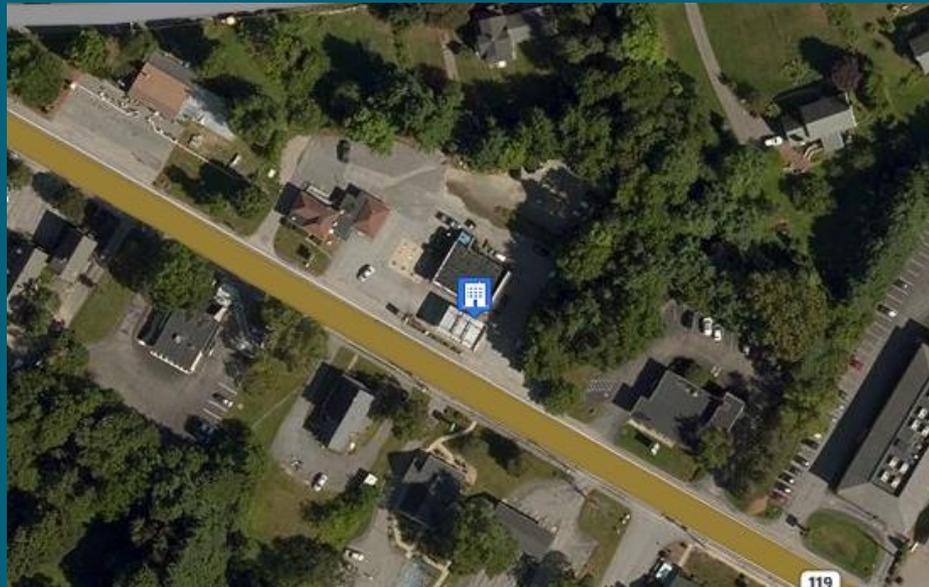


MASSACHUSETTS UNDERGROUND STORAGE TANK (UST) DATA MANAGEMENT SYSTEM HOW TO UPDATE YOUR UST FACILITY INFORMATION



MassDEP, Bureau of Air and Waste

This Presentation Covers

Updating your UST Facility Information:

1. Entity level changes that you must do first
2. Finding your UST Facility
3. Forms for updating your UST Facility Information
4. Submitting forms to the UST Data Management System

Log into your user account

You must be logged into your user account in order to update information for your facility

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

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

Find your UST Facility

Choose
“Facility List
Search” from
the “Search”
dropdown
menu

Search for
your facility

Open your
“Facility
Details Page”

The screenshot shows the MassDEP Facility Search interface. A red arrow points to the 'Search' dropdown menu in the top navigation bar. Another red arrow points to the 'Facility List Search' icon in the table. A third red arrow points to the 'Advanced Search' sidebar on the right. The table displays a list of UST facilities with columns for ID, Name, Owner, Address, City, and Zip. The sidebar contains various filters for Status, Facility Type, Region, Owner Type, Tank Status, Tank Construction Material, Leak Detection, Corrosion Prevention, Contents, and Use.

Search dropdown

Click this icon to open the facility page

UST Facility ID	Facility Name	Owner Entity	Street Address	City	Zip	
14494	CUMBERLAND #118504	CUMBERLAND FARMS INC	195 MARKET ST	BOSTON	02135	
11652	CUMBERLAND #118513	CUMBERLAND FARMS INC	25 WASHINGTON ST	BROOKLINE	02445	
11137	CUMBERLAND FARMS #2501	CUMBERLAND FARMS INC	200 LOWELL ST	WAKEFIELD	01880	
14493	CUMBERLAND #118503	CUMBERLAND FARMS INC	1650 COMMONWEALTH AVE	BOSTON	02135	
12799	CUMBERLAND #118617	CUMBERLAND FARMS INC	461 WORCESTER ST	WELLESLEY	02481	
5939	CUMBERLAND #70042	CUMBERLAND FARMS INC	368 BROADWAY	SAUGUS	01906	
12676	CUMBERLAND #70046	CUMBERLAND FARMS INC	28 DYKEMAN WAY	STOUGHTON	02072	
11208	CUMBERLAND #70050	CUMBERLAND FARMS INC	892 LEXINGTON ST	WALTHAM	02451	
22907	CUMBERLAND FARMS	CUMBERLAND FARMS INC	90 E GROVE ST	MIDDLEBORO	02346	
11317	CUMBERLAND FARMS #200604	CUMBERLAND FARMS INC	130 MAIN ST	WAYLAND	01778	
16345	CUMBERLAND FARMS #2153	CUMBERLAND FARMS INC	115 MENDON ST	HOPEDALE	01747	
5629	CUMBERLAND FARMS #2471	CUMBERLAND FARMS INC	4 S MAIN ST	MIDDLETON	01949	
33003	CUMBERLAND FARMS	CUMBERLAND FARMS INC	1134 SOUTHAMPTON RD	WALDEN	01085	

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Review the Owner/Operator Entity Details First

Open your Facility page and Click on the Owner name to review current Entity information

See “Update Owner Information” presentation for more details

The screenshot displays the MassDEP website 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 content area is titled "Entity Details for: Fake UST LLC (FEIN: 987654321)".

The details are organized into several sections:

- Summary:** Address (1 Boston St., Boston, MA 02108), FEIN (987654321), Entity Type (Private), and Business Type (Limited Liability Company).
- Contact:** Name and Address (Erin Swallow, 1 Boston St., Boston, MA 02108), Phone ((123) 456-7890), and Email (purplepimpernel@gmail.com).
- Signatories:** A list containing Erin Swallow.
- Facilities:** A table with columns for Facility ID, Facility Name, City, Relationship, Due Date, and Form Type. One record is shown for Facility ID 14494, Facility Name CUMBERLAND #118504, City BOSTON, Relationship Operator, Due Date 4/14/2015, and Form Type Third Party Inspection Report (TPIR) with a status of Inspection pending.
- Enforcement Actions:** A table with columns for Doc No, Facility Name, Type, Status, Form Type, Date Issued, Due Date, and Date Resolved. It shows "No Records Found".

On the right side, there is a "Page Navigation" menu with links for Profile, Financial Responsibility, Submittals, and Inspections. Below that is a "Forms" section with a "Select a form" dropdown. Further down is a "Request Signatory Rights" section with a "Request Signatory Rights" button. At the bottom right, there is a "Help" section with text explaining how to access the Entity Profile and other information.

At the bottom of the page, there is a footer with the following information:

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- Application Home Contact Policies
- Environment: 1.0.9-SNAPSHOT/qa

UST Facility Forms

Open the Facility Details page

Click “Select Forms” and choose which form is needed to update your information

MassDEP Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Facility details for:
CUMBERLAND #118504 (UST Facility ID: #14494)

Facility Info

Address	195 MARKET ST BOSTON, MA 02135	Type	Retail Motor Vehicle Fuel Dispensing
Region	Northeast Regional Office	Owner Type	Limited Liability Company
FMF Number	475814	Phone	

Owner

CUMBERLAND FARMS INC

Address	100 CROSSING BOULEVARD FRAMINGHAM, MA 01702	Contact	Erin Swallow
Date of Ownership	3/29/1995	Address	30 St. Stephen St. Boston, MA 02115
		Phone	(401) 539-4058

Operator

Fake UST LLC

Address	1 Boston St. Boston, MA 02108	Contact	Erin Swallow
		Address	1 Boston St.

Forms

Select a form

- Update Operator Registration
- Update Facility Registration
- Tank Status Changes
- Update Tank/Piping/Components Registrat
- 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.

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UST Facility Forms

Update Facility Registration form lets you change facility name, type and address

MassDEP Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Update Facility Registration
CUMBERLAND #118504 Submission ID: 1004672

Facility Information

Facility Name * CUMBERLAND #118504 **Date of Ownership *** 3/29/1995

Facility Type * Retail Motor Vehicle Fuel Dispensing

Facility Street Address

Address 1 * 195 MARKET ST

Address 2

City * BOSTON **State *** Massachusetts

Zip Code * 02135 **Phone Number ***

Form Navigation

- ★ Facility Details
- ★ Comments

Actions

Save Draft Share

Help

Use this form to update your registration to reflect changes in Facility name, type, and address or contact information. Fields marked with an asterisk are required.

Once the edits have been made, save and "share" the draft with the authorized signatory using the action buttons to the right. If the person preparing the edits is also the signatory, they can click the Certify button on the Review screen to proceed directly to the Certify and Submit page, where the form can be submitted.

