



Department of Environmental Protection
NOTIFICATION FOR UNDERGROUND STORAGE TANKS

WV Department of Environmental Protection
Division of Water & Waste Management-EE/UST
601 57th St., Charleston, WV 25304
(304) 926-0470 FAX: (304) 926-0477

STATE USE ONLY

ID #
DATE REC'D: Data entry clerk initial below
Date entered in Database:
Date contacted: NAME OF CONTACT:
Comments/clarification (↓):

TYPE OF NOTIFICATION

NEW AMENDED CLOSURE CHANGE OF OWNER
# Tanks # additional # Tanks
at facility sheets attached closed

INSTRUCTIONS AND GENERAL INFORMATION

Please type or print in ink. Also, be sure you have signatures in ink for sections VIII and XI. Complete a notification form for each location containing underground storage tanks. If more than 6 tanks are present at this location, photocopy pages 2 through 4 and use them for additional tanks.

The primary purpose of this notification program is to locate and evaluate underground storage tank systems (USTs) that store or have stored petroleum or hazardous substances. The information you provide will be based on reasonably available records, or in the absence of such records, your knowledge and recollection.

State law (West Virginia Underground Storage Tank Act, Chapter 22 Article 17) requires UST owners to use this notification form for all USTs storing regulated substances that are brought into use after May 1, 1990, (May 8, 1986, by Federal law) or USTs in the ground as of May 1, 1990, (May 8, 1986 by Federal law) that stored regulated substances at any time.

Who Must Notify? The UST Act requires owners of USTs that store regulated substances (unless exempted) to notify the WV Department of Environmental Protection of the existence of their USTs. "Owner" is defined as:

- any person who owns an UST that was in use on November 8, 1984 or after used for storage, use or dispensing of regulated substances
- any person who owned the UST immediately before the discontinuation of its use if last used before November 8, 1984.

Also, any facility that has made any changes to facility information or UST system status must submit a notification form.

Where to Notify? Send completed forms to the address above.

What USTs Are Included? An UST system is defined as any one or combination of tanks that (1) Is used to contain an accumulation of regulated substances, and (2) whose volume (including connected underground piping) is 10% or more below the ground. Regulated USTs store petroleum or hazardous substances, (see the following "What Substances Are Covered").

Penalties: Any owner who knowingly fails to register or submits false information shall be subject to a civil penalty not to exceed \$10,000 for each tank that is not registered or for which false information is submitted.

What Tanks Are Excluded From Notification?

- Tanks removed from the ground on or before May 8, 1986;
-Farm or residential tanks of 1,100 gallons or less capacity storing motor fuel for noncommercial purposes;
-Tanks storing heating oil for use on the premises where stored;
-Septic tanks;
-Pipeline facilities (including gathering lines) regulated under the Natural Gas Pipeline Safety Act of 1968, or the Hazardous Liquid Pipeline Safety Act of 1979, or which is an intrastate pipeline facility regulated under State laws;
-Surface impoundments, pits, ponds, or lagoons;
-Storm water or waste water collection systems;
-Flow-through process tanks;
-Liquid traps or associated gathering lines directly related to oil or gas production and gathering operations;
-Tanks on or above the floor of underground areas, such as basements or tunnels;
-Tanks with a capacity of 110 gallons or less.

What Substances Are Covered? The notification requirements apply to USTs containing petroleum or certain hazardous substances. Petroleum includes gasoline, used oil, diesel fuel, crude oil or any fraction thereof which is liquid at standard conditions of temperature and pressure (60°F and 14.7 pounds per square inch absolute). Hazardous substances are those found in Section 101 (14) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), with the exception of those substances regulated as hazardous waste under Subtitle C of RCRA.

When to Notify? 1. Owners of USTs in use or that have been taken out of operation, but are still in the ground must notify by May 1, 1990 (May 8, 1986, by Federal law). 2. After May 1, 1990, (May 8, 1986, by Federal law) owners must notify within 30 days of acquiring the UST(s). 3. Prior to receiving fuel deliveries at a facility the owner must notify/register UST(s) and pay required fees. 4. Notification of any amendments to the facility must be filed by December 31 of that year. 5. Upon change of ownership.

I. OWNERSHIP OF UST(S)

II. LOCATION OF UST(S)

Owner Name (Corporation, Individual, Public Agency, Other Entity) Facility Name and Identifier:
Address: Street Address:
City: City:
State: Zip: County: State: Zip: County:
Owner Phone: Facility Phone: Latitude: Longitude:
( ) ( )
Operator Name: Phone: Tax District: Map: Parcel:
Fax: E-Mail/fax/Other:
Address: City: State: Zip:
Contact name: Title: Phone:



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III. TYPE OF OWNER	IV. INDIAN COUNTRY	V. TYPE OF FACILITY
<input type="checkbox"/> Federal Government <input type="checkbox"/> Commercial <input type="checkbox"/> State Government <input type="checkbox"/> Private <input type="checkbox"/> Local Government <input type="checkbox"/> Unk/abandoned	This section does not apply to West Virginia	<input type="checkbox"/> Gas Station <input type="checkbox"/> Federal Non-military <input type="checkbox"/> Airline Taxi <input type="checkbox"/> Contractor <input type="checkbox"/> Federal Military <input type="checkbox"/> Aircraft Owner <input type="checkbox"/> Railroad <input type="checkbox"/> Petroleum Distributor <input type="checkbox"/> Utilities <input type="checkbox"/> Industrial <input type="checkbox"/> Trucking/Transport <input type="checkbox"/> Farm <input type="checkbox"/> Residential <input type="checkbox"/> Auto Dealership <input type="checkbox"/> Other (explain below):

**VI. CONTACT PERSON IN CHARGE OF TANKS (↓)**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail/Other: \_\_\_\_\_

<b>VII. FINANCIAL RESPONSIBILITY</b>	<input type="checkbox"/> I have met the financial responsibility requirements (in accordance with 40 CFR Subpart H) by using the following mechanism (check all that apply): <input type="checkbox"/> Self Insurance <input type="checkbox"/> Other Method (describe here): <input type="checkbox"/> Commercial Insurance <input type="checkbox"/> Surety Bond <input type="checkbox"/> Local Government Financial Test <input type="checkbox"/> Letter of Credit <input type="checkbox"/> Guarantee <input type="checkbox"/> Bond Rating Test
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**VIII. CERTIFICATION (Read and sign after completing ALL SECTIONS of this notification form)**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in Sections I through XI of this notification form and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.

