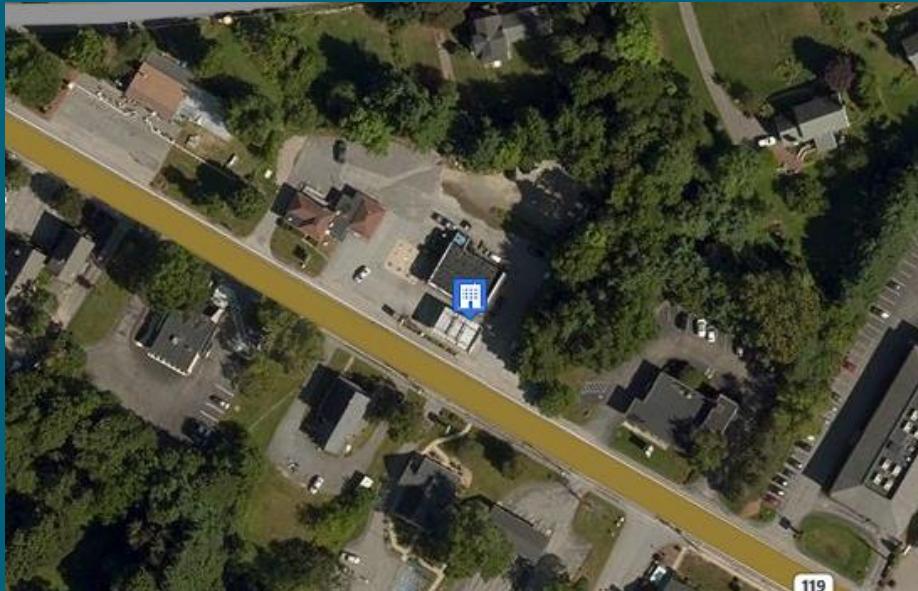


MASSACHUSETTS UNDERGROUND STORAGE TANK (UST) DATA MANAGEMENT SYSTEM (DMS)

NEW OWNERS: HOW TO UPDATE YOUR UST INFORMATION



This Presentation Covers:

Steps necessary for updating the ownership of your new business in the UST Data Management System

1. Creating your user account
2. Creating an Owner/Operator Entity
3. How to sign forms electronically
4. Updating Owner/Operator Entity Information
5. Changing a Facility's ownership

Creating Your User Account

Create your user account at:
<https://ma-ust.windsorcloud.com/ust/> by clicking the “Create New Account button”

If you need help, please see the video at
<https://www.mass.gov/info-details/video-ust-data-management-system-introduction> for guidance

Click Here

Creating an Owner/Operator Entity

Click the “Search” dropdown menu and choose “Owner/Operator Search.”

Make sure your business is not already registered as an Owner or Operator Entity

The screenshot shows the MassDEP UST Program User Dashboard. The top navigation bar includes links for Home, About, Help, Log Out, and UST Program. A search bar is present, and the user is identified as Erin Swallow. A red arrow points to the "Owner/Operator Search" option in the "Search" dropdown menu, which is highlighted in a white box. The main content area is divided into sections: "My Documents" (listing four entries for "CUMBERLAND FARMS INC" and "CUMBERLAND #118504") and "My Facilities" (listing three entries for "CUMBERLAND #118504", "CUMBERLAND #118513", and "CUMBERLAND FARMS #2501"). The "My Facilities" section includes a table with columns for Facility Name, Owner Entity, Operator, Due Date, Form Type, and a status indicator (e.g., "Inspection pending"). On the right side, there are sections for "User Information" (listing "Erin Swallow" and "Fake Gas Station" details), "Roles" (listing "Signatory CUMBERLAND FARMS INC", "Signatory CUMBERLAND GULF GROUP OF COMPANIES", and "Signatory Fake UST LLC"), and "Actions" (buttons for "Request Signatory Rights" and "Request TPI Certification").

My Documents

Name	Submission ID	Form	Status	Last Update	Last Updated By	Actions
CUMBERLAND FARMS INC	1004533	Update Owner/Operator Entity and FR Information	Draft	12/29/2015	Erin Swallow	
CUMBERLAND #118504	1004532	Update Facility Registration	Draft	12/29/2015	Erin Swallow	
CUMBERLAND #118504	1004493	Update Operator Registration	Final	12/11/2015	Erin Swallow	
CUMBERLAND FARMS INC	1004482	Update Owner/Operator Entity and FR Information	Final	12/11/2015	Erin Swallow	

My Facilities

Facility Name	Owner Entity	Operator	Due Date	Form Type	Actions
CUMBERLAND #118504	CUMBERLAND FARMS INC	Fake UST LLC	4/14/2015	Third Party Inspection Report (TPIR) A Inspection pending	
CUMBERLAND #118513	CUMBERLAND FARMS INC	CUMBERLAND FARMS INC	6/24/2017	Third Party Inspection Report (TPIR) Inspection pending	
CUMBERLAND FARMS #2501	CUMBERLAND FARMS INC	CUMBERLAND FARMS INC	12/30/2017	Third Party Inspection Report (TPIR) Inspection pending	

Click Here

User Information

Erin Swallow
Fake Gas Station
30 St. Stephen St.
Boston MA 02115
(401) 864-5542
purplepimpernel@gmail.com

Roles

Signatory CUMBERLAND FARMS INC
Signatory CUMBERLAND GULF GROUP OF COMPANIES
Signatory Fake UST LLC

Actions

To request signatory rights for an entity:

To activate the TPI role (third party inspectors only):

Built On: 01/11/2016 09:40 AM EST (7429e5b6c449) Application Home Contact Policies Environment: 1.0.9-SNAPSHOT/qa

Creating an Owner/Operator Entity (cont'd)

If your Entity does not already exist, select “Add Entity” on the right and complete the form

Enter the Entity’s information and select “Save” to establish the Entity

User Dashboard Search ▾ Enforcement ▾ Reports ▾ Administration ▾ Facility ID or Name 

Search for and view details:
Owner/Operator Search

Entity Name	Address	FEIN	Type	
1 Kent Street LLC	720 Lafayette Rd. Seabrook, NH 03874	47-5184709	Private	
100 LAWTON STREET LLC	100 LAWTON ST TAUNTON, MA 02780	001054551	Private	
100 WINTHROP AVE LLC	52 MILLPOND NORTH ANDOVER, MA 01845	550913683	Private	
101ST TACTICAL CONTROL SQUAD	SKYLINE DR WORCESTER, MA 01605		Federal	
1032 HIGHLAND AVE LLC	1032 HIGHLAND AVE NEEDHAM, MA 02494	043496457	Private	

Advanced Search

Facility Name

Facility ID

Actions

 **+ Add Entity**



How to Sign Forms Electronically

To sign forms electronically, you must have a verified user account, and an Owner/Operator Entity created in the UST DMS. Then, you will need to physically mail in a completed “UST/POI – Standard Proof of Identity” form to gain 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
100 Cambridge Street, 9th Floor
Boston, MA 02114

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 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.”

1. Print Owner/Operator Signatory Name _____

2. Signature _____

3. Date Signed (MM/DD/YYYY) _____

4. Telephone Number _____

5. Email Address _____

If a Partnership: Partnership means an association of individuals to accomplish some end.

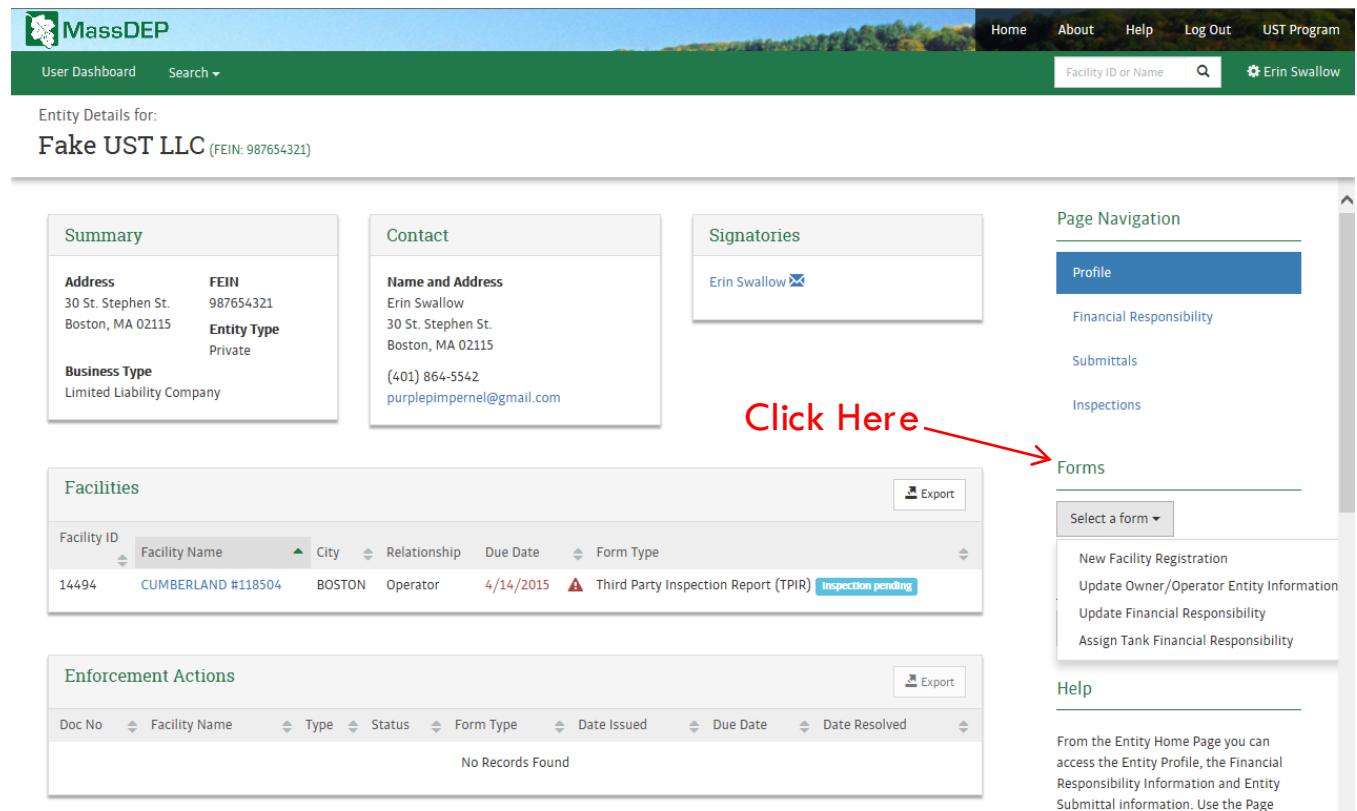
You can find a UST Standard Proof of Identity Form at:
<https://www.mass.gov/doc/form-ustpoi-standard-proof-of-identify-0/download>

Updating Owner/Operator Entity Information

Wait to complete the following steps until you get an email from dep.ust@mass.gov noting that you have been granted signatory status for your Entity.

