

2019 Air Quality Compliance Calendar

September 2018



**Stage 2 Gasoline
Dispensing Facilities:
Air Quality Program**
700 NE Multnomah St.
Suite 600
Portland, OR 97232
Phone: 503-229-5696
800-452-4011
Fax: 503-229-6124
Contact: Air Quality Permit
Coordinator
www.oregon.gov/DEQ

DEQ is a leader in restoring, maintaining and enhancing the quality of Oregon's air, land and water.



State of Oregon
Department of
Environmental
Quality

Introduction

The State of Oregon and the Oregon Department of Environmental Quality have developed this calendar for use by Oregon gasoline dispensing facilities to assist in compliance with vapor balance requirements. This calendar provides general information and tools. Please note that official and full language of all applicable OAR and permit conditions is the actual enforceable language. A copy of your permit should always be available on site.

Specific vapor recovery/balance rules, regulations, and permitting are available via Oregon Administrative Rules and Air Contaminant Discharge Permits. OAR 340-244 and OAR 340-242 contain gasoline dispensing facility specific rules and regulations. Air Contaminant Discharge Program general permit 22 (stage one) and 23 (stage two) contains gasoline dispensing facility specific permit conditions.

<http://www.oregon.gov/deq/Regulations/Pages/Administrative-Rules.aspx>

<http://www.oregon.gov/deq/aq/aqPermits/Pages/ACDP-General.aspx>

Request assistance

DEQ's small business assistance program provides industry with written information and technical assistance visits which clarify requirements and explains how to stay in compliance with air pollution rules and regulations. To view all publications available to small businesses, please visit:

<https://www.oregon.gov/deq/aq/programs/Pages/BAP.aspx>

There is additional contact information located on subsequent pages of this document.

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email deqinfo@deq.state.or.us.

What is vapor balance?

Vapor balance equipment is also referred to as **stage one**. Gasoline vapor balance systems control gasoline vapors created and displaced during the storage and transfer of gasoline to storage tanks. These systems allow a delivery vehicle (tanker) to capture gasoline vapors while loading fuel into storage tanks.

What is vapor recovery?

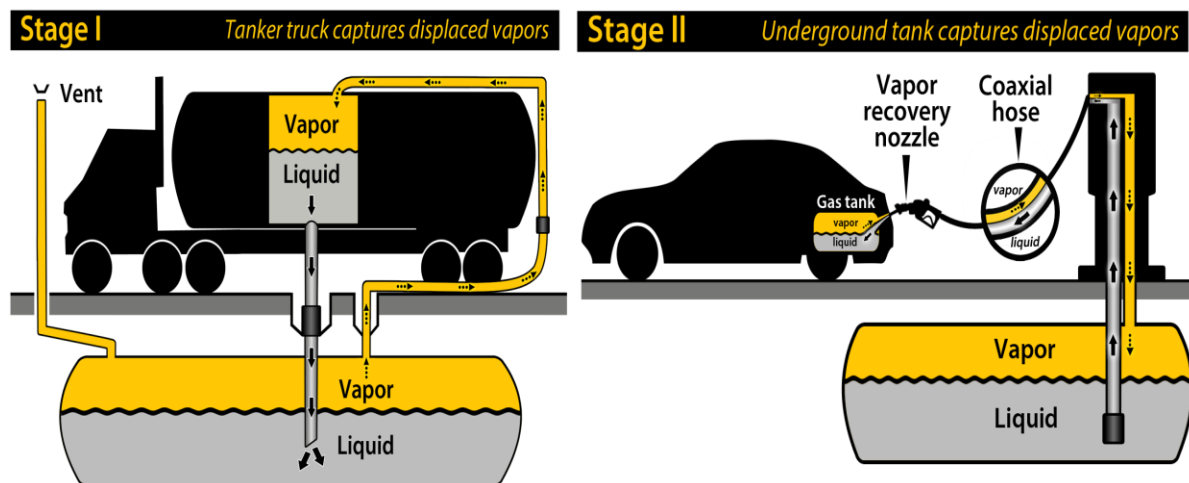
Vapor recovery equipment is also referred to as **stage two**. Gasoline vapor recovery systems capture vapors that may be released to the environment during gasoline dispensing from storage tanks. These systems capture gasoline vapors at the dispensing point.

Why do we need vapor recovery systems?

The recovery of volatile organic compounds from gasoline dispensing facilities provides a significant reduction in the formation of ground level ozone. The hazardous air pollutants emitted from gasoline dispensing facilities include benzene. Exposure to benzene may cause cancer and have other harmful effects to human health. Vapor recovery equipment is designed to capture and recycle these emissions and when it is maintained in peak operating condition, the environment and human health will be enhanced. As the owner or operator of a dispensing facility engaged in the distribution of gasoline, you can contribute greatly to the reduction of these health concerns.

How does a vapor recovery system work?

Certified vapor recovery systems include hoses, nozzles, and other equipment that creates a path which returns gasoline vapor back to the underground storage tank. This system of controls and equipment is designed to capture vapor before it is released into the atmosphere.



*Note: Some storage tanks may have one opening that transfers liquid gasoline to the tank and also returns vapor to the tanker simultaneously.

Contacts

For more information or questions please contact the DEQ office closest to your facility to be connected with your assigned inspector.

DEQ Headquarters Small Business Assistance:
Statewide

Portland Bryan Smith.....503-229-5376 Smith.Bryan@deq.state.or.us

Clackamas, Multnomah, Washington, Columbia, Clatsop, and Tillamook counties

DEQ Northwest Region:

Air Quality Permit Coordinator.....503-229-5582 NWRAQpermits@deq.state.or.us

Yamhill, Polk, Marion, Lincoln, Benton, Linn, Douglas, Coos, Curry, Josephine, and Jackson counties.

DEQ Western Region:

Air Quality Permit Coordinator.....503-378-5305

Hood River, Wasco, Sherman, Gilliam, Morrow, Umatilla, Union, Wallowa, Baker, Grant, Wheeler, Jefferson, Deschutes, Crook, Klamath, Lake, Harney, and Malheur counties.

DEQ Eastern Region:

Air Quality Permit Coordinator.....541-633-2021

Lane County Regional Air Pollution Agency (LRAPA):

Lane County Beth Davis.....541-736-1056 X232 beth@lrapa.org

Underground Storage Tank Program:

Coos Bay Office.....541-269-2721

Medford Office.....541-776-6010

Portland Office.....503-229-5263

Performing inspections of your facility equipment. Your Stage I equipment may include: dust caps, poppet valves, submerged fill tubes, spill buckets, swivel adaptors, and PV valves.

Dust Cap – Seal/Gasket in place and in good condition?
Cap fits snugly and closes securely on all tank openings?
Spill Containment Bucket - Free of liquid and debris?



Poppet Valve AKA Dry Break (Dual point) – Does the spring movement open and then return to a closed/sealed position when depressed if you have it?

Vapor Return Swivel Adaptor- Ensure the Adapter is not damaged or loose.



Dual Point VS Single Point – Some facilities have a dual point system. This type of system has one liquid fill line and one vapor return line (two openings per storage tank). A delivery vehicle will attach two hoses to your equipment for a delivery. The photographs above are both from dual point systems. Single point, or coaxial, Stage I equipment has one line that is used for liquid filling and vapor return simultaneously. These single point systems do *not* have a poppet valve. (Note: If you are required, based on throughput, to conduct PD and PV testing a new tank install must be dual point.)



Single Point – If your facility has a single point Stage I system the tank would look similar to this one. One opening in the tank allows for both vapor return and liquid filling. Ensure the gasket seal is in good condition, the cap fits snugly and creates a good seal, and all spill containment buckets are free of liquid and debris.
If you have questions as to whether equipment needs to be replaced, repaired, or what is required please contact DEQ for technical assistance. Help can be provided in making a determination.

Performing inspections of your facility equipment continued.
Your Stage II equipment may include: nozzles, hoses, breakaway connectors, and breakaway hoses (whip hoses).

Vacuum Assist System Example

Nozzle – Free from signs of leakage everywhere?

Breakaway connector– Installed in the correct direction? No leakage?

Whip Hose – Hose in good condition? Free from tears and cracks? (This hose comes from the dispenser to the breakaway connector)

Dispenser Hose – Hose in good condition? Free from tears and cracks? Check entire length of hose.

*It is helpful to bend or move the hose while you inspect your equipment to better notice cracks or tears.



Balance System Example

Breakaway connector– Installed in the correct direction? Free from signs of leakage?

Dispenser Hose – Hose in good condition? Free from tears and cracks? Make sure hose is not flattened for more than 5”-6”. Check entire length of hose.

Whip Hose – Hose in good condition? Free from tears and cracks? (This hose comes from the dispenser to the breakaway connector)



Nozzle – Free of signs of leakage everywhere?

