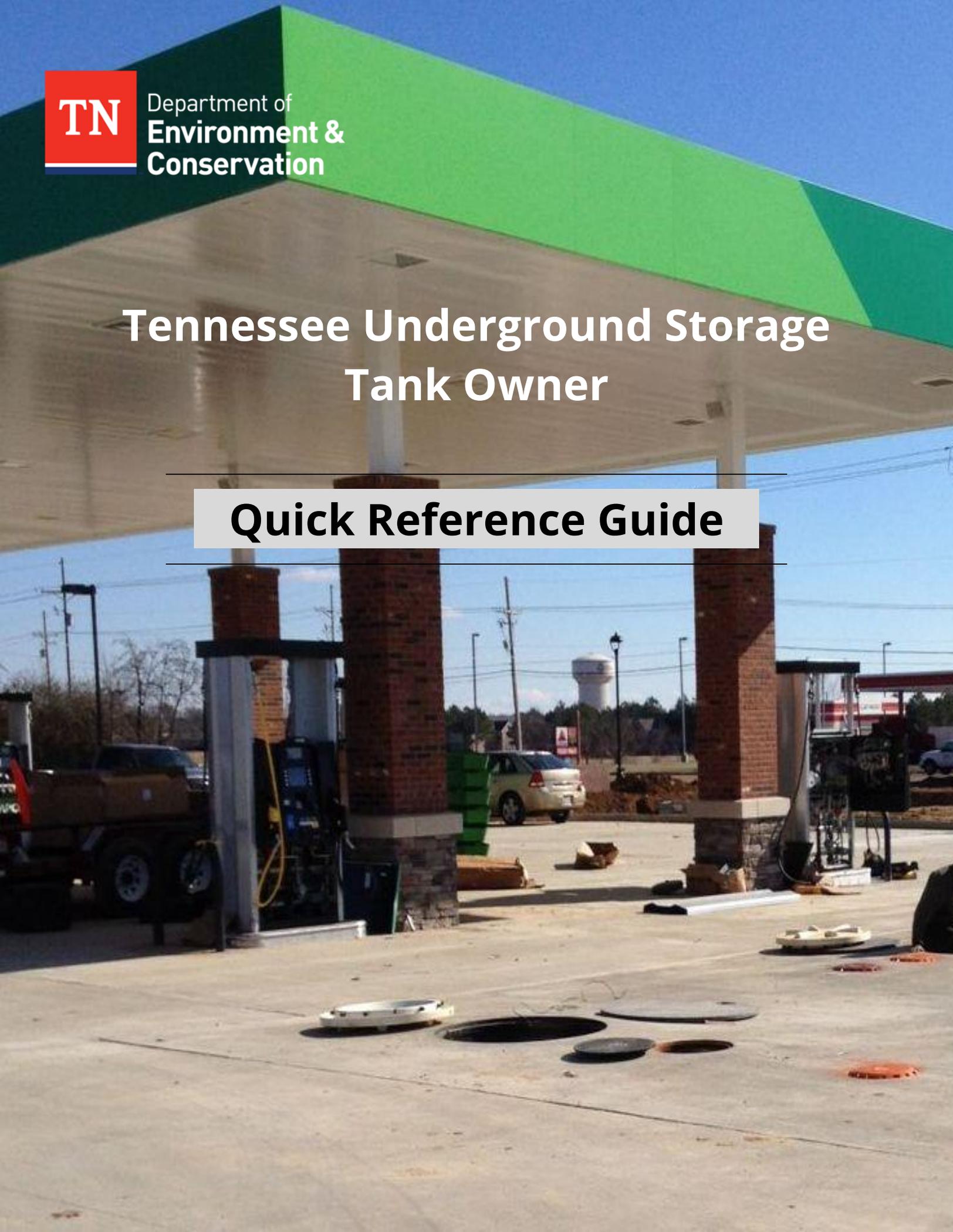




Department of
**Environment &
Conservation**

Tennessee Underground Storage Tank Owner

Quick Reference Guide



Why This Matters

The Division of Underground Storage Tanks (Division) in cooperation with the Tennessee Fuel and Convenience Store Association has developed this Tank Owner Quick Reference Guide to help you understand the minimum requirements to correctly operate an underground storage tank (UST) facility in Tennessee. These include but are not limited to:

- Fees and Registration
- Operator Training
- Monthly Release Detection for Tanks
- Release Detection for Piping
- Corrosion Protection
- Spill and Overfill Prevention
- Motor Fuel Dispensers
- Tank and/or Piping Closure
- Recordkeeping
- Reporting

If you follow the regulations, you may receive Fund coverage; continue to receive deliveries; protect your customers, employees, and your community; and avoid paying penalties. Also, by monitoring your equipment monthly, you ensure no fuel loss, which is a best-business practice.



An owner also has a requirement to maintain financial responsibility. What this means is if there is a release of fuel, it is the owner's responsibility to insure it is investigated and cleaned up. **This can be very expensive.**

Tennessee is fortunate to have a State fund that is available to owners to help with the costs to clean up fuel releases. There are several obligations that the owner must meet in order to have the best opportunity to access the Fund:

- Properly register and pay fees
- Maintain compliance
- File an Application for Fund Eligibility by the applicable deadlines

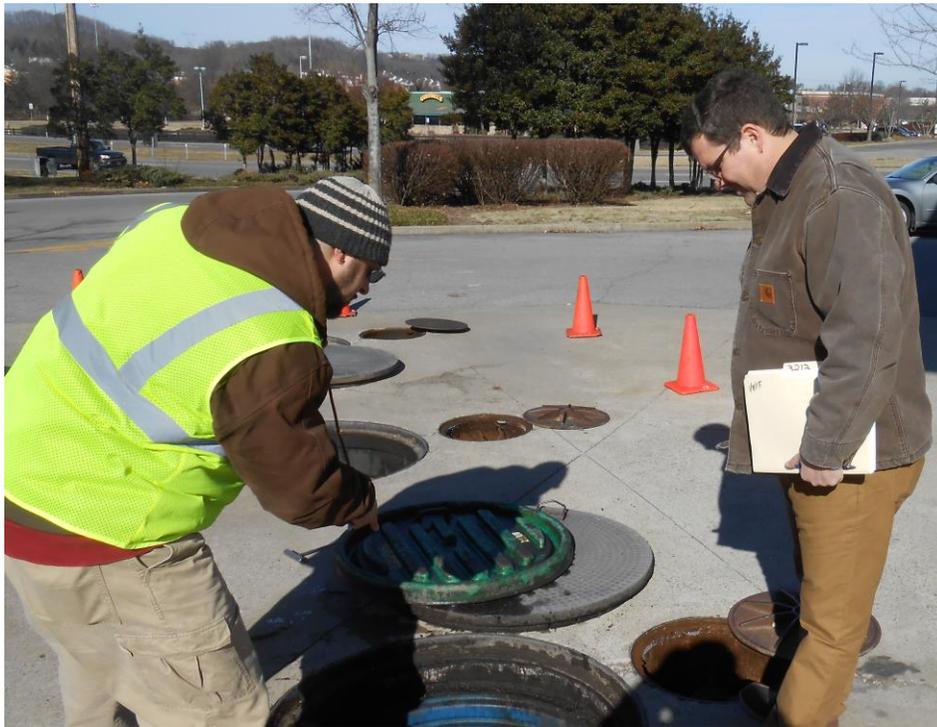
Fund eligibility and fund coverage are important and complex subjects and it is critical that you understand this process. Please feel free to contact the Division if you have questions because we want you to be able to access this benefit. Please refer to the Tank Operators Manual for additional information.

This document is not a substitute for Tennessee law and regulations, nor is it a law or regulation itself. For a comprehensive and complete understanding of the law and regulations, please refer to Tennessee Petroleum Underground Storage Tank Act T.C.A. 68-215-101, the Rules, Chapter 0400-18-01 and additional information provided in the Tank Operator Manual and Standardized Inspection Manual. These documents can be accessed from the division website:

<http://www.tn.gov/environment/underground-storage-tanks/>

If you have any questions regarding this reference guide or the regulatory requirements, your best source is one of our

regional field offices on the map on the last page. Division staff will be happy to help you.



Fees/Registration

- You must pay the required annual fee, which is \$125 per tank/compartment.
- When installing a UST system, you must submit a pre-installation notification form and pay fees 15 days prior to the installation.
- You must report any changes to your UST system, facility information, or owner/operator information to the division within 30 days of change.

If you have not paid your fees or have violations that resulted in a final order, your tanks may be red tagged.

DO NOT DELIVER
Any delivery violates T.C.A. 68-215-106(e)
Delivery can result in a fine up to \$10,000,
T.C.A. 68-215-121

Unauthorized tag removal is a Class C misdemeanor.

Contact the Division of UST at (615) 532-0945

If this occurs, **DO NOT REMOVE THE TAGS** until you receive a written letter from the division director allowing you to remove them. Prior removal may result in a Class C misdemeanor fine. For more information, please contact your local field office or go to

Operator Training

You must register your facility and complete operator training on the Tennessee Tank Helper website:

<https://apps.tn.gov/ustop/>

The division is happy to help you if you need assistance. Please refer to the phone numbers listed in the map on the last page.

Remember, if your facility operators change, you must designate new ones **within 30 days**.

The table below from the August 2007 EPA Grant Guidelines for Operator Training contains a general description of each operator level (the owner may fulfill the requirements for every level).

	Class A Operator	Class B Operator	Class C Operator
Who fits this class of operator?	The individual who generally focuses on the statutory and regulatory requirements related to operating and maintaining the UST system	The individual who is generally responsible for field implementation of applicable UST regulatory requirements and implements day-to-day aspects of operating, maintaining, and recordkeeping for USTs at one or more facilities	The individual who is generally the first line of response to events indicating emergency conditions or responding to alarms

Monthly Release Detection for Tanks

- Tanks must have some form of monthly release detection, which may be one of these options: automatic tank gauging, manual tank gauging, statistical inventory reconciliation, or interstitial monitoring.

Interstitial monitoring must be used for all tanks installed after July 24, 2007.

- Refer to the Tank Operators Manual for additional information.

Release Detection for Piping

- Pressurized piping must have two forms of release detection: monthly (small leaks) and catastrophic (large leaks).

Interstitial monitoring must be used for all pressurized piping installed after July 24, 2007.

- Suction piping may require release detection.
- Refer to the Tank Operator Manual for additional information.

Corrosion Protection

- Underground steel tanks and piping must be protected from corrosion (rust). This includes metal components that are in contact with standing water, as well as the ground.

- Cathodic protection systems must be properly operated and tested every three years.
- Refer to the Tank Operators Manual for additional information.



Without proper corrosion protection, you may have a release.

Spill and Overfill Prevention

- Spill buckets must be installed on all tanks that receive more than 25 gallons in a single delivery. Spill buckets are designed to contain small amounts of fuel during delivery.
- You must inspect spill buckets once a month for any liquid, debris, or damage, and keep a log of inspections.
- Overfill protection must be installed on all tanks that receive more than 25 gallons in a single delivery. There are several types of overfill protection. Refer to the Tank Operators Manual to determine the type you have.



Please remember to empty fuel/water/debris from your spill bucket.

Motor Fuel Dispensers

- Inspect dispensers quarterly for any drips or seeps from the filter or piping beneath the unit, and keep a log of inspections.

Please note that other agencies, including the Department of Agriculture, and local or state air pollution authorities have regulatory requirements for dispenser operation. If you need assistance, please contact Small Business Assistance at (615) 532-8013 or 1-800-734-3619.



Please remember to empty fuel/water/debris from your dispenser sump.

Tank and/or Piping Closure

If you plan to close your tank and/or piping, complete an **“Application for Permanent Closure of Underground Storage Tanks”** Form CN-0928 and submit it to the applicable field office for evaluation and approval. Once the application is approved, you can proceed with the removal and closure. Please don't forget that once the tank(s) is removed, you

must complete and submit a “Notification for Underground Storage Tanks” Form CN-1260 marked “Closure” to complete the requirements. For additional information, please access

http://www.tn.gov/environment/underground-storage-tanks/tanks_closing.shtml

Recordkeeping

You must keep the following records (refer to the Tank Operators Manual for the specific requirements):

- Release detection
- Corrosion protection
- Repair/replacement, if applicable
- Spill bucket/dispenser logs
- Installation records, if applicable
- Closure records, if applicable

For several of these records, the division has developed fillable forms that are available on the division website:

http://www.tn.gov/environment/underground-storage-tanks/tanks_forms.shtml

Reporting

You must report any changes to your UST system, facility information, or Owner/Operator information to the division within 30 days of change.

You must report a suspected or confirmed release to the division within 72 hours of discovery. For detailed information regarding a suspected/confirmed release, see the Tank Operators Manual.

Tank School

The division offers free classroom training that is especially beneficial for new tank owners. Division inspectors conduct the training and explain what needs to be done to prepare for a compliance inspection and to keep your facility in compliance with the regulations. Facility inspections occur every three years or less, and new facilities may be inspected within the first year of operation. Go to the division's webpage:

<http://www.state.tn.us/environment/underground-storage-tanks/>

and click on the line "Tank School" on the right. You will see the scheduled classes and how you can sign up for this free instruction. For more information, contact your local field office.

Summary

Ownership of USTs involves more than putting fuel in the tank(s) and selling fuel. It requires knowledge of how to operate and maintain the equipment and keep good records. Non-compliance could have significant financial impact through loss of Fund coverage and/or fines. If you ever have additional questions, please do not hesitate to call the division. We look forward to assisting you.

Environmental Field Offices

tn.gov/environment/field-offices.shtml

**Division of
Underground
Storage Tanks**
312 Rosa L. Parks Blvd.
12th Floor
Nashville, TN 37243

Nashville

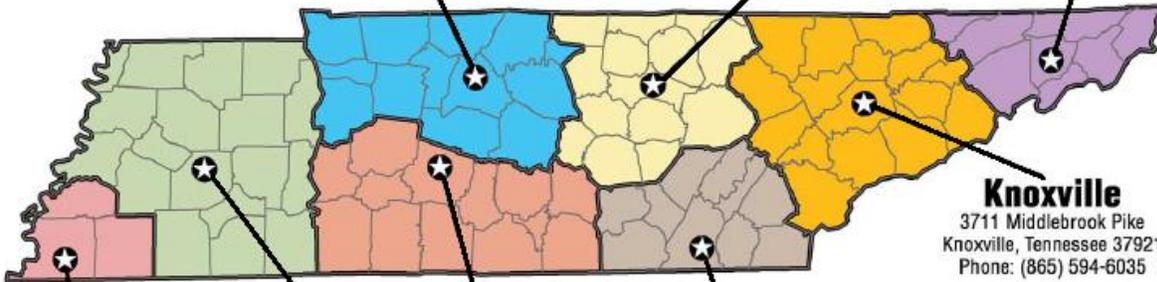
711 R.S. Gass Boulevard
Nashville, Tennessee 37243
Phone: (615) 687-7000

Cookeville

1221 South Willow Avenue
Cookeville, Tennessee 38506
Phone: (931) 432-4015

Johnson City

2305 Silverdale Road
Johnson City, Tennessee 37601
Phone: (423) 854-5400



Jackson

1625 Hollywood Drive
Jackson, Tennessee 38305
Phone: (731) 512-1300

Chattanooga

1301 Riverfront Parkway, Suite 206
Chattanooga, Tennessee 37402
Phone: (423) 634-5745

Knoxville

3711 Middlebrook Pike
Knoxville, Tennessee 37921
Phone: (865) 594-6035

Memphis

8383 Wolf Lake Drive
Bartlett, Tennessee 38133
Phone: (901) 371-3000

Columbia

1421 Hampshire Pike
Columbia, Tennessee 38401
Phone: (931) 380-3371



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