

# Gasoline Dispensing Operations

## General Permit Help Sheet



The purpose of this help sheet is to provide information to new and existing facilities with the Authority to Operate (ATO) under the Gasoline Dispensing Operations General Permit. Please note the information provided in this help sheet is not all inclusive of the permit conditions. Please ensure you fully read, understand, and comply with all permit conditions as you are still subject to the entirety of the permit and all applicable rules.

### Compliance Tips



Spill containment receptacles should be clean and free from any cracks, debris or standing liquids.



Gaskets should be present on the fill pipe collar, fill pipe caps, and vapor recovery caps.



All fill pipe assemblies, including the pipe, fittings, and gaskets must be maintained to prevent vapor leakage.



Perform inspections of the spill containment receptacles and external fittings of the pipe assembly.



Ensure your ATO is posted in a visible location.



Educate all employees on what to expect if an inspector arrives on-site.



### Recordkeeping Requirements

#### Inspections

- Record a weekly inspection of fill tubes, vapor valves, and spill containment receptacles.

#### Gasoline Received

- Maintain a monthly and 12-month rolling total of all gasoline delivered.

#### Repairs

- Record repairs, replacements, and modifications of any component of the vapor balance system.

#### Resale Facilities

- Facilities with a throughput of more than 100,000 gallons per month have additional testing and notification requirements. Refer to permit condition 353.

#### Recordkeeping Templates

- Recordkeeping templates are available online at: [maricopa.gov/1814](http://maricopa.gov/1814)



**Remember:**

Volatile organic compounds (VOCs) contribute to harmful ground level ozone pollution.

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## ! Areas of Concern

### Spill Containment Receptacles

Keep your spill containment receptacle free from debris and liquid. Be sure to check your spill containments at least weekly or after each fuel delivery.

### Vapor Recovery Lines

The driver/operator of a gasoline cargo tank must ensure that vapor recovery equipment is properly connected and in use at all times during loading. The vapor valve shall be a poppetted dry break valve that is CARB-certified and spring loaded.

### Tank Integrity

Fill pipe assembly must be intact and not loose. Inspect weekly at minimum to ensure the threading is maintained tightly.

## Remember to...

### Pay the annual fee.

An annual administrative fee is due every year on the date of ATO issuance. To ensure you receive your annual invoice, please update any changes to your contact information by completing a Contact Information Update Form online:

[maricopa.gov/DocumentCenter/View/5581](http://maricopa.gov/DocumentCenter/View/5581)

Paying your annual fee does not renew your ATO.

### Renew your ATO prior to the pre-set expiration date.

The Gasoline Dispensing Operations General Permit expires on November 3, 2023 and every five years thereafter, regardless of when your ATO was issued. No renewal fee is required. The renewal application can be found at:

[maricopa.gov/DocumentCenter/View/7035](http://maricopa.gov/DocumentCenter/View/7035)



## i Helpful Links

### Permit Conditions:

[maricopa.gov/DocumentCenter/View/16990](http://maricopa.gov/DocumentCenter/View/16990)

### Rule 353:

[maricopa.gov/DocumentCenter/View/5281](http://maricopa.gov/DocumentCenter/View/5281)

### Recordkeeping Templates:

[maricopa.gov/1814](http://maricopa.gov/1814)

### Informational Video:

[youtube.com/watch?v=BI-Inqvf8ZM](https://youtube.com/watch?v=BI-Inqvf8ZM)

## ? Need Help?

The Business Assistance office is available to conduct courtesy site visits. These visits may be helpful if you have site-specific questions, would like to review your permit conditions, or are preparing for an upcoming inspection.

[maricopa.gov/1793](http://maricopa.gov/1793)

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