

MASSACHUSETTS UNDERGROUND STORAGE TANK (UST)
DATA MANAGEMENT SYSTEM
COMPLETING THE COMPLIANCE
CERTIFICATION



MassDEP, Bureau of Air and Waste

This Presentation Covers:

How to Determine when a Compliance Certification (CC) is Due

Where to find the CC Form

How to complete the CC Form

How to submit the CC Form

The Return to Compliance Form

To complete the online CC Form, you must have an account in the UST Data Management System. If you don't have an account please see

<http://www.mass.gov/eea/agencies/massdep/toxics/ust/video-dms-intro.html> for guidance.

Getting Started







Use Facility Search to find your Facility Record

Enter the facility name or address in the boxes provided along the top and click on the button to the right of the line item to open the Facility Detail Page

Search for and view details:

Facility Search

[Switch to Map Search](#)

UST Facility ID	Facility Name	Owner Entity	Street Address	City	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19246	100 MAIN ST FLORENCE - MA0003	MALG-UST I LLC	100 MAIN ST	NORTHAMPTON	01060	
22453	104TH FIGHTER WING	104TH FIGHTER WING	175 FALCON DR	WESTFIELD	01085	
15491	1177 NORTH MAIN CLINTON MA0057	MALG UST II LLC	1177 N MAIN ST	CLINTON	01510	
506	123 SERVICE	123 SERVICE LLC	300 COUNTY ST	ATTLEBORO	02703	
8503	137 HESS	ONE THIRTY SEVEN GAS INC	110 RTE 137	ADAMS	02645	
6097	142 MOHAWK TRAIL - MA0002	MALG-UST I LLC	142 MOHAWK TRAIL	GREENFIELD	01301	

The Facility Detail Page

Information in the facility registration

Tables with Due dates

Access to Form to be used to Update or change facility information

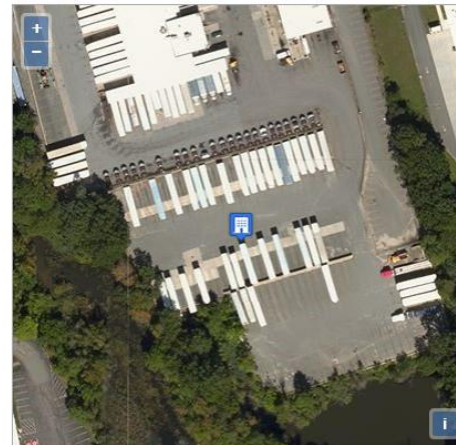
Facility details for:

Facility Info

Address	90 CONCORD ST NORTH READING, MA 01864	Type	Non-Retail Motor Vehicle Fuel Dispensing
Region	Northeast Regional Office	Owner Type	!
FMF Number	503717	Phone	!

Owner

Owner Name			
Address	1-71 NORTH AVE E ELIZABETH, NJ 07201	Contact Address Phone	! ! !
Date of Ownership	2/28/1995		



Page Navigation

Profile

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Ownership History

Forms

Select a form ▾

Print Report

Print

Help

When is the CC Due?

From the Facility Detail page, scroll down to the table that lists applicable due dates

The CC Due date will be listed here

Due Dates		Export
Type	Due Date	
Third Party Inspection Report (TPIR) Inspection pending	8/18/2014	⚠
Compliance Certification	2/18/2016	

The Facility Detail Page

The facility detail page provides all of the information in the facility registration

Information about the Owner can be viewed by clicking on the Owner name

Red Dots flag missing information. This must be updated before starting the CC.

Review and update registration!!!

