2022 Air Quality Compliance Calendar
Gasoline Dispensing Facilities

Updated December 2021

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

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 facilities to assist in compliance with general gasoline dispensing facility and 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 (uncontrolled and Stage 1 equipped sites) and 23 (Stage 2 equipped sites) contain gasoline dispensing facility specific permit conditions.

Request assistance

DEQ's small business assistance program provides gasoline dispensing facilities with written information and technical assistance visits to clarify requirements and explain 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/aqPermits/Pages/BAP.aspx.

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

Hillarie Sales, Statewide, 503-229-5448

DEQ Northwest Region

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

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

DEQ Western Region

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

Air Quality Permit Coordinator: 503-378-5305

DEQ Eastern Region

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

Air Quality Permit Coordinator: 541-633-2021

Lane Regional Air Protection Agency:

Beth Erickson, 541-736-1056, extension 232

Underground Storage Tank Program:

- Coos Bay Office, 541-269-2721
- Medford Office, 541-776-6010
- Portland Office, 503-229-5263

What is vapor balance?

Vapor balance equipment is also referred to as **Stage 1**. 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 2**. 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. When this equipment 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 create 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.

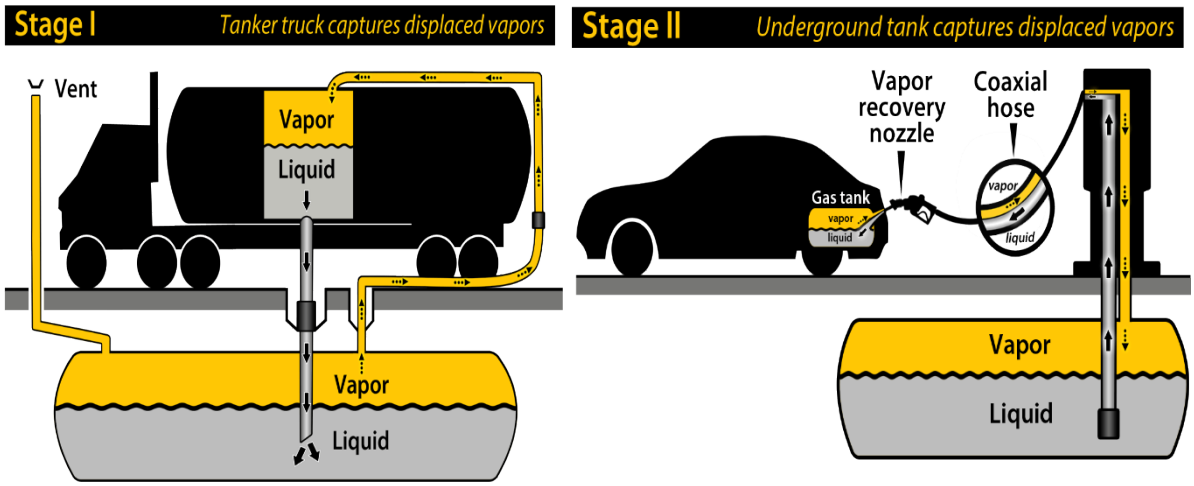
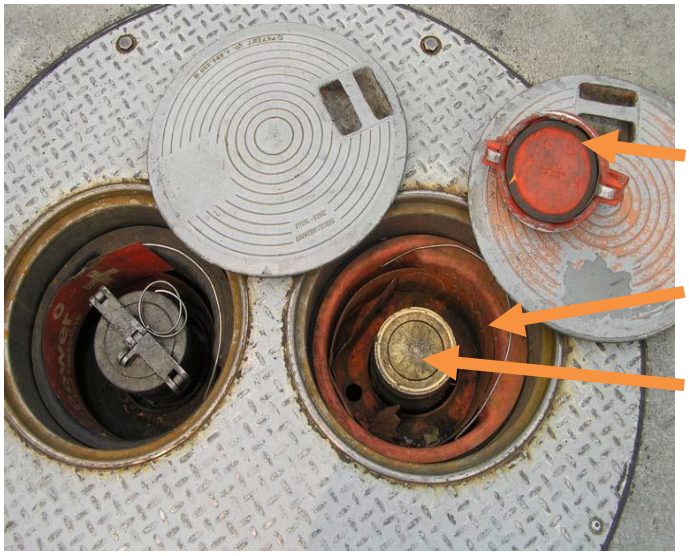


