Appendix C
Data Collection Worksheets
# FACILITY INFORMATION COLLECTION SHEET

## FACILITY:

### GENERAL INFORMATION:

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>INFORMATION/DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTERNATE NAMES (old, unofficial, etc.)</td>
<td></td>
</tr>
<tr>
<td>OPERATOR (dept, command, tenant, etc.)</td>
<td></td>
</tr>
<tr>
<td>COMPLIANCE OBLIGATION (mandatory or optional)</td>
<td></td>
</tr>
<tr>
<td>POSITION OF DESIGNATED PERSON (if compliance is mandatory)</td>
<td></td>
</tr>
<tr>
<td>WHAT FACILITY DOES (brief description)</td>
<td></td>
</tr>
<tr>
<td>PHYSICAL PLANT (brief description)</td>
<td></td>
</tr>
<tr>
<td>LOCATION WITHIN HOST INSTALLATION (enough information to find it on a map)</td>
<td></td>
</tr>
</tbody>
</table>

### SECURITY AT FACILITY:

<table>
<thead>
<tr>
<th>SECURITY MEASURE</th>
<th>DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FENCING (of facility or tanks)</td>
<td></td>
</tr>
<tr>
<td>GATES (of facility or tank fencing)</td>
<td></td>
</tr>
<tr>
<td>SECURITY PATROLS (other than usual installation patrols)</td>
<td></td>
</tr>
<tr>
<td>OTHER:</td>
<td></td>
</tr>
</tbody>
</table>
## UNDIKED AREA DRAINAGE:

<table>
<thead>
<tr>
<th>TYPE AREA</th>
<th>DESCRIPTION OF HOW DRAINAGE IS CONTAINED/CONTROLLED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRUM STORAGE</td>
<td></td>
</tr>
<tr>
<td>PARKING</td>
<td></td>
</tr>
<tr>
<td>OTHER:</td>
<td></td>
</tr>
</tbody>
</table>

## DRAINAGE WATER TREATMENT UNITS:

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE(S)</td>
<td></td>
</tr>
<tr>
<td>FLOW BETWEEN TREATMENT UNITS</td>
<td></td>
</tr>
<tr>
<td>(if multiple units: gravity or pumps)</td>
<td></td>
</tr>
<tr>
<td>NUMBER OF LIFT PUMPS</td>
<td></td>
</tr>
<tr>
<td>(if multiple units)</td>
<td></td>
</tr>
<tr>
<td>FREQUENCY OF OPERATION</td>
<td></td>
</tr>
<tr>
<td>(continuous or intermittent)</td>
<td></td>
</tr>
<tr>
<td>INSTALLATION</td>
<td></td>
</tr>
<tr>
<td>(permanent or temporary)</td>
<td></td>
</tr>
<tr>
<td>FAIL-SAFE PROVISIONS</td>
<td></td>
</tr>
<tr>
<td>(to prevent discharge due to equipment/operator failure)</td>
<td></td>
</tr>
<tr>
<td>OTHER:</td>
<td></td>
</tr>
</tbody>
</table>

## FLOODING PROVISIONS:

<table>
<thead>
<tr>
<th>TYPE AREA</th>
<th>DISCUSSION OF PROVISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RETENTION PONDS AND BASINS</td>
<td></td>
</tr>
<tr>
<td>MOBILE TANKS</td>
<td></td>
</tr>
<tr>
<td>HW STORAGE AREAS</td>
<td></td>
</tr>
<tr>
<td>OTHER:</td>
<td></td>
</tr>
</tbody>
</table>
## TANK DATA COLLECTION SHEET FOR ASTs, MOBIL TANKS, AND TRANSFORMERS

### AREA:
- Tank Site (Building #):
- Installation Map Grid #:
- Number of Tanks in Set
- Capacity (gal):
- Material Stored:
- Tank Manufacturer:
- Model:
- Year Installed:

### TYPE OF SPCC-REGULATED TANK
- Partially Buried (Top Exposed)
- Partially Buried (Bunkered)
- AST
- Mobil Tank
- Transformer
- Pressure Tank
- Other: ____________________

### CONDITION:
- Unacceptable
- New
- Excellent
- Good
- Other: ____________________

### CURRENT USE (check all that apply)
- Long-term storage
- Temporary storage
- Seasonal storage
- Furnace
- Boiler
- Generator
- Emergency generator
- Transformer
- Vehicle fueling
- Permanently closed
- Other: ____________________

### COLOR PAINTED
- None (rusting)
- Yellow
- Red
- Black
- White
- Beige
- Gray
- Blue
- Silver
- Other: ____________________

