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.

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”.

Click this icon to open the facility page.
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.
UST Facility Forms

Open the Facility Details page

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

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

Update Tank/Piping/Components Registration allows you to add or update the UST system components.
Ownership Transfer form lets you change the ownership of an existing UST Facility from one existing Owner/Operator Entity to another.
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

Indicates missing info on “Tanks” page of form

Indicates missing information
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.

Save Draft & Share
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 “Download” to download, print, and mail in the signature page.

Click “Share” to forward the form to someone else to sign and submit.
Where to Send Signatures

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

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

- 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!