



## INSTRUCTIONS FOR UST OWNERS

### Correcting Failures on Annual UST Inspections

Owners of Underground Storage Tank (UST) facilities are required to submit a passing annual inspection to the Department every year.

**Passing inspection reports must be submitted to DEP within 30 days after the inspection is completed.**

You have failed the Annual Inspection for one or more of the items listed below. Failures discovered during annual inspections must be promptly corrected.

Most failures require repair or replacement of equipment, which must be conducted by a Certified Tank Installer. (A Certified Tank Inspector may replace 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.

**Failures for the items listed below on an annual inspection must 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 #1:* (Daily Inventory) Daily Inventory records 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 #2:* (Daily Inventory) Over/short less than 1%?

Include two (2) months of properly reconciled daily inventory records for each tank marked as failing for Item #2, indicating over/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 over/shorts are more than 1% to report evidence of a possible leak.**

*Failure for Item #4:* (Daily Inventory) Gauge stick in good condition?

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

*Failure for Item #12:* (Groundwater 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.

*Failure for Item #15:* (Groundwater Monitoring) Log of weekly well inspections?

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 #19:* (Interstitial Monitoring) Written log of sump checks available?

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 #72: (Cathodic Protection) 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 #74: (Out of Service Tanks) Less than 1" product?*

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.

*Failure for Item #76: (Out of Service Tanks) Fill pipe locked?*

Include a signed statement certifying that padlocks have been affixed to the fill cap of each out-of-service tank.

Contact the DEP Underground Tanks Unit at (207) 287-2651 if you have questions regarding your annual inspection.