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 it with a check or money order payable to the “State of Michigan” to cover the $100 per tank registration fee. Tanks are not considered registered until fees are paid.

Mail the registration form and check or money order to: LARA, CASHIERS OFFICE UST/AST, P.O. Box 30033, Lansing, MI 48909.

Overnight delivery: LARA, Cashiers Office UST/AST, 525 West Allegan, Lansing, MI 48909.

B. HOW DO I REPORT A RELEASE?
To report a confirmed or suspected release of product from a UST, send a FAX to 517-332-1428 within 24 hours.

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 Regulatry 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.
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 with the appropriate fees to the BFS 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. A $100 per tank fee is due with BFS-3821 whenever new tanks are being registered.
3. Owners who discover tanks on their premises shall register the tanks by submitting BFS-3821 with $100 per tank registration fee 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.
**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.

<table>
<thead>
<tr>
<th>NEW REGISTRATION</th>
<th>AMENDED INFORMATION (for Registered USTs Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If sending payment and form, mail to: LARA, Cashiers Office UST/AST, P.O. Box 30033, Lansing, MI 48909</td>
</tr>
<tr>
<td></td>
<td>If sending payment and form OVERNIGHT: LARA, Cashiers Office UST/AST, 525 West Allegan, Lansing, MI 48909</td>
</tr>
<tr>
<td></td>
<td>If sending the FORM ONLY, mail to: LARA, Bureau of Fire Services, Storage Tank Division, P.O. Box 30033, Lansing, MI 48909</td>
</tr>
</tbody>
</table>

**NUMBER OF TANKS AT FACILITY:** _______

**NUMBER OF CONTINUATION SHEETS ATTACHED:** _______

**I. OWNERSHIP OF TANKS**

<table>
<thead>
<tr>
<th>IF THIS IS A NEW OWNER’S ADDRESS, PLEASE CHECK</th>
<th>IF INFORMATION IS THE SAME AS SECTION I, PLEASE CHECK</th>
</tr>
</thead>
<tbody>
<tr>
<td>OWNER NAME (Corporation/Individual, etc.)</td>
<td>FACILITY NAME OR SITE IDENTIFIER</td>
</tr>
</tbody>
</table>

**MAILING ADDRESS**

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

**COUNTRY (Please Specify)**

- ☐ USA
- ☐ OTHER ___________________________

**AREA CODE & PHONE NUMBER**

| ( ) | ( ) |

**LATITUDE AND LONGITUDE of facility (If known)**

| LATITUDE (North): | LONGITUDE (West): |

**III. TYPE OF OWNER**

- ☐ 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 OF FACILITY**

- ☐ PUBLIC GAS STATION
- ☐ LOCAL GOVERNMENT
- ☐ PRIVATE GAS STATION
- ☐ STATE GOVERNMENT
- ☐ MARINE GAS STATION
- ☐ FEDERAL/NON-MILITARY
- ☐ PETROLEUM DISTRIBUTOR
- ☐ FEDERAL-MILITARY
- ☐ AIRLINE AND/OR AIRCRAFT OWNER
- ☐ COMMERCIAL
- ☐ AUTO DEALERSHIP
- ☐ INDUSTRIAL
- ☐ RAILROAD
- ☐ HOSPITAL
- ☐ CONTRACTOR
- ☐ TRUCKING/TRANSPORT
- ☐ UTILITIES
- ☐ RESIDENTIAL
- ☐ FARM
- ☐ OTHER (Explain)____________________

**V. CONTACT PERSON**

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Area Code &amp; Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A operator: Name:</td>
<td>Company</td>
<td>Area Code &amp; Phone No.</td>
</tr>
<tr>
<td>Class B operator: Name:</td>
<td>Company</td>
<td>Area Code &amp; Phone No.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>NAME AND OFFICIAL TITLE OF OWNER OR OWNERS’ AUTHORIZED REPRESENTATIVE</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

Page 2 of 6  BFS-3821 (Rev 6/15)
### VII. DESCRIPTION OF UNDERGROUND STORAGE TANKS

(Complete the following pages for each tank at this location. Copy these pages for additional tanks if needed.)

<table>
<thead>
<tr>
<th>TANK IDENTIFICATION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. STATUS OF TANKS (Check One)</td>
</tr>
<tr>
<td>CURRENTLY IN USE</td>
</tr>
<tr>
<td>TEMPORARILY OUT OF USE</td>
</tr>
<tr>
<td>AMENDMENT OF INFORMATION</td>
</tr>
</tbody>
</table>

(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 CHANGE-IN-SERVICE

(Skip this section if this does not apply and go to Section IX.)

Note: A site assessment must be completed unless you report a confirmed release.

1. 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

### IX. SUBSTANCE STORED

1. SUBSTANCE CURRENTLY OR LAST STORED IN GREATEST QUANTITY BY VOLUME

<table>
<thead>
<tr>
<th>GASOLINE</th>
<th>DIESEL</th>
<th>GASOHOL</th>
<th>KEROSENE</th>
<th>FUEL OIL</th>
<th>WASTE OIL</th>
<th>USED OIL</th>
<th>HAZARDOUS SUBSTANCE</th>
<th>HEATING OIL</th>
<th>MIXTURE</th>
<th>TANK HAS COMPARTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Not For Consumptive Use On Premises)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER (Specify in comments area)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(List substances in comments area)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERCLA NAME AND/OR CHEMICAL ABSTRACT SERVICE (CAS) NUMBER (if hazardous substance stored)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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: 

<table>
<thead>
<tr>
<th>NAME PRINTED</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE</th>
<th>COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### X. INSTALLATION DETAIL

<table>
<thead>
<tr>
<th>TANK IDENTIFICATION NUMBER</th>
<th>1. MATERIAL OF CONSTRUCTION</th>
<th>2. PIPING MATERIAL</th>
<th>3. PIPING (Type)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Mark All That Apply)</td>
<td>(Mark All That Apply)</td>
<td>(Mark All That Apply)</td>
</tr>
<tr>
<td></td>
<td>ASPHALT COATED OR BARE STEEL</td>
<td>BARE STEEL</td>
<td>SUCTION: NO VALVE AT TANK</td>
</tr>
<tr>
<td></td>
<td>CATHODICALLY PROTECTED STEEL</td>
<td>GALVANIZED STEEL</td>
<td>SUCTION: VALVE AT TANK</td>
</tr>
<tr>
<td></td>
<td>EPOXY COATED STEEL</td>
<td>FIBERGLASS REINFORCED PLASTIC</td>
<td>PRESSURE (Remote)</td>
</tr>
<tr>
<td></td>
<td>COMPOSITE (Steel With Fiberglass)</td>
<td>COPPER</td>
<td>HAS PIPING BEEN REPAIRED?</td>
</tr>
<tr>
<td></td>
<td>FIBERGLASS REINFORCED PLASTIC</td>
<td>CATHODICALLY PROTECTED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LINED INTERIOR</td>
<td>DOUBLE WALLED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DOUBLE WALLED</td>
<td>FLEXIBLE PIPING</td>
<td></td>
</tr>
<tr>
<td></td>
<td>POLYETHYLENE TANK JACKET</td>
<td>ENVIROFLEX</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONCRETE</td>
<td>GEOFLEX</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EXCAVATION LINER</td>
<td>UNKNOWN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNKNOWN</td>
<td>OTHER (Specify in comments area)</td>
<td></td>
</tr>
</tbody>
</table>

HAS TANK BEEN REPAIRED?  

HAS PIPING BEEN REPAIRED?
### XI. CERTIFICATION OF COMPLIANCE

<table>
<thead>
<tr>
<th>TANK IDENTIFICATION NUMBER</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

#### 1. 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. 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)**

   ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

### XIII. ENVIRONMENTAL PROTECTION

#### 1. OVERFILL PROTECTION DEVICE INSTALLED

   ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

#### 2. SPILL PROTECTION DEVICE INSTALLED

   ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

#### 3. HAVE YOU INSTALLED IMPRESSED CURRENT CATHODIC PROTECTION?

A. **YES**

   ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

B. **NO**

   ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