MASSACHUSETTS UNDERGROUND STORAGE TANK (UST) DATA MANAGEMENT SYSTEM

THIRD PARTY INSPECTIONS
This Presentation Covers

Third Party Inspection Report (TPIR):

1. Steps of a Third Party Inspection
2. Your Third Party Inspector & NSPECT
3. TPIR Submittal
4. Return to Compliance Plan (RTC)
5. RTC Completion Report
Third Party Inspection Report (TPIR)

Completed once every 3 years
Conducted by a professional 3rd Party Inspector
TPIs inspect the facility, review records, and report findings

Third Party Inspectors are hired by the owners or operators of the Underground Storage Tank
Steps to Complete Your TPIR

- Assign your Third Party Inspector
- Inspector completes inspection through NSPECT and reviews the findings with the Owner/Operator
- Inspector signs (locks) the report and uploads it to the UST data system
- UST Owner/Operator reviews the Third Party Inspection Report (TPIR)
- UST Owner/Operator signs and submits the TPIR
Assign Your Third Party Inspector

Use “Third-Party Inspector Search” to find a TPI

Click here for TPI Search
Third Party Inspection

The Inspection Includes:

- Review of facility registration in the UST Data Management System for accuracy and completeness
- Inspection of the physical USTs and their components
- Overview of Financial Responsibility
- Review of facility records that document compliance with routine testing, response to alarms, etc.
Complete the Inspection

TPI completes an inspection report in NSPECT and reviews it with the Owner /Operator. Completed Inspection is then signed by the TPI in NSPECT and shared with the Owner/Operator in the MassDEP UST Data Management System.
Review Your Third Party Inspection Report (TPIR)

Go to the “Facility Details” page for your UST facility.

On the Due Date table check that the inspection has been shared, it has not been submitted to MassDEP yet.

If your TPIR is not here, contact your TPI and make sure the inspection has been marked “Complete”
Review Your TPIR

Stay on the “Facility Details” page for your UST facility.

Choose “Third Party Inspection Report (TPIR)” from the Forms dropdown menu.

Click here for your TPIR.
Review, Certify & Submit Your TPIR

Download and review your TPIR, you cannot edit the report.

When you are ready, click “Next” and move to the second page.

Click here to download and view a pdf of your TPIR.
Return to Compliance Plans (RTC)

- If there are any outstanding compliance issues, an RTC plan will appear as part of your TPIR.
- Briefly explain how each issue will be brought into compliance.
- You automatically have 30 days to resolve the issues and have these issues re-inspected.
- Submit the RTC Completion Report.
Review, Certify & Submit your TPIR

If no issues were found, this page will read "No Compliance Problems"

If an RTC Plan appears, explain how you will correct any out of compliance issues

Click "Next"
Review, Certify & Submit Your TPIR

Make any comments you think are needed
Click “Review”
Proofread your answers

Click here!
Submittal of Your TPIR

When you reach the end of the form click “Certify.” Choose “Download,” then print, complete, and electronically sign, or send your attestation form to MassDEP.
Electronic Submittal of Your TPIR

Electronic signatories can sign forms immediately. Submit a UST POI form in order to request signatory rights.

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

You must request electronic signatory rights for the Owner or Operator of your UST Facility.
Electronic Submittal of Your TPIR

Electronic signatories see this page after clicking certify.

Click each checkbox.

Answer the security question.

Provide your account password.

Click certify and submit.
Where to Send Forms

Send all Attestation Pages to:
MassDEP Underground Storage Tank Program
1 Winter St – 7th Floor
Boston, MA 02108
Return to Compliance:
Step 1 Assign Your Inspector

Click assign inspector, and choose from the list.

Note: Only electronic signatories have the “Assign inspector” button.

If you are not an electronic signatory, contact MassDEP to assign an inspector.

Indicates an inspector has been assigned.
Click here to assign an inspector.
RTC Completion Report

TPI finds the RTC plan in NSPECT

TPI re-inspects and uploads the RTC plan into the UST Data System

If any issues remain out of compliance contact MassDEP before submitting the RTC Completion Report
RTC Completion Report
Review, Certify and Submit

Follow the same steps as for your TPI

Open the RTC from your Facility Details Page

Download and review your RTC

Click “Review”

Click “Certify”

Sign and submit!

If your RTC is not here, contact your TPI and make sure the inspection is marked “Complete”
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!