



<b>Fuels Safety Program</b>	Ref. No.:	Rev. No.:
<b>ADVISORY</b>	Date: March 2002	Date:

**Subject:** Fuels Oil Distributor, March 2002  
**Sent to:** Posted on Web-Site

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## 1. **Alternative Inspection Program**

At the request of fuel oil industry associations, an optional alternate program to the requirement for distributors to inspect installations prior to delivery (effective May 1, 2002) has been developed. The alternate program involves a commitment from the fuel oil distributor on implementing at least the following:

- a) Effective May 1, 2002, all new installations (including cash and emergency clients) will be required to undergo an initial basic inspection prior to the delivery of fuel oil.
- b) The basic inspection will include a review of the entire installation and identification of areas that will provide direction for more comprehensive distributor inspections.
- c) The basic inspections must be conducted by persons with documented training on reviewing fuel oil installations.
- d) A basic inspection must be completed of all installations by May 1, 2004.
- e) Concurrently, effective May 1, 2002, a comprehensive inspection must be conducted on at least 20% of a distributor's client base per year. An appropriate certificate holder must conduct the comprehensive inspection.
- f) Effective May 1, 2004, all new installations must undergo a comprehensive inspection in addition to the 20% of comprehensive inspections conducted yearly.
- g) A comprehensive inspection must be completed of all installations by May 1, 2007.

Please note that the alternate program described above is optional. Other alternate programs will be reviewed by TSSA.

## 2. **Distributor Inspection Checklists**

Checklists have been developed by both TSSA and fuel oil industry representatives to assist in distributor inspections. The checklists are the minimum standards for conducting mandatory distributor inspections. Distributors are welcome to expand, reformat the checklists, and replace the TSSA logo with one of their own as long as the information remains complete. The checklists can be downloaded from the TSSA website at [www.tssa.org](http://www.tssa.org).

Please use all the checklists that are applicable for the installation, i.e., the comprehensive inspection checklist must be used in conjunction with one or more of the tank checklists. If a

distributor is applying the alternate inspection program (as described above) the basic inspection checklist can be used as a first part of the alternate program.

**3. Information for Homeowners**

TSSA has prepared an information bulletin that distributors may issue to their clients to help explain the new fuel oil distributor inspection programs. Please feel free to copy and distribute. A copy may also be downloaded from the TSSA website at [www.tssa.org](http://www.tssa.org).

**4. Fuel Oil Underground Tanks**

Thank you to all the distributors that have submitted to TSSA the locations of the fuel oil underground tanks. If you have not yet submitted this information, please do so as soon as possible by sending lists to

TSSA  
Fuels Safety Program  
3300 Bloor Street West  
4th Floor, West Tower  
Toronto ON M8 2X4  
Fax: 416-326-8248

For your information, attached is an information bulletin and an application to register an underground tank. This information has been sent to the installations provided to us by distributors. Please feel free to copy this information for distribution to your clients.

**Superseded**



## Fuel Oil Distributor Inspections Aboveground Tanks- Inside

**OWNER/OPERATOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **Tel. No.** \_\_\_\_\_

**OWNER'S ADDRESS** (if different from above) \_\_\_\_\_

**Note:** Inspection is limited to external observation of tanks and components in their operating position.

	1st.TANK			2nd.TANK		
Type of Tank i.e. ULC-S602						
Manufacturer						
Date of Manufacture or Age in Years						
Serial No.						
1. Is the tank approved for it's present use?	Yes	No		Yes	No	
2. Does the tank appear to have been installed in accordance with the fuel oil code, the certification document and the manufacturer's instructions?	Yes	No		Yes	No	
3. Are the tank vent and fill pipes properly installed and terminated?	Yes	No		Yes	No	
4. Is the tank equipped with a proper fill cap?	Yes	No		Yes	No	
5. Is the tank equipped with a proper gauge and overfill protection device (whistle)?	Yes	No		Yes	No	
6. Is the tank properly supported on a firm base?	Yes	No		Yes	No	
7. Is the tank support system in good condition, non-combustible and stable?	Yes	No		Yes	No	
8. If two tanks are joined, are they installed on a common slab?	Yes	No	N/A	Yes	No	N/A
9. If two tanks are bottom connected, are they connected with 2 in. pipe?	Yes	No	N/A	Yes	No	N/A
10. Is the system free of leaks or any signs of weepage?	Yes	No		Yes	No	
11. Is the tank and piping painted or coated to prevent external corrosion?	Yes	No		Yes	No	
12. Are burner supply/return lines free of compression fittings?	Yes	No		Yes	No	
13. Are burner supply/return lines installed above grade and protected or underground and chased?	Yes	No		Yes	No	
14. Are burner supply/return lines installed to code?	Yes	No		Yes	No	
15. Is an approved shut-off valve installed?	Yes	No		Yes	No	
16. Is an approved filter installed with a temperature rating above 538°C (1000°F)?	Yes	No		Yes	No	
17. Is the fill/vent pipe steel or galvanized construction?	Yes	No		Yes	No	
18. Is the tank located at least 5 feet from the appliance or is the tank protected from the appliance by a fire rated wall.	Yes	No		Yes	No	
NOTES: (any "No" answers must be explained in this section and the affected equipment repaired, replaced or tagged)						
<b>Comments:</b>						
<b>Technician's Signature:</b>	Certificate No. _____			Date: _____		



## Fuel Oil Distributor Inspections Aboveground Tanks - Outside

**OWNER/OPERATOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **Tel. No.** \_\_\_\_\_

**OWNER'S ADDRESS** (if different from above): \_\_\_\_\_

**Note:** Inspection is limited to external observation of tanks and components in their operating position.

	1st.TANK			2nd.TANK		
Type of Tank i.e. ULC-S602						
Manufacturer						
Date of Manufacture or Age in Years						
Serial No.						
1. Is the tank approved for it's present use?	Yes	No		Yes	No	
2. Does the tank appear to have been installed in accordance with the fuel oil code, the certification document and the manufacturer's instructions?	Yes	No		Yes	No	
3. Are the tank vent and fill pipes properly installed and terminated?	Yes	No		Yes	No	
4. Is the tank equipped with a proper fill cap?	Yes	No		Yes	No	
5. If required, is the tank protected from vehicle impact?	Yes	No	N/A	Yes	No	N/A
6. Is the tank equipped with a proper gauge and overfill protection device (whistle)?	Yes	No		Yes	No	
7. Is the tank properly supported on a firm base?	Yes	No		Yes	No	
8. If two tanks are joined, are they installed on a common slab?	Yes	No	N/A	Yes	No	N/A
9. If two tanks are bottom connected, are they connected with 2 in. pipe?	Yes	No	N/A	Yes	No	N/A
10. Is the system free of leaks or any signs of weepage?	Yes	No		Yes	No	
11. Is the tank and piping painted or coated to prevent external corrosion?	Yes	No		Yes	No	
12. Are burner supply/return lines free of compression fittings?	Yes	No		Yes	No	
13. Are burner supply/return lines installed above grade and protected or underground and chased?	Yes	No		Yes	No	
14. Are burner supply/return lines installed to code?	Yes	No		Yes	No	
15. Is the tank support system in good condition, non-combustible and stable?	Yes	No		Yes	No	
16. If required, is the tank (over 2500L) protected with appropriate secondary containment?	Yes	No	N/A	Yes	No	N/A
17. Is an approved shut-off valve installed?	Yes	No		Yes	No	
18. Is the fill/vent pipe steel or galvanized construction?	Yes	No		Yes	No	
19. Is an approved filter installed with a temperature rating above 538°C (1000°F)?	Yes	No		Yes	No	
NOTES: (any "No" answers must be explained in this section and the affected equipment repaired, replaced or tagged)						
<b>Comments:</b>						
<b>Technician's Signature:</b> _____		Certificate No. _____		Date: _____		

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## Fuel Oil Distributor Inspections Appliances - Comprehensive

**OWNER/OPERATOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **TEL.** \_\_\_\_\_

**OWNER'S ADDRESS (If different from above)** \_\_\_\_\_

	1 <sup>st</sup> Appliance			2 <sup>nd</sup> Appliance		
Type of Appliance						
Manufacturer						
Model						
Date of Manufacture or Age in Years						
Size (BTU/Hr)						
Serial No.						
1. Is the appliance approved?	Yes	No		Yes	No	
2. Is the appliance installed in accordance with the fuel oil code?	Yes	No		Yes	No	
3. Is the appliance being used in accordance with its approval?	Yes	No		Yes	No	
4. Is the appliance venting installed in accordance with the fuel oil code?	Yes	No		Yes	No	
5. Is the venting system free of defects, debris or corrosion?	Yes	No		Yes	No	
6. Is the vent sized properly?	Yes	No		Yes	No	
7. Is proper combustion and ventilation air openings installed?	Yes	No	N/A	Yes	No	N/A
8. Is the installation free of indications of heat exchanger cracks, defects in the refractory, pot and/or heat shields?	Yes	No		Yes	No	
9. Are all limits and safety controls properly installed?	Yes	No		Yes	No	
10. Is the appliance installed with appropriate clearances from combustibles?	Yes	No		Yes	No	
11. Are the results of combustion analysis acceptable?	Yes	No		Yes	No	
12. If required, is there a proper chimney cleanout?	Yes	No	N/A	Yes	No	N/A
13. Is the chimney properly lined?	Yes	No	N/A	Yes	No	N/A
14. Is the vent liner fitted with proper flashing, cap and base T?	Yes	No	N/A	Yes	No	N/A
15. If there is a sidewall vent attached to the appliance is it installed according to code and the manufacture's instructions?	Yes	No	N/A	Yes	No	N/A
NOTES: (any "No" answers must be explained in this section and the affected equipment repaired, replaced or tagged)						
<b>Comments:</b>						
<b>Technician's Signature:</b>		Certificate No.		Date:		



## Fuel Oil Distributor Inspections Appliances - Basic

**OWNER/OPERATOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **TEL. NO.** \_\_\_\_\_

**OWNER'S ADDRESS** (If different from above): \_\_\_\_\_

*Note: Inspection is limited to the observance of components in their operating position through ports or openings*

	1st. Appliance			2nd. Appliance		
Type of Appliance						
Manufacturer						
Model						
Date of Manufacture or Age in Years						
Size (BTU/Hr)						
Serial No.						
Date of last maintenance						
1. Is the appliance approved?	Yes	No		Yes	No	
2. Is the installation free of indications of heat exchanger cracks, defects in the refractory, pot and/or heat shields?	Yes	No		Yes	No	
3. Is the appliance installed with appropriate clearances from combustibles?	Yes	No		Yes	No	
4. If there is a power vent attached to the appliance does it terminate in accordance with the code?	Yes	No	N/A	Yes	No	N/A
5. If required, Is the barometric damper working?	Yes	No	N/A	Yes	No	N/A
6. If required, is combustion/ventilation air openings provided?	Yes	No	N/A	Yes	No	N/A
7. General condition of the venting system	Poor	Fair	Good	Poor	Fair	Good
8. General condition of the appliance when activated	Poor	Fair	Good	Poor	Fair	Good
NOTES: (any "No" answers must be explained in this section and the affected equipment repaired, replaced or tagged)						
<b>Comments:</b>						
<b>Technician's Signature:</b>		Certificate No. _____		Date: _____		



## Fuel Oil Distributor Inspections Underground Tanks

OWNER/OPERATOR: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TEL NO. \_\_\_\_\_

OWNER'S ADDRESS (If different from above): \_\_\_\_\_

**Note:** Inspection is limited to external observation of tanks and components in their operating position.

	1st.TANK	2nd.TANK
Type of Tank i.e. ULC-S603,		
Manufacturer		
Date of Manufacture or Age in Years		
Capacity		
Serial No.		
1. Is the tank registered with TSSA?	Yes    No	Yes    No
2. Are the tank vent and fill pipes properly installed and terminated?	Yes    No	Yes    No
3. Is the tank equipped with a proper fill cap?	Yes    No	Yes    No
4. Is the tank capable of being manually dipped?	Yes    No	Yes    No
5. Is the tank equipped with a proper spill box and overflow prevention device?	Yes    No    N/A	Yes    No    N/A
6. Is the tank vent and fill equipment protected from vehicle impact?	Yes    No    N/A	Yes    No    N/A
7. If applicable, does the tank have corrosion test records?	Yes    No    N/A	Yes    No    N/A
8. If applicable does the tank have precision leak test records?	Yes    No    N/A	Yes    No    N/A
9. Are burner supply/return lines free of compression fittings?	Yes    No	Yes    No
10. Are burner supply/return lines installed above grade and protected or underground and chased?	Yes    No	Yes    No
11. Are burner supply/return lines installed to code?	Yes    No	Yes    No
12. Are underground burner supply/return lines double-walled?	Yes    No	Yes    No
13. Is an approved shut-off valve installed?	Yes    No	Yes    No
14. Is an approved filter installed with a temperature rating above 538°C (1000°F)?	Yes    No	Yes    No
NOTES: (any "No" answers must be explained in this section and the affected equipment repaired, replaced or tagged)		
<b>Comments:</b>		
<b>Technician's Signature:</b>	Certificate No. _____	Date: _____

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