

# Aboveground Petroleum Bulk Storage Tank (AST) Compliance Worksheet

#	AST information	Am I compliant?	AST ID #s		Notes and Information Sources	Recordkeeping
1	<b>Date installed</b> Date determines tank Category (Cat)	Cat 1 = Installed before 12/27/1986 Cat 2 = Installed 12/27/1986 – 10/11/2015 Cat 3 = Installed after 10/11/2015	Write in category of your tank 1, 2 or 3		Check your installation and as-built records, if available. While these records are not required, it is recommended to maintain them for the life of your tank. Your tank contractor can help you determine tank age.	Installation and as-built records would be filed in Section 8 of the example compliance binder. Colored tabs are keyed to the example binder. <b>8</b>
2	<b>10% or more of tank is located underground</b>	<b>Stop.</b> This is an underground storage tank (UST). Go to the <b>UST</b> worksheet. There are special cases, such as ASTs in vaults. Tanks entirely covered by concrete are USTs, even if located aboveground, unless the concrete is a prefabricated secondary containment system, such as Convault ASTs.	Write in category of your tank 1, 2 or 3		Measure your tank and calculate underground volume percentage. Or obtain assistance from your tank contractor.	
3	<b>Product stored</b>	The product in my tank meets the definition of petroleum and DEC regulations apply.	Y – meets definition N- does not meet definition -not subject to PBS regs		Petroleum is defined in Part 613-1.3(as), and includes certain mixtures of petroleum and other substances. Gasoline, diesel, heating oil, lubricating oil and used oils are examples of petroleum.	Your registration certificate must correctly indicate the product stored. You should keep records that show that your system is compatible with the product stored. <b>1</b>
4	<b>Tank is made of steel Cat 2 and 3 ASTs</b>	My Cat 2 or Cat 3 tank is made of steel and constructed according to a code of practice (code) listed in 613-4.1(b)(1)(i).	Y –meets codes <b>N- does NOT meet codes</b> N/A-Tank is Cat 1		Installation and as-built records. Your tank contractor can help you identify your tank’s construction standard. There are certain limited exceptions – see 613-4.1(b).	You should keep installation, repair and as-builts for the life of the AST system. <b>8</b>
5	<b>External covering or paint to protect steel tank</b>	My AST is protected externally by paint or asphalt coating, and the coating is in good condition.	Y- protection in good condition. <b>N- NO protection or poor condition</b>		Inspect exterior of AST during required monthly inspections and make repairs as needed.	Monthly inspection records must be maintained for 3 years. <b>2</b>

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6	<p><b>Bottom of AST in contact with soil</b> Cat 1 AST, or not in contact with soil, mark "X" and go to #7</p>	My Cat 2 or 3 AST has cathodic protection (CP)	Y – Tank has CP <b>N-Tank does NOT have CP</b>			<p>You should keep installation, repair and as-builts for the life of the AST system.</p> <p style="text-align: right;"><b>8</b> <b>9</b></p>	
		My Cat 2 or 3 AST CP system has undergone an annual cathodic protection system test.	Y – tested annually <b>N- NOT tested annually</b>				<p>Annual CP system test reports must be maintained for 3 years.</p> <p style="text-align: right;"><b>5</b></p>
		I conduct 60-day inspection tests on my Cat 2 or 3 AST CP system (impressed current systems only)	Y – inspected every 60 days <b>N- NOT inspected every 60 days</b>				<p>60-day inspection tests records must be maintained for 3 years.</p> <p style="text-align: right;"><b>5</b></p>
7	<p><b>Cat 2 or 3 AST in contact with ground with impermeable barrier</b></p>	My tank has leak detection (LD) for tank bottom. The impermeable barrier must meet requirements at 613-4.1(b)(1)(v)(c)	Y – LD present and barrier is compliant <b>N-LD absent and/or barrier is NOT compliant</b> NA – Cat 1 or elevated AST		<p>Barrier must have permeability equal to or less than <math>1 \times 10^{-6}</math> cm/sec and must not degrade underground or in presence of petroleum. Typically, concrete meets this requirement. Your tank contractor can help determine if the barrier is compliant.</p>	<p>You should keep installation, repair and as-builts for the life of the AST system.</p> <p style="text-align: right;"><b>8</b></p>	
8	<p><b>Secondary Containment (SC) for ASTs with design capacity 10,000 gallons or more.</b> If less than 10,000 gallons, check box at left and go to #9.</p>	My AST has secondary containment that is able to contain petroleum leaked until it is detected and removed, or can prevent release of petroleum.	Y – Tank has secondary containment N-Tank does NOT have secondary containment NA – tank less than 10,000 gal		<p>Examples of acceptable SC are: AST located within dike, or "modified double-walled AST" with internal overflow protection chamber. SC must meet certain fire code standards.</p>	<p>You should keep installation, repair and as-builts for the life of the AST system.</p> <p style="text-align: right;"><b>8</b></p>	

