



Montana Underground Storage Tank Compliance Calendar 2024-2025



Facility Name: _____

Facility ID #: _____

Milestones in the Underground Storage Tank Program's History

- 1983 CBS 60 Minutes segment "Check the Water" brought attention to families in Rhode Island suffering from the effects of gasoline leaking from underground storage tanks
- 1984 Congress created the Federal Underground Storage Tank Program
- 1985 EPA formed the Office of Underground Storage Tanks
- 1986 Congress established the Leaking Underground Storage Tank Trust Fund and Financial Responsibility requirements for UST owners
- 1988 EPA published Underground Storage Tank Regulations in the Federal Register
- 1988 EPA held first National UST conference
- 1990 Mississippi, first State UST Program to receive EPA's approval
- 1993 National Work Group On Leak Detection Evaluations Formed To Review Third Party Tests Of UST Leak Detection Evaluation Methods
- 1993 All Existing USTs Installed Before 1988 Must Use Leak Detection Methods
- 1994 Final Deadline For UST Owners To Obtain Financial Responsibility
- 1998 All Existing USTs Had To Be Upgraded To Prevent Releases Or Be Replaced
- 2005 UST Provisions of 2005 Energy Policy Act Focused on Preventing UST Releases
- 2005 Energy Policy Act Also Increased Biofuel Blending Into The Fuel Supply, Which Affected Underground Storage Tanks
- 2015 EPA's Revised UST Regulations Emphasizing Proper Operation and Maintenance of UST Equipment
- 2019 UST Industry Partners Develop Practices, Codes, And Standards That Help Detect And Prevent UST Releases

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Martin Luther King Jr Day	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monthly Walkthrough Inspections

These inspections are exactly what their name implies. Monthly walkthrough inspections are to be conducted every 30 days with the goal of getting owners/operators more familiar with their UST systems. They also increase the contact time operators have with their system which will help catch problems before they develop into something that could greatly harm the system. There are six aspects of your system that you will need to check monthly.

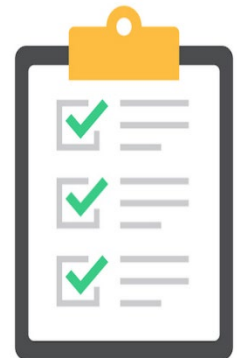
- Spill Prevention Equipment (visually check)
- Fill Pipe (visually check for obstructions)
- Fill Cap (check for tightness and damage)
- Interstitial Area Leaks (Only for double walled spill buckets)
- Release Detection Equipment
- Ensure Record Keeping is Correct

These walkthrough inspections will keep your system running smoothly while also keeping you more in tune with the system. These inspections can be completed by the facility Owner, Operator, Class A, B, or C operators, or a 3rd party contractor.



Tip!

You can find a Montana DEQ specific monthly and annual walkthrough inspection sheet at the end of this calendar that can be filled for one year. Make a few copies before you begin, so there's a fresh one for next year!



February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	Washington's Birthday					
25	26	27	28	29		



Annual Testing and Inspection

Your UST system must go through an annual inspection. This inspection must be conducted by a Montana UST licensee. Your primary release detection equipment must pass a functionality test annually to ensure that you are prepared for a possible release. During these inspections the following will be tested:

- Automatic Tank Gauges and Probes
- Electronic and Mechanical Line Leak Detectors
- Interstitial Tank and Piping Monitoring Sensors

These inspections will ensure that you follow regulation and protect your facility, yourself, others, and the environment from any possible dangers associated with your underground storage tank.

3-Year Testing and Inspection

Similar to the annual inspection there is also a triannual inspection that your UST system will have to undergo. This inspection must also be performed by Montana UST program licensee. During this inspection, the following must happen:

- Spill buckets must pass a tightness test, double walled spill buckets with interstitial monitoring records may be in lieu of the tightness test.
- Overfill devices must be inspected for functionality.
- Containment Sumps that use interstitial monitoring must be hydrostatically tested.

March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Recordkeeping

One of the most important duties that you have as an owner/operator is to keep good records of your system. These records show that someone at the facility is actively monitoring the system and ensuring that there are no problems. Records will need to be kept for multiple aspects of the system. You will need to keep records of passed leak detection test records, financial responsibility documents, operator training for facility operators, past repairs done to the system and so on. In other words, you will need to keep records of almost every aspect of your system for various amounts of time. During compliance inspections they could ask to see any one of those records, or even all of them, so it is important to keep them on site or at a designated accessible location. It is also important to keep these records as neat and organized as possible to help yourself and your compliance inspector when the documents will be inspected every 3 years.



Record Keeping Times

In Montana you will need to keep different records for different lengths of time. It is important to keep each record for the recommended amount of time, and if possible, we recommend keeping them for longer to track the history of the facility. Some important records to keep are:

Walkthrough Inspection and Leak Detection Test: 12 previous continuous months of inspections/tests

Operator Certification: Indefinitely while operator is still working

While your ATG can print some historical records of the system at DEQ we want to see monthly printouts, so we know that you were actively checking in case of a leak.

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Automatic Tank Gauge

An ATG is a very important monitoring tool for your UST system. The ATG continuously monitors the fuel in your tank and can give you a lot of information about your tank including but not limited to: Current level (amount) of fuel in the tank, Leak Detection Testing Results (for your tank and possibly your pipes), Water level in the tank and many more. This information is extremely important because it lets you know the current conditions in your system. To get good readings from the ATG your tank should be greater than half full. You should also not run leak detection tests shortly after you have received a delivery.

It is important to know how to respond to the alarms that are programmed into the ATG. As the operator the alarms can mean anything from low battery of the unit to a leak occurring in the system. It is important to know the alarm meanings and to teach the class A, B, and C operators the meanings or who to contact in the event of an alarm.



Using your ATG

If you have an ATG at your facility, then you are most likely using it as a form of leak detection. Montana DEQ requires you to keep record of leak detection test every 30 days. We recommend running these tests more frequently because the earlier leaks are discovered, the less damage they do to the environment and the quicker you can repair your system.

The ATG is a very important tool for a UST owner and will help you keep in tune with your system. It is important that you become familiar with the ATG and learn how to navigate its different settings to use your ATG most effectively.

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day	28	29	30	31	



Labeling Ports

It is really important that the correct fuel gets delivered to the correct tank at your site. Labeling ports are lids that cover the spill bucket and the drop tube. Labeling ports all have a unique color or symbol representing the type of fuel that is in the tank below. The labeling ports are often painted beyond the lid so that in the event of multiple ports being removed at once that it is easy to tell which spill bucket each port should cover.

Beneath the port is the spill bucket as well as the drop tube which is how fuel enters your tank. Attached to the spill bucket will be the tank tag which is a unique identification specific to that tank which is also an identifier as to which fuel should be put into the tank below.

Fuel that is added to the wrong tank can make the fuel unusable, it can even cause damage to the tank if it is not suited for the fuel.

Labeling ports are a useful and necessary tool to keeping your system undamaged, and your deliveries timely. Labeling ports can also protect you from liability in the case a delivery into the incorrect tank. Labeling ports are an easy addition to your system that will protect you and your drivers, as well as save everyone time with deliveries and inspections.

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Licensees

In Montana, annual and 3-year compliance inspections must be conducted by a Montana DEQ Licensee. A licensee in Montana must enroll in a set number of course hours and pass a test provided by DEQ before they become certified. Once they have completed the coursework as well as a passing grade on the exam, they can begin conducting inspections, removing/installing, or anything else their certification allows. In Montana you can get a license in tank removal, tank installation/removal, cathodic protection installer, and compliance inspections. If you perform a compliance inspection, an installation, a removal, a repair, or install cathodic protection you must use a Montana Licensee. The current list of licensees is updated regularly and on the Montana DEQ website. Montana DEQ has no control over the prices charged by these inspectors because they are considered 3rd party contractors. We encourage you as owners and operators to get in touch with multiple licensees in order to price the market and find the cheapest or best option for your situation. We do know that travel is one of the main contributors to the price of these inspections, so we encourage you to look for a licensee that works close to your facility to cut down on the price.



Why Licensees?

In Montana we all enjoy the beautiful landscape and the “pristine” picture that goes along with our state. Underground storage tanks have hurt this image and the environment in the past. At DEQ we want to preserve our environment and protect the health of the people who live here. For that reason, we believe that the licensees in this state should meet our standard. We train all the licensees so that they can effectively evaluate your systems while keeping you the owner/operator in mind as well as the environment and people who live here.

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Cathodic Protection

Metal tanks that come into contact with the ground and water will corrode over time. This corrosion will lead to holes in the tank and releases to the environment. Corrosion (cathodic) protection is the solution to the constant corrosion that your tanks may undergo. Your system may employ impressed current or galvanic cathodic protection. The corrosion protection system will need to be monitored to ensure that it is applying appropriate protection. Tanks with the inappropriate protection are still vulnerable to corrosion.

Your cathodic protection system will need to be tested every 3 years by a qualified corrosion tester.



How Cathodic Protection Works

It is difficult to stop corrosion absolutely, therefore the goal of UST cathodic protection is to divert the corrosion. Cathodic protection connects the tanks and/or pipes that are made of steel to a sacrificial metal that will corrode instead of the tank. The cathodic protection provides a highly active metal that provides electrons to the less active tank, therefore the active metal will experience the corrosion while the tank does not.

This method is simple, yet effective in combating the corrosion that would otherwise plague your tank and system.

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Overfill Prevention

- **Flapper Valve:** You may have a flapper valve on your UST System. The flapper valve will automatically stop the flow of fuel into the tank when the fuel raises to a certain level in the tank (typically 90 or 95%). This is the only overfill prevention technique that is considered automatic shut off.
- **High Level Alarm:** Your system may have a high-level alarm. A high-level alarm will alert the delivery driver when the fuel fills the tank to 95% full. These alarms do not stop the flow of fuel, rather they alert the delivery driver that the tank is almost full.
- **Ball Float Vent Valve:** Ball float vent valves generate pressure in the tank which stops the flow of fuel once the tank reaches a certain height. Ball float vent valves are currently being phased out in Montana so if your facility has a ball float valve, when it needs repair you must replace it with a flapper valve or a high-level alarm.



Overfill Protection Importance

One of the most common times that a release to the environment occurs is when fuel is being transferred from the delivery truck to the tank. Overfill protection is vital to limiting the risk of spills in this stage. The most effective form of protection is a flapper valve as it completely stops the fuel flow which limits human error. The other two techniques require the driver to pay attention, which is their job, but doesn't always happen. Make sure your overfill protection is in good working condition to save yourself the headache of an overfill during a delivery.

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Water and Ethanol

Water is especially concerning in tanks that contain an ethanol gasoline blend. Ethanol is a natural fuel born from typically corn. Because of this ethanol can absorb more water than gasoline. When water is introduced to an ethanol gasoline mixture it can start to separate the ethanol from the gasoline.

Water in Your Tank

When it comes to maintaining quality fuel and keeping your tanks in good shape, water is your enemy. Water that is in your fuel can corrode your underground tanks, it will also damage the engines of the vehicles or generators that use the fuel that contains water.

Since water can harm your system as well as your customers, it is important to understand how water enters your system and how you can avoid this.

The main points of water entry into the system are fittings or equipment at the top of the tank. Spill buckets are meant to catch fuel during deliveries and then they can drop that fuel into the tank. If the spill bucket has water in it that water will enter the tank with the fuel. This is one reason why we recommend taking special care when cleaning and monitoring your spill buckets. Water can also enter the tank through corroded ATG probe caps or fill pipe caps that do not fit correctly.

Water is a problem for you and your customers, it is important to make sure that your system is secured and there is no corrosion that would give water the opportunity to enter your system.

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Columbus Day	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Halloween		

Inventory Control

Keeping a good inventory can benefit your business as well as the environment. Keeping good inventory can help you find fuel losses or leaks, and it will help you find them quickly where an SIR could take weeks to inform you that there is a leak. There have been cases where owners could see through inventory control that there was a leak in the system that was small, so it wasn't caught by leak detection. They were then able to find and fix the leak while it was small and easy to fix, it had also leaked very little so there was no harm to the environment which there could have been if they didn't find it until it was larger.

Inventory Control is Important

Inventory control can help your facility streamline deliveries. If you have a flapper valve and order an amount of fuel that will fill your tank to a level greater than 95% then the fuel will be automatically shut off from entering the tank. Then the driver will be required to wait with the delivery truck attached to the tank until enough fuel is used to lower the fuel level to let the remaining fuel in. Drivers have busy schedules as is so they will not be happy if they have to wait because this can take a long time. If you are keeping a good inventory control of your system then you can order the exact correct amount of fuel so the driver can deliver quickly and be on their way.

It is important to use gross gallons for inventory control, net gallons is temperature-corrected to 60 degrees Fahrenheit so your net gallons can differ greatly. As we know in Montana it is hard to predict the temperature or have it stay constant so this is important here.



November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Veterans Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Thanksgiving Day	29	30

Spill Basins

Spill basins are an important safety feature that can control a leak, so no fuel is released to the environment. If there are leaks outside of the spill bucket, then the system needs something that can contain these leaks. The spill bucket is a device that functions similar to a spill bucket, it is located typically along the piping at a low point so that any leaks that occur in the pipe will drain into the spill basin where it can be cleaned without contaminating the environment.

Spill Basin Tips

It is important to ensure spill buckets, sumps, and under dispenser containment are cleaned before hydrostatic testing. If not cleaned the water may become contaminated and have to be treated as a hazardous waste.

Visually checking your sumps and spill basins is important in catching leaks early. Any fuel that appears in the containment basins should be investigated, if it is a suspected leak then it needs to be reported to DEQ within 24 hours.

Similar to every part of your system, it is important to check your spill basins regularly. Checking these basins can help prevent releases, and the most likely part of your system to leak is your piping. As long as you know your system and observe it often you can save yourself a lot of money by catching leaks early as well as keeping the environment clean.



December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Christmas Day			

Spill or Release

Even when you do everything right there is the possibility of a spill or release occurring at your site. Your operators must know what to do if a release occurs at your facility.

In the event of a spill turn off pumps, if there is a fire call 911. Keep people away from the area and call the class A/B operator.

Fuel spills and release must be reported to DEQ within 24 hours of discovery. It is difficult to estimate the volume of fuel released, so it is best to report all releases and suspect releases to DEQ within the 24-hour required time frame.

Report Spills to the Petroleum Tank Cleanup

Leak Line: (800) 457-0568

After Hours Leak Line: (406) 324-4777



Suspected Release

If there is evidence that there may have been a release or a release currently effecting your system, it is up to you to investigate it. You may need to perform a tightness test on the portion of the system that you suspect of leaking. The results may require you to conduct more tests or show there is no leak. If you determine that there has been a release, then you will need to contact DEQ. You will also need to start abatement measures to try to mitigate the leak while also finding where the leak originated. You will need to stop the leak to stop any further damage.

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King Jr Day	21	22	23	24	25
26	27	28	29	30	31	



Certification

In Montana the Class A and B Operators must pass a series of tests in order to be certified. These tests will cover all aspects of the system that each operator must be familiar with to operate the facility effectively.

DEQ offers a program called Tankhelper which is a series of videos that explain how your system works and what you need to know as an operator. It then gives quick tests at the end of each section. If you pass all the tests, you will receive your operator certification that you will need to have at your facility. You can find this site and the tests at the link listed below.

<https://www.montanamoodle.org/login/index.php>

Operator Training

In Montana it is important to know what kind of operator you are at your facility. There are three different distinct operators that every facility must have associated with the facility. At least one Class C Operator must be on site at all times.

- Class A: This is the owner of the facility. They need to understand spill protection, correct filling practices, overfill protection, corrosion protection, tank and piping release detection, when to report a suspected or confirmed release, repairs, compatibility, class B and C operators, closed UST's, financial responsibility, notification of new and changes to UST's, and inspections and permits.
- Class B: This is the hands-on, day to day operator or manager of the facility. They need to know everything a Class A Operator knows except financial responsibility. They also need to have a more thorough understanding of release detection.
- Class C: Class C Operators are your common workers of the facility like an attendant at a gas station. These operators can be trained by the facility's Class A or B Operator. These operators are in charge of the day-to-day operation, recognizing alarms, and knowing the emergency response at the facility.

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Washington's Birthday	18	19	20	21	22
23	24	25	26	27	28	



UST System Compatibility

Your system had been designed with a particular fuel or group of fuels in mind. When you are considering changing fuels in your tanks then it is important to ensure that the tanks and piping systems are compatible with the new fuel you are using.

If you are switching from gasoline to an ethanol gasoline blend, then some problems could arise. Ethanol is more corrosive than gasoline so you will need to make sure that your system is capable of handling the increased corrosive potential.

Every aspect of your system must be compatible or there will be a high risk of corrosion. It is important that the pipes are compatible because the majority of leaks that occur in the system are due to problems in the piping. While UST systems are associated with Tanks the piping is just as important.

If you plan on switching to a fuel that is 10% or more ethanol or 20% or more biodiesel then you will need to notify DEQ at least 30 days before you switch. It is also important that you be prepared to demonstrate the compatibility of your tanks, piping, spill basins, and containment sumps so that you can speed along your process of approval.

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29



Underground Storage Tank Monthly and Annual Walkthrough Inspection Form

Instructions: Owners and/or operators of underground storage tank (UST) systems must perform the inspection and complete this form on a monthly and an annual basis. This form must be retained for at least one year and be readily available for inspection.

Note: For UST systems receiving deliveries at an interval greater than every 30 days, spill prevention equipment may be checked prior to each delivery. Fuel delivery records must be maintained to demonstrate infrequent deliveries.

Facility Name:	Facility ID #:
Contact Name (Print):	Contact Phone:
Year:	

Monthly Walkthrough Inspections: Every 30 days place a check in the corresponding box to affirm the task was completed that month for all tanks. Then, initial and date at the bottom of that month's column.	N/A	January	February	March	April	May	June	July	August	September	October	November	December
Visually check spill prevention equipment for damage and remove liquid or debris.													
Check for and remove obstructions in the fill pipe.													
Check the fill cap to make sure it fits securely on the fill pipe.													
For double-walled spill prevention equipment with interstitial monitoring, check for leaks in the interstitial area.													
Check release detection equipment to make sure the release detection equipment is operating with no alarms or other unusual operating conditions present.													
Ensure records of release detection testing are reviewed and current.													
Initials of person conducting inspection:													
Date:													

Annual Walkthrough Inspection: Once per year, initial and date when each task below is completed.	N/A	Initials	Date
Visually check containment sumps for damage, leaks to the containment area, or releases to the environment.			
Remove liquid and debris from containment sumps.			
For double-walled sumps with interstitial monitoring, check for a leak in the interstitial area.			
Check hand-held release detection equipment such as tank gauge sticks for operability and serviceability.			
Check that all annual (and triennial) tests have been performed within the last year (or three years) and are current, passing, and readily available for inspection.			

In the following table, explain actions taken to fix issues. Use additional sheets, if necessary.

The presence of fuel in a secondary containment sump must be reported to the department as a suspect release within 24 hours of discovery. Monday through Friday 8:00 a.m. to 5:00 p.m. call 1-800-457-0568. After hours and holidays call 1-406-324-4777.

Date	Action Taken

Periodic Inspection and Compliance Record Keeping

This checklist is designed for the owner or operator of a facility with underground petroleum storage tanks regulated by the Montana Department of Environmental Quality to prepare for a triennial third-party compliance inspection. Depending on what equipment you have, there will be different kinds of release detection and testing records that you must keep. This checklist is based on standard equipment and testing procedures. Not all the following items will pertain to your facility. Use this checklist (check **✓** each item when appropriate) to ensure that your records are up to date and your facility is ready for the inspector to conduct the triennial compliance inspection.

Information for your facility on record with Montana DEQ is available online on your [Facility Summary Sheet](#). Check it out!

- ☐ Make sure your *current* DEQ operating permit is displayed at your facility and is prominent and visible.
- ☐ Make sure each tank fill pipe or another visible part of your tank has a permanent non-expiring green engraved metal tank tag issued to you by DEQ.
- ☐ Review your financial responsibility paperwork to make sure it is current. For more information on financial responsibility, please visit [UST Financial Responsibility](#). This must be kept on site available for the inspector.
- ☐ Your facility is required to have at least one Class A, Class B and Class C Operator. Make sure that you have at least one Class A, Class B and Class C Operator at your facility. Also check to see if anyone has left who was a Class A or B Operator. Current Class A and B Operators are listed in the [Facility Summary Sheets](#) for your facility. More information is available [here](#).
- ☐ You are required to perform a facility walkthrough inspection **every 30 days** and an annual walkthrough inspection **once a year**. Facility owners, Class A or B Operators, or UST service technicians may perform the walkthrough inspections. The walkthrough inspections help ensure your facility is operating the way it should and helps identify problems early. To record inspections, download the [Montana Walkthrough Inspection Form](#). Keep a record of these inspections for at least 12 months.
- ☐ Your facility has spill buckets for spill containment at the tank fill. You are required to have your spill buckets tested **every 3 years** to verify that they are liquid tight. Make sure you have a current passing test within the last 3 years. The form for the spill bucket test is [located here](#). Retain this record for at least 3 years.
- ☐ Check your paperwork to see if your facility has drop tube shut off valves at the tank fills for overfill protection. These valves limit the amount that the tanks can be filled to 95% or less. You are required to have these tested **every 3 years** to verify that all are functional. Make sure you have a current passing test within the last 3 years. The form for the overfill protection test is [this overfill test form](#). Retain this record for at least 3 years.
- ☐ Check your facility to see if it has an outside high-level alarm for overfill protection. This alerts your delivery driver to stop filling the tank. The maximum amount the tanks can be filled is 90% capacity. You are required to have this tested **every 3 years** to verify that this is functional. Make sure you have a current passing test within the last 3 years. The form for the high-level alarm test is [this overfill test form](#). Retain this record for at least 3 years.
- ☐ Check your facility to see if it has ball float vent valve (BFVV) restrictors for overfill protection. BFVV restrictors close off the tank vents during delivery when the product reaches 90% and alert your delivery driver to stop filling. The maximum amount the tanks can be filled is 90% of capacity. You are required to have these tested **every 3 years** to verify that they are functional. If a BFVV restrictor fails this test, it cannot be repaired and must be replaced by another approved device. Many of these vent restrictors cannot be accessed and tested. If this is the case, it must be replaced by a drop tube shut-off (flapper) valve or outside high-level alarm. The form for the BFVV test is [located here](#). Retain this record for at least 3 years.

- ☐ Your automatic tank gauge (ATG) must conduct a 0.2 gallons per hour (gph) or 0.1 gph tank leak test on each tank at least once **every 30 days**. Records of tank leak tests must be retained on site for at least 12 months. Make sure that you have these records and that they are passing. Your ATG must also be checked every year for functionality. Make sure you have a copy of the most recent annual test form like the one [located here](#).
- ☐ Interstitial monitoring for your tanks and piping must be recorded **every 30 days**. This is typically a LIQUID or SENSOR STATUS report. The monthly records must be kept for at least 12 months. You must also test all of these sensors every year for operability. Make sure you have a copy of the most recent annual test form like the one [located here](#).
- ☐ If you are using interstitial monitoring (IM) as your primary method of piping leak detection, your containment sumps must be tested for liquid tightness at least once **every 3 years**. Make sure you have a copy of the most recent triennial test form like the one [located here](#). Containment sump testing is also known as hydrostatic testing.
- ☐ If your primary leak detection method for single wall pressurized piping is annual precision testing, you need a line tightness test by a certified technician **every 12 months**. Retain records for at least 12 months.
- ☐ Your automatic line leak detectors (both electronic and mechanical line leak detectors) are required to be tested **every 12 months** to ensure that the line leak detector will detect a leak of 3 gph at 10 psi. Make sure you have a copy of the most recent annual leak detector functionality test form like the one [located here](#). Retain this record for at least 12 months.
- ☐ Your electronic line leak detectors (ELLDs) must conduct a line tightness test at 0.2 gph or less at least once **every 30 days** or conduct a line tightness test at a leak rate of 0.1 gph or less **at least once per year**. Make sure that you have these records and that they are passing. Retain this record for at least 12 months.
- ☐ If your facility has suction piping, your *U.S. suction* piping may require a line tightness test **every 3 years**. Make sure your last line tightness test is current and passing. Each testing technician will be able to provide you with a copy of the test results. Keep these results for at least 3 years.
- ☐ If your records indicate that you use Statistical Inventory Reconciliation (SIR) as your monthly leak detection method, you must have the last **12 months** of records available. Your meter totalizers (in your dispensers or at your Point-of-Sale system) must be recorded each operational day. You must measure inventory, delivery amounts, and dispensing data every operational day and before and after deliveries. These results must be recorded for 30 days or in accordance with your SIR vendor's requirements. The last **12 months** of monthly records must be kept available for inspection.
- ☐ Check your metal tanks and/or piping to see if they have impressed current cathodic protection. For these systems [i.e. systems that were installed on an existing tank system and use a rectifier (DC power source)], a log must be maintained at least **every 60 days on the [rectifier checklist](#)**. The log should show that the voltage or amperage gauge on the rectifier has been checked and include: voltage and/or amperage reading, the number of hours recorded from an hour meter (if equipped), status of a red or green indicator light, a name or initials, and the date. A cathodic protection test must be performed **every 3 years**. The form for the corrosion protection test is [this corrosion test form](#).
- ☐ Check your metal tanks and/or piping to see if they have galvanic (with anodes) corrosion protection. This is a coated steel tank (or piping) with sacrificial anodes attached to it. These anodes corrode instead of the tank itself. A cathodic protection test must be performed **every 3 years**. The form for the corrosion protection test is [this corrosion test form](#).
- ☐ Check [eStop](#) to ensure you are current on your tank registration fees.

For more information visit our website at <https://deg.mt.gov/twr/Programs/ust>.

We recommend that you use a 3-ring binder with tabbed dividers to keep all your records organized. Keep phone numbers for your delivery company, your compliance inspector, your technician, and the UST Leak Reporting Line (1-800-457-0568) handy.

For additional information, contact the DEQ UST program by phone at (406) 444-5300 or by email at degustprogram@mt.gov.



UST Facility Class C Operator Training and Orientation Checklist

This orientation is to be performed by a Class A or Class B operator of a UST Facility. This sheet is to document Class C employees have been trained to a specific underground storage tank (UST) facility and its unique components. This worksheet must be completed at the facility where the Class C Operator will be working before the Class C Operator assumes job duties.

Facility Information

Facility Name: _____ State Facility ID: _____

Facility Address: _____

I, _____, understand the following components of the Underground Storage Tank System, where they are located, and how to operate them.

- | | |
|--|---|
| <input type="checkbox"/> Emergency Shut Off Switch | <input type="checkbox"/> Dispensers |
| <input type="checkbox"/> Overfill Prevention Equipment | <input type="checkbox"/> Hose |
| <input type="checkbox"/> Spill Prevention Equipment | <input type="checkbox"/> Nozzle |
| <input type="checkbox"/> Tanks and Manways | <input type="checkbox"/> Swivel |
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Breakaway |
| <input type="checkbox"/> Spill Kit and Contents | <input type="checkbox"/> Dispenser Sump |
| <input type="checkbox"/> Automatic Tank Gauge (ATG) | <input type="checkbox"/> Sheer Valve |

I, _____, am familiar with emergency response procedures that are written and posted in a visible location, including:

- ☐ Names and phone numbers for company personnel who should be notified in an emergency
- ☐ Phone numbers for fire and police departments
- ☐ The location and proper use of spill cleanup equipment
- ☐ Any other site-specific emergency procedures

I, _____, understand the tank monitor (or ATG) and instructions on how to respond to the various alarm messages that may appear on the display.

A CLASS C UST OPERATOR MUST BE ON-SITE AT ALL TIMES DURING NORMAL BUSINESS HOURS

With my signature below, I certify I have completed this training and orientation together with the Class C employee:

Supervisor: _____ Signature: _____ Date: _____

With my signature below, I certify I have completed this training with the person named above:

Class C Operator: _____ Signature: _____ Date: _____