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

P.O. Box 30033, Lansing, MI 48909

Phone 517-241-8847, Email LARA-UST-AST@michigan.gov

## 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 through the LARA website.

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

Overnight delivery: LARA, Bureau of Fire Services, Storage Tank Section, 611 Ottawa St, 4th Floor, Lansing, MI 48933.

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 an email to <u>LARA-UST-AST@michigan.gov</u> within 24 hours or use the LARA web portal at <a href="https://aca3.accela.com/LARA/Welcome.aspx">https://aca3.accela.com/LARA/Welcome.aspx</a>

### 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.
- 4. 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 Section, 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 Section, 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. If granted, they may then remove the tank.
- Any change in information submitted with the registration of the UST must be reported to the Bureau of Fire Services, Storage Tank Section, on BFS-3821 within 30 days of the change.

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

# 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.

<ul><li>NEW REGISTRATION</li><li>☐ AMENDED INFORMATION (for Registered USTs Only)</li></ul>	P.O. Box 30	If sending form, mail to: LARA, Bureau of Fire Services, Storage Tank Section, P.O. Box 30033, Lansing, MI 48909  If sending form OVERNIGHT: LARA, Bureau of Fire Services, Storage Tank Section, 611 Ottawa St, 4th Floor, Lansing, MI 48933							
NUMBER OF TANKS AT FACILITY: NUMBER OF CONTINUATION SHEETS ATTACHED:									
I. OWNERSHIP OF TANKS II. LOCATION OF TANKS							3		
IF THIS IS A NEW OWNER'S ADDRESS, PLEASE CHECK ☐ OWNER NAME (Corporation/Individual, etc.)				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	CITY STATE MI				ZIP		
COUNTRY (Please Specify)  USA OTHER			COUNTY						
AREA CODE & PHONE NUMBER		AREA CODE & PHONE NUMBER  ( )							
Owner/Company Email Address:									
		III. TYPE (	OF O	WNER					
☐ 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					
<ul> <li>□ PUBLIC GAS STATION</li> <li>□ PRIVATE GAS STATION</li> <li>□ MARINE GAS STATION</li> <li>□ PETROLEUM DISTRIBUTOR</li> <li>□ AIRLINE AND/OR AIRCRAFT O</li> <li>□ AUTO DEALERSHIP</li> <li>□ RAILROAD</li> </ul>	PUBLIC GAS STATION				ENT TRUCKING/TRANSPORT  LITARY UTILITIES				
		V. CONTAC	CT P	ERSON					
Name			Area Code & Phone No./Email Address						
Class A operator: Name:	Company			Area Code & Phone No.					
Class B operator: Name: Company					Area Code & Phone No.				
Walkthrough Inspection Type:  Quarterly									
VI. CERTIFICATION									
I CERTIFY UNDER PENALTY OF LAW THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN THIS FORM AND ALL ATTACHED DOCUMENTS AND THAT I HAVE VERIFIED THAT THE INFORMATION IS TRUE, ACCURATE, AND COMPLETE.									
NAME AND OFFICIAL TITLE OF OWNER OR OWNERS' AUTHORIZED REPRESENTATIVE SIGNATURE							DATE		

VII. DESCRIPTION OF UNDERGROUND STORAGE TANKS (Complete the following pages for each tank at this location. Copy these pages for additional 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 N		•	•			•	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								
<ul> <li>D. TANK FILLED WITH INERT</li> <li>MATERIAL (Sand, Concrete, etc.)</li> <li>DESCRIBE TYPE OF FILL USED</li> <li>REASON TANK WAS NOT REMOVED</li> </ul>								
(Specify in comments area)								
2. CHANGE-IN-SERVICE								
	I)	(. SUBSTAI	NCE STORE	:D				
1. 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)								
<u>'</u>								_

I CERTIFY THE INFORMATION CONCERNING INSTALLATION THAT IS PROVIDED IN SECTION X through XIII IS TRUE TO THE BEST OF MY BELIEF AND KNOWLEDGE. INSTALLER:									
NAME PRINTED			SIGN	NATURE	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?									
2. PIPING MATERIAL (Mark All That Apply)  BARE STEEL GALVANIZED STEEL FIBERGLASS REINFORCED PLASTIC COPPER CATHODICALLY PROTECTED DOUBLE WALLED FLEXIBLE PIPING ENVIROFLEX GEOFLEX UNKNOWN									
3. PIPING (Type) (Mark All That Apply) SUCTION: NO VALVE AT TANK SUCTION: VALVE AT TANK PRESSURE (Remote) HAS PIPING BEEN REPAIRED?									

XI. CERTIFICATION OF COMPLIANCE								
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	1			
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  H. INTERSTITIAL MONITORING/ SECONDARY 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/ SECONDARY CONTAINMENT D. LINE TIGHTNESS TESTING E. OTHER METHOD ALLOWED BY BFS (Specify in comments area)								
XIII. ENVIRONMENTAL PROTECTION								
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:	