



Underground Storage Tank (UST) Registration Application Part A, Page 1

A1) Owner #:	A2) Facility #:
A3) Type of Application: <input type="checkbox"/> Transfer of Ownership <input type="checkbox"/> New Application <input type="checkbox"/> Modified Application	
<p>Instructions: See full instructions at end of application. Only Part A of the application needs to be completed and submitted for Transfer of Ownership, though both Parts A & B need to be completed and submitted for New UST Registrations or Modified Registrations.</p> <p>Note: If an UST has more than one compartment, each compartment shall be registered. A description of the USTs that are required to be registered may be found on the BUSTR website at http://www.com.ohio.gov/fire/BUSTRResources.aspx.</p>	

A4) Facility Information:		
Facility Name:		
Facility Address:		
Facility City:	State:	Postal Code:
24 Hour Emergency Contact:	24 Hour Emergency Number:	
24 Hour Emergency Email:		
A5) Facility Type:		
<input type="checkbox"/> Gas Station	<input type="checkbox"/> Government	<input type="checkbox"/> Industrial
<input type="checkbox"/> Utilities	<input type="checkbox"/> Residential	<input type="checkbox"/> Contractor
<input type="checkbox"/> Railroad	<input type="checkbox"/> Farm	<input type="checkbox"/> Marina
<input type="checkbox"/> Airport	<input type="checkbox"/> Hospital	<input type="checkbox"/> Other (explain) _____
A6) Attended Facility? <input type="checkbox"/> Yes (attendant present) <input type="checkbox"/> No (facility designed to dispense without attendant)		

A7) UST Owner Information (e.g., Company Information)		
Owner Name:		
Owner Address:		
Owner City:	State:	Postal Code:
Owner Contact Name:	Phone Number:	
Email Address:		
A8) Type of Ownership:	A9) Is the UST owner also the property owner?	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Yes, I will submit proof of ownership.	
<input type="checkbox"/> Government	<input type="checkbox"/> No, I will provide legal agreement (e.g., lease).	
<input type="checkbox"/> Individual		

Underground Storage Tank (UST) Registration Application, Part A, Page 2

Owner #:

Facility #:

A10) Property Owner Information

Property Owner Name:

Property Owner Address:

Property Owner City:

State:

Postal Code:

Property Owner Contact:

Phone Number:

Email Address:

A11) Operator Information

Operator Business Name:

Operator Address:

Operator City:

State:

Postal Code:

Operator Contact Name:

Phone Number:

Email Address:

A12) Financial Responsibility:

Is the petroleum UST registered with PUSTRCB?

 Yes No Not required (fed govt. or haz sub)

A13) Deductible Mechanism:

 Insurance or Risk Retention Group Coverage State or Political Subdivision Fund Letter of credit and Standby Trust Fund State or Political Subdivision Bond Rating Test Guarantee and Standby Trust Fund State or Political Subdivision Financial Test Surety Bond and Standby Trust Fund Political Subdivision Guarantee Trust Fund Not required (e.g., federal govt. or haz substance) Financial Test of Self Insurance

A14) Deductible Amount: \$11,000 \$55,000 Not required (federal govt. or haz substance USTs)

A15) Is a fee owed?

 Yes Not required (all govt. USTs or 'change of product')

Total Number of Fee Eligible USTs: _____ **X \$100.00 = Total Amount Due:** _____

A16) Certification:

Any person who knowingly fails to register or submits false information may be subject to a civil penalty not to exceed \$10,000 for each day the registration is late or for which false information is submitted. Any person who knowingly fails to register or submits false information may be subject to conviction of an unclassified felony with a maximum fine of \$25,000 and a maximum imprisonment of 14 months.

I certify under penalty of law that I have personally examined and I am familiar with the information submitted in this and all attached documents, and that based upon my inquiry of those individuals immediately responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Print Name:

Signature:

Date:

A17) Official Use Only

Payment Number:

Payment Date:

Payment Amount:

Initial:

Instructions for Underground Storage Tank Registration Application, Part A

The UST Registration Application is required by Rule 1301:7-9-04 of the Ohio Administrative Code and by Title 40 of the Code of Federal Regulations (CFR) Part 280.22(c). The owner of the UST is required to submit the UST Registration Application. If you have questions about the UST Registration Application, please contact the Bureau of Testing and Registration at (614) 752-7126 or by sending an email to webfmtr@com.state.oh.us.

A1) Owner #: Owner numbers are assigned by BUSTR, and each tank owner is given a unique number. If you previously owned USTs at other sites, your owner number is the same and is listed on your other registration forms. If you are a new owner, it is okay to leave this section blank and BUSTR will assign an owner number. Do not list the number of a prior, different owner of the site, since their number will be different than yours. The owner number is a six digit number with a prefix of 'W'. For example: W000001.

A2) Facility #: Facility numbers are assigned by BUSTR, and each site has a unique number. The same facility number is used for the same site over time even if the owner changes. Also, the same facility number is used for the same site even if USTs are installed, removed and new USTs are installed 40 years later. To find an existing facility number, go to the BUSTR website at <https://apps.com.ohio.gov/fire/otter/> and search for the site. If the site is new and USTs have never existed at the site before, it is okay to leave this section blank and BUSTR will assign a facility number. The facility number is an eight digit number. For example: 25009880 (the first two digits correspond to the county number).

A3) Type of Application: BUSTR regulations specify three scenarios when you are required to submit a registration application: After a change in ownership of existing USTs; after the installation of new USTs at a new site; and after modifications occur to USTs at an existing site. Modification means adding a new UST to an existing site or performing a 'change of product' (in which you store greater than ten percent ethanol or greater than twenty percent biodiesel in existing USTs at the site). A permit application and a Registration Application (both Part A & B) are always required for installations of new USTs or a change of product. Only Part A of the application needs to be completed and submitted for Transfer of Ownership.

Please note, the term 'modification' as it is used in the Registration Application does not have the same meaning as a similar term defined in rule 1301:7-9-02 (that applies to permit activities). This means there is no need to submit a registration application when a permit is obtained to perform work on piping, vent lines, flex connectors, shear valves, and similar components.

A4) Facility Information: The facility name is at the discretion of the owner, though it is best to be specific when possible. For example, list 'Big Gas #14' versus 'Big Gas'. Facility information should list the most accurate address that is available. For example, list the exact street address versus a more general street intersection. The emergency contact information should list a person who represent the owner who can make immediate decisions to address fire and explosion issues or respond to releases from UST systems.

A5) Facility Type: Choose one facility type that best describes your site. Note: Check 'other' for airport hydrant systems or field constructed systems.

A6) Attended facility? The meaning of 'attended' relates to BUSTR operator training requirements and is not to be confused with alternative meanings associated with building codes or fire codes. The purpose is to differentiate sites that have an attendant that authorizes the dispensing of fuel versus sites that do not. This determination affects the training and signage requirements that a site complies with.

A7) UST Owner Information (e.g., Company Information): List the party that best describes the owner of the UST systems (often, this party is the same as the company that controls the UST systems). BUSTR normally sends correspondences to the party identified as the owner.

A8) Type of Ownership: The meaning of the term 'type of ownership' is not clearly defined in the federal UST regulations. BUSTR views this term to mean:

- Commercial: USTs owned by commercial entities controlling multiple sites; or
- Government: USTs owned by government entities (e.g., federal, state, or local);
- Individual: USTs owned by private entities normally controlling one site.

A9) Is the UST owner also the property owner? The purpose of this section is to clarify the relationship between the UST owner and the property owner (who may be different parties). The property owner is the party listed as the land owner as documented with the county auditor or recorder. If the UST owner is not the property owner, then BUSTR will require documentation (such as a lease agreement).

A10) Property Owner Information: The property owner is the party listed as the land owner as documented with the county auditor or recorder. In cases of land contracts, the property owner is the party listed with the county auditor or recorder until the purchaser fulfills the terms of the land contract and is then listed with the county auditor or recorder.

A11) Operator Information: The operator is the party that is in daily control or has responsibility for the daily operation of the UST system. If the operator is a separate entity from the owner of the UST system, then the business name of the operator should be provided. Sometimes, owners and operators may become confused as to their responsibilities with respect to the BUSTR regulations. It is important to note the following language in paragraph (G) of Rule 1301:7-9-01 of the Administrative Code:

“Where any provision in this chapter creates a duty of compliance for an owner and operator, and the owner and operator are separate persons, compliance may be attained by either person. In the event of noncompliance, both are liable.”

A12) Financial Responsibility: State and federal regulations require owners of petroleum UST systems to have financial responsibility to pay for the cost of claims and clean-up activities results for petroleum releases from their UST systems. In Ohio, owners of petroleum UST systems must register with the Petroleum Underground Storage Tank Release Compensation Board (PUSTRCB) (<http://www.petroboard.com/>). Note: Petroleum UST systems owned by the federal government are not required to register with PUSTRCB. Also, UST systems containing hazardous substances (e.g., methanol, methyl ethyl ketone, and etc.) are not required to register with PUSTRCB.

A13) Deductible Mechanism: In addition to registering with PUSTRCB, owners shall maintain a deductible mechanism. Several options are available, and detailed descriptions of each mechanism is provided on the BUSTR website at <http://www.com.ohio.gov/fire/BUSTRResources.aspx>.

A14) Deductible Amount: The standard deductible is \$55,000; owners of six or fewer tanks may pay a higher premium to obtain a reduced deductible of \$11,000.

A15) Registration Fees: Enter the number of fee eligible USTs in the space provide. If an UST has more than one compartment, each compartment shall be registered. A description of USTs that are required to be registered may be found on the BUSTR website at <http://www.com.ohio.gov/fire/BUSTRResources.aspx>.

A fee of \$100 is owed for each fee eligible UST. USTs owned by the federal government or by the State of Ohio or its political subdivisions are not required to pay fees. Also, no fees are owed for USTs undergoing a change of product (i.e., existing USTs switching to a higher blend of biofuel). Fees are owed for the following scenarios:

- A transfer of ownership has occurred;
- Previously unregistered USTs are registered for the first time; or
- New USTs are installed at a site.

Various payment options are acceptable such as credit card, money order or check. Make checks payable to ‘Treasurer, State of Ohio’ and send the application and payment to the address at the top of the application.

In addition, an annual registration fee of \$100 is owed for all fee eligible no later than June 30th of each year. BUSTR will issue a separate notification to owners regarding the annual registration.

A16) Certification: Each Registration Application shall be signed and dated. The application will be considered incomplete if either the signature or date are omitted. All UST owners must complete and submit the registration application (even if no fees are owed).

Instructions for Underground Storage Tank Registration Application, Part B

The UST Registration Application Part B focuses on the construction and configuration of all of the UST components that comprise your UST system. In order to complete Part B of the UST Registration Application, you must have a thorough knowledge of your UST system.

If your UST system is new, contact the Certified UST Installer who installed your UST system and ask them for assistance in completing Part B. If you purchased an existing UST system, then the prior owner is required to provide you with records relating to your UST system as specified by paragraph (E)(5)(f) of Rule 1301:7-9-06 of the Administrative Code. Also, prior registration records and permit records may be available at BUSTR. You may request copies of these records by sending an email to BUSTR at web.bustr@com.state.oh.us.

Note: Prior registration records submitted to BUSTR are only as accurate as the information provided by the previous owner of the UST system. Sometimes, these records are incorrect, and BUSTR cannot vouch for the accuracy of these registration records. Nevertheless, the current UST owner is required by state and federal regulations to have complete and accurate knowledge of their UST systems. If you purchase an existing UST system, you are advised to hire a service contractor to examine the UST system in order to assist you in determining the construction and configuration of all of the components that comprise your UST system.

BUSTR maintains a list of acronyms and definitions describing all of the options listed on the UST Registration application, Part B. Use this list to help you complete Part B. This list may be found on the BUSTR website at <http://www.com.ohio.gov/fire/BUSTRResources.aspx>.

Underground Storage Tank (UST) Registration Application, Part B, Page 1	
Owner #:	Facility #:
Owner Name:	Facility Name:
<p>Instructions: See full instructions at end of application. Only Part A of the application needs to be completed and submitted for Transfer of Ownership, though both Parts A & B need to be completed and submitted for New UST Registrations or Modified Registrations.</p> <p>For each section below, check all options that apply for each UST. Space is provided at the end of the form for explanations.</p>	

B1) UST Identification #:	#___	#___	#___	#___	#___	#___
UST Capacity (gallons):						
UST Contents:						
Gasoline	<input type="checkbox"/>					
Diesel	<input type="checkbox"/>					
Kerosene	<input type="checkbox"/>					
Used Oil	<input type="checkbox"/>					
New Oil	<input type="checkbox"/>					
Jet Fuel	<input type="checkbox"/>					
Aviation Gas	<input type="checkbox"/>					
Ethanol Blend (>10% ethanol)	<input type="checkbox"/>					
Biodiesel Blend (>20% biodiesel)	<input type="checkbox"/>					
Other Petroleum Distillate	<input type="checkbox"/>					
Heating Oil	<input type="checkbox"/>					
Hazardous Substance (explain)	<input type="checkbox"/>					
Other (explain)	<input type="checkbox"/>					
UST Status:						
Currently In Use	<input type="checkbox"/>					
Removed	<input type="checkbox"/>					
Closed In Place	<input type="checkbox"/>					
Change In Service	<input type="checkbox"/>					
Out of Service	<input type="checkbox"/>					
Date of Installation:						
Date Last Used:						
Date Removed:						

B2) UST Configuration:						
Single Wall	<input type="checkbox"/>					
Secondarily Contained Double Wall Tank	<input type="checkbox"/>					
Secondarily Contained Triple Wall Tank	<input type="checkbox"/>					
Other (explain)	<input type="checkbox"/>					
B3) UST Construction:						
Bare Metal	<input type="checkbox"/>					
Coated/Cathodically Protected Steel	<input type="checkbox"/>					
Jacketed Steel	<input type="checkbox"/>					
Clad Steel	<input type="checkbox"/>					
Fiberglass Reinforced Plastic	<input type="checkbox"/>					
Other (explain)	<input type="checkbox"/>					

Underground Storage Tank (UST) Registration Application, Part B, Page 2						
Owner #:	Facility #:					
UST Identification #:	#__	#__	#__	#__	#__	#__
B4) UST Corrosion Protection:						
Factory-Installed Anodes	<input type="checkbox"/>					
Field-Installed Anodes	<input type="checkbox"/>					
Impressed Current	<input type="checkbox"/>					
Internal Lined No Cathodic Protection	<input type="checkbox"/>					
Lined and Cathodically Protected	<input type="checkbox"/>					
None Required (for example, Fiberglass)	<input type="checkbox"/>					
None Present	<input type="checkbox"/>					
Other (explain)	<input type="checkbox"/>					
B5) UST Release Detection:						
Automatic Tank Gauging	<input type="checkbox"/>					
Dry Interstitial Monitoring	<input type="checkbox"/>					
Wet Interstitial Monitoring	<input type="checkbox"/>					
Interstitial Monitoring (Other)	<input type="checkbox"/>					
Manual Tank Gauging (< 550)	<input type="checkbox"/>					
Manual Tank Gauging (551-2000)	<input type="checkbox"/>					
NR - None Required by Rule	<input type="checkbox"/>					
Statistical Inventory Reconciliation	<input type="checkbox"/>					
Alternative Method (Other, explain)	<input type="checkbox"/>					
None Required	<input type="checkbox"/>					
B6) Piping Configuration:						
Single Wall	<input type="checkbox"/>					
Secondarily Contained	<input type="checkbox"/>					
Other (explain)	<input type="checkbox"/>					
B7) Piping Style:						
Pressure	<input type="checkbox"/>					
Suction	<input type="checkbox"/>					
Gravity	<input type="checkbox"/>					
B8) Piping Construction:						
Bare Metal	<input type="checkbox"/>					
Fiberglass Reinforced Plastic	<input type="checkbox"/>					
Flexible Plastic Technology Piping	<input type="checkbox"/>					
Other (explain)	<input type="checkbox"/>					
B9) Piping Corrosion Protection:						
Field-Installed Anodes	<input type="checkbox"/>					
Impressed Current	<input type="checkbox"/>					
No piping In Contact With Ground	<input type="checkbox"/>					
None Required by Rule	<input type="checkbox"/>					
None Present	<input type="checkbox"/>					
Other (explain)	<input type="checkbox"/>					
B10) Piping Release Detection:						
Electronic Line Leak Detector	<input type="checkbox"/>					
Mechanical Line Leak Detector	<input type="checkbox"/>					
Interstitial Monitoring	<input type="checkbox"/>					
Safe Suction	<input type="checkbox"/>					
Suction Check Valve at Tank	<input type="checkbox"/>					
Gravity Piping	<input type="checkbox"/>					
None Required by Rule	<input type="checkbox"/>					
None Present	<input type="checkbox"/>					
Other (explain)	<input type="checkbox"/>					

Underground Storage Tank (UST) Registration Application, Part B, Page 3

Owner #:	Facility #:					
UST Identification #:	#	#	#	#	#	#
B11a) Spill Prevention Device						
Single Wall Spill Bucket	<input type="checkbox"/>					
Secondarily Contained Spill Bucket	<input type="checkbox"/>					
None Required by Rule	<input type="checkbox"/>					
None Present	<input type="checkbox"/>					
Other (explain)	<input type="checkbox"/>					
B11b) Spill Prevention Release Detection						
Interstitial Monitoring	<input type="checkbox"/>					
None Required by Rule	<input type="checkbox"/>					
None Present	<input type="checkbox"/>					
Other (explain)	<input type="checkbox"/>					
B12) Overfill Prevention Device						
Fill Pipe (drop tube – shut-off device)	<input type="checkbox"/>					
Vent Line (float vent valve – Restrictor)	<input type="checkbox"/>					
Alarm	<input type="checkbox"/>					
None Required by Rule	<input type="checkbox"/>					
None Present	<input type="checkbox"/>					
Other (explain)	<input type="checkbox"/>					
Explanations:						