Image Source
Potter, Z., Thomas, E., Whitener, V., & Konopaski, K. (2015). Gas Vapor Regulations: The Legislature's Decentralized Approach Neither Requires nor Produces Consistency, and Current Regulations May Be Requiring Outdated Technology (Final Report 14-4). Retrieved from Washington State Joint Legislative Audit and Review Committee (JLARC) Audit and Study Reports Webpage.

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

Performing inspections of your facility equipment



Your Stage 1 equipment may include dust caps, poppet valves, submerged fill tubes, spill buckets, swivel adaptors and PV valves.

Dust Cap
Is the seal/gasket in place and in good condition? Does the cap fit snugly and close securely on all tank openings?

Spill Containment Bucket
Is it free of liquid and debris?

Poppet Valve/Dry Break (Dual Point)
If you have a poppet valve, does the spring movement open and then return to a closed/sealed position when depressed?

Vapor Return Swivel Adaptor
Is the Adapter damaged or loose?

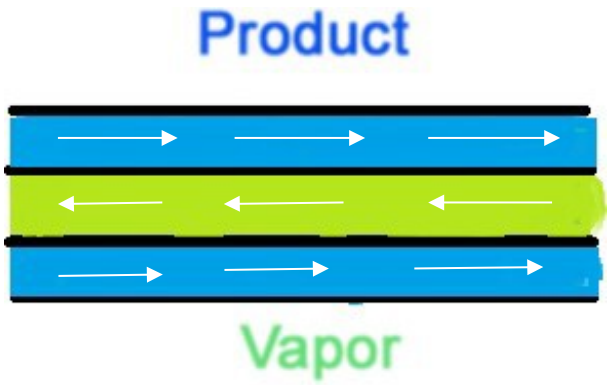
Dual Point vs. Single Point
Some facilities have a dual point system. This type of system has one liquid fill line and one vapor return line (two openings per storage tank). A delivery vehicle will attach two hoses to your equipment for a delivery. The photographs above are both from dual point systems. A single point or coaxial system has one line that is used for liquid filling and vapor return simultaneously. These single point systems do not have a poppet valve. (Note: Some facilities arerequired to install dual point tanks when replacing or installing a new storage tank. Please refer to your permit.)

Single Point
If your facility has a single point system, the tank will look similar to this one. One opening in the tank allows for both vapor return and liquidfilling. 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.

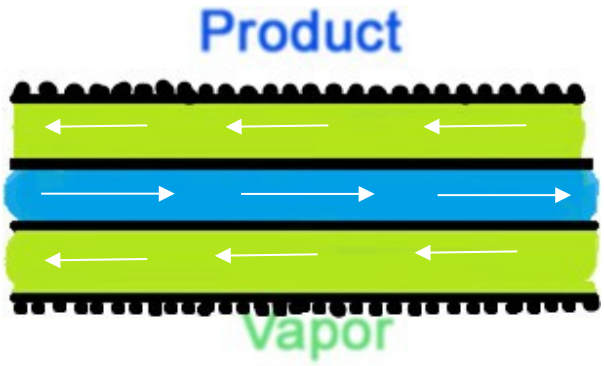
If you have questions as to whether equipment needs to be replaced, repaired or what is required, please contact DEQ for technical assistance. Help can be provided in making a determination.