Facility details for:

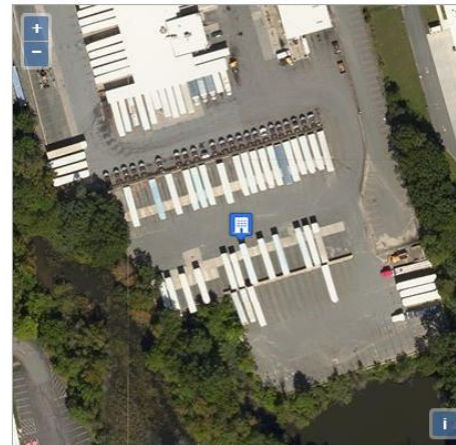
Facility Info

Address	90 CONCORD ST NORTH READING, MA 01864	Type	Non-Retail Motor Vehicle Fuel Dispensing
Region	Northeast Regional Office	Owner Type	❗
FMF Number	503717	Phone	❗

Owner

Owner Name

Address	1-71 NORTH AVE E ELIZABETH, NJ 07201	Contact	❗
		Address	❗
Date of Ownership	2/28/1995	Phone	❗



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Help


Update Registration

To Update your registration complete and submit the “Update Facility Registration” and/or “Update Tank Piping/ Components Registration Form”

- Unless you have previously updated your registration in the Data Management System, it is likely that your registration will need to be updated the first time you complete a Compliance Certification.
- See items marked with a red dot - 

Piping	
Install Date	
Piping Description	
Piping and Fittings Construction Material	Single-walled metal (Corrosion protection required)

Turbine Sumps	
Is the tank equipped with a submersible pump?	
Submersible pump installation date	
Is the tank equipped with a turbine sump?	
If yes, is the turbine sump equipped with a sump sensor continuously monitored for liquids?	

Intermediate Sumps	
Is the piping system associated with this tank equipped with one or more intermediate sumps?	
If yes, is this intermediate sump equipped with a sump sensor continuously monitored for liquids?	

Where is the CC form?

On the right side of the Facility Detail Page click on the “Select a Form” button

60 days before the CC due date, the Compliance Certification form will appear on the list of available forms

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.

CC Overview

The compliance certification asks 16 questions in four sections

The questions are to be answered “Yes”, “No” or “Not applicable”

The summary identifies any item where the answer was “No” and provides an opportunity to describe what will be done to correct any problems

Form Navigation

- ☆ Registration and FR
- ☆ Operation and Maintenance
- ☆ Leak Detection Monitoring
- ☆ Inspections Requirements
- ☆ Summary

UST Registration

Are you in compliance with applicable UST registration requirements? *

?

Choose One

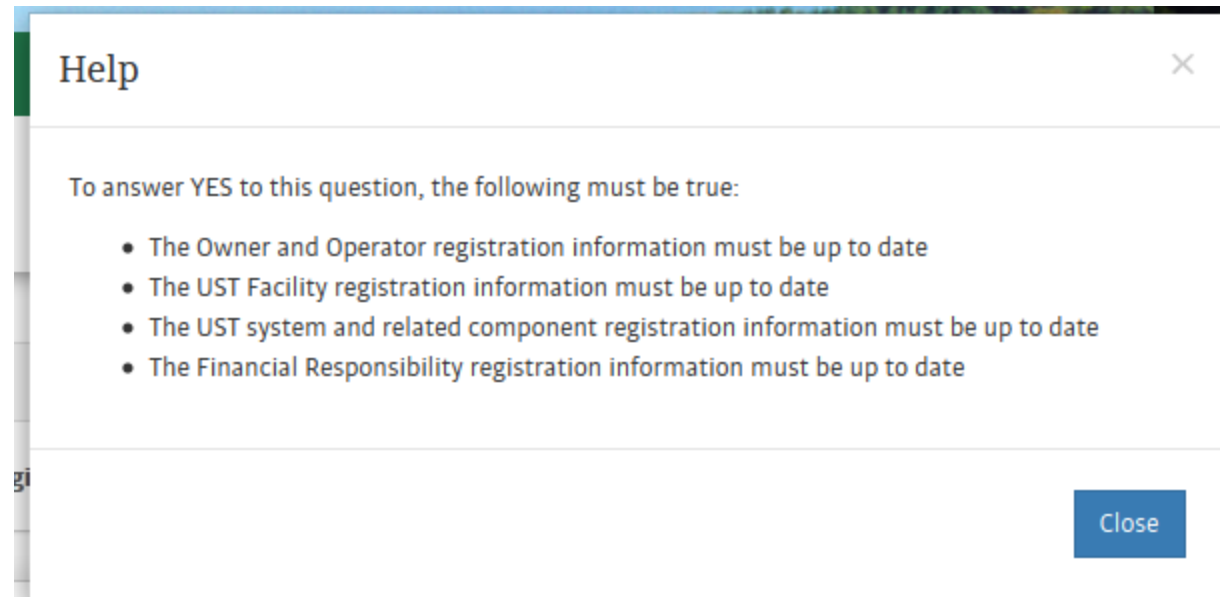
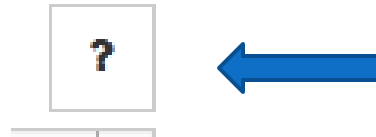
Yes

