Monthly Bulk Diesel Aboveground Tank Inspection Checklist

|  |  |  |
| --- | --- | --- |
| cm informatioin | | |
| Site/Pod: | CM#: | |
| Technician: | Date: | |
| Start time: | End time: | |
| equipment Information | | |
| Manufacturer: | | Model #: |
| Serial #: | Assed ID: | |

# Requirements

TBD

# Procedure

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| 1. Is the tank system free of visual signs of damage: |  |  |  |
| * 1. Tank exterior, including small cracks in concrete exterior or rusting on steel components? |  |  |  |
| * 1. Piping, hoses, valves, fittings, and connections? |  |  |  |
| * 1. Tank and piping mounts, supports and foundations? |  |  |  |
| * 1. Under tank (if possible)? |  |  |  |
| 1. Test the Alarm Panel—are the secondary containment leak detection system alarm horn and light properly operating? |  |  |  |
| 1. Test or cycle if possible—s equipment functioning properly |  |  |  |
| * 1. Pumps, valves and connections? |  |  |  |
| * 1. High-level alarm (at the tank and at fill port area) and the tanks’ fuel level gauge? |  |  |  |
| 1. Is tank area clean and free of leaves, trash or other debris? |  |  |  |
| 1. Are the tank, tank fill box interior, and immediate area around the tank free of oil/fuel spill residues or other indications of leakage or spillage? |  |  |  |
| 1. Is tank clearly and legibly signed/labeled with NFPA numbered warning sign, No Smoking, Contents, etc. |  |  |  |
| 1. Are the loading procedures posted on the tank fill box and in good condition? |  |  |  |
| 1. Is the tank secured from vandalism/gate locked? |  |  |  |
| 1. Are the spill control supplies present and well stocked? |  |  |  |

Corrective actions recommended or taken:

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## Document Properties

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| --- | --- |
| **Property** | **Value (replace explanation text with info)** |
| Site Code | DCA<#> |
| Filename | The EOPs and SOPs currently follow the format <scope>\_<docType>\_<description>. For example pdx\_eop\_rack-down |
| Title | For example, the Title for the filename above is "Emergency Operating Procedure Rack-Down Event" |
| Version number/Date version published | This may be automatically generated as a property of the doc (if it's in version control) or it may need to be added manually. |
| Doc Type | SOP/EOP/Checklist/Admin Practice/Form/Reference |
| Zone | What's the scope of the doc: Global, Regional, Cluster, Site |
| Technical Owner | Each doc needs an owner who is responsible for creating the draft and revising it as necessary. |
| Technical Writer | There should be a specific person from the publication side to manage the workflow, reporting, and publishing for each doc. |
| Affected Equipment | If we had a flag raised on a piece of equipment in an Agile, should this doc change? If so, list that equipment here. |
| Sensitivity rating | Public, Confidential, Highly Confidential, Critical. This might have to change for MVP. |
| Origin | Where did the "original" come from? For example, is it an MVP flavor of a commercial doc or is it from scratch.   * MVP Original * DCGS Unchanged * DCGS Changed * W * Twiki |
| URL | Where can techs view the most current version of the doc |
| Physical location | Where does the authoritative version of the doc live (eventually this is expected to be in Agile) |
| Audience | What role is this intended for. Data Tech, Electrical Engineer, Vendor, etc. |
| Renewal date | The date by which this doc should be reviewed by the technical owner (each month, each year, etc.) |
| Special requirements | What PPE is required for this work? |
| Safety considerations | What are the possible hazards the employee might be at risk of. |
| Physical requirements | Climb a ladder, lift over 50 lb., etc. |

## System and System Sub-category (this matches DCGS info requirements)

|  |  |  |
| --- | --- | --- |
| **System** | **Sub-category** | **Y/N** |
| Admin | Communication Procedures |  |
|  | Safety |  |
|  | Standard Forms and Procedures |  |
| Building | Miscellaneous Building Equipment |  |
| Controls / Monitoring Systems | TBD |  |
| Electrical | Automatic Transfer Switch |  |
|  | Generators Diesel |  |
|  | Misc. Electrical Equipment |  |
|  | Rack Distribution |  |
|  | Switch Gear / Switchboard |  |
|  | UPS Systems - Static |  |
|  | Utility service and Switchgear |  |
| Fire | Fire alarms |  |
|  | Misc. Fire Equipment |  |
| Fuel | Aboveground Storage Tanks |  |
| Mechanical | Air Cooled Chillers |  |
|  | Air Handling Units |  |
|  | Computer Room Air Conditioners/Handlers |  |
|  | Cooling Towers |  |
|  | Dampers |  |
|  | Dry Coolers |  |
|  | Exhaust Fans |  |
|  | Misc. Mechanical Equipment |  |
|  | Pumps |  |
|  | VFD |  |
|  | Water Cooled Chillers |  |

## Status

|  |  |  |
| --- | --- | --- |
| **Status** | **Date mm/dd/yy** | **Approver Name** |
| Original filed |  |  |
| Writer sent to SME for review |  |  |
| SME sent to Writer |  |  |
| Writer sent to SME for approval |  |  |
| SME approved |  |  |
| Writer copy edited |  |  |
| Site Manager approved |  |  |
| Regional Manager approved |  |  |
| Writer published |  |  |