

## Stage I Vapor Recovery Program Instructions for Completing Form F

### Stage I Form F Stage I System Closure Notification

*These instructions have been designed to assist those who own and/or manage Stage I systems in completing forms required by the Department of Environmental Protection (MassDEP). Please refer to the full text of the Stage I Program regulations (310 CMR 7.00, Definitions, and 310 CMR 7.24(3), Distribution of Motor Vehicle Fuel), which govern this Program. These instructions do not create any legal rights, and do not substitute for the Program regulations.*

#### **When is a Form F Used?**

A Form F is used to notify MassDEP that a Stage I facility and the associated gasoline tanks are either **temporarily out of service, permanently closed in place, removed, or converted to a fuel other than gasoline.**

- Prior to re-commencing operation, a **temporarily out of service** Stage I facility must perform and pass all applicable compliance tests and submit to MassDEP a fully completed **Stage I Form A** Installation/Substantial Modification Certification as required by 310 CMR 7.24(3)(f) 3.c.
- **Please Note:** A Stage I facility that is temporarily out of service is still subject to the MassDEP Annual Stage I System Compliance Fee.

#### **When is a Form F Submitted to MassDEP?**

A Form F may be submitted to MassDEP at any time.

#### **Who Must Sign a Form F?**

If only one person is responsible for all aspects of Stage I program requirements, then that person should fully answer all questions contained in Section A. and B. and sign the Form F as the Stage I System Responsible Official #1. The Stage I System Responsible Official #1 is the point of contact for Stage I related communication with MassDEP. If two people are responsible for different aspects of the Stage I program requirements, then each person must answer those questions contained in Section A. and B. for which he/she is responsible, and sign the Form F as Responsible Official #1 or Responsible Official #2 as identified in Section C.

The Responsible Official must review all information about Stage I system compliance activities required by the Form F (including backup information that provides the basis for answers to questions on this Form) to make sure that the information is true, accurate and complete. If more than one person has been designated as a Responsible Official for a Stage I System, then each person needs to review the information appropriate to the question he or she is responsible for. The Responsible Official can base his or her certification on an inquiry of the individuals responsible for obtaining information about applicable compliance activities.

### **Who is Eligible to be the Stage I System Responsible Official?**

The type of person who may serve as the Stage I System's Responsible Official depends on the type of entity that owns, operates, leases, or controls the system. The Stage I Responsible Official must be:

- In a sole proprietorship, the company's sole proprietor.
- In a partnership, a general partner with authority to bind the partnership.
- In a corporation or a non-profit corporation, a corporate official with authority to bind the corporation, e.g., president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision making functions of the corporation.
- In a municipality or other public agency, a principal executive officer or ranking elected official who is empowered to enter into contracts on behalf of the municipality or public agency.
- In a trust, a trustee or any other natural person authorized to enter into contracts regarding the trust property.
- In a limited liability company, a person authorized pursuant to M.G.L. c. 156C, § 24 and the limited liability company's operating agreement to bind the company and all the members.

**Please Note:** Within a corporation or a municipality or other public agency, the Stage I System Responsible Official must have the authority to bind the organization with respect to Stage I systems for which he or she has been designated as "Stage I System Responsible Official". For example, in a large corporation, a district manager may be designated to serve as the Responsible Official for one or several Stage I Systems, as long as the designee has obtained the needed authority from the corporation.

### **What Must the Stage I System Responsible Official Attest To?**

By signing the Form F, the Stage I System Responsible Official attests, for each aspect of Stage I program compliance he or she is responsible, that:

- he or she has personally examined, and is familiar with, the information contained in the form and all its attachments;
- based on his or her inquiry of the person(s) responsible for providing the information, the information to which he or she is attesting is true, accurate and complete;
- he or she is authorized to attest on behalf of the facility; and
- he or she is aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

## Directions for Completing Stage I Form F

### Section A. Stage I System Documentation:

- **MassDEP Facility Account Number** can be found on a previous year's Annual In-Use Compliance Certification.
- **Stage I System Location**  
To ensure the correct facility records are updated, please provide the Stage I system facility name and address.
- **Stage I System Responsible Officials:**  
Indicate the Stage I system responsible official names, mailing addresses, phone numbers, and email addresses.

