

Best Management Practices (BMP) & Complying with NJDEP Regulations

- Do Not Top-Off:** Topping-off may result in a liquid blockage decreasing vapor control effectiveness and subsequent fines.
- Liquid Extractors Must Be Used:** if the hose hangs more than 10 inches from bottom of the nozzle when hanging in the holster.
- Remove Pump Covers:** When checking for leaks on a daily basis, remove the pump covers.
- Equipment Replacements Must Be Compatible:** When replacing individual components of a vapor recovery system, refer to the CARB EO for compatibility with the current system.
- Must have a current and valid UST registration and Financial Responsibility (Tank Insurance).**
- Must have Important Documents On Site:** NJ DEP Air Certificate, Vapor Recovery Inspection Logs, CARB EOs, Vapor Recovery Equipment Testing Results, Equipment Change Logs, Release Response Plan, UST Registrations, and current Financial Responsibility (aka: Tank Insurance).
- Keep Spill Buckets Clean:** Spill catchment basins must be clear of fuel, water and debris otherwise fuel deliveries must be refused. Monitor the fuel delivery. The transfer operation is monitored constantly to avoid spilling and overfilling.
- Test Release Detection System:** Is your release detection equipment working properly? Run a quick “self-test” of the ATG to verify it’s working properly. Check your manual dipstick to make sure it’s not warped or worn. Have a passing release detection test every 30 days. Maintain the release detection system according to manufacturer’s specifications.
- Retractors:** Must work properly otherwise they are not in compliance with CARB Executive Order (EO).
- Overfill Protection options:** Do you have an alarm? (if you have one): Is your overfill alarm outside, easily seen or heard and working? Or do you have flow restrictors or flapper valves? Be sure they are functioning properly.
- Cathodic Protection System (if you have one):** Is your cathodic protection system turned on? For impressed current check your rectifier at least every 60 days and keep a record. Test your cathodic protection every 3 years. If your cathodic protection fails, you need to repair and apply for a Substantial Modification Permit. The sub mod permit can be found at <http://www.nj.gov/dep/srp/forms/ust/>
- Fill and Monitoring Ports:** Are covers and caps tightly sealed and locked? Are you checking the fillports before and after a delivery ensuring that no product, water, or debris exist in the ports? Do you keep records? All fill ports must be permanently marked to identify the product inside the tank system.
- Spill and Overfill Response Supplies:** Do you have the appropriate supplies for cleaning up a spill or overfill?
- Dispenser Hoses, Nozzles, and Breakaways:** Are they in good condition and working properly? Do you check them daily for any damage such as tears or leaks? Keep daily records. Keep records for repairs.
- Dispenser Sumps & Piping/Turbine Sumps:** Any signs of leaking? Are the sumps clean and empty? Keep monthly records for the piping/turbine sumps.

**If you find any problems during a self-inspection,
You or your equipment contractor must take action quickly to resolve the problems and avoid serious releases.**