

Detailed Written Records are a Required Part of your Permit to Operate an Underground Storage Tank System

1. Written Records

- a. Operation Permit (annual)
- b. Supporting documents
 - i. Application (form A)
 - ii. Tank & Piping descriptions (Form B)
- c. Monitoring Plan description and map. (Form D)
- d. Written Spill Clean Up Plan (Form E)
- e. Financial Responsibility documents. (renew annually)
- f. Owner Operator Agreements (if necessary renewed annually.)
- g. Alarm Records (3 years)
- h. Repair Records (life of tank)
- i. Spill Records and Reports
- j. All tank repair/installation documentation (life time of tank)
- k. Copies of inspections/test results (3 years)
- l. Copies of monthly Designated Operator reports (3 years)
 - i. Training Records for Employees
- m. Other reports/test results "ELD"(5 years), Cathodic Protection, (6.5 years)

2. Routine Inspections

- a. Monthly (Designated Operator)
- b. Annual (County Inspection; due less than 365 days from previous inspection.)
- c. Biannual (Tank and Pipe testing when required?)
- d. Triennial Testing of cathodic protection systems, ELD, secondary containment.
- e. 5 or 10 years (Tank lining inspections)

3. Other Required Documents that should be kept.

- a. Copy of your hazardous materials business Plan. Print a hard copy from CERS.calepa.ca.gov (You may choose to keep an electronic copy instead of paper. 2014)
- b. Copies of Hazardous Waste Disposal records (keep at least for 3 years, maybe longer if "Uniform Waste Manifest)