

## UST FAQ: Which forms require uploading to CERS?

### Updated: Which forms are required to be submitted or uploaded in CERS?

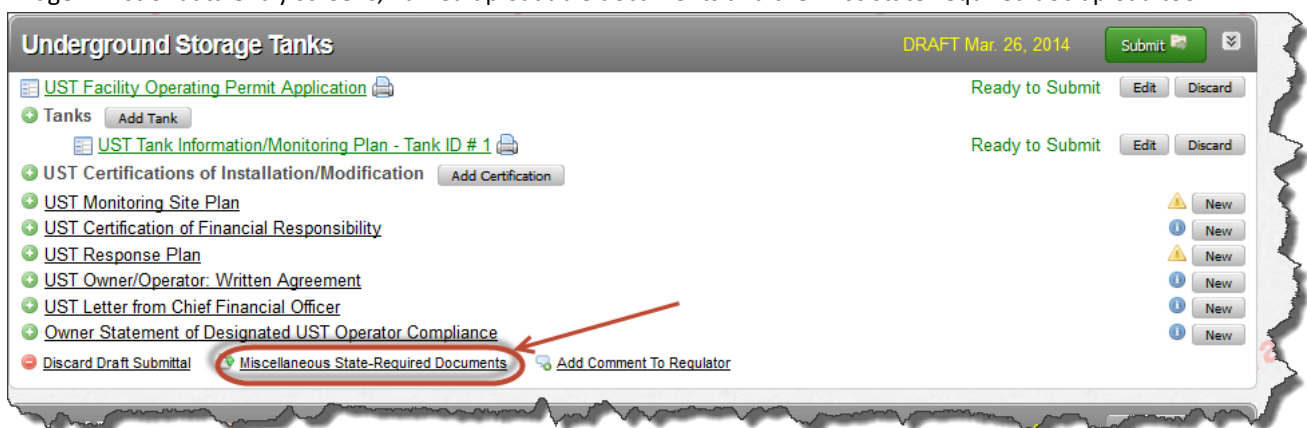
#### -And which of these must be signed before they are uploaded?

**Answer:** This FAQ has been updated to reflect [CalEPA Unified Program Guidance Letter 14-08, Reporting Underground Storage Tank Information](#), published October 27, 2014. The Guidance Letter **allows regulated businesses to choose** their preferred method of reporting specified documents; to either report these documents electronically as an uploaded pdf file or to continue to use the historical reporting manner prior to electronic reporting. For example, some UST testing service providers routinely sent copies of their test certifications to the business and to the CUPA or Participating Agency (PA) on behalf of the business. Or the business may have mailed a hard copy to the CUPA or PA. Such practices, if previously acceptable to the CUPA or PA, may, at the discretion of the regulated business, resume until CERS 3.0 is released sometime in 2017.

This FAQ describes the reporting options for all UST related data and documents. In CERS, there are data entry screens where information is entered into fields, or boxes or radio buttons are checked. There are also six specifically named documents that are uploaded as pdf files. The Guidance Document does not affect these data entry screens or the specifically named documents.

However, there are eighteen 'other required documents' that may be reported as indicated in the Guidance Letter. Note that some of these documents may not be applicable to every UST facility. Signature requirements are provided as well. Refer to the Other Required Documents section below for more detailed information.

Image 1: List of data entry screens, named uploadable documents and the Misc state-required doc upload tool:



Each document upload screen provides several standardized CERS upload options. Note that all options may not be appropriate for all documents:

The following identifies each UST Program related document and the upload option(s) authorized by code or regulation (HSC 6.7 or CCR Title 23) the regulated business can select for that specific document. Submittals may be rejected by the regulator if an incorrect upload option is used. For further information contact your local CUPA or PA. (<http://cers.calepa.ca.gov/Contacts/>)

### Submitted using CERS data entry screens

- UST Facility Operating Permit Application (formerly UPCF A)-**Required with every submittal**
- UST Tank Information (formerly UPCF B)/Monitoring Plan (formerly UPCF D)- **Required with every submittal**
- Certification of Installation/Modification (formerly UPCF C) – **Required for all UST installations, replacements or modifications**

### Uploading Documents

Regulated businesses must upload documents in pdf (portable document format) format unless another option is chosen as shown below.

#### Specifically named documents

- UST Response Plan (formerly UPCF E)-**Upload Document** or **Provided Elsewhere in CERS. Document signature not required.** This document does not need to be reported separately if the required information is provided in the Hazardous Materials Business Plan Emergency Response and Training Plan.

<p><b>Document Options</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Upload Document(s)</li> <li><input type="radio"/> Public Internet URL</li> <li><input checked="" type="radio"/> Provided Elsewhere in CERS</li> <li><input type="radio"/> Provided to Regulator</li> <li><input type="radio"/> Stored at Facility</li> <li><input type="radio"/> Exempt</li> </ul>	<p><b>Provided Elsewhere in CERS</b></p> <p>If requirements for this supplemental documentation can be satisfied by another document you have provided in CERS, please indicate the submittal element where the document can be found and provide the submittal date or other comments to assist your regulator in locating this document in your current/previous CERS facility submittals.</p> <p>Supplied in Submittal Element...</p> <ul style="list-style-type: none"> <li><input type="radio"/> Facility Information</li> <li><input type="radio"/> Hazardous Materials Inventory</li> <li><input checked="" type="radio"/> Emergency Response and Training Plans</li> <li><input type="radio"/> Underground Storage Tanks</li> <li><input type="radio"/> Tiered Permitting</li> <li><input type="radio"/> Recyclable Materials Report</li> <li><input type="radio"/> Remote Waste Consolidation Site Annual Notification</li> <li><input type="radio"/> Hazardous Waste Tank Closure Certification</li> <li><input type="radio"/> Aboveground Petroleum Storage Act</li> </ul> <p>Indicate submittal date or other explanation...</p>
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- Certification of Financial Responsibility– **Upload Document. Document signature required.**
- Owner Statement of Designated UST Operator Compliance– **Upload Document. Document signature required.**
- UST Monitoring Site Plan (Facility Plot Plan)–**Upload Document or Provided Elsewhere in CERS.** This document does not need to be reported separately if the required information is provided in the Hazardous Materials Inventory Site Map.

<p><b>Document Options</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Upload Document(s)</li> <li><input type="radio"/> Public Internet URL</li> <li><input checked="" type="radio"/> Provided Elsewhere in CERS</li> <li><input type="radio"/> Provided to Regulator</li> <li><input type="radio"/> Stored at Facility</li> <li><input type="radio"/> Exempt</li> </ul>	<p><b>Provided Elsewhere in CERS</b></p> <p>If requirements for this supplemental documentation can be satisfied by another document you have provided in CERS, please indicate the submittal element where the document can be found and provide the submittal date or other comments to assist your regulator in locating this document in your current/previous CERS facility submittals.</p> <p>Supplied in Submittal Element...</p> <ul style="list-style-type: none"> <li><input type="radio"/> Facility Information</li> <li><input checked="" type="radio"/> Hazardous Materials Inventory</li> <li><input type="radio"/> Emergency Response and Training Plans</li> <li><input type="radio"/> Underground Storage Tanks</li> <li><input type="radio"/> Tiered Permitting</li> <li><input type="radio"/> Recyclable Materials Report</li> <li><input type="radio"/> Remote Waste Consolidation Site Annual Notification</li> <li><input type="radio"/> Hazardous Waste Tank Closure Certification</li> </ul>
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- Letter from Chief Financial Officer– **Upload Document. Document signature required.**
- UST Owner/Operator: Written Agreement– **Upload Document, Provided to Regulator, Stored at Facility, Exempt** (if permit is issued to the operator). **Document signature required.**

### Other required documents

When documents listed in the following table are required, except for the Unauthorized Release Report, regulated businesses may choose to report using the ‘Miscellaneous State-Required Documents’ link shown in image 1 or they may choose to report as allowed in the Guidance Letter. If the historic reporting method is used there is no need to additionally report these documents to CERS.

A signature is required for all of these documents before they can be reported.

<b>Document Name (Signature required for all documents)</b>	<b>Upload Document as pdf</b>	<b>Historical reporting method</b>
Monitoring System Annual Certification	X	X
Spill Bucket Testing Report	X	X
Secondary Containment Testing Report	X	X
Tank Integrity Test Report (Possible Unauthorized Release)	X	X
Tank Integrity Test Report (New Construction)	X	X
Tank Integrity Test Report (After Lining)	X	X
Tank Integrity Test Report (With Statistical Inventory Reconciliation)	X	X
Tank Integrity Test Report (With Manual Inventory Reconciliation)	X	X
Line Integrity Test Report (Suction Pipe)	X	X
Line Integrity Test Report (Gravity Pipe)	X	X
Statistical Inventory Reconciliation Annual Results Statement	X	X
Enhanced Leak Detection Test Report (New Construction)	X	X
Enhanced Leak Detection Test Report (Single-Walled Tanks within 1,000 Feet of Public Drinking Water Well(s))	X	X
Enhanced Leak Detection Test Report (Double-Walled Tanks within 1,000 Feet of Public Drinking Water Well(s))	X	X
Temporary Closure Tank Liquid Sampling Results	X	X
Tank Lining Structural Integrity Certification	X	X
Tank Lining Interior Lining Inspection Certification	X	X
Tank Bladder Minimized Puncture Threat Certification	X	X
Unauthorized Release Report <b>(Required to be reported to CERS)</b>	X	N/A