



## Retail Gasoline Dispensing Facility Self Inspection Guide

Balance Systems with ISD- Executive Order (E.O.) 204

*These systems have corrugated VST or Veyance hoses and VST or EMCO nozzles*

**Permit to Operate Number:** \_\_\_\_\_

The Monterey Bay Air Resources District (MBARD) is working to help gas stations stay in compliance with air quality regulations. This guide is to help the facility conduct self checks at Gasoline Dispensing Facilities to determine if they are complying with permit conditions and/or California Air Resources Board Executive Orders (CARB).

### 1. General Paperwork

Continue to keep the following records onsite:

- a. Monthly gasoline throughout form and gas delivery records
- b. Annual Vapor Recovery Tests for 2 years
- c. Permit to Operate
- d. Have access to CARB E.O.s and manufacture specifications.

### 2. Inspections

- a. Spill Bucket Components: **Weekly**
- b. Healy Clean Air Separator: **Quarterly**- If facility has one installed.
- c. Equipment at Dispensers:
  - i. **Balance** (VST or EMCO Nozzles with corrugated hoses)
    1. **Weekly** -Hanging Hardware Inspection
    2. **Weekly**- VST Interlock Nozzle Inspection

### 3. In Station Diagnostic (ISD)

- a. **Alarms**
  - i. Write all **WARNING** and **FAILURE** alarms on the required GDF Maintenance/Alarm Log.
  - ii. Follow CARB Advisory 405-D for response to alarms. ALL FAILURES and REOCCURRING WARNINGS require a response by a service technician. \*

*\*Winter Alarms- November 1<sup>st</sup> - March 31<sup>st</sup> the station can clear ONLY Over Pressure Alarms listed on CARB Advisory 405-D if the facility is in compliance before November 1<sup>st</sup>.*

### 4. Repair and Maintenance\*

- a. **ISD Alarm Response**- Document on GDF Maintenance/Alarm Log
  - i. Repairs/Equipment replacement/Testing.
- b. **Equipment Failures**- Have equipment tagged out until it can be replaced or repaired.
  - i. **Drive-Offs**
    1. Call service technician to repair/test (**any reused equipment**) or have new equipment installed.
    2. Facility Owner/Operator may install new equipment listed in the Drive Off Procedures Manuel in the Installation, Operation, and Maintenance (IOM) section 5 of E.O. 203/204.

*\*Note- County Weights and Measures Agency requires a Registered Service Agent to inspect and submit a placed in service report to their office prior to use of any equipment that is installed or repaired associated with the dispenser.*

### 5. Annual Vapor Recovery Testing

- a. Testing must be conducted at anytime during each calendar year between January 1<sup>st</sup> and December 31<sup>st</sup>.

### 6. Permit Changes

- a. Has your contact information/ownership/or equipment changed in the last year? Please contact MBARD to verify which changes require an application to update your permit.

**Inspector Contact Information:** \_\_\_\_\_