



EPA Region 8 Drinking Water Unit Finished Water Storage Tank Checklist: Access Hatch

For either a **Tank Inspection/Cleaning Report** or an **Unknown Integrity Significant Deficiency**
Fill out one checklist per storage tank & submit labeled photos of each tank component with this form.

- ☐ **Inspection/Cleaning Checklist:** Submit labeled photos of each tank component inspected.
- ☐ **Unknown Integrity Checklist:** Submit labeled photos of each tank component inspected.

PWS Name:	PWS ID:		
Tank Name:	Tank ID:		
Proposed Cleaning/Inspection Date:	Actual Cleaning/Inspection Date:		
Name of Person Filling Out Form:	Title of Person Filling Out Form:		
I certify that this information is complete & accurate:		Date:	

Inspector Qualifications: fill out regardless of which type of Checklist you are completing (answers to questions in this section should be "yes")

Name & contact information of inspector (if water system personnel) or inspection company:

☐ Yes ☐ No	Has the inspector completed confined space training?
☐ Yes ☐ No	Did the inspector have a confined space entry permit?

Overall Tank Condition				
Significant Deficiency		Required Correction	Proposed Completion Date	Actual Completion Date
☐ Yes ☐ No	Are there issues with the tank foundation? Describe:	If "Yes", what repairs does tank inspector recommend?		
☐ Yes ☐ No	Does the tank appear structurally sound? If not, describe:	If "No", what repairs does the tank inspector recommend?		
☐ Yes ☐ No	Are there tank unprotected openings (breaches, leaks, daylight coming through tank in spots, etc).	If "Yes", explain type of breach & how it will be repaired.		
☐ Yes ☐ No	Is there corrosion developing in or on the tank?	If "Yes", explain where the corrosion is & how it will be repaired.		

Unknown Integrity/Tank Inspection Checklist: Access Hatch

	Significant Deficiency	Required Correction	Proposed Completion Date	Actual Completion Date
☐ Yes ☐ No	Is hatch $\geq 4''$ above nearest horizontal surface/roof (<i>not required for above-ground indoor tanks</i>)? What is the height? _____	If "No", the hatch should be raised to the appropriate height above the nearest horizontal surface/roof.		
☐ Yes ☐ No	For outdoor tanks , is hatch $\geq 24''$ above natural ground surface (<i>sum of roof height above ground + at least 4'' hatch height above nearest horizontal surface/roof</i>)? <u>Height above nearest horizontal surface/roof?</u> _____	If "No", raise the hatch to the appropriate height above the natural ground surface.		
☐ Yes ☐ No ☐ NA (“NA” only applies if answering the below question “Yes” or “No”)	Does hatch have a shoebox lid with a 2" rim overlap (<i>not required if using another approved lid type</i>)?	If "No", install a properly designed lid & have it approved by EPA.		
☐ Yes ☐ No ☐ NA (“NA” only applies if answering the above question “Yes” or “No”)	If lid is not shoebox-style, is it an approved watertight lid type with a neoprene rubber gasket? <u>Describe lid type:</u> _____	If "No", install a properly designed lid & have it approved by EPA.		
☐ Yes ☐ No	Is the hatch lid watertight & sealed with a neoprene rubber gasket?	If "No", investigate & repair the seal lack.		
☐ Yes ☐ No	Is the hatch locked, or in a secured area or locked building?	If "No", equip the hatch with a lock.		