



Rhode Island Department of Environmental Management

Office of Air Resources

Stage I Vapor Recovery Program

When to use Stage I forms for Office of Air Resources

See below and follow the directions based upon the situation of your facility:

1. You **already have a fully CARB-Certified Stage I EVR System** that was installed in accordance with 250-RICR-120-05-11 “Petroleum Liquids Marketing and Storage”
 - a. Use the “[FINAL Stage I EVR Certification Document](#)” form found on the Office of Air Resources website under “Forms and Applications” “Stage I Forms”
 - b. Fill out completely – See below for directions on how to fill out the form.
 - c. Send to the Office of Air Resources – 235 Promenade St, Providence RI 02908 or email: DEM.OARStagei@dem.ri.gov

2. You **do not have a fully CARB-Certified Stage I EVR System** installed at your facility and are planning to install it at this time.
 - a. Use the “[Final Install or Modification Notification](#)” form found on the Office of Air Resources website under “Forms and Applications” “Stage I Forms.”
 - b. Consult with either the [UST Management Group](#) or the [AST Program](#) based upon the type of tank you operate, to determine if any permits are needed to conduct work on the tank.
 - c. Fill out the form completely – See below for directions on how to fill out the form.
 - d. Send to the Office of Air Resources – 235 Promenade St, Providence RI 02908 or email: DEM.OARStagei@dem.ri.gov

3. You **recently completed work/construction of a CARB-Certified Stage I EVR System** at your facility.
 - a. When the work is complete in accordance with all town, state, and federal requirements, use the “[Final Install or Modification Certification – Post Construction](#)” form found on the Office of Air Resources website under “Forms and Applications” “Stage I Forms.”
 - b. Fill out the form completely – See below for directions on how to fill out the form.

- c. Send to Office of Air Resources – 235 Promenade St, Providence RI 02908 or email: DEM.OARStagei@dem.ri.gov

How to use Stage I Forms for Office of Air Resources

How to use the “[FINAL Stage I EVR Certification Document](#)”

You already have a fully CARB-Certified Stage I EVR System operational at your facility.

- Item #1 – Provide Station Name and Address
- Item #2 – Indicate the tank type – UST (Underground Storage Tank) or AST (Aboveground Storage Tank)
 - If an AST provide the Manufacturer of the tank
- Item #3 – Indicated the type of CARB-Certified Stage I EVR System you have
 - A. – Check the YES box if you have a Component CARB-Certified Stage I EVR System
 - This means components of the Stage I system are made from different CARB-Certified manufactured parts.
 - B. – Check YES box if you have a full CARB-Certified Stage I EVR System made from a single Stage I EVR CARB Executive Order.
 - This means the entire system is made up of parts from one of the CARB Executive Orders. (VR 101, VR 102, VR 103, VR 104, VR 105, VR 301, VR 302, VR 401, VR 402, G-70-216)
- Item #4 – Indicate either “Component EVR System” or name the CARB Executive Order based upon how you answered in Item #3
- Item #5 – Indicate if you have a Coaxial or Dual Point system on your tank.
- Item #6 – Indicate the last testing dates of all applicable tests conducted on your Stage I system.
- Item #7 – Responsible Official – Someone who is responsible for the facility
 - Print full name, Signature, and Date

Once this form is completed it can be either mailed or emailed:

- Office of Air Resources, Stage I Program, 235 Promenade St, Providence RI 02908
- Scanned and Emailed to the Stage I Program email: DEM.OARStagei@dem.ri.gov
 - Email Subject: Stage I – CARB-Certified Certification
 - Attach filled out form to email

How to use the “Final Install or Modification Notification”

You do not have a fully CARB-Certified system installed at your facility and are planning to install. This form must be sent in before work starts.

Applicability:

Check off one of the following:

- If you are construction a brand-new gasoline dispensing facility, choose option 1
- If you are an existing gasoline dispensing facility and installing an entire new Stage I system, choose option 2
- If you are modifying the existing Stage I system to be fully CARB-Certified, choose option 3

Stage I System Documentation:

- Item #1 – Facility Information – Provide Facility Name and Address
- Item #2 – Indicate the gasoline dispensing facility type – Private Fleet or Commercial
- Item #3 – Indicate if this work has been approved by the Underground Storage Tank Management group or the Aboveground Storage Tank Group– Yes or No
 - The UST group should always be consulted when work is being planned on a UST.
 - The AST Group should always be consulted when work is being planned on an AST.

Stage I Responsible Official:

- Item #1 – List the main responsible official with as much contact information as you can provide
 - This can be the owner, main operator, etc.
- Item #2 – Any other contact relevant to operations

Compliance Testing Company Certification:

Note this section can be filled out by the construction company doing the work on your tank or the compliance testing company

- Item #1 – Name of either Compliance Testing Company OR Construction Company
- Item #2 – If the tank is being installed brand new, check off YES, otherwise check NO
 - If YES, A. – List either Component EVR System or the CARB Executive Order that is being installed. (VR 101, VR 102, VR 103, VR 104, VR 105, VR 301, VR 302, VR 401, VR 402, G-70-216)

- Item #3 – If the Stage I system is being modified to be CARB, check of YES
- Item #4 – Please list all Stage I components being installed with this work
 - Examples: Spill Buckets, Pressure/Vacuum Vent Valve, Drain Valve, Drop Tubes, Riser Seal, Product Adaptor, Vapor Adaptor, Dust Caps, etc.
 - Please include the Model Number, as they need to be verified by Office of Air Resources to be CARB-Certified.
- Item #5 – Per the UST Management Group, 250-RICR-140-25-1, 1.11.L.(1)(e), the Spill Containment Basin (Spill Container) on the fill pipe must be double-walled. In this section indicate the Make and Model of the spill container for verification that it is double-walled.
- Item #6 - Responsible Official – Someone who is responsible for the facility
 - Print full name, Signature, and Date

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How to use the “[Final Install or Modification Certification – Post Construction](#)”

Stage I System Documentation

- Item #1 – Facility Name and Address

Compliance Testing Certification

This section can also be filled out partially by the construction company doing work on the tank.

- Item #1 – Name of Compliance Testing Company
- Item #2 – Indicate what type of work was done, choose 1 option
 - A. Install Stage I on a newly installed gasoline tank
 - B. Install Stage I on an existing gasoline tank
 - C. Substantial Modification on an existing Stage I system, example: installing the CARB-Certified spill containers
- Item #3 – Check off which system was installed
 - Executive Order CARB-Certified Stage I system (Indicate the EO: VR 101, VR 102, VR 103, VR 104, VR 105, VR 301, VR 302, VR 401, VR 402, G-70-216)
 - Component EVR CARB system

- Item #4 – Statement that the CARB-Certified Stage I system was properly installed in accordance with applicable CARB Executive Orders and Manufacturers recommendation.
 - Must check off yes and include initials
- Item #5 – For replacements of spill containers on a UST, a form must be submitted to their office as well.
- Item #6 - Indicate the last testing dates of all applicable tests conducted on your Stage I system.
- Item #7 - Responsible Official – Someone who is responsible for the facility
 - Print full name, Signature, and Date

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