### DIMENSIONS
- Diameter (D) ________________
- Circumference (C) ________________
- Length (L) ________________
- Height (H) ________________
- Width (W) ________________

### CALCULATED VOLUME (volumes in gallons calculated from lengths in feet)
- Horizontal cylinder = \((5.875 \times L \times D^2)\)
- Vertical cylinder = \((0.5953 \times H \times C^2)\) or \((5.875 \times H \times D^2)\)
- Box = \((7.48 \times L \times W \times H)\)

### MARKINGS FOR MATERIALS STORED:
- None
- Wrong
- Inadequate
- Acceptable
- Other: ____________________

### LEAK DETECTION
- Interstitial Monitoring
- Vapor Monitoring
- Groundwater Monitoring
- Automatic Tank Gauging
- Other: ____________________

### CONSTRUCTION MATERIAL INCOMPATIBLE WITH CONTENTS
- Welded steel
- Riveted steel
- Fiberglass or fiberglass reinforced plastic
- Other: ____________________

### SUPPORT (HORIZONTAL AST):
- Concrete saddles (unpadded)
- Concrete saddles (padded)
- Steel frame with saddles
- Steel frame welded to tank
- Steel skid with saddles
- Steel skid welded to tank
- Built-in rectangular dike
- Other: ____________________

### SHAPE
- Horizontal cylinder
- Horizontal cylinder w/dike
- Horizontal cylinder w/dbl.-wall
- Vertical cylinder
- Other: ____________________

### CORROSION PROTECTION
- None (existing buried tank)
- N/A (non-corroding tank)
- Coating
- Cathodic protection
- Other: ____________________
### TANK DATA COLLECTION SHEET FOR ASTs, MOBIL TANKS, AND TRANSFORMERS

#### SUPPORT (VERTICAL AST):
- Concrete foundation (visible)
- Concrete foundation (not visible)
- Other: ____________________

#### SUPPORT SEISMIC/WIND ADEQUACY
- SUPPORT UNSTABLE
- TANK UNSTABLE ON SUPPORT
- Adequate
- Other: ____________________

#### SECONDARY CONTAINMENT TYPE
- NONE
- INsUFFICIENT CAPACITY
- NOT IMPERVIOUS
- Built-in Rectangular dike
- Double-walled tank
- Earthen dike
- Gravel dike
- Concrete walls
- Cement block walls
- Curbing
- Trenching
- Vault
- Other: ____________________

#### SECONDARY CONTAINMENT LINING
- None
- N/A (built-in containment)
- Polyethylene
- High-density polyethylene (HDPE)
- Neoprene
- Asphalt
- Other: ____________________

#### SECONDARY CONTAINMENT DIMENSIONS
<table>
<thead>
<tr>
<th>Diameter (D)</th>
<th>Length (L)</th>
<th>Height (H)</th>
<th>Width (W)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### DIKE DRAINAGE MECHANISM
- NOT POSITIVELY CONTROLLED
- FLAPPER-TYPE VALVE
- AUTOMATICALLY ACTIVATED PUMP
  - Manual open and close valve
  - Manually-activated pump
  - Plugged/capped outlet
  - None (no outlet)
  - Other: ____________________

#### DIKE DRAINAGE VALVE LOCKING
- CAN NOT BE LOCKED
- UNLOCKED
  - Locked
  - Capped/plugged
  - N/A (cap/plug; no valve)
  - Other: ____________________

#### OVERFILL PROTECT/FAIL SAFE ENGINEERING
- NONE
- INADEQUATE
- NOT WORKING
- Float indicator
- Dial Gauge
- Clock gauge
- Tape gauge
- Auto fill limiter
- Auto pump cut off
- High-level alarm
- Whistler (audible vent)
- Gauger/pumper visual contact
- Gauger/pumper radio contact
- Manometer
- Computer
- Telepulse
- Other: ____________________

#### OVERFILL CATCHMENT
- None
- Catch pan at AST fill port
- Fill port inside secondary containment
- Internal chamber (dike tank)
- Other: ____________________

#### TANK HEATING
- INTERNAL SYSTEM SINGLE PASS W/DISCHARGE
  - Internal system single pass w/treatment
  - Closed loop
  - External system
  - None
  - Other: ____________________

#### TANK MANIFOLDING
- Manifolded with tanks
- Not manifolded
**TANK DATA COLLECTION SHEET FOR ASTs, MOBIL TANKS, AND TRANSFORMERS**

### Piping Material
- Steel
- Fiberglass reinforced plastic
- Copper
- Fuel hose
- N/A (no piping)
- Other: ____________________

### Piping Exposure
- **UNNECESSARILY UNDERGROUND**
  - All aboveground
  - As aboveground as practical
  - None (no piping)
  - Other: ____________________

### Piping Support Design
- **ALLOWS ABRASION/CORROSION**
  - Minimizes abrasion/corrosion
  - All within tank corrosion
  - Special concrete trench
  - N/A (no piping)
  - Other: ____________________

### Piping Corrosion Protection
- None (existing buried pipe)
- N/A (no buried piping)
- N/A (non-corroding buried pipe)
- Coating
- Wrapping
- Cathodic protection
- Other: ____________________

### Piping Protection from Vehicles
- **NONE**
  - Posts
  - Tank secondary containment
  - Warning signs
  - Verbal warnings to drivers
  - N/A (no piping)
  - Other: ____________________

### Piping Containment
- None
- Double-walled pipe
- All within tank containment
- Special concrete trench
- N/A (no piping)
- Other: ____________________

### Valves-to-Surface Security
- **INADEQUATELY PROTECTED**
  - All locked
  - All capped/plugged
  - Fenced facility
  - N/A (no such valves)
  - Other: ____________________

### Pump Starter Control Security
- **INADEQUATELY PROTECTED**
  - N/A (consuming equipment draws fuel)
  - Locked whenever “off”
  - Unlocked, but valve locked
  - In fenced facility
  - Other: ____________________

### Fire Protection System (tank)
- **NOT COMMENSURATE WITH TANK**
  - None
  - Automatic AFFF
  - Manual AFFF
  - Other: ____________________

### Lighting
- **NOT COMMENSURATE WITH FACILITY**
  - None
  - Light at tank
  - General area lighting nearby
  - Other: ____________________

### Probability of Reaching Navigable Waters
- Negligible (terrain retains)
- Low
- Medium
- High
- Very high (adjacent to navigable waters)
- Other: ____________________

### Potential Failures
- Fill in flow direction for each failure type
- Overfill
- Rupture
- Leak
- Fill hose spill
- Other: ____________________
<table>
<thead>
<tr>
<th>TANK DATA COLLECTION SHEET FOR ASTs, MOBIL TANKS, AND TRANSFORMERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTINUED</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>INTEGRITY TEST SCHEDULE</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>INSPECTION SCHEDULE</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>MATERIAL SUPPLIER INFORMATION</td>
</tr>
<tr>
<td>Supplier:</td>
</tr>
<tr>
<td>Truck pumping rate (gpm):</td>
</tr>
<tr>
<td>Piping delivery rate (gpm):</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>COMMENT ON ANY BOLD/CAPITALIZED ITEMS CHECKED</td>
</tr>
<tr>
<td>COMMENT:</td>
</tr>
<tr>
<td>COMMENT:</td>
</tr>
<tr>
<td>COMMENT:</td>
</tr>
</tbody>
</table>
## TANK DATA COLLECTION SHEET FOR USTs AND OIL WATER SEPARATORS

### TYPE OF SPCC-REGULATED TANK
- [ ] PARTIALLY BURIED (TOP EXPOSED)
- [x] PARTIALLY BURIED (BUNKERED)
- [ ] UST (field constructed)
- [ ] UST (consumer heating oil)
- [ ] UST (aircraft hydrant system)
- [ ] UST (under 110 gallons)
- Pressure
- Other: ____________________

### AREA:
- Tank Site (Building #):
- Installation Map Grid #:
- Number of Tanks in Set
- Capacity (gal):
- Material Stored:
- Tank Manufacturer:
- Model:
- Year Installed:

### CURRENT USE (check all that apply)
- [ ] Long-term storage
- [ ] Temporary storage
- [ ] Seasonal storage
- [ ] Furnace
- [ ] Boiler
- [ ] Generator
- [ ] Emergency generator
- [ ] Steam plant
- [ ] Vehicle fueling
- [ ] Permanently closed
- Other: ____________________

### CONDITION:
- [ ] UNACCEPTABLE
- New
- Excellent
- Good
- Other: ____________________

### CONSTRUCTION MATERIAL MARKINGS FOR MATERIALS STORED:
- [ ] INCOMPATIBLE WITH CONTENTS
- [ ] Wrong
- [ ] Inadequate
- [ ] Acceptable
- Other: ____________________

### SECONDARY CONTAINMENT TYPE
- [ ] NONE
- [ ] INSUFFICIENT CAPACITY
- [ ] NOT IMPERVIOUS
- [ ] Built-in Rectangular dike
- [ ] Double-walled tank
- [ ] Earthen dike
- [ ] Gravel dike
- [ ] Concrete walls
- [ ] Cement block walls
- [ ] Curbing
- [ ] Trenching
- [ ] Vault
- Other: ____________________

