

# 2023 Air Quality Compliance Calendar

Updated December 2022



**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](http://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 general Gasoline Dispensing Facility (GDF) and vapor balance requirements. This calendar provides general information and tools. Please note that official and full language of all applicable Oregon Administrative Rules (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 OAR and Air Contaminant Discharge Permits (ACDPs). OAR 340-244 and OAR 340-242 contain gasoline dispensing facility specific rules and regulations. ACDP General Permit 22 (uncontrolled and stage one-equipped sites) and 23 (stage two-equipped sites) 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/aqPermits/Pages/BAP.aspx>

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

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).

# Contacts

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

## **DEQ Headquarters**

[Dan DeFehr](#), Statewide, 503-875-5520

## **DEQ Northwest Region**

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

Air Quality Permit Coordinator: 503-229-5582

[NWRAQpermits@deq.oregon.gov](mailto:NWRAQpermits@deq.oregon.gov)

## **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 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 at the dispensing point.

## Why do we need vapor recovery systems?<sup>1</sup>

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.

1: DEQ is currently engaged in a rulemaking effort (2023) intended to revise Gasoline Dispensing Facility regulations. You can find more information about this rulemaking effort here: <https://www.oregon.gov/deq/rulemaking/Pages/GDF2022.aspx>

## 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.

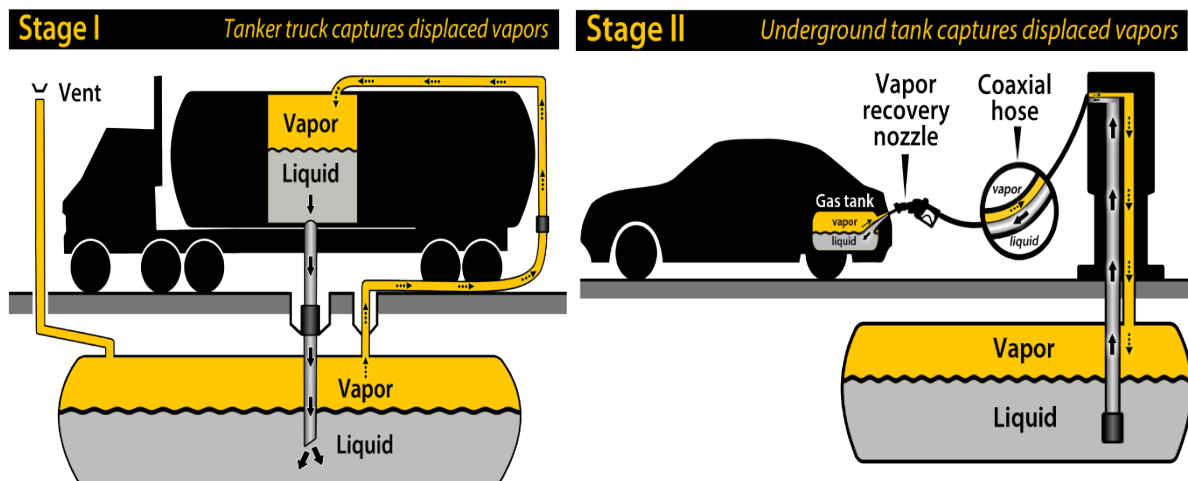
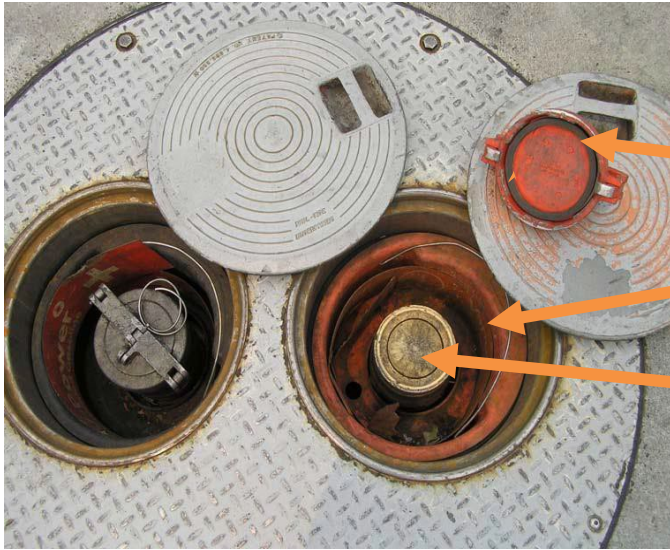


Image Source  
Potter, Z., Thomas, E., Whitener, V., & Konopaski, K. (2015). *Gas Vapor Regulations: The Legislature's Decentralized Approach Neither Requires nor Produces Consistency, and Current Regulations May Be Requiring Outdated Technology (Final Report 14-4)*. Retrieved from Washington State Joint 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 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 Adaptor 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: Some facilities are required to install dual point tanks when replacing or installing a new storage tank; refer to your permit.)

**Single Point** – If your facility has a single point Stage I system the tank would look like 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.

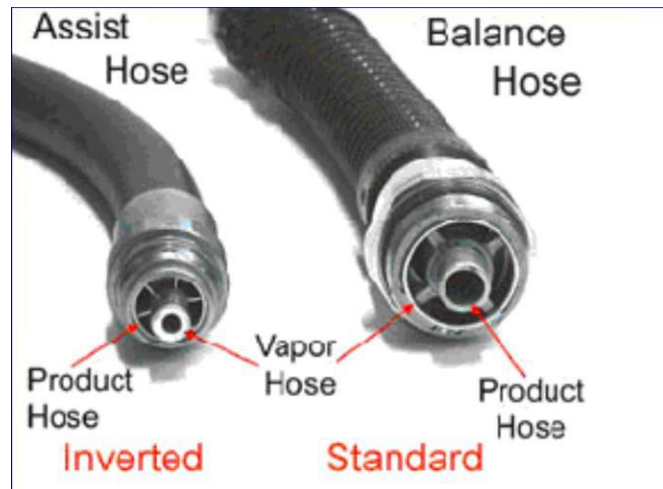
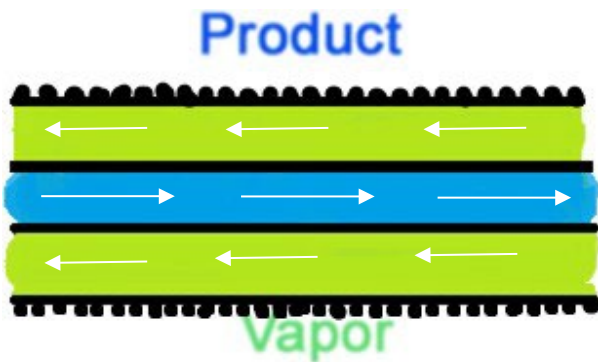
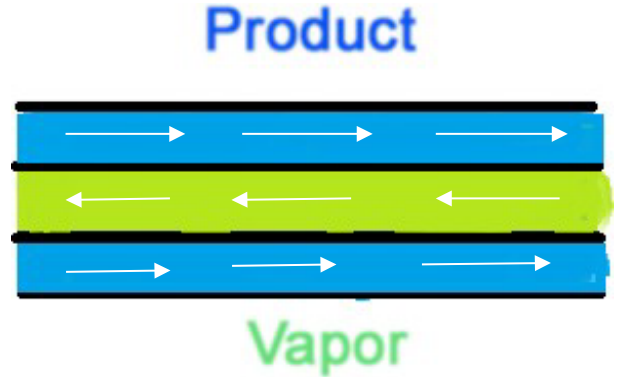


## For Stage 2 Gasoline Dispensing Facilities:

### Vacuum-Assist vs Balance System

The *Vacuum-Assist* system uses 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 with the fill pipe on the vehicles gasoline tank.





# Performing inspections of your facility equipment continued, for Stage 2 Gasoline Dispensing Facilities

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



## Vacuum Assist System Example

### Whip Hose

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

### Breakaway connector

Installed in the correct direction? No leakage?

### Nozzle

Free from signs of leakage everywhere?

### 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 1/2”. Replace faceplate if damaged more than 1/4 of circumference.

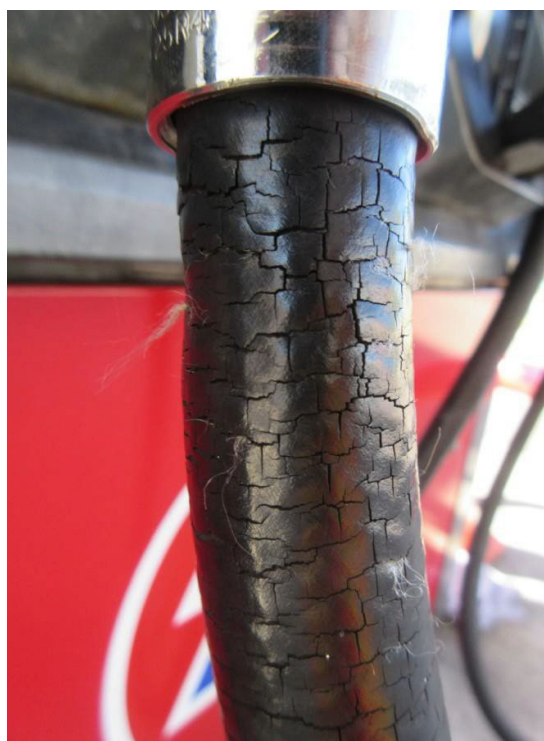
\*It is helpful to bend or move hoses and bellows better expose cracks and tears.



# Examples of violations and equipment for Stage 1 and Stage 2 Gasoline Dispensing Facilities



(AQGP-23) Balance System- bellows torn



(AQGP-23) Vacuum Assist System

## Cracking



(AQGP-23) Balance System- Hose tears.



(AQGP-22 & 23) Dust Cap- broken.



(AQGP-22 & 23) Poppet valve not sealing.



(AQGP-22 & 23) Dust Cap- no gasket.



(AQGP-23) Balance whip hose- 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 II permitted sites require PV valves for gasoline storage tanks. Refer to your permit to determine whether this is required at your site.

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.

January 2023 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							
<b>Month Total:</b>							
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	1/11	1/18	1/25		
<b>Dust Caps</b> – 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	
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)		N Y	N Y	N Y	N Y	N Y	
<b>Spill Buckets</b> – Free from liquid and debris.		N Y	N Y	N Y	N Y	N Y	
<b>PV Valves (S2)</b> – (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	
<b>Whippet Hose (S2)</b> – 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	
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.		N Y	N Y	N Y	N Y	N Y	
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Annual Reports must be received by DEQ by February 15 each year.						
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	1 Equipment Inspected?	2 Throughput Recorded?	3	4 Complaints to log?

Notes:

February 2023 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
		2/1	2/8	2/15	2/22		
<b>Dust Caps</b> – 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		
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)		N Y	N Y	N Y	N Y		
<b>Spill Buckets</b> – Free from liquid and debris.		N Y	N Y	N Y	N Y		
<b>PV Valves (S2)</b> – (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		
<b>Whippet Hose (S2)</b> – 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 nogaps.		N Y	N Y	N Y	N Y		
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.		N Y	N Y	N Y	N Y		
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							



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.						
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 <b>2022 Annual Report deadline for DEQ (2/15)</b>	15 Equipment Inspected?	16 Throughput Recorded?	17	18 Complaints to log?
19	20	21	22 Equipment Inspected?	23 Throughput Recorded?	24	25
26	27 Throughput recorded for the month?	28	1 Equipment Inspected?	2 Throughput Recorded?	3	4 Complaints to log?

Notes:

March 2023 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
	3/1	3/8	3/15	3/22	3/29		
<b>Dust Caps</b> – 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		
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill Buckets</b> – Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV Valves (S2)</b> – (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		
<b>Whippet Hose (S2)</b> – 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		
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PV valves are required on almost all tanks/stations inside Air Quality Management Areas in Oregon.						
26	27	28	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?	31	1

Notes:

April 2023 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
	4/5	4/12	4/19	4/26			
<b>Dust Caps</b> – 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		
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill Buckets</b> – Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV Valves (S2)</b> – (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		
<b>Whippet Hose (S2)</b> – 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		
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Topping off is illegal. If you'd like to discuss what constitutes topping off, please contact DEQ.						
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 Throughput recorded for the month?
30	1	2	3 Equipment Inspected?	4 Throughput Recorded?	5	6

Notes:



May 2023 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
	5/3	5/10	5/17	5/24	5/31		
<b>Dust Caps</b> – 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		
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill Buckets</b> – Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV Valves (S2)</b> – (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		
<b>Whippet Hose (S2)</b> – 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 nogaps.	N Y	N Y	N Y	N Y	N Y		
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PV valves are required on almost all tanks/stations inside these areas: Portland, Medford, Ashland, Salem, and Keiser.						
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 Throughput recorded for the month?	31 Equipment Inspected?	1 Throughput Recorded?	2	3 Complaints to log?

Notes:

June 2023 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
	6/7	6/14	6/21	6/28			
<b>Dust Caps</b> – 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		
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill Buckets</b> – Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV Valves (S2)</b> – (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		
<b>Whippet Hose (S2)</b> – 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 nogaps.	N Y	N Y	N Y	N Y	N Y		
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							

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.						
28	29	30	31 Equipment Inspected?	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 for the month?	30	1 Complaints to log?

Notes:

July 2023 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
		7/5	7/12	7/19	7/26		
<b>Dust Caps</b> – 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	
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)		N Y	N Y	N Y	N Y	N Y	
<b>Spill Buckets</b> – Free from liquid and debris.		N Y	N Y	N Y	N Y	N Y	
<b>PV Valves (S2)</b> – (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	
<b>Whippet Hose (S2)</b> – 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	
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.		N Y	N Y	N Y	N Y	N Y	
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Your air quality permit requires that you keep at least five years of records.						
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:

August 2023 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
	8/2	8/9	8/16	8/23	8/30		
<b>Dust Caps</b> – 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		
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill Buckets</b> – Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV Valves (S2)</b> – (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		
<b>Whippet Hose (S2)</b> – 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 nogaps.	N Y	N Y	N Y	N Y	N Y		
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							

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 permit.						
30	31	1	2 Equipment Inspected?	3 Throughput Recorded?	4	5
6	7	8	9 Equipment Inspected?	10 Throughput Recorded?	11	12 Complaints to log?
13	14	15	16 Equipment Inspected?	17 Throughput Recorded?	18	19
20	21	22	23 Equipment Inspected?	24 Throughput Recorded?	25	26 Complaints to log?
27	28	29	30 Equipment Inspected?	31 Throughput Recorded for the month?	1	2

Notes:

September 2023 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
	9/6	9/13	9/20	9/27			
<b>Dust Caps</b> – 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		
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill Buckets</b> – Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV Valves (S2)</b> – (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		
<b>Whippet Hose (S2)</b> – 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		
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							

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

Notes:



October 2023 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
	10/4	10/11	10/18	10/25			
<b>Dust Caps</b> – 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		
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill Buckets</b> – Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV Valves (S2)</b> – (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		
<b>Whippet Hose (S2)</b> – 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		
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							

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.						
1	2	3	4 Equipment Inspected?	5 Throughput Recorded?	6	7
8	9	10	11 Equipment Inspected?	12 Throughput Recorded?	13	14 Complaints to log?
15	16	17	18 Equipment Inspected?	19 Throughput Recorded?	20	21
22	23	24	25 Equipment Inspected?	26 Throughput Recorded?	27	28 Complaints to log?
29	30	31 Throughput recorded for the month?	1 Equipment Inspected?	2 Throughput Recorded?	3	4

Notes:

November 2023 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
	11/1	11/8	11/15	11/22	11/29		
<b>Dust Caps</b> – 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		
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill Buckets</b> – Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV Valves (S2)</b> – (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		
<b>Whippet Hose (S2)</b> – Short top hose prior to the dispenser hose breakaway. No cracks, splits, tears or holes. No signs orevidence of gasoline leakage. Connection to pump and breakaway is secure with no gaps.	N Y	N Y	N Y	N Y	N Y		
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							

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: <a href="mailto:AirQualityInvoiceCoordinator@deq.oregon.gov">AirQualityInvoiceCoordinator@deq.oregon.gov</a>						
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:

December 2023 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 Parts Ordered or Work Requested	Date Repairs Completed
	Date of inspection and results						
	12/6	12/13	12/20	12/27			
<b>Dust Caps</b> – 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		
<b>Poppet Valve</b> – (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill Buckets</b> – Free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV Valves (S2)</b> – (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		
<b>Whippet Hose (S2)</b> – 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		
<b>Breakaway (S2)</b> – Mounted correctly and facing the correct direction.	N Y	N Y	N Y	N Y	N Y		
<b>Name of individual who conducted inspection (first &amp; last)</b>							
<b>For any equipment defects found or repairs that are needed, include the inspection date and the specific piece of equipment:</b>							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
At the end of December, consider beginning to compile the records necessary to fill out your next annual report (due 2/15) covering 2023 operations!						
3	4	5	6 Equipment Inspected?	7 Throughput Recorded?	8	9 Complaints to log?
10	11	12	13 Equipment Inspected?	14 Throughput Recorded?	15	16
17	18	19	20 Equipment Inspected?	21 Throughput Recorded?	22	23 Complaints to log?
24	25	26	27 Equipment Inspected?	28 Throughput Recorded?	29 Throughput recorded for the month?	30
31	1 <b>January 2024</b>	2	3 Equipment Inspected?	4 Throughput Recorded?	5	6

Notes: