

Notification Requirements for Underground Storage Tanks (USTs)

Overview

In accordance with [9VAC25-580-70](#), underground storage tank (UST) owners are required to submit a notification form to DEQ when installing or closing a UST or when other changes are made to a UST system or facility. This fact sheet details when notification is required and how to provide proper notification via the usage of DEQ's notification forms.

Who is responsible for notifying DEQ of changes to a UST facility?

The UST owner is responsible for signing and submitting UST notification forms to DEQ. DEQ **will not accept** notification forms signed by tank operators.

What changes trigger the obligation to notify DEQ?

- Installing a new UST facility
- Installing a new UST or piping at an existing facility
- Changing ownership of the tank(s)
- Closing (temporarily or permanently) a UST facility or an individual UST/piping
- Changing a UST's release detection method or overfill prevention equipment
- Changing the substance stored in one or more USTs
- Bringing a UST back into service that has been temporarily closed

How long to do I have to notify DEQ?

Owners must file a registration form with DEQ within 30 days of the change.

How do I notify DEQ?

Notify DEQ by completing, signing, and submitting a UST Notification form to DEQ. There are two ways to do this:

- Download a paper form from DEQ's website: <https://www.deq.virginia.gov/our-programs/land-waste/petroleum-tanks/underground-storage-tanks/registration> (DEQ's UST Registration page), or
- Complete and submit the UST Notification form online through DEQ's myDEQ Portal: <https://www.deq.virginia.gov/get-involved/mydeq-portal>. The advantage of submitting a notification form online is that you only change what needs to be changed. DEQ's comprehensive facility database fills in the rest.

There is more than one Notification Form. Which one should I use?

DEQ's [UST Registration webpage](#) explains which notification form to use for each type of UST facility change. DEQ's myDEQ Portal also walks the UST owner through which form to use.

Questions?

Please visit DEQ's [UST Registration page](#) for more resources, including simple tutorials on how to use myDEQ Portal and file a notification form online.

