

SUMMARY OF RECORD KEEPING REQUIREMENTS

Listed below is a brief summary of record keeping requirements that may apply to your facility. It is unlikely that your facility will require every listed test. Refer to the next section, "Guide to Identifying Required Tests, Inspections, and Records" for guidance on determining the tests and records that your facility is required to perform and maintain.

NEW YORK STATE PETROLEUM BULK STORAGE REGULATIONS (6NYCRR PARTS 612-614)

<u>6 NYCRR</u>	<u>Type of Record</u>	<u>Frequency</u>	<u>How Long Records Must Be Maintained</u>	<u>Who is Responsible</u>	<u>Where Records Must Be Maintained</u>
REGISTRATION					
612.2	Facility Registration Certificate	Initial 5 Year Renewal Transfer of Ownership	Must Be Current and Valid at All Times	Owner Must Register; Operator Must Display Certificate	On Premises (At Facility)
DEC REGULATED UNDERGROUND TANK AND PIPING SYSTEMS					
613.4(c)	Inventory Monitoring	Daily With Ten Day Reconciliations	5 Years	Operator	Recommended at the Facility
613.5(a)(4)	Tightness Testing	5 Years	5 Years	Owner	Report Must Be Sent to DEC; Owner Must Keep Copy
613.5(b)(2)	Cathodic Protection Test	1 Year	1 Year	Owner or Operator	On Premises (At Facility)
613.5(b)(3)	Monitoring of Tank and Pipe Systems for Leaks	Weekly	1 Year	Owner or Operator	On Premises (At Facility)
613.5(b)(3)	Inspection of Electronic Leak Monitoring Systems	Monthly	1 Year	Owner or Operator	On Premises (At Facility)
614.6(a)	Steel Tank Reconditioning Manufacturer Guarantee	At Time of Reconditioning	Life of Tank	Owner	Recommended at the Facility
614.7(d)	New Tank and Piping Installation Plans	When Tank and/or Piping Is Installed	Life of Facility	Owner	Recommended at the Facility
ABOVEGROUND TANK AND PIPING SYSTEMS					
613.6	Monthly Inspection	Monthly	10 Years	Owner or Operator	Recommended at the Facility
613.6	10 Year Inspection	10 Years	10 Years	Owner or Operator	Recommended at the Facility
614.12(e)	Interior Coating Manufacture Guarantee	When Coating Is Installed	Life of Tanks	Owner	Recommended at the Facility

**EPA UNDERGROUND STORAGE TANK REGULATIONS
(40CFR PART 280)**

<u>40CFR Part</u>	<u>Type of Record</u>	<u>Frequency</u>	<u>How Long Records Must Be Maintained</u>	<u>Who is Responsible</u>	<u>Where Records Must Be Maintained</u>
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EPA AND DEC REGULATED UNDERGROUND TANK AND PIPING SYSTEMS

280.21(b)(1)	Interior Lining Inspection	Within First 10 Years 5 Years Thereafter	Life of Tank	Owner or Operator	On Premises (At Facility)
280.31(b)	Sacrificial Anode Test	Within First 6 Months 1 Year Thereafter*	1 Year	Owner or Operator	On Premises (At Facility)
280.31(c)	Impressed Current Test	1 Year*	1 Year	Owner or Operator	On Premises (At Facility)
280.31(c)	Impressed Current Monitoring	60 Days	6 Months	Owner or Operator	On Premises (At Facility)
280.33(d)	Tightness Test for Repaired Tanks	Within 30 Days of Repair	5 Years	Owner or Operator	Report Must Be Sent to DEC; Owner Must Keep Copy
280.33(e)	Cathodic Protection Test for Repaired Tanks	Withing 6 Months of Repair	1 Year	Owner or Operator	On Premises (At Facility)
280.43(a)	Inventory Control Monitoring	Weekly** 10 Day Reconciliation	1 Year	Owner or Operator	On Premises (At Facility)
280.43(b)	Manual Tank Gauge Leak Test	Weekly**	1 Year	Owner or Operator	On Premises (At Facility)
280.43(c)	Tank Tightness Test	5 Years***	5 Years	Owner or Operator	Report Must Be Sent to DEC; Owner Must Keep Copy
280.43(d)	Automatic Tank Gauge Leak Test	Weekly**	1 Year	Owner or Operator	On Premises (At Facility)
280.43(e)	Vapor Monitoring (Tanks & Pipes)	Weekly**	1 Year	Owner or Operator	On Premises (At Facility)
280.43(f)	Groundwater Monitoring (Tanks & Pipes)	Weekly**	1 Year	Owner or Operator	On Premises (At Facility)
280.43(g)	Interstitial Monitoring (Tanks & Pipes)	Weekly**	1 Year	Owner or Operator	On Premises (At Facility)
280.43(h)	Statistical Inventory Reconciliation	Weekly**	1 Year	Owner or Operator	On Premises (At Facility)
280.44(a)	Automatic Line Leak Detector Operation Test	1 Year	1 Year	Owner or Operator	On Premises (At Facility)
280.44(b)	Pressurized Line Tightness Testing	1 Year	5 Years	Owner or Operator	Report Must Be Sent to DEC; Owner Must Keep Copy
280.44(b)	Non Exempt Suction Line Tightness Test	3 Years	5 Years	Owner or Operator	Report Must Be Sent to DEC; Owner Must Keep Copy
280.72	Permanent Tank Closure Site Assessment	Once Before Tank Closure	3 Years After Tank Closure	Owner or Operator	On Premises (At facility)

*1 year per NYCRR 613.5(b)(2). 3 years per 40CFR 280.31(b)(1).

*** Not a stand alone leak detection method as of 12/22/2008

**Weekly per NYCRR 613.5(b)(3). Monthly per 40CFR 280.41(a).