

MARYLAND DEPARTMENT OF THE ENVIRONMENT

Land and Materials Administration • Oil Control Program

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NOTIFICATION FOR UNDERGROUND STORAGE TANKS (USTs) INSTRUCTIONS AND GENERAL INFORMATION

Registration is required by Maryland Law (Environment Article §4-411.1) for all underground storage tank (UST) facilities currently or previously used to store regulated substances. The owner, operator, or person in charge of a UST facility shall register the facility with the Department (MDE) using form MDE/WAS/PER.012.

Unless an underground oil storage tank facility is registered with the Department in accordance with Maryland law, no oil may be sold to or received by the underground oil storage facility.

The primary purpose of this notification program is to locate and evaluate USTs that store, or have stored, petroleum or regulated substances. It is expected that the information you provide will be based on reasonably available records, or, in the absence of such records, your knowledge, belief, or recollection.

When to Notify: (1) Immediately register all USTs that are in use or that have been taken out-of-service, but are remaining in the ground; (2) Prior to placing in service, register all new USTs; (3) Within 30 days after any change that affects either the facility or UST information on a previously filed notification, submit an amended notification form (e.g. ownership, substance, tank status, financial responsibility changes).

Who Must Notify? Maryland law requires that owners, operators, or the person in charge of USTs that store regulated substances must notify the State of the existence of their tanks unless those tanks are excluded.

Excluded Tanks are: (1) single family residence and farm tanks of 1,100 gallons or less capacity used for storing regulated substances for non-commercial or personal use; (2) septic tanks; (3) storm water or waste water collection system; (4) flow-through process tanks; or (5) storage tanks in an underground area (such as a basement or vault) if the storage tank is located above the surface of the floor.

What Substances are Covered? The notification requirements apply to USTs that store regulated substances. This includes any substance defined as oil or hazardous. "Oil" is defined in Maryland Law (Environment Article §4-401(h) and includes: petroleum; petroleum by-products, including used/waste oil; crude

oils; aviation fuel; gasoline; kerosene; light and heavy fuel oils; diesel motor fuel, including biodiesel fuel, regardless of whether the fuel is petroleum based; ethanol that is intended to be used as a motor fuel or fuel source; and regardless of specific gravity, every other non-edible, non-substituted liquid petroleum fraction. "Oil" does not include liquefied propane, liquefied natural gas, or any edible oils.

"Regulated Substance" is defined in the Code of Federal Regulations (40CFR 280.12) as any substance defined in section 101(14) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1980 (but not including any substance regulated as a hazardous waste under subtitle C).

Financial Responsibility: The owner of a regulated UST is required to maintain insurance for taking corrective action and for compensating third parties for injuries and damages caused by UST releases. Maryland regulations (<http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=26.10.01.%2a>; click on Subtitle 10, then click on 26.10.11) incorporate by reference the federal regulations (found at: http://www.epa.gov/OUST/fedlaws/280_h/pdf). Additional guidance on what is required may be found at the following links: Fact Sheet – <http://www.epa.gov/OUST/ustsystem/finresp.htm>; Dollars and Sense Publication – <http://www.epa.gov/oust/pubs/dol&sens.pdf>.

Penalties: Any owner, operator, or person in charge of an UST or any UST Technician who makes any false statement, representation, or certification in this Notification Form is subject to criminal penalties of a fine and imprisonment and to civil monetary penalties, pursuant to §4-417 of the Environment Article, Annotated Code of Maryland.

Any Questions? Additional information may be found at: <http://mde.maryland.gov/programs/Land/OilControl/Pages/usthome.aspx>. If you have questions concerning your UST(s), please contact the Oil Control Program at 1-800-633-6101, extension 3442, or 410-537-3442. Questions regarding vapor recovery may be directed to the Air and Radiation Management Administration at 1-800-633-6101, extension 3231, or 410-537-3231.

SPECIFIC INSTRUCTIONS

Please refer to form MDE/WAS/PER .012 (4/09)

Do Not Fill in Any Shaded Areas

Facility ID Number: (All Pages) – If this is an existing facility, MDE has assigned an identification number to it. Insert this number where indicated on every page of this form. If this is a new facility, leave blank.

