



**COMPLIANCE ADVISORY # 01-12**  
**to**  
**Gasoline Dispensing Facility Testing Contractors**

**Purpose**

This Advisory is to remind testing contractors of the requirements for providing test results to gasoline dispensing facility (GDF) operators and for submitting test data and results to the South Coast Air Quality Management District (SCAQMD). Pursuant to the requirement of SCAQMD Rule 461, subdivision (e) – Testing, Reporting and Recordkeeping Requirements (copy attached), **a person who conducts tests at GDFs must provide the owner/operator certain records at the end of the day when the service was provided and submit to SCAQMD data and results obtained from performance and reverification tests within 14 calendar days of the date when all tests were passed. Please be advised that testing contractors who do not comply with these requirements for any test conducted or service provided are in violation of Rule 461 and are subject to enforcement action.**

**Information to be Provided to GDF Owner/Operators**

Paragraph (e)(6) of Rule 461 – Recordkeeping requires a person who performs installation, self-compliance inspections, repairs, or testing at a GDF, to provide the list of information to the GDF owner/operator at the end of each day when the service is provided. The information, where applicable, includes:

- Records of all components installed, defective components identified or repaired [see subparagraph (e)(6)(A)]
- Repair logs [all items under subparagraph (e)(6)(B)]
- Records of tests [all items under subparagraph (e)(6)(C)]
- Records to prove that the installer/contractor has all required certification for service performed [see subparagraph (e)(6)(E)]

**Information to be submitted to SCAQMD**

Paragraph (e)(3) of Rule 461 provides requirements for a person who performs performance or reverification tests. These requirements include submittal of “PASS/FAIL” results within 72 hours after each test is conducted [see subparagraph (e)(3)(D)] and final test report within 14 calendar days of the date when all tests were passed [see subparagraph (e)(3)(E)]. Specifically, the final test report must include, among other items, **records of all tests performed and all test data.** These include results of failed tests as well as passed tests. Test records include all items listed under subparagraph (e)(6)(C) of Rule 461. If repairs were performed, all records of the repairs must also be provided [see subparagraph (e)(6)(A) and (e)(6)(B)]. If the repair(s) was performed by another person, records indentifying the repair person and the component serviced need to be provided so repair logs can be verified by SCAQMD staff. **In addition, please attach a signed and completed test results submittal form as a cover sheet to all final test reports for tests conducted starting July 1, 2012.** A copy of this form is attached and is also available at SCAQMD website at [http://www.aqmd.gov/comply/Forms/test\\_results.pdf](http://www.aqmd.gov/comply/Forms/test_results.pdf).

If you have questions regarding this Advisory, please contact Danny Luong, Sr. Enforcement Manager of the Retail Service Station Unit at (909)396-2622, or the Service Station Hotline at (909) 396-3546.



**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**  
21865 Copley Drive, Diamond Bar CA 91765  
Phone (909) 396-3546

**TEST OF VAPOR RECOVERY EQUIPMENT  
FINAL TEST REPORT COVER SHEET**

**TEST COMPANY INFORMATION:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON NAME: \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_  
TESTER NAME(S): \_\_\_\_\_ ICC CERTIFICATION #: \_\_\_\_\_

**TEST INFORMATION:**

TEST AUTHORIZATION NUMBER: \_\_\_\_\_ DATE OF TEST(S): \_\_\_\_\_  
PERMIT HOLDER NAME: \_\_\_\_\_ PERMIT NO.: \_\_\_\_\_  
LOCATION OF EQUIPMENT TESTED: \_\_\_\_\_  
EQUIPMENT TESTED: \_\_\_\_\_  
PHASE I E.O. No.: \_\_\_\_\_  
PHASE II E.O. No.: \_\_\_\_\_ PRESSURE MANAGEMENT EQUIPMENT: \_\_\_\_\_

**TESTS CONDUCTED AND DATA FORMS ATTACHED:**

Check all applicable:

- TP-201.3 Static Leak Decay
- TP-201.3C Tie Tank
- TP-201.4 Dynamic Back Pressure
- VR-201/202 Exhibit 4 Clean Air Separator
- VR-201/202 Exhibit 5 Vapor to Liquid Ratio
- VR-201/202 Exhibit 7 or VR-203/204 Exhibit 10 Nozzle Bag Test
- TP-201.1B Static Torque of Phase I Rotatable Adaptor
- TP-201.1C Leak Rate of Drop Tube / Drain Valve
- TP-201.1D Leak Rate of Drop Tube Overfill Devices
- TP-201.1E Leak Rate / Crack Pressure of PV Vent Valves
- TP-201.5 Vapor to Liquid Ratio
- TP-201.6 Hose Liquid Removal Rate
- VR-202/204 ISD Operability Test(s)
- Vapor Processor Test
- Liquid Condensate Trap Test
- Others: \_\_\_\_\_

**Statement of Compliance [Pursuant to Rule 461 (e)(3)(E)]**

The undersigned declares, under penalty of perjury under the laws of the state of California that the above checked tests were conducted at the location identified above, the attached data form(s) include all data obtained during the test(s) which show the system or component meets the required standards, and that the information provided in this submittal are true, accurate, and complete.

SIGNATURE OF TESTER: \_\_\_\_\_ DATE: \_\_\_\_\_

Instructions: This form must be signed and submitted along with completed specific test data forms and **all** raw data obtained during the test(s).

## **EXCERPT OF RULE 461 - GASOLINE TRANSFER AND DISPENSING**

(Amended April 6, 2012)

### **(e) Testing, Reporting and Recordkeeping Requirements**

- (1) Within 10 calendar days after initial operation of dispensing fuel into a mobile fueler or a vehicle fuel tank, the owner/operator of a new or altered gasoline transfer and dispensing facility shall conduct and successfully pass the performance tests in accordance with the test methods specified in subdivision (f), and any additional tests required by the applicable CARB Executive Orders including the corresponding CARB approved Installation, Operation and Maintenance Manual and District Permits, to verify the proper installation and operation of Phase I and Phase II vapor recovery systems. Test results shall be submitted as stated in subparagraphs (e)(3)(D) and (e)(3)(E).
- (2) The owner/operator shall conduct and successfully pass the reverification tests in accordance with the test methods specified in subdivision (f), and any additional tests required by the applicable CARB Executive Orders including the corresponding CARB approved Installation, Operation and Maintenance Manual or District Permits, to verify the proper operation of the vapor recovery systems. Test results shall be submitted as stated in subparagraphs (e)(3)(D) and (e)(3)(E).
  - (A) The reverification tests at retail gasoline transfer and dispensing facilities shall be conducted no less frequently than as scheduled below, based on the facility's maximum monthly gasoline throughput during the 12-month period immediately preceding the required test:
    - (i) The owner/operator of a facility with a maximum monthly throughput of 100,000 gallons or greater shall complete the reverification tests semiannually.
    - (ii) The owner/operator of a facility with a maximum monthly throughput less than 100,000 gallons shall complete the reverification tests annually.
    - (iii) The owner/operator of a facility with less than 12 months throughput data shall conduct reverification tests semiannually. In case of a change of operator of a facility, throughput under the previous owner/operator may be used to determine the applicable test frequency.
  - (B) The owner/operator of a non-retail gasoline transfer and dispensing facility shall complete the reverification tests annually.
  - (C) Once a facility reverification testing month(s) are established, subsequent reverification testing shall be conducted during the same months each year. When a new performance test schedule is required due to a facility alteration, new reverification testing months shall be established based on the date of the performance tests.

- (D) In case of a change of operator, the new operator shall conduct the next reverification test on the same testing month as established by the previous operator, if the previous reverification testing records are available. When no testing records are available, the new operator shall complete all the applicable reverification testing within 30 calendar days of the change of operator.
- (3) A person who conducts performance or reverification tests shall comply with all of the following:
- (A) Conduct performance or reverification tests in accordance with the applicable test methods listed in subdivision (f) and other CARB testing procedures. Tests shall be conducted using calibrated equipment meeting the calibration range and calibration intervals specified by the manufacturer.
  - (B) Notify the District and obtain a confirmation number at least three days prior to testing (at least one of the days shall be regular District business days), except as specified in paragraph (e)(4). In the event that a performance test or reverification test cannot be conducted at the scheduled date and time, the test may be re-scheduled to a later date and time provided that the District is notified at least 24 hours prior to the originally scheduled time. All notification under this subparagraph shall be provided by electronic mail or other District approved methods. Notwithstanding, the three-day notice may not be required for reverification tests conducted after a drive-off pursuant to clause (c)(2)(G)(i), provided that the person conducting the tests complies with all other applicable provisions of the rule.
  - (C) Conduct performance and reverification tests between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday. Notwithstanding, the Executive Officer may approve testing on a weekend day (Saturday or Sunday) based on the following criteria:
    - (i) The District shall approve a limited number of reverification testing requests per weekend on a first-come-first-served basis. These reverification tests are subject to the following restrictions:
      - (I) The person conducting the tests has notified the District pursuant to subparagraph (e)(3)(B) for reverification tests. The requests shall be made no more than 30 calendar days in advance of the testing.
      - (II) Tests shall be conducted from 7:00 a.m. through 5:30 p.m.
      - (III) Upon request by the Executive Officer, the person who conducted the tests on a weekend day for which the District staff was not present shall repeat the reverification testing at a mutually acceptable date but no later than 10 calendar days from the day the test was conducted. The GDF shall pay the cost of the repeat reverification testing.

- (ii) The District shall approve all requests for a retest on a weekend day provided that the retest meets the following conditions:
  - (I) The retest on a weekend day is necessary as the repairs and retest following a failed reverification test cannot be completed by Friday.
  - (II) The person conducting the test has notified the District pursuant to subparagraph (e)(4)(A) or left a phone notification before midnight of the day before the retest.
  - (III) Tests shall be conducted from 7:00 a.m. through 5:30 p.m.
  - (IV) Upon request by the Executive Officer, the person who conducted the test on a weekend day for which the District staff was not present shall repeat the reverification testing at a mutually acceptable date but no later than 10 calendar days from the day the test was conducted. The GDF shall pay the cost of the repeat reverification testing.
- (D) Submit a copy of the PASS/FAIL test results electronically in a District approved format to the Executive Officer within 72 hours after each test is conducted. The PASS/FAIL test results are a summary of the overall results of each test.
- (E) Submit the final test report demonstrating compliance within 14 calendar days of the date when all tests were passed. The test report shall include all the required records of all tests performed, test data, current AQMD facility ID number of the location being tested, the equipment Permit to Operate or Application number, the AQMD ID number of the company performing the tests, a statement whether the system or component tested meets the required standards, and the name, AQMD tester ID number and signature of the person responsible for conducting the tests.
- (F) Successfully completed the District's Tester Orientation class.
- (G) Successfully completed the International Code Council (ICC) tester certifications (or equivalent state certifications) examination during the previous 24 months. This provision shall take effect six months after such a test becomes available.
- (H) Successfully re-completed the District's Tester Orientation class after having been cited within any 6-month period for at least two violations of subparagraph (e)(3)(A) of this rule or CARB vapor recovery regulations in such a manner that the violations could have affected the accuracy of a performance or reverification test. The tester shall cease conducting any performance or reverification test after receiving the second notice of violation until such time that the tester has successfully re-completed the District Tester Orientation class.
- (I) Not committed more than three violations of subparagraph (e)(3)(A) of this rule or CARB vapor recovery regulations in such a manner that the violations could have affected the accuracy of a performance or reverification test during any 12-month period.

- (4) Notwithstanding subparagraph (e)(3)(B), the owner/operator of a gasoline transfer and dispensing facility that has failed a reverification test or portions thereof may retest the facility prior to resuming operation provided that the person conducting the tests has complied with one of the following:
- (A) Notify the District by telephone or other District approved methods and obtain a confirmation number at least 12 hours prior to retesting (at least six of the hours shall be regular District business hours); or
  - (B) When all necessary repairs are performed during the same day the facility has failed any of the applicable reverification tests, the owner/operator may retest the facility on the same day without re-notification, provided that the reasons for the test failure and any repairs performed are properly documented in the test reports and the repair logs pursuant to subparagraphs (e)(6)(B) and (e)(6)(C).
- (5) The owner/operator shall not operate or resume operation of a gasoline transfer and dispensing facility, unless the facility has successfully passed the applicable performance or reverification tests. Notwithstanding the above, when a dispenser associated with any equipment that has failed a reverification test is isolated and shut down, the owner/operator may continue operation or resume operation of the remaining equipment at the facility, provided that test results demonstrate that the remaining equipment is in good operating condition. All test results and the method of isolating the defective equipment shall be documented in the test reports to be submitted to the Executive Officer pursuant to subparagraphs (e)(6)(C), (e)(3)(D) and (e)(3)(E).
- (6) Recordkeeping
- A person who performs the installation of components, self-compliance inspections, repairs or testing at any gasoline transfer and dispensing facility, including, but not limited to, the activities for normal operation and maintenance, performance testing, reverification testing and those following a drive-off, shall provide to the owner/operator all records listed below, as applicable, at the end of each day when the service is provided. The owner/operator of any retail or non-retail gasoline dispensing facility shall maintain all records listed below and any other test results or maintenance records that are required to demonstrate compliance on site for a period of at least two years (or five years for Title V facilities). Notwithstanding, records for non-retail gasoline dispensing facilities that are unmanned may be kept at other locations approved by the Executive Officer. All records shall be made available to the Executive Officer upon request both on site during inspections and offsite as specified.
- (A) Records of all components installed, defective components identified or repaired during self-compliance inspections.
  - (B) Repair logs, which shall include:
    - (i) Date and time of each repair.
    - (ii) The name of the person(s) who performed the repair, and, if applicable, the name, address and phone number of the person's employer.
    - (iii) Description of service performed.
    - (iv) Each component that was installed, repaired, serviced, or removed, including the required component identification information pursuant to subparagraph (c)(3)(A).

- (v) Each component that was installed as replacement, if applicable, including the required component identification information pursuant to subparagraph (c)(3)(A).
  - (vi) Receipts for parts used in the repair and, if applicable, work orders, which shall include the name and signature of the person responsible for performing the repairs.
- (C) Records of tests, which shall include:
- (i) Date and time of each test.
  - (ii) District confirmation number of notifications.
  - (iii) Name, affiliation, address and phone number of the person(s) who performed the test.
  - (iv) Test data and calibration data for all equipment used.
  - (v) Date and time each test is completed and the facility owner/operator is notified of the results. For a test that fails, a description of the reasons for the test failure shall also be included.
  - (vi) For a retest following a failed performance or reverification test, description of repairs performed pursuant to subparagraph (e)(4)(B).
  - (vii) Copies of test reports in District approved format.
- (D) Monthly gasoline throughput records.
- (E) Records to prove that the installer/contractor that installed or altered the Enhanced Vapor Recovery equipment has successfully completed a manufacturer training program and any relevant state certification program applicable to the Phase I and Phase II Enhanced Vapor Recovery systems and associated components as specified in subparagraph (c)(3)(A).