REVISED UNDERGROUND STORAGE TANK
OPERATIONS AND MAINTENANCE PLAN TEMPLATE

Plan Purpose & Signatures Page:

The purpose of an Operations & Maintenance Plan (O&M Plan) is to assist owners and employees in operating and maintaining a facility with an Underground Storage Tank (UST) by providing a document which incorporates the following 3 components:

1. An outline for all inspections, testing & maintenance that shall be performed at the facility, **specific to the facility's operations,** with the defined intervals at which the activities shall be performed.
2. Directions on how to control and clean up routine releases or spills of regulated product at a facility, including:
    a. instructions for handling and collecting spilled or released product,
    b. where and how contaminated debris will be safely stored,
    c. how contaminated debris will be properly disposed of.

    These directions should include what equipment is to be used, where the equipment is stored, how equipment is replaced, and who the environmental contractor is, with their contact information.
3. Emergency Response Procedures, as defined in our regulations.

All operations, maintenance and inspections activities shall comply with the Illinois Office of the State Fire Marshal (OSFM) Division of Petroleum & Chemical Safety (P&CS) rules and regulations. General information about OSFM UST requirements can be found at the OSFM website: www.sfm.illinois.gov.

Specifics of the regulations as they apply to the O&M Plan can be found at:
41 Illinois Administrative Code, Part 176.655(e)(1-3)

Specifics on Part 3 of the O&M Plan, the Emergency Response Procedures, are at:
41 Illinois Administrative Code, Part 176.645(b)(1)(A-E)

SIGNATURE of OWNER:

_____ **DATE:** ____/____/20___

SIGNATURE of A/B OPERATOR:

_____ **DATE:** ____/____/20___

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Facility General Information Page:

Facility Number**:** _____

Facility Address: _____

_____

Facility Phone Number: _____

Class A/B Operator List:

Name: _____ Emergency contact #_____

Name: _____ Emergency contact #_____

Owner Contact Information: _____

UST Contractors Contact Information:

- OSFM Licensed UST Contractor: _____
- Contact #: _____
- OSFM Licensed UST Contractor: _____
- Contact #: _____

Other Contacts as needed:

- _____
- _____
- _____
- _____

Local Emergency Contact Numbers:

- Fire (local number if 911 service not available): _____
- EMS (local number if 911 service not available): _____
- Police (local number if 911 service not available): _____

Emergency Stop Switch Locations:

- _____
- _____

OPERATIONS & MAINTENANCE PLAN, Part 1:

Inspection and Maintenance with Required Intervals:

Equipment at this UST facility needs to be inspected, checked, tested and maintained, often at defined intervals. Below are sections for once only, daily, weekly, 30 day, annual, triennial and other inspections/testing/maintenance. **Common examples are given, but those specific to this facility must be listed under each time interval section.** More information can be obtained from your UST contractor or your OSFM inspector.

NOTE: Several new requirements have been added to the revised Illinois UST Regulations in order to bring them into alignment with revisions issued by US EPA in 2015. The new testing and inspecting requirements contained in the revised state UST regulations have an effective date of October 13, 2018.

One Time:

- Sites storing and dispensing blended fuels with concentrations of ethanol or biodiesel over E10 or B20 respectively must certify compatibility for several components of the UST system. This must be done for existing blended fuel systems as well as for new systems or systems affected by a change of product to a blended fuel. Refer to 175.415(b) in the revised Illinois UST Regulations. An OSFM ***Checklist for Documenting UST Compatibility*** with supporting documentation must be completed and submitted to OSFM within 30 days of switching to a blended fuel, with the INS permit application for new systems, or as soon as possible for existing blended fuel UST systems.
- Facilities using either Groundwater Monitoring or Vapor Monitoring for tank leak detection while those methods are still allowed must submit a Site Assessment Report to OSFM by 10/13/2018. If a Site Assessment Report does not already exist or is not available, a site assessment will need to be done and a report submitted. See 175.650(e)(F). Neither method of tank leak detection will be allowed in Illinois after 10/13/2023.

Daily:

On a daily basis a station employee will check the automatic tank gauge (ATG) to ensure power is on, and to check for any alarms. Any ATG alarms must be investigated & any Unusual Condition Operating Conditions must be reported to the A/B Operator. If it applies, the speaker system should be checked to insure it is operating.

Daily Items to be checked at this facility:

1. **ATG Power On**
2. **Alarms Checked & Unusual Conditions Noted**
3. _____
4. _____
5. _____

Weekly:

Weekly UST inspections may cover items such as inspections of dispensers, nozzles, sumps and ATG Monitoring Equipment. Fire extinguishers should be checked for proper operating pressure and current annual inspection dates.

Weekly Items to be checked at this facility:

1. _____
2. _____
3. _____
4. _____
5. _____

Every 30 Days:

- 30 Day Walkthrough Inspections will be completed by the designated A/B Operator per 176.655(b)(1). Spill buckets and fill pipes will checked. A PASS tank test from the ATG must be printed and saved. Interstitial Sensors must be checked and NORMAL status reports saved. Check for any alarms or other Unusual Operating Conditions.
- If present, double walled spill buckets will be checked for leaking into the interstice of the spill bucket.
- If present, the Impressed Current Rectifier must be checked to confirm the power is on and the unit is operating; the hour, volt and amp meter readings shall be recorded in the written log.

All applicable items appearing on the OSFM ***30 Day Walkthrough Inspection Report*** must be checked, and the appropriate boxes initialed and dated by the designated A/B Operator in the correct month on the OSFM Report.

30 Day checks may also cover items such as Spill Kits and, if it applies, Vapor/Groundwater Monitoring Well equipment will be checked and the Monthly Log completed.

Monthly items to be checked at this facility:

1. **30 Day Walkthrough Inspection Report completed.** _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Annually:

- Annual Walkthrough Inspections will be completed per 176.655(b)(2). Inspections of piping sump areas must be performed by a licensed contractor.
- Emergency Stops should also be tested and Shear Valves inspected during the Annual Walkthrough Inspection. The Emergency Stop Test and Shear Valve Inspection may be done by either a contractor or the A/B Operator.
- Annual Leak Detection Certification will be completed per 175.610(a)(4).
- Other Annual Testing may include: Tank/Line Precision Test; Impressed Current CP System Test, as applies to the facility.
- The Financial Responsibility Report must be submitted online annually.

OSFM licensed UST contractor who will perform:

1. Piping containment area Annual Walkthrough Inspection:

   _____ Due: ____/____/20____.

2. Annual Leak Detection Certification:

   _____ Due: ____/____/20____.

3. Annual Tank/Line Precision Tests:

   _____ Due: ____/____/20____.

4. Annual Impressed Current test:

   _____ Due: ____/____/20____.

Annual items to be checked at this facility:

1. **Annual Walkthrough Inspection of Piping Sump areas.**
2. **Emergency Stops Test & Shear Valves Inspection.**
3. **Annual Leak Detection Certification.**
4. **OSFM Financial Responsibility Form submitted online to OSFM.**
5. _____
6. _____
7. _____

Three Years:

- All Spill Buckets must be tested every 3 years, unless equipment is double walled and monitored every 30 days. See 175.405(b).
- Any Containment Sumps used for interstitial monitoring of piping must be tested every 3 years, unless equipment is double walled and monitored every 30 days. See 175.410(l).
- All Overfill Prevention Equipment must be inspected every 3 years. See 175.405(c).
- Sacrificial Anodes must be tested every 3 years. Readings below -850 mV constitute a FAILED Test. See 175.510(f)
- Vapor Monitoring Device Test, if it applies. See 175.630(d).

OSFM licensed UST contractor who will perform:

1. Spill Bucket and Containment Sump Testing:

   _____ Due: ____/____/20____.

2. Overfill Prevention Equipment Inspections:

   _____ Due: ____/____/20____.

3. Sacrificial Anode Test, if it applies:

   _____ Due: ____/____/20____.

4. Vapor Monitoring Device Test, if it applies:

   _____ Due: ____/____/20____.

Five Years:

Internal Lining inspections, if it applies. Lining inspections for tanks will be five years after the tanks were lined, and the tanks will be inspected internally every five years thereafter. Results & data from a PASSING lining inspection shall be submitted to OSFM within 10 days of the lining inspection.

Tanks failing to pass the lining inspection criteria will not be allowed to be touched up, repaired, totally relined or put back in use and shall be placed out of service immediately and decommissioned within 60 days after the lining inspection. As an alternative to decommissioning after a tank fails an internal lining inspection, that tank may be upgraded by installing a selfstructural tank provided the tank material and installation procedure are third party listed for its intended use, and shall meet all other requirements of OSFM rules. See 175.510(a).

Results & data from a FAILED lining inspection shall be submitted to OSFM within 3 days of the lining inspection.

OSFM licensed UST contractor who will perform:

1. 5 Year Internal Lining Inspection, if it applies:

_____ Due: ____/____/20____.

OPERATIONS & MAINTENANCE PLAN, Part 2:

Handling, Storage and Disposal of Regulated Waste Generated at Facility:

Your facility should be equipped with a fuel spill kit. The kit may include:

- Personal Protective Equipment (PPE) including: eye/face protection, chemical-resistant nitrile gloves, clothing/shoe protection.
- Warning equipment to isolate a spill area or equipment, such as traffic cones, safety tape, nozzle bags.
- Clean absorbent materials in bags or cans, such as oil dry compound.
- Absorbent pads to soak up spills, and absorbent booms to control/contain fuel, especially if it is flowing toward an environmentally sensitive receptor.
- Safe non-sparking tools, such as a plastic dust pan or plastic scoop shovel; whisk broom, push broom, a hand pump for evacuating liquid from a sump. Do not use energized equipment in the vicinity of a fuel spill.
- Containers to hold the debris until it can be disposed of properly: chemical resistant cans/pails/buckets/barrels with lids, chemical resistant polyethylene bags with ties or zip-lock plastic bags.

Location of facility Spill Kit equipment: _____

This Facility's Procedure for Controlling and Cleaning Small Spills:
If safe to do so, _____

_____

_____

_____

_____

_____

This Facility's Procedure/Location for safe storage of regulated waste from spills:

_____

_____

_____

_____

_____

Contact for proper disposal of regulated waste:

- Environmental Contractor: _____
- Phone Number: _____

Vendor to contact for replacement supplies:

- Name of vendor: _____
- Phone Number: _____

General Safety Procedures for Small Spills:

1. Always wear proper PPE before handling any regulated products. Always protect your skin and eyes.
2. If product is still flowing or the spill is 25 gallons or more, immediately push the Emergency Stop, call the Fire Department, contact the A/B Operator.
3. Do not allow customers to start their vehicles near the spilled product and turn off any other potential ignition sources.
4. Move customers and employees away from the spill vicinity to a safe area.
5. Isolate/Barricade spill area with traffic cones and/or caution tape.
6. In the event of a small spill, if safe to do so, bring the spill kit to the spill area:
    a. Put on approved protective equipment. Avoid contact of spilled liquids with skin while working. Protect eyes/face from splashing liquids.
    b. Contain spill with oil absorbent compound & pads.
    c. Isolate/protect sensitive receptors (storm water drains, sewers, UST manways or the public right-of-way) with booms/dikes.
    d. Follow Facility Procedure for Controlling & Cleaning Small Spills.
    e. Report all spills and other incidents to your designated A/B Operator.

OPERATIONS & MAINTENANCE PLAN, Part 3:

Emergency Response Procedures (ERP):

Complete this third & final section of the O&M Plan by completing the Emergency Response Procedures Form, O&M Part 3 at our website.

Add a copy of the ERP to Parts 1 & 2 of your Operations & Maintenance Plan.

Post a second copy of the ERP where it can be easily seen by employees.