

**APPENDIX B –
UPSS INSPECTION FORM**

**Protection of the Environment Operations
(Underground Petroleum Storage Systems) Regulation 2019**

UPSS SITE INSPECTION CHECKLIST

Conducted on (date /time): Inspecting Officer:

Inspection Report No.:

File No.:

Site details	
Site/business name:	Site owner name:
Site address:	Person responsible name:
Lot: DP:	Email (Person responsible / Owner):
Local government area:	Phone (Person responsible / Owner):
Nature of lease/responsibility for site & UPSS:	
Exemption applies?	Total annual fuel sales (litres):
Vapour Recovery (Y/N) VR1 VR2	Tank information available? (Y/N):
If yes, record (if a tank contains multiple compartments, record each compartment as a separate tank):	Construction material(s):
Year tank was commissioned:	Products contained:
Volume:	Operational status:

Inspection details				
Section A - Fuel system operation plan or equivalent (Y/N) or (✓x) – record details as applicable				
<input type="checkbox"/> Present	<input type="checkbox"/> Separate document	<input type="checkbox"/> Accessible (onsite)	<input type="checkbox"/> Located offsite	<input type="checkbox"/> Format: electronic/ paper
Fuel system operation plan - contents				
<input type="checkbox"/> Site details	<input type="checkbox"/> Site security & access info	<input type="checkbox"/> Person responsible contacts	<input type="checkbox"/> Indicates location of records	<input type="checkbox"/> Design standards / industry specs
<input type="checkbox"/> Details of loss monitoring system	<input type="checkbox"/> Incident management procedure	<input type="checkbox"/> Maintenance schedule	<input type="checkbox"/> Plans/as-built drawings	<input type="checkbox"/> Employee induction and incident mgt training

SUPPLEMENTARY INFORMATION (APPENDICES)

Section B – Loss monitoring system (description)					
<input type="checkbox"/> None	<input type="checkbox"/> SIRA	<input type="checkbox"/> ATG	<input type="checkbox"/> Interstitial	<input type="checkbox"/> Manual dipping	<input type="checkbox"/> Other:
Frequency of loss monitoring reports	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Other:	
Certified to meet 0.76L/hr criteria?			Loss monitoring for all tanks?		
LM reports included in FSOP?			Are discrepancies investigated?		
Section C(i) - Leak detection system, groundwater wells (or)					
<input type="checkbox"/> Groundwater wells installed?	Number of wells:		<input type="checkbox"/> Installation report available?		
<input type="checkbox"/> Testing procedure available?	<input type="checkbox"/> Wells tested every 6 months?		<input type="checkbox"/> Groundwater monitoring results available?		
Section C(ii) – Alternative leak detection system					
<input type="checkbox"/> Alternative leak detection system used? Details:	<input type="checkbox"/> Designed by duly qualified person?		<input type="checkbox"/> Testing procedure?		
Section D – Incident management procedure					
<input type="checkbox"/> Procedure in place?	<input type="checkbox"/> Incident log kept in FSOP?		<input type="checkbox"/> Steps to mitigate spill/leak?		
Section E – Maintenance schedule					
Schedule in place showing general systems maintenance and maintenance of all gauges, indicators, probes, sensors and any other measuring instruments (Y/N):					
<input type="checkbox"/> Indicates maintenance actions			<input type="checkbox"/> Indicates maintenance frequency		
<input type="checkbox"/> Indicates where maintenance records kept					
Comments, areas for action/improvement:					

SUPPLEMENTARY INFORMATION (APPENDICES)

Other environmental management issues			
Section F - Forecourt design operation and maintenance (Y/N/NA) or (✓✗-)			
Stormwater drains free of pollution		Stormwater drains protected from spills	
Forecourt area sealed and free from cracks		Oil water separator (or alternative)	
Forecourt area has canopy with overhang		Oil/water separator appropriately maintained	
Trade waste agreement/permit		Wastewater discharged to sewer (only for existing premises built prior to 1/6/2012)	
Forecourt area bunded for collecting surface run-off		Wastewater treated prior to discharge	
Licensed waste contractors used (planned to be used) to dispose of spill and leak waste		Wastes stored in a manner to prevent a pollution incident	
Section G - Spill response and chemical storage			
Spill kit present, accessible, adequate		Spill kit regularly checked and refilled	
Sweep/vacuum/absorbent materials used to clean small spills and surface areas		Relevant material safety data sheets at site	
Up-to-date register of chemicals at site		Staff trained in spill clean-up procedures	
Employees aware of who to contact in event of spill		Manifest box present	
Comments, areas for action/improvement:			