State of Delaware
Department of Natural Resources and Environmental Control
Tank Management Section

Compliance Assistance Manual (CAM) Heating Fuel USTs

Department of Natural Resources and Environmental Control
Tank Management Section
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http://www.dnrec.delaware.gov/tanks

Operation and Maintenance of Heating Fuel UST Systems

The Tank Management Section (TMS) has developed this guidance manual to assist tank owners and operators in complying with Delaware's *Regulations Governing Underground Storage Tank Systems* (the UST Regulations). This document is a guide to compliance and in no way replaces or supersedes the UST Regulations.

This Compliance Assistance Manual contains information about USTs that store fuels used to operate heating equipment such as boilers or furnaces for non-commercial purposes. Common fuels for heating equipment include #2 fuel oil, #4 fuel oil, and #6 fuel oil.

Occasionally, a heating fuel UST will also be used for another purpose, such as supplying fuel to an emergency generator. Any time that an UST system is used for more than one purpose, it must meet the more stringent regulatory requirements for leak detection, spill and overfill protection, corrosion protection, and financial responsibility. If your UST system is used for more than one purpose, please call the TMS for guidance on which sections of the UST Regulations apply to your system.

Note: You will not need all the sections below; you should only receive the sections that apply to your facility. Contact your TMS Project Officer if you have any questions.

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Tank Registration

Owners and operators must pay an annual registration fee on or before February 1 of each calendar year; a $30.00 per tank late fee is assessed after that date.

You will receive a Registration Certificate for your UST Facility which you need to display on the premises at all times. You will receive a new Certificate if you submit a change in service, change in substance stored or change in ownership.

State of Delaware
Department of Natural Resources & Environmental Control
Division of Air & Waste Management, Tank Management Branch
Office (302) 395-2500 Fax (302) 395-2555

Underground Storage Tank Facility
Registration Certificate

Facility # 2-123456 Issue Date August 9999

This certifies that
Facility has been duly registered with the State of Delaware. This certificate will renew upon payment of annual tank registration fees. New Certificates will be issued only upon tank removal, installation, change in service, or change in facility name or ownership. **This Certificate MUST BE POSTED at the Facility.**

Facility Name & Address:
Sunshine Inc
1 Happy Lane
Anywhere DE 19000

Owner Name & Address:
Happy Operator
1 Luv2lIvat the Beach Rd
Sussex DE 19999

TankID	Capacity	Compartment / Substance	Status
1	4000	Heating Fuel	In Service

Stage I Permit #
Stage II Permit #
CARB Executive Order #

Alex Rittberg
Program Manager, Tank Management Branch

Fill Line Protection

All fill lines for USTs must be clearly marked to indicate the capacity of the tank and the type of product stored in the tank and must be clearly visible to the delivery driver. This helps prevent accidental filling of the wrong fuel to the wrong tank. Color coding should be on the cover and a second, non-removable portion of the fill. This will prevent accidental switching of covers.

Fill line protection may include:

- A permanent tag or sign indicating tank capacity, and
- A color-symbol system, such as API 1637, to indicate product stored in the UST:

Note: The State Fire Marshal requires the use of the API color code.

You should check that the fill line is clearly labeled before receiving deliveries. This is especially important if the delivery driver is new to your facility.

Kerosene	Brown	
Used Oil	Purple Square	
#1 Fuel Oil	Yellow Stripe on Purple Background	
#2 Fuel Oil	Green	

Sump (Tank Top and Dispenser) and Secondary Containment

Tank Top Sump

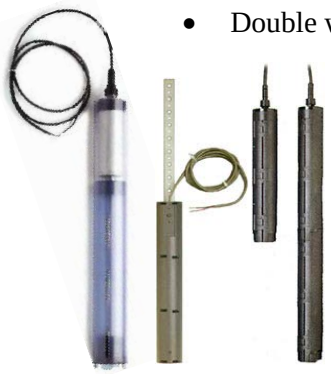
If your UST system was installed before January 11, 2008, then you only need to test your sumps if you are using Secondary Containment with Interstitial Monitoring as your tank or piping release detection.

Dispenser Sump

- See the Sump (Tank Top and Dispenser) Test Procedures located in the Forms section for testing procedures and a blank test report.

If your UST system was installed after January 11, 2008, interstitial monitoring is required as part of the secondary containment depending on whether the sump is single wall or double walled:

- Single Wall: Needs to be tested once every thirty-six (36) months to make sure it is not leaking, See the Sump (Tank Top and Dispenser) Test Procedures located in the Forms section for testing procedures and a blank test report.
- Double wall: If continuously monitored they are exempt from the sump testing requirements.

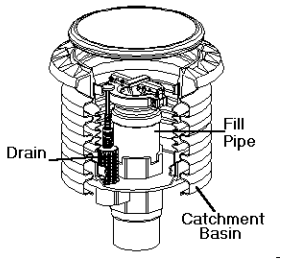


Sump Sensors

Sump Sensors New sites must have an audible and visual alert system that shuts down the UST System in the event of an alarm. You must inspect and test all sensors at a minimum of once every twelve (12) months in accordance with the manufacturer's specifications or as directed by the TMS to verify proper sensor operation. In addition, your tank top sumps must be kept dry at all times in order for the sensors to properly function.

Spill Bucket

USTs must be equipped with a liquid tight container (spill bucket) around the fill pipe to collect any spills that may occur during deliveries.



Spill bucket

Keep your spill bucket empty of all liquids. The spill bucket is not designed to hold fuel for long periods of time and must be emptied and the contents disposed of properly.

- If fuel collects, drain it into the tank by pushing down the plunger valve to allow the fuel to drain into the UST.
- If the spill bucket is not equipped with a drain valve or pump, then the fuel or water must be removed manually and disposed of properly. (Contact your fuel supplier or see **Waste reduction, disposal, and recycling service** in the phone book yellow pages for companies that provide this service.)
- If excessive water collects, consider installing a gasket to seal the spill bucket.

Spill buckets must be checked once during each calendar month, see 30 Day Routine Walk-Around Inspection Guidance located in the Forms section for guidelines.

Spill buckets are required to be tested annually. See Annual Spill Bucket Testing located in the Forms section for testing procedures and a blank test report.

What's The Difference?

Spill Bucket:
A spill bucket is installed at the fill pipe to contain the drips and spills of fuel that can occur when the delivery hose is uncoupled from the fill pipe after delivery.

Overfill Protection:
Equipment is installed on the UST that is designed to stop product flow, reduce product flow, or alert the delivery person during delivery ***before*** *the tank overfills and begins releasing petroleum into the environment.*

Overfill Protection

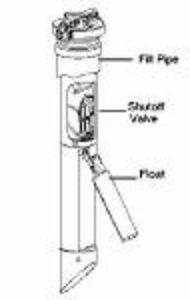
USTs must have equipment to prevent overfilling the tank. The delivery person should know what type of overfill protection the UST has installed.

If the UST receives pressurized deliveries, a high level alarm or specifically designed flapper valve must be installed.

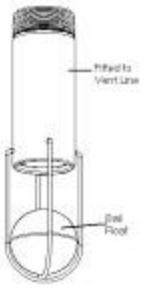
There are 3 options for Overfill Protection:

Automatic Shutoff (Flapper Valve)

- This automatic shutoff is a mechanical device installed in the drop tube within the fill pipe riser. When installed and maintained properly, the shutoff valve will shut off the flow of fuel to the UST at 95% of the tank's capacity.
- Once a year, check the automatic shutoff for obstructions and proper installation and operation.



Automatic Shutoff Valve



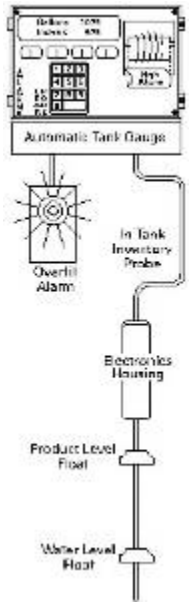
Ball Float valve

Ball Float (Float Vent Valve)

- The ball float valve must be set to no more than 90% of the UST's capacity to prevent accidental overfilling of the UST.
- Once a year, check the ball float to make sure that the:
  - ball cage is still intact.
  - ball still moves freely in the cage.
  - ball still seals tightly on the pipe.
  - ball float is set at 90% of the tank capacity.

High Level Alarm (Electronic Overfill Alarm)

- The High Level Alarm must be located so that it can be seen and/or heard from the UST delivery location. It activates an audible and/or visual warning to delivery personnel when the tank is 90% full or is within one minute of being overfilled. It does not shut off flow; therefore, the fuel remaining in the delivery hose after the delivery has been stopped needs to flow into the tank. The delivery person must be in the vicinity of the delivery truck while filling the tank.
- Once a year, check the electronic overfill alarm to make sure that the:
  - alarm can be heard and/or seen from where the tank is fueled.
  - electronic device and probe are operating properly.



High Level Alarm

Proper UST Filling Procedures

A few simple precautions can go a long way towards preventing spills and overfills while receiving a delivery.

BEFORE the delivery:

- Only order the quantity of product that will fit in the tank. (Tank should only be filled to 90%-95% of the tank's capacity based on the type of overfill protection present.)
- Pre-arrange fuel deliveries so that staff is present at the time of delivery, if possible.
- Keep all fill ports secured until the delivery person requests access.
- Make sure that the delivery person is aware of what type of overfill device is present and what to do if the overfill protection device is activated.
- The delivery driver should verify that the spill bucket is clear of debris and liquid and make sure the drain valve is in the closed position.
- Have oil spill sorbent pads available at the time of fuel deliveries.

DURING the delivery:

- Only the delivery driver should make hose connections.
- For UST systems with vapor recovery installed, there must be one vapor hose connected for each gasoline product being delivered.
- The driver should stand by during the entire product delivery and be prepared to stop flow from the truck should any unusual conditions, leaks or spills be observed.
- Provide adequate lighting and safety barriers around the UST fill area.
- In the event of any spills or leaks, the driver will be responsible for stopping flow from the truck and the observer will notify the facility manager(s). If 25 gallons or more are released, DNREC must be notified within 24 hours by calling 1-800-662-8802.

AFTER the delivery:

- Verify the amount of product delivered using either manual methods (i.e., stick with water paste) or by checking your automatic tank gauge after delivery and checking against the delivery receipt.
- Make sure fill ports are properly replaced and secured.
- Make sure that the spill bucket is free of product.

Tank Release Detection

Automatic Tank Gauge (ATG) Tank Testing

Tank release detection is how you check to make sure your UST is not leaking. A release detection system, like any electronic or mechanical system, is subject to wear, tear, and failure. Routine maintenance of the equipment is necessary to make sure it is operating correctly.

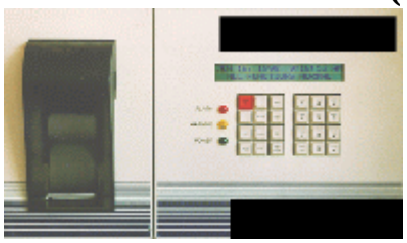
Unless you can prove your tanks are not leaking at least once every month, you are not doing release detection.

Release Detection Requirements

You must do at least one of the following methods of release detection:

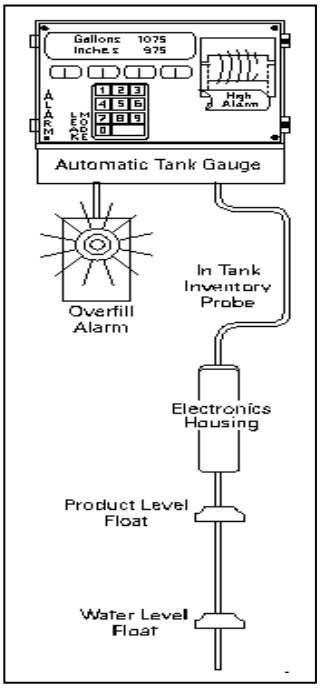
- Automatic Tank Gauge (ATG) Tank Testing (Monthly)
- Tank Tightness Testing (Annual)
- Secondary Containment with Interstitial Tank Monitoring (Monthly)

Automatic Tank Gauge (ATG) Tank Testing (Monthly Tank Release Detection)



Sample ATG Monitor

ATG systems are electronic monitors with sensors permanently installed in the tank. These monitors provide information on product and water levels, temperature, and other data. The ATG automatically calculates changes in product volume that can indicate a leaking tank.

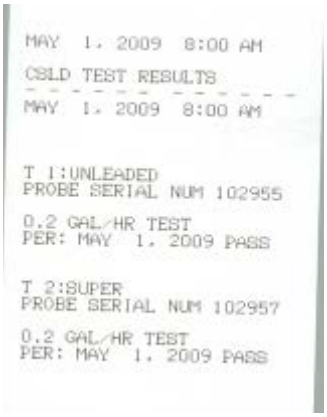


ATG

- Your ATG is capable of performing various functions, depending upon the model and how it is programmed. Refer to the ATG's instruction manual for an explanation of the system's full capabilities.

- An ATG tank test must be performed monthly (although more frequent testing is recommended), with a passing [0.2 gallon per hour (gph) for existing USTs and 0.1 gph for new USTs] test result recorded in a permanent record. See the 30-Day Inspection Record for Monthly Tank Release Detection (RD) form located in the Forms section - it can be used to record your monthly ATG test results.

- For most ATGs to correctly perform the monthly test, no product should be delivered to the tank or withdrawn from it for at least 6 hours before the monthly test or during the test (which generally takes 1 to 6 hours).



- If you are getting results other than "pass" for 30 days or more, including "low level" or "insufficient product" results, contact the TMS (302-395-2500)

- All passing monthly ATG printouts must be kept for the lifetime of the UST system.

- It is a good idea to manually stick the tanks periodically to verify ATG readings.

- Most ATGs have a "test" or "self-diagnosis mode". Read your manual, run the test, and periodically test if your ATG is functioning properly.

- **You must have all ATG equipment inspected by a certified technician once every twelve (12) months. During the inspection the technician must check the following**:
    - The ATG console for printer operation if so equipped;
    - The system setup values and battery backup;
    - The monthly test programming setup;
    - All warning and alarm indicator lights and audible alarms;
    - The probes and sensors in accordance with the manufacturer's specifications or as directed by the TMS to make sure they are working properly;
    - The cables that are visible during normal operating conditions for any cracking or swelling.

ATG Indicator lights

Tank Release Detection – Tank Tightness Testing (Annual)

Tank release detection is how you check to make sure your UST is not leaking. A release detection system, like any electronic or mechanical system, is subject to wear, tear, and failure. Routine maintenance of the equipment is necessary to make sure it is operating correctly.

Release Detection Requirements

You must do at least one of the following methods of release detection:

- Automatic Tank Gauge (ATG) Tank Testing (Monthly)
- Precision Tank Testing (Annual)
- Secondary Containment with Interstitial Tank Monitoring (Monthly)

Annual Tank Tightness Testing

- This is a test conducted once every twelve (12) months by a tank tester who temporarily installs special equipment to test to make sure the tank is not leaking.

