

# **INSTRUCTIONS FOR COMPLETING PAPERLESS 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, UST, 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

### **Number of Field Constructed USTs box**

- Provide the 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.

### **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.

### **Certification of Data on CERS**

- Complete the blank fields in the sentence shown in the image below. This indicates that you have reviewed the information on the “Inspection Summary Report by Regulator (Report 6)” and the “Red Tag Facility Details Report” is correct.
  - The first blank should be the date the information was verified on.
  - The second blank should be the date range for the reporting period (1/1/20XX – 6/30/20XX or 7/1/20XX – 12/31/20XX).

I certify that the following information was verified on [ ] as correct in California Environmental Reporting System (CERS) Report 6 and the Red Tag Report for the reporting period. [ ]

## Page 2 – Discrepancies, Abandoned UST, and Temporary Closure Information

### Petroleum Discrepancies

- State any discrepancies to the number of Petroleum USTs for this reporting period. Please note that the CUPA will need to mention any discrepancies in CERS if they are not able to take corrective action to these discrepancies by the reporting deadline.

### Hazardous Substance Discrepancies

- State any discrepancies to the number of Hazardous Substance/Non-Petroleum USTs for this reporting period. Please note that the CUPA will need to mention any discrepancies in CERS if they are not able to take corrective action to these discrepancies by the reporting deadline.

### 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.
- Please indicate by using a strikethrough any listed Abandoned USTs that have been permanently closed on the spreadsheet. Submit this updated spreadsheet with your completed Report 6.
- 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.