Instructions for Completing the Notification for Underground Storage Tanks

Use these instructions to complete the Notification for Underground Storage Tanks (DEEP-UST-NOT-001). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing the registration form. Remember, it is your responsibility to comply with all applicable laws.

One Notification form must be submitted for each site.

Introduction
The Underground Storage Tank (UST) Program of the Department of Energy and Environmental Protection (DEEP) regulates certain UST systems. The primary purpose of this notification program is to provide current up to date information regarding system owner/operator data as well as system design and location of an underground storage tank systems (USTs) that store or have stored petroleum or hazardous substances. The information you provide will be based on reasonably available records, or in the absence of such records, your knowledge or recollection.

Any questions that you may have regarding the UST program should be directed to 860-424-3374 or DEEP.USTFee@ct.gov

Who Must Notify?
Any person who owns an UST system that stores or has stored petroleum or hazardous substances must notify the DEEP by submitting a Notification for Underground Storage Tanks (DEEP-UST-NOT-001). Submittal of this notification is required pursuant to section 22a-449(e) of the Connecticut General Statutes (CGS) as amended, sections 22a-449(d) -1 and 102(b) of the Regulations of Connecticut State Agencies (RCSA) and section 9002 of the federal Resource Conservation and Recovery Act (RCRA), as amended.

This does NOT include residential heating oil USTs.

What USTs Are Included?
An UST system is defined as any one or combination of tanks that (1) is used to contain an accumulation of regulated substances, and (2) whose volume (including connected underground piping) is 10% or more beneath the ground. Regulated USTs store petroleum or hazardous substances (see the following “What Substances Are Covered” for more detail).

What Tanks Are Excluded From Notification?
- Residential heating oil USTs
- Tanks removed from the ground before May 8, 1986;
- Non-residential tanks storing heating oil for use on the premises where stored and less than 2100 gallons;
- Septic tanks;
- Pipeline facilities (including gathering lines) regulated under the Natural Gas Pipeline

What Substances Are Covered?
- Petroleum
- Hazardous substances
Safety Act of 1968, or the Hazardous Liquid Pipeline Safety Act of 1979, or which is an intrastate pipeline facility regulated under State laws;

- Surface impoundments, pits, ponds, or lagoons;
- Liquid traps or associated gathering lines directly related to oil or gas production and gathering operations;
- Tanks on or above the floor of underground areas, such as basements or tunnels;
- Tanks located on tribal lands.

What Substances Are Covered?

The notification requirements apply to USTs containing petroleum or certain hazardous substances. Petroleum includes gasoline, used oil, diesel fuel, crude oil or any fraction thereof which is liquid at standard conditions of temperature and pressure (60 degrees Fahrenheit and 14.7 pounds per square inch absolute). Hazardous substances are those found in Section 101 (14) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), with the exception of those substances regulated as hazardous waste under Subtitle C of RCRA.

Is There a Fee to Notify?

Non-residential UST notifications are required to be accompanied by a fee. A fee of $100.00 per tank is payable with the annual notification and the notification for new installations. Such fee shall NOT apply to:

- Non-residential tanks storing heating oil for use on the premises where stored and equal to or greater than 2100 gallons;
- A farm or residential UST of 1,100 gallons or less used for storing motor fuel for non-commercial purposes;
- A storm water or waste water collection system;
- A flow-through process tank.

How and Where To Notify?

Complete a Notification Form for each site containing non-exempt underground storage tanks. If more than 5 tanks are owned at this location, you may photocopy the applicable pages of the Notification Form and use them for additional tanks.

Your notification must include the following:

- An original Notification for Underground Storage Tank (DEEP-UST-NOT-001);
- The applicable fee, paid by check or money order, made payable to the “Department of Energy and Environmental Protection”.

You must submit the above materials together as a package to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT  06106

Note: A copy of all completed Notification Forms must be maintained on site and the most recent completed form must also be forwarded to the local fire marshal.