Bellows – replace for slits longer than 1”. Replace for triangular tears longer than ½”. Replace faceplate if damaged more than 1/4 of circumference.

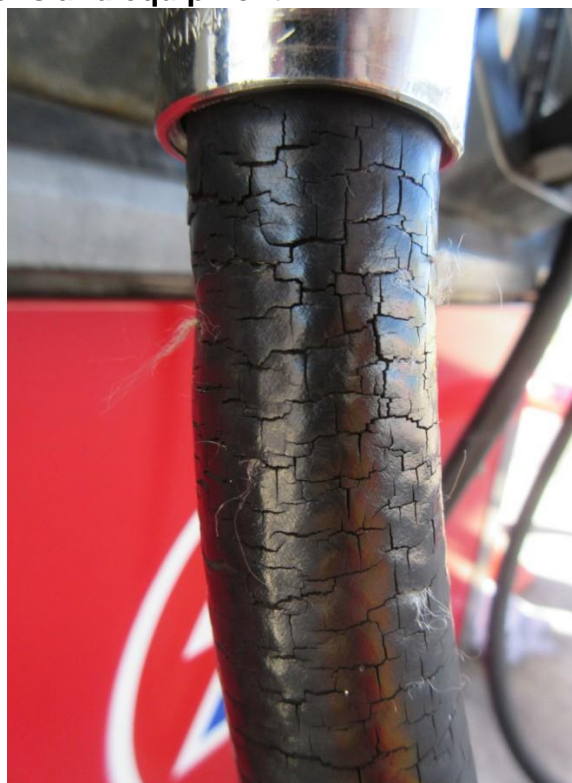
*It is helpful to bend or move hoses and bellows better expose cracks and tears.



Examples of violations and equipment



Balance System- Bellows torn.



Vacuum Assist System- Cracking.



Balance System- Hose tears.



Dust Cap/Fill Tube- No gasket seal.



Poppet valve not sealing.



Dust Cap- Broken



Balance Whip Hose- Torn



This picture shows three PV valves, one for each gasoline tank on site, and one open atmospheric vent (left) piped to the diesel tank. Note that one PV valve is acceptable for multiple gasoline tanks if the piping is manifolded together. All Stage II permitted sites require PV valves for gasoline storage tanks.

If you have questions as to whether equipment needs to be replaced, repaired, or what is required please contact DEQ for technical assistance. Help can be provided in making a determination.

EXAMPLE 2017 Facility/ Permit: John's Food & Fuel 123 Main St. Portland, OR. Permit: 26-1234-22

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up actions to
Week 1	15,645	Jane Doe 503-555-1234	1/15/17	Topping off complaint. Discussed 'no top off' rule with all employees at meeting 1/17/17
Week 2	17,882	Josh Doe 541-555-1234	1/25/17	Strong gasoline smell experienced. Checked dispenser 4 hose and nozzle for defects or issues. 1/25/17
Week 3	12,125			
Week 4	11,892			
Week 5	N/A	Joe Doe 360-555-1234	1/27/17	Strong gasoline smell experienced during delivery-checked equipment and talked to driver.
Month Total:	57,544			

Equipment Inspected (Y = compliance, N= work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	1/4/17	1/11/17	1/18/17	1/25/17	N/A		
Dust caps- Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y	1/4/17	1/5/17
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y	1/4/17	1/5/17
Spill buckets- free from liquid and debris.	N Y	N Y	N Y	N Y	N Y	1/18/17	1/19/17
PV valves- (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off sign posted and visible.	N Y	N Y	N Y	N Y	N Y		
Equipment Notes: 92 grade tank cap feels loose. Requested T/A for DEQ determination.	Equipment repaired/replaced: 1/4/17: 87 grade dust cap handle broken and gasket missing. Replaced entire cap. 1/4/17: 87 grade poppet valve springs back crooked- stuck open. Replaced. 1/11/17: PV valve missing top cover. Ordered and installed 1 new PV valve. Emptied spill buckets of standing liquid.						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Annual Report must be received by DEQ by February 15 each year.						
1	2	3	4 <input type="checkbox"/> Equipment Inspected?	5 <input type="checkbox"/> Throughput recorded?	6	7 <input type="checkbox"/> Complaints to log?
8	9	10	11 <input type="checkbox"/> Equipment Inspected?	12 <input type="checkbox"/> Throughput recorded?	13	14
15	16	17	18 <input type="checkbox"/> Equipment Inspected?	19 <input type="checkbox"/> Throughput recorded?	20	21 <input type="checkbox"/> Complaints to log?
22	23	24	25 <input type="checkbox"/> Equipment Inspected?	26 <input type="checkbox"/> Throughput recorded?	27	28
29	30	31 <input type="checkbox"/> Throughput recorded for the month?				

