

## RECORD KEEPING

**M**issing or incomplete paperwork is one of the most frequent causes of regulatory citations. Keeping your underground storage tank (UST) system records in order is an important way to demonstrate to an inspector that you are in compliance with Maine's rules. Nothing is more frustrating to an inspector (and raises more suspicion) than sloppy records. Organized records help make your regulatory inspection go smoothly and are much appreciated by the inspector.

Be sure to assign record-keeping responsibilities to a conscientious person (or take on that responsibility yourself), be clear about what records are needed, and hold this person accountable for keeping all UST records in an organized manner. A three-ring binder with tabbed dividers is a good way to organize your information so that it is easily located.

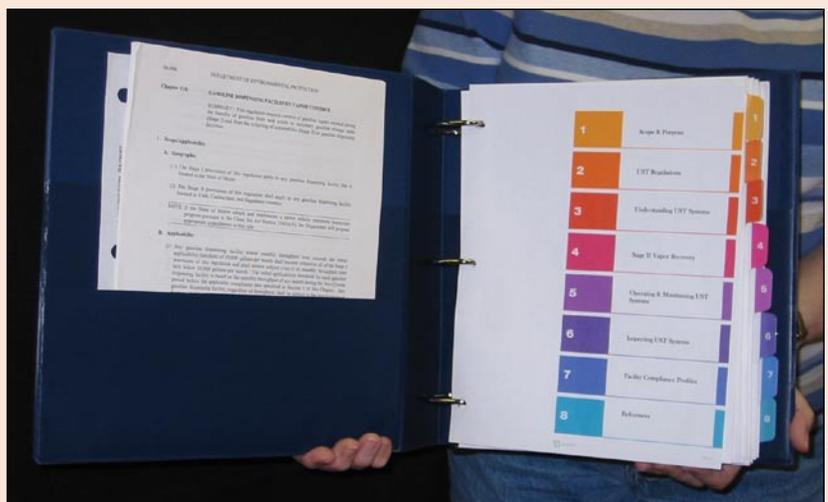
You are required to keep records either at the UST facility itself or at the UST owner's primary place of business. You must keep records for 3 years and be able to provide any records to the DEP or municipal officials within 36 hours of an information request.

### ALL facilities must have the following documents:

- ▶ **Maine DEP Facility Registration Certificate** (This document should be posted in a visible location at your facility. See the sample certificate on the following pages.)
- ▶ **Annual Inspection Report** (See the *TankSmart* Annual Inspection module.)
- ▶ **Spill Log** (See the *TankSmart* Spills: Clean-up & Reporting module.)

The most recent versions of these documents should be readily accessible in case a DEP inspector arrives to conduct an unannounced inspection.

**Having all your UST records organized in a tabbed three-ring binder helps make regulatory inspections go smoothly.**



Courtesy of Marcel Moreau Associates, Portland, Maine.

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**CAN'T FIND YOUR REGISTRATION CERTIFICATE?**

If you would like a copy of your current Facility Registration Certificate, go to:

[www.maine.gov/cgi-bin/online/tanksmart/index.cgi](http://www.maine.gov/cgi-bin/online/tanksmart/index.cgi)

and follow the instructions to print out a certificate. If you do not have Internet access, call the DEP Tanks Unit at 207-287-2651 and ask to have a copy of the certificate mailed to you.

**SAMPLE FACILITY REGISTRATION CERTIFICATE**



STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Date of Certificate:  
January 12, 2010

FACILITY REGISTRATION CERTIFICATE FOR  
**Aboveground and Underground Storage Tank**

Please display this certificate in a visible location at the registered facility.

*Facility:*

Facility Name  
Street Address  
Town

Facility Registration Number: **XXXXXX**  
Date of Registration: July 10, 1986  
Facility Phone: **207-123-4567**

*Operator:*

Operator Name  
Street Address  
Town  
Phone Number

Sensitive Area Status:  
  
Facility Use: **RETAIL FACILITY**

*Owner:*

Owner Name  
Street Address  
Town  
Phone Number

Aboveground and Underground Storage Tanks  
Number of Active Aboveground Tanks: **1**  
Number of Active Underground Tanks: **4**

If the information on this form is accurate and complete, please retain for you records.

The Maine Department of Environmental Protection must be notified of any errors or changes in the information on this form. To accomplish this, please draw a line through the incorrect or outdated information, insert the correct information, and return this form to:

Department of Environmental Protection Bureau of Remediation and Waste Management  
State House Station #17 Augusta, ME 04333

Attn: Underground Tanks Program

If you have any questions concerning this process, please call (207)287-2651 and ask for the administrator of the Underground Storage Tanks Program

***This certificate is an essential document and should be posted in a visible location at your facility. It's a good idea to keep a copy in your files as well.***

## WHAT OTHER RECORDS ARE YOU REQUIRED TO MAINTAIN?

Other records required for your UST system depend on the kinds of components in your system. (See the appropriate *TankSmart* modules.) If applicable to your facility, you must keep the following records:

- **Daily inventory.** (See *TankSmart* Daily Inventory & Statistical Inventory Analysis module.)
- **Annual statistical inventory analysis (SIA).** (See *TankSmart* Daily Inventory & Statistical Inventory Analysis module.)
- **Corrosion-protection monitoring and repair.** (See *TankSmart* Cathodic Protection for Tanks & Piping module.)
- **Line leak detector testing, maintenance, and repairs.** (See *TankSmart* Piping: Pressurized Pumping Systems module.)
- **Overfill-prevention equipment inspection results, maintenance, and repairs.** (See *TankSmart* Overfill Prevention modules for Ball Floats, Electronic Alarms, or Drop Tube Shutoff Valves.)
- **Leak detection monitoring results, maintenance, and repairs.** (See *TankSmart* modules that apply to your tank and piping leak detection methods.)
- **Documentation of Class A/B UST operator training.** (See *TankSmart* Class A/B Operators module.)
- **Documentation of Class C UST operator training.** (See *TankSmart* Class C UST Operator Training module.)
- **Product-compatibility information for ethanol-blended fuel.** (See the *TankSmart* Ethanol-Blended Gasoline module.)
- **Monthly throughput log.** (See the *TankSmart* Stage I Vapor Recovery module.)

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