When To Notify?

1. Within 30 days of installation, permanent closure, or temporary closure.

2. When there are any modifications to the notification, including transfer of ownership, complete and submit Parts I and VII of the notification form and any modifications only.

3. Annually, on or before October 10th.

You should retain a copy of a completed notification form for your files.
Part I: Notification and Fee Type

1. **Location of UST(s)**
   The site name, if applicable, should be the name by which the site is commonly known and/or uniquely identified. The information given as the location address should be the address of the property at which the proposed activity will take place. Include the street address and municipality.

2. **Site ID Number**: If a notification has been previously filed with the DEEP for the subject UST(s), please identify the previous or existing site ID number in the space provided. When there are changes included in an annual notification, check the annual notification box and the applicable boxes identifying the type of changes also.

3. Check only one of the following box(es) to specify if the notification is for:
   - a first time notification, or
   - an annual notification with no modifications, or
   - an annual notification with modifications, you must specify the modifications as noted below, or
   - a modification of a notification,

If the notification is a modification, or an annual notification with modifications, specify the type of modification from the following:
   - adding a new UST system,
   - adding an orphan UST system (newly discovered tank),
   - update/correction to Part II: owner/operator info/financial responsibility;
   - transfer of ownership,
   - update/correction to Part III: record info,
   - update/correction to Part IV: UST system info, or
   - permanent closure of an UST system.

A fee of $100.00 must be submitted for each UST located at the subject site, unless the UST is exempt from the fee. Refer to the previous section “Is There a Fee to Notify?” in these instructions for fee exempt UST systems. For fee purposes, a compartmentalized tank is counted as one tank; manifolded or interconnected tanks count as separate tanks.

The registration will not be processed without the fee. The payment should be in the form of a check or money order made payable to “Department of Energy and Environmental Protection”. For municipalities, the 50% discount applies.

Part II: Owner/Operator Information

When completing this part, please use the following standards:

- **Name** - Provide the full, legal company/firm name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the registration. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at CONCORD). If identifying an individual, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr., Sr., II, III, etc.). If the applicant is a governmental body, identify the city or town of such body followed by the relevant department, board or division.

- **Phone** - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.

- **Contact Person** - Provide the name of the specific individual within the company whom DEEP may contact.

- **E-Mail** – Applicants must provide an accurate e-mail address when completing
their application form. The e-mail address may be used for future correspondence from DEEP to your business.

1. **UST Owner** - Complete the information concerning the owner of the subject UST system.

2. **UST Operator** - Complete the information concerning the operator of the subject UST system, if different than the UST owner.

3. **Billing Contact** – Complete the information concerning the applicant’s billing contact, if different than the UST owner.

4. **Primary Contact** - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of the notification, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact.

5. **Property Owner** - Complete the information concerning the property owner, if different than the UST owner.

6. **Class A Operator** - Complete the information concerning the operator of the subject UST system. Class A operators are defined as the individual or individuals designated by the owner or operator to have primary statutory and regulatory responsibility for the operation and maintenance of the UST systems. The Class A Operator may hold more than one class of operator position. The designation as a ‘Class A Operator’ does not confer any other operator status upon the individual. Any person designated as a Class A Operator shall have fulfilled the training and certification requirements of an approved training program as set forth in section 22a-449(d)-108 RCSA.

7. **Class B Operator** - Complete the information concerning the operator of the subject UST system. Class B operators are defined as the individual or individuals designated by the owner or operator to implement applicable regulatory requirements and implement the daily aspects of the operation, maintenance, and recordkeeping for the UST systems. The Class B Operator may hold more than one class of operator position. The designation as a ‘Class B Operator’ does not confer any other operator status upon the individual. Any person designated as a Class B Operator shall have fulfilled the training and certification requirements of an approved training program as set forth in section 22a-449(d)-108 RCSA.

