

Reporting a TIUGA (former UST in CERS) as an AST subject to APSA

How to report a Tank in an Underground Area (TIUGA), formerly reported as an Underground Storage Tank (UST) in CERS, as an aboveground storage tank (AST) subject to the Aboveground Petroleum Storage Act (APSA).

This is a guide to help owners/operators to properly report a tank that was previously reported as a UST but has now been determined to be a TIUGA subject to APSA and is no longer regulated as a UST. For more information about APSA and TIUGAs, refer to Office of the State Fire Marshal (OSFM) guidance here: <http://osfm.fire.ca.gov/cupa/apsa>.

As described in detail below, the submittal process to report this change includes updating the Business Activities questions, the Hazardous Materials Inventory (Inventory), the site map, and the UST section to remove this tank from the UST portion of your CERS submittals.

CERS 3, currently scheduled for release in March 2019, includes a simplified process for changing the status of a UST to an AST. Until then the following steps are necessary. For further assistance please contact your local Certified Unified Program Agency (CUPA) representative.

Preparation for Submittal

Confirm the specific Tank ID for the UST, then complete the optional TIUGA Notification Form. This is an optional form on the OSFM website: http://osfm.fire.ca.gov/cupa/pdf/TIUGA_Notification_form-18May2018.pdf. It is designed to be completed by the Tank Facility owner/operator for the purpose of establishing a tank meets the definition of a TIUGA as specified in California Health and Safety Code (HSC), section 25270.2(o), that it is being monitored in accordance with the APSA requirements found in HSC Chapter 6.67, and that it is no longer considered a UST. If you are unsure how to complete the form, contact your Designated Operator, Professional Engineer, or your CUPA for assistance. After completing the form, save it as a PDF file.

After the form has been completed and saved as a PDF, log into CERS to complete the submittal process as follows:

Step 1-Select either the 'Start Facility Submittal' or 'Start/Edit Submittal' buttons



Step 2- Prepare Draft Submittal page

Click the 'Start' button on Facility Information, Hazardous Materials Inventory, Emergency Response and Training Plans, Underground Storage Tanks and Aboveground Petroleum Storage Act.

CERS Business Home Submittals Facilities Compliance My Business

Prepare Draft Submittal: Dans Test Site 1

Home » Prepare Submittal (10138123)

Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons.

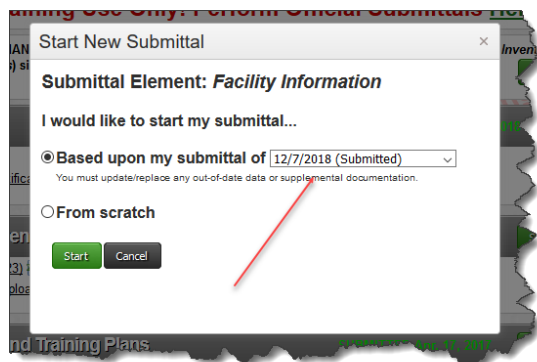
- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

Training Use Only! Perform Official Submittals Here

If there has been NO CHANGE in the HMBP submittal elements (Facility Information, Hazardous Material Inventory, and Emergency Response/Training Plans) since the last submittal, you may select the following button to prepare them. [Create All HMBP Submittal Elements](#)

Category	Status	Action
Facility Information Business Activities Business Owner/Operator Identification	SUBMITTED Dec. 7, 2018	Start Not Applicable
Hazardous Materials Inventory Hazardous Material Inventory (23) Site Map (Official Use Only): Upload Document(s) (4)	SUBMITTED Dec. 7, 2018	Start Not Applicable
Emergency Response and Training Plans Emergency Response/Contingency Plan: Upload Document(s) Employee Training Plan: Provided Elsewhere in CERS	SUBMITTED Dec. 17, 2017	Start Not Applicable
Underground Storage Tanks UST Facility Operating Permit Application Tanks UST Tank Information/Monitoring Plan - Tank ID # 1 UST Tank Information/Monitoring Plan - Tank ID # 2 UST Certifications of Installation/Modification UST Monitoring Site Plan	SUBMITTED Dec. 7, 2018	Start Not Applicable
Aboveground Petroleum Storage Act Aboveground Petroleum Storage Act Documentation: Provided Elsewhere in CERS	SUBMITTED Dec. 7, 2018	Start Not Applicable

For all 5 sections, confirm your submittal will be based upon most recent submittal, then click the 'Start' button:



Start New Submittal

Submittal Element: **Facility Information**

I would like to start my submittal...

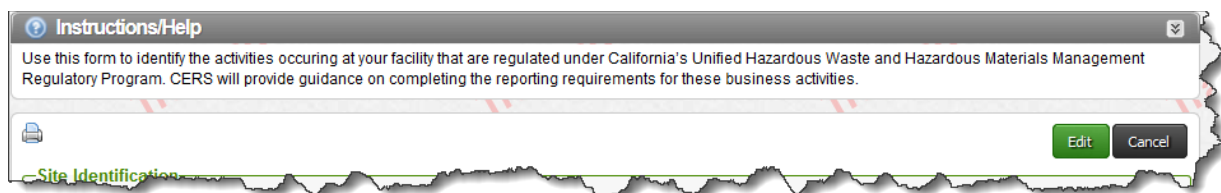
☒ Based upon my submittal of 12/7/2018 (Submitted)
 You must update/replace any out-of-date data or supplemental documentation.

☐ From scratch

Start Cancel

Step 3-Verify Facility Information

Select and open the 'Business Activities' form. Select the 'Edit' button on either screen:



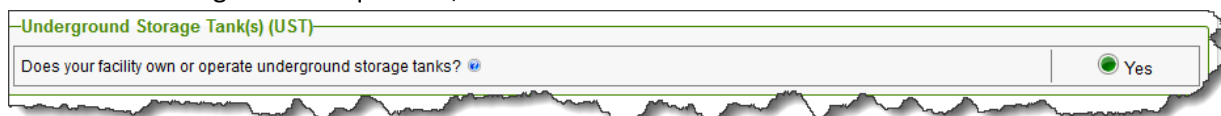
Instructions/Help

Use this form to identify the activities occurring at your facility that are regulated under California's Unified Hazardous Waste and Hazardous Materials Management Regulatory Program. CERS will provide guidance on completing the reporting requirements for these business activities.

Edit Cancel

On the Business Activities screen:

- a. Do NOT change the UST question; the answer must be 'YES' for now:

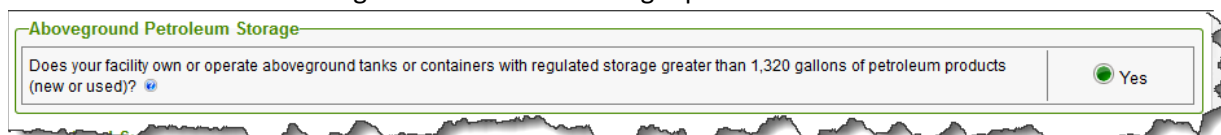


Underground Storage Tank(s) (UST)

Does your facility own or operate underground storage tanks?

☒ Yes

- b. Answer Yes to the Aboveground Petroleum Storage question:



Aboveground Petroleum Storage

Does your facility own or operate aboveground tanks or containers with regulated storage greater than 1,320 gallons of petroleum products (new or used)?

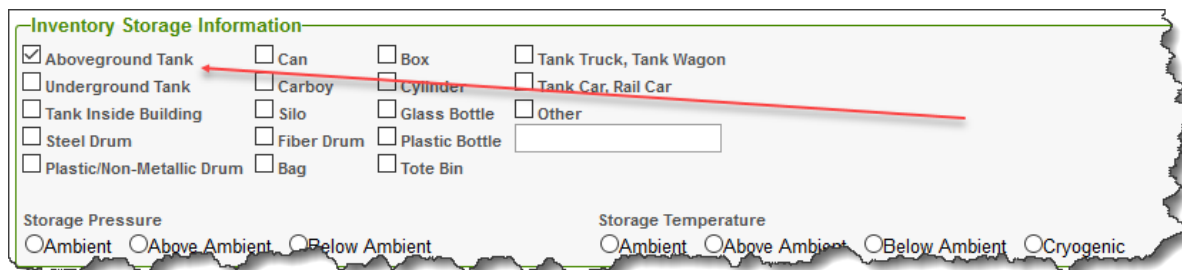
☒ Yes

- c. At the bottom of the 'Business Activities' form, enter this statement and the correct tank ID:
'Effective the date of this submittal, Tank #xxxxx is no longer regulated as a UST. This tank meets the definition of a TIUGA subject to APSA.'
- d. Select the 'Save' button. If the Business Owner/Operator Information screen opens make any necessary changes and select 'Save' again. The Prepare Draft Submittal screen will be displayed.

Step 4-Update the HMIS and Emergency Response and Training Plan Submittal Elements

Select and open the Hazardous Materials Inventory. **Remember that you are to start from the most recent submittal.**

- a. Update the Inventory as needed to reflect all changes. For the tank, select the 'edit' button next to the hazardous material currently in the tank and select 'Aboveground tank' as the type of container. Deselect 'Underground tank'. When finished it should look like this:



- b. Select 'Save'. The screen will close back to the list of inventory items. Select 'Done' to complete the change.
- c. If necessary, upload a revised Site Map
- d. Update the Emergency Response and Training Plans section similarly.

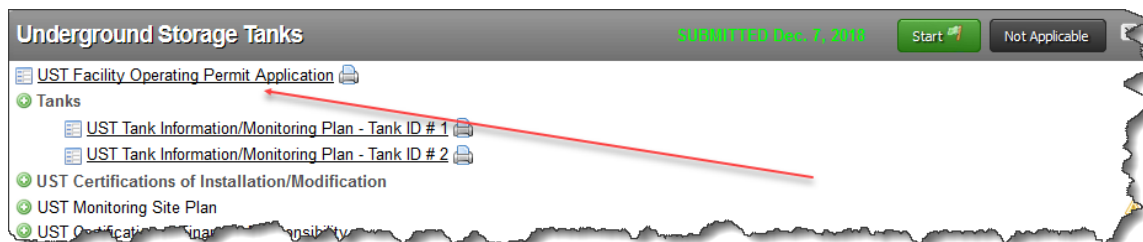
Step 5-Update the Underground Storage Tanks Submittal Element

Select and open the UST submittal.

- a. Select the UST Facility Operating Permit Application. Select the 'Start' button and select from the most recent submittal.



- b. Select the UST Facility Operating Permit Application:



- c. Check the 'Confirmed/Updated Information' button and select 'Save':

CERS Business Home Submittals Facilities Compliance My Business

UST Facility Operating Permit Application: Dans Test Site 1
Home » Prepare Submittal (10138123) » UST: UST Facility Operating Permit Application (Draft)

Instructions/Help
You must complete this form within 30 days of all new permits, permit changes, or facility information changes. You will also need to update/confirm your tank, monitoring plan, and other pertinent UST-related forms.
All facilities **must** provide a BOE Number—valid numbers are 8 digits long starting with the numbers 44... State and federal facilities should use 44032062. If **ALL** underground tanks at your facility **ONLY** contain NON-petroleum productions, you can provide this generic BOE Number: 44000000. Contact your local regulator if you are unsure what number to provide.
The former paper version of this form was called "UST Operating Permit Application-Facility Information" (Form A).
More information about UST Financial Responsibility Mechanisms is available at the Water Board's Underground Storage Tank Cleanup Fund [Financial Responsibility web page](#).

Type of Action
☒ Confirmed/Updated Information ☐ New Permit ☐ Renewal Permit ☐ Temporary Facility Closure ☐ Permanent Facility Closure ☐ Transfer Permit

Facility Information
Dans Test Site 1
123 Main St
Soquel, CA 95073

Tank Operator
Tank Operator Name: John Doe Phone: 408-123-4567

Discard Save Cancel

- d. Select the UST tank that is being changed to a TIUGA, then select 'Start New Submittal' and select start from the most recent submittal.

Underground Storage Tanks SUBMITTED Dec 7, 2018 Start Not Applicable

UST Facility Operating Permit Application

Tanks
UST Tank Information/Monitoring Plan - Tank ID # 1
UST Tank Information/Monitoring Plan - Tank ID # 2

UST Certifications of Installation/Modification
UST Monitoring Site Plan
UST Certification of Financial Responsibility

- e. Select 'Edit'

CERS Business Home Submittals Facilities Compliance My Business

UST Tank Information/Monitoring Plan: Dans Test Site 1
Home » Prepare Submittal (10138123) » UST: UST Tank Information/Monitoring Plan (Draft)

Instructions/Help
Use this form to enter data for new UST systems or revise data for an existing UST system. You must complete a separate form for each affected tank. For tanks that are part of a compartmentalized unit, each compartment is considered a separate tank. This information is required within 30 days of permit or facility information changes unless your local agency requires approval prior to making the changes.
Select Edit to modify/add your UST tank/system information.
The former paper version of this form was called "UST Operating Permit Application-Tank Information" (Form B).

Type of Action
Type of Action (UST Tank)
☒ Confirmed/Updated Information

Discard View Monitoring Plan Edit Cancel

- f. Select 'Permanent Closure Onsite, enter a comment similar to this in the 'Additional Description' field:
 'This tank has been determined to be a Tank in Underground Area (TIUGA). It is no longer regulated as a UST but will be regulated effective the date of this submittal under the APSA program element.'
- g. Select 'Save':

Note: The next screen will be the 'UST Monitoring Plan' page, no changes are required on this page; click 'Save'.

Step 6-Prepare APSA submittal and notification of a TIUGA

- a. Select 'Start'.

- b. Select 'Edit' if you have submitted an APSA submittal in the past.

- c. Select the 'Start' button. If prompted, always select the choice for 'based on most recent submittal'. If your Hazardous Materials Inventory is current and includes the tank contents it is okay to select 'Provided Elsewhere in CERS' and choose 'Hazardous Materials Inventory' as shown below, or you can upload your APSA Tank Facility Statement in this section, then 'Save'.

- d. Upload the TIUGA Notification Form. Select the hyperlink marked 'Miscellaneous State-Required Documents' and upload the completed TIUGA Notification Form, then 'Save'.

Note: Even though the CERS field indicates this form is 'state-required', it is not—it is a recommended form so facilities can notify the regulator they have a TIUGA. The form can be found on the Office of State Fire Marshal website at http://osfm.fire.ca.gov/cupa/pdf/TIUGA_Notification_form-18May2018.pdf.

Step 7-Submit the updated submittal elements

Once you are back on the 'Prepare Draft Submittal' page verify that all 5 submittal elements have been checked and click 'Submit Selected Elements'. That's it, you are done! Note that you can also include comments to your CUPA. Refer to the screenshot on the following page.

Submittal Summary: Dans Test Site 1

Home » Draft Submittal » Submittal Summary (10138123)

[Instructions/Help](#)

Final Submittal Checklist

- Does your Submittal include a **Facility Information** submittal element?
Your submittals must always include a **Facility Information** element with current business activities and owner/operator forms. The "Submit Selected Elements" button below will be disabled if you have not met this requirement. You will need to return to the [Prepare Draft Submittal](#) page and "Start" one.
- Are you submitting all of the elements needed by your facility's regulator?
If you must submit multiple elements for your facility (e.g., Inventory, UST), return to [Prepare Draft Submittal](#) to "Start" other elements, and then "Submit" all the elements at the same time.
- Is your CERS Account authorized to submit data to the Regulator?
The "Submit Selected Elements" button will be disabled if your CERS Account does not have "Lead Business User" or "Approver" permissions.
- Have you reviewed the Certification Statement shown below?
- Select "Submit Selected Elements" below to submit information to your regulator.

Confirm, Certify, and Submit Your Facility Submittal [Submit Selected Elements](#)

Certification Statement: Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Dan Firth (CERS Account username *danfirth*), certify on 12/7/2018 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

Facility Information	Ready To Submit	<input checked="" type="checkbox"/>
Information will be reported to Santa Cruz County Environmental Health. Add Comment To Regulator		
Hazardous Materials Inventory ⚠	Ready To Submit	<input checked="" type="checkbox"/>
Information will be reported to Santa Cruz County Environmental Health. Add Comment To Regulator		
Emergency Response and Training Plans	Ready To Submit	<input checked="" type="checkbox"/>
Information will be reported to Santa Cruz County Environmental Health. Add Comment To Regulator		
Underground Storage Tanks ⚠ ⓘ	Ready To Submit	<input checked="" type="checkbox"/>
Information will be reported to Santa Cruz County Environmental Health. Add Comment To Regulator		
Aboveground Petroleum Storage Act	Ready To Submit	<input checked="" type="checkbox"/>
Information will be reported to Santa Cruz County Environmental Health. Add Comment To Regulator		

Step 8 Subsequent Business submittal instructions

On your next regularly scheduled submittal if there are no other USTs at the facility change the answer to the UST question on the Business Activities screen to = No.

Note to CUPAs: After you accept the business submittal transferring the UST tank to APSA if there are no other UST tanks at the site change the UST Reporting requirement = Not Applicable.