

Completing the Underground Storage Tank (UST) Element

The following forms are required to be uploaded to CERS:

- UST Monitoring Site Plan (map)
- UST Certification of Financial Responsibility
- UST Response Plan
- UST Owner/Operator: Written Agreement (if applicable)
- UST Letter from Chief Financial Officer (if applicable)
- Owner Statement of Designated UST Operator Compliance

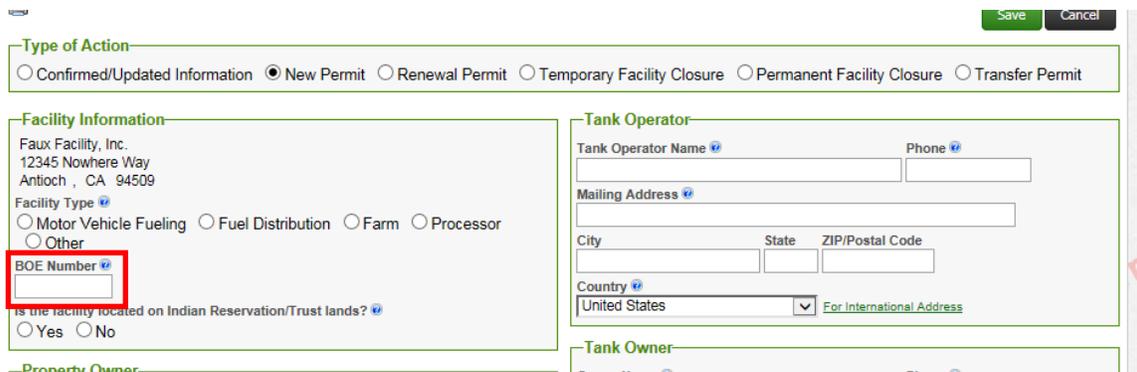
1. Find “Underground Storage Tanks” and click “Start”



The screenshot shows a web interface for 'Underground Storage Tanks'. At the top right, there is a 'Start' button highlighted with a red box and a red arrow pointing to it. To the right of the 'Start' button is a 'Not Applicable' button. Below the buttons, there is a list of required forms: UST Facility Operating Permit Application, UST Monitoring Site Plan, UST Certification of Financial Responsibility, UST Response Plan, UST Owner/Operator: Written Agreement, UST Letter from Chief Financial Officer, and Owner Statement of Designated UST Operator Compliance.

2. Complete “UST Facility Operating Permit Application”.

- Make sure to include your BOE Number



The screenshot shows the 'UST Facility Operating Permit Application' form. The 'Type of Action' section has radio buttons for 'Confirmed/Updated Information', 'New Permit' (selected), 'Renewal Permit', 'Temporary Facility Closure', 'Permanent Facility Closure', and 'Transfer Permit'. The 'Facility Information' section includes fields for 'Facility Name', 'Address', 'Facility Type' (with radio buttons for 'Motor Vehicle Fueling', 'Fuel Distribution', 'Farm', 'Processor', and 'Other'), and 'BOE Number' (highlighted with a red box). There is also a question: 'Is the facility located on Indian Reservation/Trust lands?' with 'Yes' and 'No' radio buttons. The 'Tank Operator' section includes fields for 'Tank Operator Name', 'Phone', 'Mailing Address', 'City', 'State', 'ZIP/Postal Code', and 'Country' (with a dropdown menu set to 'United States').

When the form is complete click “Save”. CERS will automatically take you to the next form in your application.

3. Complete “**UST Tank Information/Monitoring Plan**” forms.
CERS will automatically bring you to the next portion of the Monitoring Plan form

Type of Action

Type of Action (UST Tank)

Confirmed/Updated Information New Permit Renewal Permit Temporary UST Closure UST Permanent Closure on Site UST Removal

Facility Information

Faux Facility, Inc.
12345 Nowhere Way
Antioch , CA 94509

Tank Description

Tank ID #	Date UST System Installed	Tank Configuration
<input type="text"/>	<input type="text"/>	<input type="radio"/> A Stand-alone Tank <input type="radio"/> One in a Compartmented Unit
Tank Manufacturer	Date Existing UST Discovered	Number of Compartments in the Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>
Tank Capacity In Gallons	Date UST Permanently Closed	Additional Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tank Use and Contents

Tank Use Motor Vehicle Fueling

Tank Contents [Read This First](#) Regular Unleaded

Tank Construction

Type of Tank Single Wall Double Wall Unknown

When the forms are complete click “**Save**”

- Each individual UST requires its own form (e.g. If a tank has two compartments, each compartment requires a separate UST Tank Information form and corresponding monitoring plan).