### SECONDARY CONTAINMENT LINING
- None
- N/A (built-in containment)
- Polyethylene
- High-density polyethylene (HDPE)
- Neoprene
- Asphalt
- Other: ____________________

### CORROSION PROTECTION
- [ ] NONE (NEW METALLIC UST)
- [ ] NONE (ANY METALLIC PBST)
- None (existing UST)
- Sacrificial anode
- Impressed current
- Exterior coating
- Other: ____________________

### LEAK DETECTION
- Interstitial Monitoring
- Vapor Monitoring
- Groundwater Monitoring
- Automatic Tank Gauging
- Other: ____________________
<table>
<thead>
<tr>
<th>OVERFILL PROTECT/FAIL SAFE ENGINEERING</th>
<th>OVERFILL CATCHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] NONE</td>
<td>[ ] None</td>
</tr>
<tr>
<td>[ ] INADEQUATE</td>
<td>[ ] Catch pan at fill port</td>
</tr>
<tr>
<td>[ ] NOT WORKING</td>
<td>[ ] Fill port inside secondary containment</td>
</tr>
<tr>
<td>[ ] Float indicator</td>
<td>[ ] Internal chamber (dike tank)</td>
</tr>
<tr>
<td>[ ] Dial Gauge</td>
<td>[ ] Other: ____________________</td>
</tr>
<tr>
<td>[ ] Clock gauge</td>
<td>TANK HEATING</td>
</tr>
<tr>
<td>[ ] Tape gauge</td>
<td>[ ] INTERNAL SYSTEM SINGLE PASS W/DISCHARGE</td>
</tr>
<tr>
<td>[ ] Auto fill limiter</td>
<td>[ ] Internal system single pass w/treatment</td>
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<tr>
<td>[ ] Auto pump cut off</td>
<td>[ ] Closed loop</td>
</tr>
<tr>
<td>[ ] High-level alarm</td>
<td>[ ] External system</td>
</tr>
<tr>
<td>[ ] Whistler (audible vent)</td>
<td>[ ] None</td>
</tr>
<tr>
<td>[ ] Gauger/pumper visual contact</td>
<td>[ ] Other: ____________________</td>
</tr>
<tr>
<td>[ ] Gauger/pumper radio contact</td>
<td>TANK MANIFOLDING</td>
</tr>
<tr>
<td>[ ] Manometer</td>
<td>[ ] Manifolded with tanks ____________________</td>
</tr>
<tr>
<td>[ ] Computer</td>
<td>[ ] Not manifolded</td>
</tr>
<tr>
<td>[ ] Telepulse</td>
<td></td>
</tr>
<tr>
<td>[ ] Other: ____________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PIPING MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Steel</td>
</tr>
<tr>
<td>[ ] Fiberglass reinforced plastic</td>
</tr>
<tr>
<td>[ ] Copper</td>
</tr>
<tr>
<td>[ ] Fuel hose</td>
</tr>
<tr>
<td>[ ] N/A (no piping)</td>
</tr>
<tr>
<td>[ ] Other: ____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PIPING SUPPORT DESIGN</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] ALLOWS ABRASION/CORROSION</td>
</tr>
<tr>
<td>[ ] Minimizes abrasion/corrosion</td>
</tr>
<tr>
<td>[ ] All within tank corrosion</td>
</tr>
<tr>
<td>[ ] Special concrete trench</td>
</tr>
<tr>
<td>[ ] N/A (no piping)</td>
</tr>
<tr>
<td>[ ] Other: ____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PIPING PROTECTION FROM VEHICLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] NONE</td>
</tr>
<tr>
<td>[ ] Posts</td>
</tr>
<tr>
<td>[ ] Tank secondary containment</td>
</tr>
<tr>
<td>[ ] Away from road</td>
</tr>
<tr>
<td>[ ] Warning signs</td>
</tr>
<tr>
<td>[ ] Verbal warnings to drivers</td>
</tr>
<tr>
<td>[ ] N/A (no piping)</td>
</tr>
<tr>
<td>[ ] Other: ____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VALVES-TO-SURFACE SECURITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] INADEQUATELY PROTECTED</td>
</tr>
<tr>
<td>[ ] All locked</td>
</tr>
<tr>
<td>[ ] All capped/plugged</td>
</tr>
<tr>
<td>[ ] Fenced facility</td>
</tr>
<tr>
<td>[ ] N/A (no such valves)</td>
</tr>
<tr>
<td>[ ] Other: ____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PUMP STARTER CONTROL SECURITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] INADEQUATELY PROTECTED</td>
</tr>
<tr>
<td>[ ] N/A (-consuming equipment draws fuel)</td>
</tr>
<tr>
<td>[ ] Locked whenever &quot;off&quot;</td>
</tr>
<tr>
<td>[ ] Unlocked, but valve locked</td>
</tr>
<tr>
<td>[ ] In fenced facility</td>
</tr>
<tr>
<td>[ ] Inaccessible to unauthorized persons</td>
</tr>
<tr>
<td>[ ] Other: ____________________</td>
</tr>
</tbody>
</table>
### TANK DATA COLLECTION SHEET FOR USTs AND OIL WATER SEPARATORS

#### LIGHTING

- **NOT COMMENSURATE WITH FACILITY**
  - None
  - Light at tank
  - General area lighting nearby
  - Distant general area lighting
  - Other: ____________________

#### PROBABILITY OF REACHING NAVIGABLE WATERS

(ignoring secondary containment)

- Negligible (terrain retains)
- Low
- Medium
- High
- Very high (adjacent to navigable waters)
- Other: ____________________

#### POTENTIAL FAILURES

(Fill in flow direction for each failure type)

- Overfill ____________________
- Rupture ____________________
- Leak ____________________
- Fill hose spill ____________________
- Other: ____________________

#### INTEGRITY TEST

- ____________________

#### MATERIAL SUPPLIER INFORMATION

- Supplier:
- Truck pumping rate (gpm):
- Piping delivery rate (gpm):

#### COMMENT ON ANY BOLD/CAPITALIZED ITEMS CHECKED

- COMMENT:
- COMMENT:
- COMMENT:
**DATA COLLECTION SHEET FOR TANKER TRUCK PARKING SITES**

<table>
<thead>
<tr>
<th>AREA:</th>
<th>Site (Building #):</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Installation Map Grid #:</th>
<th>Material Transported:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Parking Spaces</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capacity of largest single truck compartment (gal):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECONDARY CONTAINMENT TYPE

- None
- Insufficient capacity
- Not impervious
- Earthen dike
- Gravel dike
- Concrete walls
- Cement block walls
- Curbing
- Trenching
- Other: ____________________

### SECONDARY CONTAINMENT LINING

- None
- N/A (built-in containment)
- Polyethylene
- High-density polyethylene (HDPE)
- Neoprene
- Asphalt
- Other: ____________________

### SECONDARY CONTAINMENT DIMENSIONS

- Diameter (D)
- Length (L)
- Height (H)
- Width (W)

### CALC VOLUME (GAL)

- Rectangular dike = \((7.48 \times L \times W \times H)\)
- Double-walled cylinder = \((5.875 \times L \times D^2)\)

### DIKE DRAINAGE MECHANISM

- NOT POSITIVELY CONTROLLED
- Flapper-type valve
- Automatically activated pump
- Manual open and close valve
- Manually-activated pump
- Plugged/capped outlet
- None (no outlet)
- Other: ____________________

### DIKE DRAINAGE OUTFALL

- None
- Ground outside dike
- Sanitary sewer
- Storm sewer (to navigable waters)
- Storm sewer (to treatment)
- Other: ____________________

### DIKE DRAINAGE VALVE LOCKING

- CAN NOT BE LOCKED
- Unlocked
- Locked
- Capped/plugged
- N/A (cap/plug; no valve)
- Other: ____________________

### STORMWATER RUN-ON CONTROLS

- None
- Dikes
- Trenches
- Other: ____________________

### STORMWATER RUN-OFF CONTROLS

- None
- Dikes
- Trenches
- Treatment unit: ____________________
- Other: ____________________

### PROBABILITY OF REACHING NAVIGABLE WATERS

(ignoring secondary containment)

- Negligible (terrain retains)
- Low
- Medium
- High
- Very high (adjacent to navigable waters)
- Other: ____________________

### POTENTIAL FAILURES

(Fill in flow direction for each failure type)

- Leak ____________________
- Rupture ____________________
- Other: ____________________

**COMMENT ON ANY BOLD/CAPITALIZED ITEMS CHECKED**

**COMMENT:**

---

C_lists.doc

C-10

7/14/98
<table>
<thead>
<tr>
<th>AREA:</th>
<th>CURRENT USE (check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tank Site (Building #):</td>
<td>Daily use</td>
</tr>
<tr>
<td>Installation Map Grid #:</td>
<td>Intermittent use</td>
</tr>
<tr>
<td>Number of Racks in Set</td>
<td>Seasonal use</td>
</tr>
<tr>
<td>Capacity of largest single truck compartment (gal):</td>
<td>Tank filling</td>
</tr>
<tr>
<td>Material Transferred:</td>
<td>Tanker truck filling</td>
</tr>
<tr>
<td>Year Installed:</td>
<td>Vehicle fueling</td>
</tr>
<tr>
<td>Meets DOT Requirements:</td>
<td>Permanently closed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECURITY/INTERLOCKED DEVICES</th>
<th>SECONDARY CONTAINMENT LINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Interlocked warning lights</td>
<td>N/A (built-in containment)</td>
</tr>
<tr>
<td>Physical barriers</td>
<td>Polyethylene</td>
</tr>
<tr>
<td>Signs</td>
<td>High-density polyethylene (HDPE)</td>
</tr>
<tr>
<td>Other: ____________________</td>
<td>Neoprene</td>
</tr>
<tr>
<td></td>
<td>Asphalt</td>
</tr>
<tr>
<td></td>
<td>Other: ____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECONDARY CONTAINMENT TYPE</th>
<th>SECONDARY CONTAINMENT DIMENSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td>Diameter (D)</td>
</tr>
<tr>
<td>INSUFFICIENT CAPACITY</td>
<td>Length (L)</td>
</tr>
<tr>
<td>NOT IMPERVIOUS</td>
<td>Height (H)</td>
</tr>
<tr>
<td>Built-in Rectangular dike</td>
<td>Width (W)</td>
</tr>
<tr>
<td>Double-walled tank</td>
<td>CALC VOLUME GAL (volume in gallons calculated from lengths in feet)</td>
</tr>
<tr>
<td>Earthen dike</td>
<td>(rectangular dike = (7.48 x L x W x H))</td>
</tr>
<tr>
<td>Gravel dike</td>
<td>(double-walled cylinder = (5.875 x L x D²))</td>
</tr>
<tr>
<td>Concrete walls</td>
<td>(volume in gallons calculated from lengths in feet)</td>
</tr>
<tr>
<td>Cement block walls</td>
<td></td>
</tr>
<tr>
<td>Curbing</td>
<td></td>
</tr>
<tr>
<td>Trenching</td>
<td></td>
</tr>
<tr>
<td>Vault</td>
<td></td>
</tr>
<tr>
<td>Other: ____________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DIKE DRAINAGE MECHANISM</th>
<th>DIKE DRAINAGE VALVE LOCKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOT POSITIVELY CONTROLLED</td>
<td>CAN NOT BE LOCKED</td>
</tr>
<tr>
<td>FLAPPER-TYPE VALVE</td>
<td>UNLOCKED</td>
</tr>
<tr>
<td>AUTOMATICALLY ACTIVATED PUMP</td>
<td>Locked</td>
</tr>
<tr>
<td>Manual open and close valve</td>
<td>Capped/plugged</td>
</tr>
<tr>
<td>Manually-activated pump</td>
<td>N/A (cap/plug; no valve)</td>
</tr>
<tr>
<td>Plugged/capped outlet</td>
<td>Other: ____________________</td>
</tr>
<tr>
<td>None (no outlet)</td>
<td></td>
</tr>
<tr>
<td>Other: ____________________</td>
<td></td>
</tr>
</tbody>
</table>
### DATA COLLECTION SHEET FOR TANKER TRUCK LOADING/UNLOADING SITES

**CONTINUED**

<table>
<thead>
<tr>
<th>PROBABILITY OF REACHING NAVIGABLE WATERS (ignoring secondary containment)</th>
<th>POTENTIAL FAILURES (Fill in flow direction for each failure type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negligible (terrain retains)</td>
<td>Overfill</td>
</tr>
<tr>
<td>Low</td>
<td>Rupture</td>
</tr>
<tr>
<td>Medium</td>
<td>Leak</td>
</tr>
<tr>
<td>High</td>
<td>Fill hose spill</td>
</tr>
<tr>
<td>Very high (adjacent to navigable waters)</td>
<td>Other:</td>
</tr>
<tr>
<td>Other:</td>
<td>Other:</td>
</tr>
</tbody>
</table>

**INSPECTION - LOWER MOST DRAINS AND OUTLETS**

<table>
<thead>
<tr>
<th>None</th>
<th>Written Procedure</th>
<th>Form Used</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**COMMENT ON ANY BOLD/CAPITALIZED ITEMS CHECKED**

<table>
<thead>
<tr>
<th>COMMENT:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMENT:</td>
<td></td>
</tr>
<tr>
<td>COMMENT:</td>
<td></td>
</tr>
</tbody>
</table>
### DATA COLLECTION SHEET FOR HAZARDOUS WASTE/HAZARDOUS SUBSTANCE STORAGE SITES