### Section B. Stage I System Tank Closure Status:

- **Type of Storage Tank System:** Indicate if USTs, ASTs, or Mobile Tank Truck Refuelers are at the Stage I system facility.
- **Storage Tank Status:** Skip to the questions for your applicable storage tank system and indicate the tank status category and the date that the tank status changed.

### Section B. UST Online Filing Data Management System:

All underground gasoline storage tanks greater than 110 gallons capacity are required to be registered in the MassDEP UST data management system (DMS).

1. If your Stage I equipped UST facility:

- a. **Is** already registered in the DMS,

You are required to update the status of all USTs in the DMS within 30 days of the USTs being "temporarily out of service", "permanently closed in place", "removed", or converted to diesel fuel or a product other than gasoline.

2. If your Stage I equipped UST facility:

- a. **Is not currently** registered in the DMS; and  
b. All USTs are **temporarily out of service**; and  
c. Subject to applicable UST registration requirements,

You must register your UST facility in the DMS in accordance with applicable requirements prior to submittal of this Form F.

The UST Online Filing data management system can be accessed at the following UST program website link: <http://www.mass.gov/eea/agencies/massdep/toxics/ust/>

Under the "Online Filing & Forms" section click on the "MassDEP UST Online Filing" logo button to get into the database.

3. If your Stage I equipped UST facility:
  - a. **Is not currently** registered in the DMS; and
  - b. **All** USTs are **removed** or **permanently closed in-place**,

You are **not** required to register the removed or permanently closed USTs in the DMS. You must, however, submit a fully completed **UST1** and **UST6** form to the MassDEP UST program within 30 days of removal/closure. The UST1 and UST6 forms can be downloaded at the following UST program website link.

<http://www.mass.gov/eea/agencies/massdep/toxics/ust/massdep-underground-storage-tank-ust-forms.html>

After opening the link click on the “Download Center” tab to view the UST forms.

The UST1 and UST6 forms may be scanned and submitted electronically to [dep.ust@state.ma.us](mailto:dep.ust@state.ma.us) or mailed to the UST Program mailing address indicated below:

MassDEP  
UST Program  
P.O. Box 120-165  
Boston, MA 02112-0165

### Section C. Future Facility Use

- **Will New Gasoline Tanks be Installed?** If new gasoline tanks will be installed at your facility answer “Yes” in Section C.1 and enter the estimated date when the new tanks are scheduled to be installed. The installation of new gasoline tanks requires a full system Stage I test and the completion of a **Stage I Form A**. The Stage I Form A must be submitted to MassDEP within 7 days of passing all Stage I tests.
- **Facility used for another business or commercial operation?** Please indicate if the facility will be used for another business once the gasoline tanks are removed. MassDEP regulates the environmental activities that occur at auto repair facilities, auto body shops, car washes, and other automotive related businesses.
- **Facility sold or leased to another owner/operator?** If the facility has been sold or leased to another owner/operator or if your lease has expired please enter “Yes” and complete sections B.3 and 4.

### Section D. Compliance Certification

- The Stage I system responsible official(s) must print and sign their names and indicate the date that the Form F was completed.
- **Please Note:** If the Stage I System Responsible Official on record in MassDEP’s Stage I database has changed, a fully completed Stage I Form E must be submitted with this Stage I Form F and the new Stage I System Responsible Official must sign the certification contained in Section C. of this Form F.

## **How Should a Stage I Form F be Submitted to MassDEP?**

To ensure that your **Stage I Vapor Recovery forms** are received by the MassDEP Stage I Vapor Recovery Program please use one of the following options below:

**Email Address:** MassDEP prefers that you submit Stage I forms by email.

[aq.stage2@mass.gov](mailto:aq.stage2@mass.gov)

### **Mailing Address:**

MassDEP  
Stage I Vapor Recovery Program  
100 Cambridge St., 9th floor, Suite 900  
Boston, MA 02114

### **Contacting the MassDEP Stage I Program:**

If you have any questions or need more information, please call MassDEP's Stage I Hotline at (617-556-1035).

### **MassDEP Stage I Program website link:**

Blank forms and instructions, weekly inspection manuals, and program regulations are also available at MassDEP's Stage I web page:

<http://www.mass.gov/eea/agencies/massdep/air/programs/stage-ii-vapor-recovery.html>