

APPENDIX B-3: SAMPLE FORM FOR DAILY CHECKLIST – BALANCE STAGE II VAPOR RECOVERY FUELING SYSTEM

DAILY CHECKLIST – Balance Stage II Vapor Recovery Fueling System	
Facility ID#	Date
Facility Name	Level I Qualified Person Signature

NOTE: Changes in the composition of fuel may occur during the operational life of dispensing equipment such as, but not limited to, a change in the alcohol content of gasoline or amount of sulfur in diesel fuel. These changes may result in leaks or unusual operating conditions that may necessitate more frequent inspections than listed in this recommended practice.

Equipment to be Checked	PEI/ RP 500	Fueling Position															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Nozzle spout tight, round, tip smooth	6.4.1																
Automatic shutoff hole open and in good condition	6.4.2																
Nozzle hold-open latch straight, moves freely, return spring operates easily	6.4.3																
Nozzle body and scuff guard clean, in good condition, warnings easily read. Valve stem clean and dry	6.4.4																
Nozzle/hose connection clean and dry	6.4.5																
Face seal in good condition (no cuts or tears)	6.5.1																
Bellows in good condition (no cuts or tears)	6.5.2																
Swivel fitting clean, dry, and moves easily	6.7																
Hose in good condition, no kinks, flat spots, cuts or gouges	6.8.2																
Dispenser/hose connection clean and dry	6.8.3																
Breakaway is clean and dry	6.9																
Whip hose in good condition, no kinks, flat spots, cuts or gouges. Fittings at end of whip hose clean and dry	6.10.2																
Island or pavement around the dispenser shows no sign of recent spills or leaks	6.11																
Correct pricing for each product, price displays easy to read	6.12																
No skimmers, unauthorized card readers or other devices discovered	6.13																

NOTES:

INSTRUCTIONS: Refer to the corresponding section of PEI/RP500 for additional inspection guidance.
 Mark each fueling position where no problem is observed with a checkmark: ✓ If certain equipment is not required and not present, mark checklist: N/A
 Mark each fueling position where a defect is observed with a number. Write the same number in the notes section together with a description of the problem.
 If a defect is found: (1) Place the nozzle, dispenser or product out of service; (2) Notify appropriate person.