

2025 Compliance Calendar for Gasoline Dispensing Facilities



**Created by the Wisconsin Small Business
Environmental Assistance Program**

Understanding the Regulations Affecting Gas Stations and How this Calendar Can Help

Welcome to the compliance calendar for gasoline dispensing facilities. The Small Business Environmental Assistance Program (SBEAP) developed this calendar to help facilities comply with environmental requirements related to the transfer of fuel.

Gasoline vapors contain volatile organic compounds (VOCs) and several hazardous air pollutants (HAPs), such as benzene. Filling gasoline storage tanks can release these compounds to the air. Benzene, for example, is among the 30 HAPs identified as posing the greatest public health risk in urban areas.

Leak detection and vapor control are among the methods that gasoline dispensing facilities use to reduce the emissions of HAPs like benzene into the air.

In Wisconsin, gas stations and other gasoline dispensing facilities are affected by various regulations such as:

- U.S. Environmental Protection Agency (U.S. EPA) **National Emission Standards for Hazardous Air Pollutants for gasoline dispensing facilities** (NESHAP; 40 CFR part 63, subpart CCCCCC). This rule regulates vapor control during the filling of gasoline storage tanks.
- Wisconsin Department of Natural Resources (DNR) regulations regarding **Control of Organic Compound Emissions from Petroleum and Gasoline Sources** (ch. NR 420, *Wis. Adm. Code*). This rule requires vapor control during the filling of gasoline storage tanks (Stage I vapor recovery) in some Wisconsin counties. Vapor control during the refueling of motor vehicles (Stage II vapor recovery) is no longer required, as many vehicles today are equipped with onboard vapor recovery systems.
- Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) **Regulations for Flammable, Combustible and Hazardous Liquids** (ch. ATCP 93, *Wis. Adm. Code*). This rule regulates gasoline storage tanks and associated piping.

Who is affected by these regulations?

The U.S. EPA regulations affect “area sources” which include all gasoline dispensing facilities that emit less than 10 tons per year of a single HAP or less than 25 tons per

year of any combination of HAPs. Most gas stations fall into this group.

The DNR’s emissions regulations mainly affect facilities located in 20 Wisconsin counties (Brown, Calumet, Dane, Dodge, Door, Fond du Lac, Jefferson, Kenosha, Kewaunee, Manitowoc, Milwaukee, Outagamie, Ozaukee, Racine, Rock, Sheboygan, Walworth, Washington, Waukesha and Winnebago). Depending on the size of their storage tanks, gas stations in these counties may be required to employ Stage I vapor control systems.

Wisconsin’s regulations for flammable, combustible and hazardous liquids (ATCP 93) affect businesses that sell gasoline or other liquid motor fuels. Most gas stations with gasoline storage tanks are affected by this rule.

What is required?

The regulations generally address the following goals:

- **Minimize releases of gasoline vapor from storage tanks** - All gasoline dispensing facilities, regardless of size, must implement management practices that minimize vapor releases to the atmosphere. The particular vapor control requirements that apply to each facility may depend on the amount of gasoline dispensed at the facility.
- **Minimize leaks (of liquid gasoline from gasoline storage tanks, piping, and dispensing equipment)** - The regulations for minimizing gasoline leaks require regular inspections to monitor equipment function and leak checks for rapid detection of any leaks in the equipment.
- **Testing and compliance demonstration** - Some facilities are required to test the vapor balance system and equipment to demonstrate compliance with regulations. In addition, facilities may be required to measure the leak rate and cracking pressure of pressure-vacuum vent valves on gasoline storage tanks.
- **Record keeping and reporting** - Requirements include tracking and verifying gasoline inventory, keeping records of regular equipment tests and keeping records of any required employee training. Some facilities may also be required to file “Initial Notification” and “Notification of Compliance Status” reports.

Why must gas stations inspect storage tanks and equipment?

Properly installed and maintained underground storage system equipment is durable and reliable. However, daily wear and tear; exposure to corrosive effects of soil, water and stored product; and seasonal extremes can degrade or damage storage system components and cause product releases or equipment failure. Inspections identify any noticeable deterioration or apparent malfunction in the portion of the equipment visible beneath grade-level access covers located over or near the top of the underground storage tank and at the fuel dispensers.

Required regular inspections help protect the public, facility employees and the environment from hazards posed by the release of flammable or combustible liquids and exposure to toxic motor fuels. Facilities also save money by identifying and repairing fuel leaks.

Why is leak detection important?

Leak detection can help businesses in numerous ways. Among other things, leak detection can:

- reduce or eliminate loss of product (from theft or leaks)
- reduce fire and explosion threats
- reduce and/or eliminate contamination of soil, groundwater, streams, rivers, lakes and drinking water
- reduce liability

What can this calendar do?

This calendar has been designed to help gasoline dispensing facilities comply with the regulations, especially tracking and meeting record keeping obligations. The calendar can be used to:

Record important dates

Facilities can use the monthly calendar, starting on **page 6**, to keep track of any important dates. Mark the calendar when tank-use permits are due, when tank insurance is due and when equipment testing is required.

Document inspections and leak-detection monitoring

Each month of the calendar contains space where facilities can track their inspections and keep a maintenance and repair log for equipment.

Maintain an official record

If a facility saves their completed calendar, it can serve as part of their official record. Keep this and other records at the facility for five years to demonstrate compliance.

About the WI DNR's Small Business Environmental Assistance Program (SBEAP)

SBEAP is a free, non-regulatory program that provides information to Wisconsin's small businesses to help them understand their environmental compliance requirements. The program provides factsheets, record keeping and reporting tools, U.S. EPA and DNR compliance documents, required forms and much more. All are available free of charge.

Small Business Environmental Assistance Program

WI Dept. of Natural Resources
Sustainability and Business
Support EA/7
101 S. Webster St.
PO Box 7921
Madison, WI 53707-7921

855-889-3021 (toll free)
DNRsmallbusiness@wi.gov

<http://dnr.wi.gov/>, search "small
business assistance"



Instructions for Using the Record Keeping Pages in this Calendar

Each month, check for any deadlines approaching for permit renewal, tank insurance, compliance testing and employee training. Set a reminder to meet all important dates and deadlines by marking the calendar.

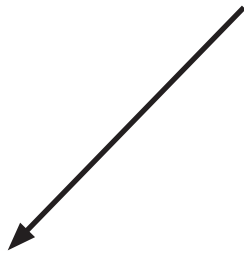
Reminders – Permits, Insurance, Testing and Training		
Are tank permits up to date?	Yes	No
Is tank insurance due this month?	Yes	No
Is equipment testing due this month?	Yes	No
Are most recent test results on site?	Yes	No
Is all training up to date for current employees?	Yes	No

Monthly Inspection, Condensed Record (perform by end of each month or 30 days apart; see https://widnr.widen.net/s/bmvhnljgss/sb201e for expanded checklist)				
Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
Release detection system (tank monitor)				
Spill buckets				
Overfill alarm				
Impressed current system (if applicable)				
Fill and monitoring probe ports				
Spill and overfill response supplies				
Dispenser hoses, nozzles and breakaways				
Dispenser and dispenser sumps				
Piping sumps (submersible)				
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended)				
Vapor return line				
Nozzle bellows				
Nozzle faceplate / facecones				
Nozzles				
Vapor processing unit working properly				

Use this table to keep a record of required monthly inspections. Read the complete the Monthly Inspection Checklist at <https://widnr.widen.net/s/bmvhnljgss/sb201e> and record inspection results for each month on this table. Each person who conducts an inspection should initial their entries.

Weekly Inspection Record	
Inspection date	Inspected by (initials)

Facilities that choose to retain Stage II systems can use this table to keep a log of their weekly inspections (weekly inspections of Stage II equipment are optional but recommended). Record the date of each weekly inspection. The person who conducts the inspection should initial the table.



System Maintenance and Repair Record				
Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number

Use this table to help meet the requirement to keep a system maintenance and repair log. Record the date when inspections are conducted and the name of the person who inspected the equipment. Also record information about any problem or defective part discovered, the date the equipment was repaired, and the manufacturer and part number of any parts replaced. Alternatively, documentation of repairs may be kept in a separate file. This table can be used to record the date of repairs and note the location where the complete explanation and record is stored.