Search for your Entity and click  to open the details page

Open the “Update Owner/Operator Entity Information” form



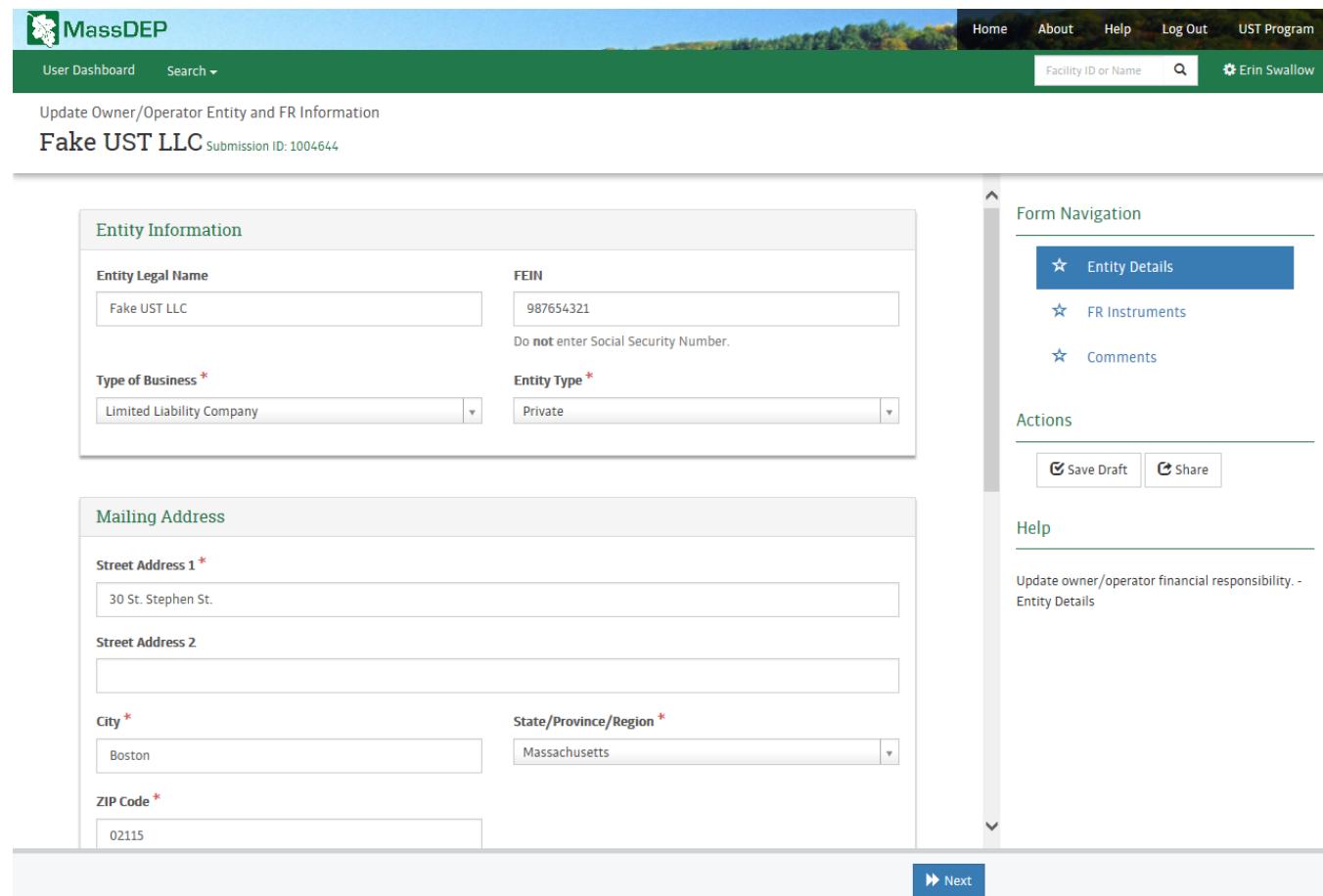
The screenshot shows the MassDEP UST Program Entity Details page for 'Fake UST LLC' (FEIN: 987654321). The page is divided into several sections: 'Summary' (Address: 30 St. Stephen St., Boston, MA 02115; FEIN: 987654321; Entity Type: Private; Business Type: Limited Liability Company), 'Contact' (Name and Address: Erin Swallow, 30 St. Stephen St., Boston, MA 02115; Phone: (401) 864-5542; Email: purplepimpernel@gmail.com), 'Signatories' (Erin Swallow), and 'Facilities' (Facility ID: 14494, Facility Name: CUMBERLAND #118504, City: BOSTON, Relationship: Operator, Due Date: 4/14/2015, Form Type: Third Party Inspection Report (TPIR), Status: Inspection pending). The 'Enforcement Actions' section shows 'No Records Found'. On the right, a 'Page Navigation' sidebar lists 'Profile' (selected), 'Financial Responsibility', 'Submittals', and 'Inspections'. A 'Forms' sidebar lists 'Select a form' (New Facility Registration, Update Owner/Operator Entity Information, Update Financial Responsibility, Assign Tank Financial Responsibility). A red arrow points to the 'Profile' link in the navigation sidebar with the text 'Click Here'.

From the Entity Home Page you can access the Entity Profile, the Financial Responsibility Information and Entity Submittal information. Use the Page Navigation on the right top to toggle between the three screens.

From this page you can also access forms that you can complete and submit

Updating Owner/Operator Entity Information (cont'd)

Complete this form, using the blue “Next” button to move to each new page



MassDEP

User Dashboard Search ▾

Update Owner/Operator Entity and FR Information

Fake UST LLC Submission ID: 1004644

Entity Information

Entity Legal Name: Fake UST LLC

FEIN: 987654321

Do not enter Social Security Number.

Type of Business*: Limited Liability Company

Entity Type*: Private

Mailing Address

Street Address 1*: 30 St. Stephen St.

Street Address 2:

City*: Boston

State/Province/Region*: Massachusetts

ZIP Code*: 02115

Form Navigation

- Entity Details
- FR Instruments
- Comments

Actions

- Save Draft
- Share

Help

Update owner/operator financial responsibility. - Entity Details

Next

Updating Owner/Operator Entity Information - Financial Responsibility

Financial Responsibility Instruments (also referred to as tank insurance) document the financial resources that would be necessary to pay for damage caused by leaking USTs

MassDEP

User Dashboard Search ▾

Update Owner/Operator Entity and FR Information

Fake UST LLC Submission ID: 1004644

Financial Responsibility Information

Number of Tanks Owned (Aggregate Coverage) *

Choose One

Monthly Throughput (Per-Occurrence Coverage) *

Choose One

Are you part of the 21J program? *

No

Financial Responsibility Instruments

+ Add FR Instrument

FR #1 x

Financial Responsibility Instrument *

Choose One

Effective Period of Coverage From *

Effective Period of Coverage To *

Form Navigation

- Entity Details
- FR Instruments
- Comments

Actions

Save Draft Share

Help

Update Owner/Operator Financial Responsibility - FR Instruments

Previous Next

Updating Owner/Operator Entity Information – Reviewing and Certifying

On the last page of the form, click “Review”

After you review the information, click “Certify”

Then, complete the next page and click “Certify and Submit” to finalize your submission

The screenshot shows a web-based application for updating facility information. The top navigation bar includes links for Home, About, Help, Log Out, and UST Program. A search bar and a user profile for 'Erin Swallow' are also present. The main content area displays a submission for 'Fake UST LLC' with Submission ID 1004644. The 'Review Submission' section contains a message to review the submission before certifying. Below this are three expandable sections: 'Entity Information', 'Mailing Address', and 'Entity Contact'. The 'Entity Information' section shows the following details:

Entity Legal Name	Fake UST LLC
FEIN	987654321
Type of Business	Limited Liability Company
Entity Type	Private

The 'Mailing Address' section shows the following details:

Street Address 1	30 St. Stephen St.
Street Address 2	
City	Boston
State/Province/Region	Massachusetts
ZIP Code	02115

The 'Entity Contact' section shows the following details:

