



Underground Oil Storage Tanks Annual Inspections Owner/Operator Guide



WHEN must an annual inspection be done?

An annual inspection of underground oil storage tanks (UST) must be performed at your facility every twelve months and the complete and passing report must be submitted to the Department of Environmental Protection (Department or DEP) within 30 days of its completion. For example, if your last passing annual inspection was dated October 1, 2016, then your next passing inspection should be done by October 1, 2017. If a facility inspection initially fails, you must arrange for all necessary repairs/corrections within **30 days** and submit a passing annual inspection to be in compliance. If you do not know when your next annual inspection is due, contact the Underground Tanks Unit at (207) 287-7688 or use the online registration search engine in **TankSmart** at: www.maine.gov/cgi-bin/online/tanksmart/index.cgi

WHAT equipment must be inspected?

Maine DEP requires the annual inspection of leak detection and spill/overflow prevention equipment in underground oil tank systems. The inspection must also cover any cathodic protection systems used to prevent corrosion of tank and piping systems. An annual inspection is also required for all components of aboveground oil storage tanks with underground piping.

WHO may do an annual facility inspection?

Inspections must be performed by a Maine Certified Underground Oil Storage Tank Installer or Inspector (CTI). For a complete list of Certified Installers & Inspectors, please check the following online list at www.maine.gov/dep/waste/busti/certifiedlist.html or contact the DEP Underground Tanks Unit at (207-287-7688). Maine Certified *Inspectors* must also have current cathodic protection tester certification in order to test a facility's cathodic protection system.

WHERE should I send completed inspections forms?

Complete and passing Annual Inspections Reports may be submitted via US Postal Service, FedEx, UPS or emailed to dep.ust@maine.gov. Inspection reports should be mailed to Annual Tank Inspections, Maine Department of Environmental Protection, 17 State House Station, Augusta, ME 04333-0017. Remember to keep a copy for your records.

HOW do I correct failures on an Annual Inspection?

The Department only accepts passing inspections, so there is no need to submit a failing inspection. Leak detection, spill or overflow prevention equipment that is broken or missing must be promptly repaired or replaced. If continuous, automatic or electronic leak detection is not

properly operating within 30 days of discovery of the problem, the Department must be notified in writing by the owner or operator.

Most failures require repair or replacement of equipment, which must be conducted by a Certified Tank Installer. (A Certified Tank Inspector may replace, like for like, failed probes, consoles, overfill protection devices, and sump and spill bucket covers.) You must submit an Annual Inspection report indicating that each of those applicable items is passing.

If written records such as daily inventory, monitoring well logs and double walled tank manual monitoring logs are incomplete or missing, then the owner/operator must submit two recent months of records, along with the failing annual inspection.

Failures for the items listed below may be corrected by the owner.

HOW TO CORRECT CERTAIN FAILURES

Submit the Annual Inspection Report indicating that all other items are passing, signed by the certified tank installer or inspector, to the DEP and attach the documents described below that correct the failed items on the inspection. Follow the instructions below that correspond to the specific item(s) you have failed on the Annual Inspection.

Failure for Item#6: (Daily Inventory) Inventory reconciled monthly?

Include two (2) months of properly reconciled daily inventory records for each tank where daily inventory and annual statistical inventory analysis is the registered method of leak detection. Records must be legible and clearly indicate the tank (volume and product stored), month and year.

Failure for Item #7: (Daily Inventory) Over/shorts less than 1%?

Include the two (2) most recent months of properly reconciled daily inventory records for each tank marked as failing for Item #7, indicating overs/shorts are now less than 1% of monthly throughput. Records must be legible and clearly indicate the tank (volume and product stored), month and year. **NOTE: You must contact DEP's Underground Tanks Unit every month that overs/shorts are more than 1% to report evidence of a possible leak.**

Failure for Item #9: (Daily Inventory) Gauge stick in good condition?

Include a receipt or bill documenting purchase of a new gauge stick.

Failure for Item #16: (Ground Water Monitoring) Bailer present, functional and clean?

Include a receipt or bill documenting purchase of a bailer, or a signed statement certifying that you have obtained a clean and functional bailer and are maintaining it at the facility.

UST Annual Inspections Owner/Operator Guide

Failure for Item #19: (Ground Water Monitoring) Log of weekly well inspection?

Include at least one month of groundwater well monitoring logs documenting that each monitoring well was inspected weekly for the presence of oil and petroleum odor.

Failure for Item #22: (Interstitial Monitoring - Manual) Written log of sump checks maintained?

Include at least one month of manual interstitial monitoring logs documenting that the interstitial space of each tank or piping run that does not have electronic monitoring was checked weekly for water and fuel.

Failure for Item #70: (Cathodic Protection – Impressed Current Systems) Monthly log present and filled out properly?

Include the impressed current monitoring log for the tank and/or piping documenting at least 2 months of rectifier voltage or amperage readings

Failure for Item #72-a: (Temporarily Out-of-Service Tanks) Tank pumped out?

Include a manifest or bill documenting removal of fluids from the tank(s) and a signed statement certifying that any remaining fluids in the tank (both product and water) are less than 1" in depth.

*For more information on annual inspections, call (207) 287-7688 and ask to speak with one of the staff in the Underground Tanks Unit.