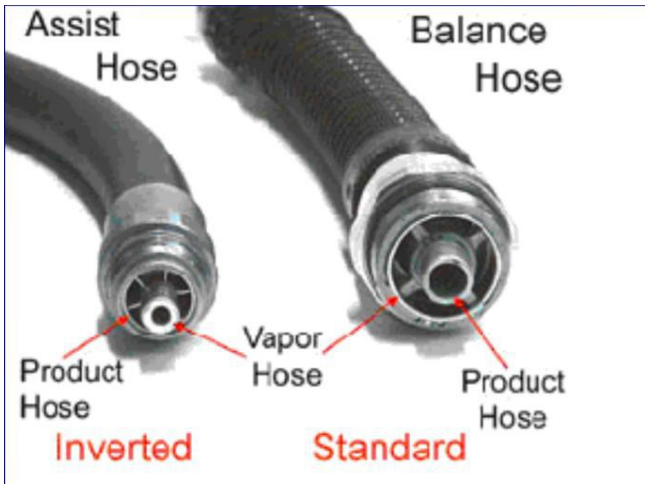
Vacuum-Assist vs. Balance System

The Vacuum-Assist system use a vacuum pump to pull vapors back to the underground tank. The vacuum can be generated by either an electric vane pump or a venture device such as the Healy mini-jet that uses pressurized gasoline to produce a vacuum.



The Balance System transfers vapors from the vehicle tank back to the station without the assistance of an external force. The key feature in the balance system is a hose nozzle that makes a tight connection without the fill pipe on the vehicles gasoline tank.





Performing inspections on Stage 2 facility equipment

Your Stage 2 equipment may include nozzles, hoses, breakaway connectors and breakaway hoses (whip hoses). Be sure to review permit Condition 6.1 for all of the details on your required annual inspection.

Vacuum Assist System Example

Whip Hose
Is the hose in good condition? Is it free from tears and cracks? (This hose comes from the dispenser to the breakaway connector.)

Breakaway connector
Is the breakaway connector Installed in the correct direction? Is there leakage?

Nozzle
Are there signs of leakage everywhere?

Dispenser Hose
Is the hose in good condition? Is it free from tears and cracks? Check the entire length of hose. It is helpful to bend or move the hose while you inspect your equipment to better notice cracks and tears.

Balance system example

Breakaway connector
Is it installed in the correct direction? Is it free from signs of leakage?

Dispenser hose
Is the hose in good condition? Is it free from tears and cracks? Ensure that the hose is not flattened for more than 5” to 6”. Check the entire length of hose.

Whip hose
Is the hose in good condition? Is it free from tears and cracks? This hose comes from the dispenser to the breakaway connector.

Nozzle
Is it free of signs of leakage everywhere?

Bellows

You will need to replace the bellows if

- there are slits longer than one inch.
- triangular tears are longer than .5 inches.
- the faceplate is damaged more than 1/4 of the circumference.

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

Examples of violations for Stage 1 and Stage 2 equipment

(AQGP-23) Balance System- bellows torn

(AQGP-23) Vacuum Assist System

(AQGP-23) Balance System hose tears

(AQGP-22 & 23) Dust Cap/Fill Tube: No gasket seal

(AQGP-22 & 23) Poppet valve not sealed

(AQGP-22 & 23) Dust Cap is broken

(AQGP-23) Balance whip hose is torn

(AQGP-22 & 23) 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 2 permitted sites require PV valves for gasoline storage tanks.

If you have questions on what equipment needs to be replaced, repaired or is required, please contact DEQ for technical assistance. DEQ can provide help in making a determination.

January 2022 Facility/ Permit:_____ Permit:_____

Gasoline Throughput

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Month Total:	

Air Quality Complaints

Citizen Contact Info	Date	Complaint Details and Follow-up Actions

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
	1/5	1/12	1/19	1/26			
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 (S2) – (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear. (Once per year this must include maintenance according to manufacturer's specifications)	N Y	N Y	N Y	N Y	N Y		
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

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

Notes:

February 2022 Facility/ Permit:_____ Permit:_____

Gasoline Throughput

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Month Total:	

Air Quality Complaints

Citizen Contact Info	Date	Complaint Details and Follow-up Actions

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
	2/2	2/9	2/16	2/23			
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			
Poppet Valve – (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y			
Spill Buckets – Free from liquid and debris.	N Y	N Y	N Y	N Y			
PV Valves (S2) – (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			
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y			
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y			
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Your permit requires an annual inspection (at least once every 12 months) of your equipment. AQGP-23 sites also require a monthly inspection. Check your permit for specific requirements.						
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 **2022 Annual Report deadline for DEQ**	16 ○ Equipment Inspected?	17 ○ Throughput Recorded?	18	19 ○ Complaints to log?
20	21	22	23 ○ Equipment Inspected?	24 ○ Throughput Recorded?	25	26
27	28 ○ Throughput recorded for the month?	1	2 ○ Equipment Inspected?	3 ○ Throughput Recorded?	4	5 ○ Complaints to log?