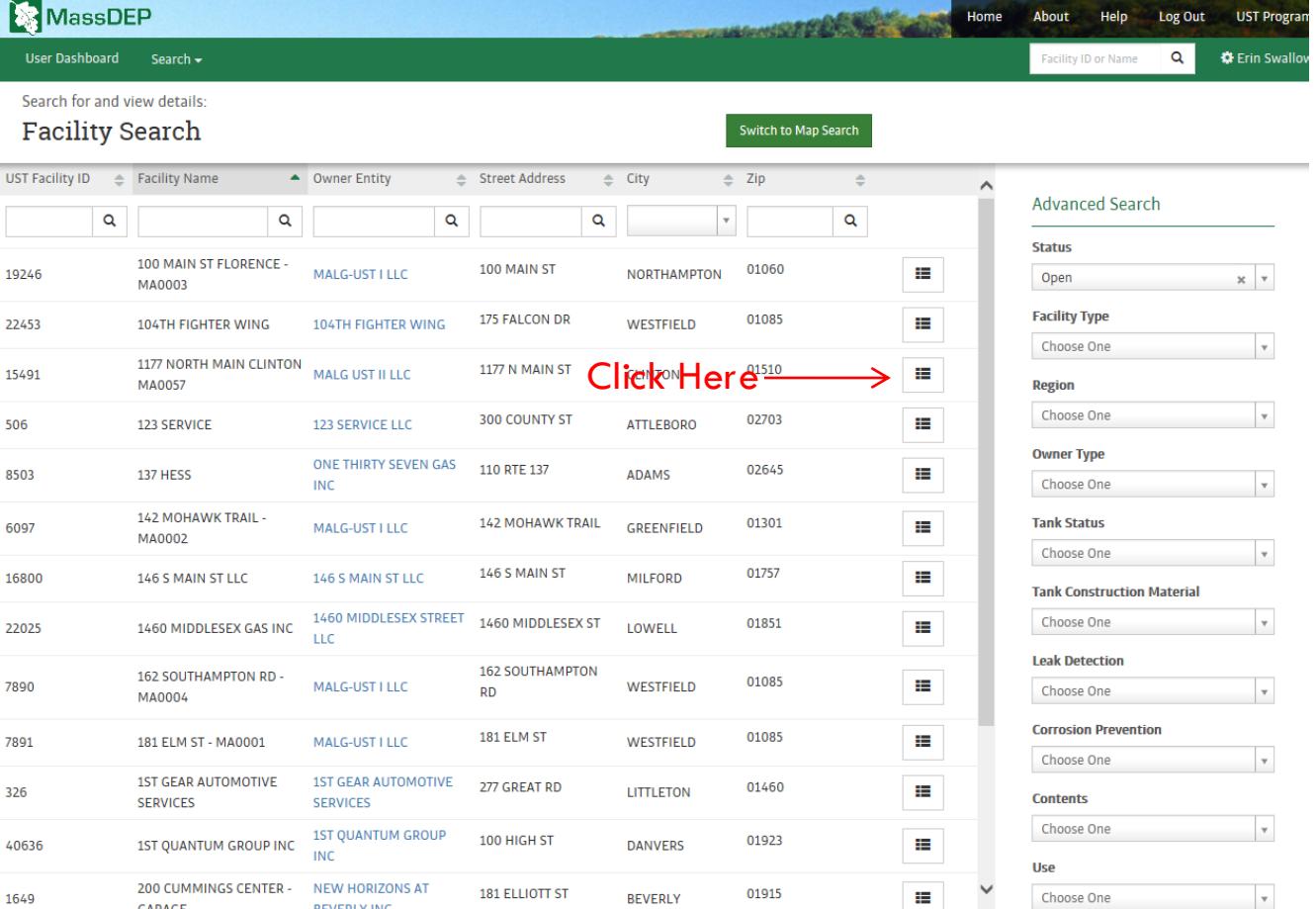
Email	purplepimpernel@gmail.com
First Name	Erin

On the right side, there is a 'Form Navigation' sidebar with sections for Entity Details, FR Instruments, and Comments, each with a checked checkbox. Below this are 'Actions' buttons for Share and Print, and a 'Help' section with a note to review changes before submission. At the bottom right is a large blue 'Certify' button.

