READY TO INSPECT — FIELD CHECKLIST

Oil-water separator annual maintenance checklist

The annual oil-water separator service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against IPC / UPC plumbing codes, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing service tech with the licensed pump-out hauler on the annual visit. When: Once a year, coordinated with the pump-out so the tank is drawn down and the media can actually be pulled and looked at.

Before the draw-down

- [ ] Drains feeding the separator closed and signed
  Owner and bay users told first, hosing and wash-down stopped, and the inlets plugged or signed so nothing flows in while the tank is empty.
  1 photo required
- [ ] Oily waste hauler's license and manifest ready
  Hauler registered to carry oily water and sludge where the state requires it, with the manifest made out for the waste type before the hose goes in.
  No photo required
- [ ] Tank air monitored through the draw-down
  Beyond the quarterly spot reading, a multi-gas meter kept at the opening for flammable vapor, oxygen and hydrogen sulfide as the level drops and sludge is stirred up.
  1 photo required
- [ ] Entry into the empty tank only on a confined-space permit
  Media and probe pulled from the rim; if anyone must go in, the site's permit is issued first with ventilation, continuous monitoring, an attendant and rescue set up.
  No photo required

Media and internals

- [ ] Coalescing media pulled, inspected and cleaned or replaced
  Media removed with the tank drawn down, checked for blinding and breakdown, cleaned or swapped, baffles and weirs clear.
  No photo required
- [ ] Baffles, weirs and internal supports sound
  Baffles and weirs, plus any media frame, guide rails or lifting eyes, not corroded, bent or loose, so flow can't bypass the separating chamber.
  1 photo required
- [ ] Tank shell, seams and pipe entries checked with a light
  Empty tank viewed from the rim for cracks, corrosion, coating loss or groundwater seeping in at the seams and where the pipes enter.
  1 photo required
- [ ] Outlet oil-stop float checked where fitted
  Float or oil-stop valve at the outlet cleaned and moved through its travel by the manufacturer's method, so it closes the outlet before oil can carry over.
  No photo required
- [ ] Sample and inspection ports cleared and resealed
  Ports opened, cleaned out so effluent is visible, gaskets sound and covers reseated without leaks.
  1 photo required

Pump-out and records

- [ ] Full pump-out completed with hauler manifest kept
  Tank drawn down by the licensed hauler, volume and disposal recorded, signed manifest filed with the service record.
  2 photos required

- [ ] Year's readings reviewed against the discharge permit
  Quarterly readings, any sampling the permit calls for and this service's findings set against its conditions, with any exceedance reported to the permit holder.
  No photo required

Refill and verification

- [ ] Tank refilled and discharge appearance confirmed clean
  Water leg re-established, flow restored through the unit and the outlet running clear with no sheen. Observe appearance only, not lab limits.
  1 photo required
- [ ] Oil alarm probe proven in oil where fitted
  Beyond the quarterly trip, the receiver told first, then the probe tested in oil or by the manufacturer's method at its set height and the alarm seen where it reports.
  No photo required
- [ ] Drains reopened and the owner told it is back in service
  Plugs and signs pulled from the inlets, any alarm panel reading normal, and the owner, bay users and any alarm receiver told the separator is back in service.
  No photo required