TDEC
Division of Underground Storage Tanks
Complaint Response Policy

February 22, 2022

DISCLAIMER: This document is policy only and does not create legal rights or obligations. It is intended to provide division staff guidance on how to apply decisions, procedures and practices pertaining to the internal operation or actions of the division. Decisions affecting the public, including the regulated community, in any particular case will be made applying applicable laws and regulations to the specific facts. Mention of trade names or commercial products does not constitute an endorsement or recommendation for use.
## SIGNATURE & REVISION HISTORY TABLE PAGE

**Division Director**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorney A. Boyd</td>
<td>2/22/2022</td>
</tr>
</tbody>
</table>

**Drafter / Preparer**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Braswell</td>
<td>2/22/2022</td>
</tr>
</tbody>
</table>

**Reviewer**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa J. Wein</td>
<td>2/22/2022</td>
</tr>
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<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Date</th>
<th>Brief Summary of Change</th>
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<tr>
<td>0</td>
<td>2/22/2022</td>
<td>Final Original Draft Policy</td>
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</table>

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1. Purpose
   
a. Authority to Investigate

   The Tennessee Petroleum Underground Storage Tank Act (UST Act) provides authority to the Commissioner in § 68-215-107(a) through (e) to investigate complaints and the enforce rules of the Underground Storage Tanks and Solid Waste Disposal Control Board adopted pursuant to § 68-215-107(f)(1) through (11) in Chapter 0400-18-01. This document establishes a policy for receiving and responding to complaints, responding to complainants, tracking results, and periodically analyzing the data collected by the Division of Underground Storage Tanks (UST Division).

b. Definition of Complaint for this Policy

   Since the UST Act or rules do not contain a definition for the term complaint, for the purposes of this Policy, valid complaints for the UST Division only include petroleum USTs regulated by the UST Act and rules adopted by the Board.

c. Clarification that Complaints may be Anonymous

   There is no requirement in the UST Act for complainants to identify themselves or to submit a complaint in writing. Consequently, UST Division staff will accept complaints in any format, written or unwritten, and there is no requirement for a complainant to identify themselves or to provide a mailing or email address or telephone number unless they chose to for post complaint follow-up by the staff member.

2. Definitions

   A petroleum underground storage tank or petroleum UST is defined in § 68-215-103(14).

   "Petroleum underground storage tank" means any one (1) or combination of tanks (including the underground lines connected thereto) which are used or have been used to contain an accumulation of petroleum substances, and the volume of which (including the volume of the underground pipes connected thereto) is ten percent (10%) or more beneath the surface of the ground. "Petroleum underground storage tank" does not include any tank exempted from this chapter pursuant to § 68-215-124;"
Exempted tanks under § 68-215-124 are:

“(1) Septic tanks;
(2) Farm or residential tanks of one thousand one hundred gallons (1,100 gal.) or less used for storing motor fuel for noncommercial purposes;
(3) Tanks used for storing heating oil for consumption on the premises where stored;
(4) Pipeline facilities (including gathering lines) regulated under:
   (B) The Hazardous Liquid Pipeline Safety Act of 1979, compiled in 49 U.S.C. Appx. § 60101 et seq.; or
   (C) State laws comparable to the law referred to in subdivision (4)(A) or (4)(B), if it is an intrastate pipeline;
(5) Surface impoundments, pits, ponds, or lagoons;
(6) Storm water or waste water collection systems;
(7) Flow-through process tanks;
(8) Liquid traps or associated gathering lines directly related to oil or gas production and gathering operations;
(9) Petroleum storage tanks situated in an underground area (such as a basement, cellar, mine working, drift, shaft, or tunnel) if the storage tank is situated upon or above the surface of the floor; and
(10) Pipes or connections connected to exempted tanks.”

3. Common Complaints Received

The UST Division only has oversight of petroleum USTs, associated piping and ancillary equipment regulated by the UST Act and rules adopted by the Board. The situations listed below are the most commonly received complaints.

Unregistered Tanks

<table>
<thead>
<tr>
<th>UST Act</th>
<th>Unlawful Actions</th>
<th>§ 68-215-104(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UST Act</td>
<td>Notification as to tanks in use and tanks taken out of operation</td>
<td>§ 68-215-106(a)(1) and (a)(4)</td>
</tr>
<tr>
<td>UST Act</td>
<td>Notification as to tanks in use and tanks taken out of operation</td>
<td>§ 68-215-106(f)(9)</td>
</tr>
<tr>
<td>UST rules</td>
<td>Notification, Reporting, and Record Keeping</td>
<td>0400-18-01-03(1)(a)1 and 2</td>
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</table>

Release Prevention

<table>
<thead>
<tr>
<th>UST Act</th>
<th>Unlawful Actions</th>
<th>§ 68-215-104(2) and (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UST Act</td>
<td>Supervision, inspection, and enforcement responsibilities</td>
<td>§ 68-215-107(f)(6) and (7)</td>
</tr>
<tr>
<td>UST rules</td>
<td>Spill and overfill prevention</td>
<td>0400-18-01-02(3)(a) through (d)</td>
</tr>
</tbody>
</table>

Corrosion Protection

1 The list of commonly received complaints is not an exhaustive list of all violations that could occur under the UST Act and rules adopted by the Board.
<table>
<thead>
<tr>
<th>UST Act</th>
<th>Unlawful Actions</th>
<th>§ 68-215-104(2) and (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UST Act</td>
<td>Supervision, inspection, and enforcement responsibilities</td>
<td>§ 68-215-107(f)(6) and (7)</td>
</tr>
<tr>
<td>UST rules</td>
<td>Corrosion protection</td>
<td>0400-18-01-.02(4)(a) through (c)6.ii.IV</td>
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</tbody>
</table>

Release Detection

<table>
<thead>
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<th>Unlawful Actions</th>
<th>§ 68-215-104(2) and (6)</th>
</tr>
</thead>
<tbody>
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<td>Supervision, inspection, and enforcement responsibilities</td>
<td>§ 68-215-107(f)(1)</td>
</tr>
<tr>
<td>UST rules</td>
<td>Release detection</td>
<td>0400-18-01-.04(1)(a) through (5)(c)</td>
</tr>
</tbody>
</table>

Released petroleum discovered at the petroleum site or in the surrounding area by persons other than the responsible party or their service companies and corrective action contractors

<table>
<thead>
<tr>
<th>UST Act</th>
<th>Unlawful Actions</th>
<th>§ 68-215-104(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UST Act</td>
<td>Supervision, inspection, and enforcement responsibilities</td>
<td>§ 68-215-107(f)(3) and (4)</td>
</tr>
<tr>
<td>UST rules</td>
<td>Release reporting, investigation and confirmation</td>
<td>0400-18-01-.05(1) through (4)(b)</td>
</tr>
<tr>
<td>UST rules</td>
<td>Petroleum release response, remediation, and risk management – General requirements</td>
<td>0400-18-01-.06(1)(a)</td>
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<tr>
<td>UST rules</td>
<td>Petroleum release response, remediation, and risk management – Initial Response</td>
<td>0400-18-01-.06(3)(a)</td>
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</table>

Illegal Tank Closures

<table>
<thead>
<tr>
<th>UST Act</th>
<th>Unlawful Actions</th>
<th>§ 68-215-104(2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UST Act</td>
<td>Supervision, inspection, and enforcement responsibilities</td>
<td>§ 68-215-107(f)(5)</td>
</tr>
<tr>
<td>UST rules</td>
<td>Release detection</td>
<td>0400-18-01-.07</td>
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</table>

Deliveries to unregistered or red tagged tanks

<table>
<thead>
<tr>
<th>UST Act</th>
<th>Unlawful Actions</th>
<th>§ 68-215-104(2) and (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UST Act</td>
<td>Unlawful use of tanks identified or not identified by notice or tag</td>
<td>§ 68-215-106(c) through (f)</td>
</tr>
<tr>
<td>UST rules</td>
<td>Petroleum product delivery</td>
<td>0400-18-01-.15</td>
</tr>
</tbody>
</table>

Tampering with release detection or release prevention equipment

| UST Act | Unlawful Actions | § 68-215-104(2) and (6) |
### UST Act

Unlawful use of tanks identified or not identified by notice or tag

<table>
<thead>
<tr>
<th>UST Act</th>
<th>UST rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>§ 68-215-106(c) through (f)</td>
<td>Petroleum product delivery 0400-18-01-.15</td>
</tr>
</tbody>
</table>

4. **Invalid Complaints**

The definition of valid complaint for this Policy does not include:

a. Reporting of a suspected or confirmed release by a regulated party or their representative;
b. Inquiries for copies of public records from inspections and cleanup projects;
c. Requests for technical assistance with day-to-day compliance from the public, potential purchasers, real estate agents, tank owners, tank operators, service providers and corrective action contractors on topics like:
   i. Release detection release prevention questions;
   ii. Release response and corrective action questions;
   iii. Fund eligibility and coverage questions;
   iv. Construction or permitting questions;
   v. Notification and fees questions; and
   vi. Liability questions.
d. Types of tanks that must be referred to another entity:
   i. Exempt tanks listed in 68-215-124(1) through (10);
   ii. Hazardous substance tanks regulated by the Environmental Protection Agency; and
   iii. All other tanks not defined as a petroleum underground storage tank in 68-215-103(14).

5. **Database Tracking – GasLog**

Tracking of all valid and invalid complaints will be performed in the GasLog database where the start date for the complaint will be the date the UST Division is contacted by:

a. The public through an in person conversation, telephone call, email, letter, news report or by any other means; or
b. A referral by other TDEC Division, state or local agency, EPA or legislative contact.
6. Initial Complaint Response

The complaint response begins when the complaint is received by the UST Division.

a. Employees will follow the work outcomes and action steps in their assigned Individual Performance Plan statements\(^3\), established UST Guidance\(^4\), and use established checklists\(^5\) for the site conditions, and arrive with the specified equipment\(^6\). See Appendices A, B and C.

b. A trip report will be written and included in GasLog unless already determined to be non-jurisdictional

c. Follow-up correspondence\(^7\) will be sent to or a conversation held with the complainant whenever possible unless already determined to be non-jurisdictional

   i. Letter – use appropriate Division form letter
   
   ii. Email – use appropriate email content copied from the Division's form letter
   
   iii. Always provide results in a trip report showing findings
   
   iv. Telephone – place telephone conversation report in GasLog

7. Complaint Response Complete

The complaint response is complete and will be closed when the UST Division determines that the complaint:

a. Is valid for regulation under UST Act and enters process for compliance inspections or the process for suspected and confirmed releases of petroleum;

b. Is not valid for regulation under the UST Act and is referred to other TDEC entity, state or local agency, or EPA; or

c. No regulated tank or other environmental condition is found after a trip to the site.

8. Tracking and Data Analysis

a. Tracking will be performed in the GasLog database and periodic analysis of complaints will be performed by the Field Office Deputy Director to correspond with the mid-year (October 1 through March 31) and end-of-year (April 1 through September 30) Semiannual Reports of UST Performance Measures issued by the Environmental Protection Agency showing at a minimum:

   i. The number and percentage of:

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\(^3\) See Appendix A – IPP work outcomes and action steps

\(^4\) See Appendix B - Technical Guidance Documents 19 and 20

\(^5\) See Appendix C - Drinking Water Complaints, Surface Water Complaints, Vapor Complaints

\(^6\) See Appendix D - Field Equipment Checklist

\(^7\) See Appendix E – Complaint follow-up correspondence
A. Valid versus invalid complaints; and

B. The number and percentage of anonymous versus known complainants.

ii Valid for all regulated USTs under the UST Act § 68-215-101 et seq.

A. Valid no violations found

B. Valid violations found and type of violations

   I. Release detection

   II. Release prevention

   III. Suspected release

   IV. Confirmed release

   V. Unregistered petroleum UST

iii Invalid for all other tanks and structures not regulated under the UST Act § 68-215-101 et seq.

A. Referred yes or no

B. Referred where and date

C. Complaint types

   I. Types of invalid complaints for the UST Act

   II. Age limited pre-1974 and pre-1988 – § 68-215-106(a)(2)

      (i) All USTs out of service on or before January 1, 1974; and

      (ii) All USTs out of service after January 1, 1974 and removed from the ground before July 1, 1988

“For each petroleum underground storage tank taken out of operation after January 1, 1974, the owner of such tank shall within one (1) year after July 1, 1988, notify the commissioner of the existence of such tanks, unless the owner knows such tanks were removed from the ground. The owner of petroleum underground storage tanks taken out of operation on or before January 1, 1974, shall not be required to notify the commissioner. The commissioner shall accept as formal notification the EPA underground storage tank notification form filed with the department by the owner of the petroleum underground storage tank before July 1, 1988.”

III. Exempt tanks under § 68-215-124 and other tanks
IV. Hazardous substance tanks will be referred to the Region IV office of the Environmental Protection Agency in Atlanta, Georgia.

V. Complaints about the following tanks will be referred to the Division of Solid Waste or Division of Remediation

(i) Petroleum ASTs;

(ii) Farm and residential tanks of \(\leq 1,000\) gallons that are exempt by § 68-215-124(2);

(iii) Tanks used for storing heating oil for consumption on the premises where stored that are exempt by § 68-215-124(3);

(iv) Flow-through process tanks that are exempt by § 68-215-124(7);

(v) Petroleum storage tanks situated in an underground area (such as a basement, cellar, mine working, drift, shaft, or tunnel) if the storage tank is situated upon or above the surface of the floor that are exempt by § 68-215-124(9); and

(vi) Pipes or connections connected to exempted tanks that are exempt by § 68-215-124(10).

VI. Complaints about the following tanks and structures will be referred to the Division of Water Resources

(i) Septic tanks that are exempt by § 68-215-124(1);

(ii) Surface impoundment and lagoons that are exempt by § 68-215-124(5);

(iii) Storm water and waste water collection systems that are exempt by § 68-215-124(6); and

(iv) Pipes or connections connected to exempted tanks that are exempt by § 68-215-124(10).

VII. Complaints about the following tanks and structures exempted by § 68-215-124(9) and (10) will be referred to the Tennessee Public Utility Commission, Gas Pipeline Safety Division

(i) Pipeline facilities (including gathering lines) regulated under:


(2) The Hazardous Liquid Pipeline Safety Act of 1979, compiled in 49 U.S.C. Appx. § 60101 et seq.; or

(3) State laws comparable to the law referred to in subdivision (4)(A) or (4)(B), if it is an intrastate pipeline; and
(ii) Liquid traps or associated gathering lines directly related to oil or gas production and gathering operations.

9. Continuous Improvement and Quality Assurance

Training

i) Division staff will be trained during refreshers at annual staff meetings, compliance inspector training, case manager's training or periodically as needed.

ii) Report data will be reviewed with individual staff where training opportunities present.

iii) Updates to the complaint policy will be provided to staff after updates occur.

Complaint Tracking System

i) The system will be updated as needed per staff and leadership input.

ii) Updates will be reviewed with Division IT personnel and implemented during the following semi-annual reporting period.

Program Adaptation

i) The Division will consider changes to rules, regulations or policies should data analysis of environmental complaints show such changes are needed.

ii) The Division will follow all applicable procedures in pursuing any such future changes.
Appendix A: IPP work Outcome and Action Steps for
UST Division Staff with Complaint Response Responsibilities

Work Outcome Statement: Promptly and effectively respond to all assigned UST environmental response situations and complaints in the Environmental Field Office in State fiscal year. For environmental impact issues, respond within 24 hours of notification/knowledge and within 10 days for other complaints.

Action Steps:

1. Notifies and consults appropriate personnel (i.e., supervisor, RP, CAC, state contractor through Central Office, other department program staff, PIO, local emergency response management) to insure the appropriate response is implemented and information is conveyed, tracked in UST databases, and filed.

2. Insures UST related complaints are entered, within 10 days, into Gaslog and hard file. Any complaint or request that is not under the normal day to day operations of the program is tracked in the Department's CST, if applicable.

   Supports Goal: Strategic Goal 3-Positive Environmental Outcomes

B. Complaints are tracked in GasLog

   Event Code 35a is used for emergency response, Event Code 02 any other complaints, and these codes will be queried for the annual work report and interim and annual reviews.

   SOPs are provided to staff to use with specific inspection forms that are tracked in GasLog under Event Code 14f
Appendix B: Technical Guidance Documents 19 and 20

Use the following web links to obtain the most recent guidance/forms for the reference documents.

<table>
<thead>
<tr>
<th>TGD 019</th>
<th>Impacted Drinking Water Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>TGD 020</td>
<td>Petroleum Vapor Management</td>
</tr>
</tbody>
</table>
Appendix C: Drinking Water Complaints, Surface Water Complaints, Vapor Complaints

Examples from reporting period 7/1/2019 to 2/20/21:

**Drinking Water:**

<table>
<thead>
<tr>
<th>Complaint No.</th>
<th>UST Fac. ID</th>
<th>Facility Name</th>
<th>EFO</th>
<th>County</th>
<th>Staff Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>82074</td>
<td>9790157</td>
<td>Charlie's Friendly Service</td>
<td>Memphis</td>
<td>Shelby</td>
<td>KH</td>
</tr>
<tr>
<td>82074</td>
<td>Site ID: 89577</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plus ID: 783</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Details:** The complainant called on February 10, 2020 and said that the facility in question had leaking tanks in the ground and that fuel was leaking into the surface. David Groce and I (Karim Bouzeid) have visited this site in the past for this same complaint. The facility in question has had all tanks removed and appropriate soil sample taken. All documentation shows no tanks and <RBCL contamination results. I told the complainant that we have a closure letter for the tanks and a passing test results for the soil sampling. He said that he was angry that the owner of the facility was, “doing some shady business without a permit”. I suggested to them that they may want to check with the city code enforcement or another local government organization as the facility has met all of TDEC-UST standards for their tank closures.

**Surface Water:**

<table>
<thead>
<tr>
<th>Complaint No.</th>
<th>UST Fac. ID</th>
<th>Facility Name</th>
<th>EFO</th>
<th>County</th>
<th>Staff Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>90307</td>
<td></td>
<td>Jack Johnson's Wrecker Service</td>
<td>Chattanooga</td>
<td>Hamilton</td>
<td>DRB</td>
</tr>
<tr>
<td>90307</td>
<td>Site ID:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plus ID: 1164</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BG41007</td>
</tr>
</tbody>
</table>

**Details:** Initial complaint was sent to DRB via email by John Doe (Attorney) for Mr. Smith. Mr. Doe's phone # 423-555-1212 ext. 999, john@ispmadeup.com
Mr. Smith indicated old USTs were still in ground at 888 Easy Walk Lane and last used around 1981. No registered USTs discovered. Surface soil samples taken within 6" in depth did not indicate any BTEX. Hit on PAHs however could be from surface runoff. Referred to SWM

**Vapor Complaints:**

<table>
<thead>
<tr>
<th>Complaint No.</th>
<th>UST Fac. ID</th>
<th>Facility Name</th>
<th>EFO</th>
<th>County</th>
<th>Staff Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>86792</td>
<td>2470913</td>
<td>AR Market 1 LLC</td>
<td>Knoxville</td>
<td>Knox</td>
<td>RAH</td>
</tr>
<tr>
<td>86792</td>
<td>Site ID: 78932</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Plus ID: 964</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Details:** Petroleum odors identified in onsite and nearby storm drains. Confirmed during a site visit. Systems test and Site check Required. Managed as a release case
## Appendix D: Field Equipment Checklist for Complaints

