

Date/Name 1/7 MDN

Remarks: Warm day, let water from melted snow out of dike. No sheen on the water.

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

January _____ year

☐ Monthly visual check and leak detection completed

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
5	Visual inspection logged above?	☐	
6	Visual inspection logged above?	☐	
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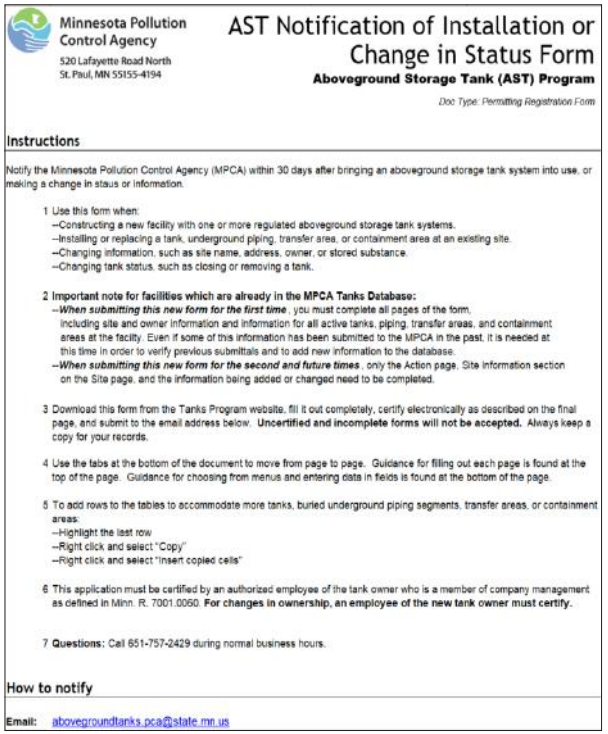

Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

AST Notification of Installation or Change in Status Form
Aboveground Storage Tank (AST) Program
Doc Type: Permitting Registration Form

Instructions

Notify the Minnesota Pollution Control Agency (MPCA) within 30 days after bringing an aboveground storage tank system into use, or making a change in staus or information.

1 Use this form when:
--Constructing a new facility with one or more regulated aboveground storage tank systems.
--Installing or replacing a tank, underground piping, transfer area, or containment area at an existing site.
--Changing information, such as site name, address, owner, or stored substance.
--Changing tank status, such as closing or removing a tank.

2 **Important note for facilities which are already in the MPCA Tanks Database:**
--***When submitting this new form for the first time***, you must complete all pages of the form, including site and owner information and information for all active tanks, piping, transfer areas, and containment areas at the facility. Even if some of this information has been submitted to the MPCA in the past, it is needed at this time in order to verify previous submittals and to add new information to the database.
--***When submitting this new form for the second and future times***, only the Action page, Site information section on the Site page, and the information being added or changed need to be completed.

3 Download this form from the Tanks Program website, fill it out completely, certify electronically as described on the final page, and submit to the email address below. **Uncertified and incomplete forms will not be accepted.** Always keep a copy for your records.

4 Use the tabs at the bottom of the document to move from page to page. Guidance for filling out each page is found at the top of the page. Guidance for choosing from menus and entering data in fields is found at the bottom of the page.

5 To add rows to the tables to accommodate more tanks, buried underground piping segments, transfer areas, or containment areas:
--Highlight the last row
--Right click and select "Copy"
--Right click and select "Insert copied cells"

6 This application must be certified by an authorized employee of the tank owner who is a member of company management as defined in Minn. R. 7001.0050. **For changes in ownership, an employee of the new tank owner must certify.**

7 **Questions:** Call 651-757-2429 during normal business hours.

How to notify

Email: aboveground tanks.pca@state.mn.us

http://www.pca.state.mn.us/index.php/view-document.html?gid=3106

Registering your aboveground storage tanks

Aboveground storage tanks (ASTs) must be registered with the MPCA if they hold 500 or more gallons of hazardous materials or petroleum products.

However, some tanks are exempt from registration. Common exemptions include ASTs on farms, ASTs storing less than 1,100 gallons of fuel oil for on-site use, and indoor tanks.

For more information on tank registration requirements or to obtain a registration form, call your regional inspector (page 2).

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

February _____
year

☐ Monthly visual check and leak detection completed

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
5	Visual inspection logged above?	☐	
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31	Visual inspection logged above?	☐	

Substance transfer areas

As Minnesota is seeing an increase in large rain events, make sure all substance transfer areas remain free of water and debris. By doing this, it will ensure there is capacity to capture any spilled product and prevent a release to the environment during a substance transfer.

Substance transfer areas must incorporate safeguards to prevent and minimize the impacts of an accidental release of product during filling of ASTs.

Safeguards may include spill boxes, remote fill boxes, or containment areas.

These safeguards are required in order to protect the area under and surrounding the hose connections between the tank and transfer vehicle as well as the connection to the tank system, should it fall outside of the containment area.

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

March

_____
year

☐ **Monthly visual check and leak detection completed**

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
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31	Visual inspection logged above?	☐	

Reporting spills and leaks

All petroleum spills of five gallons or more must be reported to the State Duty Officer immediately at 651-649-5451 or 1-800-422-0798.

A spill may be the result of a one-time release or a gradual release over time. Any spill of a hazardous material, regardless of the amount, must be reported immediately.

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

April

_____
year

☐ **Monthly visual check and leak detection completed**

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
5	Visual inspection logged above?	☐	
6	Visual inspection logged above?	☐	
7	Visual inspection logged above?	☐	
8	Visual inspection logged above?	☐	
9	Visual inspection logged above?	☐	
10	Visual inspection logged above?	☐	
11	Visual inspection logged above?	☐	
12	Visual inspection logged above?	☐	
13	Visual inspection logged above?	☐	
14	Visual inspection logged above?	☐	
15	Visual inspection logged above?	☐	
16	Visual inspection logged above?	☐	
17	Visual inspection logged above?	☐	
18	Visual inspection logged above?	☐	
19	Visual inspection logged above?	☐	
20	Visual inspection logged above?	☐	
21	Visual inspection logged above?	☐	
22	Visual inspection logged above?	☐	
23	Visual inspection logged above?	☐	
24	Visual inspection logged above?	☐	
25	Visual inspection logged above?	☐	
26	Visual inspection logged above?	☐	
27	Visual inspection logged above?	☐	
28	Visual inspection logged above?	☐	
29	Visual inspection logged above?	☐	
30	Visual inspection logged above?	☐	
31	Visual inspection logged above?	☐	

New AST installations

When installing an AST at your facility, keep the following in mind:

1. There are requirements for secondary containment that apply to tanks installed after November 1, 1998.
2. The area directly under the AST must be designed for leak detection.
3. The AST needs to be registered with the MPCA within 30 days of installation.

For more information on how a new AST may affect your facility, visit the MPCA AST webpage at https://www.pca.state.mn.us/waste/storage-tanks.

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

May

_____
year

☐ **Monthly visual check and leak detection completed**

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
5	Visual inspection logged above?	☐	
6	Visual inspection logged above?	☐	
7	Visual inspection logged above?	☐	
8	Visual inspection logged above?	☐	
9	Visual inspection logged above?	☐	
10	Visual inspection logged above?	☐	
11	Visual inspection logged above?	☐	
12	Visual inspection logged above?	☐	
13	Visual inspection logged above?	☐	
14	Visual inspection logged above?	☐	
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24	Visual inspection logged above?	☐	
25	Visual inspection logged above?	☐	
26	Visual inspection logged above?	☐	
27	Visual inspection logged above?	☐	
28	Visual inspection logged above?	☐	
29	Visual inspection logged above?	☐	
30	Visual inspection logged above?	☐	
31	Visual inspection logged above?	☐	

Petroleum product delivery law

Minnesota facilities with a capacity for greater than 2,000 gallons of petroleum product stored for resale purposes must comply with laws to prevent spills during delivery to AST facilities. There are guidelines for site diagrams, labeling requirements, and gauging requirements. There are also personnel requirements for the deliverer. See MPCA tanks fact sheet #4.20 “Petroleum Product Delivery Law” on the MPCA website for detailed information.

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

June

_____
year

☐ **Monthly visual check and leak detection completed**

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
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26	Visual inspection logged above?	☐	
27	Visual inspection logged above?	☐	
28	Visual inspection logged above?	☐	
29	Visual inspection logged above?	☐	
30	Visual inspection logged above?	☐	
31	Visual inspection logged above?	☐	

Recycle sludge, fuel, and tanks

The sludge that collects at the bottom of a fuel storage tank is considered hazardous waste unless it is tested and proven otherwise.

Fuel that can be pumped out of the AST can be handled as a product if it requires no treatment.

If the fuel requires treatment prior to it being used as a fuel again, it can be handled as a recyclable fuel. Recyclable fuel must be immediately removed from the site by a licensed transporter and sent to a registered fuel recycling facility. See MPCA Hazardous Waste Fact Sheet #4.19, “Managing Recyclable Fuel Wastes” for more information.

Empty tanks are then sent to a registered tank salvager where the residual sludge is handled as a hazardous waste. For a list of registered facilities that accept tank bottoms or scrapped tanks, see MPCA Tanks Fact Sheet #6.02 “Tank and Waste Petroleum Recyclers.”

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

July

_____
year

☐ **Monthly visual check and leak detection completed**

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
5	Visual inspection logged above?	☐	
6	Visual inspection logged above?	☐	
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29	Visual inspection logged above?	☐	
30	Visual inspection logged above?	☐	
31	Visual inspection logged above?	☐	

Piping

Buried single-wall steel piping is prone to corrosion, and leaks are not easily observed. For these reasons, cathodic protection and periodic leak testing are required of all buried piping. However, these measures are not always successful at preventing leaks or identifying ones that have occurred.

There are many alternatives to buried piping that can save you both time and money. Short runs of piping to and from loading areas, through dikes, and under roads may be better monitored if you run them aboveground. You can also run piping inside concrete casing or through a ground-level trench, both of which will provide better access to check for leaks.

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

August

_____
year

☐ **Monthly visual check and leak detection completed**

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
5	Visual inspection logged above?	☐	
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30	Visual inspection logged above?	☐	
31	Visual inspection logged above?	☐	

Petrofund

The Minnesota Department of Commerce's Petrofund provides reimbursement for costs incurred when responding to a petroleum tank leak.

In Minnesota, this funding is available to both underground and aboveground storage tank owners.

For information on who is eligible for reimbursement, how to apply, or other details, contact the Petrofund Program at the Department of Commerce at 651-215-1775 or 1-800-638-0418.

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

September_____
year

☐ Monthly visual check and leak detection completed

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
5	Visual inspection logged above?	☐	
6	Visual inspection logged above?	☐	
7	Visual inspection logged above?	☐	
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31	Visual inspection logged above?	☐	

Post emergency information

A complete site diagram that includes the number of tanks, their location, capacity, and contents must be visibly posted on site at all times. Piping and valve locations must be noted in addition to storm sewers, drainage ditches, catch basins, and nearby surface water a spill could potentially drain to. You must also list a 24-hour emergency phone number if your facility does not have someone on site at all times.

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

October _____ year

☐ Monthly visual check and leak detection completed

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
5	Visual inspection logged above?	☐	
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31	Visual inspection logged above?	☐	

SPCC and the Minnesota Spill Bill

Under federal regulation, any AST site with a storage capacity of greater than 1,320 gallons of petroleum products is required to have a Spill Prevention Control and Countermeasure (SPCC) plan. Additionally, state regulations in Minnesota require facilities that store more than 10,000 gallons of oil or hazardous substances in ASTs to have a Prevention and Response Plan.

These two plans (which can be combined into one) must describe the control measures in place at the facility to prevent or contain a release. They also must outline the actions that will be taken if a release occurs.

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

November _____
year

☐ Monthly visual check and leak detection completed

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
5	Visual inspection logged above?	☐	
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31	Visual inspection logged above?	☐	

Secondary containment

As increased rainfall amounts are occurring, it is important to ensure that secondary containment areas are checked more frequently. A failure to check these areas after a significant rainfall may result in a fuel/water mixture to overflow into the environment.

When checking secondary containment areas, owners and operators must also check for any cracks or any unusual conditions. Cracks in the secondary containment may lead to fuel/water entering the environment.

The containment area must be designed and constructed to hold fuel/water in a way that a release can be detected.

For additional information, see MPCA Tanks Fact Sheet #4.01, “Secondary Containment for Aboveground Storage Tanks” on the MPCA website.

AST visual inspection and repair log

Visual inspections														Leak detection
Areas inspected	**72 hour or weekly**												**Monthly**	**Monthly**
	1. Have releases occurred from the tank system?												3. Have tanks, piping, valves, pumps, and other equipment been visually checked for cracks, corrosion, releases, and maintenance needs?	4. Has the monthly leak detection for the area below the tank floor been performed on this tank? If so, circle the method used. For more information, see the Types of Monitoring page at the beginning of the calendar for leak detection options.
	Date of inspection and initials of person inspecting tanks													
	/	/	/	/	/	/	/	/	/	/	/	/	/ /	/ /
Tank #1	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #2	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #3	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #4	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #5	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #6	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #7	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation
Tank #8	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	N Y	Y N	Visual Interstitial Vapor Reconciliation

2. Were repairs needed or releases encountered? If so, indicate the date, Tank #, and what was done about it:

Visual inspection requirements

During transfers—At least one person needs to be present during substance loading or unloading of the tanks to visually monitor and terminate the transfer.

Weekly or 72-hour check for leaks—Owners or operators need to conduct visual monitoring to verify that no releases have occurred from the tank system. This needs to be done weekly if the tank complies with "new" tank standards for secondary containment or every 72 hours if the tank complies with the standards established for tanks installed before November 1998.

Monthly inspections—Visual check of tanks, piping, valves, pumps, and other equipment for cracks, corrosion, releases, and maintenance needs. Walk through the site to identify cracks or other defects in the secondary containment areas and substance transfer areas.

Other activities performed

For example: stormwater discharges from the containment areas, impressed current system inspection, internal and external tank inspections, or tank installations or removals.

Additional records on tank work performed and inspections should be maintained.

Date/Name

Remarks:

December _____
year

☐ Monthly visual check and leak detection completed

1	Visual inspection logged above?	☐	
2	Visual inspection logged above?	☐	
3	Visual inspection logged above?	☐	
4	Visual inspection logged above?	☐	
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29	Visual inspection logged above?	☐	
30	Visual inspection logged above?	☐	
31	Visual inspection logged above?	☐	

Annual equipment check

All equipment that is used for leak detection, monitoring, or warning must be well-maintained and functional at all times. To ensure that your facility meets this requirement, check the function and calibration of this equipment at least once a year. You may need to perform more frequent checks based on the manufacturer's recommendations.