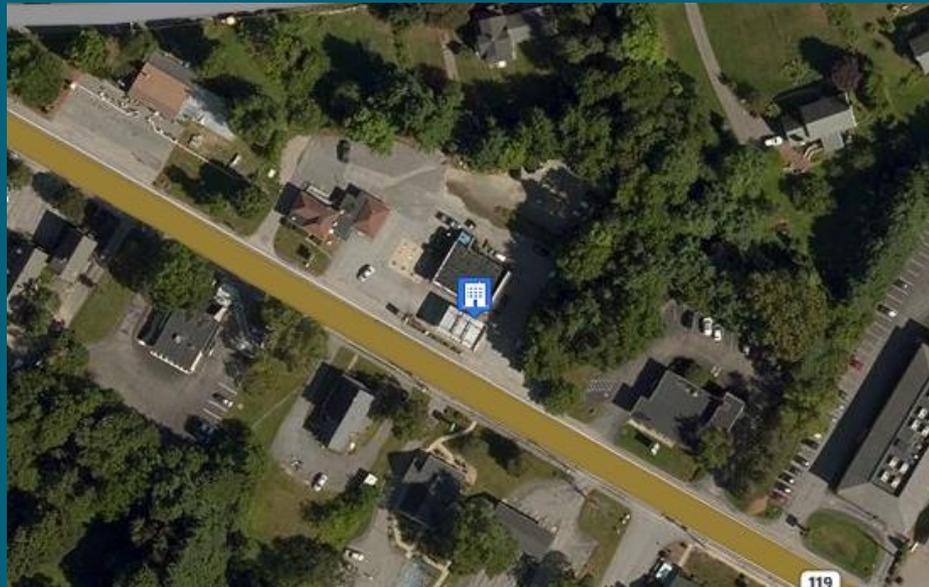


MASSACHUSETTS UNDERGROUND STORAGE TANK (UST)
DATA MANAGEMENT SYSTEM
THIRD PARTY INSPECTIONS



MassDEP, Bureau of Air and Waste

This Presentation Covers

Third Party Inspection Report (TPIR):

1. Steps of a Third Party Inspection
2. Your Third Party Inspector & NSPECT
3. TPIR Submittal
4. Return to Compliance Plan (RTC)
5. RTC Completion Report

Third Party Inspection Report (TPIR)

Completed once every 3 years

Conducted by a professional 3rd Party Inspector

TPIs inspect the facility, review records, and report findings



Third Party Inspectors are hired by the owners or operators of the Underground Storage Tank



Steps to Complete Your TPIR

- Assign your Third Party Inspector
- Inspector completes inspection through NSPECT and reviews the findings with the Owner/Operator
- Inspector signs (locks) the report and uploads it to the UST data system
- UST Owner/Operator reviews the Third Party Inspection Report (TPIR)
- UST Owner/Operator signs and submits the TPIR

Assign Your Third Party Inspector

Use “Third-Party Inspector Search” to find a TPI

The screenshot shows the MassDEP website interface. At the top, there is a navigation bar with 'Home', 'About', 'Help', 'Log Out', and 'UST Program'. Below this is a secondary navigation bar with 'User Dashboard', 'Search', 'Enforcement', 'Reports', and 'Administration'. A search box for 'Facility ID or Name' is visible, along with the user name 'Erin Swallow'.

The 'Search' dropdown menu is open, showing options: 'Facility Map Search', 'Facility List Search', 'Third-Party Inspector Search' (highlighted with a red circle and a red arrow pointing to the text 'Click here for TPI Search'), and 'Owner/Operator Search'.

Below the dropdown is a table of Third-Party Inspectors (TPIs) with the following columns: Name, TPI Number, Organization, City, State, Phone, Email, and Renew Date. The table contains 11 rows of data.

Name	TPI Number	Organization	City	State	Phone	Email	Renew Date
Benjamin Andes	1459	Synergy Environmental	Royersford	PA	(484) 369-5000	bandes@synergyenvinc.com	
William Baird	1008	Web Engineering Associates, Inc.	North Scituate	MA	(781) 878-7766	wbaird65@aol.com	
David Bennett	1019	Bennett Environmental Associates, Inc	Brewster	MA	(508) 737-7350 x00000	Dbennett@bennett-ea.com	
David Berberian	1020	Compliance Solutions Inc.	Rochdale	MA	(508) 509-8971	csinc@charter.net	
Derrick Biermann	1022	Biermann Services	Chicopee	MA	(413) 592-7725	dbiermann@biermannsvcs.com	
Michael Bonanno	1029			MA	(508) 208-1866	Tmpetro2@aol.com	
Dan Boucher	1030	Advanced Tank Testing Services	South Deerfield	MA	(413) 665-8300	dan@advancedtanktesting.com	
Rick Bradford	1033			MA	(413) 665-8300	rick@advancedtanktesting.com	
Rob Bukowski	1416	Amec Foster Wheeler	Chelmsford	MA	(978) 692-9090	rob.bukowski@amecfw.com	
Peter	1011	Sigma Consultants	Attos	MA	(978) 266-	pkucall@sigmaconsult.com	

On the right side of the page, there are sections for 'Reset' (with a 'Reset' button), 'Export' (with an 'Export' button), and 'Help'. The 'Help' section contains text: 'Use the filter boxes at the top of each column to search for a third-party inspector (TPI) using various criteria. For example, if you wish to know all of the third-party inspectors whose address is in the City of Springfield, simply type "Springfield" into the search box at the top of the address column. Click on the magnifying glass to initiate the search.' Below this, it says: 'Once your search results have been returned, you can sort your results using the up and down arrows on each field. You can also export those results into an Excel spreadsheet for your records or for future use.'

Third Party Inspection

The Inspection Includes:

- Review of facility registration in the UST Data Management System for accuracy and completeness
- Inspection of the physical USTs and their components
- Overview of Financial Responsibility
- Review of facility records that document compliance with routine testing, response to alarms, etc.

Complete the Inspection

TPI completes an inspection report in NSPECT and reviews it with the Owner /Operator

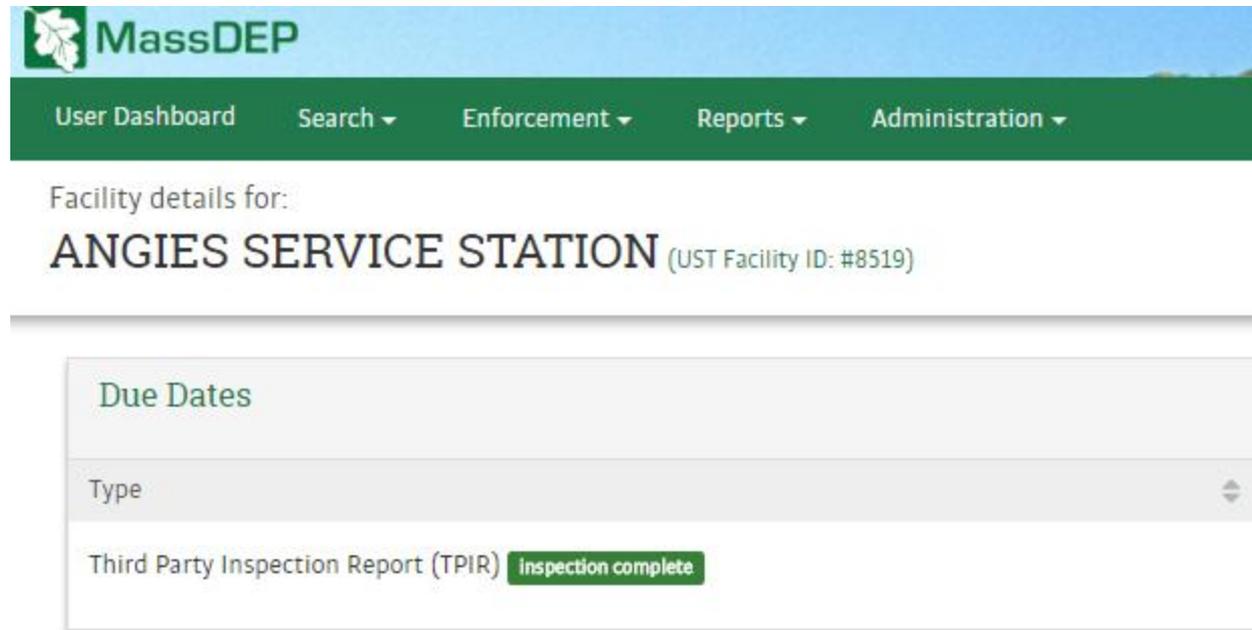
Completed Inspection is then signed by the TPI in NSPECT and shared with the Owner/Operator in the MassDEP UST Data Management System

The screenshot shows the 'My Inspections' interface in the nSPECT system. At the top, there is a search bar for 'Unassigned Inspections' and a '+ Add Inspection' button. Below this is a table header with columns: Sync, Inspection, Site Name, Site Key, City, and Type. A 'Sign In' dialog box is overlaid on the screen, featuring the nSPECT logo and fields for 'User Name: *' and 'Password: *'. At the bottom of the dialog are buttons for 'OK', 'Change Password', 'Reset Password', and 'Cancel'. The bottom of the main interface includes a navigation bar with a home icon, a search icon, a version indicator 'v 2.64', and a status indicator.

Review Your Third Party Inspection Report (TPIR)

Go to the “Facility Details” page for your UST facility

On the Due Date table check that the inspection has been shared, **it has not been submitted to MassDEP yet**



MassDEP

User Dashboard Search Enforcement Reports Administration

Facility details for:
ANGIES SERVICE STATION (UST Facility ID: #8519)

Due Dates	
Type	
Third Party Inspection Report (TPIR)	inspection complete

If your TPIR is not here, contact your TPI and make sure the inspection has been marked “Complete”

Review Your TPIR

Stay on the “Facility Details” page for your UST facility

Choose “Third Party Inspection Report (TPIR)” from the Forms dropdown menu

MassDEP Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Facility details for:
CUMBERLAND #118504 (UST Facility ID: #14494)

Facility Info

Address	195 MARKET ST BOSTON, MA 02135	Type	Retail Motor Vehicle Fuel Dispensing Limited Liability Company
Region	Northeast Regional Office	Owner Type	Company
FMF Number	475814	Phone	📞

Owner

CUMBERLAND FARMS INC

Address	100 CROSSING BOULEVARD FRAMINGHAM, MA 01702	Contact	Erin Swallow 1 Mani St. Boston, MA 02108
Date of Ownership	3/29/1995	Phone	(123) 456-7890

Operator

New UST Operator

Address	1 Park Drive Boston, MA 02108	Contact	Erin Swallow 1 Park Drive
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Forms

Select a form

- Update Operator Registration
- Update Facility Registration
- Tank Status Changes
- Update Tank/Piping/Components Registrat
- Ownership Transfer
- Compliance Certification
- Compliance Certification RTC Plan
- Third Party Inspection Report (TPIR)**
- TPIR RTC Plan

From the Home Page you can access both the Facility Profiles and Facility Submittals. Use the Page Navigation on

Built On: 02/13/2016 03:48 AM UTC (25ff61d1576b) Application Home Contact Policies Environment: 1.0.10/prod

Review, Certify & Submit Your TPIR

Download and review your TPIR, you cannot edit the report

When you are ready, click “Next” and move to the second page

MassDEP

Home About Help Log Out UST Program

User Dashboard Search Enforcement Reports Administration Facility ID or Name Erin Swallow

Third Party Inspection Report (TPIR)
CUMBERLAND #118504 Submission ID: 1004791

Download the TPIR and review it for correctness.

Download TPIR

Click here to download and view a pdf of your TPIR

Form Navigation

- Review Inspection
- RTC Plan
- Comments

Actions

Save Draft Share

Help

Contents

Next

Return to Compliance Plans (RTC)

- If there are any outstanding compliance issues, an RTC plan will appear as part of your TPIR
- Briefly explain how each issue will be brought into compliance
- You automatically have 30 days to resolve the issues and have these issues re-inspected
- Submit the RTC Completion Report

Review, Certify & Submit your TPIR

If no issues were found, this page will read “No Compliance Problems”

If an RTC Plan appears, explain how you will correct any out of compliance issues

Click “Next”

MassDEP Home About Help Log Out UST Program

User Dashboard Search Enforcement Reports Administration Facility ID or Name Erin Swallow

Third Party Inspection Report (TPIR)

CUMBERLAND #118504 Submission ID: 1004791

RTC Plan

The following items are not in compliance. These will need to be addressed and a Return to Compliance form will need to be submitted by the due date indicated below. The question number for each item below corresponds to a violation listed on the TPIR document displayed on the previous page of this form. Refer to that document for more information.

RTC Item

B.01: Except as provided in 310 CMR 80.37(2), at the time of Third-Party Inspection, is a Class A, B or C operator present when the UST system(s) is in operation? No

What actions will be taken to bring this item into compliance? *

This field is limited to 250 characters.

RTC Item

B.02: Is a Class A, B and C operator designated to each UST System? No

What actions will be taken to bring this item into compliance? *

This field is limited to 250 characters.

Form Navigation

- Review Inspection
- RTC Plan**
- Comments

Actions

Save Draft Share

Help

Contents

Previous Next

Review, Certify & Submit Your TPIR

Make any
comments you
think are
needed

Click “Review”

Proofread
your answers

The screenshot shows the MassDEP web application interface for reviewing a Third Party Inspection Report (TPIR). The page title is "CUMBERLAND #118504" with a submission ID of 1004791. The main content area features a large text box labeled "Comments" for entering feedback. To the right, a "Form Navigation" sidebar shows three steps: "Review Inspection", "RTC Plan", and "Comments", with "Comments" currently selected. Below this, an "Actions" section contains "Save Draft" and "Share" buttons. A "Help" section is also visible. At the bottom of the page, a navigation bar includes "Previous" and "Review" buttons, with a red arrow pointing to the "Review" button and the text "Click here!". The footer contains system information: "Built On: 02/13/2016 03:54 AM UTC (25ff61d1576b)", "Application Home Contact Policies", and "Environment: 1.0.10/prod".

Submittal of Your TPIR

When you reach the end of the form click “Certify.”

Choose “Download,” then print, complete, and electronically sign, or send your attestation form to MassDEP

The screenshot displays a web interface for submitting a Third Party Inspection Report (TPIR). At the top, there is a green navigation bar with 'User Dashboard', a search bar, and the user name 'Erin Swallow'. Below this, the page title is 'Third Party Inspection Report (TPIR)' and the specific report is identified as 'CUMBERLAND FARMS #2057' with a submission ID of '1004652'. A light blue box highlights the requirement: 'Signatory rights required. Only authorized signatories can submit this form. Please choose from one of the following options:'. Two options are listed: 1. 'Share this form with a user that has signatory rights.' with a 'Share' button, and 2. 'Download, sign and mail a hardcopy of this form to Mass DEP.' with a 'Download' button. On the right side, there are sections for 'Form Navigation' (listing 'New Facility Owner', 'Facility Operator Information', 'Facility Details', 'Assign Tank FR', and 'Comments'), 'Actions' (with a 'Share' button), 'Help', and 'Certify Contents'.

User Dashboard Search ▾ Facility ID or Name 🔍 Erin Swallow

Third Party Inspection Report (TPIR)
CUMBERLAND FARMS #2057 Submission ID: 1004652

Signatory rights required
Only authorized signatories can submit this form. Please choose from **one** of the following options:

1. **Share this form** with a user that has signatory rights.
2. **Download, sign and mail** a hardcopy of this form to Mass DEP.

Form Navigation

- ✓ New Facility Owner
- ✓ Facility Operator Information
- ✓ Facility Details
- ✓ Assign Tank FR
- ✓ Comments

Actions

Help

Certify Contents

Electronic Submittal of Your TPIR

Electronic signatories can sign forms immediately

Submit a UST POI form in order to request signatory rights



Massachusetts Department of Environmental Protection
Bureau of Air & Waste
Underground Storage Tank (UST) Program
UST/POI – Standard Proof of Identity

Instructions

Anyone electronically submitting registration, third-party inspection or compliance certification forms on behalf of a UST System Owner or Operator Entity must complete this Proof of Identity form, documenting his or her authority to electronically sign them.

1. If you have not done so yet, create a [UST Data Management/Online Filing System](#) User Account.
2. Complete and print this form. **Note:** When filling it out on the computer, use only the Tab key to move your cursor - do not use the Return (or Enter) key.
3. Provide a handwritten signature and have it witnessed by a Notary Public.
4. Mail the completed and signed form to:

MassDEP UST Program
Data Management
One Winter Street, 7th Floor
Boston, MA 02108

A. Legal Name of Owner or Operator Entity

1. Entity Name _____
2. This Entity is the Owner Operator
3. Federal Employee Identification Number (FEIN)* _____
- *Do not enter a Social Security Number here. If you do not have an FEIN, contact dep_ust@state.ma.us for assistance.
4. Mailing Address _____
5. City/Town _____
6. State _____
7. Zip Code _____

B. Owner or Operator Signatory Certification Statement

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment."

6. Source of Authority to Electronically Sign Documents (check only one box):

If a Corporation or Non-Profit Corporation:

- a. President
b. Secretary

1. Print Owner/Operator Signatory Name _____
2. Signature _____
3. Date Signed (MM/DD/YYYY) _____
4. Telephone Number _____
5. Email Address _____

If a Partnership:

- g. General Partner (if authorized to contractually bind the partnership)

If a Sole Proprietorship:

You can find a UST Standard Proof of Identity Form at:

<http://www.mass.gov/eea/docs/dep/toxics/approvals/ust-poi.pdf>

You must request electronic signatory rights for the Owner or Operator of your UST Facility

Electronic Submittal of Your TPIR

Electronic signatories see this page after clicking certify

Click each checkbox

Answer the security question

Provide your account password

Click certify and submit

The screenshot shows the MassDEP web application interface for submitting a Third Party Inspection Report (TPIR). The header includes the MassDEP logo, navigation links (Home, About, Help, Log Out, UST Program), and a search bar. The main content area is titled "Third Party Inspection Report (TPIR) CUMBERLAND #70050" with a submission ID of 1004797. The form is divided into several sections: 1. "Submission ID: 1004797" with a certification statement. 2. "Submission Agreements" with four checkboxes for attestation. 3. "Submission Signature" with a security question and a password field. A "Certify and Submit" button is located at the bottom right of the form area. A right-hand sidebar contains "Form Navigation" (Facility Details, Comments), "Actions" (Share), "Help", and "Certify Contents".

MassDEP

Home About Help Log Out UST Program

User Dashboard Search

Facility ID or Name Erin Swallow

Third Party Inspection Report (TPIR)
CUMBERLAND #70050 Submission ID: 1004797

Submission ID: 1004797

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Submission Agreements

In addition to the above certification, I attest that:

- I am the owner of the account used to perform the electronic submission and signature.
- I have the authority to submit the data on behalf of the facility I am representing.
- I agree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature.
- I have reviewed the electronic form being submitted in its entirety, and agree to the validity and accuracy of the information contained within it to the best of my knowledge.

Submission Signature

In what city did you meet your spouse/significant other?

Account Password *

Certify and Submit

Form Navigation

- Facility Details
- Comments

Actions

Share

Help

Certify Contents

Where to Send Forms

Send all Attestation Pages

to:

MassDEP Underground
Storage Tank Program

1 Winter St – 7th Floor

Boston, MA 02108



Massachusetts Department of Environmental Protection
Underground Storage Tank Program
Phone (617) 556-1035
Email dep.ust@state.ma.us

UST SUBMISSION ATTESTATION (replacement copy)

Submission Number (please print): _____

Form Type (Please Print): _____

Facility (Please Print): _____

I certify under penalty of law that this document and all attachments were prepared under my direction or supervisions in accordance with a system designed to assure that qualified personnel properly gathered and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Name (Please Print)

Signature

Date

Source of Signatory Authority (note: a signatory must be an employee of the Owner Entity and have authorization from a legal source of signatory authority to sign this document on behalf of the Owner Entity. Please indicate the source of the signatory authority below (check box).

If a Corporation or Non-Profit Corporation:

- President
- Secretary
- Treasurer
- Vice President
- Employee of the corporation (if authorized to bind the corporation)

If a Limited Liability Company:

If a Partnership:

- General partner (if authorized to bind the company)

If Sole Proprietorship:

- Proprietor

If Municipality or Public Agency:

- Principal Executive Officer

Return to Compliance: Step 1 Assign Your Inspector

Click assign inspector, and choose from the list

Note: Only electronic signatories have the “Assign inspector” button

If you are not an electronic signatory, contact MassDEP to assign an inspector

The screenshot shows the MassDEP web application interface. At the top, there is a navigation bar with 'Home', 'About', 'Help', 'Log Out', and 'UST Program'. Below this is a 'User Dashboard' with a search bar and navigation links for 'Enforcement', 'Reports', and 'Administration'. The main content area displays a 'Third Party Inspection Report (TPIR)' for 'CUMBERLAND #118504' with a submission ID of 1004791. A table lists four compartments with columns for '#', 'Installed', 'Status', 'Status Date', 'Compartments', 'Capacity', 'Contents', and 'Use'. Below the table is a 'Due Dates' section with a table containing three rows: 'TPIR RTC Plan' (Inspector: Matthew Gagne, Inspection pending, Due Date: 12/2/2015), 'Compliance Certification' (Due Date: 4/29/2017), and 'Third Party Inspection Report (TPIR)' (Inspection pending, Due Date: 10/29/2018). An 'Assign Inspector' button is visible next to the TPIR RTC Plan row. A red arrow points to this button with the text 'Click here'. Another red arrow points to the 'Inspector: Matthew Gagne' field with the text 'Indicates an inspector has been assigned'. At the bottom, there is an 'Enforcement Actions' section with a table that currently shows 'No Records Found'. On the right side, there is a 'Page Navigation' sidebar with links for 'Profile', 'Submittals', 'Inspections', and 'Ownership History', as well as 'Forms', 'FMF Number', 'Print Report', and 'Help' sections.

#	Installed	Status	Status Date	Compartments	Capacity	Contents	Use
1	11/1/1988	In Use		1	10,000	Gasoline	Motor Vehicle
2	11/1/1988	Tank Removed	11/1/2008	1	4,000	Gasoline	Motor Vehicle
3	11/1/1988	In Use		1	8,000	Gasoline	Motor Vehicle
4	5/6/1971	Tank Removed			500	Waste Oil	

Type	Due Date	Action
TPIR RTC Plan	12/2/2015	Assign Inspector
Compliance Certification	4/29/2017	
Third Party Inspection Report (TPIR)	10/29/2018	

RTC Completion Report

TPI finds the
RTC plan in
NSPECT

TPI re-inspects
and uploads
the RTC plan
into the UST
Data System

If any issues
remain out of
compliance
contact
MassDEP
before
submitting the
RTC
Completion
Report

Return to Compliance Form

Return to Compliance			
Corresponding TPIR Submission ID: 1027076			
Re-Inspection Items	Question	Re-Inspection Date	Owner's Plan
Commercial Insurance: A.12	Effective period of coverage?	2016-02-04	Town has obtained Commercial Insurance, Crum & Forster Specialty Insurance
Commercial Insurance: A.13	Name of issuer/holder?	2016-02-04	Town has obtained Commercial Insurance, Crum & Forster Specialty Insurance
Commercial Insurance: A.14	Mechanism Number (if applicable)?	2016-02-04	Don't know what this refers to
Commercial Insurance: A.15	Per occurrence coverage?	2016-02-04	Town has obtained Commercial Insurance, Crum & Forster Specialty Insurance
Commercial Insurance: A.16	Aggregate coverage?	2016-02-04	Town has obtained Commercial Insurance, Crum & Forster Specialty Insurance
Commercial Insurance: A.17	Has the FR been assigned appropriately for the tank(s)?	2016-02-04	Town has obtained Commercial Insurance, Crum & Forster Specialty Insurance
Tank # 1: A.19	Tank installation date?	2016-02-04	Date of installation is 10-20-1998
Tank # 2: A.19	Tank installation date?	2016-07-04	Date of installation is 10-20-1998
H.01	Are all facility USTs subject to 310 CMR 80.00 covered by a Financial Responsibility mechanism?	2016-02-04	Town has obtained Commercial Insurance, Crum & Forster Specialty Insurance
H.02	Are all registered Financial Responsibility mechanisms currently in effect?	2016-02-04	Town has obtained Commercial Insurance, Crum & Forster Specialty Insurance
H.03	Are applicable minimum per occurrence and aggregate coverage requirements complied with?	2016-02-04	Town has obtained Commercial Insurance, Crum & Forster Specialty Insurance
H.04.B. 1	Commercial Insurance: Copy of the signed insurance coverage policy, with the endorsement or certificate of insurance and any amendments to the agreements in accordance with 310 CMR 80.59(2)(b).	2016-02-04	Town has obtained Commercial Insurance, Crum & Forster Specialty Insurance
H.04.B. 2	Commercial Insurance: Signed certification of Financial Responsibility in accordance with 310 CMR 80.59(3).	2016-02-04	Town has obtained Commercial Insurance, Crum & Forster Specialty Insurance

Inspector Name
Michael Gold

I attest under the penalties of law: (i) that I am a certified third-party inspector in

RTC Completion Report Review, Certify and Submit

Follow the same steps as for your TPIR

Open the RTC from your Facility Details Page

Download and review your RTC

Click “Review”

Click “Certify”

Sign and submit!

MassDEP

User Dashboard Search

Home About Help Log Out UST Program

Facility ID or Name Erin Swallow

Facility details for:
CUMBERLAND #118504 (UST Facility ID: #14494)

Facility Info

Address	195 MARKET ST BOSTON, MA 02135	Type	Retail Motor Vehicle Fuel Dispensing
Region	Northeast Regional Office	Owner Type	Limited Liability Company
FMF Number	475814	Phone	

Owner

CUMBERLAND FARMS INC

Address	100 CROSSING BOULEVARD FRAMINGHAM, MA 01702	Contact	Erin Swallow
Date of Ownership	3/29/1995	Address	1 Mani St. Boston, MA 02108
		Phone	(123) 456-7890

Operator

New UST Operator

Address	1 Park Drive Boston, MA 02108	Contact	Erin Swallow
		Address	1 Park Drive

Forms

Select a form

- Update Operator Registration
- Update Facility Registration
- Tank Status Changes
- Update Tank/Piping/Components Registrat
- Ownership Transfer
- Compliance Certification
- Compliance Certification RTC Plan
- Third Party Inspection Report (TPIR)
- TPIR RTC Plan**

From the Home Page you can access both the Facility Profiles and Facility Submittals. Use the Page Navigation on

Built On: 02/13/2016 03:48 AM UTC (25ff61d1576b)

Application Home Contact Policies

Environment: 1.0.10/prod

RTC appears on this menu in black text when it is available

If your RTC is not here, contact your TPI and make sure the inspection is marked “Complete”

For Additional Assistance

Email

dep.ust@state.ma.us

Call us

at 617-
556-1035,
ext 2

- Additional HELP is available through the HELP link at the upper right of the UST Data Management System webpage
- Or contact us by email or phone as provided here.

*This presentation was prepared by the MassDEP UST
Program Team*

Thank you!