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	1/2	1/9	1/16	1/23	1/30		
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off' sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PV valves are required on almost all stations inside Air Quality Management Areas in Oregon.						
30	31	1	2 ○ Equipment Inspected?	3 ○ Throughput Recorded?	4	5 ○ Complaints to log?
6	7	8	9 ○ Equipment Inspected?	10 ○ Throughput Recorded?	11	12
13	14	15	16 ○ Equipment Inspected?	17 ○ Throughput Recorded?	18	19 ○ Complaints to log?
20	21	22	23 ○ Equipment Inspected?	24 ○ Throughput Recorded?	25	26
27	28	29	30 ○ Equipment Inspected?	31 ○ Throughput Recorded for the Month?	1	2

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	2/6	2/13	2/20	2/27			
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off ^o sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
When service providers replace equipment you must update your maintenance log also.						
27	28	29	30	31 o Throughput Recorded?	1	2 o Complaints to log?
3	4	5	6 o Equipment Inspected?	7 o Throughput Recorded?	8	9
10	11	12	13 o Equipment Inspected?	14 o Throughput Recorded?	15	16 o Complaints to log?
17	18	19	20 o Equipment Inspected?	21 o Throughput Recorded?	22	23
24	25	26	27 o Equipment Inspected?	28 o Throughput Recorded for the Month?	1	2

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	3/6	3/13	3/20	3/27			
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off' sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Throughput records need to be retained on a monthly basis. If drop receipts are used, total them up for each month.						
24	25	26	27	28 ○ Throughput Recorded?	1	2 ○ Complaints to log?
3	4	5	6 ○ Equipment Inspected?	7 ○ Throughput Recorded?	8	9
10	11	12	13 ○ Equipment Inspected?	14 ○ Throughput Recorded?	15	16 ○ Complaints to log?
17	18	19	20 ○ Equipment Inspected?	21 ○ Throughput Recorded?	22	23
24	25	26	27 ○ Equipment Inspected?	28 ○ Throughput Recorded?	29	30
31 ○ Throughput Recorded for the Month?	1					

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	4/3	4/10	4/17	4/24			
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
You should keep a running 12 month total of your gasoline throughput so you know when certain requirements apply.						
31	1	2	3 o Equipment Inspected?	4 o Throughput Recorded?	5	6 o Complaints to log?
7	8	9	10 o Equipment Inspected?	11 o Throughput Recorded?	12	13
14	15	16	17 o Equipment Inspected?	18 o Throughput Recorded?	19	20 o Complaints to log?
21	22	23	24 o Equipment Inspected?	25 o Throughput Recorded?	26	27
28	29	30 o Throughput Recorded for the Month?	1	2	3	4

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	5/1	5/8	5/15	5/22	5/29		
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off' sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Records include: complaint log, throughput, maintenance log, test reports and your permit on site.						
28	29	30	1 o Equipment Inspected?	2 o Throughput Recorded?	3	4 o Complaints to log?
5	6	7	8 o Equipment Inspected?	9 o Throughput Recorded?	10	11
12	13	14	15 o Equipment Inspected?	16 o Throughput Recorded?	17	18 o Complaints to log?
19	20	21	22 o Equipment Inspected?	23 o Throughput Recorded?	24	25
26	27	28	29 o Equipment Inspected?	30 o Throughput Recorded?	31 o Throughput Recorded for the Month?	1

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	6/5	6/12	6/19	6/26			
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off' sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Keeping records for monthly throughput instead of weekly is acceptable.						
26	27	28	29	30 o Throughput Recorded?	31	1 o Complaints to log?
2	3	4	5 o Equipment Inspected?	6 o Throughput Recorded?	7	8
9	10	11	12 o Equipment Inspected?	13 o Throughput Recorded?	14	15 o Complaints to log?
16	17	18	19 o Equipment Inspected?	20 o Throughput Recorded?	21	22
23	24	25	26 o Equipment Inspected?	27 o Throughput Recorded for the Month?	28	29
30 o	1					

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	7/3	7/10	7/17	7/24	7/31		
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off' sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Equipment installation and testing requirements are based on location and gasoline throughput.						
30	1	2	3 ○ Equipment Inspected?	4 ○ Throughput Recorded?	5	6 ○ Complaints to log?
7	8	9	10 ○ Equipment Inspected?	11 ○ Throughput Recorded?	12	13
14	15	16	17 ○ Equipment Inspected?	18 ○ Throughput Recorded?	19	20 ○ Complaints to log?
21	22	23	24 ○ Equipment Inspected?	25 ○ Throughput Recorded?	26	27
28	29	30	31 ○ Equipment Inspected?	○ Throughput Recorded for the Month?		