Type of Notification: (Page 1)

New Facility: Mark this box if this facility has never been registered with MDE.

Amended: Mark this box if the facility was previously registered with MDE and you are updating information, including the installation of new underground storage tank (UST) system(s).

Closure: Mark this box if one or more underground storage systems at the facility have been permanently or temporarily closed (taken out-of-service).

Number of tanks at facility: Enter the total number of USTs to be registered for this facility, including all active, permanently closed, and temporarily out-of-service tanks.

Number of continuation sheets attached: If you have more than five (5) USTs to be registered, copy pages 3 through 6 prior to completing and indicate the total number of additional sheets included with this Notification.

I. OWNERSHIP INFORMATION (page 1):

Ownership refers to the owner of the UST system. The owner's name is the individual owner or business name registered with the Maryland Department of Assessments and Taxation. Contact person is the individual the Department should contact if we have questions regarding this Notification. **Do not enter any information in the OWNER I.D. block.**

Owner Name Change: Mark "yes" or "no" if the owner name is being changed.

TYPE OF OWNER: Mark the one line that best describes the type of owner.

II. LOCATION OF TANK(S) (page 1):

Facility Name Change: Mark "yes" or "no" if the facility name is being changed.

Facility Name or Company Site Identifier. Use this line to write in the name of the facility or company site (for example: "ABC Gasoline" or your company's identifier for the site "Store 109").

Street Address: Use a complete street address which includes property number (such as "109 Maple Street"). No post office boxes, route numbers, or listings such as "at the intersection of Main and 12th Streets" will be accepted.

Facility Water Supply: Mark whether the facility is on private or public drinking water.

Facility Operator: This space is used to identify the operator if different than the owner. If facility operator is the owner, indicate "same as owner."

Primary Telephone Number: The phone number provided here is where the facility operator can be best contacted during regular business hours.

III. TYPE OF FACILITY (page 2) Mark only one.

Aircraft Owner: Facility used to support individual owners of aircraft primarily for recreational use.

Airline (Air Taxi): Facility used to support the airline industry both for passengers or cargo.

Apartment /Condo: A commercial building for multiple families.

Auto Dealership: A commercial facility used to sell both retail and wholesale cars and trucks.

Commercial: A fixed facility used for retail or wholesale business and not specifically defined by other facility types in these instructions.

Contractor: Facility used to support an owner who performs contractual services such as building, painting, construction, etc.

Educational: Includes colleges, universities, secondary and elementary schools both public and privately owned.

Farm/Nursery: A tract of land devoted to the production of crops or raising animals, including fish.

Federal Military: Owned or operated by the U.S. Department of Defense.

Federal Non-Military: Owned or operated by the federal government that is not Department of Defense related.

Fire/Rescue/Ambulance: Includes public, private or volunteer organizations.

Gas Station: A commercial facility that retails gasoline to the general public.

Industrial: A fixed commercial facility used for manufacturing or warehousing goods, products or industrial services.

Local Government: If the Type of Owner on page 1 of this form is a Local Government, use the facility type in this section that best fits the

facility. If there is no best fit, mark this line and identify the facility under "Other" (e.g., animal control building).

Marina: A facility used to store, moor or repair marine vessels.

Not Listed: If the Type of Owner on page 1 of this form is other than Government and no facility type in this section matches, mark this line and identify the facility under "Other."

Office: A building used to house one or more businesses and workers to operate the business.

Other: If no facility type in this section matches, mark this line and identify the facility.

Petroleum Distributor: Facility that stores and distributes oil products in bulk.

Railroad: Facility that operates solely for the transportation of goods or passengers by the rail system.

Residential: The dwelling of an individual and/or family and used solely for non-commercial purposes (i.e., a single family residence).

State Government: If the Type of Owner on page 1 of this form is a State Government, use the facility type in this section that best fits the facility. If there is no best fit, mark this line and identify the facility under "Other."

Store: A commercial business that retails goods to the public and is not a gas station.

