



**Stage I EVR Vapor Recovery Monthly Inspection Checklist**  
**Executive Order VR-102-P (OPW Phase I Systems)**

<b>FACILITY INFORMATION</b>	
Facility ID Number:	Date:
Facility Name:	
Stage I EVR Permit #	

Notes:

1. These inspection requirements shall not circumvent use of manufacturer's installation and maintenance instructions. Maintenance contractors or owner/operators shall refer to the manufacturer's complete installation and maintenance instructions for the OPW Phase I System to ensure that all maintenance and torque requirements are met.
2. Maintenance must be conducted within one month from the date of installation and monthly thereafter.
3. Monthly inspection records shall be kept on file for at least three (3) years, be organized chronologically and be kept at the facility premises in accordance with Section 36 of the Vapor Recovery Regulations.

Component	Inspection Activity	Initial to Mark Complete
<b>Pressure/Vacuum Vent (P/V Valve and Cap)</b>		
Husky 5885	1. Remove screws that secure the top cover.	
	2. Remove any debris that might be inside the lower cover.	
	3. Check the drain holes in the lower cover for blockage.	
	4. Do not remove the two screens.	
	5. Reinstall the top cover and retaining screws.	
	6 Tighten the screws firmly.	
FFS PV-Zero	1. Visually inspect housing, pipe, fittings and rain cap for signs of damage, missing parts or fluid leaks.	
	2. Visually inspect the rain cap, from ground level, for signs of bird nests or insect activity.	
	3. Inspect fill fluid per the Fluid Inspection Procedure.	
OPW 723V	1. Remove and inspect filter screens.	
	2. Clean or replace as necessary.	
	3. Test as necessary.	

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Component	Inspection Activity	Initial to Mark Complete
<b>Spill Containers and Drain Valves</b>		
OPW All Models	Remove any standing water, debris or fuel from the spill containment device and clean the interior of the spill containment device and drain valve.	
<b>Dust Caps</b>		
OPW All Models	Visually inspect dust cap seal for nicks, tears or deformations and replace if damaged or missing.	
CompX All Models	Visually inspect dust cap seal for nicks, tears or deformations and replace if damaged or missing.	
<b>Product Adapter (Fill Swivel Adapter)</b>		
OPW61SALP	Visually inspect the adapter for large dents, cracks or deformations. Verification of the static torque of the swivel adapter by performing California ARB test procedure TP-201.1B is recommended.*	
<b>Vapor Adapter (Stage I Swivel Adapter and Dry Break)</b>		
OPW 61VSA	Visually inspect the adapter for large dents, cracks, or deformations. Check the vapor poppet for damage and ensure that the poppet seats evenly with the adapter. Clean out any foreign objects from the vapor poppet's seal and seal surface if necessary. Test the poppet seal by applying a soap solution to the poppet while the underground storage tank is under a positive pressure of at least 2.00 inches W.C. and inspect for presence of bubbles. If the facility continuously operates under vacuum, a bag test may be used by sealing a clear plastic bag to the adapter's sides. If no bubbles appear at the poppet under positive pressure or the bag test shows no signs of the bag collapsing, no further maintenance is required. If bubbles appeared around the poppet seal or the bag collapsed, replace the poppet components and re-test. Verification of the static torque of the swivel adapter by performing California ARB test procedure TP-201.1B is recommended.*	

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Component	Inspection Activity	Initial to Mark Complete
<b>Jack Screw Kit</b>		
OPW 61JSK	Visually inspect the Jack Screw for proper alignment and installation.	
OPW 71JSK	Visually inspect the Jack Screw for proper alignment and installation.	
<b>Drop Tube Overfill Prevention Device</b>		
OPW 71SO/71SO-T	Inspect the flapper in the 71SO/71SO-T (Testable) to verify that it is open by looking down the drop tube opening (71SO) or using the cable mechanism (71SO-T).	
<b>Tank Gauge Port Components (ATG Cap)</b>		
OPW 62M	Visually inspect ATG cap to verify that it is not missing any seals and is properly installed. Check for tightness is recommended.*	
Morrison Brothers 305	Visually inspect ATG cap to verify that it is not missing any seals and is properly installed. Check for tightness is recommended.*	
Veeder-Root 312020-952	Visually inspect ATG cap to verify that it is not missing any seals and is properly installed. Check for tightness is recommended.*	

\*The Department urges following the full inspection protocol including all recommended inspections to ensure these components do not cause failures during annual testing. If the annual Pressure Decay/ Leak Test fails or the annual P/V Valve Leak Rate and Cracking Pressure Test fails, quarterly testing shall be required and annual testing may resume upon passing four consecutive quarterly tests.

<b>Comments</b> (use this section if you need to provide additional information)
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<b>Inspector Information</b>	
Title/Contractor Name:	
Inspector's Name:	OPW Certification #:
Inspector's Signature:	Date: