

*This brochure is effective
October 13, 2018.*

RECORDKEEPING

AND

NOTIFICATION

MANAGING YOUR

UNDERGROUND STORAGE TANK



Owners and operators of regulated underground storage tanks (USTs) on tribal lands must comply with the federal UST regulation.

This compliance assistance brochure highlights tips for recordkeeping and notification.

Note: This document is a resource to promote compliance and does not replace the federal UST regulation.

This brochure is one in a series of EPA compliance assistance brochures designed to help owners and operators in Indian country comply with the federal UST regulation.

Other brochures focus on implementation, compatibility, spill buckets, overflow protection, financial responsibility, insurance, tank release detection, and piping release detection.

<https://www.epa.gov/ust/best-management-practices-usts-indian-country>



Office of Underground Storage Tanks
www.epa.gov/ust
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Compliance Assistance In
Indian Country

RECORDKEEPING



Recordkeeping is an important part of demonstrating compliance with the UST regulation. Make sure your records are always readily available.

What can you do to demonstrate compliance with the recordkeeping requirement?

Walkthrough Inspections

- Keep records to show that you are conducting walkthrough inspections of your UST equipment according to the intervals specified in the UST regulation for one year.

Release Detection

- Keep records to show that you are maintaining **release detection** and that it operates properly. The specific records to keep depend on the type of release detection you use.

MONTHLY TESTING:
Print out at least one leak test result for each tank and keep these records for one year.

ANNUAL TESTING:
Keep the most recent results for line tightness testing and line leak detection functionality.

Keep annual release detection equipment test records for three years.

INTERSTITIAL MONITORING:
Keep a monthly log of interstitial monitoring Results for one year.

GROUNDWATER AND VAPOR MONITORING:
Keep site assessment records for as long as the methods are used.

MM DD, YYYY HH:MM XM
PRESSURE LINE LEAK TEST RESULTS
Q 1: UNLEADED REG LINE
3.0 GAL/HR RESULTS:
LAST TEST:
MM DD, YYYY HH:MM XM PASS
NUMBER OF TESTS PASSED
PREV 24 HOURS : 123
SINCE MIDNIGHT : 81
0.20 GAL/HR RESULTS:
MM DD, YYYY HH:MM XM PASS
MM DD, YYYY HH:MM XM PASS
0.10 GAL/HR RESULTS:
MM DD, YYYY HH:MM XM PASS
MM DD, YYYY HH:MM XM PASS

Leak test printout



Manually checking brine sensor

Cathodic Protection

- Keep records of 60-day inspections for your impressed current corrosion (last three inspections), cathodic protection tests (last two tests), and documents showing that your system was properly repaired.



Compatibility

- Keep records to show that your UST system containing greater than 10 percent ethanol or greater than 20 percent biodiesel is compatible with the system components, for as long as the UST system is used to store the regulated substance.

Operator Training

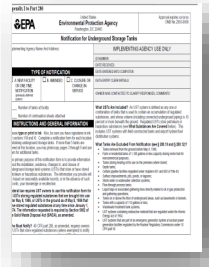
- Keep records showing that designated Class A, Class B, and Class C operators have been trained or retrained, as applicable.

Other records to keep:

- UST system installation and repair for the operating life of the UST system
- Records of testing or inspections for spill and overflow prevention equipment and containment sumps used for piping interstitial monitoring for three years
- Permanent closure site assessment results for at least three years
- Evidence of financial assurance mechanism and current financial responsibility certification
- Release detection equipment performance claims for at least five years from installation and maintenance, repair, and calibration records for at least one year
- Internal lining inspection results until the next inspection

NOTIFICATION

You are responsible for making sure that your implementing agency is aware of all regulated USTs that you own. The information you provide should be based on available records or historical knowledge.



What can you do to demonstrate compliance with the notification requirement?

UST Notification Form

- Submit an UST notification form to your implementing agency providing the most current information regarding your UST system, its location, and compliance with the UST regulation.
- Keep a copy of your notification form for reference.

- Submit a notification form to your implementing agency within 30 days of installing your UST.
- Submit a notification form to your implementing agency within 30 days of assuming ownership of an UST.
- Submit a notification form to your implementing agency 30 days before permanently closing your UST or performing a change in service.
- Notify the implementing agency at least 30 days prior to switching to a regulated substance containing greater than 10 percent ethanol, greater than 20 percent biodiesel, or any other regulated substance identified by the implementing agency.

REMEMBER

Keep your records in organizers such as a tabbed three-ring binder or document holder. This will help the inspection go faster and smoothly.



Sample organizer