Virginia Compliance Calendar for Underground Storage Tank Owners

IMPORTANT -This calendar contains the requirements for Underground Storage Tanks that are not subject to Stage II Vapor Recovery Requirements since the tanks are in an area not required to have Stage II Vapor Recovery or have properly decommissioned their Stage II Vapor Recovery Equipment. Stage II Vapor Recovery facilities should use the Gasoline Dispensing Facilities calendar on DEQ's website.

DEQ
VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

Welcome!

The Department of Environmental Quality (DEQ) developed this calendar to help underground storage tank (UST) owners comply with environmental requirements for USTs. We hope you find this calendar to be a helpful tool for meeting your recordkeeping obligations. In order to keep all documents in one place, you should keep this calendar and maintain a file folder to store copies of submitted registration form(s), training certificates, most recent test results, copies of repair records, purchase orders and parts receipts. All records must be maintained and readily available for review by DEQ.

Links to Important Forms and Documents

Underground Storage Tank Documents may be found on DEQ's website https://www.deq.virginia.gov/our-programs/land-waste/petroleum-tanks/underground-storage-tanks.This calendar may be found on DEQ's underground storage tank web page under the General Tab on the Tools and Resources page.

Instructions

The calendar was developed for tank owners to keep track of their compliance dates. At the beginning of each year, tank owners should mark the following dates on the calendar:

1) Spill and overfill prevention devices must be tested every 3 years.

2) Containment sumps used for interstitial monitoring must be tested every 3 years.

3) Tank release detection equipment must be tested once per year.

4) Piping release detection –
   a. Pressurized piping must have an automatic line leak detector (ALLD) that is tested every year, plus an annual line tightness test or monthly monitoring method.
   b. Unsafe suction piping must be tightness tested every 3 years or monitored monthly.

5) Corrosion Protection – Cathodic protection must be tested every 3 years. Internal liners used for corrosion protection must be tested 10 years after installation and every 5 years thereafter. Rectifier (if present) must be inspected every 60 days for changes in the readings (volts, amps).

6) Operator Training – Class C operator training must be refreshed every year.

How to contact us:

Virginia **D**epartment of **E**nvironmental **Q**uality
Office of Spill Response and Remediation
PO Box 1105
Richmond, VA 23218-1105

Telephone: 804.774.8338

Or Toll-Free:

800.592.5482

Email: tank@deq.virginia.gov

If you have questions or comments about this calendar, please feel free to contact us.

Did you know DEQ has translation services?

If you need a translated fact sheet or translation services during an inspection, please let the inspector know prior to or during the inspection.

Table of Contents

January __ __ UST System Walk-Through Inspection Checklist
Required every 30 days and annually: KEEP RECORD FOR ONE YEAR

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

JANUARY _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 **Monthly Inspection** ❑ **Monthly release detection** ☐	31				

Reminder to Mark Tank Compliance Dates:

1) Mark due date of equipment tests.
2) Mark due date of release detection tests.
3) Mark due date of corrosion protection tests.
4) Mark due date of Class C training.

February __ ____ UST System Walk-Through Inspection Checklist
Required every 30 days and Annually

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

FEBRUARY _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28 **Monthly Inspection ❑** **Monthly release detection ☐**

March __ ____ UST System Walk-Through Inspection Checklist
Required every 30 days and annually

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

MARCH _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 **Monthly Inspection** ❑ **Monthly release detection** ☐	31				

April__ _____ UST System Walk-Through Inspection Checklist
Required every 30 days and annually

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

APRIL _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 **Monthly Inspection** ❑ Monthly release detection ☐					

May__ _____ UST System Walk-Through Inspection Checklist
Required every 30 days and annually

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

MAY _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 **Monthly Inspection** ❑ Monthly release detection ☐	31				

June__ _____ UST System Walk-Through Inspection Checklist
Required every 30 days and annually

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

JUNE _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 **Monthly Inspection** ❑ Monthly release detection ☐					

July__ _____ UST System Walk-Through Inspection Checklist
Required every 30 days and annually

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

JULY _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 **Monthly Inspection** ❑ Monthly release detection ☐	31				

August __ _____ UST System Walk-Through Inspection Checklist
Required every 30 days and annually

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

AUGUST _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 **Monthly Inspection** ❑ Monthly release detection ☐	31				

September __ _____ UST System Walk-Through Inspection Checklist
Required every 30 days and annually