Notes:

March 2022 Facility/ Permit:_____ Permit:_____

Gasoline Throughput

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Month Total:	

Air Quality Complaints

Citizen Contact Info	Date	Complaint Details and Follow-up Actions

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
	3/2	3/9	3/16	3/23	3/30		
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 (S2) – (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		
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PV valves are required on almost all stations inside Air Quality Management Areas in Oregon.						
27	28	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

Notes:

April 2022 Facility/ Permit: _____ Permit:_____

Gasoline Throughput

Air Quality Complaints

		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
	4/6	4/13	4/20	4/27			
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 (S2) – (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		
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Topping off is illegal. If you'd like to discuss what constitutes topping off, please contact DEQ.						
27	28	29	30 ○ Equipment Inspected?	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?	29	30 ○ Throughput recorded for the month?

Notes:

May 2022 Facility/ Permit:_____ Permit:_____

Gasoline Throughput

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Month Total:	

Air Quality Complaints

Citizen Contact Info	Date	Complaint Details and Follow-up Actions

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
	5/4	5/11	5/18	5/25			
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 (S2) – (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		
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PV valves are required on almost all stations inside these areas: Portland, Medford, Ashland, Salem, and Keiser.						
1	2	3	4 ○ Equipment Inspected?	5 ○ Throughput Recorded?	6	7 ○ Complaints to log?
8	9	10	11 ○ Equipment Inspected?	12 ○ Throughput Recorded?	13	14
15	16	17	18 ○ Equipment Inspected?	19 ○ Throughput Recorded?	20	21 ○ Complaints to log?
22	23	24	25 ○ Equipment Inspected?	26 ○ Throughput Recorded?	27	28
29	30	31 ○ Throughput recorded for the month?	1 ○ Equipment Inspected?	2 ○ Throughput Recorded?	3	4 ○ Complaints to log?

Notes:

June 2022 Facility/ Permit:_____ Permit:_____

Gasoline Throughput

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

Air Quality Complaints

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
	6/1	6/8	6/15	6/22	6/29		
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 (S2) – (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		
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Your permit requires that you keep certain records, like gasoline throughput, test records, equipment inspections, maintenance activities, and others.						
29	30	31	1 ○ Equipment Inspected?	2 ○ Throughput Recorded?	3	4 ○ Complaints to log?
5	6	7	8 ○ Equipment Inspected?	9 ○ Throughput Recorded?	10	11
12	13	14	15 ○ Equipment Inspected?	16 ○ Throughput Recorded?	17	18 ○ Complaints to log?
19	20	21	22 ○ Equipment Inspected?	23 ○ Throughput Recorded?	24	25
26	27	28	29 ○ Equipment Inspected?	30 ○ Throughput recorded for the month?	1	2 ○ Complaints to log?

Notes:

July 2022 Facility/ Permit:_____ Permit:_____

Gasoline Throughput

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Month Total:	

Air Quality Complaints

Citizen Contact Info	Date	Complaint Details and Follow-up Actions

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
	7/1	7/8	7/15	7/22	7/29		
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 (S2) – (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		
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Your air quality permit requires that you keep at least five years of records.						
26	27	28	29 ○ Equipment Inspected?	30 ○ Throughput Recorded for the month?	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 ○ Complaints to log?
31 ○ Throughput recorded for the month?	1	2	3 ○ Equipment Inspected?	4 ○ Throughput Recorded?	5	6

Notes:

