



# Monthly SPCC Inspection Checklist

**New Mexico State University**  
Environmental Health & Safety Office

**This inspection record must be completed each month for all tanks and containers located in your inventory.** Provide further description and comments, if necessary, on an attached separate sheet of paper. *Any item receiving a "yes" must be described and corrective actions stated and addressed immediately.* Questions, call Jack Kirby or Luis Morales at 575-646-7103.

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Aboveground Storage Tanks	Yes	No	Description and Comments
Tank surfaces show signs of leakage			
Tanks show signs of damage, rust, or deterioration			
Level gauges or alarms are inoperative			
Water/oil in interstice of double-walled tank			
Pumps and valves are unlocked			
Tank Area and Piping	Yes	No	Description and Comments
Concrete pad or ground below tank shows signs of leakage or spillage			
Pipelines and connections show signs of leakage or deterioration			
Tank area is obstructed by equipment, vegetation, or trash			
Water present in outdoor secondary containment			
Containment structure shows signs of damage or staining			
Drum Storage Areas	Yes	No	Description and Comments
Drums show signs of leakage or deterioration			
Drums show signs of spillage on their tops, sides, or surrounding ground			
Excess materials or trash are stacked on drums			
Drum lids are not tightly closed			
Drums are unlabeled or outdated			
Drum area is obstructed by equipment, vegetation, or trash			
Spill Kit	Yes	No	Description and Comments
The spill kit has been used and needs replenishing			

**Retain completed forms in your departmental SPCC file. EH&S will inspect your SPCC program, including all records, at least once/year.**