TCEQ REGULATORY GUIDANCE

Small Business and Environmental Assistance Division
RG-475d ● April 2011

Petroleum Storage Tank Registration and Self-Certification

A guide for owners and operators of underground storage tanks (USTs)

This is a general guide to laws and regulations about underground and aboveground storage tanks and an aid in minimizing potential risks; it does not replace those laws and regulations, which take precedence over any information contained herein. If your tank system is located in Kinney, Uvalde, Medina, Bexar, Comal, Hays, Travis, or Williamson County, additional requirements related to the protection of the Edwards or the Trinity Aquifer may apply (Title 30, Texas Administrative Code [30 TAC], Chapters 213 and 214). In addition to the laws and TCEQ rules, local governments and other state and federal agencies may have rules that apply. The owner and operator are responsible for ensuring compliance with all applicable laws and regulations.

When is a UST subject to regulation?

A UST is regulated under 30 TAC 334 if it contains a regulated substance and 10 percent or more of its volume lies below the surface of the ground. Regulated substances include hazardous substances and petroleum substances such as gasoline, diesel, motor oil, waste oil, kerosene, jet fuel, and aviation gasoline and other petroleum derivatives. For further clarification on whether your UST is subject to state regulation, please contact the Petroleum Storage Tank Registration Team at 512-239-2160.

What are UST registration and self-certification? How do I self-certify or register my tanks?

Registration is how the owner or operator informs the TCEQ about its UST systems. Self-certification is how the owner or operator of a **motor-fuel** UST system notifies the TCEQ that it complies with certain technical and administrative requirements, and is necessary for the owner-operator to obtain a fuel-delivery certificate. *Motor fuel* is defined as 'A petroleum substance which is typically used for the operation of internal combustion engines (including stationary engines and engines used in motor vehicles, aircraft, and marine vessels), and which is one of the following types of fuels: motor gasoline, aviation gasoline, Number 1 diesel fuel, Number 2 diesel fuel, biodiesel blended with Number 1 or Number 2 diesel, gasohol, or other alcohol blended fuels. Both registration and self-certification entail the submission of core data to the TCEQ Central Registry, and both are accomplished using the

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UST Registration and Self-Certification Form (TCEQ-00724), available online at <www.tceq.texas.gov/forms>.

Self-certification is required annually for USTs containing motor fuel. The owner or operator must certify that the UST system is in compliance with technical standards and requirements for registration and financial assurance, and that all fees due to the TCEQ are paid. A current certificate of insurance (or other proof of financial assurance) must be submitted at the time of self-certification. Once the form is processed, the TCEQ will issue you a fuel delivery certificate authorizing delivery of fuel. Receiving fuel without a current, valid fuel delivery certificate is a violation of TCEQ rules and may result in fines and penalties.

An important part of self-certification involves identifying each tank. Once a tank has been listed on the form TCEQ-00724, a permanent label must be affixed on or near the tank, allowing a physical match of the tank in the ground with the one listed on the self-certification form. It is not necessary to indicate the fuel grade on the permanent label, but the tank number (and compartment letter, if applicable) must be visible.

Registration is required for all regulated USTs that contain or have contained a regulated substance, unless otherwise exempted or excluded (30 TAC 334.3–4). Common exemptions and exclusions include farm or residential tanks with a capacity of 1,100 gallons or less, tanks that contain heating oil, flow-through-process tanks, and septic tanks.

Core Data for the Central Registry are reported on the first two sheets of the UST form. If you have any questions related to the first two pages of the form, please call TCEQ Central Registry at 512-239-5175.

When do I need to submit form TCEQ-00724?

Submitting this form is required when a UST is installed or temporarily or permanently removed from service. Owners-operators must submit to the TCEQ any changes in ownership, address, or phone number, or other required information (including technical data or changes in financial assurance). The form must be submitted within **30 days** of any such change.

Each year, owners-operators of USTs with motor fuels must renew their facility's fuel-delivery certificate to maintain authorization to receive fuel. About 45 days before the annual renewal is due, the TCEQ mails a reminder to the address on record. However, it is the responsibility of the owner or operator to submit a complete self-certification form before the current certificate expires. An incomplete or inaccurate self-certification form will be returned to the applicant for completion or correction before the TCEQ will issue a new fuel-delivery certificate.

When a UST system changes owners or operators an existing fuel-delivery certificate is only valid for 30 days following the change in responsibility for the system. It is essential that the new owner or operator submit a new

self-certification form as soon as possible to ensure that the certificate remains valid.

When will my fuel-delivery certificate expire?

Look at the last digit of the official TCEQ identification number for the registered owner of the UST facility. **Table 1** shows when the certificate will expire.

Table 1. Expiration dates for fuel-delivery certificates.

If the owner number ends in	Certificate expires	Renewal date	You must post your new delivery certificate on
1	Jan 31	Jan 2	Feb 1
2	last day of Feb	Jan 30 (in leap year, Jan 31)	Mar 1
3	Mar 31	Mar 2	Apr 1
4	Apr 30	Apr 1	May 1
5	May 31	May 2	Jun 1
6	Jun 30	Jun 1	Jul 1
7	Jul 31	Jul 2	Aug 1
8	Aug 31	Aug 2	Sep 1
9	Sep 30	Sep 1	Oct 1
0	Oct 31	Oct 2	Nov 1

Which parts of the form must be completed for an initial registration?

When initially registering your UST system, please complete the entire form so we can track the information in our database. Completion of Section 12 ensures accurate reporting of technical compliance.

What parts of the form do I fill out for first-time self-certification?

When submitting the form for self-certification for the first time, you must complete sections 1, 2, 3, 4, 7, 8, 9, 11 and 12.

Which parts of the form must be completed for subsequent annual self-certification filings?

When submitting the form for subsequent annual self-certification filings, you must complete sections 1, 2, 3, 4, 7, 8, and 9 and any other section of the form where information has changed. The TCEQ will return incomplete forms.

Do I have to pay a fee?

Beginning Sept. 1, 2007, UST owners are no longer assessed annual registration fees. However, unpaid annual fees assessed prior to Sept. 1, 2007 are the owner's responsibility.

What records do I need to keep?

Make a copy of your registration and self-certification form before you submit it to the TCEQ. Keep all installation records for your tank and piping system for the life of the system, and all records that document compliance with applicable rules for at least five years (such as periodic testing records, tank-monitoring reports, proof of financial assurance, etc.).

Do I need financial assurance?

Owners or operators of an UST must demonstrate financial assurance for corrective action and third-party pollution liability (environmental-cleanup coverage), except for owners and operators of any UST system exempted under 30 TAC 334.3 or excluded under 30 TAC 334.4, or a state or federal authority described in 30 TAC 37.801(b) (Applicability). Financial-assurance requirements for USTs can be found at 30 TAC 37, Subchapter I. For additional information on financial assurance, please see module RG-475k.

Where do I find more information?

The complete requirements for registration and self-certification appear at 30 TAC 334.7–8.

For questions concerning completion of the form or about the information reported on the form, please contact the **Petroleum Storage Tank Registration and Self-Certification Team** at 512-239-2160.

Download the form for registration and self-certification: <www.tceq.texas.gov/assets/public/permitting/rrr/forms/0724.pdf>.

For confidential environmental compliance assistance for small businesses and local governments, contact Small Business and Local Government Assistance via the hotline at 800-447-2827 or online at <www.TexasEnviroHelp.org >.