#### AREA:
Building #: 
Installation Map Grid #: 

#### TYPE OF STORAGE FACILITY
- [ ] HW Site accumulation area
- [ ] HW 90 day storage area
- [ ] HW RCRA permitted storage/treatment facility
- [ ] HS storage area
- [ ] Other: ____________________

#### NUMBER AND TYPES OF STORAGE UNITS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNITS</th>
<th>DIMENSIONS LxWxH (ft)</th>
<th>CONSTRUCTION MATERIAL</th>
<th>CORROSION PROTECTION</th>
<th>CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drums</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flammable Storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pallets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bays</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk in lockers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### EXPOSURE/LOCATION
- [ ] Inside building
- [ ] Outside/exposed to elements
- [ ] Outside/under canopy
- [ ] Other: ____________________

#### PROTECTION FROM VEHICLES
- [ ] None
- [ ] Posts
- [ ] Fenced Area
- [ ] Secured Area
- [ ] In Building
- [ ] Other: ____________________

#### SUBSTRATE
- [ ] Dirt
- [ ] Asphalt
- [ ] Concrete
- [ ] Wood
- [ ] On Pallets
- [ ] Other: ____________________

#### TYPES OF HAZARDOUS SUBSTANCES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITIES</th>
<th>MARKINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLs</td>
<td>New</td>
<td>Used</td>
</tr>
<tr>
<td>Paints</td>
<td>New</td>
<td>Used</td>
</tr>
<tr>
<td>Lube oils</td>
<td>New</td>
<td>Used</td>
</tr>
<tr>
<td>Hydraulic fluids</td>
<td>New</td>
<td>Used</td>
</tr>
<tr>
<td>Solvents</td>
<td>New</td>
<td>Used</td>
</tr>
<tr>
<td>Batteries</td>
<td>New</td>
<td>Used</td>
</tr>
<tr>
<td>Used oil</td>
<td>New</td>
<td>Used</td>
</tr>
<tr>
<td>Other:</td>
<td>New</td>
<td>Used</td>
</tr>
<tr>
<td>Other:</td>
<td>New</td>
<td>Used</td>
</tr>
<tr>
<td>Other:</td>
<td>New</td>
<td>Used</td>
</tr>
<tr>
<td>Other:</td>
<td>New</td>
<td>Used</td>
</tr>
<tr>
<td>Other:</td>
<td>New</td>
<td>Used</td>
</tr>
</tbody>
</table>

#### SEPARATION OF INCOMPATIBLE MATERIALS
- [ ] Yes
- [ ] No
- [ ] N/A

#### ADEQUATE VENTILATION
- [ ] Yes
- [ ] No
- [ ] N/A

#### SUPPORT:
- [ ] Wood pallets
- [ ] Plastic pallets
- [ ] None
- [ ] Other: ____________________

#### SUPPORT SEISMIC/WIND ADEQUACY
- [ ] UNSTABLE
  - Secured/anchored
  - Adequate
- [ ] Other: ____________________
### Tank Data Collection Sheet for Hazardous Waste/Hazardous Substance Storage Sites

#### Secondary Containment Type
- **NONE**
- **INSUFFICIENT CAPACITY**
- **NOT IMPERVIOUS**
  - Concrete berm
  - Asphalt berm
  - Bottom of locker
  - Containment pallet
- **Other: ____________________**

#### Secondary Containment Lining
- None
- N/A (built-in containment)
- Polyethylene
- High-density polyethylene (HDPE)
- Neoprene
- Asphalt
- Other: ____________________

#### Secondary Containment Dimensions
- **Diameter (D)________________**
- **Length (L)________________**
- **Height (H)________________**
- **Width (W)________________**

#### Calculation Volume
- Rectangular dike: \( (7.48 \times L \times W \times H) \)
- Double-walled cylinder: \( (5.875 \times L \times D^2) \)

#### Dike Drainage Mechanism
- **NOT POSITIVELY CONTROLLED**
- **FLAPPER-TYPE VALVE**
- **AUTOMATICALLY ACTIVATED PUMP**
  - Manual open and close valve
  - Manually-activated pump
  - Plugged/capped outlet
  - None (no outlet)
  - Other: ____________________

#### Dike Drainage Outfall
- None
- Ground outside dike
- Sanitary sewer
- Storm sewer (to navigable waters)
- Storm sewer (to treatment)
- Other: ____________________

#### Transfer Procedure
- Truck
- Forklift
- Cart
- Hand
- Pipeline
- Other: ____________________

#### Security
- Lockable
- Fenced
- Lights inside
- Lights adjacent
- General area lighting
- Automatic fire sprinklers
- Fire extinguishers
- Fire hose

#### Probability of Reaching Navigable Waters
- Negligible (terrain retains)
- Low
- Medium
- High
- Very high (adjacent to navigable waters)
- Other: ____________________

#### Potential Failures
(Fill in flow direction for each failure type)
- Overfill ____________________
- Rupture ____________________
- Leak ____________________
- Fill hose spill ____________________
- Other: ____________________

#### Proximity to Drains/Soil (ft)

#### Inspection Schedule

#### Safety Equipment
- Eye wash
- Shower
- Spill Kit
- MSDS available

#### Comment on Any Bold/Capitalized Items Checked

**Comment:**

---

**TANK DATA COLLECTION SHEET FOR HAZARDOUS WASTE/HAZARDOUS SUBSTANCE STORAGE SITES CONTINUED**
### DATA COLLECTION SHEET FOR PIPELINES

<table>
<thead>
<tr>
<th>AREA:</th>
<th>CONDITION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site (Building #):</td>
<td>UNACCEPTABLE</td>
</tr>
<tr>
<td>Installation Map Grid #:</td>
<td>New</td>
</tr>
<tr>
<td>Pipeline ID:</td>
<td>Excellent</td>
</tr>
<tr>
<td>Number of Pipelines in Set</td>
<td>Good</td>
</tr>
<tr>
<td>Contents:</td>
<td>Other: ________________</td>
</tr>
<tr>
<td>Year Installed:</td>
<td></td>
</tr>
<tr>
<td>Delivery Rate (gpm):</td>
<td></td>
</tr>
</tbody>
</table>

#### CURRENT USE (check all that apply)

- [ ] Continuous/daily use:
- [ ] Intermittent use
- [ ] Seasonal use
- [ ] Pressure
- [ ] Suction
- [ ] Gravity
- [ ] Permanently closed
- [ ] Other: ________________

#### COLOR PAINTED

- [ ] None (rusting)
- [ ] Black
- [ ] White
- [ ] Beige
- [ ] Gray
- [ ] Blue
- [ ] Silver
- [ ] Other: ________________

#### DIMENSIONS

- [ ] Diameter (D)
- [ ] Length (L)

#### PIPING MATERIAL

- [ ] Steel
- [ ] Fiberglass reinforced plastic
- [ ] Fuel hose
- [ ] N/A (no piping)
- [ ] Other: ________________

#### PIPING SUPPORT DESIGN

- [ ] ALLOWS ABRASION/CORROSION
- [ ] Minimizes abrasion/corrosion
- [ ] All within tank corrosion
- [ ] Special concrete trench
- [ ] N/A (no piping)
- [ ] Other: ________________

#### SUPPORT SEISMIC/WIND ADEQUACY

- [ ] SUPPORT UNSTABLE
- [ ] PIPELINE UNSTABLE ON SUPPORT
- [ ] Adequate
- [ ] Other: ________________

#### PIPING PROTECTION FROM VEHICLES

- [ ] NONE
- [ ] Posts
- [ ] Tank secondary containment

#### PUMP STARTER CONTROL SECURITY

- [ ] INADEQUATELY PROTECTED
- [ ] N/A (consuming equipment draws fuel)
- [ ] Locked whenever “off”

#### MARKINGS FOR MATERIALS TRANSFERED:

- [ ] NONE
- [ ] WRONG
- [ ] INADEQUATE
- [ ] Acceptable
- [ ] Other: ________________

#### PIPING EXPOSURE

- [ ] UNNECESSARILY UNDERGROUND
- [ ] All aboveground
- [ ] As aboveground as practical
- [ ] None (no piping)
- [ ] Other: ________________

#### PIPING CORROSION PROTECTION

- [ ] NONE (existing buried metal pipe)
- [ ] N/A (no buried piping)
- [ ] N/A (non-corroding buried pipe)
- [ ] Coating
- [ ] Cathodic protection: ________________
- [ ] Other: ________________

#### LEAK DETECTION

- [ ] Interstitial Monitoring
- [ ] Vapor Monitoring
- [ ] Groundwater Monitoring
- [ ] Automatic Tank Gauging
- [ ] Other: ________________
<table>
<thead>
<tr>
<th>Warning signs</th>
<th>Unlocked, but valve locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal warnings to drivers</td>
<td>In fenced facility</td>
</tr>
<tr>
<td>N/A (no piping)</td>
<td>Other: ____________________</td>
</tr>
<tr>
<td>Other: ____________________</td>
<td></td>
</tr>
</tbody>
</table>