

# SUMMARY OF PBS RECORDKEEPING REQUIREMENTS

## SUBPART 3: UST SYSTEMS REGULATED BY DEC

The following is a list of recordkeeping requirements for underground storage tank systems (USTs) regulated by **DEC only**. 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 <b>MUST</b> have this
613-3.1 (b)(4)(ii)	As-Built Plan	When a UST System Component 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
613-3.3(e)(4)	Calibration/Maintenance/Repair Records of Leak Detection Equipment	After Completion of Servicing Work	3 Years	You <b>MUST</b> have this
	(Required) Calibration/Maintenance Schedules for Leak Detection Equipment	After Installation of Leak Detection Equipment		
613-3.5(c)	Closure Records <sup>1</sup>	At UST System Closure	3 Years After UST System Closure	Only <b>WHEN</b> you permanently close your UST system

<sup>1</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>REPAIR RECORDS</b>				
613-3.2(d)(1)	Lining Manufacturer's Guarantee w/ Tightness Test for Lined USTs	When a Steel UST is Lined	Life of UST System	Only IF you have a lined steel UST
<b>CATHODIC PROTECTION RECORDS</b>				
613-3.2(b)(2)	Cathodic Protection Test -- Sacrificial Anodes	Every Year	3 Years	Only IF you have a cathodically protected steel UST WITH a sacrificial anode CP system
	Cathodic Protection Test -- Impressed Current			Only IF you have a cathodically protected steel UST WITH an impressed current CP system
<b>LEAK DETECTION RECORDS: CATEGORY 1 TANKS</b>				
613-3.3(c)(1)	Tank Tightness Test <sup>2</sup>	Every Year	Until the Next Test	You MUST perform AND document any ONE of these leak detection methods <sup>5</sup> UNLESS your UST is double-walled OR is encased in concrete <sup>6</sup>
613-3.3(c)(2-4)	Automatic Tank Gauging Vapor Monitoring <sup>3</sup> Groundwater Monitoring <sup>3</sup>	Weekly	3 Years	
613-3.3(c)(5)	Interstitial Monitoring <sup>4,5</sup>	Weekly	3 Years	Only IF your UST is double-walled <sup>6</sup>
613-3.3(c)(6)	Weep Hole Monitoring	Weekly		Only IF your UST is encased in concrete <sup>6</sup>
613-3.3(b)(1)(iv)	Operability Check of Electronic Leak Monitoring Systems	Monthly		Only IF you have an electronic leak monitoring system
<b>LEAK DETECTION RECORDS: CATEGORY 2 TANKS</b>				
613-3.3(c)(2-4)	Automatic Tank Gauging Vapor Monitoring <sup>3</sup> Groundwater Monitoring <sup>3</sup>	Weekly	3 Years	You MUST perform AND document any ONE of these leak detection methods <sup>5</sup> UNLESS your UST is double-walled
613-3.3(c)(5)	Interstitial Monitoring <sup>4,5</sup>	Weekly		Only IF your UST is double-walled
613-3.3(b)(1)(iv)	Operability Check of Electronic Leak Monitoring Systems	Monthly		Only IF you have an electronic leak monitoring system
<b>LEAK DETECTION RECORDS: CATEGORY 3 TANKS</b>				
613-3.3(c)(5)	Interstitial Monitoring <sup>4,5</sup>	Weekly	3 Years	You MUST have this
613-3.3(b)(1)(iv)	Operability Check of Electronic Leak Monitoring Systems	Monthly		Only IF you have an electronic leak monitoring system

<sup>2</sup> A copy of the tightness test results must be sent to DEC within 30 days after performance of the test.

<sup>3</sup> Vapor monitoring and groundwater monitoring each require a baseline report IN ADDITION to the weekly monitoring records.

<sup>4</sup> Electronic interstitial monitoring must be performed continuously (and needs monthly operability checks); manual interstitial monitoring must be performed weekly.

<sup>5</sup> Continuous electronic monitoring satisfies the weekly monitoring requirement.

<sup>6</sup> Leak detection is not required for Category 1 UST systems storing No. 5 or No. 6 fuel oil.

**For UNDERGROUND PIPING:**

6 NYCRR	Type of Documentation	When Required	How Long to Keep Records	What Conditions Require This?
<b>CATHODIC PROTECTION RECORDS</b>				
613-3.2(b)(2)	Cathodic Protection Test -- Sacrificial Anodes	Every Year	3 Years	Only IF you have cathodically protected steel piping WITH a sacrificial anode CP system
	Cathodic Protection Test -- Impressed Current			Only IF you have cathodically protected steel piping WITH an impressed current CP system
<b>LEAK DETECTION RECORDS: CATEGORY 1 PIPING</b>				
613-3.3(d)(2)	Pressurized Line Tightness Test <sup>2, 6</sup>	Every Year	Until the Next Test	You MUST have this only IF you have pressurized piping, UNLESS your pressurized piping is equipped with an automatic line leak detector (ALLD)
613-3.3(d)(2)	Suction Line Tightness Test <sup>2, 6</sup>	Every Year	Until the Next Test	You MUST have this only IF you have suction piping
613-3.3(b)(2)(iii)	Operability Check of Electronic Leak Monitoring Systems	Monthly	3 Years	Only IF you have an ELECTRONIC line leak detector
<b>LEAK DETECTION RECORDS: CATEGORY 2 &amp; 3 PIPING</b>				
613-3.3(b)(2)(iii)	Operability Check of Electronic Leak Monitoring Systems	Monthly	3 Years	Only IF you have an ELECTRONIC line leak detector <sup>7</sup>

<sup>7</sup> Tank systems storing motor fuel must have Automatic Line Leak Detectors (ALLD) equipped on pressurized Category 2 & 3 piping.