

UST FAQ: General Reporting Requirements for UST Sites

What are the general reporting requirements for Underground Storage Tank (UST) Sites? Does every field have to be completed?

Answer: California Health and Safety Code chapter 6.11 requires that all Unified Program related information be reported electronically. Regulated facilities may report to the California Electronic Reporting System, CERS, or to a local reporting portal, if one is provided by the CUPA. There is a recent exception, [CalEPA Unified Program Guidance Letter 14-08](#). Refer to the [UST FAQ Updated: Which UST Forms Must Be Uploaded](#) for more information.

CERS is divided into eleven submittal elements. Facilities with USTs are required to **annually** report the following submittal elements:

- Facility Information. This includes the Business Activities questionnaire and Business Owner/Operator subsections.
- Hazardous Materials Inventory. This includes both the hazardous materials inventory and a site map showing where hazardous materials are stored.
- Emergency Response Plan and Employee Training Plan.
- Underground Tanks. This section includes nine specific subsections relating to USTs including facility information, tank information, monitoring, financial responsibility, emergency response, owner/operator agreements, financial assurance, and designated operator compliance. Additionally, there are third party certifications including monitoring system, spill bucket and secondary containment testing that may either be uploaded to CERS or may be submitted directly to the local agency.

The screenshot displays the CERS Business Portal interface for a facility with USTs. The interface is organized into several sections, each with a status indicator and a 'Submit' button. The sections are:

- Facility Information** (Build: 2.22.0181, Not Applicable): Includes Business Activities and Business Owner/Operator Identification.
- Hazardous Materials Inventory** (DRAFT Oct. 23, 2014): Includes Hazardous Material Inventory and Site Map (Official Use Only). Status: Form Needed, Document Needed.
- Emergency Response and Training Plans** (DRAFT Oct. 23, 2014): Includes Emergency Response/Contingency Plan and Employee Training Plan. Status: Document Needed.
- Underground Storage Tanks** (DRAFT Oct. 23, 2014): Includes UST Facility Operating Permit Application, Tanks, UST Certifications of Installation/Modification, UST Monitoring Site Plan, UST Certification of Financial Responsibility, UST Response Plan, UST Owner/Operator Written Agreement, UST Letter from Chief Financial Officer, and Owner Statement of Designated UST Operator Compliance. Status: Form Needed.

Each section also includes options for 'Discard Draft Submittal', 'Miscellaneous State-Required Documents', and 'Add Comment To Regulator'.

- Additional submittal elements may be required if the facility generates hazardous waste.

Annual electronic reporting will be easier after the first complete submission because you can choose to begin a new electronic reporting cycle based on a previous submittal. In this process, CERS replicates your previous submittal, allows you to review, edit as needed and then submit. Since many regulated businesses have few if any changes from year to year, the annual submission process for many will be quick. Regulated businesses may also choose to start a new submittal process from scratch.

Even though CERS allows a submission to be made when some fields are left blank, all information on the CERS data entry screens is required when applicable. Data entry fields in CERS are defined in the California Code of Regulations Title 27 Data Dictionary and are listed in the [CERS Data Registry](#). Submittals with incomplete information may be rejected by the CUPA or Participating Agency (PA) if the latter is the local agency implementing the UST program in their jurisdiction.

The State Water Resources Control Board has been clear that all appropriate UST related fields must be properly completed. A CUPA or PA should reject a submittal if it is incomplete. In some cases, a CUPA or PA may choose to accept a submittal with minor errors with a condition that it be corrected and resubmitted within a specific timeframe and not later than the next annual compliance inspection, depending on the quality of the submittal and other factors. A UPA may change the submittal status at any time from 'accepted' to 'not accepted'. CERS provides automated email notices to the regulated business when a submittal status is changed.

However, not all data entry fields are applicable for all situations. ***Unless otherwise indicated in CERS, there is no requirement for a business to fill in fields that are not applicable.*** Information bubbles as shown in the screen shots below are intended to help businesses provide necessary information. For example, fields 440a and 440b specifically apply only when 'other petroleum' or 'other non-petroleum' is selected in field 440. Field 406 is only applicable to public agencies. Similarly, field 438 is intended to be used only when the CUPA or PA requests that you provide additional tank or location information is a particular UST, i.e., to identify something unusual. It was not intended as a required field for all USTs. Field 445 is an example where direction is provided to the business to enter something even though this field is not applicable for single walled USTs.

- Fields 440, 440a and 440b:

Tank Use and Contents

Tank Use

- Motor Vehicle Fueling
- Marina Fueling
- Aviation Fueling
- Chemical Product Storage
- Hazardous Waste (includes used oil)
- Emergency Generator Fuel
- Other Generator Fuel
- Unknown
- Other

Tank Contents [Read This First](#)

- Regular Unleaded
- Premium Unleaded
- Midgrade Unleaded
- Diesel
- Jet Fuel
- Aviation Gas
- Used Oil
- Petroleum Blend Fuel
- Other Petroleum
- Ethanol
- Other Non-petroleum

Other Petroleum Contents [+](#)

Other Non-Petroleum Contents [+](#)

Tank Construction

Type of Tank

- Single Wall
- Double Wall
- Unknown

Primary Containment

- Steel
- Fiberglass
- Internal Bladder
- Steel + Internal Lining
- Unknown
- Other

Secondary Containment

- Steel
- Fiberglass
- Exterior Membrane Liner
- Jacketed
- None
- Unknown
- Other

Overfill Protection

- Audible/Visual Alarms
- Ball Float
- Fill Tube Shut-Off Valve
- Exempt

Field Help

Specify Other Petroleum
 Data Registry Field Number: 440a

If you selected "Other Petroleum", specify the common name of substance in the space provided. (i.e., the name used in the facility's HMBP inventory.)

Field Help

Specify Other Non-Petroleum
 Data Registry Field Number: 440b

If you selected "Other", under Non-Petroleum, specify the common name of substance in the space provided. (i.e., the name used in the HMBP inventory.)

- Field 406:

Permit Holder Information

Permit Holder Notification Information

- Facility Owner
- Facility Operator
- Tank Owner
- Tank Operator

Supervisor of Division, Section, or Office (Required for Public Agencies Only) [+](#)

Financial Responsibility Mechanism(s)

Indicate which approved mechanism(s) are being used to show financial responsibility either as contained in the federal regulations (40 CFR, Part 280, Subpart

Field Help

Supervisor of Division, Section, or Office (Required for Public Agencies Only)
 Data Registry Field Number: 406

If the facility owner is a public agency, enter the name of the supervisor of the division section or office that operates the UST. This person must have access to the UST records.

[Close](#)

- Field 438

Tank Description

Tank ID # 1

Tank Manufacturer

Tank Capacity In Gallons 5000

Date UST System Installed

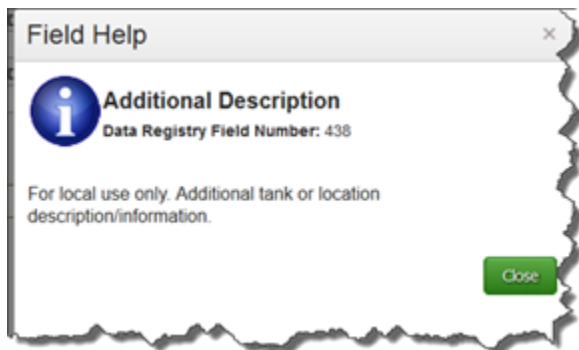
Date Existing UST Discovered

Date UST Permanently Closed

Tank Configuration A Stand-alone Tank One in a Compartmented Unit

Number of Compartments in the Unit 1

Additional Description



- Field 445:

Product / Waste Piping Construction

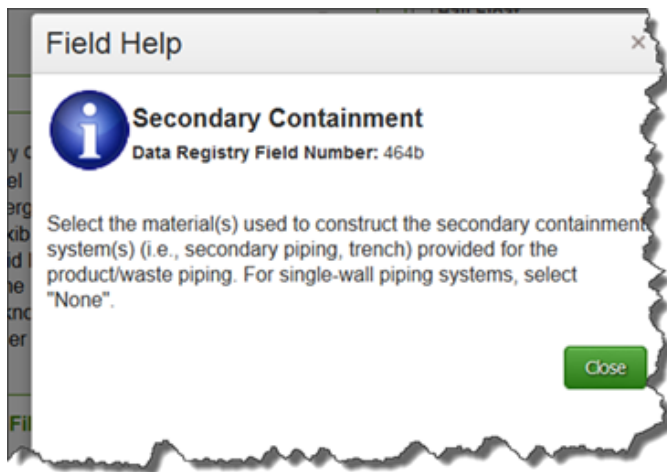
Piping Construction Single-walled
 Double-walled
 Other

Piping System Type Pressure
 Gravity
 Conventional Suction
 23 CCR §2636(a)(3) Suction

Primary Containment Steel
 Fiberglass
 Flexible
 Rigid Plastic
 None
 Unknown
 Other

Secondary Containment Steel
 Fiberglass
 Flexible
 Rigid Plastic
 None
 Unknown
 Other

Piping/Turbine Containment Sump Single-walled
 Double-walled
 None



Please note that the examples in this FAQ may not be a complete list of fields that are not applicable for your facility.

Other UST related FAQs are posted at [CERS Help / Training](#).