

MASSACHUSETTS UNDERGROUND STORAGE TANK (UST)  
DATA MANAGEMENT SYSTEM  
HOW TO REGISTER YOUR UST  
OWNER/OPERATOR ENTITY INFORMATION



MassDEP, Bureau of Air and Waste

# This Presentation Covers:

## Updating your UST Owner/Operator Entity Information

1. Finding your Owner/Operator Entity
2. Entity v. Facility Level Changes
3. Form navigation
4. Forms: Updating Owner/Operator & FR Information, New Facility Registration, & Assign Tank Financial Responsibility
5. Changing Financial Responsibility Information

# Log into your user account

You must be logged into your user account in order to update information for your Owner/Operator Entity

The screenshot shows the homepage of the MassDEP UST Data Management System. The header includes the MassDEP logo, navigation links (Home, About, Help, Log In, UST Program), and a search bar. The main heading is "MassDEP Underground Storage Tank (UST) Data Management System", followed by a descriptive paragraph. Below this, there are two main sections: "Search UST Database" and "Log In". The "Search UST Database" section includes links for "Facilities" (Facility Map Search, Facility List Search) and "Third-Party Inspectors" (Third-Party Inspector Search). The "Log In" section includes a "Log In" button and a "Create New Account" button. The footer contains build information, application links, and environment details.

**MassDEP**

Home About Help Log In UST Program

Search Facility ID or Name

## MassDEP Underground Storage Tank (UST) Data Management System

The MassDEP Underground Storage Tank Data Management System supports implementation of federal regulations to protect groundwater resources. The regulations address the operation, maintenance and leak prevention activities undertaken for underground storage tanks that contain petroleum products and other hazardous materials.

### Search UST Database

Find data on tanks, piping, ownership and required inspections for registered Underground Storage Tanks (UST).

**Facilities**

Facility Map Search Facility List Search

**Third-Party Inspectors**

Third-Party Inspector Search

You do not need to log in to search the database.

### Log In

Log In

Owners, Operators and Third Party Inspectors as well as others who may assist in the preparation of UST submittal must have an account to access this system.

Create New Account

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

Login at: <https://ma-ust.windsorcloud.com/ust/?0>

# First Find Your Owner/Operator Entity

UST Facilities are owned and operated by Entities

Choose “Owner/Operator Search” from the “Search” dropdown menu

Search for your entity

Open your “Entity Details” page

The screenshot shows the MassDEP User Dashboard. At the top, there is a navigation bar with links for Home, About, Help, Log Out, and UST Program. Below this is a search bar labeled 'Facility ID or Name' and a user profile for Erin Swallow. The main content area features a 'Search' dropdown menu with options: Facility Map Search, Facility List Search, Third-Party Inspector Search, and Owner/Operator Search. A red arrow points to the 'Search' dropdown, with the text 'Search dropdown' next to it. Below the dropdown is a table of entities. A red arrow points to a magnifying glass icon in the right column of the table, with the text 'Click this icon to open the entity details page' next to it. The table has columns for Entity Name, FEIN, and Type. The first row is labeled '\*B&D\*'. The second row is '100 LAWTON STREET LLC' with address '100 LAWTON ST TAUNTON, MA 02780' and FEIN '001054551'. The third row is '100 WINTHROP AVE LLC' with address '52 MILLPOND NORTH ANDOVER, MA 01845' and FEIN '550913683'. The fourth row is '101ST TACTICAL CONTROL SQUAD' with address 'SKYLINE DR WORCESTER, MA 01605' and FEIN '043496457'. The fifth row is '1032 HIGHLAND AVE LCC CORP' with address '1032 HIGHLAND AVE NEEDHAM, MA 02494' and FEIN '043496457'. The sixth row is '104TH FIGHTER WING' with address '175 FALCON DR WESTFIELD, MA 01085' and FEIN '043496457'. The seventh row is '108 MACYS STREET LLC' with address '720 LAFAYETTE RD SEABROOK, NH 03874' and FEIN '263563712'. The eighth row is '1080 REALTY TRUST' with address '1047 WASHINGTON ST WEYMOUTH, MA 02189' and FEIN '028489291'. The ninth row is '109 RTE 6A LLC' with address '147 BRIDGE ST PO BOX 692 BOURNE, MA 02561' and FEIN '043133247'. The tenth row is '110 SPRING LLC' with address '110 SPRING ST WINCHENDON, MA 01475' and FEIN '134319159'. On the right side of the dashboard, there is an 'Advanced Search' section with input fields for Facility Name and Facility ID, and buttons for Search and Reset. Below this is an 'Actions' section with buttons for Add Entity and Export. At the bottom, there is a 'Help' section with a 'Basic Search' subsection explaining how to use the search filters.

MassDEP

User Dashboard Search

Search for and view  
Owner/Operator Search

Facility Map Search  
Facility List Search  
Third-Party Inspector Search  
Owner/Operator Search

Search dropdown

Click this icon to open the entity details page

Entity Name	FEIN	Type
*B&D*		
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 LCC CORP	1032 HIGHLAND AVE NEEDHAM, MA 02494	043496457 Private
104TH FIGHTER WING	175 FALCON DR WESTFIELD, MA 01085	Federal
108 MACYS STREET LLC	720 LAFAYETTE RD SEABROOK, NH 03874	263563712 Private
1080 REALTY TRUST	1047 WASHINGTON ST WEYMOUTH, MA 02189	028489291 Private
109 RTE 6A LLC	147 BRIDGE ST PO BOX 692 BOURNE, MA 02561	043133247 Private
110 SPRING LLC	110 SPRING ST WINCHENDON, MA 01475	134319159 Private

Advanced Search

Facility Name

Facility ID

Search Reset

Actions

+ Add Entity Export

Help


Basic Search

Use the filter boxes at the top of each column to search for a specific name, address FEIN number or type of facility. You can enter in any part of the address to obtain a list of Owner/Operators that have that attribute in their address. For example, if you wish to know all of the owners/operators whose address is in the City of Boston, simply type Boston into the search box at the top of the address column. Click on the magnifying glass to initiate the search.

https://massdep-test.windsorcloud.com/ust-test/ EST (7429e5b6c449) Application Home Contact Policies Environment: 1.0.9-SNAPSHOT/qa

# Next Update Owner/Operator Details

Review Owner  
& Operator  
Summary,  
Contact and  
Financial  
Responsibility  
information

MassDEP

HomeAboutHelpLog OutUST Program

User DashboardSearchFacility ID or NameErin Swallow

Entity Details for:  
**Fake UST LLC** (FEIN: 987654321)

### Summary

<b>Address</b>	<b>FEIN</b>
1 Boston St. Boston, MA 02108	987654321
<b>Business Type</b>	<b>Entity Type</b>
Limited Liability Company	Private

### Contact

<b>Name and Address</b>
Erin Swallow 1 Boston St. Boston, MA 02108  (123) 456-7890 purplepimpernel@gmail.com

### Signatories

Erin Swallow

### Facilities

Export

Facility ID	Facility Name	City	Relationship	Due Date	Form Type
14494	CUMBERLAND #118504	BOSTON	Operator	4/14/2015	Third Party Inspection Report (TPIR) <span>Inspection pending</span>

### Enforcement Actions

Export

Doc No	Facility Name	Type	Status	Form Type	Date Issued	Due Date	Date Resolved
No Records Found							

### Page Navigation

Profile

Financial Responsibility

Submittals

Inspections

### Forms

Select a form

### Request Signatory Rights

Request Signatory Rights

### Help

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

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# Owner/Operator Entity Forms

Changes are made by completing forms. The forms are found in the “Select Forms” dropdown menu

**MassDEP** Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Entity Details for:  
**Fake UST LLC** (FEIN: 987654321)

### Summary

<b>Address</b> 1 Boston St. Boston, MA 02108	<b>FEIN</b> 987654321 <b>Entity Type</b> Private
<b>Business Type</b> Limited Liability Company	

### Contact

<b>Name and Address</b> Erin Swallow 1 Boston St. Boston, MA 02108 (123) 456-7890 purplepimpernel@gmail.com
--

### Signatories

Erin Swallow

### Facilities

Facility ID	Facility Name	City	Relationship	Due Date	Form Type
14494	CUMBERLAND #118504	BOSTON	Operator	4/14/2015	Third Party Inspection Report (TPIR) <span>Inspection pending</span>

No Records Found

### Enforcement Actions

Doc No	Facility Name	Type	Status	Form Type	Date Issued	Due Date	Date Resolved
No Records Found							

### Page Navigation

- Profile
- Financial Responsibility
- Submittals
- Inspections

### Forms

Select a form

### Request Signatory Rights

Request Signatory Rights

### Help

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

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

# Form Prompts

To update information complete each page of the form

A red asterisk indicates mandatory information

Click “Next” to move through the forms pages

A red triangle indicates the form is missing mandatory information

**MassDEP** Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Update Owner/Operator Entity and FR Information  
Fake UST LLC Submission ID: 1004712

**Financial Responsibility Information**

Number of Tanks Owned (Aggregate Coverage) \*  
100 or less (Min Coverage: \$1,000,000)

Monthly Throughput (Per-Occurrence Coverage) \*  
More than 10,000 gallons (Min Coverage: \$1,000,000)

Are you part of the 21J program? \* ← Indicates mandatory information  
Yes

**Financial Responsibility Instruments** + Add FR Instrument

**Form Navigation**

- Entity Details
- FR Instruments
- Comments

**Actions**

Save Draft Share

**Help**

Update Owner/Operator Financial Responsibility - FR Instruments

Previous Next

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

# Form Prompts

“Save Draft”  
lets you save  
your progress  
on your user  
dashboard

“Share” lets  
you give the  
form to  
another UST  
DMS user to  
edit, review or  
sign

The screenshot displays the MassDEP UST DMS interface. At the top, the MassDEP logo is on the left, and navigation links (Home, About, Help, Log Out, UST Program) are on the right. Below the header, a green bar contains 'User Dashboard' and a search bar. The main content area is titled 'Update Owner/Operator Entity and FR Information' for 'Fake UST LLC' (Submission ID: 1004712). The 'Financial Responsibility Information' section includes three dropdown menus: 'Number of Tanks Owned (Aggregate Coverage) \*' (set to '100 or less (Min Coverage: \$1,000,000)'), 'Monthly Throughput (Per-Occurrence Coverage) \*' (set to 'More than 10,000 gallons (Min Coverage: \$1,000,000)'), and 'Are you part of the 21J program? \*' (set to 'Yes'). Below this is a 'Financial Responsibility Instruments' section with an 'Add FR Instrument' button. On the right, the 'Form Navigation' sidebar shows 'Entity Details', 'FR Instruments' (highlighted with a star), and 'Comments'. The 'Actions' section contains 'Save Draft' and 'Share' buttons. A red arrow points from the text 'Save Draft & Share' to the 'Save Draft' button. The 'Help' section at the bottom right shows the current page title: 'Update Owner/Operator Financial Responsibility - FR Instruments'. At the bottom of the page, there is a footer with 'Built On: 01/11/2016 09:40 AM EST (7429e5b6c449)', 'Application Home Contact Policies', and 'Environment: 1.0.9-SNAPSHOT/qa'.

MassDEP

Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Update Owner/Operator Entity and FR Information  
Fake UST LLC Submission ID: 1004712

Financial Responsibility Information

Number of Tanks Owned (Aggregate Coverage) \*  
100 or less (Min Coverage: \$1,000,000)

Monthly Throughput (Per-Occurrence Coverage) \*  
More than 10,000 gallons (Min Coverage: \$1,000,000)

Are you part of the 21J program? \*  
Yes

Financial Responsibility Instruments + Add FR Instrument

Form Navigation

- Entity Details
- FR Instruments
- Comments

Actions

Save Draft Share

Help

Update Owner/Operator Financial Responsibility - FR Instruments

Save Draft & Share

Previous Next

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



# Form Prompts

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

Check your responses, then click “Certify”

Clicking certify locks your form – you will not be able to edit it

**MassDEP**

Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Update Owner/Operator Entity and FR Information  
**Fake UST LLC** Submission ID: 1004644

### Review Submission

Please review your submission before certifying.

Entity Information	
Entity Legal Name	Fake UST LLC
FEIN	987654321
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

Entity Contact	
Email	purplepimpernel@gmail.com
First Name	Erin

**Certify**

**Form Navigation**

- Entity Details
- FR Instruments
- Comments

**Actions**

Share Print

**Help**

Please review your Facility Registration changes before submitting them to MassDEP.

If the information is correct and complete, click on “Certify”

If you wish to make changes, click on the section you would like to edit in the Form Navigation area above.

# Signing & Submitting Forms

After you click certify, you can choose how to sign your form

Click “Share” to forward the form to someone else to sign and submit

Click “Download” to download, print, and mail in the signature page

[User Dashboard](#) [Search](#)  [Erin Swallow](#)

Ownership Transfer

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.

[Share](#)
2. **Download, sign and mail** a hardcopy of this form to Mass DEP.

[Download](#)

#### Form Navigation

- ✓ [New Facility Owner](#)
- ✓ [Facility Operator Information](#)
- ✓ [Facility Details](#)
- ✓ [Assign Tank FR](#)
- ✓ [Comments](#)

#### Actions

[Share](#)

#### Help

[Certify Contents](#)

# Where to Send Signatures

Send all Attestation Pages  
to:

MassDEP Underground  
Storage Tank Program

1 Winter St – 7<sup>th</sup> Floor

Boston, MA 02108



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

# Electronic Signature

To sign forms electronically, you must create a user account, and an owner or operator entity record before you submit a “UST/POI Standard Proof of Identity Form”



**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 <input type="checkbox"/> Owner <input type="checkbox"/> Operator  |
| 3. Federal Employee Identification Number (FEIN)* _____ | *Do not enter a Social Security Number here. If you do not have an FEIN, contact <a href="mailto:dep.ust@state.ma.us">dep.ust@state.ma.us</a> 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:

- a. ☐ 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>

# Owner/Operator Entity & FR Information

First:

Update  
Owner  
Operator  
Entity &  
Financial  
Responsibility  
forms for your  
UST Owner  
and Operator

The screenshot shows the MassDEP web application interface. The top navigation bar includes links for Home, About, Help, Log Out, and UST Program. A user dashboard bar shows the user's name as Erin Swallow. The main heading is 'Update Owner/Operator Entity and FR Information' for 'Fake UST LLC' with submission ID 1004696. The form is divided into two main sections: 'Entity Information' and 'Mailing Address'. The 'Entity Information' section contains fields for 'Entity Legal Name' (Fake UST LLC), 'FEIN' (987654321), 'Type of Business' (Limited Liability Company), and 'Entity Type' (Private). A note states 'Do not enter Social Security Number.' The 'Mailing Address' section contains fields for 'Street Address 1' (1 Boston St.), 'Street Address 2', 'City' (Boston), 'State/Province/Region' (Massachusetts), and 'ZIP Code' (02108). On the right side, there is a 'Form Navigation' panel with links to 'Entity Details', 'FR Instruments', and 'Comments'. Below this is an 'Actions' panel with 'Save Draft' and 'Share' buttons. A 'Help' section at the bottom right provides a link to 'Update owner/operator financial responsibility - Entity Details'. At the bottom of the form, there is a 'Next' button. The footer includes the build date 'Built On: 01/11/2016 09:40 AM EST (7429e5b6c449)', application links, and the environment 'Environment: 1.0.9-SNAPSHOT/qa'.

MassDEP

Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Update Owner/Operator Entity and FR Information  
Fake UST LLC Submission ID: 1004696

**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: 1 Boston St.  
Street Address 2:  
City: Boston State/Province/Region: Massachusetts  
ZIP Code: 02108

Form Navigation

- Entity Details
- FR Instruments
- Comments

Actions

Save Draft Share

Help

Update owner/operator financial responsibility - Entity Details


Next

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Information covered by this form must be up to date before updating other information!