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9	<b>Tanks design capacity is less than 10,000 gallons and located within 500 feet of a sensitive receptor</b>	My AST has secondary containment (SC) or alternative design/technology such that a release is not reasonably expected to occur.	Y- Tank has SC N-Tank does NOT have SC N/A-AST 10,000 gallons or more OR > 500' from receptors		Sensitive receptors are defined in 613-4.1(b)(1)(v)(b), and include surface water, wells, wetlands, aquifers, and storm drains.	You should keep installation and repair records and as built drawings showing surroundings for the life of the AST system. <b>8</b>
10	<b>Stormwater management</b>	Stormwater in my AST secondary containment is controlled by a manually operated pump or siphon, or a gravity drain pipe which has a manually controlled dike valve outside of the dike. Dike valves are locked in a closed position except while draining clean water from the diked area.	Y- Stormwater is properly managed N-Stormwater is not properly managed NA – secondary containment does not collect stormwater.		All pumps, siphons and valves must be properly maintained and kept in good condition. Stormwater or any other discharge at a facility must be uncontaminated and free of sheen prior to discharge. Stormwater which is contaminated must not be discharged to the waters of the State unless the discharge is in conformance with the standards of Parts 701, 702, 703, and 750, as applicable.	You should keep a record of inspections and discharges from the containment. Stormwater discharges may be filed in your compliance binder or documented according to your Stormwater Pollution Prevention Plan or your Spill Prevention, Control and Countermeasure Plan (if your facility has these plans).
11	<b>Tank Status</b> If all tanks are in-service, go to #11	A. Fill in the status of your tanks. Complete the rest of section 9 only for tanks that are NOT in-service.	Y – in-service N-Not in-service		Tank systems that do not receive or dispense product are considered out-of-service (OOS).	
		B. My tank has been Out-of-Service (OOS) for 3 months or less.	Y-Tank is compliant N-Tank is non-compliant		Treat as in-service, EXCEPT leak detection monitoring is not required if tank is <b>EMPTY (one inch or less of residue remaining)</b> . Registration must be updated immediately.	All paper work regarding tank closure must be in your compliance binder. <b>11</b>
		C. My tank has been out of service for over 3 months.	Y-Tank is OOS & compliant N-Tank is OOS & non-compliant		Same as OOS up to 3 months, <b>EXCEPT</b> leave vent lines open and functioning, and cap and secure all other piping, ancillary equipment and manways.	

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		D. My tank has been out of service more than 12 months.	Y-Tank is closed <b>N-Tank is OOS&gt;12, must be closed</b>		UST must be permanently closed unless you still have other regulated tanks that are in-service at your facility. DEC must be notified at least 30 days prior to closure.	
		E. My tank has been converted to non-regulated use and DEC has been notified.	Y-DEC notified N-DEC NOT notified N/A-not converted			
12	<b>Tank and fill port label/product code</b>	Each tank is labeled with tank ID, design and working capacity. Fill ports are properly color coded or labeled.	Y – Proper labels and fill port code <b>N-Labels/code not compliant</b>		Tank ID should be labeled on the tank where easily visible from the fill port. A second label should be placed at remote fill ports, if any. Fill port must be color coded per API 1637, or labeled if no API 1637 code applies.	Labeling should be included in monthly inspections. <b>2</b>
13	<b>Monitoring Wells</b>  If no monitoring wells are present, check the box at left and go to #13	Monitoring wells located at my facility are clearly identified and marked. They are sealed or capped to prevent liquid from entering the well.	Y-Monitoring wells are marked and sealed <b>N-Monitoring wells are NOT marked and sealed</b>		A typical MW cover is shown in Tank IQ figure 3.24.	Monitoring wells should be included in monthly inspections. <b>2</b>
14	<b>Monthly inspections</b>	My ASTs are visually inspected at least monthly. Inspections identify leaks, cracks, areas of wear, corrosion and thinning, poor maintenance and operating practices, excessive settlement of structures, separation or swelling of tank insulation, malfunctioning equipment, structural and foundation weaknesses, and items listed under “Notes”.	Y-inspections documented <b>N- inspections NOT documented</b>		Inspections must cover the tank, containment, piping, and equipment, as accessible. They must also include CP, leak detection, and alarm systems.	The inspections must be documented and records maintained for 3 years. <b>2</b>

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15	<b>10-year inspections for Cat 1 ASTs 10,000 gallons or greater, or less than 10,000 gallons and in close proximity to sensitive receptors</b>	My Cat 1 ASTs received 10-year inspections that meet the requirements listed in the "Note" column. Exceptions: ASTs entirely aboveground, such as on racks, cradles or stilts or ASTs containing only No. 5 or 6 fuel oil.	Y- required inspections performed N-required inspections NOT performed N/A-Cat 2 or 3 tank, or meets exceptions.		10-year inspections must include (i) an inspection in accordance with API Standard 653 (April 2009) or STI SP001 (September 2011), and a tightness test of any underground piping; or (ii) A tightness test of the AST system that is performed in accordance with 613-4.3(c).	10 year inspection reports must be maintained for 10 years. <span style="background-color: yellow; padding: 2px;">2</span>
16	<b>Overfill Prevention (OP) Type of overfill prevention</b>	Indicate which type of overfill protection (OP) your tank has <ul style="list-style-type: none"> <li>• High level alarm (HLA)</li> <li>• Automatic shut-off (AS)</li> <li>• Level gauge (LG)</li> <li>• Vent whistle (V)</li> </ul>	Y- Fill in type of OP N-Does not have required OP		Carrier must determine that ASTs have available working capacity to receive the volume of petroleum delivered. Deliveries must be monitored and immediate action taken to stop flow when working capacity is reached or in case of equipment failure or emergency. Vent whistles are acceptable on small tanks if audible to the person filling the tank.	You should keep installation, repair and as-builts for the life of the AST system. <span style="background-color: blue; color: white; padding: 2px;">8</span>
17	<b>Spill Prevention</b>	My facility uses one of the transfer procedures described in NFPA 385 (2012) or API RP 1007 (2001). If these are infeasible, equivalent practices must be used.	Y- Transfer procedures meet requirements N-Transfer procedures do not meet requirements		Use of spill buckets or tight fills with drip pans may help meet transfer standards.	You should keep installation, repair and as-builts for the life of the AST system. <span style="background-color: blue; color: white; padding: 2px;">8</span> <span style="background-color: blue; color: white; padding: 2px;">9</span>
18	<b>Repairs</b>	Repairs of my AST system are equal to or better than the standards of the original construction.	Y- Repairs meet requirements N-Repairs do NOT meet requirements		Repairs must consist of steel welds or steel patches welded in place; all welds must be inspected and tested before returning the AST to service. Lining repairs must meet requirements at 613-4.2(d)(3).	You must keep tank lining repair records for the life of the tank. You should also keep records of other repairs for the life of the AST system. <span style="background-color: blue; color: white; padding: 2px;">9</span>

**Aboveground Petroleum Bulk Storage Tank (AST) Compliance Worksheet**

**DISPENSERS**

#	Facility information	Am I compliant?	Site Equipment		Notes and Information Sources	Compliance Binder Location/Records to Keep
			Dispenser #	Dispenser #		
19	<b>Pressurized motor fuel dispenser</b>	My pressurized motor fuel dispenser has an operable shear valve	Y- Has operable shear valve <b>N-Does not have an operable shear valve</b> N/A – not motor fuel or not pressurized		Shear valves are required for pressurized dispensers. They are also called impact valves or safety valves. Shear valves must be maintained in working order.	8
20	<b>Gravity head motor fuel dispenser</b>	My motor fuel dispenser supply line has a gravity head (example: a marina where the tank is at a higher elevation than the dispenser).	Y- Has solenoid valve <b>N-Does not have an solenoid valve</b> N/A – Not motor fuel or no gravity head		Motor fuel dispensers subject to a gravity head must be equipped with a solenoid valve that is located downstream of the 1st operating valve, to prevent product flow from the AST in case of piping or hose failure.	8
21	<b>Pump filled AST</b>	My pump-filled tank configuration could allow backflow from the tank to the fill pipe. A check valve is installed to prevent backflow.	Y- Has required check valve <b>N-Does not have required check valve</b> N/A – Not required		If backflow is possible, installation of a check valve to prevent backflow is required.	8 9
22	<b>Gravity drained AST</b>	My gravity-drained AST has operating valves on each connection through which product can normally flow.	Y- Has required valves <b>N-Does not have required valves</b> N/A – Not required		Each connection through which product can normally flow must be equipped with an operating valve.	8 9

**Aboveground Petroleum Bulk Storage Tank (AST) Compliance Worksheet**  
**UNDERGROUND PIPING CONNECTED TO ASTS**

#	Facility information	Am I compliant?	Site Piping	Notes and Information Sources	Compliance Binder Location/Records to Keep
23	<b>Underground Piping – non-corrodible material</b>	Underground piping, joints and adhesives are compatible with petroleum and corrosive soil and meet the requirements listed in the notes to the right.	Y- piping meets requirements <b>N-piping does not meet requirements</b>	Piping must have access ports for tightness testing. All joints must be liquid and air tight, and must be tested for tightness before being covered, enclosed, or placed in use. Piping installed after 10/11/2015 must be designed/constructed according to standards listed in 613-4.1(b)(2)(i)(e).	You should keep installation, repair and as-builts for the life of the AST system. <b>8</b> <b>9</b>
24	<b>Underground Steel Piping</b> If no underground steel piping is present, mark "X" and go to 25	My piping is cathodically protected (CP) with sacrificial anodes or impressed current that provides 30 years of protection and meets the requirements listed in the notes to the right.	Y-CP meets codes <b>N- No CP, or CP does not meet codes</b> N/A-No UG steel piping on site	Dielectric connectors are required with sacrificial anode systems. Piping must have access ports for tightness testing. All joints must be liquid and air tight, and must be tested for tightness before being covered, enclosed, or placed in use. Piping and CP installed after 10/11/2015 must be designed/constructed according to standards listed in 613-4.1(b)(2)(ii)(h).	You should keep installation, repair and as-builts for the life of the AST system. <b>8</b> <b>9</b>
25	<b>Underground Piping Leak Detection</b>	My pressurized piping installed before 12/27/1986 is tightness tested every 10 years. Or, if installed on or after 12/27/1986 on a motor fuel AST, an automatic line leak detector (ALLD) is present.	Y-Piping has required leak detection <b>N-Piping does NOT have required leak detection</b> N/A – no pressurized piping	Tightness tests must be performed by qualified technicians and be able to detect leaks of 0.1 gallon per hour (gph) at 1.5 times the operating pressure. ALLDs must detect leaks of 3 gph at 10 psi for one hour. May be electronic (ELLD) or mechanical (MLLD).	A copy of the tightness test must be provided to DEC within 30 days after performance of the test. <b>6</b>
		My suction or gravity-fed piping installed before 12/27/1986 is tightness tested every ten years.	Y-Tested every 10 years <b>N- NOT tested every 10 years</b> N/A – no suction or gravity piping		