

Water Tank Inspection Log Instructions

Why should I use this log?

You must examine your ground, elevated, and pressure storage tanks at least once every year to make sure they are in good working condition. Inspect tanks no later than one year after the last time you checked them. Use this log to track inspections and show compliance with the rule.

How do I use it?

Record:

- Date of inspection
- Name of inspector
- Location of the tank
- Description of the tank
- Date of last interior pressure tank inspection
- Tank exterior and interior conditions, noting any problems
- Exterior and interior coating materials and the date they were applied

When do I use it?

At least once each year, within a year of the last examination.

Do I send it to TCEQ?

No, you do not need to send this to TCEQ. Keep it with your records for inspections.

How long should I keep it?

Keep completed logs in your records for **at least five years**.

What if I need help?

If you have questions about how to fill out the log or the public water system program, please contact Small Business and Local Government Assistance by phone at 800-447-2827, or by email at TexasEnviroHelp@tceq.texas.gov.

Water Storage Tank Inspection Log Sheet

Location:
Description:
Exterior Coating Date and Material:
Interior Coating Date and Material:

Tank Exterior

Feature	Check For	OK	Problem	N/A
Foundation	Settling, cracks, deterioration			
Protective coating	Rust, pitting, corrosion, leaks			
Water level indicator	Working, cable access, opening is protected			
Overflow pipe	Working, sealed, flap valve cover is accessible			
Access ladder	Loose bolts or rungs			
Roof	Rust, holes along seams, ponding water			
Roof hatch	Proper design, locked, hinge bolts secured, gasket in good condition			
Air vents	Proper design, screened, sealed edges and seams			
Cathodic protection anode plates	Secured and sealed			
Pressure tank status	Pressure release device, pressure gauge, air to water volume device			

Tank Interior

Feature	Check For	OK	Problem	N/A
Water quality	Insects, floating debris, sediment on bottom			
Protective coating	Rust, pitting, corrosion, scaling			

Date Pressure Tank Interior Last Inspected:
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Comments

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Name of Inspector:	
Date of Inspection:	