To add another UST to CERS, click on “**Add Tank**”

Underground Storage Tanks DRAFT Nov. 20, 2014

[UST Facility Operating Permit Application](#) Ready to Submit

Tanks

[UST Tank Information/Monitoring Plan - Tank ID # 1](#) Ready to Submit

[UST Certifications of Installation/Modification](#)

[UST Monitoring Site Plan](#)

[UST Certification of Financial Responsibility](#)

[UST Response Plan](#)

[UST Owner/Operator Written Agreement](#)

[UST Letter from Chief Financial Officer](#)

[Owner Statement of Designated UST Operator Compliance](#)

- Information from the previous tank submittal can be copied onto the next tank.
- Be sure to change the Tank ID# and any other necessary information. Click “**Save**” when finished.

The screenshot shows a web form for UST Tank Information. At the top right, there is a button labeled "Copy from Other UST Tank" which is highlighted with a red box and a red arrow pointing to it. Below this, the form is divided into sections: "Type of Action (UST Tank)", "Facility Information", and "Tank Description". The "Tank Description" section contains several fields, including "Tank ID #", "Date UST System Installed", "Tank Configuration", "Date Existing UST Discovered", "Tank Manufacturer", and "Number of Compartments in the Unit". The "Tank ID #" field is highlighted with a red box, and a red arrow points to it from the left side of the image.

Once the tank information is modified for the 2nd tank, an additional monitoring plan associated with that tank must be filled out. Information from the previous Monitoring Plan can be copied.

The screenshot shows a web form for UST Monitoring Plan. At the top right, there is a button labeled "Copy from Other Monitoring Plan" which is highlighted with a red box and a red arrow pointing down to it. Below this, the form is divided into sections: "Facility Information", "Equipment Testing and Preventive Maintenance", and "Monitoring Locations". The "Monitoring Locations" section contains three radio button options: "Site Plot Plan Submitted", "New Plan Submitted", and "Site Plan Previously Submitted".

Make any necessary changes and save the documents. Continue the process until all UST information has been correctly accounted for.

4. Complete **UST Certifications of Installation / Modification** (if applicable)

The screenshot shows a dashboard titled "Underground Storage Tanks". At the top right, it says "DRAFT Nov. 20, 2014" and has a "Submit" button. Below this, there is a list of items related to the UST Facility Operating Permit Application. The items are: "UST Facility Operating Permit Application", "Tanks", "UST Tank Information/Monitoring Plan - Tank ID # 1", "UST Tank Information/Monitoring Plan - Tank ID # 2", "UST Certifications of Installation/Modification", "UST Monitoring Site Plan", "UST Certification of Financial Responsibility", "UST Response Plan", "UST Owner/Operator: Written Agreement", "UST Letter from Chief Financial Officer", and "Owner Statement of Designated UST Operator Compliance". The "UST Certifications of Installation/Modification" item has an "Add Certification" button next to it, which is highlighted with a red box and a red arrow pointing to it.

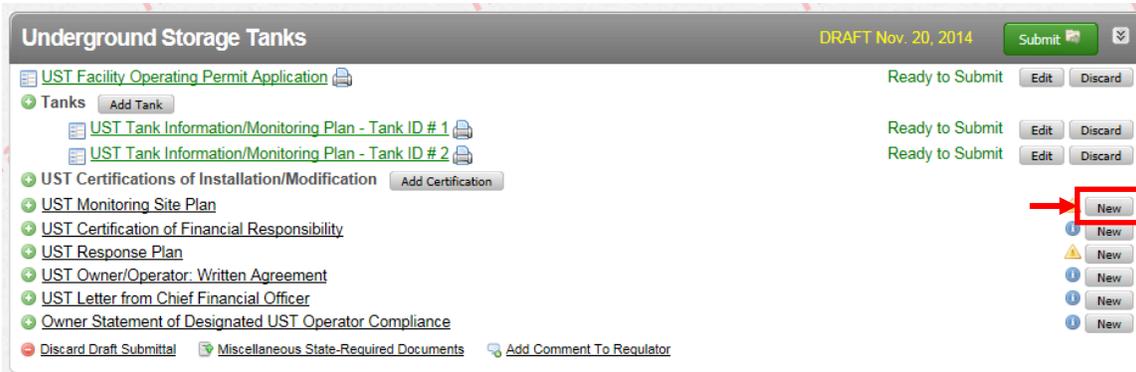
5. Complete the additional required documents and upload to CERS

The following forms are required to be uploaded to CERS:

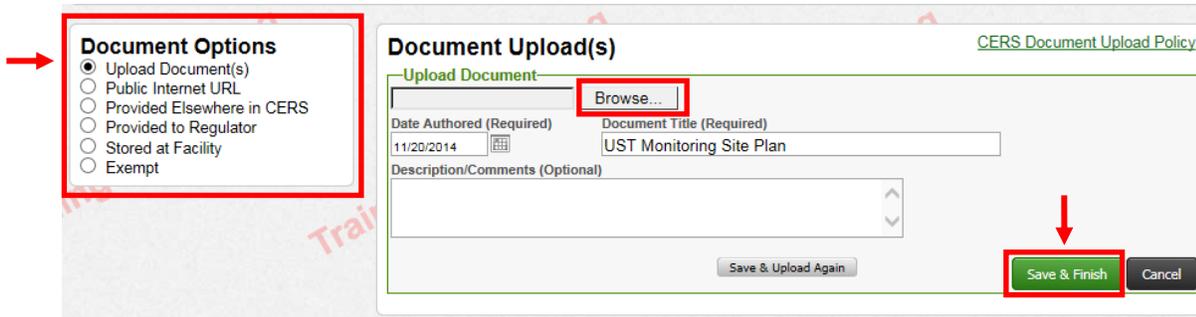
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All document uploads must be in PDF format.

a. To upload each document, click **“New”**



- b. Select **“Upload Document”** in the **“Document Options”** box
- c. Click **“Browse”** (or **“Choose File”** and select the desired file).
The Document Title is automatically entered.



Click **“Save & Finish”**

Information and resources regarding UST Required Documentation

UST Monitoring Site Plan

UST monitoring plans must include a Site Plan showing the general tank and piping layouts and the locations where monitoring is performed (i.e., location of each sensor, line leak detector, monitoring system control panel, etc.). A UST monitoring site plan template is available here: [UST Monitoring Plan Template](#)

UST Certification of Financial Responsibility Documentation

A blank copy of the Certification of Financial Responsibility form can be found here: [Certification of Financial Responsibility](#). If you have trouble filling out the form, please refer to [Instructions for Certification of Financial Responsibility](#).

UST Response Plan

A blank copy of the UST Response Plan can be found here: [Underground Storage Tank Response Plan](#). Instructions for completing the form can be found here: [Instructions for Underground Storage Tank Response Plan](#)

The form is titled "UNDERGROUND STORAGE TANK RESPONSE PLAN - PAGE 1" and includes sections for Facility Information, Spill Control and Clean-up Methods, Spill Control and Clean-up Equipment, Responsible Persons, and Monitoring Indicators. It contains various checkboxes and fields for data entry.

The form is titled "UNDERGROUND STORAGE TANK RESPONSE PLAN - PAGE 2" and includes sections for Reporting and Record Keeping, and Owner/Operator Signature. It contains detailed instructions and a signature line for the owner/operator.

UST Owner/Operator: Written Agreement

Provide a copy of your UST Owner/Operator agreement.

UST Letter from Chief Financial Officer

Instructions for completing this document can be found here: [Chief Financial Officer Letter](#). A sample can be found here: [Instructions for Chief Financial Officer Letter](#).

Owner Statement of Designated UST Operator Compliance

A blank copy of this form can be found here: [Designated Operator Notification Form](#)