- The person conducting the test must be certified by the test equipment manufacturer and the test method must be approved by a third party.

- If the tank fails the tightness test, the tank must be taken out of service and emptied until the problem is found and repairs are made. You must also contact the TMS at 302-395-2500 within 24 hours.

- A second tank tightness test may be done to confirm the results of a failed test. After two consecutive tank test failures, you will need to perform a site investigation to determine whether or not the tank has leaked.

- If a repair is necessary, another tank tightness test must be done after the repair, before placing the tank back in service.

- Test results must be kept for the life of the UST.

Tank Release Detection – Secondary Containment with Interstitial Tank Monitoring (Monthly)

Tank release detection is how you check to make sure your UST is not leaking. A release detection system, like any electronic or mechanical system, is subject to wear, tear, and failure. Routine maintenance of the equipment is necessary to make sure it is operating correctly.

Release Detection Requirements

You must do at least one of the following methods of release detection:

- Automatic Tank Gauge (ATG) Tank Testing (Monthly)
- Tank Tightness Testing (Annual)
- Secondary Containment with Interstitial Tank Monitoring (Monthly)

Secondary Containment with Interstitial Tank Monitoring (Monthly)

Secondary containment with interstitial monitoring involves the use of a double-walled tank. Product leaked from the UST is contained within the interstitial space between the two walls of the tank to prevent it from leaking into the environment. Leaking product can then be detected when the interstitial space is checked.

- Interstitial monitoring methods range from a gauge stick to automated liquid sensors installed in the interstitial space and connected to an ATG.

- If your UST system was installed after January 11, 2008, interstitial monitoring is required as part of the secondary containment requirement, and may be done manually with a gauge stick or with continuous electronic sensors. However, since you have chosen to use interstitial monitoring as your method of release detection (not just to meet secondary containment requirements), the interstitial spaces must be continuously monitored using electronic sensors.

- The interstitial space must be checked monthly with the result recorded in a permanent record. See the 30-Day Inspection Record for Monthly Tank Release Detection (RD) form located in the Forms section –it can be used to record your monthly sensor status results.
    - Indicate "P", for "Pass", if there is no evidence of a release;
    - Indicate "F", for "Fail" and contact the TMS within 24 hours, or by the next business day;
    - Maintain all sensor printouts, if using an ATG.

- If the ATG shows an alarm, or you manually detect product or water in the interstitial space, immediately call your service representative. You must also notify the TMS (302-395-2500) within 24 hours or by the next business day.

- You must have all ATG equipment inspected by a certified technician once every twelve (12) months. During the inspection the technician must check the following:
    - The ATG console for printer operation if so equipped;
    - The system setup values and battery backup;
    - The monthly test programming setup;

- All warning and alarm indicator lights and audible alarms;
- The probes and sensors in accordance with the manufacturer's specifications or as directed by the TMS to make sure they are working properly;
- The cables that are visible during normal operating conditions for any cracking or swelling.

- The sump being monitored for monthly tank release detection purposes must be tested to make sure it is not leaking at least once every thirty-six (36) months. See the Sump (Tank Top and Dispenser) Test Procedures located in the Forms section for testing procedures and a blank test report.

Sump Sensors

Piping Release Detection

Suction Piping Release Detection (Exempt- Safe Suction)

Suction piping uses a pump located at the boiler or furnace.

Release detection requirements

One of the following applies for suction piping tank systems:

- Exempt
- 3 Year Tightness Test
- Interstitial Monitoring (for double wall piping only)

You are exempt from line tightness testing if:

- You can verify that there is only one check valve and it is located near the suction pump at the boiler or furnace, and

- The piping is sloped so that product will drain back to the tank.

Suction Piping Release Detection (3 year test)

Suction piping uses a pump located at the boiler or furnace.

Release detection requirements

One of the following applies:

- Exempt
- 3 Year Tightness Test
- Interstitial Monitoring (for double wall piping only)

3 Year Tightness Testing:

You must line tightness test once every three years or the pipe must be monitored monthly* for releases if you have one of the following:

- Check valve located at the tank, or
- Check valve is located at the boiler or furnace, but the piping does not slope back to the storage tank, or
- More than one check valve located on the suction line.
- Test results must be kept for the lifetime of the UST system.

Suction Piping Release Detection (Interstitial Monitoring)

Suction piping uses a pump located at the boiler or furnace.

Release detection requirements

One of the following applies:

- Exempt
- 3 Year Tightness Test
- Interstitial Monitoring (for double wall piping only)

Interstitial Monitoring Piping Release Detection

- Interstitial monitoring methods range from a gauge stick to automated liquid sensors installed in the interstitial space and connected to an ATG.

- The interstitial space must be checked monthly with the result recorded in a permanent record. See the 30-Day Inspection Record for Pressurized Piping Release Detection (RD) form located in the Forms section –it can be used to record your monthly sensor status results.

  - Indicate "P", for "Pass", if there is no evidence of a release and all interstitial monitoring equipment is working properly.
  - Indicate "F", for "Fail", and contact the TMS (302-395-2500) within 24 hours or by the next business day.

- If the ATG shows an alarm, or you find product in your tank top sumps, immediately call your service representative. You must also notify the TMS (302-395-2500) within 24 hours or by the next business day.

- All monthly "sensor normal" reports must be kept for the lifetime of the UST system.

- The sump being monitored for monthly tank release detection purposes must be tested to make sure it is not leaking at least once every thirty-six (36) months. See the Sump (Tank Top and Dispenser) Test Procedures located in the Forms section for testing procedures and a blank test report.

- You must have all ATG equipment inspected by a certified technician once every twelve (12) months. During the inspection the technician must check the following:

  - The ATG console for printer operation if so equipped;
  - The system setup values and battery backup;
  - The monthly test programming setup;
  - All warning and alarm indicator lights and audible alarms;
  - The probes and sensors in accordance with the manufacturer's specifications or as directed by the TMS to make sure they are working properly;
  - The cables that are visible during normal operating conditions for any cracking or swelling.

Sump Sensors

Corrosion Protection

Corrosion Protection (Sacrificial Anode Cathodic Protection Systems)

The UST system includes the tank, piping and equipment such as flexible connectors, fittings, and pumps. Unprotected metal UST components can corrode and leak.

Metallic UST components that are in direct contact with the ground need corrosion protection. Corrosion protection may be provided by cathodic protection (sacrificial anode or impressed current).

Cathodic Protection (CP)

There are two types of CP systems available for UST systems:

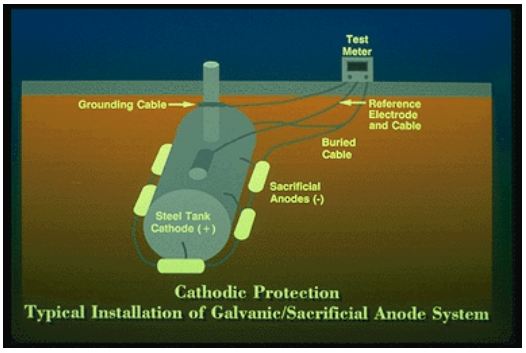
- Sacrificial Anode Systems
- Impressed Current Systems

Sacrificial Anode Cathodic Protection Systems

- A sacrificial anode cathodic protection system consists of bars of metal (anodes), typically magnesium or zinc, which are designed to corrode instead of the tank.

Cathodic Protection Test Station

Sacrificial anode system



- You need to have periodic tests conducted by a qualified corrosion tester to make sure your sacrificial anode cathodic protection system is adequately protecting your UST system. This test needs to be conducted:
    - Within 6 months of installation.
    - Every 12 months after the previous test.
    - Within 6 weeks after any underground work is performed at or near the facility and every 12 months thereafter.

- Make sure that the tester is CP certified and is qualified to perform the test. Contact the TMS (302-395-2500) for further information.

- If any test indicates that your tanks are not adequately protected, the TMS must be notified of the test failure within 48 hours.

- You need to have a corrosion expert examine your system within 60 days of the test failure. Contact the TMS for approval prior to making any repairs.

- The results of all Cathodic Protection tests must be kept for the lifetime of the UST system

Corrosion Protection (Impressed Current Cathodic Protection Systems)

The UST system includes the tank, piping and equipment such as flexible connectors, fittings, and pumps. Unprotected metal UST components can corrode and leak.

Metallic UST components that are in direct contact with the ground need corrosion protection. Corrosion protection may be provided by cathodic protection (sacrificial anode or impressed current).

Cathodic Protection (CP)

There are two types of CP systems available for UST systems:

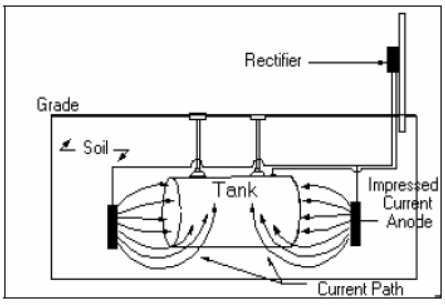
- Sacrificial Anode Systems
- Impressed Current Systems

Impressed Current Cathodic Protection Systems

An impressed current cathodic protection system consists of anodes installed around the UST system which are connected to a power source (rectifier) and are designed to corrode instead of the tank. You need to have a periodic test conducted by a qualified corrosion tester to make sure your cathodic protection system is adequately protecting your UST system. This test needs to be conducted**:**

- Within 6 months of installation.
- Every 12 months after the previous test.
- Within 6 weeks after any underground work is performed at or near the facility and every 12 months thereafter.

Impressed Current system



Example Rectifier Meters

- At least once every thirty (30) calendar days you need to check your rectifier to make sure that it is operating within normal limits. This involves reading and recording the voltage and amperage readouts from the rectifier. See the 30-Day Inspection Results for Impressed Current Cathodic Protection Systems form located in the Forms section - it can be used to record the monthly readings.
    - Make sure that your monthly reading falls within the rectifier's acceptable operating levels.
    - If any rectifier reading indicates that your tanks are not adequately protected, the TMS must be notified of the test failure within 48 hours.

- You must annually have your impressed current system serviced. Make sure that the technician is CP certified and is qualified to service your system. Contact the TMS (302-395-2500) for further information
    - You need to have a corrosion expert examine your system within 60 days of the test failure.
    - Contact the TMS for approval prior to making any repairs.

NEVER TURN OFF YOUR RECTIFIER!

Internal Lining

- Internal lining consists of a material applied to the inside of the tank to reduce the risk of a leak. As of January 11, 2008, an internal lining may not be installed on a steel tank in order to meet corrosion protection requirements. It may be installed in a tank that has a properly-operating cathodic protection system installed.

- A tank may have an internal lining installed only after an internal inspection is performed and the tank is found to be structurally sound. The tank must be found to be structurally sound, and the lining performing in accordance with the original design specifications.

- The tank must be tested for tightness after the lining is installed.

- For a tank that has an internal liner *and* cathodic protection system, there are no testing or inspection requirements for the liner as *long as the cathodic protection system is properly maintained.*

    - If your CP system fails and the internal lining has not been inspected, contact the TMS (302-395-2500) within 24 hours for further information.

- For a tank that has an internal liner with no cathodic protection system, the lining is required to be internally inspected within 10 years of installation and every 5 years thereafter. This requires a visual inspection by a trained UST contractor.

    - If your tank lining fails a visual internal inspection, contact the TMS (302-395-2500) within 24 hours for further information.

Operator Training (Applies to all USTs except Single Family Residential Heating Fuel)

The DNREC-TMS has partnered with Delaware Technical & Community College (DTCC) to offer the required UST operator training classes. The main purpose of the program is to make sure UST operators know what equipment they have at their facilities and are trained to properly operate and maintain the equipment, stay in compliance with state regulations, and prevent future releases to the environment.

Types of Operators

- *"Class A Operator"* is the person responsible for the overall operation and maintenance of the UST System. In general, this person focuses on the regulatory requirements and standards necessary to operate and maintain the UST system.

- *"Class B Operator"* is the person responsible for the daily on-site operation and maintenance of the UST System. In general, this person operates the UST on a day to day basis complying with regulatory requirements.

- *"Class C Operator"* is the on-site person who addresses emergencies at the facility and responds to alarms or other indications of emergencies caused by spills and releases from UST systems. Not all employees of the facility need to be Class C operators.

What needs to be done?

- The owner of the facility has to assign and maintain a list of their Class A, B, and C operators. The list of Class A and B operators must also be submitted to the TMS for each facility. The list of Class C operators needs to be kept on site. See the Operator Training Certification Form in the forms section.

- An individual may be the Class A, B, and/or C Operator at a facility and may also be any of the Operators for more than one facility.

- You need to keep records that show your Class A, B, and C operators have been trained.

Training

- Class A and B Operators must complete a DNREC approved training program, which is currently offered at the Delaware Technical and Community College (DTCC) Stanton, Dover, and Georgetown campuses. Pre-Registration is required and must be made through DTCC.
    - DTCC Stanton campus: http://www.dtcc.edu/ccpsw/eyi901.html 302-454-3956
    - DTCC Dover campus: http://www.dtcc.edu/terry/ccp/ 302-857-1400
    - DTCC Georgetown campus: http://www.dtcc.edu/owens/ccp/ 302-855-5900

    This training will include:

    - Registration and Notification Requirements
    - Operation and maintenance of UST System components including spill buckets, overfill protection, tank and piping release detection, and where applicable: corrosion protection systems and vapor recovery equipment.
    - Emergency response procedures
    - Compatibility of Regulated Substances and UST Systems
    - Financial responsibility requirements
    - Routine inspection requirements
    - Release and suspected release reporting requirements

- Materials of UST Systems
- Change in Service and Retrofit requirements

- Class C Operators will be trained by the facility Class A or Class B Operator.
    - Training programs for Class C operators will not require approval however the written materials/procedures should be maintained at the facility. The TMS will develop a form for facilities to track their trained Class C operators.

  The training should include:

    - How to take action in response to emergencies (such as situations posing an immediate danger or threat to the public or to the environment and that require immediate action)
    - How to respond to alarms caused by spills or releases from an underground storage tank system.

Reciprocity with other States

- If you are a Class A or B Operator in another state you do not have to attend the TMS Operator training but you must pass a Delaware specific test, to show that you also have knowledge of Delaware's program. The reciprocity exam is offered through DTCC. See above for contact information.

Re-Training Requirements

Re-training is not required unless a compliance inspection by the TMS notes any of the following:

- Spill Buckets & Overfill Protection are not installed or functional;
- Tank or Piping Release Detection are not present or functional;
- Cathodic Protection systems (where applicable) are not properly maintained, operated or tested;
- Financial Responsibility is not current or does not meet regulatory requirements.

Change in Operator

- The TMS must be notified within ten (10) days of any change in the Class A or B operator;
- When you change the Class A or B operator after August 8, 2012, the new operator must complete the DNREC approved training, or for reciprocity- successfully complete a DNREC assessment test, within 45 days of becoming the new Class A or B operator.

Maintenance Schedules

The following is a list of actions or procedures used to make sure that your UST System is in proper condition and not releasing product into the environment. Sample forms or procedures which are underlined are available located in the Forms section. You should keep all the records and test results for the life of the UST system.

Monthly Maintenance

- 30-Day Inspection Record for Monthly Tank Release Detection (RD) (i.e. ATG, Interstitial Monitoring…)
- 30-Day Inspection Record for Pressurized Piping Release Detection (RD) (where applicable)
- 30-Day Inspection Results for Impressed Current Cathodic Protection Systems (where applicable)
- 30 Day Routine Walk-Around Inspection Guidance

Semi-Annual Maintenance (every 6 months)

- Verify calibration of ATG probe with manual stick reading (where applicable)

Annual Maintenance

- Tank Tightness Testing (where applicable)
- Spill Bucket Testing
- Functional test of sump sensors (where applicable)
- Functional test of ATG probes (where applicable)
- Perform test of cathodic protection system (where applicable)

Every 3 years

- Tightness test suction product lines (where applicable)
- Sump (Tank Top and Dispenser) Test Procedures

Recordkeeping

You should save all your records including receipts, warrantees, guarantees, pictures, videos, manuals and any other information about your UST.

You must keep all test results, performance claims, inspections, corrosion tests, repair records, closures and assessment reports and proof of financial responsibility for the life of the UST.

Keep your records on site or at a place easy to access when you must provide information to an inspector. Inform all staff members where records are kept so that they can provide the information to inspectors. All UST records requested by the TMS must be provided within ten days of the request.

UST Records include:

- State of Delaware UST Registration Certificate;
- Installation information (i.e. date, size and design of each tank, material of construction, layout of tank system);
- Leak detection for tanks and piping;
- Maintenance & equipment testing on tanks or piping,(annual tests, calibration, etc);
- Cathodic Protection (CP)(i.e. design drawings for the CP system, integrity assessment report completed before adding CP, rectifier manuals, and other operating information (where applicable);
- Dates and details of releases, release investigations and corrective action, including spills or other reportable incidents;
- All repairs, retrofits and upgrades ;
- Change in service or Closure of the UST system;

Keep records orderly and in a binder so that you know where they are

Change in UST Ownership

- If you sell the UST System you need to tell the new owner the UST registration procedures:
    - Have the new owner complete and return to the TMS UST Registration & Notification Form located in the Forms section ;
    - Contact the TMS for a *Transfer of Ownership Form*. Both you and the new owner have sections that you must complete and sign. Have the new owner return the form and a copy of the bill of sale for the USTs within 30 days.

Attention new tank owners: If you purchase an existing system or become a new operator, make sure you get copies of all records

- You also need to give the new owner all available documents and information that pertain to the UST System including all the records included in the above Recordkeeping section.

Retrofit, Repair, Upgrade

"Retrofit" means to modify an UST System to meet standards contained in the UST Regulations.
"Repair" means to restore or replace an UST System component that is not functioning per manufacturer's specifications or Department requirements.
"Upgrade" means the addition of a component to improve the ability of an UST System to prevent or detect the Release of Regulated Substances from the UST System.

Repairs

- TMS approval and Certified UST Contractor are **not** required;

- Repairs may include:
    - Replacement in kind of equipment (sump sensors, LLD, gaskets, submersible pumps, boots, ball floats, flapper valves, swivel adaptors)
    - If you have a double wall spill bucket and are replacing only the inner bucket-it is a repair

Retrofit or Upgrade

- You must notify (ten days prior to the retrofit/upgrade) the TMS using the UST Registration & Notification Form located in the Forms section.
- A Certified UST Contractor must be used. Contact the TMS for a list of Certified UST Contractors.
- You must notify the TMS within 48 hours prior to starting the work.
- If the retrofit/upgrade construction work has not begun within sixty (60) days, a new notification form must be submitted.
- Within thirty (30) days of completion of any retrofit/upgrade you need to submit the following:
    - Retrofit/upgrade completion documentation;
    - Sampling results (where applicable);
    - Test results as required by the TMS.
- Retrofits/upgrades Include:
    - Any underground work (backfill is exposed)
    - Any work not listed as a repair
    - Addition of equipment not previously installed whether it requires breaking of ground or not (Example: addition of sump sensors)

Note: If concrete is broken for a repair or retrofit/upgrade then soil sampling is required. Contact the TMS (302-395-2500) for further information.

Tank Management During Non-Routine Events

While procedures and guidelines have been established for routine tank management, the facility should be prepared to make sure that tank system operations remain safe, effective, and operable during emergencies. Emergencies include inclement weather, power outages, natural disasters, or damage to the UST system and other unexpected events. For these events, additional maintenance may be required. The following guidelines are provided as best management practices (BMP):

- Cones should be placed over raised fill port covers.
- Manholes and covers should be kept clear of obstructions.
- Warning signs and identification labels must be kept visible.
- Surfaces over USTs should be clear of obstructions.
- Emergency equipment switches must be kept accessible.
- ATGs should be checked to make sure they are operating properly; they may need to be reprogrammed if a power outage affects the software configuration.

Release Notification and Spill Response

Release Reporting

You must report to the DNREC Complaint line and the TMS within 24 hours:

- Petroleum surface spills or overfills greater than 25 gallons;
- Any petroleum sheen on nearby surface water; The National Response Center (800-424-8802) shall be notified *immediately* of a release of any quantity of a petroleum substance that produces a visible sheen on surface waters.

DNREC 24-hour Release Reporting line 1-800-662-8802
&
TMS 302-395-2500

Indicated Releases

If any of the following occur you must notify (within 24 hours of discovery) the TMS:

- Stained soils or soils that smell like petroleum, which are exposed during any UST activities;
- Water from supply wells, public or private, which has been analyzed and has petroleum in it;
- Petroleum odors in basements, sewers or other enclosed spaces;
- Petroleum sheen on a surface water body;
- Petroleum sheen in a supply well, monitoring well, or observation tube;
- Failure of a UST or product line;
- Abnormal operating conditions, which include, but are not limited to, the following:
    - The sudden loss of product from any portion of the UST System;
    - A signal from any Release Detection device or method that indicates a Release may have occurred;
    - Equipment failure or malfunction;

- The unexplained presence of water in the UST System;
- Evidence of a release of a regulated substance noted during a 30 Day Routine Walk-Around Inspection;
- Product in the sump.

Who is required to report?

- UST owner;
- UST operator;
- UST contractor or consultant; and
- Environmental consultants, real estate companies, utility companies, and other third-party organizations that may discover or be made aware of contamination or test failures.

The multiple reporting requirements are designed to make sure this communication takes place. When in doubt, report!

For spills and overfills less than 25 gallons:

- Take immediate action to prevent the release of more product;
- Locate the emergency shutoff switch and shut off power if necessary;
- Identify any fire, explosion or vapor hazards and take action to neutralize these hazards. Call the fire department, if necessary;
- Immediately contain and clean up any spill or overfill;
- If cleanup cannot be accomplished within 24 hours, you must notify the TMS;
- Contact your supplier or distributor for assistance if necessary.

Spill Response Equipment

Spill response and emergency equipment should be stored on-site for use in containment and cleanup of petroleum or material spills and for first aid activities.