# Update Owner/Operator & FR Information


On the 2<sup>nd</sup> page of this form update information about your financial resources and coverage for cleaning up UST leaks and spills

 **MassDEP**

[Home](#) [About](#) [Help](#) [Log Out](#) [UST Program](#)

[User Dashboard](#)




 **Erin Swallow**

Update Owner/Operator Entity and FR Information


**Fake UST LLC** Submission ID: 1004699

Financial Responsibility Information


**Number of Tanks Owned (Aggregate Coverage) \***

100 or less (Min Coverage: \$1,000,000) 

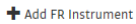
**Monthly Throughput (Per-Occurrence Coverage) \***

More than 10,000 gallons (Min Coverage: \$1,000,000) 


**Are you part of the 21J program? \***


Yes 


Financial Responsibility Instruments




Form Navigation


 [Entity Details](#)

 [FR Instruments](#)

 [Comments](#)



Actions

 Save Draft

 Share

Help

Update Owner/Operator Financial Responsibility - FR Instruments

Built On: 01/11/2016 09:40 AM EST (7429e5b6c449)

[Application Home](#) [Contact](#) [Policies](#)

Environment: 1.0.9-SNAPSHOT/qa

# Update FR Information - 21J Program

The 21J program is the Dept. of Revenue's Petroleum Product Clean-up Fund

The Certificate of Compliance (COC) is issued for this type of FR

The screenshot shows the MassDEP web application interface. At the top, there is a navigation bar with links for Home, About, Help, Log Out, and UST Program. Below this is a search bar and a user profile for Erin Swallow. The main heading is "Update Owner/Operator Entity and FR Information" for "Fake UST LLC" with Submission ID: 1004699. The form is divided into two main sections: "Financial Responsibility Information" and "Financial Responsibility Instruments". The first section contains three dropdown menus: "Number of Tanks Owned (Aggregate Coverage) \*" with the value "100 or less (Min Coverage: \$1,000,000)", "Monthly Throughput (Per-Occurrence Coverage) \*" with the value "More than 10,000 gallons (Min Coverage: \$1,000,000)", and "Are you part of the 21J program? \*" with the value "Yes". The second section, "Financial Responsibility Instruments", has a button to "Add FR Instrument". On the right side, there is a "Form Navigation" panel with links for "Entity Details", "FR Instruments" (which is highlighted), and "Comments". Below this is an "Actions" panel with "Save Draft" and "Share" buttons. A "Help" section at the bottom right provides a link to "Update Owner/Operator Financial Responsibility - FR Instruments". At the very bottom, there is a footer with "Built On: 01/11/2016 09:40 AM EST (7429e5b6c449)", "Application Home Contact Policies", and "Environment: 1.0.9-SNAPSHOT/qa".

MassDEP

Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Update Owner/Operator Entity and FR Information  
Fake UST LLC Submission ID: 1004699

Financial Responsibility Information

Number of Tanks Owned (Aggregate Coverage) \*  
100 or less (Min Coverage: \$1,000,000)

Monthly Throughput (Per-Occurrence Coverage) \*  
More than 10,000 gallons (Min Coverage: \$1,000,000)

Are you part of the 21J program? \*  
Yes

Financial Responsibility Instruments + Add FR Instrument

Form Navigation

- Entity Details
- FR Instruments
- Comments

Actions

Save Draft Share

Help

Update Owner/Operator Financial Responsibility - FR Instruments

Previous Next

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You can find more information about the 21J Program at : <http://www.mass.gov/dor/businesses/programs-and-services/underground-storage-tank-program/petroleum-product-cleanup-fund.html>

# Update FR Information - Not 21J Program

If you have USTs that are not part of the 21J program, you must complete the table for each FR tab under “Financial Responsibility Instruments.”

If there is no table, or you have multiple FR Instruments, click, “+Add FR Instrument”

MassDEP

Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Update Owner/Operator Entity and FR Information

Fake UST LLC Submission ID: 1004699

Are you part of the 21J program? \*

No

Click here to add Financial Responsibility Instruments

Financial Responsibility Instruments

+ Add FR Instrument

FR #1 x

Financial Responsibility Instrument \*

Choose One

Effective Period of Coverage From \*

Effective Period of Coverage To \*

Name of Issuer/Holder \*

Mechanism Number (if applicable)

Per-occurrence coverage \*

Form Navigation

- Entity Details
- FR Instruments
- Comments

Actions

Save Draft Share

Help

Update Owner/Operator Financial Responsibility - FR Instruments

Previous Next


[https://massdep-test.windsorcloud.com/ust-test/EST \(7429e5b6c449\)](https://massdep-test.windsorcloud.com/ust-test/EST (7429e5b6c449)) Application Home Contact Policies Environment: 1.0.9-SNAPSHOT/qa



# New Facility Registration



New Facility Registration is used to register a never-before-registered UST Facility to the Owner or Operator Entity

To Transfer a facility from one owner to another see Note below

 **MassDEP**

[Home](#) [About](#) [Help](#) [Log Out](#) [UST Program](#)

User Dashboard

  Erin Swallow

New Facility Registration  
**Fake UST LLC** Submission ID: 1004695

Owner Entity Information

<b>Entity Name and Address</b> Fake UST LLC 1 Boston St. Boston, MA 02108	<b>FEIN</b> 987654321  <b>Entity Type</b> Limited Liability Company
--	---

Owner Contact Information

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

Operator Entity Information

**Operator Entity Info \***  

Fake UST LLC

If the operator is not found in the drop-down, you can add a new operator.

**Entity Address**

Form Navigation

★ Owner and Operator Information

★ Facility Information

★ Tank Information

★ Dispenser Information

★ Comments

Actions

✔ Save Draft

🔄 Share

Help

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<https://massdep-test.windsorcloud.com/ust-test/> EST (7429e5b6c449)

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Environment: 1.0.9-SNAPSHOT/qa

# Assign Tank Financial Responsibility

Assign Tank Financial Responsibility is used to link each UST to its Financial Responsibility (FR) instrument

MassDEP

Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Assign Tank Financial Responsibility

Fake UST LLC Submission ID: 1004698

Select one or more tank(s) you would like to update financial responsibility for.

+ Select Tanks

Form Navigation

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- Comments

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Click here to view your  
Underground Storage Tanks

# Assign Tank Financial Responsibility

Click Select  
for each tank  
and assign  
Financial  
Responsibility

The screenshot shows the MassDEP 'Assign Tank Financial Responsibility' form. A modal window titled 'Select Tanks' is open, displaying a table of tanks for selection. The table has columns for 'Select', 'Facility ID', 'Facility Name', 'City', and 'Tank No.'. Three tanks are listed, all with Facility ID 14494, Facility Name CUMBERLAND #118504, and City BOSTON. The 'Select' column contains checkboxes. The modal has 'Cancel' and 'Select' buttons at the bottom right. The background form shows the 'Assign Tank Financial Responsibility' title, a search bar, and a 'Save Draft' button. The footer includes the build date, application links, and environment information.

Select	Facility ID	Facility Name	City	Tank No.
<input type="checkbox"/>	14494	CUMBERLAND #118504	BOSTON	1
<input type="checkbox"/>	14494	CUMBERLAND #118504	BOSTON	2
<input type="checkbox"/>	14494	CUMBERLAND #118504	BOSTON	3

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# Assign Tank Financial Responsibility

Choose your Financial Responsibility Instrument for each UST from the “FR Instrument” dropdown menus.

Review, Certify and Submit your form

MassDEP

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User Dashboard Search Facility ID or Name Erin Swallow

Assign Tank Financial Responsibility

Fake UST LLC Submission ID: 1004704

Select one or more tank(s) you would like to update financial responsibility for.

+ Select Tanks

Choose One Apply to all

Facility ID	Facility Name	Tank No.	Install Date	Capacity	FR Instrument	Actions
14494	CUMBERLAND #118504	1	1/1/1984	8,000	21J	
14494	CUMBERLAND #118504	2	1/1/1984	8,000	21J	

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Be sure to add the Financial Responsibility Information to the UST Owner/Operator FIRST

# Adding FR Instruments

Use the  
“Update FR  
Information”  
form to Add  
FR Instruments

If your FR  
Instrument is  
the 21J  
program,  
simply choose  
“Yes” in the  
3<sup>rd</sup> dropdown  
menu and click  
“Next”

**MassDEP** Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Update Owner/Operator Entity and FR Information  
**Fake UST LLC** Submission ID: 1004699

**Financial Responsibility Information**

Number of Tanks Owned (Aggregate Coverage) \*  
100 or less (Min Coverage: \$1,000,000)

Monthly Throughput (Per-Occurrence Coverage) \*  
More than 10,000 gallons (Min Coverage: \$1,000,000)

Are you part of the 21J program? \*  
Yes

**Financial Responsibility Instruments** + Add FR Instrument

**Form Navigation**

- Entity Details
- FR Instruments**
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Update Owner/Operator Financial Responsibility - FR Instruments

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Click here for  
new 21J

Click here for new,  
non-21J FR  
Instruments

# Adding FR Instruments

Complete the  
“Assign Tank  
Financial  
Responsibility”  
form,  
assigning all  
tanks to an FR  
Instrument



HomeAboutHelpLog OutUST Program

User DashboardSearchFacility ID or NameErin Swallow

Assign Tank Financial Responsibility

Fake UST LLCSubmission ID: 1004704

Select one or more tank(s) you would like to update financial responsibility for.

+ Select Tanks

Choose OneApply to all

Facility ID	Facility Name	Tank No.	Install Date	Capacity	FR Instrument	Actions
14494	CUMBERLAND #118504	1	1/1/1984	8,000	21J	
14494	CUMBERLAND #118504	2	1/1/1984	8,000	21J	

Choose 21J

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# Deleting an FR Instrument

First open an  
“Assign Tank  
Financial  
Responsibility”  
form

Remove the FR  
Instrument to  
be deleted,  
from all tanks  
that are  
assigned to it

The screenshot shows the MassDEP 'Assign Tank Financial Responsibility' form. A modal window titled 'Select Tanks' is open, displaying a table of tanks. The table has columns for 'Select', 'Facility ID', 'Facility Name', 'City', and 'Tank No.'. Three tanks are listed, all with Facility ID 14494, Facility Name CUMBERLAND #118504, and City BOSTON. The checkboxes in the 'Select' column are highlighted with red arrows. A red arrow also points to the 'Select' button at the bottom right of the modal. The background form shows the 'Assign Tank Financial Responsibility' title and a 'Fake UST LLC' entry.

Select	Facility ID	Facility Name	City	Tank No.
<input type="checkbox"/>	14494	CUMBERLAND #118504	BOSTON	1
<input type="checkbox"/>	14494	CUMBERLAND #118504	BOSTON	2
<input type="checkbox"/>	14494	CUMBERLAND #118504	BOSTON	3

Check the boxes next to tanks you want to change FR information for and choose “Select”

# Deleting an FR Instrument

Next open an Update Owner/Operator Entity & FR Information form

Delete the FR Instrument

**MassDEP** Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Update Owner/Operator Entity and FR Information  
**Fake UST LLC** Submission ID: 1004709

**Financial Responsibility Information**

Number of Tanks Owned (Aggregate Coverage) \*  
100 or less (Min Coverage: \$1,000,000)

Monthly Throughput (Per-Occurrence Coverage) \*  
More than 10,000 gallons (Min Coverage: \$1,000,000)

Are you part of the 21J program? \*  
Yes

**Financial Responsibility Instruments** + Add FR Instrument

FR #1 x FR #2 x **Click the "x" to remove FR instruments**

Financial Responsibility Instrument \*  
Commercial Insurance

Effective Period of Coverage From \*  
01/01/2015

Effective Period of Coverage To \*  
01/01/2016

Form Navigation

- Entity Details
- FR Instruments**
- Comments

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# For Additional Assistance

Email

[dep.ust  
@state.  
ma.us](mailto: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!*