

INSTRUCTIONS FOR COMPLETING REPORT 6, SEMI-ANNUAL UNDERGROUND STORAGE TANK PROGRAM REPORT

Semi-Annual Underground Storage Tank Program (UST) Reports must be submitted by the Unified Program Agency (UPA) to the State Water Resources Control Board (State Water Board), Division of Water Quality, UST Program, by March 1 and September 1, pursuant to California Code of Regulations (CCR), title 27, section 15290(c) and CCR, title 23, section 2713(c).

Page 1 – Agency and Inspection Data

Local Agency Information Section

The State Water Board will provide a Report 6 template with Agency Code, Reporting Period, and Agency Name.

- Provide UPA contact responsible for completing the form, telephone number and email address

Status or Activity Section

The State Water Board will send the Report 6 template to UPAs with **Column A – Total: Previous Reporting Period** data included. This data is extracted from the previous Report 6. Any corrections required to this historical data should be noted in the correction box at the bottom of page 1.

The UPA will provide all data for **Column B – Total: Current Reporting Period**. All cells must have a number inserted by the UPA. Report 6 with blank cells in Column B will be returned to the UPA as incomplete.

Line number

- 1 Provide the total number of Regulated UST facilities as of the last day of the reporting period.
- 2 Provide number of active Petroleum UST systems as of the last day of the reporting period. This total includes temporarily closed Petroleum USTs any Field Constructed Tanks (FCT).
- 2B Provided number of active FCTs as of the last day of the reporting period. Examples of FFCTs are tanks constructed of concrete that is poured in the field, or steel or fiberglass tanks primarily fabricated in the field are considered field-constructed.
 - For any FCTs closed during this reporting period, please provide the following information on the spreadsheet included on the notification email:

- Name of the FCT facility
 - FCT closure date
 - Submit the updated spreadsheet with the completed Report 6 form to Steven at DWQ-USTReport6@Waterboards.ca.gov.
- 3 Provide number of Petroleum UST systems permanently closed during reporting period.
 - 4 Provide number of Petroleum UST systems reclassified as a tank in an underground area (TIUGA).
 - 5 Provide number of active Non-Petroleum UST facilities as of the last day of the reporting period. Include temporarily closed Non-Petroleum USTs (e.g. waste oil).
 - 6 Provide number of Non-Petroleum UST systems permanently closed during reporting period.
 7. Provide number of Non-Petroleum UST systems reclassified as a TIUGA.

Technical Compliance Rate Section

The UPA will provide all data for **Column B – Total: Current Reporting Period**. All cells must have an entry provided by the UPA.

Compliance with federal technical compliance rate (TCR) should be determined based on the condition of the facility when the inspector begins the compliance inspection. If a violation is corrected during the inspection, the facility would not be in compliance with TCR since it was not in compliance with the initial findings.

Line number

- 8 Provide the number of routine annual compliance facility inspections performed during period. Do not include non-routine compliance inspections such as re-inspections, installation inspections, piping only inspections, UST removal, UST cleanup activity or corrective action inspections.
- 9 Provide the number of facilities in compliance with spill prevention requirements (USEPATCR9a) as identified in the CERS Violation Library.
- 10 Provide the number of facilities in compliance with overfill prevention requirements (USEPATCR9b) as identified by the CERS Violation Library.
- 11 Provide the number of facilities in compliance with corrosion protection requirements (USEPATCR9c) as identified in the CERS Violation Library.
- 12 Provide the number of facilities in compliance with leak prevention requirements (USEPATCR9d) as identified in the CERS Violation Library.
- 13 Provide the number of facilities in compliance with USEPATCR 9a, b, c, and d. The facility must be in compliance with all four performance measures to meet USEPATCR 9e.

UST Compliance Performance Measures Section

The UPA will provide all data for **Column B – Total: Current Reporting Period**. All cells must have an entry provided by the UPA.

- 14 Provide the number of facilities in compliance with designated operator training requirements (USEPATCR10) as identified by the CERS Violation Library. This violation is specific to training of the facility owner/operator and designated operator only. This violation does not include facility employee training.
- 15 Provide the number of facilities in compliance with financial responsibility requirements (USEPATCR11) as identified by the CERS Violation Library.
- 16 Provide the number of facilities in compliance with designated operator walkthrough inspection requirements (USEPATCR12) as identified by the CERS Violation Library.

Corrections to Column A Section

As discussed above, the State Water Board will provide the Report 6 template to UPAs with **Column A – Total: Previous Reporting Period** data provided. Any corrections required to this historical data should be noted in the Correction to Column A section.

Page 2 – Red Tag, Temporary Closure and Abandoned UST Information

Local Agency Information Section

The State Water Board will provide a Report 6 template with Agency Code, Reporting Period, and Agency Name.

No Red Tags Issued Box

Place a checkmark in the box provided if no Red Tags were issued during the reporting period. If Red Tags were issued, do not place a checkmark in the box and proceed to the Red Tag Facility Name Section.

No Abandoned UST Box

Place a checkmark in the box provided if there are no Abandoned USTs at the close of the reporting period. If Abandoned USTs are identified as of the last day of the reporting period, do not place a checkmark in the box and proceed to the Abandoned UST Facility Name Section.

No Temporary Closure UST Box

Place a checkmark in the box provided if there are no Temporary Closed USTs at the close of the reporting period. If Temporary Closure USTs are identified as of the last day of the reporting period, do not place a checkmark in the box and proceed to the Temporary Closure Facility Name Section.

Red Tag Facility Name Section

In the boxes provided, list the facilities that had a red tag applied during this reporting period. Please enter:

- Facility Name;
- Facility CERS ID (not the UST CERS ID);
- Red Tag Number;
- Date Affixed;
- Date Removed (only if removed during this reporting period); and
- Significant Violation - using one or more of the codes below, indicate the significant violation(s) for which the Red Tag was issued

- 1 Liquid Release: facility UST threatening or causing a liquid release
- 2 Impaired leak detection: facility impaired UST monitoring system from detecting a release; or
- 3 Chronic or recalcitrant owner/operator: chronic violations or recalcitrant violator

Abandoned UST Section

- UPAs must list all Abandoned UST within their jurisdiction. The State Water Board has included a spreadsheet that contains the list of all known Abandoned USTs within the jurisdiction. The UPA must confirm the listed Abandoned USTs are correct and all information is complete.
 - Note: previously closed Abandoned tanks will not be included in the spreadsheet and does not need to be reported by the UPA again.
- Please provide a date the tank was closed under the “closure date” column for any listed Abandoned USTs that have been permanently closed on the spreadsheet provided in the notification email. Submit the updated spreadsheet with the completed Report 6 form to Steven at DWQ-USTReport6@Waterboards.ca.gov.
- Some facility information may not have initially been provided by the UPA and must be completed during this reporting period. For UPAs with missing information in the previous reporting period, please report this information along with the relevant existing data in the Abandoned Tanks section of the Report 6 form.
- On the Report 6 form, please list any additional facilities that have an Abandoned UST as of the last day of this reporting period:
 - Facility Name (as listed in CERS)
 - CERS Tank ID
 - Number of Abandoned USTs at Facility
 - Date the Abandoned UST(s) was reported to UPA

Temporary Closure UST Section

- In the boxes provided, please list the facilities that have a Temporarily Closed UST, as described in UST Regulations, sections 2670 and 2671, as of the last day of this reporting period:
 - Facility Name (as listed in CERS)
 - CERS Tank ID
 - Start date of temporary closure approved by the UPA
 - Site Assessment Performed (Yes/No)
 - Please note temporary closure extended beyond 12 months by the local agency requires a site assessment be performed.

- If you reported a Temporary Closed UST in the previous reporting period and it is still considered to be a Temporary Closed UST during this reporting period, please report this UST again on the Report 6 form.