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

SEPTEMBER _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29 **Monthly Inspection ❑ Monthly release detection ☐**	30					

October __ _____ UST System Walk-Through Inspection Checklist
Required every 30 days and annually

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

OCTOBER _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 **Monthly Inspection ❑** **Monthly release detection ☐**	31				

November __ _____ UST System Walk-Through Inspection Checklist
Required every 30 days and annually

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

NOVEMBER _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 **Monthly Inspection ❑** **Monthly release detection ☐**					

December __ _____ UST System Walk-Through Inspection Checklist
Required every 30 days and annually

Inspection Point	Inspected		Repaired		Repair Logged on Maintenance Record		Inspected By (initials)
Visually check spill prevention equipment for damage. Remove liquid or debris.	Y	N	Y	N	Y	N	
Check for and remove obstructions in fill pipe.	Y	N	Y	N	Y	N	
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.	Y	N	Y	N	Y	N	
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.	Y	N	Y	N	Y	N	
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.	Y	N	Y	N	Y	N	
Review and keep current release detection records.	Y	N	Y	N	Y	N	
Required Annually- Perform at least Every 365 Days							
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.	Y	N	Y	N	Y	N	
Remove liquid in contained sumps or debris.	Y	N	Y	N	Y	N	
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.	Y	N	Y	N	Y	N	
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	Y	N	Y	N	Y	N	
Recommended Activities							
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.	Y	N	Y	N	Y	N	
Containment sump areas: Look for significant corrosion on the UST equipment.	Y	N	Y	N	Y	N	

In the following table, explain actions taken to fix issues.

Date	Action Taken

DECEMBER _____

DEQ COMPLIANCE CALENDAR FOR UST OWNERS

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 **Monthly and Annual Inspection ❑** **Monthly release detection ☐**	31				

Test Dates for Underground Storage Tanks

Equipment	Testing Frequency	Last Tested	Next Test Due
Spill Buckets	Every 3 years		
Overfill Prevention Device	Every 3 years		
Tank Release Detection Equipment	Annually		
Piping Release Detection Equipment	Annually		
Unsafe Suction Piping	Every 3 years		
Corrosion Protection (Cathodic Protection or Liner)	Cathodic Protection – every 3 years; Liners – 10 years after installation and every 5 years thereafter		
Operator Training	Class C Operator - annually		

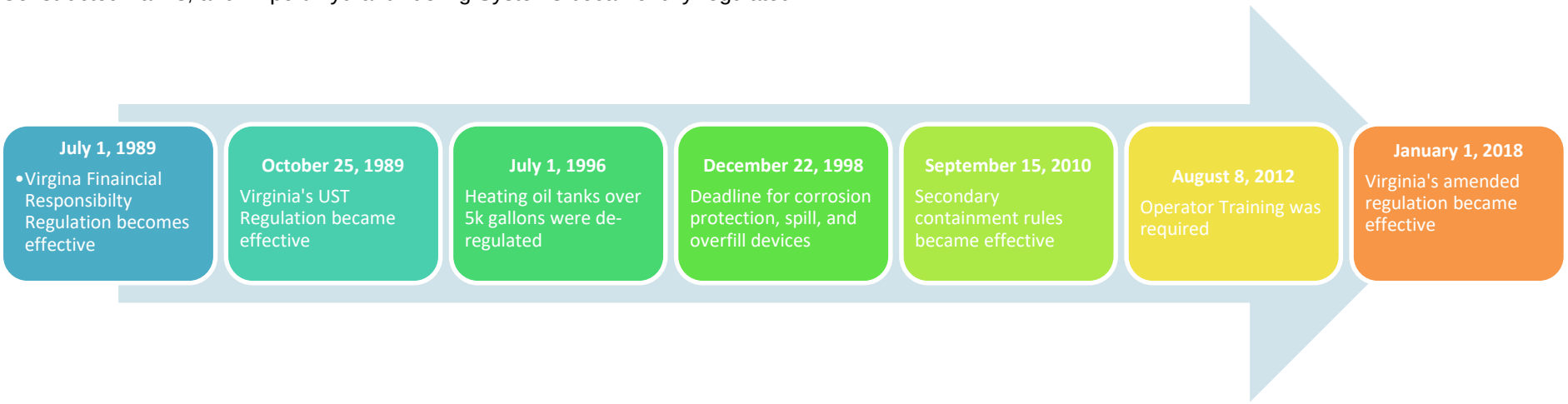
UNDERGROUND STORAGE TANK (UST) REGULATORY BACKGROUND

Virginia's UST Technical Standards and Corrective Action Requirements Regulation (9 VAC 25-580-10 et seq.) became effective on October 25, 1989, in response to the December 1988 Federal Rule. Very similar to the December 1988 Federal Rule, Virginia's rule required owners to register all USTs that remained in the ground, including heating oil tanks of 5,000 gallons or more. Heating oil tanks were deregulated, effective July 1, 1996, to align with the federal regulation that exempted heating oil tanks where the product is used on the premises where stored. The state and federal UST regulations required all UST systems to be equipped with spill prevention devices, overfill prevention devices, and corrosion protection systems by December 22, 1998.

On September 15, 2010, Virginia, in response to the 2005 EPA Energy Policy Act, promulgated UST regulation changes that required all new USTs and piping to be secondarily contained, required UST operators to undergo training by August 8, 2012, and gave Virginia the authority to prohibit delivery of product to USTs due to non-compliance.

Virginia amended its UST regulations again in response to the 2015 federal UST regulatory amendments. Virginia's amended regulation became effective on January 1, 2018, with some requirements becoming effective immediately and others effective January 1, 2021. The items that were effective immediately included the following requirements: 1) new ball float devices were not allowed to be installed for the primary method of overfill prevention; 2) newly installed equipment was required to be tested at installation; 3) bare steel tanks or piping had to be permanently closed; and 4)owners with tanks storing biofuels must demonstrate compatibility with the UST equipment.

By January 1, 2021, owners were required to perform annual release detection equipment testing and tri-annual testing of spill, overfill, and containment sumps used for interstitial monitoring. Additionally, secondary containment systems that are used for interstitial monitoring must be tested every three years. Facility walkthrough inspections were required to be performed every 30 days for some equipment and annually for other equipment. Emergency generator tanks, Field Constructed Tanks, and Airport Hydrant Fueling Systems became fully regulated.



Why are the U.S. EPA and Virginia regulating Underground Storage Tanks (USTs)?

Releases from UST systems can be very costly and impact drinking water sources. Since 1984, there have been over 568,981 releases from UST systems across the nation. Preventing and detecting releases from UST systems as soon as possible can minimize loss of inventory, the cost of clean-up and the impact to the environment.

Background

Underground storage tanks are regulated to protect the environment (soil, ground water and surface water) from being contaminated by releases. Federal and state regulations require tank owners/operators to install double-walled tanks and piping (if installed after September 15, 2010) with corrosion protection, maintain the UST system, conduct release detection, and periodically test the equipment. Until the mid-1980s, most USTs and piping were made of bare steel, which is likely to corrode over time and allow UST contents to leak into the environment. Faulty installation or inadequate operating and maintenance procedures also can cause USTs to release their contents into the environment. Releases have also been caused by spills and overfills from UST systems.

Today in Virginia there are approximately 17,000 active USTs, at approximately 5,700 facilities. Gasoline or other hazardous substance, leaking from service stations, is one of the most common sources of groundwater pollution. The leaking material seeps into the soil and contaminates the groundwater. Approximately one-half of the population of the United States relies on groundwater as their source of drinking water. Groundwater pollution is a serious problem. Approximately 12,000 releases have been documented in Virginia since the beginning Underground Storage Tank Program. Each one of these releases had the potential to affect drinking water supplies. Many municipal and private wells have had to be shut down as the result of contamination caused by releases from UST systems. In addition, fumes and vapors from releases can travel beneath the ground and collect in areas such as basements, utility vaults, and parking garages where they can pose a serious threat of explosion, fire, and asphyxiation or other adverse health effects.

Prevention and cleanup of releases are the two primary goals of the programs that regulate USTs. Cleaning up petroleum releases is difficult and usually expensive; it is much easier and less costly to prevent releases before they happen. The old adage of "an ounce of prevention being worth a pound of cure" is particularly relevant to UST systems.

This calendar and its supplemental section(s) are intended to assist a tank owner/operator to properly operate and maintain the tanks and meet other requirements associated with these tanks.

TANK INFORMATION FOR YOUR FACILITY

	Tank #		Tank #		Tank #		Tank #		Tank #	
Tank Capacity (*gallons)*										
Substance Stored (*if hazardous include CERCLA name and/or CAS number*)										
Material of Construction (*check all that apply*)	**Tank**	**Piping**	**Tank**	**Piping**	**Tank**	**Piping**	**Tank**	**Piping**	**Tank**	**Piping**
- Fiberglass Reinforced Plastic										
- Coated & Cathodically Protected/STI-P3®										
- Double-Walled										
- Impressed Current System Steel										
- Composite (Steel Clad w/Fiberglass)/ACT100®										
- Lined Interior										
- Polyethylene Tank Jacket										
- Concrete										
- Excavation Liner										
- Asphalt Coated, or Bare Steel										
- Secondary Containment										
- Polyflexible Piping										
- Galvanized Steel										
- Other (specify)										
Has tank or piping been repaired?										
Piping Type:										
- Safe Suction (No check valve at tank)										
- U.S. Suction (Check valve at tank)										
- Pressure-										
- Gravity Fed-										

UST BASIC COMPLIANCE REQUIREMENTS

Circle Yes or No					
Yes	No	1.	Has/have the tank(s) been registered by the tank owner?		
Yes	No	2.	Are you storing fuels that contain greater than 10% ethanol or 20% biodiesel? If so, complete the UST Compatibility Form located on DEQ's website.		
Yes	No	3.	Has the following equipment been tested in the past three years?		
		3a.	Yes	No	Spill buckets
		3b.	Yes	No	Overfill prevention devices (for example, shutoff valves, alarms, or ball float valves)
		3c.	Yes	No	Containment sumps used for interstitial monitoring (if applicable)
		3d.	Yes	No	Cathodic Protection System (if applicable)
Yes	No	4.	Does the facility have release detection for tanks and pipes?		
		4a.	Yes	No	Do you have the monthly monitoring/inspection records available?
		4b.	Yes	No	Do you have line tightness test results? (if applicable)
		4c.	Yes	No	Do you have automatic line leak detector test results? (if applicable)
		4d.	Yes	No	Has the leak detection equipment been tested in the past year?
Yes	No	5.	Have walkthrough inspections been conducted every 30 days and once a year?		
Yes	No	6.	Does the facility meet the financial responsibility requirements?		
Yes	No	7.	Are there any tanks not in use/closed?		
Yes	No	8.	If there are tanks no longer in use, have they been properly closed (*physical closure, permits, site assessment, etc*.)?		
Yes	No	9.	Are the UST operators trained? (*Class A, B and C*)		
Yes	No	10.	Were any USTs or piping installed or repaired after 9/15/2010? If so, they must have secondary containment and use interstitial monitoring for leak detection.		
Yes	No	11.	Has your UST internal liner been inspected 10 years after installation and every 5 years thereafter (if applicable)?		

UST Records to Keep on File for Facility Inspection

Corrosion Protection for Tanks, Piping, and Metallic Piping Connectors

Cathodically Protected Tanks and/or Piping

1. The last two cathodic protection system test reports
2. The last three 60-day rectifier inspection records (impressed current systems only)
3. Verification that any changes to the cathodic protection system made since the last inspection were designed by a corrosion expert (field installed systems only)

Tanks with only an Internal Lining

1. The most recent internal lining inspection certifications

Release Detection for Tanks

1. The previous 12 months of release detection records (all regulated USTs)

   Example(s): Automatic Tank Gauging (ATG), Statistical Inventory Reconciliation (SIR), Interstitial Monitoring (double-walled tanks only), Groundwater Monitoring, Vapor Monitoring, or Manual Tank Gauging (MTG)

2. The ATG system set-up records, if you use an automatic tank gauging system for your release detection method(which can be printed directly from the tank monitor)

3. Release detection equipment tests must be kept for 3 years.

Release Detection for Piping

Pressurized Piping

1. Annual line leak detector test results, **and**
2. One other method of release detection results.

   Example(s) (choose one):
   a. Annual line tightness test results
   b. Automatic Tank Gauge 0.1gph annual test
   c. 12 months of monthly Automatic Tank Gauge 0.2gph piping test
   d. 12 months of Interstitial monitoring records (double-walled piping only)
   e. 12 months of SIR
   f. 12 months of Groundwater Monitoring
   g. 12 months of Vapor Monitoring

Suction Piping with a Valve at the Tank

1. Line tightness test results (required every three years),
2. 12 months of SIR records, or
3. 12 months of Interstitial monitoring records

Operator Training

1. Designation of Operators
2. Certifications for the Class A and Class B operators
3. Documentation of training for Class C operators
4. Emergency Response Procedures

Spill Prevention, Overfill Prevention, and Containment Sumps (used for interstitial monitoring) Test Records

1. Installation testing records if installed on or after January 1, 2018
2. Most recent 3-year test
3. Keep testing records for three years.

Walkthrough Inspection Checklist

1. 12 months of monthly walkthrough inspections
2. The most recent annual inspection

Tank Installation, Repair, and/or Closure Records (if applicable)

Compatibility

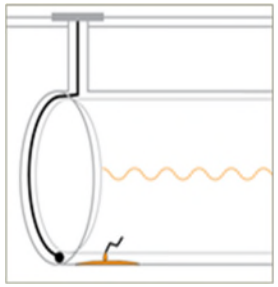
For any tank systems storing more than a biofuel (more than 10% ethanol and 20% biodiesel):

1. Completed DEQ Compatibility form (or a form with comparable information)
2. All documentation necessary to demonstrate that the tank system is compatible with the substance stored

REQUIREMENTS FOR TANK RELEASE DETECTION

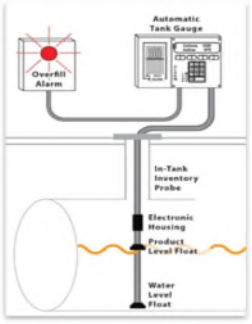
- ✓ Tank release detection must be conducted at least every 30 days.
- ✓ Release detection equipment must be tested annually to ensure the equipment is working properly.
- ✓ Tank release detection records must be kept for at least one year.

Interstitial Monitoring (IM)



- ✓ Interstitial Monitoring **must** be conducted for tanks that were installed on or after September 15, 2010.
- ✓ Interstitial monitoring requires monitoring the space between the inner and outer tank wall of a double-walled tank for the presence of product.

Automatic Tank Gauging (ATG)



- ✓ ATGs measure product levels, water levels, and temperature inside the tank via an in-tank probe that is connected to a console.
- ✓ ATGs can conduct periodic or continuous monitoring.
- ✓ Performs monthly in-tank leak tests

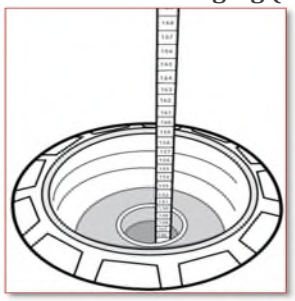
Statistical Inventory Control (SIR)

- ✓ SIR is an inventory method of tank release detection.
- ✓ The tank owner collects the data and submits it to a 3rd Party for analysis.
- ✓ SIR usually does not work for emergency generator tanks since the product use cannot be metered.

Continuous In-Tank Leak Detection (CITLD)

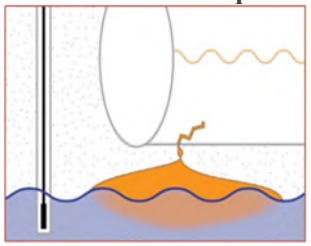
- ✓ CITLD is a release detection method that combines the ATG and SIR technologies to continuously monitor tanks.
- ✓ CITLD is usually used at high volume facilities

Manual Tank Gauging (MTG)



- ✓ MTG is a method for small tanks less than 2,000 gallons.
- ✓ The tank is shut down for a certain amount of time weekly. The product level is monitored prior to the shut down and after to determine if product may have been released from the tank.

Groundwater or Vapor Monitoring



- ✓ Groundwater and vapor monitoring require monitoring soil vapors or groundwater for the presence of product.
- ✓ A site assessment must be conducted prior to use to determine if the site is suitable.

REQUIREMENTS FOR SPILL AND OVERFILL PROTECTION

Tanks

Spill and Overfill protection does not apply to tanks that are filled with 25 gallons or less of a liquid at one time.

- **Must Have Spill Protection = Spill Buckets**
  AND
- **Must Have Overfill Protection = Either Automatic Shutoff Device, or Overfill Alarm, or Ball Float Valve (ball float valves may not be installed on a new tank or installed on a tank to replace an existing overfill prevention device. If a ball float fails an integrity test or stops functioning, the entire assembly must be removed and either an automatic shutoff device or overfill alarm installed).**
- **Spill and Overfill Protection Devices must be tested every three years. Newly installed devices must be tested at installation.**

REQUIREMENTS FOR CORROSION PROTECTION

Tanks - Options

- **Fiberglass Reinforced Plastic (FRP) tank**
- **Jacketed Tank (Perma-tank, Titan Tank)**
- **Polyurethane Coated Tank (ACT-100 and ACT-100U)**
- **Cathodically Protected Steel Tank** (*corrosion protection testing required every 3 years*)
- **Tank Interior Lining** (*lining must be inspected 10 years after installation and every 5 years thereafter*)
- **Tank Interior Lining and Cathodic Protection** *(cathodic protection system must be maintained and tested every 3 years)*

Piping - Options

- **Fiberglass Reinforced Plastic (FRP)**
- **Coated and Cathodically Protected Steel**
- **Must use Another Approved Material** (i.e. flexible pipe)

NEW REQUIREMENTS FOR EQUIPMENT TESTING

By **January 1, 2021**, tank owners/operators must have tested release detection equipment, spill prevention devices, overfill prevention devices, containment sumps used for interstitial monitoring, and under-dispenser containment sumps used for interstitial monitoring. The equipment must be tested every three years.

Release Detection Equipment Testing

Conduct annual tests for proper operation of applicable equipment:

- Automatic Tank Gauge system (ATG): Test alarms, verify set-up, test battery backup (if applicable). Ensure alarms communicate.
- Test Probes and Sensors.
- All Automatic Line Leak Detector tests must simulate a leak.
- Interstitial Monitoring: Vacuum pumps and pressure gauges: ensure proper communication with sensors and controller.
- Groundwater and Vapor Monitoring: ensure proper operation of handheld electronic sampling equipment.
- Electronic line leak detectors must initiate positive STP shutdown at unmanned facilities or remotely notify operator in event of release. An unmanned facility is one where petroleum is dispensed at any time without an operator on site.

Spill, Overfill, and Containment Sump Equipment Testing

Initial 3-year test must be performed before 1/1/21 on existing equipment OR upon installation of new equipment.

- Spill buckets (test for liquid tightness)
- Overfill Devices (test for proper operation)
    - Ball floats can no longer be replaced or installed (after 1/1/18)
- Containment Sumps used for interstitial monitoring (test for liquid tightness)
- Under-dispenser Containment (UDC) used for interstitial monitoring (test for liquid tightness)

Note: Tightness testing of spill buckets, containment sumps and UDCs is NOT required if this equipment is double- walled and you monitor it every 30-days with interstitial monitoring.

UST SYSTEM WALK-THROUGH INSPECTIONS

By **January 1, 2021,** all UST system owners/operators must have begun conducting monthly and annual walkthrough inspections. You should conduct basic walk-through inspections of your facility to make sure that your essential equipment is working properly in order to prevent and detect releases to the environment.

Check (at the minimum) the following *every 30 days*:

- ✓ **Release Detection System:** Are there any alarms on your ATG? Are there any failed or inconclusive results? Is your release detection equipment working properly? For example, did you run a quick "self-test" of the ATG to verify it is working properly? Or did you check your manual dip stick to make sure it is not warped or worn? Is there more than two inches of water in the tank? Are there any other unusual operating conditions? Do you have a release detection test result? Did any tanks fail the release detection test for the month? If so, contact DEQ within 24 hours to report a suspected release.

- ✓ **Spill Buckets:** Are spill buckets clean, empty, and in good shape? Remove any debris and/or liquid.

- ✓ **Overfill Alarm**, if you have one: Is your overfill alarm working and easily seen or heard?

- ✓ **Impressed Current Cathodic Protection System**, if you have one: Is your cathodic protection system turned on? Are you checking your rectifier at least every 60 days?

- ✓ **Fill and Monitoring Ports:** Are covers and caps tightly sealed and locked? Are there any obstructions in your fill pipe such as a stick?

Check the following *annually*:

- ➢ **Containment (i.e., Piping) Sumps:** Any signs of leaking? Are the sumps clean and empty? Are the penetration boots in good shape? If the containment sumps are used for interstitial monitoring, then they must be kept clean and dry and repaired when necessary.

- ➢ **Hand-held Release Detection Equipment:** If you use groundwater monitoring, is your bailer or other measuring device working? If you use vapor monitoring, is your vapor monitor calibrated and working properly? If you use Statistical Inventory Reconciliation (SIR) and manually check your liquid levels, is your measuring stick in good condition?

If you find any problems during the inspection, you, or your UST contractor need to act quickly to resolve the problems and avoid serious releases!

UST System Walk-Through Inspection Checklist – Required Every 30 Days and Annually

Date Of Inspection												
Required Every 30 Days												
Visually check spill prevention equipment for damage. Remove liquid or debris.												
Check for and remove obstructions in fill pipe.												
Check fill cap to ensure it is securely on fill pipe.												
For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.												
Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present.												
Review and keep current release detection records.												
Required Annually												
Visually check containment sumps for damage and leaks to the containment area or releases to the environment.												
Remove liquid in contained sumps or debris.												
For double-walled containment sumps with interstitial monitoring, check for leaks in the interstitial area.												
Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.												
Recommended Activities												
Fill and monitoring ports: Inspect all fill or monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.												
Spill and overfill response supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.												
Containment sump areas: Look for significant corrosion on the UST equipment.												
Dispenser hoses, nozzles, and breakaways: Inspect for loose fittings, deterioration, obvious signs of leaks, and improper functioning.												

Your initials in each box below the date of the inspection indicate the device or system was inspected and satisfactory on that date.
In the following table, explain actions taken to fix issues.

Date	Action Taken

Keep this record for at least one year after last inspection date on the form.

UST RESOURCES AND CONTACTS

Alicia Meadows, UST Compliance Coordinator (804) 774-8338
OR
Tank@deq.virginia.gov

Online Resources

DEQ Petroleum Program https://www.deq.virginia.gov/our-programs/land-waste/petroleum-tanks
DEQ Underground Storage Tank https://www.deq.virginia.gov/our-programs/land-waste/petroleum-tanks/underground-storage-tanks
EPA Office of Underground Storage Tanks https://www.epa.gov/ust

Is Your First Language Hindi, Gujarati, or Arabic?

DEQ now has UST Fact sheets in Hindi, Gujarati, and Arabic! If you need translation services for a DEQ inspection, please let the inspector know prior to or during the inspection. DEQ inspectors can now obtain a translator by phone to assist during an inspection.

UST Compliance Guides in Hindi and Spanish

EPA has released Hindi and Spanish versions of the publication, "Musts for USTs". "Musts for USTs" summarizes federal UST requirements for installation, reporting, spill and overfill prevention, corrosion protection, release detection, walkthrough inspections, compatibility, operator training, repairs, financial responsibility, release response, and closure, an in-depth summary of the regulatory requirements for Underground Storage Tanks.

Procedimientos de Cumplimiento de los Tanques Subterráneos de Almacenaje

La EPA redactó este folleto para dueños y operadores de Tanques subterráneos de almacenaje (UST, por sus siglas en inglés). En este folleto se describe la regulación federal sobre tanques subterráneos, también conocidos como tanques soterrados, modificada en el año 2015.

UST के लिए अनिवार्य

EPA ने यह पुस्तिका भूमिगत भंडारण टैंक (UST) के मालिकों और प्रचालकों के लिए लिखी है।
यह पुस्तिका 2015 के संशोधित संघीय UST विनियम का वर्णन करती है। कई राज्यों और प्रदेशों को (इस पुस्तिका में राज्यों के रूप में संदर्भित) EPA से राज्य कार्यक्रम अनुमोदन प्राप्त हैं। राज्य कार्यक्रम अनुमोदन प्राप्त राज्यों की सूची देखने के लिए, www.epa.gov/ust/state-underground-storage-tank-ust-programs लिंक पर क्लिक करें।

ALERT – Owners of Pre-1985 Fiberglass Tanks – Voluntary Activity to Prevent Tank Failures

Fiberglass tanks that were manufactured and installed prior to 1985 have occasionally resulted in releases of massive quantities of fuel and significant environmental damage in Virginia. Many of these older tanks did not have protective ‟strike plates" or ‟deflection plates" under all openings (*or a designated fill opening*) as UL standards recommend. These older fiberglass tanks are subject to punctures from the repetitive insertion of the inventory stick.

Using a strong magnet on a stick/string you can easily determine if your tank's bottom already contains a metal strike plate under the fill opening.
Several vendors provide low cost easy to install devices that fit in the drop tube to protect the tank bottom. It is anticipated that a release from an unprotected tank due to penetration of the tank bottom by inventory sticking may be considered negligence on the part of the owner and would disqualify the release from cleanup reimbursement from the Petroleum Storage Tank Fund.