Next

UST Facility Forms

Update Operator Registration form lets you update the operator entity and contact

You can also authorize the operator to sign forms for the facility using this form

The screenshot shows the MassDEP website interface for updating operator registration. The page title is "Update Operator Registration" for "CUMBERLAND #118504" with a submission ID of 1004673. The user is logged in as Erin Swallow. The form is divided into three main sections: "Operator Entity Information", "Operator Contact Information", and "Operator Authorization".

Operator Entity Information

Entity Name *
Fake UST LLC
If the operator is not found in the drop-down, you can add a new operator.

Entity Address
1 Boston St.
Boston, MA 02108

FEIN
987654321

Operator Contact Information

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

Operator Authorization

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

Form Navigation

- ★ Facility Operator Information
- ★ Comments

Actions

Save Draft Share

Help

Use this page to update operator registration information, including any changes to contact information (phone, email and mailing addresses). Items marked with an asterisk must be completed. If you need to add a new operator, please click on the "add a new operator" link.

Next

UST Facility Forms

Tank Status Change form lets you change the status of your USTs: in use, closure in place, removed, or temporarily out of service

The screenshot shows the MassDEP web interface for the 'Tank Status Changes' form. The header includes the MassDEP logo, navigation links (Home, About, Help, Log Out, UST Program), and a search bar. The main content area displays the facility name 'CUMBERLAND #118504' and submission ID '1004674'. A central instruction box asks the user to 'Select one or more tank(s) for which status you would like to update.' with a '+ Select Tanks' button. On the right, there are sections for 'Form Navigation' (with 'Change of Tank Status' and 'Comments' buttons), 'Actions' (with 'Save Draft' and 'Share' buttons), and 'Help' (with explanatory text). A 'Next' button is located at the bottom right.

MassDEP

Home About Help Log Out UST Program

User Dashboard Search Facility ID or Name Erin Swallow

Tank Status Changes
CUMBERLAND #118504 Submission ID: 1004674

Select one or more tank(s) for which status you would like to update.

+ Select Tanks

Form Navigation

- ☆ Change of Tank Status
- ☆ Comments

Actions

- Save Draft
- Share

Help

On this form you can change the "status" of a tank. The term status relates to the operating condition of the tank (e.g. "in use", "removed", etc)

Next

UST Facility Forms

Update Tank/Piping/Components Registration allows you to add or update the UST system components

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 content area is titled 'Update Tank/Piping/Components Registration' for facility 'CUMBERLAND #118504' with submission ID '1004677'. A central instruction box asks the user to 'Select the tank(s) you would like to update, or add a new tank.' Below this are two buttons: 'Select Existing Tank' and 'Add New Tank'. On the right side, there is a 'Form Navigation' panel with links for 'Tanks', 'Dispensers', and 'Comments'. Below that is an 'Actions' panel with 'Save Draft' and 'Share' buttons. A 'Help' section and a 'Contents' section are also visible. At the bottom right, there is a 'Next' button.

UST Facility Forms

Ownership Transfer form lets you change the ownership of an existing UST Facility from one existing Owner/Operator Entity to another

The screenshot shows the MassDEP web application interface for the Ownership Transfer form. The header includes the MassDEP logo, navigation links (Home, About, Help, Log Out, UST Program), and a search bar. The main content area displays the form title "Ownership Transfer" and the facility identifier "CUMBERLAND #118504" with a submission ID. The form is divided into two main sections: "New Owner Entity Information" and "Owner Contact Information".

New Owner Entity Information

Entity Name*
Choose One

Entity Address

FEIN

Owner Contact Information

Contact Name and Address	Phone Number
	Email

Form Navigation

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

Actions

Save Draft Share

Help

Transfer of Ownership Help

Next

Form Navigation

Complete each page of every 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 Tank/Piping/Components Registration
CUMBERLAND #118504 Submission ID: 1004690

Indicates missing info on "Tanks" page of form

Please enter all dispensers that are associated with tanks subject to 310 CMR 80.00 (underground storage tanks only - no above ground tanks).

