

Required Documentation Checklist

UST owners and operators are responsible for keeping their records up-to-date and informing ADEQ of any changes to their UST system(s). These records include:

- ARS 49-1006*: Proof of valid financial responsibility (FR) and pollution liability insurance for the tanks (if FR records are not current).
- A.A.C. R18-12-240 - 245*: Previous 12 months of monthly release detection results.
- A.A.C. R18-12-240(A)(3)*: Annual monitor certification of the automatic tank gauge (i.e., Veeder-Root, Pneumercator, Incon, etc.) by a certified contractor, if applicable.
- A.A.C. R18-12-244(A)*: Annual line leak detector test from a certified contractor, if applicable.
- A.A.C. R18-12-241(C)(1)(b)*: Annual line tightness test from a certified contractor, if applicable.
- A.R.S 49-1009(D)*: Last 12 months of under-dispenser containment (UDC) monthly release detection results/log (i.e. visual inspection log or UDC sensor results), if applicable.
- A.A.C. R18-12-231(B)(1)*: Triennial cathodic protection (CP) test results, if applicable.
- A.A.C R18-12-231(C)*: 60 day Cathodic protection log for UST systems using impressed current, if applicable.
- A.A.C. R18-12-237*: Operator training certificates for A, B and C UST Operators. [Click for no-cost Class A/B/C training >](#)
- A.A.C. R18-12-233(E)*: Records of any repairs or modifications that have been done to the UST system (i.e., piping repairs, spill bucket repairs, tank lining, etc.).
- A.A.C. R18-12-235(A)(2)*: Triennial overfill prevention equipment verification test by a certified contractor.
- A.A.C. R18-12-235(A)(1)(b)*: Triennial containment sumps test (used for interstitial monitoring of piping) by a certified contractor.
- A.A.C. R18-12-235(A)(1)(b)*: Triennial spill prevention equipment test from certified contractor, if applicable.
- A.A.C. R18-12-236(A)(1)(a)*: Monthly walkthrough inspections (every 30 days) of spill prevention equipment and release detection equipment. [Click for Example Checklist >](#)
- A.A.C. R18-12-236(A)(1)(b)*: Annual Walkthrough inspections on any handheld release detection equipment and containment sumps. [Click for Example Checklist >](#)
- A.A.C. R18-12-232(B)*: Demonstrate compatibility of the UST system when using a regulated substance containing greater than 10 percent ethanol, greater than 20 percent biodiesel, or any blend of isobutanol, if applicable.

How can I submit records?

To ensure your records are inspection-ready, you can submit them electronically for review to ADEQ at ustaz@azdeq.gov.



UST Reporting Goes Paperless with myDEQ, ADEQ's Online Portal
Learn More at azdeq.gov/ust-myDEQ



**Underground Storage Tank (UST)
Monthly Operation and Maintenance Walkthrough Inspections**
For compliance with: A.A.C R18-12-236(A)(1)(a)
*The use of this form is optional. It is adapted from EPA's Operating And Maintaining
Underground Storage Tank Systems (February 2016)*

Number of Tanks__

I. General Information:

Facility ID:	Facility Name:	Phone Number:
Address:	City:	Zip:
Contact Name (Class A or B Operator):	Phone Number:	

II. Inspected Areas (Initial each box below the date of the inspection to indicate the device or system was inspected and satisfactory on that date):
 Explain actions taken to fix issues in table III

Date Of Inspections can be placed in the boxes to the right:																				
(i) Visually check spill prevention equipment for damage. Remove liquid or debris.																				
(i) Check for and remove obstructions in the fill pipe.																				
(i) Check the fill cap to ensure it is securely on the fill pipe.																				
(i) For double-walled spill prevention equipment with interstitial monitoring, check for a leak in the interstitial area.																				
(ii) Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions.																				
(ii) Review and keep current release detection records.																				

In addition to the requirements listed above, you may want to perform these good site management practices during your walkthrough inspections in order to reduce the chances of having a violation or equipment failure:

- **Fill and monitoring ports:** Are covers and caps tightly sealed and locked?
- **Spill and overflow response supplies:** Do you have the appropriate supplies for cleaning up a spill or overflow?
- **Spill Bucket lids and Submersible Turbine Pump (STP) Sump lids:** Are rubber gaskets present and are lids cracked or corroding?
- **Double walled Spill Buckets:** If monthly monitoring, such as sensors or visual walkthroughs, of spill bucket interstitial spaces are conducted then triennial spill bucket testing is not required according to R-18-12-235(A)(1)(a)
- **Containment areas:** Is there Petroleum Contact Water (PCW) inside any containment sump or is there significant corrosion or rust on the UST equipment in these areas? These could result in equipment in the containment area not operating properly and is a potential risk to a release of product into the environment. ADEQ recommends to have containment sumps checked once a month in order to maintain the health of the system.
- **Dispenser hoses, nozzles, and breakaways:** Are they in good condition and working properly?
- **Sensors:** If your facility has sensors, ensure they are vertical and at the lowest point of the Submersible Turbine Pump (STP) Sump or Under-Dispenser Containment sumps

III. Repair Log (Note repairs here for recordkeeping compliance with R18-12-233(E):

Date	Area of Concern	Repair Made	Repair Date	Initials

IV. Reviewed By:

Class A or B Operator Printed Name:	Date:
Class A or B Operator Signature:	
Class A or B Operator Certification Number:	Certification Date:

**This form can fit one years worth of walkthroughs
 Keep this record for at least one year after the last inspection date on the form.**



**Underground Storage Tank (UST)
Annual Operation and Maintenance Walkthrough Inspection**
For compliance with: **A.A.C R18-12-236(A)(1)(b)**
*The use of this form is optional. It is adapted from EPA's Operating And
Maintaining Underground Storage Tank Systems (February 2016)*

Number of Tanks _____

I. General Information:

Facility ID:	Facility Name:	Phone Number:
Address:	City:	Zip:
Contact Name (Class A or B Operator):		Phone Number:

II. Inspected Areas (Initial each box below the date of the inspection to indicate the device or system was inspected and satisfactory on that date):
Explain actions taken to fix issues in table III

	Date Of Inspection:
(i) Visually check containment sumps (including transition sumps) for damage and leaks to the containment area or releases to the environment.	
(i) Remove liquid in contained sumps or debris.	
(ii) For double-walled containment sumps (including transition sumps) with interstitial monitoring, check for leaks in the interstitial area.	
(ii) Check hand-held release detection equipment, such as groundwater bailers and tank gauge sticks, for operability and serviceability.	

III. Repair Log (Note repairs here for recordkeeping compliance with R18-12-233(E):

Date	Area of Concern	Repair Made	Repair Date	Initials

IV. Reviewed By:

Class A or B Operator Printed Name:	Date:
Class A or B Operator Signature:	
Class A or B Operator Certification Number:	Certification Date:

Keep this record for at least one year after last inspection date on the form.

In addition to the requirements listed above, **you may also want to perform these good site management practices** during your walkthrough inspections:

- **Fill and monitoring ports:** Are covers and caps tightly sealed and locked?
- **Spill and overflow response supplies:** Do you have the appropriate supplies for cleaning up a spill or overflow?
- **Containment areas:** Is there significant corrosion on the UST equipment in these areas? Corrosion could result in equipment in the containment area not working properly.
- **Dispenser hoses, nozzles, and breakaways:** Are they in good condition and working properly?