

# 2025 Air Quality Compliance Calendar for Gasoline Dispensing Facilities Air Contaminant Discharge Permit - ACDP General 4 - AQGP-022 Lane County, Oregon



**LRAPA**  
Lane Regional Air Protection Agency

## **Stage 1 Gasoline Dispensing Facilities:**

Lane Regional Air Protection Agency  
(LRAPA)  
1010 Main Street  
Springfield, OR 97477  
Phone: 541-736-1056 or 877-285-7272  
Fax: 541-726-1205

## **Contacts:**

Beth Erickson x232,  
**Permit Writer**

Mandy Ramirez x222,  
**Field Compliance Inspector**

Amanda Atkins x218,  
**Permit Coordinator**

**Website:** [www.lrapa.org](http://www.lrapa.org)

## **LRAPA's Mission:**

To protect public health, quality of life and the environment as a leader and advocate for the continuous improvement of air quality in Lane County.

Lane Regional Air Protection Agency (LRAPA)  
1010 Main Street  
Springfield, OR 97477  
Phone: 541-736-1056 or 877-285-7272  
Fax: 541-726-1205

# Introduction

The State of Oregon, the Oregon Department of Environmental Quality, and the Lane Regional Air Protection Agency have developed this calendar for use by Oregon gasoline dispensing facilities to assist in compliance with vapor balance requirements. This calendar provides general information and tools. Please note that official and full language of all applicable LRAPA Rules and Regulations and permit conditions are the actual enforceable language. A copy of your permit should always be available on site.

Specific vapor recovery/balance rules, regulations, and permitting are available via LRAPA Rules and Regulations: Title 44 and Air Contaminant Discharge Permits. Title 44 Sections 44-170 through 44-290 contains gasoline dispensing facility specific rules and regulations. Air Contaminant Discharge Permit General 4 (Stage I) contains gasoline dispensing facility specific permit conditions. (AQGP-022)

Website Resources:

[LRAPA Title 44](#)

[LRAPA Facility Forms & Resources](#)

[All AQGP-022 General 4 permits in Lane County](#)

# Contacts

For more information or questions please contact the LRAPA office for facilities in Lane County, Oregon.

## Lane Regional Air Protection Agency (LRAPA)

Beth Erickson, Permit Writer	541-736-1056 x232	<a href="mailto:beth@lrapa.org"><u>beth@lrapa.org</u></a>
Mandy Ramirez, Field Compliance Inspector	541-736-1056 x222	<a href="mailto:mandy@lrapa.org"><u>mandy@lrapa.org</u></a>
Amanda Atkins, Permit Coordinator	541-736-1056 x218	<a href="mailto:amandaatkins@lrapa.org"><u>amandaatkins@lrapa.org</u></a>
Permitting Department - General Questions	541-736-1056	<a href="mailto:permitting@lrapa.org"><u>permitting@lrapa.org</u></a>

LRAPA Website: [www.lrapa.org](http://www.lrapa.org)

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call LRAPA at 541-736-1056, or toll-free at 1-877-285-7272; or email [permitting@lrapa.org](mailto:permitting@lrapa.org).

### **What is vapor balance?**

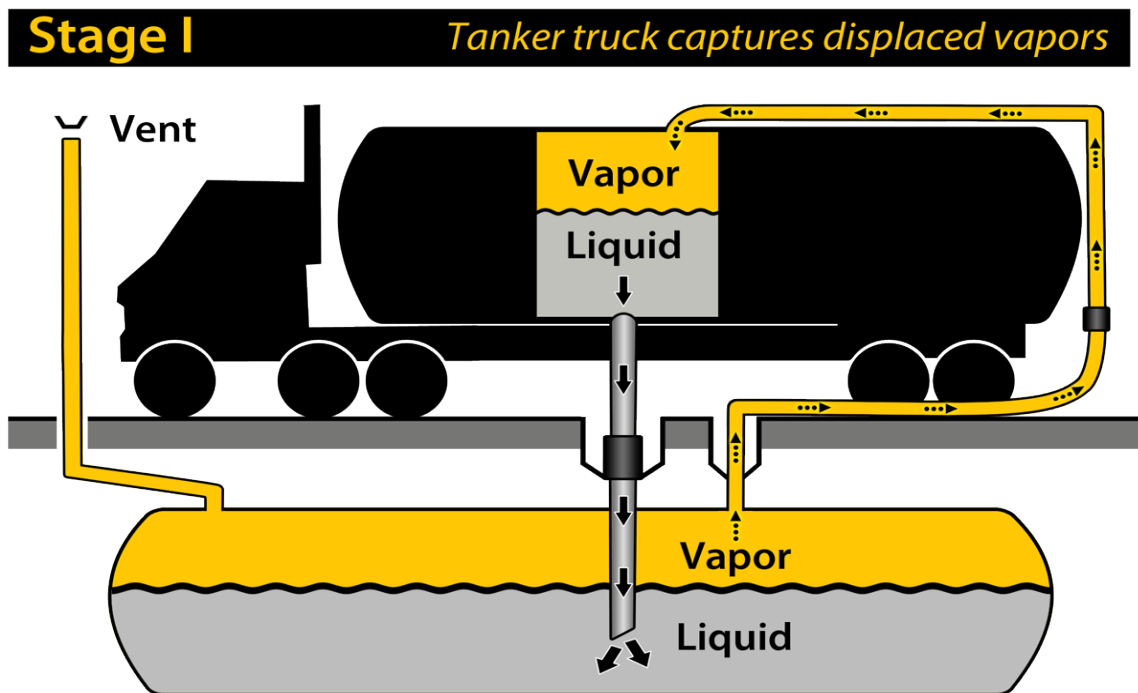
Vapor balance equipment is also referred to as **Stage I**. Gasoline vapor balance systems control gasoline vapors created and displaced during the storage and transfer of gasoline to storage tanks. These systems allow a delivery vehicle (tanker) to capture gasoline vapors while loading fuel into storage tanks.

### **Why do we need vapor balance systems?**

The recovery of volatile organic compounds from gasoline dispensing facilities provides a significant reduction in the formation of ground level ozone. The hazardous air pollutants emitted from gasoline dispensing facilities include benzene. Exposure to benzene may cause cancer and have other harmful effects to human health. Vapor recovery equipment is designed to capture and recycle these emissions and when it is maintained in peak operating condition, the environment and human health will be enhanced. As the owner or operator of a dispensing facility engaged in the distribution of gasoline, you can contribute greatly to the reduction of these health concerns.

### **How does a vapor balance system capture gasoline vapors?**

Certified vapor balance systems include equipment that creates a closed system which returns gasoline vapor back to the truck that delivers the gasoline to your station. This system of controls and equipment is designed to capture vapor before it is released into the atmosphere.



\*Note: Some storage tanks may have one opening that transfers liquid gasoline to the tank and also returns vapor to the tanker.

**Performing inspections of your facility equipment.**

**Your Stage I equipment may include: dust caps, poppet valves, submerged fill tubes, spill buckets, swivel adaptors, and PV valves.**

**Dust Cap** – Seal/Gasket in place and in good condition?  
Cap fits snugly and closes securely on all tank openings?

**Spill Containment Bucket** – Free of liquid and debris?



**Poppet Valve AKA Dry Break (Dual point)** – Does the spring movement open and then return to a closed/sealed position when depressed if you have it?

**Vapor Return Swivel Adaptor** – Ensure the Adapter is not damaged or loose.



**Dual Point VS Single Point** – Some facilities have a dual point system. This type of system has one liquid fill line and one vapor return line (two openings per storage tank). A delivery vehicle will attach two hoses to your equipment for a delivery. The photographs above are both from dual point systems. Single point, or coaxial, Stage I equipment has one line that is used for liquid filling and vapor return simultaneously. These single point systems do *not* have a poppet valve. (Note: If you are required, based on throughput, to conduct PD and PV testing a new tank install must be dual point.)

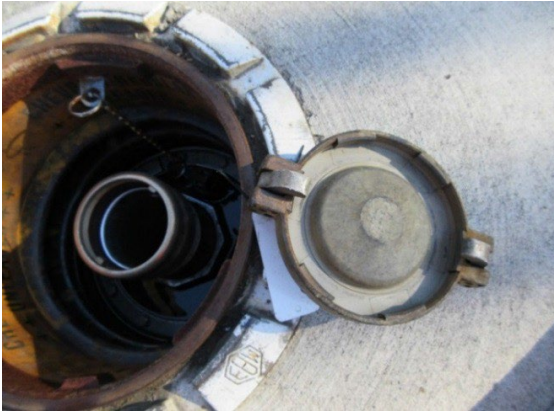


**Single Point** – If your facility has a single point Stage I system the tank would look similar to this one. One opening in the tank allows for both vapor return and liquid filling. Ensure the gasket seal is in good condition, the cap fits snugly and creates a good seal, and all spill containment buckets are free of liquid and debris.

**If you have questions as to whether equipment needs to be replaced, repaired, or what is required please contact LRAPA for technical assistance. Help can be provided in making a determination.**



## Examples of violations and equipment



No gasket/seal on fill tube



'Poppet Valve' not sealing



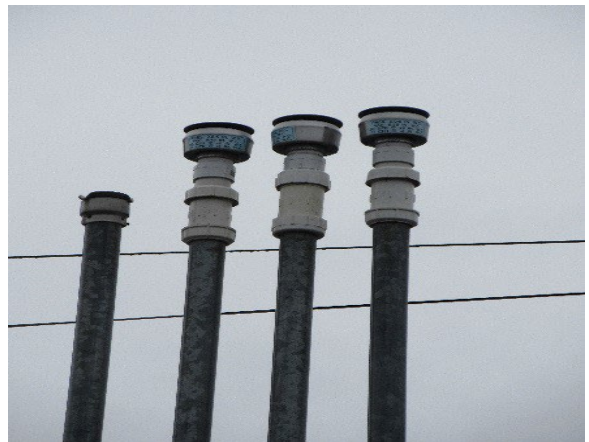
Excess standing liquid



Dust Cap worn or ineffective



Open atmospheric vents (not PV valves). These open vents are always okay for diesel tanks. These vents are only allowed for gasoline tanks if your facility gasoline throughput has been below the threshold described in your permit for Stage I equipment.



This picture shows three PV valves, one for each gasoline tank on site, and one open atmospheric vent (left) piped to the diesel tank. Note that one PV valve is acceptable for multiple gasoline tanks if the piping is manifolded together.

Check your permit or contact LRAPA if you are unsure of your equipment requirements.

**Gasoline Throughput**

**AIR QUALITY COMPLAINTS**

Only listing monthly totals is acceptable	Total gasoline in gallons (Not including diesel)
Week 1	9,532
Week 2	7,892
Week 3	10,452
Week 4	11,192
Week 5	N/A
<b>Month Total:</b>	39,068

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.
Jane Doe 503-555-1234	1/15/24	Topping off complaint. Discussed 'no top off' rule with all employees at meeting 1/17/24.
Josh Doe 541-555-1234	1/25/24	Strong gasoline odor experienced. Checked facility equipment for defects and talked to tanker driver to verify equipment was working properly
Joe Doe 360-555-1234	1/27/24	Strong gasoline smell experienced during delivery- checked equipment and talked to driver.

EQUIPMENT INSPECTED (Y = compliance, N = replacement needed)	Inspection and Maintenance Log Date of Inspection and results					Date Parts Ordered or Work Requested	Dates repairs Completed
	1/4/24	1/11/24	1/18/24	1/25/24	N/A		
<b>Dust Caps-</b> Caps fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	1/4/24	1/5/24
<b>Poppet valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight).	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	1/4/24	1/5/24
<b>Spill buckets-</b> free form liquid and debris.	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	1/18/24	1/19/24
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>		
<b>'No Top Off'</b> sign posted and visible.	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>	<u>N</u> <u>Y</u>		
<b>Equipment Notes:</b> 92 grade tank cap feels loose. Requested T/A for LRAPA determination.	<b>Equipment repaired/replaced:</b> 1/4/23: 87 grade dust cap handle broken and gasket missing. Replaced entire cap. 1/4/23: 87 grade poppet valve springs back crooked- stuck open. Replaced. 1/11/23: PV valve missing top cover. Ordered and installed 1 new PV valve. Emptied spill buckets of standing liquid.						

**ANY MONTH EXAMPLE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>2024 Annual Report must be received by LRAPA by February 15<sup>th</sup>, 2025.</b>						
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> <input type="checkbox"/> Equipment Inspected?	<b>5</b> <input type="checkbox"/> Throughput recorded?	<b>6</b>	<b>7</b> <input type="checkbox"/> Any Complaints to log?
<b>8</b>	<b>9</b>	<b>10</b>	<b>3</b> <input type="checkbox"/> Equipment Inspected?	<b>4</b> <input type="checkbox"/> Throughput recorded?	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> <input type="checkbox"/> Equipment Inspected?	<b>19</b> <input type="checkbox"/> Throughput recorded?	<b>20</b>	<b>21</b> <input type="checkbox"/> Any complaints to log?
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> <input type="checkbox"/> Equipment Inspected?	<b>26</b> <input type="checkbox"/> Throughput recorded?	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b> <input type="checkbox"/> Throughput recorded for the month?				

**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill buckets-</b> free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
<b>'No Top Off'</b> sign posted and visible.	N Y	N Y	N Y	N Y	N Y		
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repared (match with 'N' answers above):</b>						

**January 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>2024 Annual Report must be received by LRAPA by February 15<sup>th</sup>, 2025.</b>						
			<b>1</b> <input type="checkbox"/> Equipment Inspected?	<b>2</b> <input type="checkbox"/> Throughput recorded?	<b>3</b>	<b>4</b> <input type="checkbox"/> Any complaints to log?
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> <input type="checkbox"/> Equipment Inspected?	<b>9</b> <input type="checkbox"/> Throughput recorded?	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> <input type="checkbox"/> Equipment Inspected?	<b>16</b> <input type="checkbox"/> Throughput recorded?	<b>17</b>	<b>18</b> <input type="checkbox"/> Any complaints to log?
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> <input type="checkbox"/> Equipment Inspected?	<b>23</b> <input type="checkbox"/> Throughput recorded?	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> <input type="checkbox"/> Equipment Inspected?	<b>30</b> <input type="checkbox"/> Throughput recorded for the month?	<b>31</b>	<b>REMINDER: Annual Report Due February 15<sup>th</sup></b>

**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N	Y	N	Y	N	Y	
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N	Y	N	Y	N	Y	
<b>Spill buckets-</b> free from liquid and debris.	N	Y	N	Y	N	Y	
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N	Y	N	Y	N	Y	
<b>'No Top Off'</b> sign posted and visible.	N	Y	N	Y	N	Y	
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repared (match with 'N' answers above):</b>						

**February 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>2024 Annual Report must be received by LRAPA by February 15<sup>th</sup>, 2025.</b>						
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> <input type="checkbox"/> Equipment Inspected?	<b>6</b> <input type="checkbox"/> Throughput recorded?	<b>7</b>	<b>8</b> <input type="checkbox"/> Any complaints to log?
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> <input type="checkbox"/> Equipment Inspected?	<b>13</b> <input type="checkbox"/> Throughput recorded?	<b>14</b>	<b>15</b> <b>2024 ANNUAL REPORT DUE</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> <input type="checkbox"/> Equipment Inspected?	<b>20</b> <input type="checkbox"/> Throughput recorded?	<b>21</b>	<b>22</b> <input type="checkbox"/> Any complaints to log?
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> <input type="checkbox"/> Equipment Inspected?	<b>27</b> <input type="checkbox"/> Throughput recorded?	<b>28</b> <input type="checkbox"/> Throughput recorded for the month?	



**March 2025**

FACILITY NAME \_\_\_\_\_ PERMIT \_\_\_\_\_

**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N	Y	N	Y	N	Y	
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N	Y	N	Y	N	Y	
<b>Spill buckets-</b> free from liquid and debris.	N	Y	N	Y	N	Y	
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N	Y	N	Y	N	Y	
<b>'No Top Off'</b> sign posted and visible.	N	Y	N	Y	N	Y	
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repared (match with 'N' answers above):</b>						

**March 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Have you performed your annual inspection yet?						
						<b>1</b> <input type="checkbox"/> Any complaints to log?
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> <input type="checkbox"/> Equipment Inspected?	<b>6</b> <input type="checkbox"/> Throughput recorded?	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> <input type="checkbox"/> Equipment Inspected?	<b>13</b> <input type="checkbox"/> Throughput recorded?	<b>14</b>	<b>15</b> <input type="checkbox"/> Any complaints to log?
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> <input type="checkbox"/> Equipment Inspected?	<b>20</b> <input type="checkbox"/> Throughput recorded?	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> <input type="checkbox"/> Equipment Inspected?	<b>27</b> <input type="checkbox"/> Throughput recorded?	<b>28</b>	<b>28</b> <input type="checkbox"/> Throughput recorded for the month?
<b>30</b>	<b>31</b>					

**April 2025** FACILITY NAME \_\_\_\_\_ PERMIT \_\_\_\_\_

**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N	Y	N	Y	N	Y	
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N	Y	N	Y	N	Y	
<b>Spill buckets-</b> free from liquid and debris.	N	Y	N	Y	N	Y	
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N	Y	N	Y	N	Y	
<b>'No Top Off'</b> sign posted and visible.	N	Y	N	Y	N	Y	
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repared (match with 'N' answers above):</b>						

**April 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Annual inspections of equipment need to include PV valve maintenance also!</b>						
		<b>1</b>	<b>2</b> <input type="checkbox"/> Equipment Inspected?	<b>3</b> <input type="checkbox"/> Throughput recorded?	<b>4</b>	<b>5</b> <input type="checkbox"/> Any complaints to log?
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> <input type="checkbox"/> Equipment Inspected?	<b>10</b> <input type="checkbox"/> Throughput recorded?	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> <input type="checkbox"/> Equipment Inspected?	<b>17</b> <input type="checkbox"/> Throughput recorded?	<b>18</b>	<b>19</b> <input type="checkbox"/> Any complaints to log?
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> <input type="checkbox"/> Equipment Inspected?	<b>24</b> <input type="checkbox"/> Throughput recorded?	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b> <input type="checkbox"/> Throughput recorded for the month?	<b>30</b> <input type="checkbox"/> Equipment Inspected?			

**May 2025** FACILITY NAME \_\_\_\_\_ PERMIT \_\_\_\_\_

**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N	Y	N	Y	N	Y	
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N	Y	N	Y	N	Y	
<b>Spill buckets-</b> free from liquid and debris.	N	Y	N	Y	N	Y	
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N	Y	N	Y	N	Y	
<b>'No Top Off'</b> sign posted and visible.	N	Y	N	Y	N	Y	
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repared (match with 'N' answers above):</b>						

**May 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Any equipment that keeps gasoline vapors from escaping needs to be maintained!</b>						
				<b>1</b> <input type="checkbox"/> Throughput recorded?	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> <input type="checkbox"/> Equipment Inspected?	<b>8</b> <input type="checkbox"/> Throughput recorded?	<b>9</b>	<b>10</b> <input type="checkbox"/> Any complaints to log?
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> <input type="checkbox"/> Equipment Inspected?	<b>15</b> <input type="checkbox"/> Throughput recorded?	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> <input type="checkbox"/> Equipment Inspected?	<b>22</b> <input type="checkbox"/> Throughput recorded?	<b>23</b>	<b>24</b> <input type="checkbox"/> Any complaints to log?
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> <input type="checkbox"/> Equipment Inspected?	<b>29</b> <input type="checkbox"/> Throughput recorded?	<b>30</b>	<b>31</b> <input type="checkbox"/> Throughput recorded for the month?

**June 2025** FACILITY NAME \_\_\_\_\_ PERMIT \_\_\_\_\_

**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N	Y	N	Y	N	Y	
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N	Y	N	Y	N	Y	
<b>Spill buckets-</b> free from liquid and debris.	N	Y	N	Y	N	Y	
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N	Y	N	Y	N	Y	
<b>'No Top Off'</b> sign posted and visible.	N	Y	N	Y	N	Y	
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repared (match with 'N' answers above):</b>						

**June 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>PV valves (if required) should be inspected, cleaned and screens replaced as needed every year per manufacturer specifications.</b>						
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> <input type="checkbox"/> Equipment Inspected?	<b>5</b> <input type="checkbox"/> Throughput recorded?	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> <input type="checkbox"/> Equipment Inspected?	<b>12</b> <input type="checkbox"/> Throughput recorded?	<b>13</b>	<b>14</b> <input type="checkbox"/> Any complaints to log?
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> <input type="checkbox"/> Equipment Inspected?	<b>19</b> <input type="checkbox"/> Throughput recorded?	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> <input type="checkbox"/> Equipment Inspected?	<b>26</b> <input type="checkbox"/> Throughput recorded?	<b>27</b>	<b>28</b> <input type="checkbox"/> Any complaints to log?
<b>29</b>	<b>30</b> <input type="checkbox"/> Throughput recorded for the month?					



**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N	Y	N	Y	N	Y	
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N	Y	N	Y	N	Y	
<b>Spill buckets-</b> free from liquid and debris.	N	Y	N	Y	N	Y	
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N	Y	N	Y	N	Y	
<b>'No Top Off'</b> sign posted and visible.	N	Y	N	Y	N	Y	
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repared (match with 'N' answers above):</b>						

**July 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Equipment defects (dust caps, gaskets, poppet valves, etc.) need to be replaced or repaired as soon as possible!</b>						
		<b>1</b>	<b>2</b> <input type="checkbox"/> Equipment Inspected?	<b>3</b> <input type="checkbox"/> Throughput recorded?	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> <input type="checkbox"/> Equipment Inspected?	<b>10</b> <input type="checkbox"/> Throughput recorded?	<b>11</b>	<b>12</b> <input type="checkbox"/> Any complaints to log?
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> <input type="checkbox"/> Equipment Inspected?	<b>17</b> <input type="checkbox"/> Throughput recorded?	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> <input type="checkbox"/> Equipment Inspected?	<b>24</b> <input type="checkbox"/> Throughput recorded?	<b>25</b>	<b>26</b> <input type="checkbox"/> Any complaints to log?
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> <input type="checkbox"/> Equipment Inspected?	<b>31</b> <input type="checkbox"/> Throughput recorded for the month?		

**August 2025**

FACILITY NAME \_\_\_\_\_

PERMIT \_\_\_\_\_

**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N	Y	N	Y	N	Y	
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N	Y	N	Y	N	Y	
<b>Spill buckets-</b> free from liquid and debris.	N	Y	N	Y	N	Y	
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N	Y	N	Y	N	Y	
<b>'No Top Off'</b> sign posted and visible.	N	Y	N	Y	N	Y	
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repaired (match with 'N' answers above):</b>						

**August 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Topping off is illegal! If you'd like to discuss what constitutes topping off, please call LRAPA.						
					<b>1</b>	<b>2</b> <input type="checkbox"/> Any complaints to log?
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> <input type="checkbox"/> Equipment Inspected?	<b>7</b> <input type="checkbox"/> Throughput recorded?	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> <input type="checkbox"/> Equipment Inspected?	<b>14</b> <input type="checkbox"/> Throughput recorded?	<b>15</b>	<b>16</b> <input type="checkbox"/> Any complaints to log?
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> <input type="checkbox"/> Equipment Inspected?	<b>21</b> <input type="checkbox"/> Throughput recorded?	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> <input type="checkbox"/> Equipment Inspected?	<b>28</b> <input type="checkbox"/> Throughput recorded for the month?	<b>29</b>	<b>30</b>
<b>31</b>						

**September 2025**

FACILITY NAME \_\_\_\_\_ PERMIT \_\_\_\_\_

**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill buckets-</b> free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
<b>'No Top Off'</b> sign posted and visible.	N Y	N Y	N Y	N Y	N Y		
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repared (match with 'N' answers above):</b>						

**September 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
You, as a permittee, are responsible for delivery driver's management practices during delivery. Condition 4.9.						
	<b>1</b>	<b>2</b>	<b>3</b> <input type="checkbox"/> Equipment Inspected?	<b>4</b> <input type="checkbox"/> Throughput recorded?	<b>5</b>	<b>6</b> <input type="checkbox"/> Any complaints to log?
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> <input type="checkbox"/> Equipment Inspected?	<b>11</b> <input type="checkbox"/> Throughput recorded?	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> <input type="checkbox"/> Equipment Inspected?	<b>18</b> <input type="checkbox"/> Throughput recorded	<b>19</b>	<b>20</b> <input type="checkbox"/> Any complaints to log?
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> <input type="checkbox"/> Equipment Inspected?	<b>25</b> <input type="checkbox"/> Throughput recorded?	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> <input type="checkbox"/> Throughput recorded for the month?				

**October 2025** FACILITY NAME \_\_\_\_\_ PERMIT \_\_\_\_\_

**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N	Y	N	Y	N	Y	
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N	Y	N	Y	N	Y	
<b>Spill buckets-</b> free from liquid and debris.	N	Y	N	Y	N	Y	
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N	Y	N	Y	N	Y	
<b>'No Top Off'</b> sign posted and visible.	N	Y	N	Y	N	Y	
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repared (match with 'N' answers above):</b>						

**October 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Five years of records are required to be retained by your air quality permit.						
			<b>1</b> 2026 Annual Fees Invoiced	<b>2</b> <input type="checkbox"/> Throughput recorded?	<b>3</b>	<b>4</b> <input type="checkbox"/> Any complaints to log?
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> <input type="checkbox"/> Equipment Inspected?	<b>9</b> <input type="checkbox"/> Throughput recorded?	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> <input type="checkbox"/> Equipment Inspected?	<b>16</b> <input type="checkbox"/> Throughput recorded?	<b>17</b>	<b>18</b> <input type="checkbox"/> Any complaints to log?
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> <input type="checkbox"/> Equipment Inspected?	<b>23</b> <input type="checkbox"/> Throughput recorded?	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> <input type="checkbox"/> Equipment Inspected?	<b>30</b>	<b>31</b> <input type="checkbox"/> Throughput recorded for the month?	



**November 2025** FACILITY NAME \_\_\_\_\_ PERMIT \_\_\_\_\_

**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N Y	N Y	N Y	N Y	N Y		
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N Y	N Y	N Y	N Y	N Y		
<b>Spill buckets-</b> free from liquid and debris.	N Y	N Y	N Y	N Y	N Y		
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N Y	N Y	N Y	N Y	N Y		
<b>'No Top Off'</b> sign posted and visible.	N Y	N Y	N Y	N Y	N Y		
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repaired (match with 'N' answers above):</b>						

**November 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
If you are unsure about your permit requirements, call LRAPA to request technical assistance. We can help!						
						<b>1</b> <input type="checkbox"/> Any complaints to log?
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> <input type="checkbox"/> Equipment Inspected?	<b>6</b> <input type="checkbox"/> Throughput recorded?	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> <input type="checkbox"/> Equipment Inspected?	<b>13</b> <input type="checkbox"/> Throughput recorded?	<b>14</b>	<b>15</b> <input type="checkbox"/> Any complaints to log?
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> <input type="checkbox"/> Equipment Inspected?	<b>20</b> <input type="checkbox"/> Throughput recorded?	<b>21</b>	<b>22</b>
<b>23</b>  <b>30</b>	<b>24</b>	<b>25</b>	<b>26</b> <input type="checkbox"/> Equipment Inspected?	<b>27</b> <input type="checkbox"/> Throughput recorded?	<b>28</b>	<b>29</b> <input type="checkbox"/> Throughput recorded for the month?

**December 2025** FACILITY NAME \_\_\_\_\_ PERMIT \_\_\_\_\_

**Gasoline Throughput**

Only listing monthly totals is acceptable	Total in gallons (Not including diesel)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
<b>Month Total:</b>	

**AIR QUALITY COMPLAINTS**

Citizen Contact Info (if provided)	Date	Complaint Details and Follow-up actions to resolve.

EQUIPMENT INSPECTED (Y = compliance, N= replacement needed)	INSPECTION AND MAINTENANCE LOG Day/Month of inspection and results					Date Parts Ordered or Work Requested	DATE REPAIRS COMPLETED
<b>Dust caps-</b> Cap fits on tank opening snugly and gaskets are in place and good condition. Caps are not damaged or broken.	N	Y	N	Y	N	Y	
<b>Poppet Valve-</b> (if installed/required) springs back and into place when depressed and seals (vapor tight)	N	Y	N	Y	N	Y	
<b>Spill buckets-</b> free from liquid and debris.	N	Y	N	Y	N	Y	
<b>PV valves-</b> (if installed/required on top of tank vent lines) in place and not showing excessive signs of wear.	N	Y	N	Y	N	Y	
<b>'No Top Off'</b> sign posted and visible.	N	Y	N	Y	N	Y	
<b>Are any components starting to show wear that are not going to be replaced at this time?</b>	<b>List equipment that was replaced/repared (match with 'N' answers above):</b>						

**December 2025**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>2025 Annual Report must be received by LRAPA by February 15<sup>th</sup>, 2026.</b>						
	<b>1</b> 2026 Annual Fees Due	<b>2</b>	<b>3</b> <input type="checkbox"/> Equipment Inspected?	<b>4</b>	<b>5</b>	<b>6</b> <input type="checkbox"/> Any complaints to log?
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> <input type="checkbox"/> Equipment Inspected?	<b>11</b> <input type="checkbox"/> Throughput recorded?	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> <input type="checkbox"/> Equipment Inspected?	<b>18</b> <input type="checkbox"/> Throughput recorded?	<b>19</b>	<b>20</b> <input type="checkbox"/> Any complaints to log?
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> <input type="checkbox"/> Equipment Inspected?	<b>25</b> <input type="checkbox"/> Throughput recorded?	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> <input type="checkbox"/> Throughput recorded for the month?	<b>31</b> <input type="checkbox"/> Equipment Inspected?			