



## UST Reporting and Recordkeeping in Indian Country



*This document provides compliance tips for owners and operators of underground storage tanks regulated by the U.S. Environmental Protection Agency (i.e., USTs in Indian country). It does not replace the federal UST regulation. Additional information can be found at [epa.gov/ust](http://epa.gov/ust).*



Owners and operators must report information about their UST and maintain records during the lifetime of the UST. Recordkeeping requirements under the federal UST regulations are described at 40 CFR §280.34.

### WHERE DO I SUBMIT UST INFORMATION?

UST information is reported to the EPA. You can find your EPA regional office at [epa.gov/ust/underground-storage-tank-ust-regional-contacts](http://epa.gov/ust/underground-storage-tank-ust-regional-contacts).

The notification form provides information such as:

- Ownership.
- Physical location.
- Description of UST system (including installed equipment).
- Compliance with financial responsibility requirements.
- Installer certification of proper installation.
- UST closure or change in service.
- Owner certification.

### HOW DO I REPORT UST INFORMATION?

Report information to the EPA regional office by submitting the [notification form](http://epa.gov/ust/notification-form-underground-storage-tanks) located at: [epa.gov/ust/notification-form-underground-storage-tanks](http://epa.gov/ust/notification-form-underground-storage-tanks).

You can include multiple USTs located at the same facility on one form.

### WHEN DO I SUBMIT A REPORT TO THE EPA?

Submit information according to the timeframes listed below.

What	When
A new UST installation	<b>Within 30 days after</b> bringing it into use.
Switching what is stored in the UST	<b>At least 30 days prior</b> to switching to a regulated substance containing greater than 10% ethanol, greater than 20% biodiesel, or any other regulated substance when identified by EPA.
Changing the product stored in a UST to a non-regulated substance	<b>30 days prior</b> to making the change.
Closing an UST	<b>30 days prior</b> to permanently closure.

**NOTE:** When changing owners, use the notification form for ownership change located at [epa.gov/sites/default/files/2021-04/documents/notification-ownership-change-form-4-20-21.pdf](http://epa.gov/sites/default/files/2021-04/documents/notification-ownership-change-form-4-20-21.pdf), and submit within 30 days of assuming ownership.



## WHEN DO I REPORT A SUSPECTED UST RELEASE?

Report a suspected release within 24 hours. Also report plans for follow-up actions for confirmed releases.

### What may be a suspected release?

- Discovering released product or vapors at the UST site or the surrounding area.
- Unusual UST operation (e.g., erratic equipment, sudden product loss, unexplained water in the UST, or liquid in the secondary containment or interstice).
- Results from any release detection method that indicates a release may have occurred.

### You do not have to report if:

- Product was not released to the environment; or,
- Defective release detection equipment was immediately repaired or replaced (and additional monitoring did not indicate a release); or,
- Liquid in the interstice (where the liquid is not used as part of the interstitial monitoring system) is immediately removed; or,
- If inventory data is the reason to suspect a release, the second month of inventory data did not confirm a release occurred; or,
- The release detection alarm was caused by a non-release event (e.g., power surge).

## WHAT UST RECORDS DO I KEEP?

Keep the records below to help show that your USTs comply.

UST Record	Duration
Cathodic Protection	<ul style="list-style-type: none"> <li>▪ Test cathodic protection within 6 months of installation and every 3 years, thereafter. Test the cathodic protection system within 6 months of a repair of an UST system. Keep the last two tests.</li> <li>▪ Inspect USTs with impressed current cathodic protection every 60 days to ensure the cathodic protection equipment is running properly. Keep the last three inspections.</li> </ul>
Compatibility	<ul style="list-style-type: none"> <li>▪ Keep records demonstrating compatibility of all UST system equipment and the regulated substance that contain more than 10% ethanol or 20% biodiesel (or others as identified by EPA) for as long as the UST system stores that substance.</li> </ul>
Release Detection	<p>The record and retention period depends on the type of release detection that you use. Keep the records below to show that your release detection is maintained and operates properly:</p> <ul style="list-style-type: none"> <li>▪ records that release detection has been completed for at least 12 months.</li> <li>▪ annual operation tests for three years.</li> <li>▪ performance claims for at least five years.</li> <li>▪ repair, and calibration records for at least one year.</li> <li>▪ keep groundwater or vapor monitoring site assessments for as long as the release method is used.</li> </ul>
Operator Training	<ul style="list-style-type: none"> <li>▪ Keep designated Class A, Class B, and Class C operator training and retraining records for at least as long as the operators are designated.</li> </ul>
Walkthrough Inspections	<ul style="list-style-type: none"> <li>▪ Keep documentation for one year to demonstrate that your UST equipment is inspected according to the intervals specified in the UST regulation.</li> </ul>
UST System Repair	<ul style="list-style-type: none"> <li>▪ Keep all repair records for the operating life of the UST system.</li> <li>▪ Keep internal lining inspection results until the next inspection.</li> </ul>
Spill and overfill prevention equipment and containment sumps used for piping interstitial monitoring	<ul style="list-style-type: none"> <li>▪ Keep all testing and inspection records for three years.</li> <li>▪ Keep records showing that the integrity of both walls is monitored for as long as the equipment is monitored.</li> <li>▪ Testing is not required for double-walled equipment when the integrity of both walls is monitored.</li> </ul>
Change in service, Permanent closure, and Site assessments	<ul style="list-style-type: none"> <li>▪ Keep records for at least three years or send them to the implementing agency if they cannot be maintained at the site, or an alternative site.</li> </ul>
Financial Responsibility	<ul style="list-style-type: none"> <li>▪ Maintain records until the tank is permanently closed, undergoes a change in service, or after corrective action has been completed (if required).</li> </ul>