January 2025

Reminders - Permits, Insurance, Testing and Training	
Are tank permits up to date?	Yes / No
Is tank insurance due this month?	Yes / No
Is equipment testing due this month? Are most recent test results on site?	Yes / No
Is all training up to date for current employees?	Yes / No

Weekly Inspection Record	
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System Maintenance and Repair Record				
Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number



Compliance Calendar for Gasoline Dispensing Facilities

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Need reminders of any deadlines this month? Mark this calendar! Questions? Call 855-889-3021			1	2	3 Weekly Inspection	4
5	6	7	8	9	10 Weekly Inspection	11
12	13	14	15	16	17 Weekly Inspection	18
19	20	21	22	23	24 Weekly Inspection	25
26	27	28	29	30	31 Monthly Inventory Monthly Inspection	

February 2025

Reminders - Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes / No
Is tank insurance due this month?	Yes / No
Is equipment testing due this month? Are most recent test results on site?	Yes / No
Is all training up to date for current employees?	Yes / No

Monthly Inspection, Condensed Record (perform by end of each month or 30 days apart; see <https://widnr.widen.net/s/bmvhnljgss/sb201e> for expanded checklist)

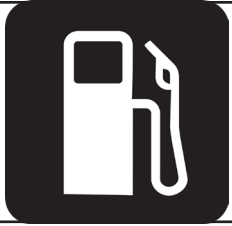
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Weekly Inspection Record

Inspection date	Inspected by (initials)

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number



Compliance Calendar for Gasoline Dispensing Facilities

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Need reminders of any dealines this month? Mark this calendar! Questions? Call 855-889-3021</p>						1
2	3	4	5	6	7	8
					Weekly Inspection	
9	10	11	12	13	14	15
					Weekly Inspection	
16	17	18	19	20	21	22
					Weekly Inspection	
23	24	25	26	27	28	
					Monthly Inventory Monthly Inspection	

March 2025

Reminders - Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes / No
Is tank insurance due this month?	Yes / No
Is equipment testing due this month? Are most recent test results on site?	Yes / No
Is all training up to date for current employees?	Yes / No

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Weekly Inspection Record

Inspection date	Inspected by (initials)

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number



Compliance Calendar for Gasoline Dispensing Facilities

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Need reminders of any deadlines this month? Mark this calendar! Questions? Call 855-889-3021						1
2	3	4	5	6	7 Weekly Inspection	8
9	10	11	12	13	14 Weekly Inspection	15
16	17	18	19	20	21 Weekly Inspection	22
23/30	24/31 Monthly Inventory Monthly Inspection	25	26	27	28 Weekly Inspection	29

April 2025

Reminders - Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes / No
Is tank insurance due this month?	Yes / No
Is equipment testing due this month? Are most recent test results on site?	Yes / No
Is all training up to date for current employees?	Yes / No

Weekly Inspection Record

Inspection date	Inspected by (initials)

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System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number



Compliance Calendar for Gasoline Dispensing Facilities

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Questions? Call 855-889-3021		1	2	3	4	5
					Weekly Inspection	
6	7	8	9	10	11	12
					Weekly Inspection	
13	14	15	16	17	18	19
					Weekly Inspection	
20	21	22	23	24	25	26
					Weekly Inspection	
27	28	29	30	Need reminders of any deadlines this month? Mark this calendar!		
			Monthly Inventory Monthly Inspection			

May 2025

Reminders - Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes / No
Is tank insurance due this month?	Yes / No
Is equipment testing due this month? Are most recent test results on site?	Yes / No
Is all training up to date for current employees?	Yes / No

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Weekly Inspection Record

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System Maintenance and Repair Record

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Compliance Calendar for Gasoline Dispensing Facilities

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Need reminders of any deadlines this month? Mark this calendar! Questions? Call 855-889-3021</p>				1	2 Weekly Inspection	3
4	5	6	7	8	9 Weekly Inspection	10
11	12	13	14	15	16 Weekly Inspection	17
18	19	20	21	22	23 Weekly Inspection	24
25	26	27	28	29	30 Weekly Inspection	31 Monthly Inventory Monthly Inspection

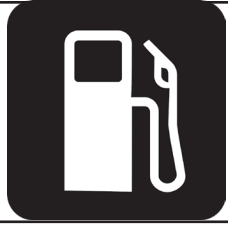
June 2025

Reminders - Permits, Insurance, Testing and Training	
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Is equipment testing due this month? Are most recent test results on site?	Yes / No
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Compliance Calendar for Gasoline Dispensing Facilities

