

Department of Licensing and Regulatory Affairs, Bureau of Fire Services, Storage Tank Division

P.O. Box 30033, Lansing, MI 48909 Phone 517-241-8847, Fax 517-335-4054

INSTRUCTIONS FOR FORM BFS-3821, REGISTRATION OF UNDERGROUND STORAGE TANKS (UST)

A. SUMMARY OF HOW A UST IS REGISTERED

All regulated tanks are registered by completing BFS-3821 and submitting the form to this office via mail or thru the LARA website.

Mail the registration form to: LARA, Bureau of Fire Services, Storage Tank Division, P.O. Box 30033, Lansing, MI 48909.

Overnight delivery: LARA, Bureau of Fire Services, Storage Tank Division, 3101 Technology Blvd, Suite H, Lansing, MI 48910.

LARA Web Portal: https://aca3.accela.com/LARA/Welcome.aspx

B. HOW DO I REPORT A RELEASE?

To report a confirmed or suspected release of product from a UST, send a FAX to 517-335-4054 within 24 hours or use the LARA web portal at https://aca3.accela.com/LARA/Welcome.aspx

C. WHAT LAW REQUIRES REGISTRATION OF USTs?

Part 211, Underground Storage Tank Regulations, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, requires that owners register USTs that are being used, or have been used, to store regulated substances, unless the USTs have been properly closed or removed and notification provided to the Bureau of Fire Services, Department of Licensing and Regulatory Affairs. Owner means any person who owns, or owned at the time of release, a UST used for storage, use, or dispensing of regulated substances.

D. WHAT USTS ARE INCLUDED?

A UST system means a tank or combination of tanks which is, was, or may have been used to contain an accumulation of "regulated substances" as defined in Section 21101(g) of Part 211, and whose volume (including connected underground piping) is ten (10) percent or more beneath the ground. Regulated substance includes petroleum and hazardous substances as defined in the federal Comprehensive Environmental Response, Compensation and Liability Act, 1980 PL 96-510.

E. WHAT UST SYSTEMS ARE EXCLUDED FROM REGISTRATION?

- 1. Tanks that have been properly closed.
- 2. Farm or residential tanks of 1,100 gallons or less capacity used for storing motor fuel for non-commercial purposes.
- 3. A tank used exclusively for storing heating oil for consumptive use on the premises where the tank is located.
- Septic tanks.
- 5. Pipeline (including gathering lines).
- 6. Surface impoundments, pits, ponds, or lagoons.
- 7. A stormwater or wastewater collection system.
- 8. Flow-through process tanks.
- 9. Liquid traps or associated gathering lines directly related to oil or gas production and gathering operations.
- 10. Storage tanks situated in an underground area (such as a basement, cellar, mineworking, drift, shaft or tunnel) if the storage tank is situated on or above the surface of the floor.
- 11. Any pipe connected to an exempt UST (described above).
- 12. USTs holding hazardous wastes listed under Subtitle C of the Solid Waste Disposal Act, Title II of Public Law 89-272, or a mixture of such hazardous waste and other regulated substances.
- 13. Wastewater treatment tank system that is part of a wastewater facility regulated under the federal water pollution control act.
- 14. Equipment that contains regulated substances for operational purposes such as hydraulic lift tanks and electrical equipment tanks.
- 15. USTs with a capacity of 110 gallons or less.
- 16. USTs that contain a DEMINIMUS concentration of regulated substances.
- 17. An emergency spill or overflow containment UST that is expeditiously emptied after use.

F. WHEN SHOULD A UST BE REGISTERED?

- 1. Owners who plan to install UST(s) shall submit to the Bureau of Fire Services (BFS), Storage Tank Division, the form NOTICE OF PROPOSED INSTALLATION OF UNDERGROUND STORAGE TANKS (BFS-3820), with a complete set of plans at least 45 days prior to use. When installation is approved, a copy of BFS-3821 will be given to the owner by the BFS Inspector. The owner completes BFS-3821 and returns it as indicated on page 1 of the form. Please refer to BFS-3820 for more details.
- 2. Owners of a new UST system shall register their UST system by submitting BFS-3821 to the Bureau of Fire Services, Storage Tank Division, before the system is put into operation. Owners must supply an installation date and the installer's certification must be completed and signed.
- 3. Owners who discover tanks on their premises shall register the tanks by submitting BFS-3821 and shall properly close the tanks.
- 4. Owners who discover additional tanks at the time of a tank removal project shall register the tanks immediately and seek permission to waive the 30-day notice for removal. They may then remove the tank.
- 5. Any change in information submitted with the registration of the UST must be reported to the Bureau of Fire Services, Storage Tank Division, on BFS-3821 within 30 days of the change.

Department of Licensing and Regulatory Affairs, Bureau of Fire Services, Storage Tank Division

REGISTRATION OF UNDERGROUND STORAGE TANKS

The information in this form is required under "Part 211, Underground Storage Tank Regulations, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended." Any owner who knowingly fails to notify or submits false information shall be subject to a misdemeanor and/or civil penalties not to exceed \$5,000 per day for each tank for which notification is not given or for which false information is submitted.

NEW REGISTRATION☐ AMENDED INFORMATION (for Registered USTs Only)	If sending form, mail to: LARA, Bureau of Fire Services, Storage Tank Division, P.O. Box 30033, Lansing, MI 48909 ID NUMBER Sending form OVERNIGHT: LARA, Bureau of Fire Services, Storage Tank Division, 3101 Technology Blvd, Suite H, Lansing, MI 48910 FACILITY ID NUMBER (if known)							NUMBER	
NUMBER OF TANKS AT FACILITY: NUMBER OF CONTINUATION SHEETS ATTACHED:									
I. OWNERSHIP OF TANKS II. LOCATION OF TANKS									
IF THIS IS A NEW OWNER'S A OWNER NAME (Corporation/Individual, etc.)	EASE CHECK 🗌	IF INFORMATION IS THE SAME AS SECTION I, PLEASE CHECK FACILITY NAME OR SITE IDENTIFIER							
MAILING ADDRESS	STREET ADDRESS (P.O. Box Not Acceptable)								
CITY	STATE	ZIP	CIT	CITY STATE MI		ZIP			
COUNTRY (Please Specify) USA OTHER	•	_	COUNTY						
AREA CODE & PHONE NUMBER ()				AREA CODE & PHONE NUMBER ()					
FEDERAL COMMERCIAL STATE GOVERNMENT PRIVATE LOCAL GOVERNMENT ARE TANKS LOCATED ON LAND WITHIN A RESERVATION? YES NO IF TANKS ARE LOCATED WITHIN A RESERVATION, DOES A NATIVE AMERICAN TRIBE OWN TANKS? YES NO IF TANKS ARE OWNED BY A TRIBE, NAME OF TRIBE:									
		IV. TYPE O	F FA	CILITY					
 □ PUBLIC GAS STATION □ PRIVATE GAS STATION □ MARINE GAS STATION □ PETROLEUM DISTRIBUTOR □ AIRLINE AND/OR AIRCRAFT OV □ AUTO DEALERSHIP □ RAILROAD 	☐ LOCAL GOVERNI ☐ STATE GOVERNI ☐ FEDERAL/NON-N ☐ FEDERAL-MILITA ☐ COMMERCIAL ☐ INDUSTRIAL ☐ HOSPITAL			ENT TRUCKING/TRANSI					
		V. CONTAC	CT PI	ERSON					
Name	Name Job Title				Area Code & Phone No.				
Class A operator: Name:		Company			Area Code & Phone No.				
Class B operator: Name: Company					Area Code & Phone No.				
Walkthrough Inspection Type: Quarterly	Monthly								
		VI. CERTI	IFICA	ATION					
I CERTIFY UNDER PENALTY OF LAW T	VE VERIFIED T	HAT THE INFORMATION IS		, ACCURATE, AND COM		SUBMITTED			
NAME AND OFFICIAL TITLE OF OWNER OR OWNERS' AUTHORIZED REPRESENTATIVE				SIGNATURE				DATE	

VII. DE (Complete the following pages fo				STORAGE To these page	 onal tanks	if needed.)	
TANK IDENTIFICATION NUMBER							
STATUS OF TANKS (Check One) CURRENTLY IN USE TEMPORARILY OUT OF USE AMENDMENT OF INFORMATION (If tanks are removed/closed, complete Section VIII)							
2. DATE OF INSTALLATION (Month/Day/Year)							
3. ESTIMATED TOTAL CAPACITY (Gallons)							
VIII. TANKS OUT-OF-USE OR CH NOTE: A SITE ASSESSMENT M		•	-		 ~	Section IX.)	
CLOSING OF TANK A. ESTIMATED DATE LAST USED (Month/Day/Year)							
B. ESTIMATED DATE TANK WAS REMOVED/CLOSED-IN-PLACE or CHANGE-IN-SERVICE (Month/Day/Year)							
C. TANK WAS REMOVED FROM GROUND D. TANK FILLED WITH INERT							
MATERIAL (Sand, Concrete, etc.) •DESCRIBE TYPE OF FILL USED •REASON TANK WAS NOT REMOVED					 		
(Specify in comments area)					 		
2. CHANGE-IN-SERVICE							
	(I	C. SUBSTAI	NCE STORE	ED			
SUBSTANCE CURRENTLY OR LAST STORED IN GREATEST QUANTITY BY VOLUME							
GASOLINE DIESEL GASOHOL KEROSENE (Not For Consumptive Use On Premises) FUEL OIL WASTE OIL USED OIL HAZARDOUS SUBSTANCE HEATING OIL MIXTURE TANK HAS COMPARTMENTS OTHER (Specify in comments area) (List substances in comments area) CERCLA NAME AND/OR CHEMICAL ABSTRACT SERVICE (CAS) NUMBER (if hazardous substance stored)							
							_

I CERTIFY THE INFORMATION CONCERNIN BEST OF MY BELIEF AND KNOWLEDGE. INSTALLER:	G INSTALL	ATION THA	T IS PROVI	DED IN SE	CTION X thi	rough XIII IS	S TRUE TO	THE		
NAME PRINTED		. SIGNATURE					DATE			
-		COMPANY								
	X.	INSTALLA	TION DETA	IL						
TANK IDENTIFICATION NUMBER										
1. MATERIAL OF CONSTRUCTION (Mark All That Apply) ASPHALT COATED OR BARE STEEL CATHODICALLY PROTECTED STEEL EPOXY COATED STEEL COMPOSITE (Steel With Fiberglass) FIBERGLASS REINFORCED PLASTIC LINED INTERIOR DOUBLE WALLED POLYETHYLENE TANK JACKET CONCRETE EXCAVATION LINER UNKNOWN OTHER (Specify in comments area) HAS TANK BEEN REPAIRED?	000000000000									
2. PIPING MATERIAL (Mark All That Apply) BARE STEEL GALVANIZED STEEL FIBERGLASS REINFORCED PLASTIC COPPER CATHODICALLY PROTECTED DOUBLE WALLED FLEXIBLE PIPING ENVIROFLEX GEOFLEX UNKNOWN	000000000									
3. PIPING (Type) (Mark All That Apply) SUCTION: NO VALVE AT TANK SUCTION: VALVE AT TANK PRESSURE (Remote) HAS PIPING BEEN REPAIRED?	0000									

	XI. CE	RTIFICATIO	N OF COM	PLIANCE			
TANK IDENTIFICATION NUMBER							
INSTALLATION A. INSTALLER CERTIFIED BY TANK AND PIPING MANUFACTURERS B. INSTALLATION INSPECTED BY A REGISTERED ENGINEER C. INSTALLATION INSPECTED AND APPROVED BY BFS D. ANOTHER METHOD ALLOWED BY BFS (Please Specify)							
	XII. TANK	and PIPING	RELEASE	DETECTION	ı	l	
1. TANK RELEASE DETECTION A. MANUAL (Static) TANK GAUGING B. TANK TIGHTNESS TESTING C. INVENTORY CONTROL D. AUTOMATIC TANK GAUGING E. VAPOR MONITORING F. GROUNDWATER MONITORING G. INTERSTITIAL MONITORING DOUBLE WALLED TANK/PIPING H. INTER MONITORING/SECOND CONTAINMENT I. OTHER METHOD ALLOWED BY BFS (Specify in comments area) 2. PIPING RELEASE DETECTION A. AUTOMATIC LINE LEAK DETECTORS B. INTERSTITIAL MONITORING DOUBLE WALLED PIPING C. INTERSTITIAL MONITORING SECOND CONTAINMENT							
D. LINE TIGHTNESS TESTING E. OTHER METHOD ALLOWED BY BFS (Specify in comments area)							
	YIII E		NTAL PROT	ECTION			
	AIII. E		TAL FROI	LOTION			
1. OVERFILL PROTECTION DEVICE INSTALLED							
2. SPILL PROTECTION DEVICE INSTALLED							
3. HAVE YOU INSTALLED IMPRESSED CURRENT CATHODIC PROTECTION? A. YES B. NO							

COMMENTS AND/OR CLARIFICATIONS: