



**OVERVIEW OF RECORDKEEPING,  
REPORTING AND OPERATIONAL REQUIREMENTS**

**UNDERGROUND STORAGE TANKS**

**UST**





# RECORDKEEPING REQUIREMENTS FOR USTs

| REGISTRATION, REPAIR, CLOSURE AND OTHER ACTIVITIES  |   |
|---|---|
| Activity  | Maintain Records  |
| UST Registration Form and UST Technical Requirements Forms  | Copies of most current forms (509.B.5) UST-REG-01; UST-REG-02   |
| UST System Repair Records   | For operating life of UST system (507.B)                        |
| Corrosion Expert's analysis of site corrosion potential if determined that corrosion protection equipment is not required   | For operating life of UST system (507.B)                        |
| Documentation of type and construction of the tank, piping, leak detection equipment, and spill and overflow protection equipment   | For operating life of UST system (507.B)                        |
| Permanent Closure Records   | For operating life of UST system (507.B)                        |
| Evidence of Financial Assurance Mechanism (Financial Test of Self-Insurance, Guarantee, Insurance and Risk Retention Group Coverage, Surety Bond, Letter of Credit, Motor Fuels UST Trust Fund, Trust Fund) | Until permanent closure or corrective action completed (1133.A) |

| CATHODIC PROTECTION ACTIVITIES (may vary depending on the type of cathodic protection used) |  |  |
|---|--|--|
| Method  | Activity   | Maintain Records                         |
| Impressed Current   | Rectifier Inspection (Every 60 days)   | 3 years (503.B.1)                        |
| For Both Impressed Current & Galvanic (Sacrificial) Anodes                                  | Testing the Operation of the Cathodic Protection System (Within 6 months of installation and every 3 years thereafter, and within 6 months of any repairs) -CP System Designed by a Corrosion Expert   | Last 2 inspections (503.B.2)             |
| Internally Lined Steel Tank   | Internally Lined Tank Inspection - Within 10 years of installation, and every 5 years thereafter<br>Internal lining inspection is not required if internal lining is combined with cathodic protection and the tank passed an integrity assessment before adding cathodic protection | For operating life of UST system (507.B) |

| STAGE II VAPOR RECOVERY   |          |  |
|---|----------|--|
| Activity  | Program  | Maintain Records   |
| Application Approval; Certificate to Operate; System Installation and Testing; Stage II Maintenance (inc. daily visual inspections for malfunctions); Department Inspections; Compliance Records; Training Certifications | Stage II | 2 years of these records kept on facility premises (LAC 33:III.2132.G.1-7) |

| RELEASE DETECTION ACTIVITIES (may vary depending on the types of release detection used) |  |   |
|--|--|---|
| Method   | Activity   | Maintain Records                            |
| Groundwater or Vapor Monitoring  | Release Detection Device Measurements (date, initials, amount of product or ppm volatiles, water depth, etc.)      | 3 years (705.A.2)                           |
| Automatic Tank Gauging   | ATG Printouts/ATG Status Reports (Every 30 days)   | 3 years (705.A.2)                           |
| Inventory Control  | Daily Inventory Measurements, Reconciled Daily Inventory Control Measurements and Water Checks (Every 30 days)     | 3 years (705.A.2)                           |
|  | Tank Tightness Test (Every 5 years)  | Until next test is conducted (705.A.2)      |
| Statistical Inventory Reconciliation (SIR)   | Daily Inventory Measurements, Monthly SIR Reports (Every 30 days)  | 3 years (705.A.2)                           |
| Manual Tank Gauging (Every 5 years for 551-2000 gallon tanks)                            | Weekly Testing Records, Reconciled Weekly Manual Tank Gauging Tests (Every 4 weeks)                                | 3 years (705.A.2)                           |
|  | Tank Tightness Test (Every 5 years for 551-2000 gallon tanks)  | Until next test is conducted (705.A.2)      |
| Interstitial Monitoring  | IM Printouts/IM Status Reports (Every 30 days)   | 3 years (705.A.2)                           |
|  | Third Party Certification for equipment used   | Life of RD system (705.A.1)                 |
| Line Leak Detector   | Line Leak Detect/Test Results (Every 12 months)  | 3 years (705.A.2)                           |
| Line Tightness Test (Every 5 years)  | Line Tightness Test - for pressurized piping (Every 12 months)   | 3 years (705.A.2)                           |
|  | Line Tightness Test - for non-safe suction piping systems (Every 3 years)  | 3 years (705.A.2)                           |
| For All Release Detection Methods  | Third Party Certification for equipment and method used  | Life of RD system (705.A.1)                 |
|  | Calibration And Maintenance Schedule for Release Detection Equipment (Per manufacturer's instructions)             | 3 years after servicing (705.A.3)           |
|  | Schedules of Required Calibration And Maintenance Of Release Detection Equipment (Per manufacturer's instructions) | 5 years from date of installation (705.A.3) |



