

# SUMMARY OF PBS RECORDKEEPING REQUIREMENTS

## SUBPART 2: UST SYSTEMS REGULATED BY DEC/EPA

The following is a list of recordkeeping requirements for underground storage tank systems (USTs) regulated by **both DEC and EPA**. It is unlikely that any one facility will need to maintain every type of record listed – maintain only those records required for your tank system(s). It is recommended that you, as the facility owner/operator, print this file and highlight the documents/records required for what you have at your facility.

Note that this document does not replace the regulations themselves. This is meant to be a tool to help you prepare for compliance inspections and be an aid for general recordkeeping compliance.

### For TANK SYSTEMS:

6 NYCRR	Type of Documentation	When Required	How Long to Keep Records	What Conditions Require This?
<b>TANK SYSTEM RECORDS</b>				
613-1.9(a, c)	Facility Registration Certificate	Initial Registration; Every 5 Years Thereafter; When Ownership is Transferred	Must Be Current/ Accurate at All Times	You MUST have this
613-2.1 (b)(4)(iii)(a)	As-Built Plan	When a UST System Component <sup>1</sup> is Installed/Replaced	Life of UST System	Only IF you have a Category 2 UST system
	As-Built Plan w/ Attributes List			Only IF you have a Category 3 UST system
613-2.3(e)(4)	Calibration/Maintenance/Repair Records of Leak Detection Equipment	After Completion of Servicing Work	3 Years	You MUST have this
	(Required) Calibration/Maintenance Schedules for Leak Detection Equipment	After Installation of Leak Detection Equipment		
613-2.5(f)	Operator Records	When Operator is Designated	Length of Operator Designation PLUS 3 Years	You MUST have this
613-2.6(c)	Site Assessment Report <sup>2</sup>	Prior to UST System Closure	3 Years After UST System Closure	Only WHEN you permanently close your UST system
613-2.6(e)	Closure Records <sup>3</sup>	At UST System Closure		

<sup>1</sup> A UST system component refers to either the tank or any length of piping.

<sup>2</sup> A copy of the site assessment report must be sent to DEC within 90 days after UST system closure.

<sup>3</sup> A copy of the closure records must be sent to DEC within 30 days after UST system closure.

**For TANKS:**

6 NYCRR	Type of Documentation	When Required	How Long to Keep Records	What Conditions Require This?
<b>EQUIPMENT RECORDS</b>				
613-2.1 (b)(4)(iii)(b)	Installer Certification	When a New UST System Component is Installed	Life of UST System	Only IF you have a Category 3 UST system
613-2.1 (b)(4)(iii)(c)	Manufacturer's Installation Checklist			
613-2.1(c)(2)(i)	Interior Lining Inspection	Within First 10 Years; Every 5 Years Thereafter	5 Years	Only IF you have an internally lined, steel Category 1 UST WITHOUT cathodic protection
<b>REPAIR RECORDS</b>				
613-2.2(d)(3)	Tightness Test for Repaired USTs	Within 30 Days After Repair	Life of UST System	You MUST have this IF your UST is repaired, UNLESS the UST is inspected (API RP 1631) OR is monitored using automatic tank gauging, vapor monitoring, groundwater monitoring, interstitial monitoring, or statistical inventory reconciliation
613-2.2(d)(4)	Cathodic Protection Test for Repaired USTs	Within 6 Months After Repair		Only IF you have a cathodically protected steel UST AND the UST is repaired
<b>CATHODIC PROTECTION RECORDS</b>				
613-2.2(b)(2)	Cathodic Protection Test -- Sacrificial Anodes	Within First 6 Months; Every Year Thereafter	3 Years	Only IF you have a cathodically protected steel UST WITH a sacrificial anode CP system
	Cathodic Protection Test -- Impressed Current	Within First 6 Months; Every Year Thereafter		Only IF you have a cathodically protected steel UST WITH an impressed current CP system
613-2.2(b)(3)	Impressed Current Inspection	Every 60 Days		
<b>LEAK DETECTION RECORDS: CATEGORY 1 TANKS</b>				
613-2.3(c)(1)	Inventory Monitoring	Daily with 10-Day Reconciliations	3 Years	Only IF your UST system stores motor fuel/kerosene that will be sold
613-2.3 (c)(2, 4-6, 8)	Manual Tank Gauging Automatic Tank Gauging Vapor Monitoring <sup>4</sup> Groundwater Monitoring <sup>4</sup> Statistical Inventory Reconciliation	Weekly		You MUST perform AND document any ONE of these leak detection methods <sup>5</sup> UNLESS your UST is double-walled
613-2.3(c)(7)	Interstitial Monitoring <sup>5,6</sup>	Weekly		Only IF your tank is double-walled
613-2.3 (b)(1)(iii)	Operability Check of Electronic Leak Monitoring Systems	Monthly		Only IF you have an electronic leak monitoring system
<b>LEAK DETECTION RECORDS: CATEGORY 2 &amp; 3 TANKS</b>				
613-2.3(c)(1)	Inventory Monitoring	Daily with 10-Day Reconciliations	3 Years	Only IF your UST system stores motor fuel/kerosene that will be sold
613-2.3(c)(7)	Interstitial Monitoring <sup>5,6</sup>	Weekly		You MUST have this
613-2.3 (b)(1)(iii)	Operability Check of Electronic Leak Monitoring Systems	Monthly		Only IF you have an electronic leak monitoring system

<sup>4</sup> Vapor monitoring and groundwater monitoring each require a baseline report IN ADDITION to the weekly monitoring records.

<sup>5</sup> Electronic interstitial monitoring must be performed continuously (and needs monthly operability checks); manual interstitial monitoring must be performed weekly.

<sup>6</sup> Continuous electronic monitoring satisfies the weekly monitoring requirement.

**For UNDERGROUND PIPING:**

6 NYCRR	Type of Documentation	When Required	How Long to Keep Records	What Conditions Require This?
<b>EQUIPMENT RECORDS</b>				
613-2.1 (b)(4)(iii)(b)	Installer Certification	When Piping is Installed	Life of UST System	Only IF you have piping installed after 10/11/15
613-2.1 (b)(4)(iii)(c)	Manufacturer's Installation Checklist			
<b>REPAIR RECORDS</b>				
613-2.2(d)(3)	Tightness Test for Repaired Piping	Within 30 Days After Repair	Life of UST System	You MUST have this IF your piping is repaired, UNLESS the piping is monitored using automatic tank gauging, vapor monitoring, groundwater monitoring, interstitial monitoring, or statistical inventory reconciliation
613-2.2(d)(4)	Cathodic Protection Test for Repaired Piping	Within 6 Months After Repair		Only IF you have cathodically protected steel piping AND the piping is repaired
<b>CATHODIC PROTECTION RECORDS</b>				
613-2.2(b)(2)	Cathodic Protection Test -- Sacrificial Anodes	Within First 6 Months; Every Year Thereafter	3 Years	Only IF you have cathodically protected steel piping WITH a sacrificial anode CP system
	Cathodic Protection Test -- Impressed Current	Within First 6 Months; Every Year Thereafter		Only IF you have cathodically protected steel piping WITH an impressed current CP system
613-2.2(b)(3)	Impressed Current Inspection	60 Days		
<b>LEAK DETECTION RECORDS: CATEGORY 1 &amp; 2 PIPING</b>				
613-2.3(d)(1)	Automatic (Mechanical or Electronic) Line Leak Detector Functionality Test	Every Year	3 Years	Only IF you have pressurized piping
613-2.3(d)(2)	Pressurized Line Tightness Test <sup>7</sup>	Every Year	Until the Next Test	You MUST perform AND document one of these methods <sup>6</sup> only IF you have pressurized piping
613-2.3(c)(5-8)	Vapor Monitoring <sup>4</sup> Groundwater Monitoring <sup>4</sup> Interstitial Monitoring <sup>5,6</sup> Statistical Inventory Reconciliation	Weekly	3 Years	
613-2.3(d)(2)	Non-Exempt Suction Line Tightness Test <sup>7</sup>	Every 3 Years	Until the Next Test	You MUST perform AND document one of these methods <sup>6</sup> only IF you have suction piping that is NOT safe suction
613-2.3(c)(5-8)	Vapor Monitoring <sup>4</sup> Groundwater Monitoring <sup>4</sup> Interstitial Monitoring <sup>5,6</sup> Statistical Inventory Reconciliation	Weekly	3 Years	
613-2.3 (b)(2)(iii)	Operability Check of Electronic Leak Monitoring Systems	Monthly	3 Years	Only IF you have an ELECTRONIC line leak detector OR an electronic sensor (i.e., sump sensor)
<b>LEAK DETECTION RECORDS: CATEGORY 3 PIPING</b>				
613-2.3(d)(1)	Automatic (Mechanical or Electronic) Line Leak Detector Functionality Test	Every Year	3 Years	Only IF you have pressurized piping
613-2.3(c)(7)	Interstitial Monitoring <sup>5,6</sup>	Weekly		You MUST have this IF you have either pressurized piping OR non-exempt suction piping
613-2.3 (b)(2)(iii)	Operability Check of Electronic Leak Monitoring Systems	Monthly		Only IF you have an ELECTRONIC line leak detector OR an electronic sensor (i.e., sump sensor)

<sup>7</sup> A copy of the tightness test results must be sent to DEC within 30 days after performance of the test.