Public Service: Includes law enforcement agencies, local municipalities (i.e. public works, roads, refuse departments).

Trucking/Transport: Facility used to provide transportation to move goods, products, and passengers over the roads.

Utilities: Facilities that provide supply power, communication, water and/or sewer services.

IV. CONTACT PERSON IN CHARGE OF TANKS (page 2)

This section should be used to identify the person who the Department should contact regarding information on the storage systems. Provide the complete mailing address, including zip code, and the primary phone number, fax number, and email address for contacting this person.

V. FINANCIAL RESPONSIBILITY (FR) (page 2)

This section is to be completed by the owner(s) of any UST system that stores motor fuels, lube oils, and bulk heating oil, including emergency generators. Pursuant to federal law (40CFR 280 Subpart H) and Maryland statutes and regulations (§4-409(b) of the Environment Article and COMAR 26.10.11), UST owners shall meet specific financial responsibility (FR) requirements that demonstrate the owner's insurance provisions for taking corrective action and for compensating third parties for injuries and damages that may ensue from UST releases. A general liability policy does not meet this requirement. Heating oil used for direct consumption is exempt from this requirement and "Not Required" should be marked. However, if a heating oil UST is serving a dual purpose as an emergency generator, it must meet the FR requirements. See page one of these instructions for further information on applicable statutes and regulations to ensure that your FR coverage is adequate and your certification is accurate.

VI. DESCRIPTION OF UNDERGROUND STORAGE TANKS (page 3)

Tank Identification Number (also found on pages 4, 5, and 6): If you are updating facility information and MDE has previously assigned a tank number, enter that number. Otherwise, leave blank and MDE will complete.

Alternate Tank I.D. Number (also found on pages 4, 5 and 6): This line may be used by you to record the tank numbers your company uses to refer to the tanks at this facility.

1. Status of Tank (page 3): Please mark only one of the following.

Currently In Use: UST system actively being used.

Temporarily Out Of Use: An UST system not being used and has not been permanently closed according to Maryland regulations. **No more than 1 inch of liquid is allowed in this system.**

Permanently Out Of Use: An UST system that has been properly closed according to Maryland Regulations. Proper closure is the removal or filling in place of the storage system. You must complete item 8 in this section for any UST system identified as permanently out-of-use.

2. Date of Installation (page 3): Report the date the storage system was installed by writing in the month and year. If unsure, estimate the year.

3. Total Capacity (page 3): This line is to report the maximum capacity of the storage tank (such as 6,000 gallons). Piping capacity should not be reported. Identify if the storage tank is compartmented and if yes, the maximum capacity of each compartment. Identify if the storage tank is manifolded.

4. Tank Construction (page 3): This section is to report tank construction materials. Mark all that apply for the tank only. Piping is covered in Section 5.

Asphalt Coated or Bare Steel: This box is normally marked for older tank systems installed prior to 1985. These are tanks that are made of steel with only a thin coating of asphalt or paint, if any coating at all.

Cathodically Protected Steel (Galvanic): This type of tank is known as a STIP3 tank in which sacrificial anodes are installed as part of the UST system.

4. Tank Construction (page 3): This section is to report tank construction materials. Mark all that apply for the tank only. Piping is covered in Section 5.

Cathodically Protected Steel (Impressed Current): Usually a bare steel tank that has been retro-fitted with an impressed current cathodic protection system.

Composite Clad Steel: This type of tank is made of steel then wrapped on the outside with fiberglass. Examples of these tanks are: Buffhide, Glasteel, High-life FRP, or ACT 100 tanks.

Fiberglass Reinforced Plastic: This type of tank is made exclusively of fiberglass. Tank manufacturers include: Xerxes, Owens Corning, and Fluid Containment.

Polyethylene Tank Jacket: This is a steel tank that has an external covering of material other than fiberglass. An example of this is Total Containment.

Other: If you know the type of construction but it does not appear as an option, use this line to specify the material (e.g. concrete).

Double-Walled: This type of manufactured construction is a primary tank within a secondary tank in which the interstitial space can be monitored for an oil release.

Excavation Liner: If the tank field has been lined to collect product for release detection, mark this box.

Lined Interior: If you have a steel tank that has been entered and lined with a fiberglass type spray, mark this box. This activity is normally performed on a bare steel tank over 15 years of age. **As of January 12, 2009, lined interiors are not allowed as a repair unless the Department's approval is received.**

Lined Interior with Impressed Current: If you have a lined steel tank with impressed current, mark this box. **As of January 12, 2009, lined interiors are not allowed as a repair unless the Department's approval is received.**

Has the tank been repaired? Mark this line "yes" if the tank has been repaired because of a leak.

5. Piping Construction (page 4): This section is to report piping materials connected to each tank. Mark all that apply.

Aboveground Piping: If piping conveying flammable or combustible liquids is above ground, it must be constructed of steel or an approved marina pipe.

Bare or Galvanized Steel: This type of piping may be black iron, galvanized coated (silver color), or wrapped with no cathodic protection.

Bare or Galvanized Steel -sleeved in PVC, FRP, or Plastic: Steel piping inserted into some type of plastic piping to provide corrosion protection.

Copper: This type of piping is usually found on small heating oil tanks and does not have corrosion protection.

Copper (CP Protected): Copper piping that is cathodically protected.

Copper-sleeved in PVC, FRP, or Plastic: Copper piping inserted into some type of plastic piping to provide corrosion protection.

Cathodically Protected (CP) Steel (Galvanic or Impressed Current): This type of piping is usually metal and is protected by either sacrificial anodes (galvanic) or an impressed current system. These boxes may

5. Piping Construction (page 4): This section is to report piping materials connected to each tank. Mark all that apply.

be marked if your Bare Steel or Galvanized piping has been upgraded with corrosion protection. These boxes are rarely used if you checked Fiberglass Reinforced Plastic or Flexible Plastic.

Fiberglass Reinforced Plastic: This type of piping is specifically manufactured for underground use and is made of fiberglass. Examples of brands are: Ameron, Fibercast, and Smith Fiberglass.

Flexible Plastic: This type of piping looks like a hose and is specifically manufactured for petroleum underground storage systems. The piping may be green, blue, yellow, or white. Current manufacturers include APT, Enviroflex, Titeflex, and Environ.

Other: If you know the type of piping but it does not appear as a choice listed above, use this line and specify the type.

No Piping: If there is no piping (e.g. used oil tank), mark this block.

Double-walled: This type of piping is UL971 or MDE approved, has an inner wall to convey oil, and an outer wall that can allow for the detection and collection of a release from the inner wall.

Double-walled with Containment Sumps: All underground piping installed, upgraded, or replaced on or after January 26, 2005 must be of this construction.

Secondary Containment: Any type of piping that provides secondary containment and is not double-walled (e.g. a piping trench liner or concrete trench).

6. Type of Piping (page 4): This section is used to report how the tank's contents are moved through the piping system. Mark all that apply.

Pressure: This is a piping system that delivers product under pressure to a dispenser and usually uses a submersible pump located at the storage tank. Automatic Line Leak Detectors are required and either electronic or mechanical must be identified.

Gravity Feed: This type of system is rare for underground tank use. Product is delivered to a dispenser or point of use by the force of gravity.

Suction-No Valve at Tank: This type of piping uses a pump at the point of use to pull product to the pump. A single check valve is used at the pump. If there is a release then suction is broken. By breaking suction the release can be detected (also known as Safe Suction).

Suction-Valve at Tank: This type of piping uses a pump to pull product to the point of use. A foot or angle-check valve is used at the top of the tank. This is the most commonly used suction system (also known as U.S. Suction or Unsafe Suction).

Has piping been repaired? If during the life of the underground storage system the piping has been repaired, you must mark this line "yes."

7. Substance Currently or Last Stored (page 5): Please mark only one box or line per tank unless it is a compartmented tank. For compartmented tanks identified under Section VI, "Total Capacity," Item 3A, identify the tank number and the compartment as "A" or "B" in the Alt. Tank ID Number block and identify the substance in each compartment. If your product is not listed, use the "other" line and specify the product. All hazardous substances must be specified on the hazardous substance line.

7A. On-Site Consumptive Use? (page 5): If this UST is storing heating oil that is used on-site (direct consumptive use), mark "yes."

7B. Emergency Generator? (page 5): If this UST is being used to store oil for an emergency generator, mark "yes."

8. Closing of Tank (page 5): This section is to be completed for tank systems that have been taken permanently out of service.

Estimated Date Last Used: This is the last date tank system was fully operational.

Date Tank Closed: Indicate the date only if the tank has been closed in accordance with Maryland regulations.

Tank Removed from Ground? Mark "yes" or "no." If "yes," complete 8A and 8B. If "no," continue to "Tank Filled with Inert Material."

Tank Filled with Inert Material? Mark "yes" or "no." If "yes," go to "Inert Material Used."

Inert Material Used: This line is to identify the inert material used. Material could be sand, concrete, flow ash, or some other slurry.

Change in Service: If the tank once stored a regulated substance but is now used for a non-regulated substance (such as water or sewage), mark this line "yes".

8A. Site Assessment Completed? (page 5): This section is to be filled out if you completed Section 8. Mark "yes" only if a MDE inspector was at the site during tank closure.

8B. Assessment Report submitted to MDE? (page 5): This section is to be filled out if you completed Section 8A. If MDE was at the site during tank closure and "Site Assessment Completed" is marked "yes", MDE will verify if Site Assessment was submitted.

9. Release Detection (page 6): This section must be completed for tanks storing motor fuels and bulk storage of all petroleum products. New or replaced USTs, including emergency generators, installed after January 12, 2009 are required to have interstitial monitoring. USTs containing heating oil used for direct consumption are not required to have release detection. One primary method and all applicable secondary methods of release detection being used for both tanks and piping at this facility must be identified by inserting "P" for primary and "S" for secondary. Tank (precision) tightness testing is not approved as a sole method of release detection for existing USTs containing motor fuels or used for bulk storage. If "Other Method" is selected, it must be MDE approved (e.g., vapor monitoring). If you are unfamiliar with release detection and your system requires it, please contact MDE and request the fact sheet, "Release Detection for Underground Storage Tank (UST) System" or visit the MDE website at: <http://mde.maryland.gov/programs/Land/OilControl/Pages/factsheetspublications.aspx>.

10. Spill and Overfill Protection (page 6):

Overfill Device Installed: This is a device that will prevent an overfill or alert that an overfill is about to occur. If "yes," select the device being used. If none of the listed devices are applicable, a description in the "Other" box must be provided.

Spill Catch Basin: This is a piece of equipment that is used on the storage tank fill. The basin is a sealed bucket and catches minor drips from the delivery hose and spillage during stick readings.

11. Stage I Vapor Recovery (page 6): This is required during the delivery of product for all gasoline storage tanks with an individual storage capacity greater than 2,000 gallons.

12. Stage II Vapor Recovery (page 6): This is required at any dispenser for gasoline products at facilities having a total gasoline tank capacity greater than 2,000 gallons in the following Maryland jurisdictions: Anne Arundel County; Baltimore City and County; Calvert County; Carroll County; Cecil County; Charles County; Frederick County; Harford County; Howard County; Montgomery County; and Prince George's County.

VII. CERTIFICATION OF COMPLIANCE (page 7):

This section is to be completed at the time of installation by the Maryland-certified UST technician only for new, replaced, or upgraded systems. A signature is required by the certified UST technician.

VIII. OWNER CERTIFICATION (page 7)

Please read the certification statement. Code of Maryland Regulations (COMAR) 26.10.02-26.10.11 are the requirements which pertain to the notification, design, construction, installation, upgrade, repair, closure, and financial responsibility for underground storage systems. If this Certification is not completed in its entirety by the owner or the owner's representative, it will be returned by the Oil Control Program.

Thank you for completing the "Notification for Underground Storage Tank" form. If you need additional guidance, please contact the Department's Oil Control Program at the number provided on Page 1 of this form.