

2020 Air Quality Compliance Calendar

October 2019



**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
[DEQ Online](#)

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/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.

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.

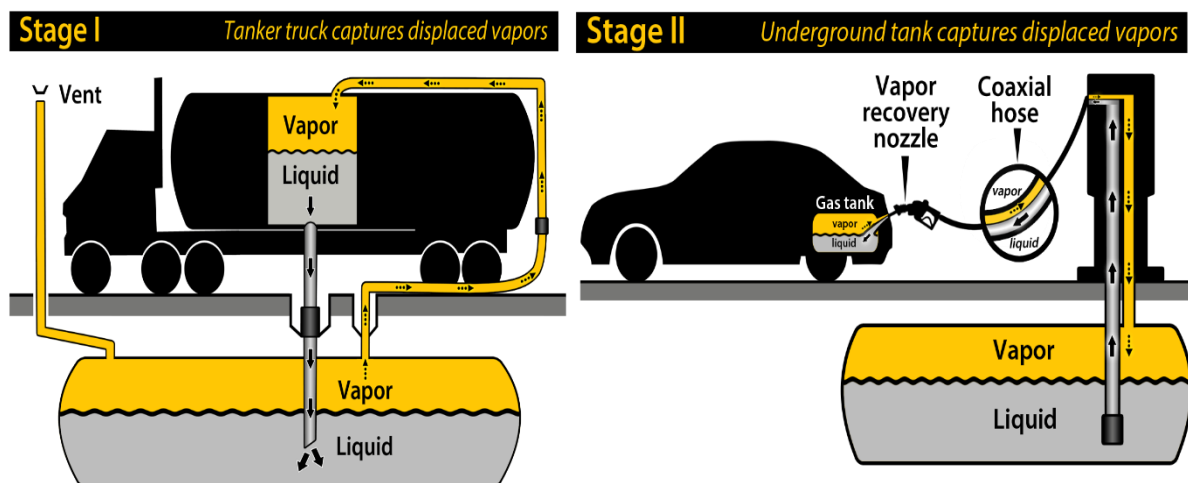


Image Source
Potter, Z., Thomas, E., Whitener, V., & Konopaski, K. (2015). [Gas Vapor Regulations: The Legislature's Decentralized Approach Neither Requires nor Produces Consistency, and Current Regulations May Be Requiring Outdated Technology \(Final Report 14-4\)](#). Retrieved from Washington State 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.

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

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: 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.

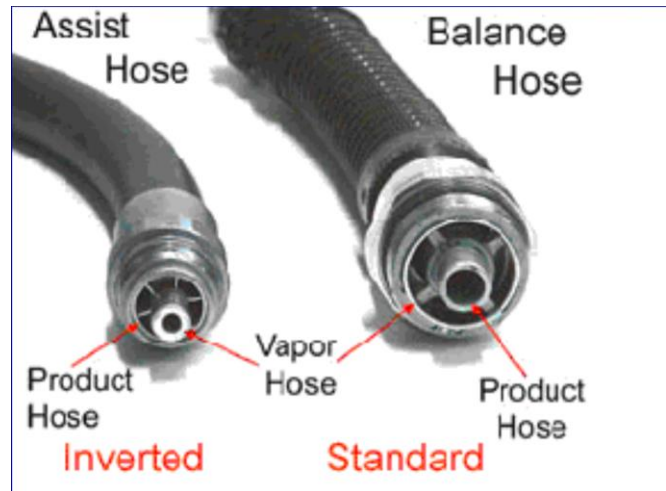
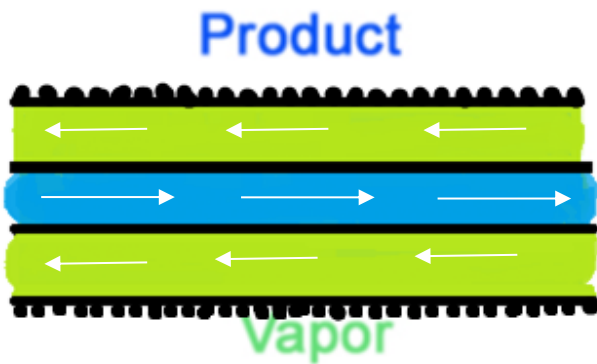
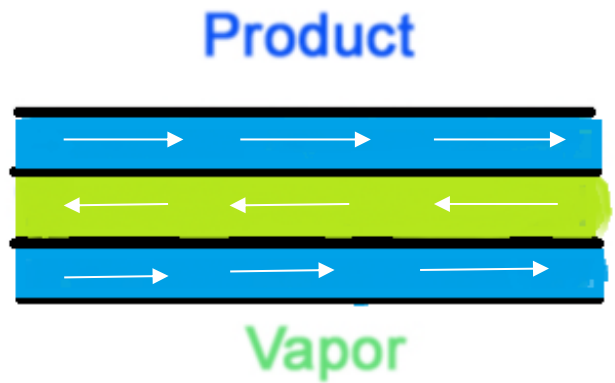
If you have questions as to whether equipment needs to be replaced, repaired, or what is required please contact DEQ for technical assistance. Help can be provided in making a determination.



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 of your facility equipment continued

Your Stage II equipment may include: nozzles, hoses, breakaway connectors, and breakaway hoses (whip hoses).



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 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

		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?				

January 2020 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
		1/1	1/8	1/15	1/22	1/29		
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		
Whippet Hose – 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 – Mounted and face correctly.		N Y	N Y	N Y	N Y	N Y		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Annual Reports must be received by DEQ by February 15 each year.						
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	31 Throughput Recorded for the Month?	1

February 2020 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
		2/5	2/12	2/19	2/26		
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		
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 – (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 – 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 – Mounted and face correctly.		N Y	N Y	N Y	N Y		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
If you are unsure about your permit requirements, call DEQ to request technical assistance. We can help!						
26	27	28	29	30	31	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 ○ Complaints to log?	15 2019 Annual report deadline for DEQ.
16	17	18	19 ○ Equipment Inspected?	20 ○ Throughput Recorded?	21	22
23	24	25	26 ○ Equipment Inspected?	27 ○ Throughput Recorded?	28	29 ○ Throughput Recorded for the Month?

March 2020 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
	3/4	3/1 1	3/18	3/25			
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			
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 – (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 – 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 – Mounted and face correctly.	N Y	N Y	N Y	N Y			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PV valves are required on almost all stations inside Air Quality Management Areas in Oregon.						
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	2	3	4

April 2020 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
	4/1	4/8	4/15	4/22	4/29		
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		
Whippet Hose – 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 – Mounted and face correctly.	N Y	N Y	N Y	N Y	N Y		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Topping off is illegal. If you'd like to discuss what constitutes topping off, please contact DEQ.						
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

May 2020 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
	5/6	5/1 3	5/20	5/27			
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			
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 – (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 – 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 – Mounted and face correctly.	N Y	N Y	N Y	N Y			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PV valves are required on almost all stations inside Air Quality Management Areas in Oregon.						
26	27	28	29	30	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 31 Throughput Recorded for the Month?	25	26	27 ○ Equipment Inspected?	28 ○ Throughput Recorded?	29	30 ○ Complaints to log?

June 2020 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														
	6/3	6/10	6/17	6/24																
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																
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 – (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 – 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 – Mounted and face correctly.	N Y	N Y	N Y	N Y																
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday														

PV valves are required on almost all stations inside Air Quality Management Areas in Oregon.						
31	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?	1	2	3	4

July 2020 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
	7/1	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 – (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 – 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 – Mounted and face correctly	N Y	N Y	N Y	N Y	N Y		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Five years of records are required to be retained by your air quality permit.						
28	29	30	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?	31 ○ Throughput Recorded for the Month?	1

August 2020 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
	8/5	8/12	8/19	8/26			
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			
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 – (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 – 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 – Mounted and face correctly.	N Y	N Y	N Y	N Y			

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

September 2020 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
	9/2	9/9	9/16	9/23	9/30		
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		
Whippet Hose – 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 – Mounted and face correctly.	N Y	N Y	N Y	N Y	N Y		

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 Throughput Recorded for the Month?	1	2	3

October 2020 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
	10/7	10/1 4	10/2 1	10/2 8			
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 – (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 – 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 – Mounted and face correctly.	N Y	N Y	N Y	N Y			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Five years of records are required to be retained by your air quality permit.						
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?

November 2020 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
	11/4	11/1 1	11/1 8	11/2 5			
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 – (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 – 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 – Mounted and face correctly.	N Y	N Y	N Y	N Y			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
If you are unsure about your permit requirements, call DEQ to request technical assistance. We can help!						
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 Throughput Recorded for the Month?	1	2	3	4	5

PV valves are required on almost all stations inside Air Quality Management Areas in Oregon.						
29	30	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: