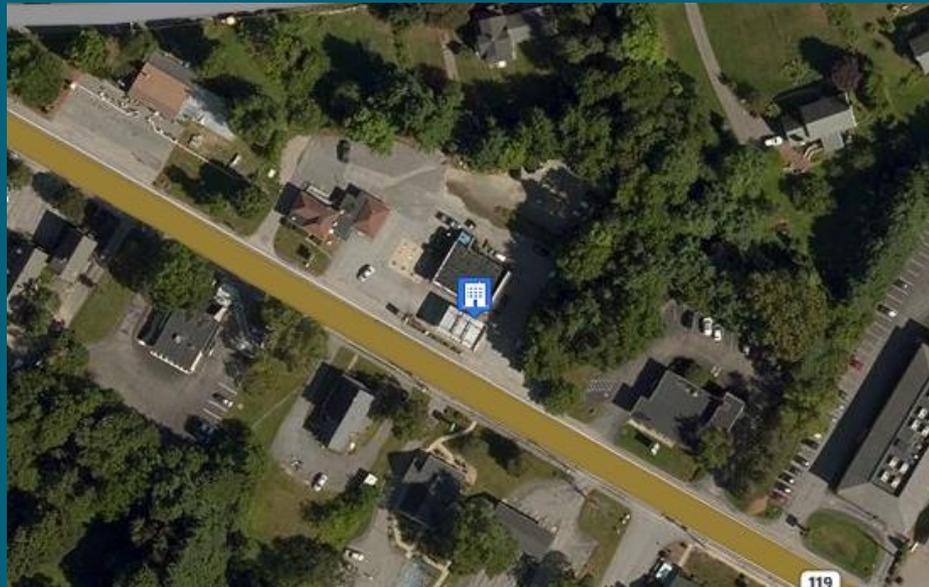


MASSACHUSETTS UNDERGROUND STORAGE TANK (UST)  
DATA MANAGEMENT SYSTEM  
HOW TO REGISTER YOUR UST  
OWNER/OPERATOR ENTITY INFORMATION



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

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

**Search dropdown**

**Click this icon to open the entity details page**

Entity Name	Address	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** 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>	<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

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

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

# 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>Business Type</b> Limited Liability Company	<b>Entity Type</b> Private

### Contact

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

### 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
- Request Signatory Rights
- Help

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

## 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

**Indicates missing info on "Entity Details" page of form**

Form Navigation

- Entity Details
- FR Instruments
- Comments

Actions

Save Draft Share

Help

Update Owner/Operator Financial Responsibility - FR Instruments

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

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 shows the MassDEP user dashboard for 'Fake UST LLC' (Submission ID: 1004712). The page title is 'Update Owner/Operator Entity and FR Information'. The main content area is divided into two sections: 'Financial Responsibility Information' and 'Financial Responsibility Instruments'. The 'Financial Responsibility Information' section contains 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'). The 'Financial Responsibility Instruments' section is currently empty and has an 'Add FR Instrument' button. On the right side, there is a 'Form Navigation' panel with links for 'Entity Details', 'FR Instruments' (highlighted in blue), and 'Comments'. Below that is an 'Actions' panel with 'Save Draft' and 'Share' buttons. A red arrow points from the text 'Save Draft & Share' to the 'Save Draft' button. At the bottom of the page, there are navigation buttons for 'Previous' and 'Next', and footer information including 'Built On: 01/11/2016 09:40 AM EST (7429e5b6c449)', 'Application Home Contact Policies', and 'Environment: 1.0.9-SNAPSHOT/qa'.

Save Draft & Share

## 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.

▶ Certify

# 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

The screenshot shows a user dashboard for 'Ownership Transfer' with the form title 'CUMBERLAND FARMS #2057' and submission ID '1004652'. A central light blue box contains the heading 'Signatory rights required' and the instruction: '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, there is a 'Form Navigation' menu with items: 'New Facility Owner', 'Facility Operator Information', 'Facility Details', 'Assign Tank FR', and 'Comments'. Below that is an 'Actions' section with a 'Share' button, and a 'Help' section with a 'Certify Contents' link. The top navigation bar includes 'User Dashboard', a search dropdown, a search input field with 'Facility ID or Name', and the user name 'Erin Swallow'.

# 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  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](mailto: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>

# Owner/Operator Entity & FR Information

First:

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

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

Next

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

Form Navigation

- Entity Details
- FR Instruments
- Comments

Actions

Save Draft Share

Help

Update owner/operator financial responsibility - Entity Details

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 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

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

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

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

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”

The screenshot displays the MassDEP web application interface. At the top, there is a navigation bar with the MassDEP logo, a search bar, and user information for Erin Swallow. The main heading is "Update Owner/Operator Entity and FR Information" for "Fake UST LLC" (Submission ID: 1004699). A dropdown menu asks "Are you part of the 21J program?" with "No" selected. Below this is a table for "Financial Responsibility Instruments" with a "+ Add FR Instrument" button. A red arrow points to this button with the text "Click here to add Financial Responsibility Instruments". The table has one entry, "FR #1", with fields for "Financial Responsibility Instrument", "Effective Period of Coverage From", "Effective Period of Coverage To", "Name of Issuer/Holder", "Mechanism Number (if applicable)", and "Per-occurrence coverage". On the right, a sidebar contains "Form Navigation" with links for "Entity Details", "FR Instruments" (highlighted), and "Comments", and "Actions" with "Save Draft" and "Share" buttons. At the bottom, there are "Previous" and "Next" buttons.

# 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 Search Facility ID or Name 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**

Next

**Form Navigation**

- ★ Owner and Operator Information
- ★ Facility Information
- ★ Tank Information
- ★ Dispenser Information
- ★ Comments

**Actions**

Save Draft Share

**Help**

Contents

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

- Tank Financial Responsibility
- Comments

Actions

- Save Draft
- Share

Help

Hello

Next

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

Click here to view your  
Underground Storage Tanks

# Assign Tank Financial Responsibility

Click Select for each tank and assign Financial Responsibility

MassDEP

User Dashboard Search

Home About Help Log Out UST Program

Erin Swallow

Assign Tank Financial Responsibility

Fake UST LLC

Select Tanks

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

Cancel Select

Save Draft Share

Help

Hello

Next

# 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

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: 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	

Form Navigation

- Tank Financial Responsibility
- Comments

Actions

Save Draft Share

Help

Hello

Next

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

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**
- Comments

**Actions**

Save Draft Share

**Help**

Update Owner/Operator Financial Responsibility - FR Instruments

Previous Next

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

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: 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	

Choose 21J

Form Navigation

- Tank Financial Responsibility
- Comments

Actions

Save Draft Share

Help

Hello

Next

# 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 rows are visible, all with Facility ID '14494', Facility Name 'CUMBERLAND #118504', and City 'BOSTON'. The 'Tank No.' values are 1, 2, and 3. The 'Select' checkbox for the first row is checked. A red arrow points from the text instruction to this checkbox. Another red arrow points from the text instruction to the 'Select' button in the modal. The background form shows the 'Assign Tank Financial Responsibility' form for 'Fake UST LLC'.

Select	Facility ID	Facility Name	City	Tank No.
<input checked="" 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

Actions

Save Draft Share

Help

Update Owner/Operator Financial Responsibility - FR Instruments

Previous Next

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

# 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!**