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Weekly Inspection	7
8	9	10	11	12	13 Weekly Inspection	14
15	16	17	18	19	20 Weekly Inspection	21
22	23	24	25	26	27 Weekly Inspection	28
29	30 Monthly Inventory Monthly Inspection	Need reminders of any deadlines this month? Mark this calendar! Questions? Call 855-889-3021				

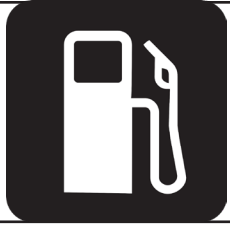
July 2025

Reminders - Permits, Insurance, Testing and Training	
Are tank permits up to date?	Yes / No
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Weekly Inspection Record	
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System Maintenance and Repair Record				
Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number



Compliance Calendar for Gasoline Dispensing Facilities

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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					Weekly Inspection	
6	7	8	9	10	11	12
					Weekly Inspection	
13	14	15	16	17	18	19
					Weekly Inspection	
20	21	22	23	24	25	26
					Weekly Inspection	
27	28	29	30	31	Need reminders of any deadlines this month? Mark this calendar!	
				Monthly Inventory Monthly Inspection		

August 2025

Reminders - Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes / No
Is tank insurance due this month?	Yes / No
Is equipment testing due this month? Are most recent test results on site?	Yes / No
Is all training up to date for current employees?	Yes / No

Weekly Inspection Record

Inspection date	Inspected by (initials)

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System Maintenance and Repair Record

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Compliance Calendar for Gasoline Dispensing Facilities

August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Need reminders of any deadlines this month? Mark this calendar!</p> <p>Questions? Call 855-889-3021</p>					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30
Monthly Inventory Monthly Inspection					Weekly Inspection	

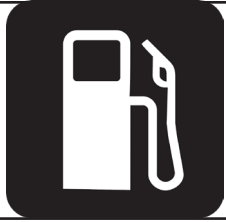
September 2025

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Is tank insurance due this month?	Yes / No
Is equipment testing due this month? Are most recent test results on site?	Yes / No
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Weekly Inspection Record	
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October 2025

Reminders - Permits, Insurance, Testing and Training

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Monthly Inspection, Condensed Record (perform by end of each month or 30 days apart; see <https://widnr.widen.net/s/bmvhnljgss/sb201e> for expanded checklist)

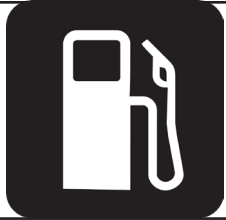
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Compliance Calendar for Gasoline Dispensing Facilities

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Need reminders of any deadlines this month? Mark this calendar! Questions? Call 855-889-3021			1	2	3	4
					Weekly Inspection	
5	6	7	8	9	10	11
					Weekly Inspection	
12	13	14	15	16	17	18
					Weekly Inspection	
19	20	21	22	23	24	25
					Weekly Inspection	
26	27	28	29	30	31	
					Monthly Inventory Monthly Inspection	

November 2025

Reminders - Permits, Insurance, Testing and Training

Are tank permits up to date?	Yes / No
Is tank insurance due this month?	Yes / No
Is equipment testing due this month? Are most recent test results on site?	Yes / No
Is all training up to date for current employees?	Yes / No

Monthly Inspection, Condensed Record (perform by end of each month or 30 days apart; see <https://widnr.widen.net/s/bmvhnljgss/sb201e> for expanded checklist)

Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
Release detection system (tank monitor)				
Spill buckets				
Overfill alarm				
Impressed current system (if applicable)				
Fill and monitoring probe ports				
Spill and overfill response supplies				
Dispenser hoses, nozzles and breakaways				
Dispenser and dispenser sumps				
Piping sumps (submersible)				
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended)				
Vapor return line				
Nozzle bellows				
Nozzle faceplate / facecones				
Nozzles				
Vapor processing unit working properly				

Weekly Inspection Record

Inspection date	Inspected by (initials)

System Maintenance and Repair Record

Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number



Compliance Calendar for Gasoline Dispensing Facilities

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Need reminders of any deadlines this month? Mark this calendar!</p> <p>Questions? Call 855-889-3021</p>						1
2	3	4	5	6	7	8
					Weekly Inspection	
9	10	11	12	13	14	15
					Weekly Inspection	
16	17	18	19	20	21	22
					Weekly Inspection	
23/30	24	25	26	27	28	29
Monthly Inventory Monthly Inspection					Weekly Inspection	

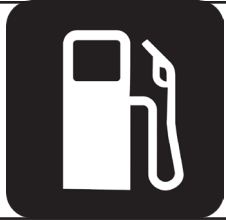
December 2025

Reminders - Permits, Insurance, Testing and Training	
Are tank permits up to date?	Yes / No
Is tank insurance due this month?	Yes / No
Is equipment testing due this month? Are most recent test results on site?	Yes / No
Is all training up to date for current employees?	Yes / No

Weekly Inspection Record	
Inspection date	Inspected by (initials)

Monthly Inspection, Condensed Record (perform by end of each month or 30 days apart; see https://widnr.widen.net/s/bmvhnljgss/sb201e for expanded checklist)				
Inspection area	Inspected?	Repaired?	Logged on maintenance record?	Inspected by? (initials)
Underground storage tanks and gasoline dispensing equipment (includes Stage I vapor control system for facilities in Stage I areas)				
Release detection system (tank monitor)				
Spill buckets				
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Dispenser and dispenser sumps				
Piping sumps (submersible)				
Stage II vapor recovery systems for gasoline dispensing facilities retaining these systems (inspecting the equipment below is optional but recommended)				
Vapor return line				
Nozzle bellows				
Nozzle faceplate / facecones				
Nozzles				
Vapor processing unit working properly				

System Maintenance and Repair Record				
Inspection date	Name of inspector	Identify problem/defective part	Repair date	Replacement part manufacturer/part number



Compliance Calendar for Gasoline Dispensing Facilities

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 Weekly Inspection	6
7	8	9	10	11	12 Weekly Inspection	13
14	15	16	17	18	19 Weekly Inspection	20
21	22	23	24	25	26 Weekly Inspection	27
28	29	30	31 Monthly Inventory Monthly Inspection	<p>Need reminders of any deadlines this month? Mark this calendar! Questions? Call 855-889-3021</p>		

Assistance Available for Gasoline Dispensing Facilities



Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP)

Weights & Measures Bureau

The Weights and Measures Bureau is the primary unit responsible for the administration and regulation of ch. ATCP 93, *Wis. Adm. Code*—the Flammable, Combustible and Hazardous Liquids Rule. For more information about the Weights & Measures Bureau, visit <https://datcp.wi.gov/> (search “weights & measures”). Additional information is available on DATCP’s Hazardous Liquids Storage Tanks web page (search “storage tanks”).

Wisconsin Department of Natural Resources (DNR)



Small Business Environmental Assistance Program (SBEAP)

SBEAP provides non-regulatory information to Wisconsin small businesses to help them understand their environmental compliance requirements. The program has fact sheets, record keeping and reporting tools, U.S. EPA compliance documents and DNR required forms and permit applications, all available free of charge. For more information, contact SBEAP at 855-889-3021, email the program at DNRsmallbusiness@wi.gov, or visit <http://dnr.wi.gov/> (search “small business”).



Air Management Program

The Air Management Program administers ch. NR 420, *Wis. Adm. Code*—Control of Organic Compound Emissions from Petroleum and Gasoline Sources, ch. NR 445, *Wis. Adm. Code*—Control of Hazardous Pollutants and ch. NR 438, *Wis. Adm. Code*—Annual Air Emissions Inventory and Reporting. For more information about the Air Management Program, visit <http://dnr.wi.gov/> and search “air quality”. Staff contacts for vapor recovery requirements (NR 420) and air toxics requirements (NR 445) can be found on the Air Management Program web pages: visit <http://dnr.wi.gov/> (search “mobile sources” and “air toxics”).



Wisconsin Fuel and Retail Association (WFRA)

WFRA represents more than 2,000 independently owned and operated stations and stores throughout the state. WFRA keeps its members informed about issues that are relevant to the industry, helps members share useful information, reinforces the importance of independent businesses in our communities and educates policy makers about the industry’s needs. WFRA also offers various environmental training programs for compliance with rules like ATCP 93 and NR 420. To learn more, call 608-256-7555 or visit <https://wfra.org>.