



Petroleum Storage Tank Registration and Self-Certification

A guide for owners and operators of USTs

This is module d of the PST Super Guide, a comprehensive guide to issues relating to petroleum storage tanks (PSTs). This super guide provides an overview to laws and regulations for PSTs and can be used as an aid in minimizing potential risks. The guide does not replace those laws and regulations which take precedence over any information in this publication.

Module d explains the rules and procedures for registering and self-certifying underground storage tanks.

- You, the owner or operator of a PST, are responsible for ensuring compliance with all applicable laws and regulations.
- If your UST system is located in Kinney, Uvalde, Medina, Bexar, Comal, Hays, Travis, or Williamson County, additional requirements related to protecting 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.

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.

How do I register and self-certify my tanks?

Registration is how you inform the TCEQ about your UST system at a facility. Self-certification is an additional step for motor-fuel UST systems to notify the TCEQ that the **motor-fuel** UST system complies with certain technical and administrative requirements. Self-certification is necessary for the owner or operator to obtain a fuel-delivery certificate. Both registration and self-certification are accomplished using the UST Registration and Self-Certification Form (TCEQ-00724), available online at www.tceq.texas.gov/search_forms.html.

Self-certification is required annually for USTs containing motor fuel. Motor fuels include motor gasoline, aviation gasoline, Number 1 or Number 2 diesel fuel, or any blend containing one or more of these substances (for example, motor gasoline blended with alcohol). The owner or operator must certify that the UST system is in compliance with technical standards and requirements for registration and financial assurance. The owner or operator must also certify that all UST facility fees (assessed prior to September 1, 2007 and remaining due to TCEQ) have been paid in full (i.e., annual fees plus all late fees, penalties, & interest). You must submit a current certificate of insurance (or other proof of financial assurance) at the time of self-certification. Every third year, you must also submit a copy of the current operator-training certificate with the annual self-certification. For additional information on operator training, please see *Training for Underground Storage Tank Operators: A guide for owners and operators of USTs* (TCEQ publication RG-475o). Once the form is processed, the TCEQ will issue your certificate authorizing delivery of fuel.

An important part of self-certification involves identifying each tank. Once a tank has been listed on form TCEQ-00724, a permanent label must be affixed on or near the tank, creating 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.

A **UST Delivery Certificate** or temporary delivery authorization must be made available to a common carrier before delivery of a regulated substance. Receiving fuel without a current, valid fuel-delivery certificate is a violation of TCEQ rules and may result in fines and penalties. The delivery certificate should be posted at your facility in a location that is visible at all times.

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 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.

When do I need to submit form TCEQ-00724?

You must submit this form annually, or when a UST is installed or removed, temporarily or permanently, from service. Owners and operators must also use this form to submit to the TCEQ any changes in ownership, address, phone number, release-detection method, or other required information (including changes in financial assurance or technical data). You will also submit form TCEQ-00724 when updating the type of stored regulated substance in your tank(s), which includes switching to a regulated substance containing greater than 10% ethanol, or greater than 20% biodiesel. The form must be submitted within 30 days of any such change.

Each year, owners and 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, 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 by the deadline established in the rule (see Table 1). 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 the following 30 days. It is essential that the new owner or operator submit a new self-certification form and proof of financial assurance 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 13 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, 6, 7, 8, 9, 11, and 12.

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

When submitting the form for subsequent annual self-certification, you must complete sections 1 through 9 and any other section of the form where information has changed. If there is a change of ownership with the renewal of your delivery certificate, then you must complete sections 1 through 10 and 12. The TCEQ will return incomplete forms.

What records do I need to keep?

Make a copy of your registration and self-certification form before you submit it to 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 a 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 in 30 TAC 37, Subchapter I. For additional information on financial assurance, please see *Financial Assurance for Petroleum Storage Tanks* (TCEQ publication RG-475i).

Where do I find more information?

The complete requirements for registration and self-certification appear in 30 TAC 334.7 and 334.8:

<[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=30&pt=1&ch=334&sch=A&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=30&pt=1&ch=334&sch=A&rl=Y)>.

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 UST Registration and Self-Certification Form:

<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>