



Annual OFE Inspection Form

UMM-Transformers

Year:

Instructions: This form is specific to the operational area noted above. Complete this inspection form annually for each regulated oil-filled equipment for proper operation, damage, leaks and suitability for continued service. Any oil-filled equipment at this Facility with a reservoir capacity of more than 55 gallons is subject to regulation. Forward completed checklists annually to campus EHS staff; EHS staff maintains inspection documentation onsite for 3 years from the date of the inspection.

Date and time of inspection:	Name of inspector:
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Part A. Container Visual Check

Review all oil-filled equipment, piping and associated equipment and indicate whether the following criteria are met. Indicate "Yes", "No" or "N/A" for each item. For any answer indicated as "No", indicate specific finding, corrective action(s) required, along with the date, time and person(s) notified of actions required.	TR001 W Outdoors, Bldg 754 Dielectric Oil (350 gal)	TR002 Room 5B, Bldg 756 Dielectric Oil (74 gal)	TR003 Room 5B, Bldg 756 Dielectric Oil (77 gal)	TR004 Room 5B, Bldg 756 Dielectric Oil (74 gal)	TR005 Room 29B, Bldg 749 Dielectric Oil (26 gal)	TR006 Room 29B, Bldg 749 Dielectric Oil (26 gal)	TR007 Room 29B, Bldg 749 Dielectric Oil (26 gal)	TR008 SW Outdoors, Bldg 715 Dielectric Oil (161 gal)	TR009 S Outdoors, Bldg 721 Dielectric Oil (353 gal)	TR010 N Outdoors, Bldg 721 Dielectric Oil (241gal)	TR011 N Outdoors, Bldg 757 Dielectric Oil (161 gal)	TR012 SW Outdoors, Bldg 769 Dielectric Oil (252 gal)	TR013 SE Outdoors, Bldg 708 Dielectric Oil (93 gal)	TR014 NW Outdoors, Bldg 716 Dielectric Oil (103 gal)
1. Labels and signage for reservoir is in place, legible and accurate.														
2. Exterior of reservoir, including paint and coatings, is in good condition, with no evidence of leaking around the reservoir, concrete pad or ground.														
3. Above-ground piping, valves, pumps, sensors and associated equipment are in good condition with no evidence of leaking.														
4. Foundations and supports are structurally sound, free from corrosion and other damage, and in good condition.														
5. Grounding straps, wires and sensors are secure, free from corrosion and other damage and in good condition.														



Part B. Containment Areas

Review containment areas associated with oil-filled equipment and indicate whether the following criteria are met. Indicate “Yes”, “No” or “N/A” for each item. For any answer indicated as “No”, indicate specific finding, corrective action(s) required, along with the date, time and person(s) notified of actions required.	TR001 W Outdoors, Bldg 754 Dielectric Oil (350 gal)	TR002 Room 5B, Bldg 756 Dielectric Oil (74 gal)	TR003 Room 5B, Bldg 756 Dielectric Oil (77 gal)	TR004 Room 5B, Bldg 756 Dielectric Oil (74 gal)	TR005 Room 29B, Bldg 749 Dielectric Oil (26 gal)	TR006 Room 29B, Bldg 749 Dielectric Oil (26 gal)	TR007 Room 29B, Bldg 749 Dielectric Oil (26 gal)	TR008 SW Outdoors, Bldg 715 Dielectric Oil (161 gal)	TR009 S Outdoors, Bldg 721 Dielectric Oil (353 gal)	TR010 N Outdoors, Bldg 721 Dielectric Oil (241gal)	TR011 N Outdoors, Bldg 757 Dielectric Oil (161 gal)	TR012 SW Outdoors, Bldg 769 Dielectric Oil (252 gal)	TR013 SE Outdoors, Bldg 708 Dielectric Oil (93 gal)	TR014 NW Outdoors, Bldg 716 Dielectric Oil (103 gal)
1. Containment area, if present, is dry or has a minimal level of standing water.														
2. There is no evidence of release or regulated substance in containment area, if present.														
3. Containment structures, if present, are in good condition and free from cracks, chipping or other damage, and in good condition.														

Part B. Containment Areas (cont.)

Review containment areas associated with oil-filled equipment and indicate whether the following criteria are met. Indicate “Yes”, “No” or “N/A” for each item. For any answer indicated as “No”, indicate specific finding, corrective action(s) required, along with the date, time and person(s) notified of actions required.	TR015 Room 14B, Bldg 745 Dielectric Oil (13 gal)	TR016 Room 14B, Bldg 745 Dielectric Oil (13 gal)	TR017 Room 14B, Bldg 745 Dielectric Oil (13 gal)	TR018 NE Outdoors, Bldg 717 Dielectric Oil (219 gal)	TR019 N Outdoors, Bldg 769 Dielectric Oil (109 gal)	TR020 Outdoors, Softball Field N/A – Ottertail Power	TR021 W Side of S Lot on Pole Ottertail Power	TR022 S Outdoors, Bldg 766 Ottertail Power (208 g)	TR023 SW Outdoors, Bldg 766 Ottertail Power (204 g)	TR024 S Side of S Lot on Pole Ottertail Power				
1. Containment area, if present, is dry or has a minimal level of standing water.														
2. There is no evidence of release or regulated substance in containment area, if present.														
3. Containment structures, if present, are in good condition and free from cracks, chipping or other damage, and in good condition.														

Part C. Safety Precautions & General Conditions

Review safety precautions in the area of the oil-filled equipment and indicate whether the following criteria are met. Indicate "Yes", "No" or "N/A" for each item. For any answer indicated as "No", indicate specific finding, corrective action(s) required, along with the date, time and person(s) notified of actions required.	TR001 W Outdoors, Bldg 754 Dielectric Oil (350 gal)	TR002 Room 5B, Bldg 756 Dielectric Oil (74 gal)	TR003 Room 5B, Bldg 756 Dielectric Oil (77 gal)	TR004 Room 5B, Bldg 756 Dielectric Oil (74 gal)	TR005 Room 29B, Bldg 749 Dielectric Oil (26 gal)	TR006 Room 29B, Bldg 749 Dielectric Oil (26 gal)	TR007 Room 29B, Bldg 749 Dielectric Oil (26 gal)	TR008 SW Outdoors, Bldg 715 Dielectric Oil (161 gal)	TR009 S Outdoors, Bldg 721 Dielectric Oil (353 gal)	TR010 N Outdoors, Bldg 721 Dielectric Oil (241gal)	TR011 N Outdoors, Bldg 757 Dielectric Oil (161 gal)	TR012 SW Outdoors, Bldg 769 Dielectric Oil (252 gal)	TR013 SE Outdoors, Bldg 708 Dielectric Oil (93 gal)	TR014 NW Outdoors, Bldg 716 Dielectric Oil (103 gal)
1. Safety equipment is in place and operative. Fire extinguishers in place.														
2. There are no other conditions that should be addressed for continued safe operation or that may affect the site SPCC plan.														
3. Information on site map & list is complete and accurate.														

Part C. Safety Precautions & General Conditions (cont.)

Review safety precautions in the area of the oil-filled equipment and indicate whether the following criteria are met. Indicate "Yes", "No" or "N/A" for each item. For any answer indicated as "No", indicate specific finding, corrective action(s) required, along with the date, time and person(s) notified of actions required.	TR015 Room 14B, Bldg 745 Dielectric Oil (13 gal)	TR016 Room 14B, Bldg 745 Dielectric Oil (13 gal)	TR017 Room 14B, Bldg 745 Dielectric Oil (13 gal)	TR018 NE Outdoors, Bldg 717 Dielectric Oil (219 gal)	TR019 N Outdoors, Bldg 769 Dielectric Oil (109 gal)	TR020 Outdoors, Softball Field N/A – Ottertail Power	TR021 W Side of S Lot on Pole Ottertail Power	TR022 S Outdoors, Bldg 766 Ottertail Power (208 g)	TR023 SW Outdoors, Bldg 766 Ottertail Power (204 g)	TR024 S Side of S Lot on Pole Ottertail Power				
1. Safety equipment is in place and operative. Fire extinguishers in place.														
2. There are no other conditions that should be addressed for continued safe operation or that may affect the site SPCC plan.														
3. Information on site map & list is complete and accurate.														

Findings/Comments: