

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

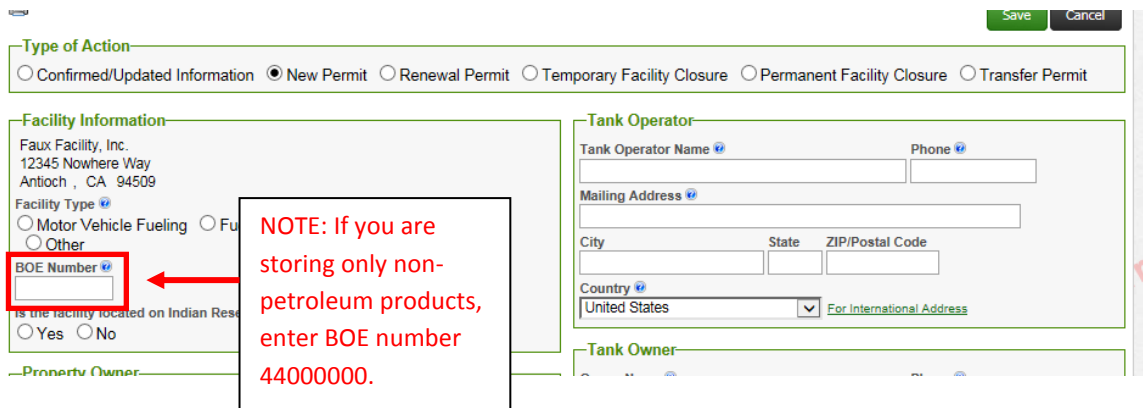
1. Find “Underground Storage Tanks” and click “Start”



The screenshot shows a web interface for 'Underground Storage Tanks'. At the top right, there are two buttons: 'Start' (highlighted with a red box and a red arrow) and 'Not Applicable'. Below the buttons, there is a list of required documents with expandable icons: 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 'BOE Number' field is highlighted with a red box and a red arrow. A red note box is overlaid on the form, stating: 'NOTE: If you are storing only non-petroleum products, enter BOE number 44000000.' The form includes sections for 'Type of Action', 'Facility Information', 'Tank Operator', and 'Tank Owner'. The 'Facility Information' section includes fields for Facility Name, Address, Facility Type, and BOE Number. The 'Tank Operator' section includes fields for Tank Operator Name, Phone, Mailing Address, City, State, ZIP/Postal Code, and Country.

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	Tank Contents Read This First
<input type="radio"/> Motor Vehicle Fueling	<input type="radio"/> 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 points to it from the left. Below this is the "Type of Action" section with radio buttons for "Confirmed/Updated Information", "New Permit" (selected), "Renewal Permit", "Temporary UST Closure", "UST Permanent Closure on Site", and "UST Removal". The "Facility Information" section contains the address: "Faux Facility, Inc., 12345 Nowhere Way, Antioch, CA 94509". The "Tank Description" section has a "Tank ID #" field highlighted with a red box and a red arrow pointing to it from the left. Other fields include "Date UST System Installed", "Date Existing UST Discovered", "Tank Configuration" (radio buttons for "A Stand-alone Tank" and "One in a Compartmented Unit"), and "Number of Compartments in the Unit".

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 points down to it. Below this is the "Facility Information" section with the same address as the previous form. The "Equipment Testing and Preventive Maintenance" section has radio buttons for "Annually" and "Other". The "Monitoring Locations" section has radio buttons for "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" with a "DRAFT Nov. 20, 2014" status and a "Submit" button. The dashboard lists several sections: "UST Facility Operating Permit Application" (Ready to Submit), "Tanks" (with "Add Tank" button), "UST Tank Information/Monitoring Plan - Tank ID # 1" (Ready to Submit), "UST Tank Information/Monitoring Plan - Tank ID # 2" (Ready to Submit), "UST Certifications of Installation/Modification" (with "Add Certification" button highlighted by a red box and a red arrow), "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". There are also "New" buttons for each of these sections.

