

UST: REPORTING REQUIREMENTS FOR USTs

Form	Activity	Due Date
UST-REG-01	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)
UST-REG-01	Within 30 days of change of ownership or change in information (301.A.3)	
UST-REG-01	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	Within 60 days of introduction of regulated substance (303.D.6.b.ii)
UST-REG-02	Within 30 days of UST system upgrade	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)
UST-ENF-04	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)	
UST-ENF-04	Underground Storage Tank(s) Renovation/Upgrade	30 days before beginning a UST System upgrade (303.E.6.a)
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)
UST-SURV-01	Closure or Change-In-Service to an UST System Form	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)

Activity	Due Date
REPORTING SUSPECTED AND CONFIRMED RELEASES	
Presence of free product or vapors in soil, basement, sewer, nearby water bodies, etc. (707.A.1)	
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)	
WITHIN 24 HOURS OF DETERMINATION AND A NON-EMERGENCY CONDITION:	
Single Point of Contact (SPCC) 225.342.1234 (24 Hr #) or 225.219.3640 (M-F 8-4:30)	
IMMEDIATELY IF AN EMERGENCY CONDITION:	
225.925.6595 (LA State Police Hotline)	

FOR MORE INFORMATION:
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 Office of Environmental Services
 Underground Storage Tank Division
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OVERVIEW OF RECORDKEEPING, REPORTING AND OPERATIONAL REQUIREMENTS

UNDERGROUND STORAGE TANKS





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 overfill 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 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) *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) *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 - 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 - performed by a qualified cathodic protection tester - 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 - recommend keeping a record of the inspection	Within 10 years of installation Every 5 years thereafter