No

Guidance/ “?” Button

Click on the “?” button for a description of what is needed in order to answer “yes” to the question

The “?” button guidance is specific to the equipment at the facility based on the registration data



Guidance/ “?” Button

If the facility registration is incomplete, the “?” text will point this out.

You can save your DRAFT form, return to the Facility Detail page and complete the missing information using other available forms

The screenshot shows a web application interface. At the top left, there is a green header with 'er Dashboard' and a search dropdown. Below this is a white 'Help' popup window with a close button (X) in the top right corner. The help text reads: 'There is no corrosion prevention indicated in the facility's registration. If this is correct, select "NA". If this is not correct, please update your registration and complete all required fields.' A blue arrow points from the help text to the question marks on the form below. The form is titled 'UST Component Testing' and contains several questions, each with a dropdown menu and a question mark icon to its right. The questions are:

- Are you in compliance with applicable leak detection system operation and maintenance requirements? *
- Are you in compliance with applicable cathodic protection operation and maintenance requirements? *
- Are you in compliance with applicable sump sensor operation and maintenance requirements? *
- Are you in compliance with applicable spill bucket operation and maintenance requirements? *
- Are you in compliance with applicable overfill prevention operation and maintenance requirements? *
- Have you maintained applicable records of UST component operation and maintenance (including results of all tests)? *

Each question has a dropdown menu with 'Yes' selected. The question marks are highlighted with a blue box in the original image.

Return to Compliance (RTC)

Questions that are answered 'No' will generate a Return to Compliance (RTC) Item.

For each RTC item you will be asked to briefly indicate how you will bring that item into compliance

RTC Item

Are you in compliance with applicable leak detection monitoring requirements? No

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

implement new procedures to ensure that proper steps are taken to monitor compliance

This field is limited to 250 characters.

RTC Item

Have you maintained records of all monthly visual inspections? No

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

Set up a filing system and train staff to maintain records

This field is limited to 250 characters.

Click "Review" when finished with RTC Items

Review your CC

The Review Page allows you to check all of your questions and answers including your RTC Items

Review Submission

Please review your submission before certifying.

Registration and FR

Are you in compliance with applicable UST registration requirements?	No
What actions will be taken to bring this item into compliance?	update registration on website
Have you maintained applicable financial responsibility documents?	Yes

UST Component Testing

Are you in compliance with applicable leak detection system operation and maintenance requirements?	Yes
Are you in compliance with applicable cathodic protection operation and maintenance requirements?	Yes
Are you in compliance with applicable sump sensor operation and maintenance requirements?	Yes
Are you in compliance with applicable spill bucket operation and maintenance requirements?	Yes
Are you in compliance with applicable overfill prevention operation and maintenance requirements?	Yes

Edit

To return to the form to edit your answers or RTC items, click on the appropriate section under Form Navigation

Click on “Share” to share the form with another user or “Certify” when you are ready to submit it

Form Navigation

- ✓ Registration and FR
- ✓ Operation and Maintenance
- ✓ Leak Detection Monitoring
- ✓ Inspections Requirements
- ✓ Summary
- ✓ Comments

Actions

Share

Print

or

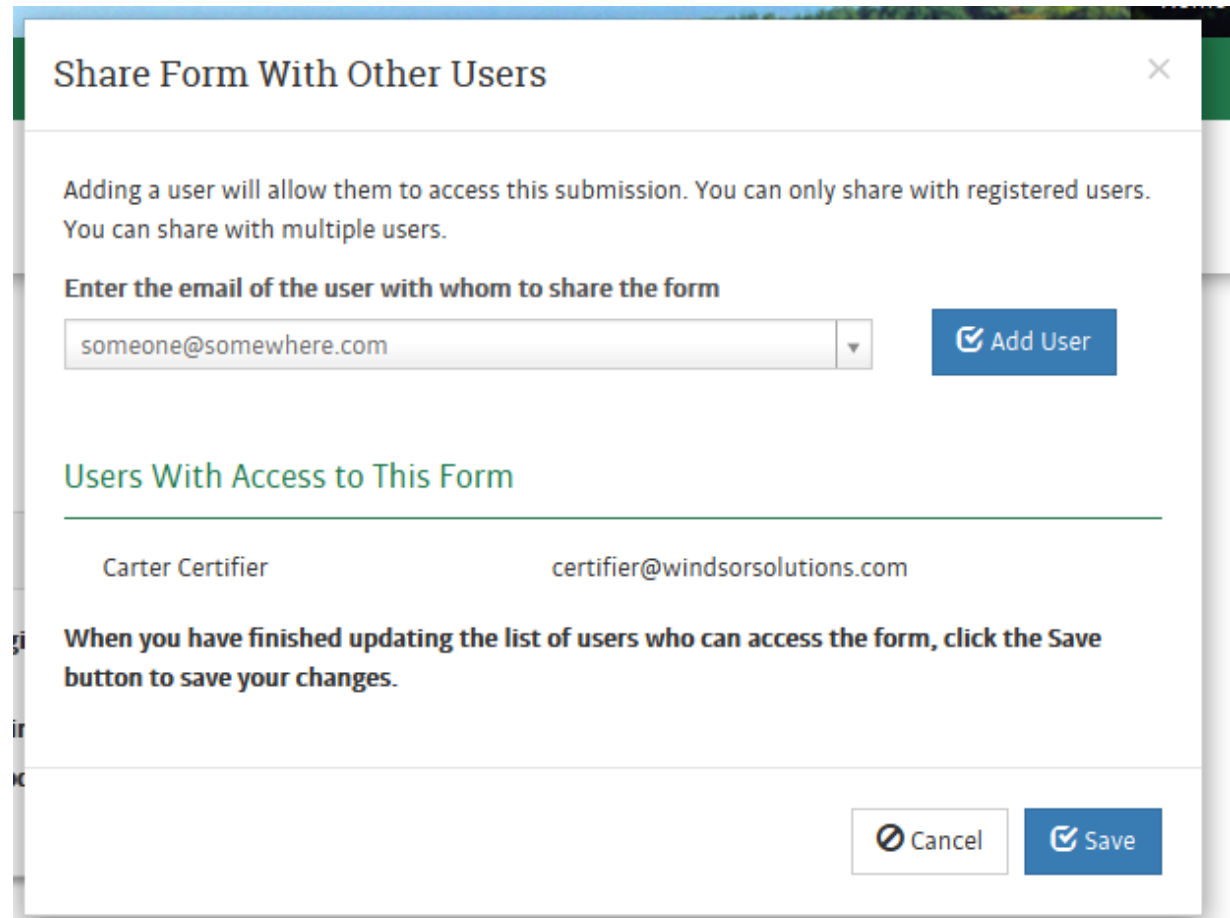
▶▶ Certify

Envi

Sharing option

To share the form for review by another user, click the “Share” button

Using the search box, find and highlight the user you want to share with and click the “Add User” button. You can only share with another User who is registered in the Data System



