

JANUARY 2021

MAINTENANCE CHECKLIST FOR STAGE I SYSTEMS

STAGE I VAPOR RECOVERY – Underground Storage Tanks
Fill Side (Dual Point & Coaxial)
<input type="checkbox"/> Spill buckets clean and dry
<input type="checkbox"/> Spill bucket drain plug functioning properly (opens/closes, seals when closed)
<input type="checkbox"/> Dust cap on tight and in good condition (doesn't turn) and gasket in good condition
<input type="checkbox"/> Fill adapter on tight and in good repair (for non-swivel types)
<input type="checkbox"/> Fill tube in good condition
<input type="checkbox"/> Fill tube no farther than 6 inches from bottom of tank, to upper cut of tube
<input type="checkbox"/> Tank vents have properly functioning pressure vacuum vent caps
Additional Coaxial Fill Side (Coaxial only)
<input type="checkbox"/> Fill tube (if spring loaded) operates properly (doesn't jam)
<input type="checkbox"/> Spring loaded fill tube seals against the coaxial fitting and gasket in good repair
Vapor Side (Dual Point only)
<input type="checkbox"/> Dust cap on tight and in good condition (doesn't turn) and gasket in good condition
<input type="checkbox"/> Vapor adapter on tight and in good repair (for non-swivel types)
<input type="checkbox"/> Poppet valve operates properly (pops back when depressed) and gasket in good condition

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Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
31 <input type="checkbox"/> OK <input type="checkbox"/> NR					1 <input type="checkbox"/> OK <input type="checkbox"/> NR	2 <input type="checkbox"/> OK <input type="checkbox"/> NR
3 <input type="checkbox"/> OK <input type="checkbox"/> NR	4 <input type="checkbox"/> OK <input type="checkbox"/> NR	5 <input type="checkbox"/> OK <input type="checkbox"/> NR	6 <input type="checkbox"/> OK <input type="checkbox"/> NR	7 <input type="checkbox"/> OK <input type="checkbox"/> NR	8 <input type="checkbox"/> OK <input type="checkbox"/> NR	9 <input type="checkbox"/> OK <input type="checkbox"/> NR
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MONTHLY MAINTENANCE RECORDS

Date of Maintenance/ Test/Equipment Failure	UST Number	Date Repaired	Manufacturer & Part Used for Repair	Name of Company Conducting Maintenance/Repair

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FEBRUARY 2021

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28 <input type="checkbox"/> OK <input type="checkbox"/> NR						

MONTHLY MAINTENANCE RECORDS

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MARCH 2021

MAINTENANCE CHECKLIST FOR STAGE I SYSTEMS

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7 <input type="checkbox"/> OK <input type="checkbox"/> NR	8 <input type="checkbox"/> OK <input type="checkbox"/> NR	9 <input type="checkbox"/> OK <input type="checkbox"/> NR	10 <input type="checkbox"/> OK <input type="checkbox"/> NR	11 <input type="checkbox"/> OK <input type="checkbox"/> NR	12 <input type="checkbox"/> OK <input type="checkbox"/> NR	13 <input type="checkbox"/> OK <input type="checkbox"/> NR
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28 <input type="checkbox"/> OK <input type="checkbox"/> NR	29 <input type="checkbox"/> OK <input type="checkbox"/> NR	30 <input type="checkbox"/> OK <input type="checkbox"/> NR	31 <input type="checkbox"/> OK <input type="checkbox"/> NR			

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Date of Maintenance/ Test/Equipment Failure	UST Number	Date Repaired	Manufacturer & Part Used for Repair	Name of Company Conducting Maintenance/Repair

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APRIL 2021

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				1 <input type="checkbox"/> OK <input type="checkbox"/> NR	2 <input type="checkbox"/> OK <input type="checkbox"/> NR	3 <input type="checkbox"/> OK <input type="checkbox"/> NR
4 <input type="checkbox"/> OK <input type="checkbox"/> NR	5 <input type="checkbox"/> OK <input type="checkbox"/> NR	6 <input type="checkbox"/> OK <input type="checkbox"/> NR	7 <input type="checkbox"/> OK <input type="checkbox"/> NR	8 <input type="checkbox"/> OK <input type="checkbox"/> NR	9 <input type="checkbox"/> OK <input type="checkbox"/> NR	10 <input type="checkbox"/> OK <input type="checkbox"/> NR
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MONTHLY MAINTENANCE RECORDS

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MAY 2021

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Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
30 <input type="checkbox"/> OK <input type="checkbox"/> NR	31 <input type="checkbox"/> OK <input type="checkbox"/> NR					1 <input type="checkbox"/> OK <input type="checkbox"/> NR
2 <input type="checkbox"/> OK <input type="checkbox"/> NR	3 <input type="checkbox"/> OK <input type="checkbox"/> NR	4 <input type="checkbox"/> OK <input type="checkbox"/> NR	5 <input type="checkbox"/> OK <input type="checkbox"/> NR	6 <input type="checkbox"/> OK <input type="checkbox"/> NR	7 <input type="checkbox"/> OK <input type="checkbox"/> NR	8 <input type="checkbox"/> OK <input type="checkbox"/> NR
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JUNE 2019

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JULY 2021

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AUGUST 2021

MAINTENANCE CHECKLIST FOR STAGE I SYSTEMS

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Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1 <input type="checkbox"/> OK <input type="checkbox"/> NR	2 <input type="checkbox"/> OK <input type="checkbox"/> NR	3 <input type="checkbox"/> OK <input type="checkbox"/> NR	4 <input type="checkbox"/> OK <input type="checkbox"/> NR	5 <input type="checkbox"/> OK <input type="checkbox"/> NR	6 <input type="checkbox"/> OK <input type="checkbox"/> NR	7 <input type="checkbox"/> OK <input type="checkbox"/> NR
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MONTHLY MAINTENANCE RECORDS

Date of Maintenance/ Test/Equipment Failure	UST Number	Date Repaired	Manufacturer & Part Used for Repair	Name of Company Conducting Maintenance/Repair

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SEPTEMBER 2021

MAINTENANCE CHECKLIST FOR STAGE I SYSTEMS

STAGE I VAPOR RECOVERY – Underground Storage Tanks
Fill Side (Dual Point & Coaxial)
<input type="checkbox"/> Spill buckets clean and dry
<input type="checkbox"/> Spill bucket drain plug functioning properly (opens/closes, seals when closed)
<input type="checkbox"/> Dust cap on tight and in good condition (doesn't turn) and gasket in good condition
<input type="checkbox"/> Fill adapter on tight and in good repair (for non-swivel types)
<input type="checkbox"/> Fill tube in good condition
<input type="checkbox"/> Fill tube no farther than 6 inches from bottom of tank, to upper cut of tube
<input type="checkbox"/> Tank vents have properly functioning pressure vacuum vent caps
Additional Coaxial Fill Side (Coaxial only)
<input type="checkbox"/> Fill tube (if spring loaded) operates properly (doesn't jam)
<input type="checkbox"/> Spring loaded fill tube seals against the coaxial fitting and gasket in good repair
Vapor Side (Dual Point only)
<input type="checkbox"/> Dust cap on tight and in good condition (doesn't turn) and gasket in good condition
<input type="checkbox"/> Vapor adapter on tight and in good repair (for non-swivel types)
<input type="checkbox"/> Poppet valve operates properly (pops back when depressed) and gasket in good condition

If you have a Notice of Construction permit from Spokane Clean Air, be sure to follow all permit requirements, including maintenance. Below is a maintenance schedule. Check "OK" or "Needs Repair (NR)" and initial on days equipment is checked. Add details in the table below.

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
			1 <input type="checkbox"/> OK <input type="checkbox"/> NR	2 <input type="checkbox"/> OK <input type="checkbox"/> NR	3 <input type="checkbox"/> OK <input type="checkbox"/> NR	4 <input type="checkbox"/> OK <input type="checkbox"/> NR
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MONTHLY MAINTENANCE RECORDS

Date of Maintenance/ Test/Equipment Failure	UST Number	Date Repaired	Manufacturer & Part Used for Repair	Name of Company Conducting Maintenance/Repair

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OCTOBER 2021

MAINTENANCE CHECKLIST FOR STAGE I SYSTEMS

STAGE I VAPOR RECOVERY – Underground Storage Tanks
Fill Side (Dual Point & Coaxial)
<input type="checkbox"/> Spill buckets clean and dry
<input type="checkbox"/> Spill bucket drain plug functioning properly (opens/closes, seals when closed)
<input type="checkbox"/> Dust cap on tight and in good condition (doesn't turn) and gasket in good condition
<input type="checkbox"/> Fill adapter on tight and in good repair (for non-swivel types)
<input type="checkbox"/> Fill tube in good condition
<input type="checkbox"/> Fill tube no farther than 6 inches from bottom of tank, to upper cut of tube
<input type="checkbox"/> Tank vents have properly functioning pressure vacuum vent caps
Additional Coaxial Fill Side (Coaxial only)
<input type="checkbox"/> Fill tube (if spring loaded) operates properly (doesn't jam)
<input type="checkbox"/> Spring loaded fill tube seals against the coaxial fitting and gasket in good repair
Vapor Side (Dual Point only)
<input type="checkbox"/> Dust cap on tight and in good condition (doesn't turn) and gasket in good condition
<input type="checkbox"/> Vapor adapter on tight and in good repair (for non-swivel types)
<input type="checkbox"/> Poppet valve operates properly (pops back when depressed) and gasket in good condition

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Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
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MONTHLY MAINTENANCE RECORDS

Date of Maintenance/ Test/Equipment Failure	UST Number	Date Repaired	Manufacturer & Part Used for Repair	Name of Company Conducting Maintenance/Repair

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NOVEMBER 2021

MAINTENANCE CHECKLIST FOR STAGE I SYSTEMS

STAGE I VAPOR RECOVERY – Underground Storage Tanks
Fill Side (Dual Point & Coaxial)
<input type="checkbox"/> Spill buckets clean and dry
<input type="checkbox"/> Spill bucket drain plug functioning properly (opens/closes, seals when closed)
<input type="checkbox"/> Dust cap on tight and in good condition (doesn't turn) and gasket in good condition
<input type="checkbox"/> Fill adapter on tight and in good repair (for non-swivel types)
<input type="checkbox"/> Fill tube in good condition
<input type="checkbox"/> Fill tube no farther than 6 inches from bottom of tank, to upper cut of tube
<input type="checkbox"/> Tank vents have properly functioning pressure vacuum vent caps
Additional Coaxial Fill Side (Coaxial only)
<input type="checkbox"/> Fill tube (if spring loaded) operates properly (doesn't jam)
<input type="checkbox"/> Spring loaded fill tube seals against the coaxial fitting and gasket in good repair
Vapor Side (Dual Point only)
<input type="checkbox"/> Dust cap on tight and in good condition (doesn't turn) and gasket in good condition
<input type="checkbox"/> Vapor adapter on tight and in good repair (for non-swivel types)
<input type="checkbox"/> Poppet valve operates properly (pops back when depressed) and gasket in good condition

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Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
	1 <input type="checkbox"/> OK <input type="checkbox"/> NR	2 <input type="checkbox"/> OK <input type="checkbox"/> NR	3 <input type="checkbox"/> OK <input type="checkbox"/> NR	4 <input type="checkbox"/> OK <input type="checkbox"/> NR	5 <input type="checkbox"/> OK <input type="checkbox"/> NR	6 <input type="checkbox"/> OK <input type="checkbox"/> NR
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MONTHLY MAINTENANCE RECORDS

Date of Maintenance/ Test/Equipment Failure	UST Number	Date Repaired	Manufacturer & Part Used for Repair	Name of Company Conducting Maintenance/Repair

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DECEMBER 2021

MAINTENANCE CHECKLIST FOR STAGE I SYSTEMS

STAGE I VAPOR RECOVERY – Underground Storage Tanks
Fill Side (Dual Point & Coaxial)
<input type="checkbox"/> Spill buckets clean and dry
<input type="checkbox"/> Spill bucket drain plug functioning properly (opens/closes, seals when closed)
<input type="checkbox"/> Dust cap on tight and in good condition (doesn't turn) and gasket in good condition
<input type="checkbox"/> Fill adapter on tight and in good repair (for non-swivel types)
<input type="checkbox"/> Fill tube in good condition
<input type="checkbox"/> Fill tube no farther than 6 inches from bottom of tank, to upper cut of tube
<input type="checkbox"/> Tank vents have properly functioning pressure vacuum vent caps
Additional Coaxial Fill Side (Coaxial only)
<input type="checkbox"/> Fill tube (if spring loaded) operates properly (doesn't jam)
<input type="checkbox"/> Spring loaded fill tube seals against the coaxial fitting and gasket in good repair
Vapor Side (Dual Point only)
<input type="checkbox"/> Dust cap on tight and in good condition (doesn't turn) and gasket in good condition
<input type="checkbox"/> Vapor adapter on tight and in good repair (for non-swivel types)
<input type="checkbox"/> Poppet valve operates properly (pops back when depressed) and gasket in good condition

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Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
			1 <input type="checkbox"/> OK <input type="checkbox"/> NR	2 <input type="checkbox"/> OK <input type="checkbox"/> NR	3 <input type="checkbox"/> OK <input type="checkbox"/> NR	4 <input type="checkbox"/> OK <input type="checkbox"/> NR
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MONTHLY MAINTENANCE RECORDS

Date of Maintenance/ Test/Equipment Failure	UST Number	Date Repaired	Manufacturer & Part Used for Repair	Name of Company Conducting Maintenance/Repair

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