+ Add Dispenser

Indicates missing information

⚠ Dispenser #1 ✖

Owner Dispenser Number

Is the dispenser equipped with a dispenser sump? *

Choose One

Is the dispenser sump equipped with a sump sensor continuously monitored for liquids? *

Choose One

Form Navigation

- ⚠ Tanks
- ★ Dispensers
- ★ Comments

Actions

Save Draft Share

Help

Contents

Previous Next

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

Form Navigation

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

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

The screenshot shows the MassDEP web application interface for updating tank/piping/component registration. The page title is "Update Tank/Piping/Components Registration" for "CUMBERLAND #118504" with submission ID 1004690. The user is logged in as Erin Swallow. The main content area contains a message: "Please enter all dispensers that are associated with tanks subject to 310 CMR 80.00 (underground storage tanks only - no above ground tanks)." with an "Add Dispenser" button. Below this is a form for "Dispenser #1" with fields for "Owner Dispenser Number", "Is the dispenser equipped with a dispenser sump?" (dropdown), and "Is the dispenser sump equipped with a sump sensor continuously monitored for liquids?" (dropdown). On the right side, there is a "Form Navigation" panel with links for "Tanks", "Dispensers" (highlighted), 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, there are "Previous" and "Next" navigation buttons. The footer contains the URL "https://massdep-test.windsorcloud.com/ust-test/EST (7429e5b6c449)", "Application Home Contact Policies", and "Environment: 1.0.9-SNAPSHOT/qa".

Form Navigation

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

The screenshot displays the MassDEP web interface for updating operator registration. The page title is "Update Operator Registration" for "CUMBERLAND #118504" with a submission ID of 1004694. The main content area features a "Comments" section with a large text input field. On the right side, there is a "Form Navigation" panel with two options: "Facility Operator Information" (checked) and "Comments" (selected with a star icon). Below this is an "Actions" panel with "Save Draft" and "Share" buttons. A "Help" section is also visible. At the bottom of the page, there is a navigation bar with "Previous" and "Review" buttons. A red arrow points to the "Review" button, and the word "Review" is written in red above it. The footer contains the URL "https://massdep-test.watsoncloud.com/ust-test/", the text "EST (7429e5b6c449)", "Application Home Contact Policies", and "Environment: 1.0.9-SNAPSHOT/qa".

Signing & Submitting Forms

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

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

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

The screenshot shows a user dashboard for an 'Ownership Transfer' form titled 'CUMBERLAND FARMS #2057' with submission ID 1004652. The user is Erin Swallow. A central message states 'Signatory rights required' and provides two options: 'Share this form' and 'Download, sign and mail a hardcopy of this form to Mass DEP.' The 'Share' option includes a 'Share' button, and the 'Download' option includes a 'Download' button. On the right, there is a 'Form Navigation' menu with links for '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.

User Dashboard Search ▾ Facility ID or Name 🔍 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.
2. **Download, sign and mail** a hardcopy of this form to Mass DEP.

Form Navigation

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

Actions

Help

Certify Contents

Where to Send Signatures

Send all Attestation Pages

to:

MassDEP Underground
Storage Tank Program

1 Winter St – 7th Floor

Boston, MA 02108



Massachusetts Department of Environmental Protection
Underground Storage Tank Program
Phone (617) 556-1035
Email 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

Signing Forms Electronically

Signatories can sign forms electronically

Check all 4 Submission agreement boxes

Answer your security question

Type in your password

Click "Certify and Submit"

The screenshot shows the MassDEP website interface for updating operator registration. The page title is "Update Operator Registration" for "CUMBERLAND #118504" with a submission ID of 1004694. The form is divided into several sections: 1. "Submission ID: 1004694" with a certification statement. 2. "Submission Agreements" with four checkboxes for attestation. 3. "Submission Signature" with a security question field. A "Certify and Submit" button is at the bottom right. A right-hand sidebar contains "Form Navigation" (Facility Operator Information, Comments), "Actions" (Share), "Help", and "Certify Contents". The footer includes build information, application links, and environment details.

MassDEP Home About Help Log Out UST Program
User Dashboard Search Facility ID or Name Erin Swallow

Update Operator Registration
CUMBERLAND #118504 Submission ID: 1004694

Submission ID: 1004694

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

What street did you live on in third grade?

Form Navigation

- ✓ Facility Operator Information
- ✓ Comments

Actions

Help

Certify Contents

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Signing Forms Electronically

In order to become an electronic signatory, you must create a user account, and an owner entity record. Then 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 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>

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!