8. **Financial Responsibility** – Complete the table identifying the financial assurance mechanism(s) used to demonstrate financial responsibility as specified in the Federal Register. Use the list of surety types identified in the application. If an ‘other method’ is chosen, please specify the method in the table.

**Please note:** *Pursuant to section 262 of Public Act 12-1 of the June 12th Special Session, the state fund (UST Petroleum Clean-Up Program) will cease to serve as a financial responsibility mechanism on:

- October 1, 2012, for those who own or operate USTs on more than five separate sites; and
- October 1, 2013 for municipalities and for those who own or operate USTs on five or less separate sites.

Note: Owners/Operators must also complete the “Certification of Financial Responsibility Form” and maintain such completed form at the facility where the subject UST system(s) are located. **This form does not need to be submitted but must be updated to reflect any changes.**
Part III: Record Information

Off-Site Storage of Records at a Centralized Location

If the owner/operator of more than 10 facilities with UST systems requests to store certain records at a centralized location, provide the address of such centralized location.

Note: Such records must be immediately available for inspection by the commissioner or the commissioner’s designee at any such central location. Please refer to section 22a-449 q CGS; for storage of underground storage tank system records that may be kept at a centralized location or that must be kept on site.

Parts IV: Underground Storage Tank Information

Complete this Part for all tanks and piping at the subject location. Please begin by labeling all tanks, and compartments if applicable, as directed in the following instructions. If you have more than 5 tanks in one location, reproduce this Part and complete for additional tanks.

Tank Identification Number:

Assign each tank a unique ID number and be consistent in keeping the same name throughout the life of the tank, except when the tank is removed or replaced. Each ID must start with a CAPITAL letter followed by a number, use consecutive numbering (A1, B1, C1, etc.).

For compartmentalized USTs, use the same ID for all compartments followed by a lowercase letter (A1a, A1b, etc.).

For manifoloned or interconnected USTs, the tank ID should begin with the same letter but have consecutive numbering (A1, A2, A3, etc.). A fourth separate tank would then be labeled “B4”.

If a tank is removed and replaced, the new tank should be assigned the existing Tank ID plus “R1” for the first replacement of that tank. For example, Tank “B4” if replaced, would then be identified as “B4R1” (“B4R2” if replaced a second time).

Identify whether a tank is a compartmentalized tank or a manifoloned or interconnected tank. In this Part, provide information for each compartment or interconnected tank under a separate tank column.

Status of Tanks:

- Permanently closed tanks must check the applicable box for each tank and then skip to Part V for such tanks labeled as being permanently closed.
- Temporarily closed tanks – Provide the date the UST system was temporarily closed. UST systems that are structurally compliant can remain temporarily out-of-service for the remainder of their thirty (30) year life expectancies, and no formal extension is required or necessary from this agency. When the UST system is brought back into use a Notification must be filed with the DEEP within 30 days. Be advised that during periods of temporary closure, and when applicable, cathodic protection systems must be tested annually and release detection requirements must be met unless the UST system is emptied to less than one (1) inch of liquid and residual product. However, water intake and/or loss must be measured on a monthly basis and recorded even during periods of temporary closure. Additionally, lines, pumps, manways and ancillary equipment must be secured and capped if the UST system is temporarily closed for three (3) months or more.

Date of Installation:

- If the Date of Installation is on or after 10/1/2003, non-residential UST systems (tanks and piping) must be Double-walled and must use Continuous Interstitial Monitoring as their primary method of
release detection, in accordance with section 22a-449o CGS.

- If the Date of installation is over 30 years old, the UST has reached its life expectancy. Use of a UST system beyond its life expectancy (30 years) is a violation of section 22a-449(d)-1 or (d)-111 RCSA

**Material of Construction of Tank/Piping**

- For Asphalt Coated or Bare Steel UST(s) – the UST is in use beyond its deadline.
- For Coated and Cathodically Protected Steel (STI-P3) UST- Cathodically protection must be maintained.
- If the UST or piping has been repaired, maintain the repair records as required in accordance with section 22a-449q CGS

**Primary Release Detection – Piping**

- For Groundwater Vapor Monitoring – if a possible release is indicated by this method contact the Emergency Response and Spill Prevention Division immediately at 860-424-3338 or toll free at 1-866-DEP-SPIL (1-866-337-7745). Please provide site ID when calling.

**Spill and Overfill Protection**

- Overfill protection is required. Refer to section 22a-449(d)-102(a)(5)(B)(ii) RCSA for requirements.

**Part V: Permanent Tank Closure**

Complete this Part within 30 days if you are permanently closing a UST system. If you have more than 5 tanks in one location, reproduce this Part and complete for additional tanks. Remember all suspected releases and confirmed releases, including releases discovered during closure activities, must be reported to the CT DEEP at 860-424-3338 or toll free at 1-866-337-7745 and to the appropriate fire or emergency response personnel for the town that the UST system is located in.

The UST regulations require that a site

assessment be completed by an environmental consultant and/or contractor at the time of permanent tank closure to assess whether or not a release from the UST system has occurred. Soil samples, and groundwater if encountered during closure activities, must be collected and analyzed by a CT approved laboratory for specified petroleum constituents (see below for recommended analysis). If contamination is present then the results must be compared to criteria established by CT Remediation Standard Regulations (Regulations of Connecticut State Agencies Sections 22a-133k-1 through 3). Owners and operators are required to maintain copies of the results of site assessments completed during UST system closure.

If petroleum constituents are detected in the soils or groundwater samples collected during closure activities then a release is considered to have occurred. All suspected and confirmed releases must be reported to the DEEP (860-424-3338). Also, per UST regulations, initial abatement, site characterization, and remedial action reports must be submitted to the DEEP’s LUST Coordination Program.

If remedial actions (including soil excavation) are recommended or completed by the environmental consultant and/or contractor, the DEEP requires that these actions be documented in a UST Closure Report. This report should summarize the UST(s) conditions upon removal, consultant/contractor recommendations, excavation zone assessments, planned or completed remedial actions, and the results of soil and groundwater analyses. The UST Closure Report must be submitted to the DEEP’s LUST Coordination Program (860-424-3376).

The common constituents that are indicative of petroleum product releases include: volatile organic compounds (VOCs), semi-volatile organic compounds (SVOCs), metals, and extractable total petroleum hydrocarbons (ETPH).
**Recommended Analyses:**
As each petroleum product contains different constituents, the following lists the recommended analyses per product:

- **Gasoline** – VOCs
- **Diesel** – SVOCs, metals, and ETPH
- **Kerosene** – SVOCs, metals, and ETPH
- **Heating Oil** – ETPH
- **Used Oil** – VOCs, SVOCs, metals, and ETPH
- **Gasohol** – VOCs including ethanol
- **Biofuel** – VOCs including ethanol and ETPH

**Part VI: Certification of Installation**
Complete this Part within 30 days of installing an UST system or adding an UST to an existing notification. This includes signature by installer and payment of installation fees.

**Part VII: Owner/Operator Certification**
After the notification form has been completed it must be reviewed and signed by both the owner/operator and the individual(s) who actually prepared the notification. By their signature, they certify that, to the best of their knowledge and belief, the information contained in the notification form, including all attachments, is true, accurate and complete.

The certification of the notification form shall be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;
2. For a corporation: by a principal executive officer of at least the level of vice president, or his agent;
3. For a limited liability company (LLC): by a manager, if management of the LLC is vested in a manager(s) in accordance with the company’s “Articles of Organization”, or by a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such registrant authorized by law.

A notification will be considered insufficient unless all required signatures are provided.

**Available Resources:**
For general assistance regarding UST notification contact the UST Program at 860-424-3374.

For copies of the notification form, these instructions and other required information, visit the DEEP website at: [www.ct.gov/deep/ust](http://www.ct.gov/deep/ust)

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The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov) if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.