

VAPOR RECOVERY SYSTEM OPERATING PERMIT AND COMPLIANCE INFORMATION

The enclosed information is in regard to the Vapor Recovery System that is operated at your facility. This information package was designed to help you comply with the Air Pollution Control District (District) regulations for Vapor Recovery Systems. Please review your permit carefully. You are required to comply with all conditions listed in the permit. The package includes the following items:

1. Gasoline Dispensing Log Sheet. This sheet may be used to track the amount of gasoline dispensed at your facility. You may copy this sheet as necessary. This information must be submitted to the District at least 60 days before your permit expires. You should retain these records for at least 5 years.
2. Rule 238, Attachment C, Daily Maintenance Inspection Protocol. This describes the components of your Vapor Recovery System that must be inspected on a daily basis.
3. Daily Self-Compliance Checklist. Use this form to document your Daily Maintenance Inspection that is described in Rule 238, Attachment C. You may copy this sheet as necessary. You should retain these records for at least 5 years.
4. Defective Component and Component Repair Log. Use this form as a record of defective components found during your daily or periodic self-compliance inspections. The form also contains a section where a repair record for components should be kept. You may copy this sheet as necessary. You should retain these records for at least 5 years.
5. Rule 238, Attachment D, Period Compliance Inspection Protocol. This describes the components of your Vapor Recovery System that must be inspected on an annual basis.
6. Period Self-Compliance Checklist. Use this form to document your Period Compliance Inspection that is described in Rule 238, Attachment D. You may copy this sheet as necessary. You should retain these records for at least 5 years.

Should you have any questions regarding this information or the operation and maintenance of your Vapor Recovery System, please call the Air Pollution Control District at (530) 621-6662.

ATTACHMENT C

DAILY MAINTENANCE INSPECTION PROTOCOL

The owner/operator of a retail gasoline transfer and dispensing facility shall at minimum verify the following during the daily maintenance inspections:

A. PHASE I VAPOR RECOVERY SYSTEM INSPECTION

1. The spill container is clean and does not contain gasoline. The spill containment drain valve shall be vapor-tight.
2. The fill caps are not missing, damaged or loose.
3. If applicable:
 - a. the spring-loaded submerged fill tube seals properly against the coaxial fitting
 - b. the dry break (poppet valve) is not missing or damaged.
4. The submerged fill tube is not missing or damaged.

B. PHASE II VAPOR RECOVERY SYSTEM INSPECTION

1. The fueling instructions are clearly displayed with the appropriate toll-free complaint phone number and toxic warning signs.
2. The following nozzle components are in place and in good condition, as specified in CARB Executive Orders:
 - a. faceplate/facecone; vapor splash guard/fill guard/efficiency compliance device (ECD)/VEG
 - b. bellows
 - c. latching device spring
 - d. vapor check valve
 - e. spout (proper diameter/vapor collection holes)
 - f. insertion interlock mechanism
 - g. automatic shut-off mechanism
 - h. hold open latch
3. The hoses are not torn, flattened or crimped.
4. For vacuum-assist systems, the vapor processing unit and burner are functioning properly.

C. RECORDS OF DEFECTIVE COMPONENTS

DAILY SELF-COMPLIANCE CHECKLIST

Facility Name: _____ Month: _____ Week of: _____
 Address: _____ Permit #: _____

	SUN	MON	TUES	WED	THURS	FRI	SAT
PHASE I							
Spill Container							
Clean - does not contain gasoline							
Drain valve is vapor tight							
Fill Caps							
In place							
Not damaged							
Not loose							
Fill Tube							
Spring-loaded submerged fill tube seals properly against the coaxial fitting (if applicable)							
In place							
Not damaged							
Poppet Valve (if applicable)							
In place							
Not damaged							

PHASE II							
Fueling instructions are displayed							
Nozzle Components							
Are the following in place and in good condition							
Faceplate/facecone							
Fill guard							
Bellows							
Latching device spring							
Vapor Check Valve							
Spout							
Insertion interlock mechanism							
Automatic shutoff mechanism							
Hold open latch							
Hoses							
No kinks, flat-spots, or blockages							
Boots							
No triangular tears or slits							
Certified Equipment							
No missing labels/stickers							
Vapor Recovery System							
Turned on and functioning properly							

**SELF-COMPLIANCE INSPECTION
DEFECTIVE COMPONENT and COMPONENT REPAIR LOG**

Date of Inspection: _____ Permit #: _____

Facility: _____ Address: _____

Inspector: _____

DEFECTIVE COMPONENT

Identification: _____

Location: _____

Description of Defect:

COMPONENT REPAIR

Date: _____

Time: _____

Person Performing Repair:

Name: _____

Affiliation: _____

Address: _____

Phone No.: _____

Description of Repair - list each component that was repaired, serviced or removed. Also list each component that was installed as a replacement.

ATTACHMENT D

PERIODIC COMPLIANCE INSPECTION PROTOCOL

The owner/operator of a retail gasoline transfer and dispensing facility shall at minimum verify the following during the periodic compliance inspections:

A. GENERAL INSPECTION

1. The District permit is current.
2. The equipment and District permit description match.
3. The facility complies with all permit conditions.
4. The required sign is properly posted and the sign contains all the necessary information. (I.e. toll-free compliant phone number, toxic warning sign, etc.)

B. PHASE I VAPOR RECOVERY SYSTEM INSPECTION

1. The spill container is clean and does not contain gasoline.
2. The fill caps are not missing, damaged or loose.
3. If applicable:
 - a. the spring-loaded submerged fill tube seals properly against the coaxial fitting
 - b. the dry break (poppet valve) is not missing or damaged.
4. The submerged fill tube is not missing or damaged.
5. The distance between the highest level of the discharge opening of the submerged fill tube and the bottom of the stationary storage tank does not exceed six inches (6").
6. The Phase I vapor recovery system complies with required CARB certification and is properly installed.
7. The spill box complies with required CARB certification and is properly installed.
8. The vent pipes are equipped with required pressure/vacuum relief valves.

C. PHASE II VAPOR RECOVERY SYSTEM INSPECTION

1. The fueling instructions are clearly displayed.
2. Each nozzle is the current CARB-certified model.
3. Each nozzle is installed in accordance with the applicable CARB Executive Orders.
4. The following nozzle components are in place and in good condition, as specified in CARB Executive Orders or Attachment A or Health and Safety Code Section 41960.2 (e):
 - a. faceplate/facecone; vapor splash guard/fill guard/efficiency compliance device (ECD)
 - b. bellows
 - c. latching device spring
 - d. vapor check valve
 - e. spout (proper diameter/vapor collection holes)
 - f. insertion interlock mechanism
 - g. automatic shut-off mechanism
 - h. hold open latch
5. The hoses are not torn, flattened or crimped.
6. The vapor recovery hoses are the required size and length.
7. The hoses with retractors are adjusted to maintain a proper loop, and the bottom of the loop is within the distance from the island surface certified by the CARB Executive Order for that particular dispenser configuration.
8. The vapor recovery nozzles are equipped with required hoses.
9. The bellows-equipped vapor recovery nozzles are equipped with CARB certified insertion interlock mechanisms.
10. If required, the flow limiter is not missing and is installed properly.
11. The swivels are not missing, defective, or leaking, and the dispenser-end swivels, if applicable, are Fire-Marshall approved with 90-degree stops.

12. If required, the liquid removal devices comply with required CARB certifications and are properly installed.
13. For bellows-less nozzles, the hoses are inverted coaxial type except for Hirt systems, and the vapor collection holes are not obstructed.
14. For vacuum-assist systems, the vapor processing unit and burner are functioning properly.
15. For aspirator-assist systems, the major components (i.e. aspirator or jet pump, modulating valve, and vapor check valve) are present inside each dispenser.
16. For aspirator-assist systems with certification-required calibration stickers, the current calibration sticker is present.

PERIODIC SELF-COMPLIANCE CHECKLIST

Name: _____

Date: _____

Address: _____

Permit #: _____

	YES	NO
GENERAL INSPECTION		
Is the District Permit current?		
Does the equipment on-site match what is listed on the District Permit?		
Is the facility in compliance with all Permit conditions?		
Are the required signs posted?		
PHASE I INSPECTION		
Is the spill container clean and free of gasoline?		
Does the spill box comply with the required CARB certification?		
Is the spill box properly installed?		
Are the fill caps in place, in good condition, and tight?		
Is the spring-loaded submerged fill tube sealed properly against the coaxial fitting? (if applicable)		
Is the dry break (poppet valve) in place and in good condition? (if applicable)		
Is the submerged fill tube in place and in good condition?		
Is the distance between the highest level of the discharge opening of the submerged fill tube and the bottom of the stationary storage tank less than 6 inches?		
Does the Phase I Vapor Recovery system comply with the required CARB certification?		
Is the Phase I Vapor Recovery system properly installed?		
Are the vent pipes equipped with the required pressure/vacuum relief valves?		
PHASE II INSPECTION		
Are the fueling instructions clearly displayed?		
Is each nozzle a model that is currently CARB certified?		
Is each nozzle installed in accordance with the applicable CARB Executive Order?		
Are the following nozzle components in place and in good condition:		
Faceplate/facecone		
Bellows		
Latching device spring		
Vapor check valve		
Spout		
Insertion interlock mechanism		
Automatic shut-off mechanism		
Hold open latch		
Are hoses in good condition (not torn, flattened, crimped or blocked)?		
Are the vapor recovery hoses the required size and length?		
Are hoses with retractors adjusted to maintain the proper loop?		
For hoses with retractors, is the bottom of the loop within the proper distance from the island for that particular dispenser configuration?		
Are the vapor recovery nozzles are equipped with the required hoses?		
Are the bellows-equipped vapor recovery nozzles equipped with the required CARB certified insertion interlock mechanisms?		
Is the flow limited in place and installed properly? (if required)		
Are the swivels in place, in good condition, and free of leaks?		
Are the dispenser-end swivels Fire-Marshall approved with 90-degree stops? (if applicable)		
Are the liquid removal devices in compliance with the required CARB certifications? (if applicable)		
Are the liquid removal devices properly installed? (if applicable)		
For bellows-less nozzles, are the hoses the inverted coaxial type (except for Hirt systems)?		
For bellows-less nozzles, are the vapor collection holes free from obstructions?		
For vacuum-assist systems, are the vapor processing units and burners functioning properly?		
For aspirator-assist systems, does each dispenser have an aspirator or jet pump, and modulating valve and a vapor check valve?		
For aspirator-assist systems with certification-required calibration sticker, are the current calibration stickers in place?		