### STOCKED COOLER
- 2 – 4 Soil jars
- 2 – 4 sets VOA vials
- 1 – 2 sets PAHs bottles
- Twine
- Scissors/knife
- Sample scoop/trowel
- Alconox
- DI water
- Brush
- Plastic sheeting
- Trash bags
- Nitrile gloves (in Ziploc bag)
- Leather gloves
- Ziploc bags for samples
- 4 – 6 Laboratory Chain of Custody forms
- 6 – 10 Sample tags
- Indelible ink pen
- Orange safety vest
- Ear plugs
- Safety glasses
- Intrinsically safe flashlight
- Measuring tape
- Screwdriver
- Emergency contact numbers

### EQUIPMENT
- PID
- CGI
- Water level indicator
- Shovel
- Hand auger
- Measuring wheel
- Crowbar
- GPS
- GPR (when needed)

### OTHER ITEMS TO TAKE TO THE FIELD
- Sample cooler
- Business cards
- Field/site map
- Camera
- Inspection forms/tablet
- Bailers
- Safety cones
- Sample coolers (1 stocked and 1 for samples)
- Steel toe boots
- Rubber boots
- Hard hat
- Buckets
- PCA/CAP/Latest monitoring report
- Waders
Appendix E: Complaint Follow-up Correspondence

Correspondence content and requirements may vary depending upon many factors. The following is an example of an Unapproved Underground Storage Tank Closure referenced on page 3 above.

(*1 Date) #

(*2 Name) (Company) (Address)

Re: Enforcement Action Notice-Unapproved Underground Storage Tank Closure

(*3 Facility Name) (*4 Facility Address)

Facility ID # (*5), (*6) County

Dear (*7):

The Division of Underground Storage Tanks has discovered that petroleum (*8 tanks, lines, compartments or system) at the above referenced facility have been closed without our approval. This is a violation of Rule 0400-18-01-.07(4)(a) which states, in part:

“(a) At least thirty (30) days before beginning either permanent closure of any portion of an underground storage tank system or a change-in-service under subparagraphs (b) and (c) of this paragraph, owners, operators and/or other responsible parties shall apply for permanent closure, unless such action is in response to corrective action. Application for permanent closure or change in service shall meet the following requirements:

1. An Application for Permanent Closure of Underground Storage Tank Systems shall be submitted in a format established by the division. The application shall be completed according to the instructions provided by the division.

2. The tank owner, operator and/or other responsible party shall obtain division approval of the Application for Permanent Closure prior to permanently closing the UST system or any portion thereof or effecting a change in service of the UST system, unless tank compartment closure is conducted in accordance with paragraphs (3) and (5) of this rule.

3. The application shall constitute a plan for closure or change in service of the UST system, or any portion thereof.”
This file is being referred to the enforcement section of the Division for review and may result in assessment of civil penalties. Once the file is received in our central office, a case manager will be assigned to evaluate the case, and this person will work with you throughout the enforcement process.

Although the Division does have to make you aware of this violation and inform you about the referral, we are committed to working with you to reach our common goal of safely storing petroleum in the State of Tennessee.

Please submit a properly completed Application for Permanent Closure of Underground Storage Tank Systems (PCA) to this field office by (*9 date 30 days). We ask for your help to protect our natural resources because leaking tanks can contaminate Tennessee's drinking water or cause significant safety hazards and the cost to clean-up even small leaks can be very high.

All forms and guidance, including the PCA, are available at http://www.tn.gov/environment/section/ust-underground-storage-tanks

If you have any questions about this letter, please do not hesitate to call me at (phone *#).

Sincerely,

(name)
(Title optional)
Division of Underground Storage Tanks

c:  -----------FO Closure File # (*5)

FO-029EAN 03092016 FINAL
Appendix F: Database Tracking and Entry – GasLog Complaint Tracking Module

This complaint policy process is paraphrased below for staff convenience and use while using the Division’s Complaint Tracking Module. Staff responding to complaints must:

1) Thoroughly collect and document complainant allegations and contact information (if not anonymous),
2) For environmental impacts, investigate and respond within 2 calendar days and for all others within 10 calendar days of complaint intake,
3) Determine if the allegations made can be independently confirmed which will predominantly involve on-site observations, photographic documentation, etc.
4) Determine if the allegation falls under the Division of Underground Storage Tanks’ jurisdiction (UST Act and subsequent adopted Rules),
5) If not the Division of Underground Storage Tanks’ jurisdiction, make proper referrals to other TDEC regulatory Divisions, external agencies, and/or local government, if applicable,
6) Communicate results of the complaint investigation to complainant upon request,
7) Enter complaint investigation and upload documentation into the Division’s GasLog Complaint Tracking Module completing information in each region of the module in its entirety,
8) Complete the above steps and close the complaint within one business week of completing the initial complaint response, and
9) For continuing UST jurisdictional requirements, track subsequent actions in other GasLog modules (compliance, remediation, etc.) per standard protocols.

The following shows each module of the GasLog Complaints Tracking Module and brief notes where needed. Selecting the “Apply Changes” button at any point saves the data entered. Selecting the “Cancel” button refreshes the record to the last saved version and does not save any updates currently entered. A printed version of the complaint data can be generated by selecting the “Printed Version” and following the printer dialogue prompts thereafter.
To access GasLog, login to the secured state network application using active directory user id and password.

To start a complaint module database entry, select the complaint module tab on the upper screen right (large red arrow) and then select the "Create New Complaint" gray button on the upper screen left (small red arrow).
Appendix F (cont’d)

Note: The regions’ screen is intended to be completed from left to right top to bottom.

<table>
<thead>
<tr>
<th>Complaint Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter or select items beginning with “Date Received” and continue entering/selecting items down the page completing the entire region.</td>
</tr>
<tr>
<td>The complaint can be assigned/delegated to other staff members for response and follow-through or by the original staff recipient as needed.</td>
</tr>
<tr>
<td>All registered UST facility ID’s can be selected.</td>
</tr>
<tr>
<td><strong>Important note:</strong> A TDEC Site ID must be selected for the Documents with this Complaint and location based on SITE_ID regions to display. Documents, photos, etc. cannot be uploaded without a TDEC Site ID selected. The source of TDEC Site IDs incorporate sites from all TDEC (water, air, solid waste, etc.) so most of the time a TDEC site ID exists. If a TDEC site ID cannot be matched, please contact Jo McCrary or David Brewer for assistance.</td>
</tr>
<tr>
<td>Check box(es) “Yes” for allegations made by the complainant.</td>
</tr>
<tr>
<td>Check box(es), “Yes”, “No, or “N/A” for staff verified. Staff verified means that staff themselves directly confirmed the allegation. Any “N/A” box checked should be further detailed in the “Concerning Other” memo box at the bottom of this region.</td>
</tr>
</tbody>
</table>
Appendix F (cont'd)

### Audit History for Complaints Region

By default, this region is not expanded. Select the arrow right and adjacent to the title “Audit History for Complaints” to expand.

This displays the audit trail (staff and when database entries were made) to this record of the complaints module.

<table>
<thead>
<tr>
<th>Complaint ID</th>
<th>Column</th>
<th>Old Value</th>
<th>New Value</th>
<th>Change Date</th>
<th>Change By</th>
</tr>
</thead>
<tbody>
<tr>
<td>110919</td>
<td>SITE_ID</td>
<td>-</td>
<td>167392</td>
<td>24-JAN-2022 08:20:41</td>
<td>BG41154</td>
</tr>
<tr>
<td>21019</td>
<td>ASSIGNED_TO</td>
<td>-</td>
<td>RMF</td>
<td>24-JAN-2022 08:22:37</td>
<td>BG41154</td>
</tr>
<tr>
<td>110919</td>
<td>ASSIGNED_DATE</td>
<td>-</td>
<td>DEC-16-2021</td>
<td>24-JAN-2022 08:22:37</td>
<td>BG41154</td>
</tr>
</tbody>
</table>

1 - 4

### Location based on SITE_ID Region

This region displays when a TDEC SITE_ID is selected from the Complaint Region.

<table>
<thead>
<tr>
<th>Site ID</th>
<th>167392</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>Macon Express</td>
</tr>
<tr>
<td>Location</td>
<td>3388 Macon Rd.</td>
</tr>
<tr>
<td>City</td>
<td>Memphis, TN</td>
</tr>
<tr>
<td>Description</td>
<td>-</td>
</tr>
<tr>
<td>County</td>
<td>Shelby</td>
</tr>
<tr>
<td>EFO Name</td>
<td>Memphis</td>
</tr>
<tr>
<td>Site Owner</td>
<td>-</td>
</tr>
</tbody>
</table>
### Complainant Region

Enter complainant contact information in this region.

If the anonymous “yes” radio button is selected, all complainant information fields (first name, middle name, last name, etc.) are greyed out and data entry is not permitted.

All care should be taken to protect an anonymous complainant’s privacy. Should an anonymous complainant request an investigation update, simply provided the staff’s phone number so that the complainant can call back in the future to receive an update.

### Complaint Description and Writeup Region

Describe the complaint allegations and factual details.

Be sure to select other complaint module regions’ checkbox(es) and not simply describe in this narrative.

The checkboxes are used to mine complaint tracking data and generate statewide reports every 6 months.
Appendix F (cont’d)

### Documents with this Complaint Region

<table>
<thead>
<tr>
<th>Documents with this Complaint</th>
<th>Select “Add Document“ to upload trip report, photos, sampling results, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Document</td>
<td>Remember, this region will not display unless a TDEC SITE_ID is selected in the Complaint Region of this module.</td>
</tr>
</tbody>
</table>

### Check all that apply Region

This region is designed to capture the information sources involved in investigating the complaint.

Enter notes to further describe related details of the information source(s).

### Enforcement at the Site Region

GasLog Enforcement related to this site is displayed for this UST Facility ID.

Note this may or may not be associated with this complaint.
Appendix F (cont’d)

### Inspections on this Facility Region

<table>
<thead>
<tr>
<th>Row Id</th>
<th>Case #</th>
<th>Site name</th>
<th>Inspection Date</th>
<th>Purpose Of Visit</th>
<th>Current Status</th>
<th>Violations Found</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Macon Express</td>
<td>DEC-22-2021</td>
<td>Red Tag</td>
<td>Closed</td>
<td>-</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>Macon Express</td>
<td>DEC-20-2021</td>
<td>Operational</td>
<td>Action Required</td>
<td>51</td>
</tr>
</tbody>
</table>

GasLog Operational Compliance
Inspections related to this site is displayed for this UST Facility ID.
Note this may or may not be associated with this complaint.

### Investigation Region

The results of the complaint investigation are entered here from top to bottom of the region.

Enter or select ALL information that applies.

The responsible party is the owner/operator shown in notification records at the time of the investigation and/or petroleum release.

The date completed should be no later than one business week after the complaint was investigated.

If referred to another TDEC Division, external agency, or local government, check all that apply.

Complete the date referred, photos checkbox if applicable, and select “Apply Changes” button.
Appendix F (cont’d)

<table>
<thead>
<tr>
<th>UST Action Pathway Region</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UST Action PathWay --&gt; Select those that Apply</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOV Issued</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Inspection Conducted</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Release Investigated</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Notification Application Required</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>No Further Action Required</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

For complaints under UST jurisdiction, check either “Yes” or “No” for each item.