



TCEQ REGULATORY GUIDANCE

Program Support and Environmental Assistance Division
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Underground Storage Tank Registration and Self-Certification

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 of laws and regulations for PSTs and can be used as an aid in minimizing potential risks. The guide does not replace laws and regulations which take precedence over any information in this publication.

Who should use this guide?

Underground storage tank (UST) owners and operators should use *module d* to understand the rules and procedures for registering and self-certifying their USTs. UST owners and operators should note the following:

- You, the owner or operator of a PST, are responsible for ensuring compliance with all applicable laws and regulations.
- If your PST system is in Medina, Bexar, Comal, Kinney, Uvalde, Hays, Travis, or Williamson County, additional requirements related to protecting the Edwards or the Trinity Aquifer may apply ([Title 30, Texas Administrative Code \[30 TAC\]](#),¹ Chapters 213 and 214).
- In addition to TCEQ rules, local governments and other state and federal agencies may have rules that apply.

For more compliance information, contact Small Business and Local Government Assistance at 800-447-2827 or TexasEnviroHelp@tceq.texas.gov.

When is a UST subject to TCEQ regulations?

TCEQ regulates a UST if it contains a regulated substance and 10% or more of its volume lies below the surface of the ground. Regulated substances include hazardous substances and petroleum substances, which include, but are not limited to:

- basic petroleum substances
- motor fuel (motor gasoline, diesel)
- aviation gasoline and jet fuel
- distillate, residual, and gas turbine fuel oils
- solvents

1. www.tceq.texas.gov/goto/view-30tac

- lubricants (automotive and industrial)
- building materials (liquid asphalt and dust-laying oils)
- used oils

You can find the complete rules for USTs in [30 TAC Chapter 334](#).²

How do I register and self-certify my tanks?

There are two methods available to register and self-certify tanks:

- Use our online e-permitting system [STEERS](#)³ to submit registration and self-certification information.
- Submit the [UST Registration and Self-Certification Form](#)⁴ (TCEQ-00724) to the PST Registration Team using the address or fax number on the form.

STEERS allows you to renew multiple PST self-certifications in one submission. Registration and self-certification submissions sent through STEERS are processed within three to seven business days, which is faster than mailed or faxed forms. For step-by-step instructions on creating STEERS accounts, see our [Guide to Creating an Account in STEERS E-permitting](#)⁵ (RG-531a).

TCEQ may require you to submit additional information if you submit incomplete or inaccurate registration or self-certification information. See our [Registering and Self-Certifying Petroleum Storage Tanks](#)⁶ webpage for more information.

You can verify that the PST Registration Team received a form you submitted via postal mail, overnight service, or fax by visiting the [Registration and Reporting Incoming Document Search Portal](#).⁷ You can get the status of faxed submissions one to two business days after sending or mailed submissions three to five business days after sending.

Registration

Registration is how you inform TCEQ about your UST system at a facility. All regulated USTs that contain or have contained a regulated substance must be registered, unless otherwise exempt or excluded. See [30 TAC Sections 334.3](#)⁸ and [334.4](#)⁹ for the full list of exemptions and exclusions. 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

2. [texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=30&pt=1&ch=334](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=30&pt=1&ch=334)

3. www3.tceq.texas.gov/steers/

4. www.tceq.texas.gov/downloads/permitting/waste-registration/forms/pst/0724.pdf

5. www.tceq.texas.gov/downloads/assistance/publications/rg-531a.pdf

6. www.tceq.texas.gov/permitting/registration/pst

7. tceq.texas.gov/goto/docsearch

8. www.tceq.texas.gov/goto/ust-exemptions

9. www.tceq.texas.gov/goto/ust-exclusions

- septic tanks

You must register newly installed tanks within 30 days after placing a regulated substance into the tank. Update your registration if there are any changes to the facility or UST system within 30 days of that change.

Self-Certification

You must self-certify **USTs that contain motor fuel**¹⁰ every year to renew your delivery certificate. Self-certification is an additional step for motor fuel USTs. You are certifying that the UST system complies with requirements for technical standards, registration, and financial assurance. You must also certify that any penalties or delinquent fees have been paid in full.

Additionally, you need to submit a current certificate of insurance (or other proof of financial assurance) at the time of self-certification. When you submit your self-certification, you must also provide a copy of the current operator training certificate for Class A and Class B operators. For more information about operator training, please see [Training for Underground Storage Tank Operators](#)¹¹ (RG-475o).

An important part of self-certification involves identifying each tank. Once you identify a UST on the registration form or in STEERS, post a permanent label on or near the tank to create a physical match of the tank in the ground with the one listed on the form. You do not need to indicate the fuel grade on the permanent label, but the tank number and compartment letter, if applicable, must be visible.

About 45 days before the annual self-certification is due, TCEQ mails a reminder to either the owner's or operator's address on record based on information provided in the last renewal. However, it is your responsibility as the owner or operator to submit a complete self-certification by the deadline established in the rule (see [Table 1](#)). After processing your renewal, TCEQ will issue your certificate authorizing fuel delivery.

Delivery Certificates

You must have a current delivery certificate or temporary delivery authorization to receive deliveries from a common carrier. The delivery certificate should be posted at your facility in a location that is always visible.¹² Provide the delivery certificate to a common carrier before delivery of a regulated substance and to TCEQ personnel upon request.