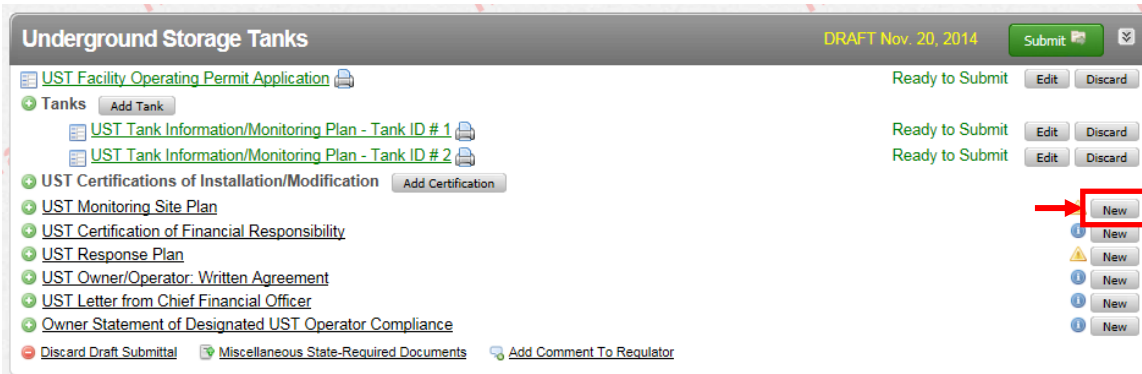
5. Complete the additional required documents and upload to CERS

The following forms are required to be uploaded to CERS:

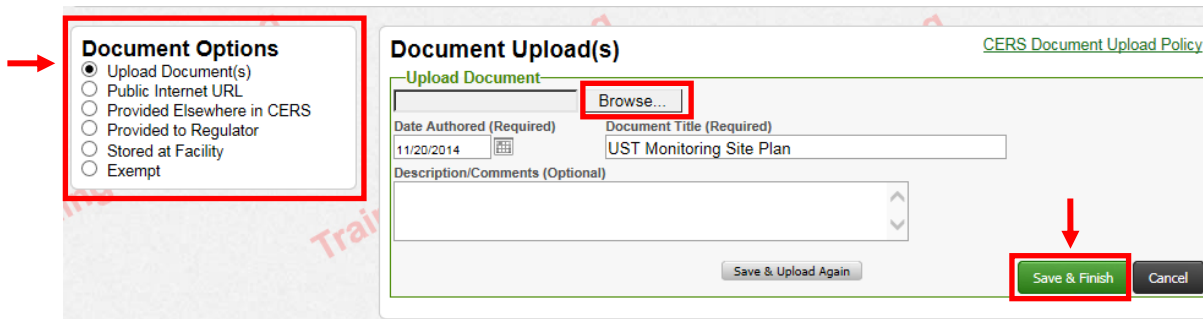
- UST Monitoring Site Plan (map)
- UST Certification of Financial Responsibility
- UST Response Plan
- UST Owner/Operator: Written Agreement (if applicable)
- UST Letter from Chief Financial Officer (if applicable)
- Owner Statement of Designated UST Operator Compliance

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”**

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 image shows two blank copies of the UST Response Plan form. The left page is labeled 'UNDERGROUND STORAGE TANK RESPONSE PLAN - PAGE 1' and contains sections for Facility Information, Spill Control and Clean-up Methods, Spill Control and Clean-up Equipment, Responsible Persons, and Monitoring Indicators. The right page is labeled 'UNDERGROUND STORAGE TANK RESPONSE PLAN - PAGE 2' and contains sections for Reporting and Record Keeping, Owner/Operator Signature, and a certification statement. Both pages include detailed instructions and checkboxes for various requirements.

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 Certification of Financial Responsibility](#)

Owner Statement of Designated UST Operator Compliance

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