



# Underground Storage Tank Registration Form Instructions

Underground Storage Tanks (USTs) that meet the requirements outlined below are required to be registered with the State of Rhode Island as discussed in Rule 6 of the Rules and Regulations for Underground Storage Facilities Used for Petroleum Products and Hazardous Materials. This form is intended to be used for registration of new UST installations, previously un-registered USTs, or to re-register facilities after significant modifications have been made. It is not intended to be used to transfer registrations to new owners or changes in management or operator. To transfer a registration to a new owner, complete the form titled "Transfer of UST Ownership and Registration Form" located on our website. Failure to register tanks or pay the registration fee (if applicable) will make the facility ineligible for reimbursement from the UST cleanup fund in the event of a release and may result in additional penalties.

## What USTs are required to be registered?

- Any UST containing a hazardous material, including all petroleum products, at a commercial, industrial, municipal or state property is required to be registered regardless of volume.
- Any UST  $\geq 1,100$  gallons containing a hazardous material at a residential property is required to be registered.
- A UST that is  $<1,100$  gallons and used solely for heating oil at a residential property is not required to be registered unless it serves  $> 3$  separate residential units (e.g., apartments or condos).
- Any UST containing gasoline or diesel fuel for road use must be registered regardless of size or location

*Note: Single family or duplex residential properties with underground storage tanks less than 1,100 gallons that contain home heating fuel (e.g., #2 fuel oil) are not regulated, do not need to be registered and therefore do not have to pay the annual registration fee .*

## Registration Fees

All registered USTs are subject to an annual registration fee with the exception of the following:

- Owners/Operators of farm tanks storing fuel for heating purposes consumed solely on site
- Federal, State, and local governments
- Non-Profit Fire Districts

Owners of registered USTs will receive an invoice for registration fees annually which must be paid within the time frame indicated. The registration fee is currently \$75 per tank, per year. Failure to pay the registration fee in a timely manner may result in the addition of a \$35 late fee for each UST. The registered owner of the facility is responsible for payment of all registration fees as long as he/she is the registered owner, therefore it is important to notify DEM before selling or transferring ownership of the facility.

## Transfer of Registration and Selling/Buying an existing UST facility

This form is intended to be used for new UST installations, discovery of previously unregistered tanks, or significant modifications to existing facilities only. If you are selling a UST or facility containing USTs, you should instead complete the form titled "Notification of Intent to Transfer Registration"; If you are a new owner or operator of a facility, you should complete the form titled "Transfer of Ownership and Registration". These forms are available on our website at <http://www.dem.ri.gov/programs/benviron/waste/topictan.htm>.

## How to Complete this Form:

This form can be completed electronically using Adobe Acrobat Reader then printed, or a blank copy may be printed and filled out by hand in blue or black ink. Assign each tank a number and maintain that number consistently throughout this form and with any attached documentation. If this registration form is being used for registration of newly installed USTs then it must be accompanied by a detailed set of engineering plans certified by a registered Professional Engineer (PE) along with project specifications. If this form is being used to register newly discovered or previously un-registered USTs, use the space in Section VIII to draw a facility site plan to the best of your abilities.

Please ensure that this form is filled out completely and accurately as missing or incorrect information may delay processing. If you do not know the answers to some of the questions, consider hiring a qualified professional to assist you, as knowing the properties, characteristics, and maintenance requirements of your UST setup are an important part of leak prevention and compliance with the regulations.

Completed forms can be mailed to:

Department of Environmental Management  
Division of Waste Management - UST Section  
235 Promenade Street  
Providence, Rhode Island 02908



# Underground Storage Tank Registration Form

Complete this form if you are registering underground storage tanks with the State of Rhode Island Department of Environmental Management for the first time (e.g., new installations or newly discovered tanks) or facilities that have undergone significant modification. This form is NOT for transfer of registrations; Please use the form titled "Transfer of Ownership and Registration" located on our website for all transfers. All USTs used for regulated substances (e.g., gasoline, kerosene, diesel, AV fuel, etc.) must be registered regardless of size. USTs used for heating oil (e.g., #2 Fuel Oil) must be registered only if they are used at commercial facilities or at residences with 4 or more units and are greater than 1,100 gallons.

DEM Use Only  
Registration #: \_\_\_\_\_  
Data Entry by: \_\_\_\_\_

Reason for Submitting this Form:  Installation of New Tanks  Newly Discovered Tanks  Significant Modifications to Facility

## I. Property Information

Facility Name: \_\_\_\_\_ DEM Facility ID: \_\_\_\_\_

Street Address: \_\_\_\_\_

Plat Map # \_\_\_\_\_ Lot # \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact is:  Property Owner  UST Owner  UST Operator  Other: \_\_\_\_\_  
(check all that apply)

Title: \_\_\_\_\_ Company/Firm (if applicable): \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Are there any USTs at this address currently registered with RIDEM?  No  Yes, UST ID #: \_\_\_\_\_  I'm not sure

Are there any active LUST remediation activities on this property?  No  Yes, LUST ID #: \_\_\_\_\_  I'm not sure

## II. Property Owner Information

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Ownership (please check one)

Corporate/Ltd. Partnership  Municipal  State  Federal (GSA Facility ID#: \_\_\_\_\_)

Individual/Partnership  Other (Please Specify): \_\_\_\_\_

## III. Facility Classification

- Gasoline Station
- Industrial
- Commerical
- Education- State
- Farm
- Education -Private
- Education- Town
- Multiple Residence
- State Government
- Federal Government
- City/Town Government
- Private Residence
- Non-Profit Fire District
- Other \_\_\_\_\_

#### IV. Facility Operator Information

Same as Property Owner

Operator Name:

Mailing Address:

City:  State  Zip Code:

Contact Person:  Job Title:

Phone #:  Fax #:  E-mail address:

Ownership (please check one)

Corporate/Ltd. Partnership  Municipal  State  Federal (GSA Facility ID#:

Individual/Partnership  Other (Please Specify):

Effective Operation Date:

#### V. Tank Owner Information

Same as Property Owner

Same as Facility Operator

Tank Owner Name:

Mailing Address:

City:  State  Zip Code:

Contact Person:  Job Title:

Phone #:  Fax #:  E-mail address:

Ownership (please check one)

Corporate/Ltd. Partnership  Municipal  State  Federal (GSA Facility ID#:

Individual/Partnership  Other (Please Specify):

#### VI. Regulatory Information

Where does the facility get its potable water from?  Public Water  Private Well  No Potable Water

Are any UST Components located within 1,000 feet of a private drinking water well?  No  Yes  Unknown

Are any UST Components located within 500 feet of a public water supply or reservoir?  No  Yes  Unknown

Are any UST Components located within, or adjacent to, regulated freshwater wetlands (Including, but not limited to, swamps, ponds, marshes, watercourses, or 100-year flood plains?)  No  Yes

Have any hazardous materials leaks or spills ever occurred on this property?  No  Yes  Unknown If yes, incident report must be included with this application

Are tank-pad or recovery wells installed in the vicinity of the UST(s)?  No  Yes

Are groundwater monitoring wells present on the property?  No  Yes

How do you comply with Financial Responsibility Requirements (Rule 7.03)?  Private Insurance  Self-Insured  RI UST Fund

If Private Insurance or Self-Insured, supporting documentation must be attached

## VII. Tank & Piping Information

	Tank #1	Tank #2	Tank #3	Tank #4
Date of Installation (MM/DD/YEAR) (If unknown, enter "99")				
Tank Capacity (Gallons)				
Registration Type (New Install, Discovery of old tank)				
Tank Type (Single/Dual Compartment)				
Tank Status				
Construction Type (Single Wall/Double Wall)				
Construction Material (Steel, Fiberglass)				
Corrosion Protection (only required for Steel tanks)				
Internal Protection (select all that apply)  Press Ctrl to Select more than one				
Piping Method (Pressurized, Suction, Manifolded)				
Pipe Construction Type (Double Wall/Single Wall)				
Pipe Construction Material (Fiberglass, steel, manifolded)				
Pipe Corrosion Protection (only required for steel)				
Monitoring & Leak Detection System (Check all that apply)				
Overfill Prevention Equipment (check all that apply)				
Spill Prevention Equipment (check all that apply)				
Substance Stored				
Where is Substance Consumed? (on-site/off-site)				

If you are registering more than 4 tanks, attach a separate form for more space

## VIII. Facility Site Plan

### New UST Installation:

If this registration document is being submitted for installation of new USTs, a set of detailed engineering plans certified and signed by a Registered Professional Engineer and must be included. These plans should include a detailed site schematic showing the locations of all underground utilities, structures on the property, locations of all USTs and related equipment, as well as the location of groundwater wells and surface water bodies. Do not write in the space below and continue to Section IX if you are submitting this registration application for a new UST.

### Existing USTs

If you are submitting this registration application for an existing tank and a detailed site plan is not available, use the space provided below to draw an approximation of property boundaries, roads, location of structures, USTs, piping, utility lines, groundwater wells, surface water and any other relevant information.

## IX. Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Owner Name (Printed):

Date:

Owner Signature: