



Tank Owner Quick Reference Guide

Division of Underground Storage Tanks

Why This Matters

The Division of Underground Storage Tanks (Division) in cooperation with the Tennessee Fuel and Convenience Store Association has developed this Tank Owner Quick Reference Guide to help you understand the minimum requirements to correctly operate an underground storage tank (UST) facility in Tennessee. These include but are not limited to:

- Fees and Registration
- Operator Training
- Monthly Release Detection for Tanks
- Release Detection for Piping
- Corrosion Protection
- Spill and Overfill Prevention
- Motor Fuel Dispensers
- Walkthrough Inspections
- Tank and/or Piping Closure
- Record Keeping
- Reporting

If you follow the regulations, you may receive Fund reimbursement; continue to receive deliveries; protect your customers, employees, and your community; and avoid paying penalties. Also, by monitoring your equipment monthly, you ensure no fuel loss, which is a best-business practice.



An owner also has a requirement to maintain financial responsibility. What this means is if there is a release of fuel, it is the owner's responsibility to ensure it is investigated and cleaned up. **This can be very expensive.**

Tennessee is fortunate to have a State fund that is available to owners to help with the costs to clean up fuel releases. A higher level of fund reimbursement deductible may apply if complete operational compliance records are not submitted. An application is required by the deadlines in order to receive reimbursement. Therefore maintaining and documenting operational compliance is important.

Fund reimbursement is a complex subject and it is critical that you understand the application process. Please feel free to contact the Division if you have questions because we want you to be able to access this benefit. Please refer to the current Tank Operators Manual for additional information.

This document is not a substitute for Tennessee law and regulations, nor is it a law or regulation itself. For a comprehensive and complete understanding of the law and regulations, please refer to Tennessee Petroleum Underground Storage Tank Act T.C.A. § 68-215-101, the Rules Chapter 0400-18-01 and additional information provided in the Tank Operators Manual and Standardized Inspection Manual. These documents can be accessed from the Division's website:

<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks/compliance-inspections/standardized-inspection-process.html>

If you have any questions regarding this reference guide or the regulatory requirements, call your local field office (see last page of this document) or email the Division at Tanks.UST@tn.gov.



Fees/Registration

- You must pay the required annual fee, which is \$125 per tank/compartiment. **(Fees suspended 7/1/21 to 6/30/26)***
- When installing a UST system, you must submit the Division's a Pre-Installation Notification Form (CN-1288) and pay fees 15 days prior to the installation.
- You must report any changes to your UST system within 30 days using the Division's Notification Form (CN-1260). These can include:
 - Facility information
 - Change of ownership
 - Change in equipment or product
 - Change in status

<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks/notification-fees.html>

DO NOT DELIVER
Any delivery violates T.C.A. 68-215-106(a)
Delivery can result in a fine up to \$10,000.
T.C.A. 68-215-121

Unauthorized tag removal is a Class C misdemeanor

Contact the Division of UST at (615) 532-0945

If you have not paid your *fees or have violations that resulted in a final order, your tanks may be red tagged. If this occurs, **DO NOT REMOVE THE TAGS** until you receive a written removal authorization letter from the Division's Director. Prior removal may result in a Class C misdemeanor fine. For more information, please contact your local field office or go to:

<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks.html>

Operator Training

You must use Tennessee Tank Helper website to create an account, complete operator training, and designate a trained Class A and B operator for each facility.

<https://tdec.tn.gov/tankhelper>

Need help? Email BG-Help_Desk@tn.gov or call (615) 532-0287.

Remember, if your facility operators change, you must designate new Class A and B operators within 30 days.

The table below contains a general description of each operator training level. An owner may meet the requirements for every level.

	Class A Operator	Class B Operator	Class C Operator
<i>Who fits this class of operator?</i>	The individual who generally focuses on the statutory and regulatory requirements related to operating and maintaining the UST system	The individual who is generally responsible for field implementation of applicable UST regulatory requirements and implements day-to-day aspects of operating, maintaining, and record-keeping for USTs at one or more facilities	The individual who is generally the first line of response to events indicating emergency conditions or responding to alarms

Release Detection for Tanks

Interstitial monitoring must be used for all tanks installed on or after July 24, 2007.

Tanks must have some form of monthly release detection, which may be one of these options:

- Automatic tank gauging (**ATG**)
- Manual tank gauging (**MTG**)
- Statistical inventory reconciliation (**SIR**)
- Interstitial monitoring (**IM**)

Release Detection equipment components (electronic & mechanical) must be tested for operability annually.

- Refer to the Tank Operators Manual for additional information

<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks/compliance-inspections/standardized-inspection-process.html>

Release Detection for Piping

Interstitial monitoring must be used for all pressurized piping installed on or after July 24, 2007.

- Pressurized piping must have two forms of release detection:
 - Periodic (small leaks)
 - Catastrophic (large leaks)
- Sump integrity testing is required for pressurized piping using interstitial monitoring every three years.
- Suction piping may require release detection.
- Refer to the Tank Operators Manual for additional information.

Corrosion Protection

- Underground steel tanks and piping must be protected from corrosion (rust). This includes metal components that are in contact with standing water, as well as the ground.
- Cathodic protection systems must be properly operated and tested every three years.
- Refer to the Tank Operators Manual for additional information.



Without proper corrosion protection, you may have a product release.

Spill and Overfill Prevention

- Spill and overfill equipment must be installed on all tanks that receive more than 25 gallons in a single delivery. Spill buckets are designed to contain small amounts of fuel during delivery.
- You must inspect spill buckets once a month and document using the Division's monthly Walkthrough Form (CN-2544).
- Spill and Overfill equipment must be tested for integrity and functionality at least every three years.

<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks/forms-guidance.html>



Please remember to empty fuel/water/debris from your spill bucket and manage wastes properly.

Refer to the Tank Operators Manual for additional information.

Motor Fuel Dispensers

Dispensers must be inspected quarterly for any drips or seeps from the filter or piping beneath the unit, and keep a log of inspections.

These inspections must be recorded on the Division's Walkthrough Form (CN-2544) using the link found above.

Please note that other agencies, including the Department of Agriculture, and local or state air pollution authorities have regulatory requirements for dispenser operation. If you need assistance, please contact Small Business Assistance at (615) 532-8013 or 1-800-734-3619 or by email BGSEAP@tn.gov.

<https://www.tn.gov/environment/program-areas/sbeap-small-business-environmental-assistance.html>



Please remember to empty fuel/water/debris from your dispenser sump and manage wastes properly.

Walkthrough Inspections

Monthly and annual walkthrough inspections must be conducted:

- Monthly
 - Spill Prevention Equipment
 - Release Detection Equipment
- Annual
 - Containment Sumps
 - Hand-held Release Detection Equipment



Walkthrough inspections must be documented and recorded on the Division's Walkthrough Form (CN-2544). Refer to the Tank Operators Manual for additional information.

<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks/forms-guidance.html>

Tank and/or Piping Closure

If you plan to close your tank(s) and/or piping, complete an *Application for Permanent Closure of Underground Storage Tanks* (CN-0928) and submit it to the applicable field office for evaluation and approval. Once the application is approved you have one year to complete the closure in accordance with the Division's requirements. Once the closure is complete, you must submit a *Permanent Closure Report* (CN-0927) including the Division's Notification Form (CN-1260). For additional information, please access this link:

<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks/closure.html>

Record Keeping

You must keep the following records:

- | | |
|--|---------------------------------------|
| - Corrosion protection | - Spill & overfill testing |
| - Closure records, if applicable | - Dispenser inspection logs |
| - Compatibility records | - Installation records, if applicable |
| - Class A/B operator designation | - Repair/replacement, if applicable |
| - Release detection, including operability testing | - Walkthrough inspection records |

Refer to the Tank Operators Manual for the specific requirements. The Division has developed fillable record keeping forms that are available on the Division's website:

<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks/forms-guidance.html>

Reporting

You must report any changes to your UST system, facility information, or owner/operator information to the Division within 30 days of change. You must report a suspected or confirmed release to the Division within 72 hours of discovery. For detailed information regarding a suspected/confirmed release, see the Tank Operators Manual.

Fuel Compatability

UST systems used to store regulated substances blended with greater than 10% ethanol or greater than 20% biodiesel must comply with requirements for fuel compatibility.

The required checklist and forms can be found at this website:

<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks/compliance-inspections/alternative-fuels.html>

Tank School

The Division offers free training that is especially beneficial for new tank owners. Division inspectors conduct the training and explain what needs to be done to prepare for a compliance inspection and to keep your facility in compliance with the regulations. Facility inspections occur at least once every three years, and new facilities may be inspected within the first year of operation.

Class schedule and sign up information is available at this website:

<https://www.tn.gov/environment/program-areas/ust-underground-storage-tanks/operator-training.html>

Summary

Ownership of UST systems involves more than putting fuel in the tank(s) and selling fuel. It requires knowledge of how to operate and maintain the equipment and keep good records. Non-compliance could have significant financial impact through product loss, expensive environmental cleanups, and even loss of Fund reimbursement and/or fines.

Questions?

Call or email your local environmental field office.

Environmental Field Offices

<https://www.tn.gov/environment/contacts/about-field-offices>

Have a question about
Tennessee's Environment?
Call 1-888-891-TDEC (8332)
ask.tdec@tn.gov

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Nashville, Tennessee 37243
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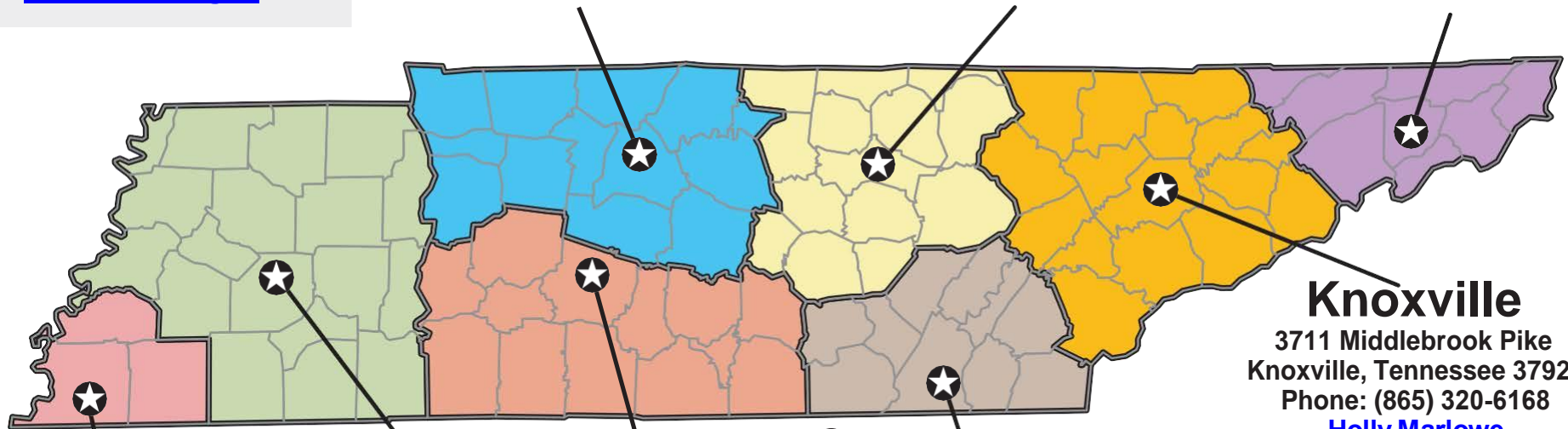
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