

INSTRUCTIONS TO COMPLETE THE UNDERGROUND STORAGE TANK FORM*

To begin, you must establish if it is necessary to register your tank with the Agency of Natural Resources (ANR). **USTs of any size containing gasoline, diesel, fuel oil, kerosene, used or new oil, and chemicals must be registered, as well as out of service tanks.** However, there are exceptions. The following types of USTs DO NOT need to be registered:

- Fuel oil (#2-6) USTs less than 1100 gallons in size that are used *exclusively* for on-premises heating and domestic hot water at structures not classified as "Public Buildings" i.e. a single family house.
- Farm or residential USTs containing motor fuel for non-commercial purposes that are smaller than 1100 gallons.

Next, determine if an Agency issued permit is required to operate the tank. You are required to have a permit for all registered USTs, with the following exceptions:

- USTs containing fuel oil and utilized solely for on-premises heating and domestic hot water.
- Farm and residential USTs containing motor oil for non-commercial purposes.
- Permanently out of service USTs

Once the status of your registration and permitting requirements has been established, you will need to complete the appropriate sections of the UST Form. The following sections describe the applicable fees and form components, and contain brief descriptions of what is necessary depending on your registration and permitting needs.

FEES

The following is a list of fees that apply with UST Form submission:

- For **EACH** completed UST Form, a \$10.00 recording fee is due. A check should be made payable to the town/city in which the facility is located, **-but-** should be sent to the ANR along with the completed form.
- A permit fee \$100.00 per tank is also due with each permit application. Checks should be made payable to "**Treasurer, State of Vermont**".
 - Please note that municipalities are exempt from payment of permit fees.

REGISTRATION INSTRUCTIONS

Heating Oil USTs

To register heating oil USTs the following parts of the UST Form must be completed:

- **Tank Ownership Form (Part I)**
 - Section I: tank ownership
 - Section II: tank operator
 - Section III: contact person
 - Section IV: permittee (APPLICABLE ONLY TO PERMITTED USTS)
 - Section V: tank and facility location
 - Section VI: Number of tanks
 - Section VII: Site contamination history (if applicable)
 - Section VIII: type of facility (all questions must be answered)
 - Section IX: Water Supply information (must be answered)
 - Section X: landowner
 - Section XI: selected mode of financial responsibility (APPLICABLE ONLY TO PERMITTED USTS)
 - Certification: signed and dated
- **Tank Information Form (Part II) 2 pages**
 - Requires tank-specific information. Information for up to three USTs can be entered on one form; additional forms can be provided if necessary.
- **Tank Information Form (Part III)**
 - Sketch of Tank Facility: Should depict the locations of all USTs, and include estimated distances to road centerlines, buildings, streams, and other important landmarks. If applicable, locations of any groundwater or vapor monitoring wells should also be incorporated.

Permitted USTs

To apply for a permit to operate, Parts I, II, and III are all required as described above. Additionally, you are required to submit the following materials along with the completed registration form:

- **List of Attachments (Part V) and Summary of Construction** Required if applying for a construction permit
- **Town Highway Map** Required for New facility only
 - Exact facility location should be marked with an "X".
- **Demonstration of Financial Responsibility**
 - Any owner or operator of a permitted UST must provide to the ANR evidence that they are financially capable of taking any action in the event of a product release from the tank system.
 - Financial responsibility can be satisfied by procuring one of the following:
 - Certificate of Insurance for Pollution Liability coverage in the amount of \$1 million for on-site corrective action and \$1 million for third-party claims
 - Proof of self-insurance in the form of a financial statement
 - Completion of a billing form and worksheet for payment of the applicable assessment fee (this form can be provided by request, and is also available on the UST Program website, at www.anr.state.vt.us/dec/wastediv/ust/permit.htm).

SPECIFIC REQUIREMENTS

New Facility

For a new facility with one or more USTs that have not yet been registered, the entire UST form must be completed, including a sketch of the tank facility (Part III), inclusion of a town highway map, and demonstration of financial responsibility. Please note that if you are not insured, a check for the appropriate assessment fee, made payable to the "State of Vermont" is also due at the time of form submission.

Previously Unregistered Existing Facility

If you are completing the UST Form for an existing facility that has not previously been registered with the ANR, the requirements are the same as those for a new facility. Please see the previous section for specifics.

Change of Ownership

When ownership of existing USTs has been transferred to a new party, the ANR must be notified within 30 days, and the Tank Ownership Form (Part I) must be completed. Please note that the new owner *must* indicate their selected method of financial responsibility (Part I Section XI).

Replacement of Existing Exempt USTs

When replacing a non-permitted tank, both the Tank Ownership Form (Part I) and the Tank Information Form (Part II and III) must be completed in full. You need only to record the new UST, *do not* record the UST that was removed.

Replacement of Existing Permitted Tanks and/or Product Lines

In the instance of permitted tanks and/or product line replacement, it is necessary to complete Parts I – V of the UST Form. The Tank Ownership Form (Part I) should be updated appropriately, including the updated number of tanks at the facility. The Tank Information Form (Part II and III) should be completed for the new tanks/product lines AND any existing USTs remaining following construction. *Do not* record the USTs or product lines that were removed. List of Attachments and Project summary (Parts IV and V) complete with information as to the proposed construction.

Please note that for a one-to-one replacement, no additional permit fees are required. However, permit fees are due for any tanks additional to those previously existing at the facility. If the facility is not insured, the assessment fee is also due at the time of form submission. Tank replacement or the addition of a tank will require the Form to be recorded in the land record. Check to the municipality is required to cover the recording fee of \$10.00.

Once completed, the signed, dated forms and all applicable fees should be submitted to:

**ANR DEC Waste Management Division
Underground Storage Tank Program
103 South Main Street, West Building
Waterbury, VT 05671-0404**

Should you have any questions, do not hesitate to call the UST staff at **(802) 241-3888** or **802-479-8782**. Every effort will be made to assist you in the completion of your UST Form.

Penalties

Title 10 V.S.A. Section 1935(b) provides for civil penalties not to exceed \$10,000 per UST per day for any tank owner or operator who violates any provision of the UST Regulations, including Terms and Conditions of any Order or Permit issued by the Secretary of the Agency of Natural Resources.