



MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION  
**REGISTRATION FORM**  
**for Wastewater Treatment Tank Systems**



**REGISTRATION FORM GENERAL INFORMATION**

The purpose of this registration is to gather information on underground storage tanks (10% or more below ground), that are designed to receive, or regularly accumulate oil that is associated with wastewater treatment tank systems including oil-water separators and catch basins. This requirement does not apply to:

1. Wastewater treatment tank systems that are regulated by the Clean Water Act §§ 402 (NPDES) or 307(b) (pre-treatment agreement),
2. Catch basins and other emergency containment structures that do not accumulate oil, and are regulated by the Clean Water Act §§ 402 (NPDES) or 307(b) (pre-treatment agreement) pursuant to section 38 M.R.S. §§ 570-F, subsection 2., and
3. Storm water or wastewater collection systems or flow-through tanks.

Registration is required for all other wastewater treatment tank systems that are 10% or more below ground and are designed to, or regularly receive or accumulate oil, regardless of tank size and regardless of whether the tanks are in service or out of service. The information you provide must be accurate and based upon reasonably available records or, in the absence of such records, to the best of your knowledge or belief.

**Who must register a wastewater treatment tank system?**

The tank owner is responsible for registering all underground tanks. If the ownership of an existing tank is uncertain or in dispute, the current owner of the property where the tank(s) are located must register the tank(s) <sup>1</sup>.

If the owner is a corporation, limited liability company, or other entity required to register with the Secretary of State's Office, the owner's name on the registration must match the corporate name on file with the Secretary of State's Office. If applicable, please submit a copy of your Information Summary sheet from the Division of Corporations with your registration, available at: [www.maine.gov/sos/cec/corp/index.html](http://www.maine.gov/sos/cec/corp/index.html).

**When must the owner register a wastewater treatment tank system?** Completed registration forms for new and replacement wastewater treatment tank systems must be submitted to the Department of Environmental Protection (The Department) **at least ten (10) business days** prior to installation. Existing wastewater treatment tank systems shall be registered by December 31, 2019.

**What wastewater treatment tanks must be registered?**

All wastewater treatment tanks that meet the state definition of underground oil storage tanks must be registered. An underground oil storage tank is defined as "*any container, 10% or more of its volume being beneath the surface of the ground and which is used, or intended to*

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<sup>1</sup> See *Rules for Underground Oil Storage Facilities*, 06-096 C.M.R. ch. 691, § 4. K (amended September 26, 2018)

*be used, for the storage, use, treatment, collection, capture or supply of oil.*” The term does not include “*any tanks situated in an underground area if these tanks or containers are situated upon or above the surface of a floor and in such a manner that they may be readily inspected.*”<sup>2</sup> Overflow tanks associated with oil-water separators are considered underground oil storage tanks if they are 10% or more below ground.

If you are in doubt as to whether you are the owner of an underground storage tank that must be registered with the Department, contact Tank Registration staff at (207) 287-7688.

**What substances are covered in the term “oil”?**

Oil means “oil, oil additives, *petroleum products and their by-products of any kind and in any form including, but not limited to, petroleum, fuel oil, sludge, oil refuse, oil mixed with other non-hazardous waste, crude oils, and all other liquid hydrocarbons regardless of specific gravity*”.. “Oil” does not include natural gas.<sup>3</sup> All liquid petroleum and petroleum products except natural gas or propane are included by State law.

**Where should I register?**

Send the registration form to:

ATTN: Tank Registration  
Maine Department of Environmental Protection  
17 State House Station  
Augusta, ME 04333-0017.

A copy must also be filed with the local fire department, or if the facility is located in an unorganized township, with the Land Use Planning Commission. Keep a copy of the registration for your own records.

**Penalties.**

Owners who fail to register their tanks or who submit false information to the Department may be subject to a civil penalty of a minimum of \$100 per tank per day.

**Amended registration.**

Maine statutes require the owner or operator to file an amendment to this registration with the Department upon any change of information contained in this form. For example:

- A. The facility is sold or otherwise transferred;
- B. The facility is modified, e.g., new tanks or piping.

Registration must be amended within ten (10) business days of the date of the change. For a change in ownership, the new owner is responsible for notifying the commissioner of the change. A person who has not submitted an amended registration as required must pay a late fee of \$100 and all past due fees.

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<sup>2</sup> See *Oil Storage Facilities and Ground Water Protection*, 38 M.R.S. § 562-A (22)

<sup>3</sup> See 38 M.R.S. § 562-A (15)

**What registration fees are required?**

A registration fee of \$100 is required for each tank [*except for tank(s) serving single family residences*] located at the facility every three (3) years upon receipt of a bill from the Department. The next billing cycle is December 2020.

The Department will bill the underground oil storage tank owner after receiving and reviewing the registration materials. The Department may prorate the fee for new installations to put all tank owners and operators on the same billing cycle.

**Questions and assistance.**

For assistance in completing the registration form or for answers to questions about underground oil storage facilities, please call Underground Storage Tanks Program staff at (207) 287-7688.

**REGISTRATION FORM INSTRUCTIONS**

**Sections A and B of the Registration Form** cover the information necessary for all Wastewater Treatment Tank System registrations regardless of where the facility is located.

**Section C** gives specific requirements for facility plans to be submitted.

You must supply map coordinates of the corners of the fuel containing portions of the wastewater treatment tank system, and any groundwater monitoring wells. All coordinates must be in Universal Transverse Mercator (UTM), North American Datum (NAD 83), coordinate units in meters or in Latitude/Longitude decimal degree coordinates (not degrees in minutes and seconds) and have sub-meter accuracy and precision. (NOTE: Map coordinate units for UTM are in meters. Please do not submit state plane coordinates which are in feet.)

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**Section A**

**REGISTRATION NUMBER:** \_\_\_\_\_

Complete only if a registration number has been previously assigned by the Department.

State Use Only Registration Date ____/____/____
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**FACILITY INFORMATION**

Facility Name: \_\_\_\_\_

Facility Physical Address: \_\_\_\_\_

\_\_\_\_\_  
*(911 Street Address)* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *Zip Code*

Facility Phone Number: \_\_\_\_\_

Directions to Facility: \_\_\_\_\_  
\_\_\_\_\_

**TANK OWNER**

Contact Person: \_\_\_\_\_

\_\_\_\_\_  
*Name* *Phone Number*

Owner Name:  
***(Corporate Name if registered with the Secretary of State. Attach copy of Secretary of State information sheet)***  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *Zip/Postal*

Phone and Fax Numbers: \_\_\_\_\_

\_\_\_\_\_  
*Phone Number* *Fax Number*

E-mail Address: \_\_\_\_\_

**TANK OPERATOR (if different from Owner)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *Zip/Postal*

Phone and Fax Number: \_\_\_\_\_

\_\_\_\_\_  
*Phone Number* *Fax Number*

**Section B – Component Codes**

Facility Registration # \_\_\_\_\_

A. Tank Type	
A	Steel -- Bare or Asphalt Coated
B	Steel -- Internal Lining
C	Single Wall -- Steel, Cathodically Protected
D	Steel w/Secondary Containment
F	Single Wall -- Fiberglass
G	Double Wall -- Fiberglass
I	Composite -- Fiberglass Bonded
J	Composite -- Cathodically Protected
M	Steel -- Galvanized
N	Other (specify): _____
Q	PVC
R	Steel -- Stainless
S	Concrete
V	Double Wall -- Jacketed
W	Double Wall -- Steel, Cathodically Protected

B. Piping Type (same codes as tank) or	
L	Black Iron/Cast Iron
O	Copper
P	Black Steel
X	Single Wall -- Flexible
Y	Double Wall -- Flexible
Z	Copper w/secondary containment
N	Other (specify): _____

C. Tank/Chamber Size	
Size of Tank/Chamber in gallons	

D. Tank Leak Detection	
0	Unknown
3	Secondary Containment
4	Manual Groundwater Sampling
7	Secondary Containment w/Continuous Electronic Monitoring
8	Secondary Containment -- Manual Monitoring
10	None

E. Product Stored	
81	Waste Oil
82	Waste Water with Oil
99	Other (specify): _____

F. Tank Status	
A	Planned
B	Active
C	Out of Service
D	Abandoned in Place (filled)
E	Planned for Removal
F	Removed

K. Overfill Prevention	
2	Electronic (90% capacity)
10	None

L. Date of Installation	

Describe any leak detection in place for the piping	

Describe how contents are removed from the tank	

**Section B – Facility Components**      **Facility Registration # \_\_\_\_\_**

Fill in “Tank/Chamber Numbers” and blocks A-L for all registrations.

Fill in all other blocks only for the facility components that are new, being replaced or upgraded.

Tank/Chamber #'s	A	B	C	D	E	F	K	L			
/											
/											
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## **Section C**

### **FACILITY & AREA PLANS/SKETCHES**

The following information is required for all new and replacement facility registrations or piping upgrades/extensions.

- a. A site drawing of the facility containing the location of all new or replacement tanks, including:
  - 1) Distance and direction measurements that are sufficient to locate all underground portions of the facility, and
  - 2) Details of secondary containment and interstitial space leak detection monitoring equipment (if present), and
  - 3) Locations of monitoring wells (if present); and
  - 4) All piping associated with the new or replacement facility, and

**You must supply map coordinates of the corners of the fuel-containing portions of your facility, and map coordinates of any groundwater monitoring wells. All coordinates must be in Universal Transverse Mercator (UTM) map projection using the North American Datum (NAD 83) coordinate units, in meters or in Latitude/Longitude decimal degree coordinates not degrees in minutes and seconds, and must be sub-meter accuracy & precision. (Map coordinate units for UTM are in meters. Please do not submit state plane coordinates which are in feet.)**

- b. For a new or replacement wastewater treatment tank system facility, provide an additional drawing showing distances to private wells within 300 feet and public water supplies within 1000 feet.
- c. For all installations and replacements of tanks and piping, the facility owner shall maintain a ***to-scale, as-built drawing*** of the facility at the facility or the owner's primary place of business. The drawing must show the location of tanks, piping, and other major underground wastewater treatment tank system facility components to facilitate safe facility maintenance, repairs, replacement and remediation.



**MAKE TWO (2) COPIES OF THIS FORM.**

Submit the original to:

Attn: Tank Registration  
Maine Department of Environmental Protection  
17 State House Station  
Augusta, ME 04333-0017

Send one (1) copy to the local Fire Department having jurisdiction. Retain the second copy for your records. For new and replacement tank(s), the registration form is due at least ten (10) business days prior to installation.

The Department will bill the wastewater treatment tank system owner after receiving and reviewing the registration materials. The Department may prorate the fee for new installations to put all tank owners and operators on the same billing cycle.

Your registration will be incomplete and returned to you if all sections and attachments are not completed and submitted.

**CERTIFY THIS FORM BY SIGNING.** By signing this form, I, the wastewater treatment tank system registrant, certify that all information is accurate and complete to the best of my knowledge, and that I will comply with all applicable federal, state, and local laws and regulations concerning the underground storage of petroleum products.

I further acknowledge that as the wastewater treatment tank system registrant I am required by Maine statues to file an amendment to this registration with the Department of Environmental Protection immediately upon any change of information contained in this form.

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*Signature of Owner or Authorized Employee*

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*Name and Title (Please Print or Type)*

*Date*