Owner/authorized representative signature	Official title of signatory	Printed name of signatory	Date signed

**IX. DESCRIPTION OF UNDERGROUND STORAGE TANKS (Complete for all tanks and piping at this location.)**

Tank ID # (list compartmental tanks in this way: 1a, 1b, 2a, 2b, etc):						
<b>1. Status of Tank</b> (Check only one):	Currently in Use	<input type="checkbox"/>				
Temporarily Out of Service (Must Complete Section X)		<input type="checkbox"/>				
Permanently Closed (Must Complete Section X & sign bottom of page 4)		<input type="checkbox"/>				
<b>2. Date of Installation</b> (month/year)						
<b>3. Estimated Total Capacity</b> (gallons)						
<b>4. Material of Construction</b> (check all that apply):	Asphalt coated/Bare Steel	<input type="checkbox"/>				
Lined Interior		<input type="checkbox"/>				
Cathodically Protected Steel Impressed Current		<input type="checkbox"/>				
Cathodically Protected Steel Galvanic(example STIP-3)		<input type="checkbox"/>				
Composite (Fiberglass/polyurethane-coated)		<input type="checkbox"/>				
Fiberglass Reinforced Plastic		<input type="checkbox"/>				
Polyethylene Tank Jacket		<input type="checkbox"/>				
Excavation Liner		<input type="checkbox"/>				
Unknown		<input type="checkbox"/>				
Other tank material (Specify):		<input type="checkbox"/>				
Double Walled (required if tanks installed after 6/30/2008)		<input type="checkbox"/>				
Tank Brand & Model:						
Check box if tank has ever been repaired (enter date in box below)		<input type="checkbox"/>				
If tank has ever been repaired, enter date here:						



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**Tank ID #:**

<b>5. Piping Systems</b> (Check all that apply):	Unprotected Steel	<input type="checkbox"/>									
	Unprotected Copper	<input type="checkbox"/>									
	Cathodically Protected Impressed Current	<input type="checkbox"/>									
	Cathodically Protected Galvanic	<input type="checkbox"/>									
	Fiberglass Reinforced Plastic	<input type="checkbox"/>									
	Flexible Plastic	<input type="checkbox"/>									
	Double Walled Piping (required if installed after 6/30/2008)	<input type="checkbox"/>									
	Containment Sumps (required if piping installed after 6/30/2008)	<input type="checkbox"/>									
	Unknown	<input type="checkbox"/>									

Other piping material (Specify):

<b>Brand Name of Piping:</b>											
Date of Installation (month/year):											
Total length of piping (feet):											
If partial piping has ever been replaced enter date here:											
Specify length of piping replaced (feet):											

<b>6. Piping Type</b> (Check all that apply)	Pressure	<input type="checkbox"/>									
	“Safe” Suction (no valve at tank)	<input type="checkbox"/>									
	“Unsafe Suction (U.S.)” (valve at tank)	<input type="checkbox"/>									
	Gravity Feed	<input type="checkbox"/>									

<b>7. Substance Stored</b> (check all that apply)	Gasoline	<input type="checkbox"/>									
	Ethanol (enter percentage)										
	Diesel	<input type="checkbox"/>									
	Bio-diesel (enter percentage)										
	Heating Oil	<input type="checkbox"/>									
	Used Oil	<input type="checkbox"/>									
	Kerosene	<input type="checkbox"/>									
	Other (specify):	<input type="checkbox"/>									

	Hazardous Substance	<input type="checkbox"/>									
	CERCLA name/CAS #										
	Mixture of Substances (specify):										

<b>8. Release Detection</b>	(check all that apply)	<b>TANK</b>	<b>PIPE</b>								
	Manual tank gauging	<input type="checkbox"/>									
	Automatic tank gauging	<input type="checkbox"/>									
	Inventory Control	<input type="checkbox"/>									
	Tightness testing	<input type="checkbox"/>									
	Vapor monitoring (must attach VM site assessment)	<input type="checkbox"/>									
	Enter Vapor Monitoring equipment used:										
	Groundwater monitoring (must attach GWM site assessment)	<input type="checkbox"/>									
	Interstitial monitoring (required if installed after 6/30/08)	<input type="checkbox"/>									
	Electronic line leak detectors	<input type="checkbox"/>									
	Mechanical line leak detectors	<input type="checkbox"/>									
	SIR	<input type="checkbox"/>									
	None required because: Piping is safe suction	<input type="checkbox"/>									
	UST serves an emergency generator and was installed before 7/1/08	<input type="checkbox"/>									
	Other method allowed by implementing agency (specify):	<input type="checkbox"/>									

<b>Total # of Dispensers:</b>	<b>List dispenser #s for which dispenser systems were replaced after 6/30/08:</b> (if dispenser cabinet and/or shear valve only are replaced this does not apply)	Dispenser pans installed and tested liquid-tight? <input type="checkbox"/> Yes <input type="checkbox"/> No
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