# REMINDER OF REQUIRED ONGOING ACTIVITIES FOR USTs

KEEP THE APPROPRIATE RECORDS OF THESE ACTIVITIES

| RELEASE DETECTION ACTIVITIES (may vary depending on the type of release detection used)   |   |                                 |
|---|---|---------------------------------|
| Release Detection   | Activity  | Minimum Frequency               |
| Automatic Tank Gauging (701.A.4), Groundwater Monitoring (701.A.5), Vapor Monitoring (701.A.5), and Interstitial Monitoring (701.A.6) | Release Detection Monitoring  | Every 30 days                   |
| Inventory Control (701.A.1)<br>*This method expires 10 years from date tank is installed or upgraded with corrosion protection        | Inventory Measurements  | Daily                           |
|   | Reconcile Daily Inventory Control Measurements                      | Every 30 days                   |
|   | Check Tank For Water  | Every 30 days                   |
|   | Tank Tightness Test   | Every 5 years                   |
| Statistical Inventory Reconciliation (SIR) (701.A.7)  | Inventory Measurements  | Daily                           |
|   | Release Detection Monitoring  | Every 30 days                   |
| Manual Tank Gauging (701.A.2)<br>*This method expires 10 years from date tank is installed or upgraded with corrosion protection      | Testing   | Weekly                          |
|   | Reconcile Weekly Manual Tank Gauging Tests                          | Every 4 weeks                   |
|   | Tank Tightness Test (if required)                                   | Every 5 years                   |
| Line Leak Detector (701.B.1)  | Test To Demonstrate Proper Function Of Line Leak Detector           | Every 12 months                 |
| Line Tightness Test (701.B.2)   | Line Tightness Test - for pressurized piping                        | Every 12 months                 |
|   | Line Tightness Test - for non safe suction piping                   | Every 3 years                   |
| For All Release Detection (703.A.1.b)   | Periodic Calibration And Maintenance Of Release Detection Equipment | Per manufacturer's instructions |

| CATHODIC PROTECTION ACTIVITIES (may vary depending on the type of cathodic protection used) |   |                                 |
|---|---|---------------------------------|
| Cathodic Protection   | Activity  | Minimum Frequency               |
| Impressed Current (303.C.3.b and 503)   | Rectifier Inspection<br>- Record the rectifier amps, volts, counter readings  | Every 60 days                   |
| For Both Impressed Current And Galvanic (Sacrificial) Anodes (303.C.3.c and 503)            | Cathodic Protection Test<br>- performed by a qualified cathodic protection tester<br>- keep records of the last 2 tests | Within 6 months of installation |
|   |   | Every 3 years                   |
|   |   | Within 6 months of any repairs  |

| INTERNAL LINING ACTIVITIES              |  |                                 |
|---|--|---------------------------------|
| Internal Lining                         | Activity   | Minimum Frequency               |
| Internally Lined Steel Tank (303.C.3.a) | Internally Lined Tank Inspection - not required if combined with cathodic protection and tank passed an integrity assessment before adding cathodic protection<br>- recommend keeping a record of the inspection | Within 10 years of installation |
|   |  | Every 5 years thereafter        |





# REPORTING REQUIREMENTS FOR USTs

| REPORTING REQUIREMENTS |  |  |
|------------------------|--|--|
| Form                   | Activity   | Due Date   |
| UST-REG-01             | UST Registration Form<br>New UST system installed, change of ownership, change of contact information, change of tank status (ie Placing UST in Temporary Closure) | 30 days prior to bringing UST into use (301.B)   |
|                        |  | Within 30 days of change of ownership or change in information (301.A.3)   |
|                        |  | Within 90 days of placing UST in Temporary Closure (903.B.3)   |
| UST-REG-02             | UST Registration of Technical Requirements Form New UST system installed, change of UST system, UST system upgrade   | Within 60 days of introduction of regulated substance (303.D.6.b.ii)   |
|                        |  | Within 30 days of UST system upgrade (303.E.6.b)   |
| UST-ENF-04             | Installation of UST system   | 30 days before beginning installation (303.D.6.c.i)  |
|                        |  | Contact Regional Office by mail or fax 7 days prior to commencing installation and before commencing any installation critical juncture (303.D.6.c.ii) |
|                        | Underground Storage Tank(s) Renovation/Upgrade Notification Form   | 30 days before beginning a UST System upgrade (303.E.6.a)<br>In advance of repair, except in emergencies (507.A.1)                                     |
| UST-SURV-01            | Notification of Intent to Perform Closure or Change-In-Service to an UST System Form   | 30 days before beginning closure or change-in-service (905.A)  |
|                        |  | Contact Regional Office by mail or fax at least 7 days prior implementing the removal or change in service (905.A.1.b)                                 |
| UST-SURV-02            | Underground Storage Tank Closure/Assessment Form   | Within 60 days following permanent closure or change in service (907.A)  |
| None                   | Evidence of Financial Assurance or other information relevant to Chapter 11  | When requested by LDEQ (1131.C)  |

| REPORTING SUSPECTED AND CONFIRMED RELEASES   |   |
|--|---|
| Activity   | Due Date  |
| Presence of free product or vapors in soil, basement, sewer, nearby water bodies, etc. (707.A.1)   | <b>WITHIN 24 HOURS OF DETERMINATION AND A NON-EMERGENCY CONDITION:</b><br><br>Single Point of Contact (SPOC) 225.342.1234 (24 Hr #) or 225.219.3640 (M-F 8-4:30)<br><br><b>IMMEDIATELY IF AN EMERGENCY CONDITION:</b><br><br>225.925.6595 (LA State Police Hotline) |
| Unusual operating conditions (erratic behavior of dispensing equipment, sudden loss of product, unexplained presence of water in tank) (707.A.2) |   |
| Monthly release detection failures, tank or line tightness test failures (707.A.3)   |   |
| Inventory Control (2 consecutive months of failure) (707.A.3.b). SIR (one failure or one inconclusive result) (707.A.4)                          |   |
| Spills and Overfills (exceeds a reportable quantity, greater than 25 gallons or creates an emergency condition) (713.A)                          |   |
| Any UST closure samples above UST screening standards (907.A and B; UST Closure Guidance Document)   |   |

**FOR MORE INFORMATION:**  
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