The screenshot shows a dialog box titled "Share Form With Other Users" with a close button (X) in the top right corner. Below the title, there is a message: "Adding a user will allow them to access this submission. You can only share with registered users. You can share with multiple users." Below this message, there is a section titled "Enter the email of the user with whom to share the form". This section contains a text input field with the placeholder text "someone@somewhere.com" and a dropdown arrow on the right. To the right of the input field is a blue button with a checkmark icon and the text "Add User". Below this section, there is a section titled "Users With Access to This Form" with a horizontal line underneath. This section contains a table with two columns: "Name" and "Email". The first row of the table has "Carter Certifier" in the Name column and "certifier@windsorsolutions.com" in the Email column. Below the table, there is a message: "When you have finished updating the list of users who can access the form, click the Save button to save your changes." At the bottom right of the dialog box, there are two buttons: a "Cancel" button with a close icon and a "Save" button with a checkmark icon.

Share Form With Other Users ✕

Adding a user will allow them to access this submission. You can only share with registered users. You can share with multiple users.

Enter the email of the user with whom to share the form

someone@somewhere.com ▼ ✔ Add User

Users With Access to This Form

Carter Certifier	certifier@windsorsolutions.com
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When you have finished updating the list of users who can access the form, click the Save button to save your changes.

✕ Cancel ✔ Save

Certify and Submit

Click “Certify”
and choose your
submittal option

Be sure to print,
sign and mail the
downloaded
signatory request
form to the
MassDEP.

Only the
authorized
responsible
party can
sign/certify and
submit the
hardcopy form

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.

 Share

2. **Request signatory rights for yourself.** Return to this page to submit the form once rights have been granted.

Request Signatory Rights

3. **Download, sign and mail** a hardcopy of this form to Mass DEP.

 Download



Certify & Submit - Electronic Signature

Read the certification statement

Read and check the boxes next to the submission agreement

Answer one of your challenge questions and type in your password

Submission ID: 1004599

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather 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 fine and imprisonment for knowing violations.

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 does your nearest sibling live?

Account Password *

RTC Due Date

The Return to Compliance items must be completed and an RTC form submitted within 30 days

The due date is shown at the bottom of the form

Due Date

After the items above have been addressed, you will need to log back in to this system and submit a Return to Compliance Completion Report on or before the date listed below. If you cannot meet this date, contact Mass DEP at 617-556-1035 x2 to request an extension.

RTC CR form due no later than 2/5/2016

Call MassDEP if you need additional time

CC RTC Follow-up

If a CC has been submitted with RTC items, a follow up RTC Certification must be submitted.

From the Facility Detail page, click the Select a Form button and pick "Compliance Certification Form RTC Plan"

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



CC RTC

The CC RTC only asks you to confirm that you have corrected the issues you identified in the original CC

The only acceptable answer is “Yes”

Return to Compliance Completion Report

The following items were previously determined to be out of compliance. Provide answers to each question to indicate current state of compliance.

Are you in compliance with applicable UST registration requirements? *

Choose One

Have you maintained records of all applicable leak detection monitoring? *

Choose One

Are you in compliance with applicable leak detection monitoring requirements? *

Choose One

Have you maintained records of all monthly visual inspections? *

Choose One

CCRTC Review and Certify

The review and certify procedure is the same as for the original CC.

Review Submission

Please review your submission before certifying.

Return to Compliance

Are you in compliance with applicable UST registration requirements?	Yes
Have you maintained records of all applicable leak detection monitoring?	Yes
Are you in compliance with applicable leak detection monitoring requirements?	Yes
Have you maintained records of all monthly visual inspections?	Yes

Comments

▶▶ Certify

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!