1.0 PURPOSE
This Policy & Procedure defines and establishes the procedure for the daily maintenance inspection of Fleet Service’s fueling systems, to comply with the Sacramento Metropolitan Air Quality Management District’s (SMAQMD) rules.

2.0 REFERENCES
2.1 GASBOY Series 9100 Pumps and Dispensers - Installation & Operation Manual, Located in the Air Quality Operation and Maintenance Manual for Gasoline Dispensing Facility. This manual is located in the administrative office.

3.0 PROCEDURE
3.1 Inspect the fueling system, and on a daily basis, complete the monthly “Balance System Executive Orders, Rule 449 - Daily Maintenance Inspection Form” See Attachment.
3.2 List the time of the inspection after the appropriate day.
3.3 Print the name of the facility employee performing the inspection.
3.4 Facility employee signature required.
3.5 Inspect and check off each of the items listed below:
   a) Item #1 - Vapor Poppet
      Inspect the vapor poppet to insure that it is functioning properly. This item needs to be inspected once per month. Generally this will be inspected prior to filling the unleaded gasoline tanks. Proceed as follows:
      1) Remove the access lid and the pipe cap (see picture A).
      2) Check the o-ring seal on the underside of the pipe cap (see picture B).
      3) Push the pop-up valve down (see picture C). If it sticks and does not pop up, note the defect on the “Repairs Needed” section on the bottom of the form.
   b) Item #2 - Automatic Shutoff
      Are these devices malfunctioning in any manner? When fueling vehicles during the day, fill using different pumps. While filling check that the automatic shutoff mechanism is working. Once all pumps have been tested, complete this inspection item.
   c) Item #3 - Fuel Nozzle Boots
      Inspect the gas pump boots (see picture D) for tears or holes larger than 0.5 inch. Inspect the gas pump boots for slits larger than 1 inch.
   d) Item #4 - Faceplates
      Inspect the gas pump faceplates for damage that covers over 25% of the surface (see picture E).
e) **Item #5 - Insertion Interlock**
   When gassing up vehicles during the day, fill using different pumps. While filling check that the insertion interlock mechanism is working. The insertion interlock prevents dispensing gasoline when the boot is uncompressed. Complete this item once all pumps have been tested.

f) **Item #6 - Hoses Liquid Free**
   *Inspect this item only if a defect is suspected.* Any coaxial balance hose with 100 ml or more of liquid in the vapor path.

g) **Item #7 - Hoses**
   Check all hoses for visible openings. Check vapor hose (see picture F) for damage which would allow the vapor passage to be blocked, such as crimps or flattened hose.

h) **Item #8 - Dispensing Rate**
   *Inspect this item only if a defect is suspected.* The pumps should have a dispensing rate of greater than 5 gallons per minute, but less than 10 gallons per minute.

I) **Item #9 - Certified Components**
   If any part has been added to the system, notify the Shop Supervisor. The Shop Supervisor must investigate if it is a required part. See Reference 2.1

j) **Item #10 - Equipment**
   Is any part of the equipment missing or disconnected? If any part has been removed or disconnected from the system notify the Shop Supervisor. The Shop Supervisor must investigate if it is a required part. See Reference 2.1

k) **Item #11 - Defects**
   Is the equipment free of all other defects not listed on the form?

3.6 For each defect observed, complete the following items:
   a) Lock and tag out of service, the affected gasoline dispensing nozzle.
   b) Note the defective equipment and the nature of the defect on the defect form.
   c) Report the defect to the Shop Supervisor.
   d) Shop Supervisor will report the defect to the Health and Safety Officer, Robert Lawson. This is a requirement of UCDHS Fleet Service’s Hazardous Material Plan.
   e) Shop Supervisor will contact PO&M or BZ Service Station Maintenance for repairs.
   f) For each defect repaired, note the corrective action taken.

3.7 Consult your supervisor if you have any questions not answered by these procedures.

3.8 Note that a defect observed during a maintenance inspection and consequently repaired properly does not constitute a violation of SMAQMD Rule 449. Thus, defects repaired as a result of a maintenance inspection do not need to be reported to SMAQMD.

3.9 If a defect causes a gasoline leak exceeding 3 drops per minute, then notify SMAQMD @ 874-4800, and call a Certified California UST Service Technician for
repair. Fleet Service’s is currently using BZ Service Station Maintenance @ 371-2380.

END OF PROCEDURE

Revisions:
Rev #1: General grammatical corrections Dated: 2/21/07