Changing the Ownership of a Facility

Using “Facility List Search” in the “Search” dropdown menu, find the facility under new ownership

Click the button to the right of the facility name to open the facility details page



MassDEP

User Dashboard Search ▾

Home About Help Log Out UST Program

Facility ID or Name

Erin Swallow

Search for and view details:
Facility Search Switch to Map Search

UST Facility ID	Facility Name	Owner Entity	Street Address	City	Zip	Actions
19246	100 MAIN ST FLORENCE - MA0003	MALG-UST I LLC	100 MAIN ST	NORTHAMPTON	01060	<input type="button"/>
22453	104TH FIGHTER WING	104TH FIGHTER WING	175 FALCON DR	WESTFIELD	01085	<input type="button"/>
15491	1177 NORTH MAIN CLINTON MA0057	MALG UST II LLC	1177 N MAIN ST CLINTON		01510	<input type="button"/> Click Here →
506	123 SERVICE	123 SERVICE LLC	300 COUNTY ST	ATTLEBORO	02703	<input type="button"/>
8503	137 HESS	ONE THIRTY SEVEN GAS INC	110 RTE 137	ADAMS	02645	<input type="button"/>
6097	142 MOHAWK TRAIL - MA0002	MALG-UST I LLC	142 MOHAWK TRAIL	GREENFIELD	01301	<input type="button"/>
16800	146 S MAIN ST LLC	146 S MAIN ST LLC	146 S MAIN ST	MILFORD	01757	<input type="button"/>
22025	1460 MIDDLESEX GAS INC	1460 MIDDLESEX STREET LLC	1460 MIDDLESEX ST	LOWELL	01851	<input type="button"/>
7890	162 SOUTHAMPTON RD - MA0004	MALG-UST I LLC	162 SOUTHAMPTON RD	WESTFIELD	01085	<input type="button"/>
7891	181 ELM ST - MA0001	MALG-UST I LLC	181 ELM ST	WESTFIELD	01085	<input type="button"/>
326	1ST GEAR AUTOMOTIVE SERVICES	1ST GEAR AUTOMOTIVE SERVICES	277 GREAT RD	LITTLETON	01460	<input type="button"/>
40636	1ST QUANTUM GROUP INC	1ST QUANTUM GROUP INC	100 HIGH ST	DANVERS	01923	<input type="button"/>
1649	200 CUMMINGS CENTER - GARAGE	NEW HORIZONS AT BEVERLY INC	181 ELLIOTT ST	BEVERLY	01915	<input type="button"/>

Advanced Search

Status: Open

Facility Type: Choose One

Region: Choose One

Owner Type: Choose One

Tank Status: Choose One

Tank Construction Material: Choose One

Leak Detection: Choose One

Corrosion Prevention: Choose One

Contents: Choose One

Use: Choose One

Changing the Ownership of a Facility

- Selecting the Form

Choose
“Ownership
Transfer” from
the “Select a
form”
dropdown
menu

MassDEP

User Dashboard Search ▾

Facility details for:
CRYSTAL GAS INC (UST Facility ID: #17132)

Facility Info

Address	175 CHURCH ST NORTHBRIDGE, MA 01588	Type	Retail Motor Vehicle Fuel Dispensing
Region	Central Regional Office	Owner	?
FMF Number	476014	Type	?
		Phone	?

Owner

CRYSTAL GAS INC	Contact ?
Address 175 CHURCH ST NORTHBRIDGE, MA 01588	Address ?
Date 1/2/2001 of Ownership	Phone ?

Primary Contact for Correspondence

Operator

CRYSTAL GAS INC	Contact ?
Address 175 CHURCH ST	

Church St

Page Navigation

- Profile
- Submittals
- Inspections
- Ownership History

Forms

Select a form ▾

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

the right to toggle between the two screens. The print report button, accessible from both pages, prints or downloads a PDF report that is a summary of both the Profile and Submittal pages.

Click Here 

Changing the Ownership of a Facility

– Filling in Entity Information

Choose the new Owner Entity from the “Entity Name” dropdown menu

Notice that the new owner’s information automatically populates the form

Click “Next”

The screenshot shows a web application for facility ownership transfer. At the top, there is a navigation bar with links for Home, About, Help, Log Out, and UST Program. A search bar and a user profile for 'Erin Swallow' are also present. The main content area displays the following sections:

- New Owner Entity Information:** A form field labeled "Entity Name *" contains the value "Generic Gas LLC". Below it, "Entity Address" is listed as "1 Main St. Boston, MA 02108". Under "FEIN", the value "678912345" is shown.
- Owner Contact Information:** This section contains two columns of information:
 - Contact Name and Address:** Erin Swallow, 1 Main St., Boston, MA 02108
 - Phone Number:** (123) 456-7890
 - Email:** purplepimpernel@gmail.com
- Form Navigation:** A sidebar on the right lists navigation options: New Facility Owner (selected), Facility Operator Information, Facility Details, Assign Tank FR, and Comments.
- Actions:** Buttons for Save Draft and Share are available.
- Help:** A link to Transfer of Ownership Help is provided.
- Next:** A "Next" button is located at the bottom right of the main content area.

Changing the Ownership of a Facility

– Filling in Operator Information

Select the Operator Entity from the “Entity Name” dropdown or choose “add a new operator” if it is not on the list

Creating a new Operator will take you to a new form, which you must complete first

Entity successfully saved.

Operator Entity Information

Entity Name *
Generic Gas LLC

If the operator is not found in the drop-down, you can [add a new operator](#).

Entity Address
1 Main St.
Boston, MA 02108

FEIN
678912345

Operator Contact Information

Contact Name and Address Erin Swallow 1 Main St. Boston, MA 02108	Phone Number (123) 456-7890
	Email purplepimpernel@gmail.com

Form Navigation

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

Actions

Save Draft Share

Help

Contents

◀ Previous ▶

Changing the Ownership of a Facility (cont'd)

Continue filling out the Ownership Transfer form, clicking “Next” at the bottom of each page

Make sure the pre-populated information on each page of the form is correct

MassDEP

User Dashboard Search ▾

Home About Help Log Out UST Program

Facility ID or Name

Erin Swallow

Ownership Transfer

CUMBERLAND FARMS #2057 Submission ID: 1004652

Operator Contact Information

Contact Name and Address

Erin Swallow
1 Main St.
Boston, MA 02108

Phone Number

(123) 456-7890

Email

purplepimpernel@gmail.com

Operator Authorization

Does this operator entity have rights to submit reports on behalf of this entity? *

No

Correspondence

Who will receive correspondence from the UST Program on behalf of this facility? *

Owner Contact

This question can only be answered if the answer to the "Operator Authorization" question above is "Yes"

Form Navigation

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

Actions

Help

Contents

◀ Previous

Changing the Ownership of a Facility - Tank Financial Responsibility

Select the appropriate FR Instrument for each tank.

Financial Responsibility Instruments (also referred to as tank insurance) document the financial resources that would be necessary to pay for damage caused by leaking USTs

MassDEP

User Dashboard Search ▾

Home About Help Log Out UST Program

Facility ID or Name Erin Swallow

Ownership Transfer
CUMBERLAND #118504 Submission ID: 1004648

Tank Financial Responsibility

Tank No.	Install Date	Capacity	FR Instrument
1	1/1/1984	8,000	Choose One
2	1/1/1984	8,000	Choose One
3	1/1/1984	8,000	Choose One

Form Navigation

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

Actions

Help

Contents

◀ Previous ▶

Changing the Ownership of a Facility

– Reviewing and Certifying

On the last page of the form, click “Review”

After you review the information, click “Certify”

Then, complete the next page and click “Certify and Submit” to finalize your submission

Submission ID: 1036222

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

What is your oldest sibling's birthday month and year? (e.g., January 1900)

Account Password *

 Certify and Submit

Form Navigation

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

Actions



Help

Certify Contents

For Additional Assistance

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

Email us at dep.ust@mass.gov

Call us at 617-556-1036

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

Thank you!