



Retail Gasoline Dispensing Facility Self Inspection Guide

Balance Systems with No ISD- Executive Order 203

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. Repair and Maintenance*

- a. **GDF Maintenance Log**- Must document all repairs/replacements/and 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 Operator may install new equipment listed in the Drive Off Procedures Manual 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.*

4. Annual Vapor Recovery Testing

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

5. Permit Changes

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

Inspector Contact Information: _____