Spill response equipment may include:

- "Speedi-dri", clay, or similar absorbent material, such as kitty litter;
- Containment booms, dikes, pillows and sorbent pads;
- Spark-proof shovel;
- Storm drain mats;
- Buckets;
- Haz-waste bags;
- Caution tape;
- Traffic cones;
- Chemical splash goggles;
- Protective coveralls and aprons;
- Gloves;
- Vinyl over-boots;
- Fire extinguishers;
- Warning signs;
- Hazardous material labels;
- Intrinsically safe flash lights.

Change in Substance or Service

Notification Requirements

The status of an UST has changed when the product stored in an UST is changed, when it is taken out of service, or when it is placed back into service. When the status of an UST is changed, you must notify the TMS using the UST Registration & Notification Form located in the Forms section .

Change in Substance Stored

When the product stored in an UST will be changed, you must:

- Complete and submit (ten days prior to the change) the UST Registration & Notification Form located in the Forms section.
- You will also need to perform a site assessment to determine whether there has been a release from the UST. The site assessment involves collecting soil samples around the UST and having them tested for the product most recently stored in the tank. Contact the TMS for the *Notification and Soil Sampling Requirements for Change in Substance Stored for Underground Storage Tanks* for the specific requirements.

Change in Service

Taking an UST out of service:

- Complete and submit UST Registration & Notification Form located in the Forms section.
- Continue performing release detection and inventory control as long as product is present. Alternatively, you may make sure that all product is removed (to 1 inch or less). The UST system is then considered empty and release detection and inventory control are no longer required.
- Secure and lock the fill and vapor recovery caps.
- Continue operation and maintenance of corrosion protection.
- Maintain Financial Responsibility until the tank is removed or properly abandoned and site clean-up is complete.

For UST systems out-of-service three (3) months or more, you must continue to do all of the above, and:

- Leave vent lines open and functioning, and
- Cap and secure all other lines, pumps, manways, and ancillary equipment.

For UST systems out-of-service more than twelve (12) months, you must:

- Remove or abandon in place USTs not protected from corrosion, or
- Remove all product (to 1 inch or less) and perform a site assessment within 30 days of emptying all USTs that will remain in the ground indefinitely. Contact the TMS for the *Notification and Soil Sampling Requirements-Change in Service for Underground Storage Tanks* for the specific requirements.

Placing an UST back into service

At the time an UST is placed back into service, you must:

- Complete and submit (within ten days) UST Registration & Notification Form located in the Forms section.
- Make sure the UST meets the standards for release detection, corrosion protection, and spill and overfill protection.
- Perform a site assessment if one has not previously been completed while the tank was out-of-service.
- Perform an UST system tightness test and any overdue vapor recovery tests (where applicable).

List of Forms

Testing and Records Retention Requirements 1
30 Day Routine Walk-Around Inspection Guidance 2
Annual Spill Bucket Testing 3
Spill Bucket Test Report 4
30-Day Inspection Record for Monthly Tank Release Detection (RD) 5
30-Day Inspection Record for Pressurized Piping Release Detection (RD) 6
Sump (Tank Top)Test Procedures 7
Sump (Tank Top) Test Report 8
30-Day Inspection Results for Impressed Current Cathodic Protection Systems 9
UST Registration & Notification Form 10

Testing and Records Retention Requirements

Type	Frequency	Record Retention
Routine Walk Around Inspection	Monthly (30 days)	3 years
Impressed Current Cathodic Protection System Rectifier Inspection	Monthly (30 days)	Lifetime of the UST System
Tank Release Detection (only 1) ATG, IM Precision Tank Test	 Monthly (30 days) Annually	Lifetime of the UST System
Pressurized Piping Release Detection ATG, SIR, IM	Monthly (30 days)	Lifetime of the UST System
Spill Bucket	Annually	Lifetime of the UST System
Line Leak Detector Function Test (Pressurized Product Lines only)	Annually	Lifetime of the UST System
Pressurized Piping Release Detection - Line Tightness Test	Annually	Lifetime of the UST System
ATG, Sensor, Interstitial Monitoring Probes	Annually – Must be Tested by a Certified Technician	Lifetime of the UST System
Cathodic Protection System Test – Sacrificial Anode or Impressed Current	Annually – Must be Tested by a Certified Technician	Lifetime of the UST System
Non-Safe Suction Piping	Once every 36 months	Lifetime of the UST System
Containment Sump Test	Once every 36 months	Lifetime of the UST System

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Tank Management Section
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New Castle, DE 19720
(302) 395-2500 (Phone) (302) 395-2555 (Fax)
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30 Day Routine Walk-Around Inspection Guidance

All routine inspection records must be kept for a minimum of three (3) years.

Facility Name: _____ Facility ID #: _____

Date	Dispenser Covers	Sumps	Access Ports	Spill Bucket

The Department of Natural Resources and Environmental Control, Tank Management Section (TMS) has developed this guidance sheet to assist tank owners, operators and contractors in complying with the **UST Regulations Part B, Sections 1.31. and 2.32., Part C, Sections 1.28. and 2.29., and Part D, Section 1.29., Routine Inspection for UST Systems Storing Regulated Substance.**

Owners and operators must conduct an inspection once during each calendar month to monitor the condition of all access ports and sumps. The routine inspection shall include at a minimum the following:

Remove sump covers and check for indication of release of regulated substance; **and**

Inspect all access ports to make sure that covers, caps and adaptors are tightly sealed; **and**

Remove all spill bucket covers and make sure ALL are empty and free of debris, water and regulated substance.

A record of all routine inspections shall be kept on file by owners and operators for a minimum of three (3) years and must be made available to the TMS upon request. **The records must, at a minimum, include the results of all inspections including any repairs made.**

If at any time during a routine inspection evidence of a release of regulated substance is discovered owners and operators shall contact the Tank Management Section at (302) 395-2500.

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Annual Spill Bucket Testing

The Department of Natural Resources and Environmental Control, Tank Management Section (TMS) has developed this guidance document to assist tank owners, operators and contractors in complying with the requirements for spill bucket testing.

Testing may be performed by owners, operators, and tank or testing contractors. Alternative methods of testing, such electronic or vacuum methods, require prior approval by the TMS and must be performed by contractors or testers certified in their use.

Spill Bucket Hydrostatic Test Procedures:

Prior to conducting the test:

- Damaged spill buckets should not be tested; they must be reported to the TMS in accordance with the reporting requirements listed below.
- Trash or debris must be removed from the spill bucket;
- Any missing or damaged fill caps should be replaced;
- If the spill bucket contains a drain that cannot be sealed it must be repaired or replaced;

Conducting the test:

- Fill the spill bucket as close to the top as possible and mark the height;
- Replace the lid and allow it to sit undisturbed for one (1) hour.
- After an hour check the height of the water. If the water level dropped 1/8th of an inch or more the spill bucket fails and must be repaired and retested or replaced.

At the completion of the test the water may be re-used for testing purposes or must be disposed of properly. Contact your fuel supplier or see **Waste reduction, disposal, and recycling service** in the phone book yellow pages for list of companies

Note:

All test records must be kept for the lifetime of the UST system.

Test failures must be reported to the TMS by faxing the results form to 302-395-2555 within twenty-four (24) hours of the failure.

The TMS must receive notification of repairs or replacements within thirty (30) days of the test failure. The work must be completed within ninety (90) days of the test failure.

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Spill Bucket Test Report

If you test your own spill bucket you may use this form in conjunction with the TMS's spill bucket testing procedures document or other manufacturer-approved testing procedures previously approved by the TMS. If alternative procedures are used, please attach a procedures document and a letter of approval from the component manufacturer to the results form.

Facility Information

ID # _____

Facility Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Fax #: _____

Owner Information

Owner Contact: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Fax #: _____

Tester's Information

Company: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Fax #: _____

Results

Tank ID and Product	Manufacturer (if known)	Capacity of spill bucket	Pass/Fail

Certification

I certify, under penalty of law, that I have adhered to the proper test procedures and that the information presented here is true, accurate, and complete.

Tester's Signature:_____Date:_____

Print or Typed Name and Title:_____

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30-Day Inspection Record for Monthly Tank Release Detection (RD)

Facility Name:_____ **Year:**

Facility ID#:_____

Release Detection Method: _____

If individual tanks pass on separate days, indicate date, along with "P", in the tanks' column.

Month/ Day	Initials	UST System (Tank) (Enter "P" for PASS/ NO RELEASE DETECTED or "F" for a FAIL/ SUSPECTED OR CONFIRMED RELEASE, if "F" Describe Action Taken)				
		UST # Product: (P/F)	UST # Product: (P/F)	UST # Product: (P/F)	UST# Product: (P/F)	If "F"- Action Taken

USTs installed prior to 1/08 need to pass a 0.2 (gph) ATG test USTs installed after 1/08 need to pass a 0.1 gph test.

All interstitial monitoring and ATG equipment must be tested by a certified technician annually.

If at any time a release is suspected or confirmed call the TMS immediately, at: 1-302-395-2500. If the suspected or confirmed release occurs after TMS operating hours call the DNREC Emergency Hotline, at: 1-800-662-8802.

This form and **any associated RD documents and printouts, i.e. ATG printouts, and equipment test results must be kept on file for the lifetime of the UST system.**

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30-Day Inspection Record for Pressurized Piping Release Detection (RD)

(Also use for Double Walled Suction Piping RD) **YEAR:**

Facility Name:_____

Facility ID#:_____

Release Detection Method: _____

If piping associated with individual tanks pass on separate days, indicate date, along with "P", in the tanks' column.

Month/ Day	Initials	UST System (Piping) (Enter "P" for PASS/ NO RELEASE DETECTED or "F" for a FAIL/ SUSPECTED OR CONFIRMED RELEASE, if "F" Describe Action Taken)				
		UST # Product: (P/F)	UST # Product: (P/F)	UST # Product: (P/F)	UST# Product: (P/F)	If "F"- Action Taken

The Line leak detector and all interstitial monitoring equipment must be tested by a certified technician annually.

If at any time a release is suspected or confirmed call the TMS immediately, at: 1-302-395-2500. If the suspected or confirmed release occurs after TMS operating hours call the DNREC Emergency Hotline, at: 1-800-662-8802.

This form and **any associated RD documents and printouts, i.e. ATG printouts and equipment test results must be kept on file for the lifetime of the UST system.**

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Sump (Tank Top)Test Procedures

All regulated UST systems installed after January 11, 2008 are required to have sumps installed at the tank-top for pressurized product lines. Sumps on new UST systems and those used for release detection on existing UST systems are required to be tested every 36 months.

Testing may be performed by owners, operators, and tank or testing contractors. Alternative methods of testing, such electronic or vacuum methods, require prior approval by the TMS and must be performed by contractors or testers certified in their use.

Sump (Tank Top) Test Procedures:

Prior to conducting the test:

- Damaged sumps should not be tested, but should instead be noted on the results sheet and reported to the TMS in accordance with the reporting requirements listed below.
- Trash or debris must be removed from the spill bucket;
- Test boots and sealed entry fittings must be present and in good condition in order to perform the test. Any missing or damaged fittings must be repaired or replaced before testing.
- Any liquid sensors present should be removed before testing.

Conducting the test:

- Fill the sump as close to the top as possible and mark the height;
- Replace the lid and allow it to sit undisturbed for one (1) hour.
- After an hour check the height of the water. If the water level dropped 1/8th of an inch or more the sump fails and must be repaired and retested or replaced.

At the completion of the test the water may be re-used for testing purposes or must be disposed of properly. Contact your fuel supplier or see **Waste reduction, disposal, and recycling service** in the phone book yellow pages for list of companies.

Note:

All test records must be kept for the lifetime of the UST system.

Test failures must be reported to the TMS within twenty-four (24) hours of the failure.

The TMS must receive notification of repairs or replacements within thirty (30) days of the test failure. The work must be completed within ninety (90) days of the test failure.

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Sump (Tank Top) Test Report

Facility Information

ID # _____

Facility Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Fax #: _____

Owner Information

Owner Contact: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Fax #: _____

Tester's Information

Company: _____ Phone #: _____

Address: _____ Fax #: _____

City, State, Zip: _____

Results

Tank ID or Dispenser Number	Manufacturer (if known)	Pass/Fail

Certification

I certify, under penalty of law, that I have adhered to the proper test procedures and that the information presented here is true, accurate, and complete.

Tester's Signature:_____Date:_____

Print or Typed Name and Title:_____

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30-Day Inspection Results for Impressed Current Cathodic Protection Systems

Facility Name: _____ **YEAR:**

Facility ID#: _____

Amp Range Recommended: _____

Voltage Range Recommended: _____

Date	Your Name	Voltage Reading	Amp Reading	Record Number of hours running	System Running Properly? (Yes/No)

Note: If the rectifier voltage and/or amperage output(s) are outside the recommended operating levels, contact a cathodic protection professional to address the problem immediately and notify the TMS, at 302-395-2500, within forty-eight (48) hours of the discovery of the failure.

Never turn off your Rectifier.

This form must be kept on file for the life time of the UST system.

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UST Registration & Notification Form

Facility ID Number: __ - __ __ __ __ __ __

☐ Registration	☐ New installation	☐ Retrofit notification	☐ Change in service	☐ Change in substance stored
FC: 01	FC: 02D	FC: 02C	FC: 02E	FC: 02F

Approval is required to install new or retrofit existing underground storage tanks (USTs). New installed, new retrofitted and existing tanks all must be maintained in accordance with the provisions of the Delaware's *Regulations Governing Underground Storage Tank Systems*. For all new tank installations, a detailed site plan must accompany this form.

Please fill out all applicable sections. For **Facility Information**, provide the actual physical location, not P.O. Box information. Assign each tank a number and maintain that number consistently throughout the form. Submit information for up to **four** (4) tanks on this form.

1. *FACILITY INFORMATION*
Name:_____
Street: _____
City:_____Zip:_____
County:_____
Phone: _____Fax:_____
Email:_____

2. *UST OWNER INFORMATION*
Name/Corporation:_____
Contact, if not named above:_____
Street:_____
City:_____Zip:_____
Phone:_____Fax:_____
Email:_____

3. *CONTRACTOR INFORMATION*
Co. Name:_____
Contact Name: _____
DE Certification #:_____
Street:_____
City:_____
State:_____Zip:_____
Phone: _____Fax:_____
Email:_____

4. *UST OPERATOR INFORMATION*
Name/Corporation:_____
Contact, if not named above:_____
Street:_____
City:_____Zip:_____
Phone:_____Fax:_____
Email:_____

5. *TYPE OF OWNERSHIP* Taxpayer ID/ Social Security #: _____
Business License:_____

☐ County	☐ District	☐ Federal	☐ Indian	☐ Municipal
☐ Other	☐ Private	☐ State	☐ Unknown	

6. *TYPE OF FACILITY SITE (Pick the best description of the facility where the USTs are located.)*

☐ Agricultural	☐ Building	☐ Defense Site	☐ Development	☐ Industrial
☐ Miscellaneous	☐ Park/ Golf	☐ Recycling	☐ Residential	☐ Retail (Gas Station)
☐ Transportation	☐ Waste	☐ Wastewater	☐ Water	☐ Wildlife

7. *FINANCIAL RESPONSIBILITY (One of the following must be completed, state owned tanks are exempt.)*

□ I submit that I have met the financial responsibility requirements in accordance with Part F of Delaware's *Regulations Governing Underground Storage Tank Systems*, and submit proof thereof with a current tank schedule (Form R completed) in the form of:

□ Self insurance (Form A completed) □ Insurance (Form D completed) □ Other (describe) _____

□ I certify that I have met the financial responsibility requirements in accordance with Part F of Delaware's *Regulations Governing Underground Storage Tank Systems*. Documentation was previously forwarded to your office and there have been NO changes made since submittal.

□ I will be submitting the proper documents prior to adding a regulated substance into the new UST system.

8. Tank ID #:				
9. Status of Tank	**(Check**	**one)**	**(Check**	**one)**
New Installation				
Currently In Use				
Out-of-Service, date taken out:				
Age/ Date Installed:				
10. Regulated Substance Stored	**(Check**	**one)**	**(Check**	**one)**
Diesel				
Gasoline				
Heating Fuel				
Kerosene				
Mixture (Submit description)				
Other (Submit description)				
Used Oil				
Hazardous Substance				
CERCLA name or CAS #:				
11. Is tank used as an Emergency Generator?				
12. Is tank of Dual use?				
13. Tank Capacity: (gallons)				
14. Tank Manufacturer:				
15. Tank Model name:				
16. Tank Material of construction	**(Check all**	**that apply)**	**(Check all**	**that apply)**
Fiberglass Reinforced Plastic (FRP)				
Steel, Cathodically Protected (CP) by anode				
Steel, CP by impressed current				
Steel, CP by FRP composite coating				
Steel, CP by Poly composite coating				
Steel, with lined interior (Date lined:)				
Steel, with Impressed current and Lined Interior (Date lined:)				
Steel, unprotected				
Other: (Submit description)				
17. Is the UST compartmentalized?				
If yes, how many compartments?				

8. Tank ID #:				
18. Is product delivered via remote fill pipe?				
If yes, list distance from tank to fill pipe:				
19. Mark tanks connected by product siphon line-				
20. Tank secondary containment description	**(Check**	**one)**	**(Check**	**one)**
Factory designed Double Walled (DW) construction				
Other: (Submit description)				
None				
21. Tank Release Detection	**(Check all**	**that apply)**	**(Check all**	**that apply)**
Inventory Control Records				
Automatic Tank Gauging				
Continuous Electronic Interstitial Monitoring				
Manual Tank Gauging				
Manual Interstitial Monitoring				
S.I.R. (provided by:)				
Groundwater Monitoring				
Tank Tightness Testing				
Vapor Monitoring				
Other Method: (Submit description/ approval may be required)				
22. Tank top sump description:				
Material of Construction:				
Manufacturer:				
Contain sensors: (Check if Yes)				
Secondary option: (DW, etc.)				
Interstitial Monitoring: (Check if Yes)				
23. Overfill Protection Device: (ball float, High Level Alarm, Deep fill w/ Whistle , other-submit approved description, etc)				
24. Product Spill Containment Device Installed?				
Spill containment capacity: (gallons)				
25. Product piping Manufacturer:				
26. Product piping Model Name:				
27. Product piping material of construction	**(Check all**	**that apply)**	**(Check all**	**that apply)**
Flexible plastic				
Fiberglass Reinforced Plastic (FRP)				
Steel, CP by coating and anode				
Steel, CP by wrap and anode				
Steel, CP by impressed current				
Bare or Galvanized Steel				
Copper, CP by coating and anode				
Copper, CP by wrap and anode				
Copper, CP by impressed current				
Bare Copper				
None (i.e. used oil USTs)				

8. Tank ID #:				
28. Piping Secondary Containment Description	**(Check**	**one)**	**(Check**	**one)**
Factory designed DW construction				
PVC/ Plastic as Sec. containment				
None				
Other: (Submit description)				
29. Piping Type	**(Check**	**one)**	**(Check**	**one)**
Pressurized				
Suction w/ Check Valve at Dispenser				
Suction w/ Check Valve at Tank				
Gravity				
30. Piping Release Detection	**(Check all**	**that apply)**	**(Check all**	**that apply)**
Mechanical In-Line Line Leak Detector				
Manufacturer & Model #:				
Electronic In-line Line Leak Detector				
Manufacturer & Model #:				
Electronic In-line Line Precision Tightness Testing				
Electronic Continuous Interstitial Space Sump Monitoring				
Annual Precision Line Tightness Testing				
Monthly Interstitial Space Sump Monitoring				
S.I.R. (provided by:)				
Other: (Submit description/ approval may be required)				
31. Dispenser sump description:				
Material of Construction:				
Manufacturer:				
Contain sensors: (Check if Yes)				
Secondary option: (DW, etc.)				
Interstitial Monitoring: (Check if Yes)				

Describe **all** of the **Existing UST system, not just equipment being retrofitted,** on pages one (**1**) through four (**4**) of this *UST Registration & Notification Form***.** Indicate planned retrofit work with a proposed date of retrofit of Existing UST System(s) on page five **(5)** of this form. Note there must be at least ten (10) days notification prior to retrofit work on UST systems. A *Confirmation of Scheduled Tank Work form* will be faxed to the contractor upon approval of the notification.

Ten Day Prior Notification for UST Retrofit

Lists planned changes, proposed date of retrofit below and include all Manufacturer's Specifications and cutouts for all UST equipment being retrofitted:
* Requires submission by an individual certified as required in NACE RP0285 Section 10.1.5 and statement of compliance with UST Regulations Parts B, C, and D Section 1.6.

1. Tank ID #:				
2. Proposed Date of Retrofit:				
3. Reason for Retrofit work	**(Check all**	**that apply)**	**(Check all**	**that apply)**
Compliance				
Repair/ Component Failure: (submit description)				
4. Tank/ Release Detection Improvements	**(Check all**	**that apply)**	**(Check all**	**that apply)**
*Cathodic Protection with Anodes				
Adding Automatic Tank Gauging (ATG)				
ATG Manufacturer/ Model #:				
Adding Tank Top Sump				
Sump Material of Construction:				
Sump Manufacturer/ Model #:				
Install Sump Sensors				
Sensor Manufacturer/ Model #:				
Other: (submit description)				
5. Overfill Protection				
Retrofitting Overfill Protection Device				
Adding Overfill Protection Device				
6. Spill Containment Device				
Vapor Recovery Containment Device				
Product Fill Containment Device				
7. Product Piping Changes/ Improvements	**(Check all**	**that apply)**	**(Check all**	**that apply)**
Cathodic Protection with Anodes				
Factory designed DW construction				
PVC/ Plastic as Sec. containment				
Auto Line Leak Detector (LLD)				
LLD Manufacturer/ Model #:				
Adding Dispenser Bottom Sump				
Sump Material of Construction:				
Sump Manufacturer/ Model #:				
Install Sump Sensors?				
Other: (submit description)				

8. Certification: I, the **UST Owner**, certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents. Based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete.

UST Owner's Signature:_____ Date:_____

Print or Typed Name and Title: _____