Receiving fuel without a current, valid delivery certificate violates TCEQ rules and may result in fines and penalties for you and the common carrier.

When will my delivery certificate expire?

The last digit of the owner identification number on the delivery certificate indicates the expiration date for the UST facility. Table 1 shows when the certificate will expire.

10. Includes motor gasoline, aviation gasoline, Number 1 or Number 2 diesel fuel, or any blend containing one or more of these substances.

11. www.tceq.texas.gov/downloads/assistance/publications/rg-475o.pdf

12. See 30 TAC Subsection 334.8(c)(5)(iii)

Table 1. Expiration dates for delivery certificates.

If the owner number ends in	Certificate expires	TCEQ must receive the renewal by	Post your new delivery certificate on
1	Jan. 31	Jan. 2	Feb. 1
2	Last day of Feb.	Jan. 30	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

For more information, see our [Renewing a PST Delivery Certificate](#)¹³ webpage.

Do I need financial assurance?

Owners or operators of a regulated UST must demonstrate financial assurance for corrective action and third-party liability.¹⁴ State or federal governmental agencies are exempt from financial assurance requirements.

TCEQ requires proof of financial assurance with new registrations and self-certification renewals. When submitting your proof of financial assurance, make sure that the insured name, location address, and tank numbers listed match your registration and that the policy has not expired.

You can find the financial assurance requirements for USTs in [30 TAC 37, Subchapter I](#).¹⁵ For additional information on financial assurance, see our [Financial Assurance for Petroleum Storage Tanks](#)¹⁶ (RG-475i) guidance.

How do I fill out TCEQ-00724?

For initial registrations and self-certifications:

Please complete the entire form so TCEQ can track the information in our system. Completion of Section 13 ensures accurate reporting of technical compliance.

13. www.tceq.texas.gov/permitting/registration/pst/annual_delivery.html

14. Bodily injury and property damage caused by accidental releases.

15. www.tceq.texas.gov/goto/view-30tac

16. www.tceq.texas.gov/downloads/assistance/publications/rg-475i.pdf

For annual self-certification renewals:

Complete Sections 1 through 9 and any other section of the form where information has changed. If there are any changes, including a change of ownership with the renewal of your delivery certificate, then you must complete Sections 1 through 10 and 12. TCEQ will return incomplete or deficient forms.

Watch the [Filling Out the TCEQ UST Registration & Self-certification Form TCEQ-0724](#)¹⁷ training video for more assistance.

What if something changes at my facility?

You must update your registration using STEERS or TCEQ-00724 within 30 days of any changes to the facility or UST system. This includes, but is not limited to, changes in:

- owner/operator
- contact information
- tank operational status (temporary or permanent removal)
- type of regulated substance stored¹⁸
- equipment or method of:
 - corrosion protection
 - spill and overfill prevention
 - release detection
- any other required information, such as financial assurance

When a UST system changes owners or operators, an existing delivery certificate is only valid for the following 30 days. It is essential that the new owner or operator update the registration and self-certification with proof of financial assurance within 30 days of the change of ownership to ensure that the certificate remains valid.

What registration records do I need to keep?

Make a copy of your registration and self-certification form before you submit it to TCEQ. If submitting through STEERS, save the Copy of Record that is provided at the end of the submission process. You need to keep the following records for the life of the system:

- Original and amended registration documents.
- Original and amended certifications for installations and financial assurance.
- Seller's disclosure to UST purchaser.

17. www.youtube.com/watch?v=ZL8Go-2gDSw

18. Includes switching to a regulated substance containing greater than 10% ethanol or greater than 20% biodiesel.

Keep copies of your annual self-certifications and records that document compliance with applicable rules for at least five years.

Where do I find more information?

Find complete requirements in [30 TAC](#)¹⁹ for:

- UST Registration Requirements (30 TAC Section 334.7)
- UST Self-Certification Requirements (30 TAC Section 334.8)
- UST Operator Training (30 TAC Chapter 334, Subchapter N)
- Financial Assurance (30 TAC Chapter 37, Subchapter I)
- Tanks in the Edwards Aquifer (30 TAC Chapter 213)
- Tanks over other aquifers (30 TAC Chapter 214)

Other online resources include:

- Visit the [Registration & Reporting Incoming Document Search Portal](#)²⁰ to check the status of your PST submission sent by fax or mail. You can get information about faxed submissions one to two business days after sending or mailed submissions three to five business days after sending.
- [Compliance resources for PST facilities](#)²¹ developed by our Small Business and Local Government Assistance (SBLGA) program.
- Links to additional webpages about registering PSTs, technical requirements for regulated PSTs, and leaking petroleum storage tank cleanup are available on the [Petroleum Storage Tanks webpage](#).²²
- [A Guide to Creating an Account in STEERS E-Permitting](#)²³ (RG-531a)
- [TCEQ form and publication search](#).²⁴
- You can contact PST Registration Team at 512-239-2160 for further clarification on requirements.

19. www.tceq.texas.gov/goto/view-30tac

20. tceq.texas.gov/goto/docsearch

21. www.tceq.texas.gov/assistance/industry/pst/

22. www.tceq.texas.gov/permitting/pst_cert.html

23. www.tceq.texas.gov/downloads/assistance/publications/rg-531a.pdf

24. www.tceq.texas.gov/publications