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	8/7	8/14	8/21	8/28	N/A		
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off' sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Topping off is illegal. If you'd like to discuss what constitutes topping off, please contact DEQ.						
28	29	30	31	1 ○ Throughput Recorded?	2	3
4	5	6	7 ○ Equipment Inspected?	8 ○ Throughput Recorded?	9	10
11	12	13	14 ○ Equipment Inspected?	15 ○ Throughput Recorded?	16	17
18	19	20	21 ○ Equipment Inspected?	22 ○ Throughput Recorded?	23	24
25	26	27	28 ○ Equipment Inspected?	29 ○ Throughput Recorded for the Month?	30	31

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	9/4	9/11	9/18	9/25	N/A		
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off' sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
You, as the permittee, are responsible for delivery driver's management practices during delivery. Condition 4.10						
1	2	3	4 ○ Equipment Inspected?	5 ○ Throughput Recorded?	6	7
8	9	10	11 ○ Equipment Inspected?	12 ○ Throughput Recorded?	13	14
15	16	17	18 ○ Equipment Inspected?	19 ○ Throughput Recorded?	20	21
22	23	24	25 ○ Equipment Inspected?	26 ○ Throughput Recorded for the Month?	27	28
29	30	1	2	3	4	5

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	10/2	10/9	10/16	10/23	10/30		
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off' sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Five years of records are required to be retained by your air quality permit.						
30	31	1	2 ○ Equipment Inspected?	3 ○ Throughput Recorded?	4	5 ○ Complaints to log?
6	7	8	9 ○ Equipment Inspected?	10 ○ Throughput Recorded?	11	12
13	14	15	16 ○ Equipment Inspected?	17 ○ Throughput Recorded?	18	19 ○ Complaints to log?
20	21	22	23 ○ Equipment Inspected?	24 ○ Throughput Recorded?	25	26
27	28	29	30 ○ Equipment Inspected?	31 ○ Throughput Recorded for the Month?	1	2

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	11/6	11/13	11/20	11/27	N/A		
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off' sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
If you are unsure about your permit requirements, call DEQ to request technical assistance. We can help!						
27	28	29	30	31 ○ Throughput Recorded?	1	2 ○ Complaints to log?
3	4	5	6 ○ Equipment Inspected?	7 ○ Throughput Recorded?	8	9
10	11	12	13 ○ Equipment Inspected?	14 ○ Throughput Recorded?	15	16 ○ Complaints to log?
17	18	19	20 ○ Equipment Inspected?	21 ○ Throughput Recorded?	22	23
24	25	26	27 ○ Equipment Inspected?	28 ○ Throughput Recorded for the Month?	29	30

Gasoline Throughput

Air Quality Complaints

Gasoline Throughput		Citizen Contact Info	Date	Complaint Details and Follow-up Actions
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month Total:				

Equipment Inspected (Y=Compliance, N=Work needed)	Inspection and Maintenance Log Date of inspection and results					Date Parts Ordered or Work Requested	Date Repairs Completed
	12/4	12/11	12/18	12/25	N/A		
Dust Caps - Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
Poppet Valve- (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
Spill Buckets -Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
PV Valves - (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
No Top Off' sign - Posted and visible	N Y	N Y	N Y	N Y	N Y		
Equipment Notes:	Equipment Repaired/Replaced:						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Next Year's Calendar will be available at https://www.oregon.gov/deg/eq/programs/Pages/Gasoline-Vapor-Recovery.aspx						
1	2	3	4 ○ Equipment Inspected?	5 ○ Throughput Recorded?	6	7
8	9	10	11 ○ Equipment Inspected?	12 ○ Throughput Recorded?	13	14
15	16	17	18 ○ Equipment Inspected?	19 ○ Throughput Recorded?	20	21
22	23	24	25 ○ Equipment Inspected?	26 ○ Throughput Recorded?	27	28
29	30	31	1	2	3	4