Chapter 3: How To Use This Workbook

Read this chapter to learn how to use this Workbook. This chapter will tell you:

- What kind of information is contained in the rest of the Workbook
- How that information is organized
- How to work through Chapters 4, 5, 6, and 7

3.1 Organization of the Workbook

Chapter 1 showed you that you have at least one regulated UST system, and that you need to complete and submit the self-certification checklist that accompanies this Workbook and complete and submit a Compliance Certification Checklist to the DEC (and, if required, Return to Compliance Plans). **Chapter 2** explained what the Compliance Certification Program is and why it is important to comply with regulations. This chapter will help you understand the rest of the Workbook. After Chapter 3, there are *five* major parts of the Workbook:

Chapter 4: UST Requirements and Best Management Practices (BMPs)
Chapter 4 will help you understand what you have to do to comply with UST regulations and to improve the environmental performance of your facility. You should review the material in Chapter 4 so that you will know how to complete the self-certification checklist and Certification Statement that you will need to send to DEC.

Do not be worried by the size of Chapter 4. Most likely, only some parts of the sections in Chapter 4 will apply to your facility. You should review all sections that apply to your UST system(s) but you do not need to review parts of the Workbook that do not apply to your system(s). Each section in Chapter 4 will help you easily decide whether you should review the parts of that section.

Chapter 5: Stage I and Stage II Vapor Recovery System Requirements
Chapter 5 will help you understand what you have to do to comply with the Stage I and Stage II Vapor Recovery System Regulations and to improve the environmental performance of your facility.

Chapter 6: Floor Drains
Chapter 6 will help you understand requirements that apply to floor drains and also discusses BMPs for managing floor drains. Requirements related to underground injection control (UIC) also are covered.

Chapter 7: Hazardous Fuel-Contaminated Waste
Chapter 7 covers generation, storage, and disposal of fuel-contaminated waste. You will learn about regulatory requirements and BMPs related to these topics.

Appendices
The appendices contain information to help you understand the Workbook and comply with the regulations. They include forms and checklists that can help you stay in compliance. Appendix A also provides a list of UST program contacts and other resources that can help answer your questions.

In addition, the front and back covers of the Workbook contain other important information to review:

- The inside front cover has a guide you can use to do periodic walk-through inspections; and
- The inside back cover lists activities you need to do, even after finishing the Workbook.

3.2 Organization of Chapter 4

Chapter 4 will help you understand environmental requirements that apply to your facility. The beginning of Chapter 4 has a table for you to identify UST systems at your facility. You will use this information when reviewing the self-certification checklist. Each of those sections covers a different part of the UST system requirements. You must review each of the 10 sections in Chapter 4 to see if they apply to your facility. Following your review of the sections, complete the self-certification checklist, Certification Statement, and any necessary Return to Compliance Plan forms found in the Forms Booklet that accompanies this Workbook.

Sections 4.1 through 4.10 contain:

- Information on determining which compliance option your UST system uses to meet the requirements in that section
- A table for you to identify the compliance options each UST system uses
- Lists of requirements and BMPs for each option

3.3 Using the Workbook to Help You Complete the Compliance Certification Checklist

You must complete all sections of the Compliance Certification Checklist that apply to your facility. Before you start completing each section of the Checklist, you may find it helpful to read the relevant section of the Workbook, but you are not required to do so. You will find references to relevant Workbook sections for most questions in the "Workbook Reference" column of the Checklist.

Refer to the section in the Workbook referenced on the Compliance Certification Checklist for more information if you are not sure if a section of the checklist applies to your facility. If you are wondering why you are being asked a specific question, the Workbook also can help you understand that question's significance.

Note that some of the sections in Chapter 4 discuss requirements with which you can comply in a number of ways (e.g., tank and piping corrosion protection). These sections have a table that lists different compliance options at the start of the section. See Section 4.7 for an example. You may find it helpful to use this table to track the compliance options that apply to each tank at your facility.

3.4 Example: Joe and the A&B Gas Station

The next few pages tell the story of Joe, the owner of a gas station, and how he reviewed a few parts of Chapter 4 in this Workbook. Joe is not a real person, but we made up his story to help you understand how to use the information in Chapter 4 to determine his system's compliance status. Joe's story does not tell you everything he did with the information in Chapter 4, but his story will help you get started on the right foot.

Joe's example is explained in dark, bold letters over the next few pages. Try to read the whole story, because it will help you understand how to fill out the self-certification checklist, Certification Statement and, if necessary, Return to Compliance Plan form(s) provided in the Forms Booklet.

Joe's story begins here...

Joe is the owner of A&B Gas Station on the corner of Elm and Main Streets. He also owns Y&Z Gas on the corner of Maple and State Streets. Joe is filling out the self-certification checklist only for A&B Gas. He will use the information in the Workbook to correctly fill out his self-certification checklist and his Compliance Certification Program Certification of Compliance form for A&B Gas. He will fill out a separate checklist and a Certification of Compliance form for Y&Z Gas.

Joe received the Workbook in the mail and starts reviewing the Workbook a little bit at a time. He knows that starting early will help make sure he has time to collect the right information and do everything the right way before the deadline.

Joe has three UST systems at A&B Gas. One UST holds gasoline, one holds kerosene, and one holds used oil. The gasoline UST is "compartmentalized." This means the tank is divided into different sections or compartments. (Usually, each compartment will have a different product in it.) This tank has a compartment for regular gasoline and a compartment for premium gasoline. Each compartment is considered a separate tank when filling out the checklist.

The three tanks are lined up in a row from east to west. Joe usually calls the gasoline tank the "east tank." He calls the kerosene tank the "middle tank" and the used oil tank the "west tank."

To start, Joe reads Chapters 1, 2, and 3. He also reads over the instructions in the Compliance Certification Forms Booklet and skims through the forms in the Booklet. When he is done, he feels he has a pretty good idea of how to fill out the Compliance Certification Checklist, so he turns to Chapter 4.

Joe Identifies the USTs at His Facility

Before Joe can begin filling out any of the questions in Chapter 4, he has to examine the table at the beginning of Chapter 4 that helps him keep track of the tanks he has. He will use the numbers and dates that he gives to each tank in this table to identify them in the self-certification checklist. He puts descriptive information for each tank into the table. You can see a copy of Joe's completed table below.

Even though the premium and regular gas are stored in the same tank, the directions tell him to enter each compartment as a separate UST. So Joe calls the premium section of his gasoline tank "UST 1". Joe knows the dates all his tanks, so he puts that in the "Date" column. Joe fills in the type of product contained in this compartment and the size of the compartment. In the column called "Tank Nickname," Joe writes that this tank is the east tank, since that is how he thinks of it.

Joe calls the regular compartment of the gasoline tank "UST 2" and fills in the date of the tank and nickname. These are the same as for the premium compartment. He also fills in the size of this compartment and the type of product it holds.

Joe calls his kerosene tank "UST 3." He writes in the date, type of product, and size, and that this is the middle tank.

Joe calls the used oil tank "UST 4" and fills in the information for this tank. He calls this tank the west tank.

Joe has a total of four USTs (remember that the premium and regular gasoline compartments each count as a separate tank).

UST Identification Table							
UST Number	**Date of Tank**	**Type of Product**	**Tank Info. (Single-wall, Double-wall, Lining, etc.)**	**Piping Info. (Single-wall, Double-wall, Lining, etc.)**	**Tank Material**	**Size (Gallons)**	**Tank Nickname**
1	1999	Premium	Double	Single	Steel	4,000	East
2	1999	Regular	Double	Single	Steel	6,000	East
3	1987	Kerosene	Single	Double	Steel	2,000	Middle
4	1999	Used Oil	Double	Double	Steel	1,000	West

Now that Joe has identified all of his USTs, he is ready to look at the other sections in Chapter 4 and begin completing the self-certification checklist. Joe reads the directions and fills out sections I, II, and III of the self-certification checklist. He did not have much trouble with these sections because he read the directions. We join Joe again when he starts reading workbook section 4.3. This section is a lot like the other sections in the workbook, so seeing how Joe fills it out will help you.

Joe Identifies the Types of Overfill Protection He Has

Joe is not exactly sure what to do when he starts section 4.3, so he first reads the beginning of 4.3. He learns that overfill protection is equipment on USTs to prevent tanks from overflowing when they are being filled. He also learns that most USTs have to have at least one type of overfill protection to be in compliance.

Joe sees that there are five kinds of overfill protection that the regulations allow: overfill alarms, ball float valves, automatic shutoff devices, vent alarms and manual measurement. An overfill alarm goes off when a tank is close to being full, and can be seen and/or heard. An automatic shutoff device is located at the fill pipe of a tank, and it stops product from flowing into a tank that is close to being full. A ball float valve is located inside a tank, and also slows down any product flowing into a tank that is almost full. A vent alarm whistles while a tank is being filled, but stops when the fuel reaches the end of the tube, indicating that the tank is full. In some cases, measurements can be used to measure the amount of fuel in a tank and prevent overfills.

Joe already knows that he has an overfill alarm for his gasoline tank. The information at the beginning of 4.3 helps him figure out that he has an automatic shutoff device on his kerosene tank and no overfill protection for his used oil tank.

At the beginning of section 4.3, Joe fills out a table that asks about the kind of overfill protection that each of his USTs has. This table tells him which parts of section 4.3 he needs to review.

Using the UST numbers from the table he filled out at the beginning of Chapter 4 (shown on the previous page of this story), Joe knows that USTs 1 and 2 have overfill alarms. (Remember that Joe has to think of each section of his gasoline tank as a separate UST.) He also knows that UST 3 (his kerosene tank) has an automatic shutoff device, and UST 4 (his used oil tank) has no overfill protection. From this table, he sees that he has to read Sections 4.3.1, 4.3.2, and 4.3.6. He read these sections next. None of Joe's USTs have ball float valves or vent alarms and he does not use manual measurements to protect against overfills, so he can skip sections 4.3.3, 4.3.4, and 4.3.5.

Choose the types of overfill protection used for each tank by checking the appropriate boxes					Go to these sections for information
UST Number:	1	2	3	4	
Overfill Alarm	X	X			Section 4.3.1
Automatic Shutoff Device			X		Section 4.3.2
Ball Float Valve					Section 4.3.3
Vent Alarm					Section 4.3.4
Manual Measurement					Section 4.3.5
No Overfill Protection				X	Section 4.3.6

You are now ready to review Chapters 4, 5, 6, and 7 in this workbook! These chapters will help you complete the required self-certification checklist, Certification Statement and, if necessary, Return to Compliance Plan form(s) too. Do not forget that if you need help with this workbook, you can call DEC. The phone number for help can be found in the Forms Booklet.

You will see symbols next to some parts of this workbook. The symbols are used to highlight key information.

What the Symbols in this Workbook Mean	
	**Requirement** – What you **must** do by law; things you, as an owner or operator, must do or conditions your tanks must meet to be in compliance with Vermont regulations
	**BMP** – What you **should** do to help prevent leaks; actions or activities you, as an owner or operator, are encouraged to take in order to reduce the potential for leaks
	**Important general information** – Will provide you information to help you understand an UST system regulatory option better