
LEAK DETECTION EQUIPMENT REVIEW - DOCUMENT LIST

This information lists the documentation required for review of third-party evaluations of storage tank and line leak detection equipment/systems. As much as possible, please send the information electronically

- 1. Documentation establishing intellectual property ownership of the leak detection method.
- 2. A complete third-party evaluation report, including:
 - a. Details of the evaluation procedure if the EPA standard procedure was not used for the evaluation. If the EPA evaluation procedure was used, list any deviations or modifications to the procedure.
 - b. A complete set of all the EPA required attachment sheets.
 - c. Individual test logs and/or field notes.
 - d. Statistical calculations and any applicable graphs or charts generated during the evaluation.
 - e. A statement from the evaluator confirming that all equipment at the test site was properly maintained and calibrated to the level of accuracy necessary for a valid evaluation.
- 3. An outline of the manufacturer's operating procedures for the equipment/system. The summary procedure must be dated and include a revision number, if applicable. A copy of the summary procedure must be provided to the third-party evaluator for enclosure in the report. Also required is a statement from the manufacturer confirming the use of the submitted procedure during the evaluation.
- 4. A complete installation/operations manual for the equipment/system.
- 5. A sample of the test report (including field work-sheets) which will be submitted to the owner/local implementing agency.
- 6. An outline of the test procedures in high groundwater areas. These procedures should be reviewed for adequacy by the third-party evaluator and a statement to that effect should be included with the report.

- 7. An outline of the test procedures for manifolded tank systems. These procedures should be reviewed for adequacy by the third-party evaluator and a statement to that effect should be included with the report.
- 8. An affidavit from the manufacturer confirming that there are no mutual financial interests between the equipment manufacturer and the third-party evaluator.
- 9. A resume, including all applicable formal training and experience, from personnel who conducted the evaluation.
- 10. Equipment calibration procedures and manufacturer recommended schedule of calibration.
- 11. The name, address, e-mail address, and phone number of the technical personnel serving as the manufacturer's representative for the response to the regulatory agency questions on the equipment/system. Also, the URL for the manufacturer's web site, if applicable.
- 12. Correspondence letters from state agencies who have reviewed the equipment/system.
- 13. The following documentation for all permanently-installed leak detection equipment:
 - a. A list of installers authorized by the manufacturer to install the leak detection equipment.
 - b. A list of service personnel authorized by the manufacturer to conduct the annual functional test (required for all leak detection equipment).
 - c. An outline of the maintenance procedure (including a list of the parts or functions of the system to be checked, calibrated, or programmed) for the annual functional test by authorized service personnel.
 - d. An outline (1-2 pages) "Equipment Check Guidelines for Inspectors" prepared by the manufacturer. This summary should guide local agency inspectors on proper field procedures to follow when inspecting equipment for proper operation, for attempting to access the stored history (for alarms or failed tests) to determine compliance with state requirements.
 - e. A sample of the reports generated and/or printed by the equipment (for all equipment models), and an explanation of the items in the report, if not self-explanatory.
 - f. Information on how the control panel modules connected to the various probes are labeled. The information on the panel should be directly

comparable to the equipment name, model/part/probe number which will be included in the committee's list. If necessary, a permanent label containing that information should be affixed to the panel.

- 14. The following documentation for the systems using tracer analysis:
 - a. The name and certification of the laboratory analyzing vapor samples.
 - b. Quality Assurance Manual of the laboratory.
 - c. The method and amount of tracer injection.
 - d. The vapor sample collection method and chain of custody records.
 - e. The third-party certification for capability of the system to detect leaks from the ullage portion of the tank.