MASSACHUSETTS UNDERGROUND STORAGE TANK (UST) DATA MANAGEMENT SYSTEM
HOW TO REGISTER YOUR UST OWNER/OPERATOR ENTITY INFORMATION
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
Log into your user account

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

Login at: https://ma-ust.windsorcloud.com/ust/?0
Registration Overview

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

Click this icon to open the entity details page

Search dropdown
Registration Overview

Next Update Owner/Operator Details

Review Owner & Operator Summary, Contact and Financial Responsibility information
Changes are made by completing forms. The forms are found in the “Select Forms” dropdown menu.
Registration Overview

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.

 Indicates missing info on “Entity Details” page of form.

 Indicates mandatory information.

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Registration Overview

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.

Save Draft & Share
Registration Overview

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
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.
Where to Send Signatures

Send all Attestation Pages to:
MassDEP Underground Storage Tank Program
1 Winter St – 7th Floor
Boston, MA 02108
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”.

You can find a UST Standard Proof of Identity Form at: [http://www.mass.gov/eea/docs/dep/toxics/approvals/ust-poi.pdf](http://www.mass.gov/eea/docs/dep/toxics/approvals/ust-poi.pdf)
Forms Navigation

Owner/Operator Entity & FR Information

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

Information covered by this form must be up to date before updating other information!
On the 2nd page of this form update information about your financial resources and coverage for cleaning up UST leaks and spills.
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. 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
Forms Navigation

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”

Click here to add Financial Responsibility Instruments
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.
Assign Tank Financial Responsibility is used to link each UST to its Financial Responsibility (FR) instrument.

Click here to view your Underground Storage Tanks.
Forms Navigation

Assign Tank Financial Responsibility

Click Select for each tank and assign Financial Responsibility
Assign Tank Financial Responsibility

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

Review, Certify and Submit your form

Be sure to add the Financial Responsibility Information to the UST Owner/Operator FIRST
Use the “Update FR Information” form to Add FR Instruments.

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

Click here for new, non-21J FR Instruments.
Forms Navigation

Adding FR Instruments

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

Choose 21J
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.

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

Click the “x” to remove FR instruments
For Additional Assistance

- 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!