

Owners and operators of regulated underground storage tanks (USTs) on tribal lands must comply with federal UST regulations.

This compliance assistance brochure highlights best management practices for recordkeeping and notification.

**Note:** This document is a resource to promote compliance and does not replace the federal UST regulations.

EPA developed this brochure to help UST owners and operators in Indian country comply with the federal UST regulations.

This brochure is one in a series of EPA compliance assistance brochures designed to help owners and operators comply with UST regulations.

Other brochures focus on spill buckets, overfill protection, financial responsibility, insurance, tank release detection, and piping release detection.

[www.epa.gov/oust/pubs](http://www.epa.gov/oust/pubs)

# RECORDKEEPING AND NOTIFICATION

## BEST MANAGEMENT PRACTICES FOR YOUR UNDERGROUND STORAGE TANK



Office of Underground Storage Tanks  
[www.epa.gov/oust](http://www.epa.gov/oust)  
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Compliance Assistance In  
Indian Country

## RECORDKEEPING

It is important to keep your underground storage tank (UST) records. [Recordkeeping](#) is an important part of maintaining your tank facility. Make sure your UST system records are always readily available to demonstrate compliance with the UST regulations.



## What can you do to demonstrate compliance with the UST recordkeeping requirement?

### Release Detection

[Release detection](#) determines whether your tanks and piping are leaking. Keep records to demonstrate you are maintaining release detection. The specific records to keep depend on the type of release detection you use.

**MONTHLY TESTING:**  
Print out at least one passing leak test for each tank.

**ANNUAL TESTING:**  
Keep the most recent line tightness testing result and line leak detection functionality test.

**INTERSTITIAL MONITORING:**  
Keep a monthly log of interstitial monitoring results, if applicable.

```

MMM DD, YYYY HH:MM XM
PRESSURE LINE LEAK TEST
RESULTS
Q 1: UNLEADED REG LINE
3.0 GAL/HR RESULTS:
LAST TEST:
MMM DD, YYYY HH:MM XM PASS
NUMBER OF TESTS PASSED
PREV 24 HOURS : 123
SINCE MIDNIGHT : 81
0.20 GAL/HR RESULTS:
MMM DD, YYYY HH:MM XM PASS
MMM DD, YYYY HH:MM XM PASS
0.10 GAL/HR RESULTS:
MMM DD, YYYY HH:MM XM PASS
MMM DD, YYYY HH:MM XM PASS
    
```

Leak test print out



Manually checking brine sensor

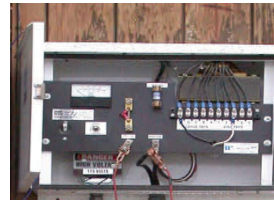
### Cathodic Protection

A metal UST system is typically equipped with either an impressed current or a galvanic anode system. Ask the installation contractor or review as-built drawings to determine which type of system you have.

Keep records of system installation, triennial testing, integrity assessments, and repairs to help determine whether your system is in compliance with the [corrosion protection](#) requirements.



Steel tank with sacrificial anode



Impressed current rectifier

### Other Records To Keep:

- UST system installation and repair for the operating life of the UST system
- Permanent closure site assessment results for at least 3 years
- Evidence of financial assurance mechanism and current certification of financial responsibility
- Release detection equipment performance claims for at least 5 years from installation and maintenance, repair, and calibration records for at least 1 year
- Internal lining inspection results until the next inspection

## NOTIFICATION

It is important to remember that you are responsible for making sure that your implementing agency is aware of all regulated USTs that you own. The information you provide should be based on available records or historical knowledge.

## What can you do to demonstrate compliance with the UST notification requirement?

### UST Notification Form

- Submit an [UST notification form](#) to your implementing agency providing the most up-to-date information regarding your UST system, its location, and compliance with the technical requirements of the UST regulations.
- Keep a copy of your notification form for reference.

Submit a notification form to your implementing agency within 30 days of installing your new UST.

Submit a notification form to your implementing agency 30 days before permanently closing your UST or performing a change in service.

Notify the implementing agency whenever you change the product stored in your UST.

### REMEMBER

Keep your records in organizers such as a tabbed three-ring binder or document holder. This will help the inspection go faster and smoothly.



Sample organizer