

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 operate and maintain 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(b)(2)(A-C)

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__

UNDERGROUND STORAGE TANK
OPERATIONS AND MAINTENANCE PLAN TEMPLATE

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:

- _____
- _____

UNDERGROUND STORAGE TANK
OPERATIONS AND MAINTENANCE PLAN TEMPLATE

OPERATIONS & MAINTENANCE PLAN, Part 1:

Inspection and Maintenance with Required Intervals:

Equipment at this facility needs to be inspected, checked, tested and maintained, often at defined intervals. Below are sections for daily, weekly, monthly, quarterly, annual and other inspections/tests/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.

Daily:

On a daily basis the manager or assigned employee will check the automatic tank gauge (ATG) to ensure power is on, and check for any alarms pertaining to the monitoring of the UST. Follow up on any ATG alarm & report the Unusual Condition to the A/B Operator. Check fire extinguishers for pressure and expiration dates. If it applies, check speaker system operation. Inspect spill buckets for damage, debris or liquids; electrical boxes; sump lid(s) for damage.

Daily Items to be checked at this facility:

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

UNDERGROUND STORAGE TANK
OPERATIONS AND MAINTENANCE PLAN TEMPLATE

Weekly:

Weekly UST inspections will be completed and may cover items such as inspections of dispensers, nozzles, sumps and ATG Monitoring Equipment.

Weekly Items to be checked at this facility:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Monthly:

Monthly UST inspections will be completed and may also cover items such as Spill Kits and Emergency Shut Offs. If it applies, Vapor/Groundwater Monitoring Wells will be checked and the Monthly Log completed. If it applies, operation of the Impressed Current rectifier will be checked, and the monthly log report completed and saved in the facility folder. Interstitial Sensors must be checked, and the box initialed in the correct month on the Quarterly Equipment Inspection Checklist Report. A "PASSING" tank test from the ATG must be printed and saved, which will include, if it applies, "tank test" and "all sensors normal" status.

Monthly items to be checked at this facility:

1. **ATG "PASS" test printed and saved** _____
2. _____
3. _____
4. _____
5. _____

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OPERATIONS AND MAINTENANCE PLAN TEMPLATE

Quarterly:

A quarterly inspection **must be conducted personally by the designated A/B operator assigned to this site**, and the Quarterly Equipment Inspection Checklist Report must be completed and signed by that same individual. This report will be kept for two years along with other facility records, and must be available for the OSFM inspector to inspect upon request or within 30 minutes.

Quarterly items to be checked at this facility:

1. **Quarterly Equipment Inspection Checklist Report completed.**
2. _____
3. _____

Annual:

Annual testing*(see p. 6) may include but not be limited to: Tank/Line Precision Test; Line Leak Detection Test; Tank/Line Interstitial Sensors Test; Vapor Monitoring Device Test; Impressed Current Test, as they apply to the facility. Emergency Shut Offs will be tested, Shear Valves inspected, and the signed annual Financial Responsibility Statement must be mailed to the OSFM.

OSFM licensed UST contractor who will conduct annual tests:

OSFM licensed CP contractor who will conduct annual Impressed Current test:

Annual items to be checked at this facility:

1. **Emergency Shut Off Switches tested & report completed & saved.**
2. **Shear Valves inspected and checked to insure secure mounting.**
3. **OSFM Financial Responsibility Form must be mailed to the office.**
4. _____
5. _____
6. _____

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OPERATIONS AND MAINTENANCE PLAN TEMPLATE

***Note:** Report any FAILED test to OSFM within 3 working days. Print and complete the form at our website for most annual tests: [Failed Test Results Report \[PDF, 1.4MB\]](#), and mail it to P&CS at the OSFM. This applies to: Tank/Line Precision Test, Cathodic Protection Test, Line Leak Detection Test, Tank Interstitial Monitoring Sensor Test.

Three Years:

Vapor Monitoring Device Test, if it applies. Sacrificial Anode Corrosion Protection, if it applies. Sacrificial Anodes will be tested every three years if they show a reading of -875 millivolts or better, where “better” means a larger negative value. NOTE: In the event that a reading of -875 mV or lesser negative value is recorded with testing being conducted above the structure, on any type of corrosion protection system, then **annual testing** will be required thereafter as long as the system does not fall below -850 mV. Readings below -850 mV constitute a FAILED Test. OSFM must be notified, and your CP contractor must be contacted for repairs/replacement.

OSFM licensed CP contractor who will conduct triennial Impressed Current test:

_____ Test Due Date: ____/____/20____

Five Years:

Lining inspections, if it applies. Initial lining inspections for tanks will be five years after the tanks were lined, and the tanks will be inspected every five years thereafter. Results & data from a PASS 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 decommissioned immediately and removed within 60 days after the lining inspection. Results & data from a FAIL lining inspection shall be submitted to OSFM within 3 days of the lining inspection.

OSFM licensed lining contractor who will conduct 5 year internal lining inspections: _____

UNDERGROUND STORAGE TANK
OPERATIONS AND MAINTENANCE PLAN TEMPLATE

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:

UNDERGROUND STORAGE TANK
OPERATIONS AND MAINTENANCE PLAN TEMPLATE

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 Switch, call 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 Class A/B Operator.

OPERATIONS & MAINTENANCE PLAN, Part 3:

Emergency Response Procedures (ERP):

Complete this third & final section of the Operations & Maintenance Plan by completing the [Emergency Response Procedures Form \[PDF, 1Mb\]](#) 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.