



## San Joaquin Valley Air Pollution Control District

### COMPLIANCE ASSISTANCE BULLETIN January 2004

District rule 4622 (Gasoline Transfer Into Motor Vehicles) requires gasoline dispensing facility owner/operators to conduct inspections of their facilities and to maintain an Operations and Maintenance Manual as follows:

#### **Routine Gasoline Vapor Recovery System Inspections**

You must routinely perform maintenance inspections of your facility's gasoline vapor recovery system according to the following schedule:

- If you dispense **25,000 gallons of gasoline or more per month** you are required to inspect your vapor recovery system **at least 5 days per week**
- If you dispense **less than 25,000 gallons of gasoline per month** you are required to inspect your vapor recovery system **at least 1 day per week**
- If you operate a **non-retail** service station and dispense **less than 2500 gallons per month** you are required to inspect your vapor recovery system **at least 1 day per month**.

#### **Operations and Maintenance (O&M) Manual**

Effective immediately, you must have an Operations and Maintenance Manual. **The manual shall include the following information:**

1. **An inspection form** that includes the components to be inspected and the defects requiring repair. For your convenience, a blank inspection form that documents 31 days or one month of inspections is enclosed and may be duplicated.
2. **A repair log** that documents all repairs to the vapor recovery system. A blank form for logging repairs is enclosed for your convenience.
3. **A document** that includes the testing requirements and testing schedule for your facility's vapor recovery system. Your system's specific testing requirements are included in your facility's Permit to Operate. A document with this information is enclosed for your convenience.

4. **Copies of your vapor recovery system performance tests.** The test results must be dated and contain the names, addresses, and telephone numbers of the companies and persons responsible for system installation and/or testing.
5. **A copy of your District-issued Permit to Operate.** If you are unable to locate your Permit to Operate, you may obtain a replacement by contacting the District's Permit Services Division at one of the offices listed on the reverse side.
6. **Copies of the California Air Resources Board (CARB) Executive Orders certifying your vapor recovery system.** The CARB Executive Order numbers for the Phase I and Phase II vapor recovery systems at your facility are specified on your Permit to Operate. You may obtain a copy of the CARB executive orders by contacting the District's Compliance Section at one of the offices listed on the reverse side or by logging on to CARB's website at: <http://www.arb.ca.gov/vapor/eo.htm> and downloading the documents.
7. **A copy of the manufacturer's instructions for installation, operation, repair, maintenance, and specifications of your facility's vapor recovery system.** Contact your vapor recovery system manufacturer or the manufacturer's local representative to obtain this information.
8. **The O&M Manual shall contain detailed instructions that ensure your facility's vapor recovery system is properly operated and maintained.** This will help to ensure your facility complies with all applicable rules and regulations.

### **Here is What You Need to Be Doing Right Now**

- **Assemble an O&M Manual with the documents specified above.**
- **Routinely inspect your facility's gasoline vapor recovery system according to the schedule above.** You must document those maintenance inspections in your O&M Manual.
- **Document all repairs of the system and its components in the O&M Manual.** The O&M Manual shall be kept at the facility and made readily available to any person who operates, inspects, maintains, repairs, or tests the equipment at your facility. In addition, you must show it to the District inspector upon request, as it will be examined during inspections.

If you have questions regarding the inspection and manual requirements, please contact:

Gary Reeves, Northern Region Office @ 209-557-6400

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