

Underground Petroleum Bulk Storage Tank (UST) Worksheet

#	UST information	Am I compliant?	USTs on Site		Notes and Information Sources	Recordkeeping
1	Date installed 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 (required documentation for Cat 2 and 3). Your tank contractor can help you determine tank age. Tank IQ 3.1	Installation and as-built records would be filed in Section 8 of the example compliance binder. Colored tabs are keyed to the example binder. 8
2	More than 90% of tank is located aboveground	Stop. This is an aboveground storage tank (AST). Go to the AST worksheet.			Measure your tank and calculate aboveground volume percentage. Or obtain assistance from your tank contractor. Special cases: Tanks entirely covered by concrete are USTs, even if located aboveground, unless the concrete is a prefabricated secondary containment system, such as Convault ASTs. Tanks in vaults that allow physical inspection of the tank exterior are ASTs.	
3	Product stored	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. Tank IQ 4.1	Your registration certificate must list the correct product. Your required as-builts and repair records must show that your system is compatible with that product. 1 8
4	Tank is made of fiberglass-reinforced plastic (FRP) If tank is not FRP, mark "X" and go to #5	Tank is made of FRP and constructed according to a code of practice (code) listed in 613-2.1(b)(1)(i) and has required installation records and as-built records.	Y –meets codes N- does NOT meet codes N/A-Tank is Cat 1		Installation and as-built records (required for Cat 2 and 3). Cat 3 tanks must have installation certification and manufacturer's installation checklist. Your tank contractor can help you identify tank construction. Tank IQ 3.2	Required installation and as-builts must be maintained for the life of the tank system. 8

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5	Tank is made of steel If tank is not steel, mark "X" and go to #8	My Cat 2 or 3 tank is designed and constructed according to a code listed in 613-2.1(b)(1)(ii) and has required installation records and as-built records.	Y – meets codes N- does NOT meet codes N/A-Tank is Cat 1		Installation and as-built records (required for Cat 2 and 3). Cat 3 tanks must have installation certification and manufacturer’s installation checklist. Your tank contractor can help you identify tank construction. Tank IQ 3.2	Required installation and as-builts must be maintained for the life of the tank system. 8
6	Clad or jacketed tanks Steel tanks that are not clad or jacketed must have cathodic protection– mark "X" and go to #7	My Cat 2 or 3 tank is a clad (C) or jacketed (J) tank and it meets a code listed in 613-2.1(b)(1)(iii) .	Y –meets reg N- does NOT meet reg N/A-Tank is Cat 1		Typical brand names for clad/jacketed tanks include ACT-100, Glasteel , (clad) Glasteel II and Permatank (jacketed). Tank IQ 3.2	Required installation and as-builts must be maintained for the life of the tank system. 8
7	Cathodic Protection (CP) For steel tank systems that are not clad or jacketed – also includes CP systems for steel piping. Cat 1 steel tanks may have a lining instead of a CP system. Special requirements apply to the lining – see 613-2.1(c).	A. My steel tank and/or piping is coated with a suitable dielectric material, and CP was field installed by a CP expert.	Y – CP meets conditions N-CP does NOT meet conditions		Your tank contractor can help you identify your CP conditions. Tank IQ 11.1-5	Required installation and as-builts must be maintained for the life of the tank system. 8
		B. My CP system was designed and fabricated according to a code listed in 613-2.1(b)(1)(ii)(b)(2).	Y – CP meets reg N-CP does NOT meet reg		Your tank contractor can help you identify your CP design and construction. Tank IQ 11.1	Required installation and as-builts must be maintained for the life of the tank system. 8
		C. My CP system is tested at required frequency. My system is (circle one): <ul style="list-style-type: none"> impressed current galvanic 	Y – tested as required N-Not tested as required		Impressed current systems must be powered on continuously and inspected every 60 days. All CP systems must be tested annually by a qualified CP tester according to an approved code. Tank IQ 11.5	60-day inspection tests (impressed current only). See example form in TIQ Appendix E. Annual tests for all CP systems. Keep CP records for at least 3 years. 5
8	Secondary Containment	My tank has secondary containment (SC). <i>The purpose of SC is to contain spills and prevent them from reaching the environment. SC is required for Cat 2 and 3 USTs.</i>	Y – Tank has SC Indicate type (DW, V, COW, IU) N-Tank does NOT have SC		Cat 3 USTs must be double walled (DW). Cat 2 USTs may be DW, vault (V), cut off wall(COW), or impervious underlayment (IU). Cat 3 tanks must have installation certification and manufacturer’s installation checklist. Your tank contractor can help you identify your SC. Tank IQ section 9.1.	Required installation and as-builts must be maintained for the life of the tank system. 8

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9	Status If tank is in-service, mark "X" and go to #10	A. My UST is Out-of-Service (OOS).	Y – Tank is OOS X - Tank is in-service		Tank systems that do not receive or dispense product are considered out-of-service. Tank IQ Chapter 6.	
		B. My tank has been 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 EMPTY . Registration must be updated immediately. Tank IQ-6.1	All paper work regarding tank closure should be in your compliance binder. Site assessment reports for SP2 USTs must be sent to DEC within 90 days after completing the closure, and must be maintained by the facility for three years. Closure records must be sent to DEC within 30 days after closure and must be maintained by the facility for three years.
		C. My tank has been OOS for over 3 months.	Y-Tank is OOS & compliant N-Tank is TOS & non-compliant		Same as OOS up to 3 months, EXCEPT leave vent lines open and functioning, and cap and secure all other piping, ancillary equipment and manways. Tank IQ-6.1	
		D. My tank has been OOS more than 12 months.	Y-Tank is closed N-Tank is OOS>12, must be closed		UST must be permanently closed. DEC must be notified at least 30 days prior to closure. For Subpart 2 (SP2) USTs, a site assessment and closure report are also required. Assessment usually includes soil, groundwater, and/or vapor sampling. Tank IQ-6.2	
		E. My tank has been converted to non-regulated use and DEC has been notified.	Y- DEC notified N- DEC NOT notified		DEC must be notified of conversion. For SP2 USTs, a site assessment and closure report are also required. Tank IQ-6.3	
10	Fill Port labeling	My Cat 2 and 3 USTs are properly labeled/color coded.	Y- Properly color coded/labeled N- NOT properly color coded/labelled N/A – Cat 1, or no fill port		Fill ports must be labeled with tank ID, design and working capacities, and type of petroleum able to be stored. Fill port must be color coded per API 1637, or labeled if no API 1637 code applies. Tank IQ-13.4	Required installation, repairs and as-builts must be maintained for the life of the tank system.

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11	Monitoring Wells If no monitoring wells are present, mark "X" and go to #12	Monitoring wells located at my facility are clearly identified and marked. They are sealed or capped to prevent liquid from entering the well.	Y-MWs are marked and sealed N-MWs are NOT marked and sealed		A typical MW cover is shown in Tank IQ figure 3.24.	Cat 2 and 3 system as-built diagrams must show the location of monitoring and recovery wells. 8
12	Tank leak detection	My USTs are all monitored for leaks, using an approved method. Note: Tanks must be monitored for leaks at least weekly. With typical electronic monitoring systems using in-tank monitoring (sometimes called automatic tank gauge, or ATG), continuous LD should be programmed in during system set-up.	Y-Tank monitored weekly with approved LD N-Tank NOT monitored weekly with approved LD		Cat 2 and 3 USTs MUST use interstitial monitoring. For Cat 1 systems, circle your LD method: <ul style="list-style-type: none"> • Interstitial Monitoring • Manual Tank Gauging • Tank Tightness Testing (SP3 USTs only) • In-Tank Gauging • Vapor Monitoring • Groundwater Monitoring • Statistical Inventory Reconciliation • Other method approved by DEC Tank IQ 9.1 - 4	LD installation records should be kept in your compliance binder. 8 Last 30 days of LD records must always be available to DEC inspectors or representatives. 2 Last 3 years of LD records must be available within 48 hours of request by DEC.
		My electronic leak detection system is checked for operability monthly	Y-LD operability checked monthly N- operability NOT checked monthly			
13	10-day Inventory Monitoring	For my tanks containing motor fuel or kerosene for sale I do 10-day inventory monitoring IN ADDITION to required tank LD in #16. If not required, mark "X".	Y- 10-day inventory done N- 10-day inventory NOT done		Last 30 days of inventory records must always be available to DEC inspectors/representatives. Last 3 years of inventory records must be available within 48 hours of request by DEC. 3 Tank IQ Chapter 8	

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#	UST information	Am I compliant?	USTs on Site		Notes and Information Sources	Recordkeeping
14	Overfill Prevention (OP) Type of overfill prevention	My SP2 USTs have OP, unless they receive no more than 25 gallons of product at a time. If not required, mark "X". Examples of acceptable OP are listed in "Notes" at right.	Y- Has required OP N-Does not have required OP		<p>High level alarm: Must alert operator when tank is 90% full</p> <p>Automatic shut-off: Must automatically shut off flow when tank is 95% full</p> <p>Ball-float valve: Must restrict flow when tank is 90% full. NOT allowed for SP2 USTs installed after 10/13/15. NOT recommended for other USTs. Tank IQ Chapter 7</p>	Required installation, repairs and as-builts must be maintained for the life of the tank system. 8
15	Spill Prevention Spill buckets	My SP2 USTs have a spill bucket at the fill port and vapor recovery port (if applicable), unless the USTs receive no more than 25 gallons of product at a time. If not required, mark "X".	Y-Has required spill buckets N- Does NOT have required spill buckets		<p>Spill buckets MUST be maintained clean and dry. Product inside a spill bucket for more than 2 hours is a reportable spill.</p> <p>Tank IQ 13.1-3</p>	Required installation, repairs and as-builts must be maintained for the life of the tank system. 8
16	Site Records As Built Drawings	My Category 2 or 3 UST has as-built information records. If Cat 1 UST, mark "X".	Y-I have as built records N- I do NOT have as built records		<p>Required information includes: location of UST and piping, fill ports, dispensers, check valves, transition sumps, monitoring wells. Additional information and certifications are required for Cat 3 USTs and piping installed after 10/11/2015.</p> <p>Tank IQ 3.4</p>	Required installation, repairs and as-builts must be maintained for the life of the tank system. 8
17	Operator Training	I have a designated Class A and B operator, or one Class A/B operator. I have a designated C Operator who was trained by my A or B Operator.	Y-I have an A, B and C operator N- I do NOT have an A, B and C operator		<p>Class A and B Operators must pass the NYS Operator exam, or have reciprocity from another state. Operator exams and directions for taking them, at http://www.dec.ny.gov/chemical/102202.html. This website also provides a link where you can check whether your operators are authorized.</p> <p>Tank IQ 1.4, 2.1-8, 18.1-3</p>	Records verifying that your Class A and B Operator are authorized, plus Class C Operator training records, must be maintained for as long as the Operators are designated at your facility PLUS three years. 7

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DISPENSERS

#	Facility information	Am I compliant?	Site Equipment		Notes and Information Sources	Compliance Binder Location/Records to Keep
			Dispenser #	Dispenser #		
18	Dispensers If your facility has no dispensers, mark "X" and go to #21	I have dispensers installed or replaced after 10/11/2015.	Y- Has required UDC N-Does not have required UDC		All new or replaced dispensers must be equipped with under dispenser containment (UDC). Tank IQ 12.2	Required installation, repair and as-builts must be maintained for the life of the tank system.
19	Pressurized motor fuel dispenser	My pressurized motor fuel dispenser has an operable shear valve	Y- Has operable shear valve N-Does not have an operable shear valve 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. Tank IQ 12.0	
20	Gravity head motor fuel dispenser	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 N-Does not have an solenoid valve 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 UST in case of piping or hose failure. Tank IQ 12.2	
21	Pump filled UST	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 N-Does not have required check valve N/A – Not required		If backflow is possible, installation of a check valve to prevent backflow is required. Tank IQ 12.2	
22	Gravity drained UST	I have a gravity-drained UST	Y- Has required valve N-Does not have required valve N/A – Not required		Each connection through which product can normally flow must be equipped with an operating valve. Tank IQ 12.2	

Underground Petroleum Bulk Storage Tank (UST) Worksheet
Underground Piping

#	Facility information	Am I compliant?	Site Piping	Notes and Information Sources	Compliance Binder Location/Records to Keep
23	Underground Piping Compatibility	Underground piping connected to my UST system is compatible with petroleum	Y-piping is compatible N- piping is not compatible	Compatible materials include: steel, fiberglass, or another acceptable, non-corrodible, compatible material. Tank IQ 17	Required installation, repair and as-builts must be maintained for the life of the tank system. Installation records including piping material should be kept in your compliance binder. 3
24	Underground Piping Secondary Containment	My piping installed after 10/11/2015 has secondary containment	Y- piping has SC N-piping does not have SC N/A-Piping is older than 10/11/2015	After 10/11/2015, secondary containment is required on new piping and when more than 50% of an existing piping run is replaced (except safe suction systems). Tank IQ 3	Piping installed after 10/11/2015 must have installer certification and manufacturer's installation checklist.
25	Underground Steel Piping	My steel underground piping is cathodically protected (CP)	Y-CP meets codes N- No CP, or CP does not meet codes N/A-No UG steel piping on site	Steel piping exposed to soil must have CP that is constructed according to required codes and designed by a corrosion expert. Note that CP testing requirements also apply (#7). Tank IQ 11.4	
26	Piping Leak Detection Pressurized piping If your facility has no pressurized piping, mark "X" and go to #27	A. My pressurized piping has an automatic line leak detector (ALLD).	Y-Piping has ALLD N-Piping does NOT have ALLD	Must detect leaks of 3 gallons per hour at 10 pounds per square inch of line pressure within one hour. May be electronic (ELLD) or mechanical (MLLD). Tank IQ 10.1-6.	Required installation, repair and as-builts must be maintained for the life of the tank system. Installation records including piping material should be kept in your compliance binder. 2 8 Leak detection records must be maintained for 3 years.

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#	Facility information	Am I compliant?	Site Piping	Notes and Information Sources	Compliance Binder Location/Records to Keep
	#26, Piping Leak Detection, Pressurized Piping, continued	B. My pressurized piping has a second method of leak detection and is monitored for leaks at least weekly – required for all pressurized piping connected to a regulated UST.	Y-Piping is monitored by an approved method N-Piping is NOT monitored by an approved method	Piping installed after 10/11/2015 must have interstitial monitoring. Piping installed before 10/11/2015 may be monitored by weekly (circle your type): <ul style="list-style-type: none"> • interstitial monitoring • vapor monitoring • groundwater monitoring • statistical inventory reconciliation Or the older piping may be monitored by an annual line tightness test. Tank IQ 10.1-6	Required installation, repair and as-builts must be maintained for the life of the tank system. Installation records including piping material should be kept in your compliance binder. 2 Leak detection records must be maintained for 3 years. 4 6 8 9
		C. The functionality of the ALLD on my pressurized piping is tested annually.	Y-ALLD tested annually N-ALLD NOT tested annually	ALLDs alert the operator by slowing or shutting off flow from the dispenser. They must detect leaks of 3 gallons per hour at 10 psi line pressure within one hour. Tank IQ 10.2-3	
27	Piping Leak Detection, Suction piping	My suction piping has a tightness test conducted every 3 years or is monitored at weekly intervals. "Safe suction" piping is exempt. Safe suction piping is sloped to drain product back to the tank and has a single check valve installed at the bottom of the dispenser.	Y-Piping is monitored by an approved method N-Piping is NOT monitored by an approved method	Piping installed after 10/11/2015 must have interstitial monitoring. Piping installed before 10/11/2015 may be monitored by weekly monitoring(circle your type): <ul style="list-style-type: none"> • interstitial monitoring • vapor monitoring • groundwater monitoring • statistical inventory reconciliation Or older piping may be monitored by a line tightness test conducted every 3 years. Tank IQ 10.2-3	Same as Pressurized Piping, #26B-C.
28	Electronic Leak Monitoring Operability	My electronic line leak detector and electronic sensors are checked for operability monthly.	Y – operability checked monthly N – Operability NOT checked monthly	Applies to ELECTRONIC ALLDS and electronic sensors such as sump sensors. 613-3.2(b)(2)(iii) 613-3.3(b)(2)(iii)	Leak detection records must be maintained for 3 years . 4