



## MAINTENANCE/INSPECTION LOG INSTRUCTIONS

Enter the information in the appropriate column as outlined below. Use a separate line for each equipment defect noted.

- ◆ **Date: (month year)....** *Enter the current month and year for this log sheet.*
- ◆ **Station Name:.....** *Enter the name of this facility.*
- ◆ **Source ID Number:....** *Enter the Source ID Number assigned to this facility (located on your permit Assignment sheet).*
- ◆ **Address:.....** *Enter the street address of this facility.*
- ◆ **City:.....** *Enter the city in which this facility resides.*
- ◆ **Date Defect Found.....** *Enter the month and day in which the defect was first noted by station personnel.*
- ◆ **Stage I/II.....** *Enter the type of vapor recovery equipment involved as Stage I OR Stage II.*
- ◆ **Comments Section.....** *Enter a description of the defective item (hose, hose number, bellows, seal at inlet cap, drop tube insert). List the type of defect (torn, ripped, broken, missing). List the product involved as the octane grade or common name (as in 92 grade or premium).*
- ◆ **Date Repaired.....** *Enter the date in which the defect was repaired.*

### EXAMPLE



**STAGE I/STAGE II VAPOR COLLECTION  
MAINTENANCE/INSPECTION LOG**  
 Department of Environmental Quality  
 Northwest Region - Air Quality Program  
 2020 SW 4th Avenue, Suite 400  
 Portland OR 97201-4987  
 Telephone: 503-229-6035

### EXAMPLE

Date (month/year): August 2010

Station Name: Portland Gas N More

Source Number: 26-1234

Address: 111 N Lombard St

City: Portland

DATE DEFECT FOUND	DISPENSER # /GRADE	COMMENTS SECTION (list item defect and the product involved here)	DATE REPAIRED
8/12/10	#1 / Reg	Hose torn	8/13/10
8/21/10	#2 / Plus	Bellows Ripped	8/22/10
8/21/10	Reg tank	Missing gasket on Dust Cap	8/22/10

Use this log sheet to track vapor recovery equipment defects, malfunctions and repairs on a periodic basis as problems occur. Date a new log sheet at the beginning of each month. Attach additional sheets to complete the month if necessary. You must use at least one log sheet for every month of operation. All log sheets must be maintained for a period of five (5) years and be available for review at time of inspection by DEQ staff. Failure to use this log sheet as intended may result in civil penalties.