August 2022 Facility/ Permit:_____ Permit:_____

Gasoline Throughput

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Month Total:	

Air Quality Complaints

Citizen Contact Info	Date	Complaint Details and Follow-up Actions

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
	8/3	8/10	8/17	8/24	8/31		
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 (S2) – (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		
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The annual inspection of your site is required within 12 months of assignment to the permit; ensure you have completed this requirement on time. There are also submerged fill and PV valve recordkeeping requirements that are effective 12 months after assignment to the new permit.						
31	1	2	3 ○ Equipment Inspected?	4 ○ Throughput Recorded?	5	6
7	8	9	10 ○ Equipment Inspected?	11 ○ Throughput Recorded?	12	13 ○ Complaints to log?
14	15	16	17 ○ Equipment Inspected?	18 ○ Throughput Recorded?	19	20
21	22	23	24 ○ Equipment Inspected?	25 ○ Throughput Recorded?	26	27 ○ Complaints to log?
28	29	30	31 ○ Throughput recorded for the month?	1 ○ Throughput Recorded?	2	3

Notes:

September 2022 Facility/ Permit:_____ Permit:_____

Gasoline Throughput

		Air Quality Complaints		
		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
	9/7	9/14	9/21	9/28			
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 (S2) – (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		
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Annual fees are typically due December 1st. You will receive invoices telling you the amounts due before the due date.						
28	29	30	31 Equipment Inspected?	1 Throughput Recorded?	2	3
4	5	6	7 Equipment Inspected?	8 Throughput Recorded?	9	10 Complaints to log?
11	12	13	14 Equipment Inspected?	15 Throughput Recorded?	16	17
18	19	20	21 Equipment Inspected?	22 Throughput Recorded?	23	24 Complaints to log?
25	26	27	28 Equipment Inspected?	29	30 Throughput recorded for the month?	1

Notes:

October 2022 Facility/ Permit:_____ Permit:_____

Gasoline Throughput

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Month Total:	

Air Quality Complaints

Citizen Contact Info	Date	Complaint Details and Follow-up Actions

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
	10/5	10/12	10/19	10/26			
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 (S2) – (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		
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Don't forget to review your air permit on occasion to make sure you're aware of the requirements.						
27	28	29	30 ○ Equipment Inspected?	1 ○ Throughput Recorded?	2	1
2	3	4	5 ○ Equipment Inspected?	6 ○ Throughput Recorded?	7	8 ○ Complaints to log?
9	10	11	12 ○ Equipment Inspected?	13 ○ Throughput Recorded?	14	15
16	17	18	19 ○ Equipment Inspected?	20 ○ Throughput Recorded?	21	22 ○ Complaints to log?
23	24	25	26 ○ Equipment Inspected?	27 ○ Throughput Recorded?	28	29
30	31 ○ Throughput recorded for the month?	1	2 ○ Equipment Inspected?	3 ○ Throughput Recorded?	4	5 ○ Complaints to log?

Notes:

November 2022 Facility/ Permit:_____ Permit:_____

Gasoline Throughput

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Month Total:	

Air Quality Complaints

Citizen Contact Info	Date	Complaint Details and Follow-up Actions

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
	11/2	11/9	11/16	11/23			
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 (S2) – (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		
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
If you are unsure about your permit requirements, call DEQ to request technical assistance. We can help! Don't forget that annual permit fees are due in December, if you need another copy of your invoice(s), email DEQ: AirQualityInvoiceCoordinator@deq.state.or.us						
30	31 ○ Throughput recorded for the month?	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 ○ Throughput recorded for the month?	1	2	3 Complaints to log?

Notes:

December 2022 Facility/ Permit:_____ Permit:_____

Gasoline Throughput

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Month Total:	

Air Quality Complaints

Citizen Contact Info	Date	Complaint Details and Follow-up Actions

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
	12/7	12/14	12/21	12/28			
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 (S2) – (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		
Whippet Hose (S2) – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs or evidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
Breakaway (S2) – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
Name of individual who conducted inspection (first & last)							
For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:							

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

Notes: