

PHYSICAL PLANT

OPERATING POLICY AND PROCEDURE

PP/OP 04.08: Aboveground Storage Tank Inspections

DATE: November 24, 2009

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to document established procedures for routine inspection of aboveground storage tanks by Physical Plant (PP) personnel. The procedures are necessary for compliance with the University's Spill Prevention, Control, and Countermeasure Plan (SPCC) prepared and maintained by Environmental Health and Safety (EH&S).

REVIEW

The PP/OP will be reviewed in April of each odd numbered year (ONY) by the associate managing director for physical plant with recommendations forwarded to the managing director for physical plant.

POLICY / PROCEDURE

1. General Policy

a. Definitions

- (1) Aboveground Storage Tank (AST) – A tank constructed aboveground with secondary containment. Tanks affected by this PP/OP will be vessels with a minimum oil storage capacity of 55-gallons or greater and will be stationed outdoors only.
- (2) Product – An oil liquid stored in the AST (gasoline, synthetic oils, waste oils). The SPCC requirements are specific to oil from non-transportation facilities. This product requirement includes diesel stored for the purpose of generator fueling.

b. References

- (1) U.S. Environmental Protection Agency (EPA) regulation Title 40CFR112 pertaining to Oil Pollution Prevention.
- (2) U.S. EPA Guidance Document EPA-550-F-06-009, Spill Prevention, Control, and Countermeasure (SPCC) Rule Amendments

2. Accountability

- a. Utilities is responsible for inspections of all applicable tanks at CHACP I, CHACP II, and other applicable facilities under their direction.
- b. Building Maintenance and Construction (BMC) is responsible for inspections of all applicable tanks associated with their generator fueling campus-wide.
- c. Physical Plant Services (PP Services) is responsible for inspections of applicable tanks at the Fleet Services Facility.

3. Procedures

- a. Respective director will ensure tank inspections are conducted on a monthly basis by a designated member of each responsible area.
- b. Inspectors will be responsible for notifying the respective director in the event that the inspection identifies concerns/potential concerns or possible tank or system failures.
- c. The respective director will be responsible for documenting actions taken based on abnormal inspection findings. Respective director will be responsible for follow-up inspections after tank system repairs or modifications.

4. Reporting

- a. Each tank inspection will be documented on a tank inspection form (see Attachment A).
- b. The respective director for each area will be responsible for maintaining the inspection log files and contacting outside tank inspection/repair contractors, if deemed necessary by the inspection findings.
- c. The inspection reports will remain on file for a minimum period of three (3) years. The inspection reports will be maintained by each respective area (i.e. Utilities, BMC, PP Services).

RESPONSIBILITIESPOSITIONSECTIONMONTH

Associate Managing Director
For Physical Plant

Review
(ONY)

April

Approved: _____
Reviewer

Approved: _____
Managing Director for Physical Plant