

Weekly Inspections Save You \$\$

Operating a small business requires a steady focus on the bottom line. One way to keep cash in the business is to cut costs.

Weekly inspections of your facility can be a simple way to cut business expenses while helping ensure clean air quality for your community.

Key Inspection Points

A. Tank Cap: This is a metal or plastic cap with an inner rubber gasket and latching mechanism that enables a cap to be tightly secured. Ensure that the fill cap is in good condition and fits securely on the adapter. **Repair or replace if the cap or gasket is missing, loose or broken.**

B. Adapter: This is a fitting 4-inches in diameter located above the drop tube and covered by the tank cap. Ensure the adapter is secured. **If it is loose, tighten or repair.**



C. Coaxial Gasket: This is black and found between the adapter and fill tube, about 2 inches below the adapter rim. Check to see if the gasket is in place and in good condition. **Repair or replace if it is missing, damaged or misaligned.**

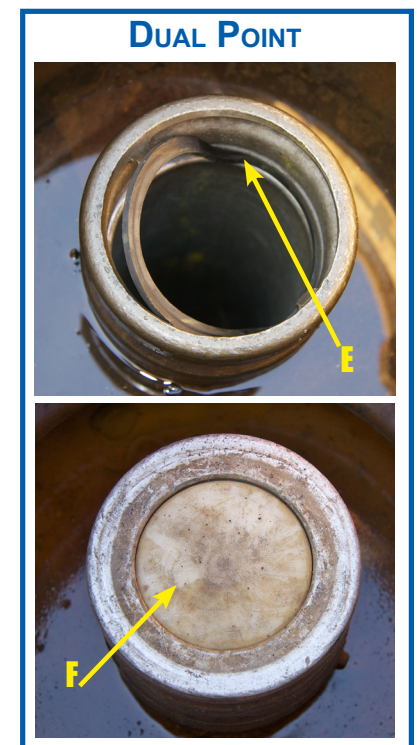
D. Coaxial Spring: This is an internal spring below the coaxial gasket. Check by depressing the drop tube several times. The spring should return the drop tube to a position where the rim of the drop tube is flush with the adapter rim. **If the spring malfunctions, it must be repaired or replaced.**

DUAL POINT

E. Fill Tube Gasket: This is a flat gasket found between the adapter and drop tube. Ensure that the gasket is in place and in good condition. **Replace if missing or damaged. (Note: Image above shows a displaced gasket that must be fixed.)**

F. The Poppet Valve: This is a spring-loaded valve within the adapter at the top of the vapor tube. Depress each valve 3 or 4 times to ensure it returns and reseats. **If the depressed valve does not completely return or it returns off center, it needs to be repaired or replaced.**

G. The Pump Hose: Check the hose on each pump for damage. **If the hose is cut, torn, flattened or crimped, it may need to be replaced.**



Regular inspections help you, your customers and the air we share

To make sure businesses are complying with all applicable clean air regulations and laws, ORCAA staff will regularly inspect your business operation.

To make those official inspections painless and easy, the best things business managers can do are:

- Conduct self-inspections of their own facilities at least weekly.
- Keep good, clear records of those inspections as well as any

repair or maintenance work done on the facilities.

- See an example of an inspection log sheet on the reverse side of this page.
- Repair any broken, leaking or malfunctioning equipment immediately.

These practices not only help you stay in compliance, they help you save money and better serve your customers.



ORCAA • 2940-B Limited Lane NW, Olympia, WA 98502 • (360) 539-7610 • www.orcaa.org

TANKS (STAGE 1) SELF-INSPECTION LOG SHEET

INSPECT AFTER EACH FUEL DELIVERY - OR - ONCE PER DAY

↓ THIS IS WHAT YOU WANT TO FIND ↓ (See "defect tables" on laminated clipboard cover for more info)											TANK: <i>1 - Regular</i>			
											MONTH: <i>Feb</i>		YEAR: <i>2011</i>	
← DAY OF MONTH	DUST CAP		ADAPTER (Non-swivel type)		SPILL BUCKET		FILL TUBE GASKET		POPPET VALVE		¹Repair by end of next business day or accept no more fuel deliveries for tank with defects.			
	☑ Tight ☑ Gasket OK		☑ Tight		☑ less than 1" liquid ☑ no vapor from drain valve		☑ In place ☑ in good condition (dual point & coaxial)		☑ Seated properly (dual point only)		INITIALS	TAKEN OUT OF SERVICE	DEFECT CORRECTED	INITIALS
	OK	Needs Repair¹	OK	Needs Repair¹	OK	Needs Repair¹	OK	Needs Repair¹	OK	Needs Repair¹		Date & Time	Date & Time	
1	☑	☐	☑	☐	☑	☐	☑	☐	☑	☐	<i>JD</i>			
2	☑	☐	☑	☐	☐	☑	☑	☐	☑	☐	<i>JD</i>		<i>2/2/11 ; 4 p.m.</i>	<i>JD</i>
3	☑	☐	☑	☐	☑	☐	☑	☐	☑	☐	<i>JD</i>			
4	☑	☐	☑	☐	☑	☐	☑	☐	☑	☐	<i>JD</i>			
5	☐	☑	☑	☐	☑	☐	☑	☐	☑	☐	<i>JD</i>		<i>2/15/11, 4:30 p.m.</i>	<i>JD</i>
6	☑	☐	☑	☐	☑	☐	☑	☐	☑	☐	<i>JD</i>			

When the Pump Stops, Put it Away





"Don't Top Off" plea pays off for you, your customers, and the air we share

When customers top off their tanks, several things can happen – and all of them bad. They'll spill gasoline that you'll need to clean up and take care. The customers also lose money because an overfull tank will force some gasoline to be fed back into the station's tanks (which in turn makes the customers leery of your business).

What doesn't get fed back into the station's tanks often ends up on the ground, which creates a spill you'll need to clean up. That spill emits gasoline vapors which are harmful to breathe. Gasoline vapors contribute to bad ozone days and are a source of toxic air pollutants such as benzene.

Customers who top off also may foul your station's vapor recovery system. Adding more gas after the nozzle has automatically shut off can cause the vapor recovery system to operate improperly. This contributes to the air pollution problem until the problem is fixed – and the repair can be costly.

Take care of your customers, take care of your business, and take care of our shared air: Remind your customers that it doesn't pay to try to grab a few extra ounces: Don't Top Off.

 <p>Topping off the gas tank can result in your paying for gasoline that is fed back into the station's tanks because your gas tank is full. The gas nozzle automatically clicks off when your gas tank is full. In areas of <u>ozone nonattainment</u>, gas station pumps are equipped with vapor recovery systems that feed back gas vapors into their tanks to prevent vapors from escaping into the air and contributing to air pollution. Any additional gas you try to pump into your tank may be drawn into the vapor line and fed back into the station's storage tanks.</p>	 <p>Gasoline vapors are harmful to breathe. Gasoline vapors contribute to bad ozone days and are a source of toxic air pollutants such as benzene. Evaporation from the spillage of gas from overfilling can occur, contributing to the air pollution problem. Remember you pay for the gas that evaporates or is spilled on the ground.</p>
 <p>You need extra room in your gas tank to allow the gasoline to expand. If you top off your tank, the extra gas may evaporate into your vehicle's vapor collection system. That system may become fouled and will not work properly causing your vehicle to run poorly and have high gas emissions.</p>	 <p>Topping off your gas tank may foul the station's vapor recovery system. Adding more gas after the nozzle has automatically shut off can cause the station's vapor recovery system to operate improperly. This contributes to the air pollution problem and may cause the gas pump to fail to work for the next person.</p>