

**UNDERGROUND STORAGE TANKS –  
REGISTRATIONS, PERMITS, NOTIFICATIONS AND FEES**

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(For assistance, please contact EHS at (402) 472-4925, or visit our web site at <http://ehs.unl.edu/>)

At UNL, Underground Storage Tanks (USTs) are used solely for fuel storage. Certain USTs are subject to State Fire Marshal (SFM) regulations that, in part, require registration and permits with payment of associated fees. Some UST systems associated with Gasoline Dispensing Facilities may also require filing of a notification and, in some cases, certification of compliance with the EPA and local air permitting authority. The purpose of this SOP is to provide an overview of the registration and notification processes and applicable permits. Forms described in this SOP can be found at: <http://www.sfm.ne.gov/forms/flst.html>.

**State Fire Marshal Registration**

Registration essentially means that the SFM's office is formally notified of the existence and on-going presence of an UST system. Depending on type, USTs may not be subject to the registration process, or subject to a one-time or annual registration process. Each registration (other than registrations for permanently abandoned USTs) must be accompanied by the applicable fee.

- Not Subject to Registration Requirements:  
The following types of fuel storage USTs are not subject to registration with the SFM:
  - UST with a capacity of 110 gallons or less.
  - Emergency spill or overflow containment UST system that is expeditiously emptied after use.
  - Other types of USTs not associated with fuel storage (e.g., hydraulic fluid and electrical equipment oil reservoirs, wastewater treatment tanks, etc.)
  - UST systems with field constructed tanks. [e.g., City Campus Utility Plant USTs].
  
- One-time Registration:  
The following types of fuel storage USTs are subject only to a one-time registration:
  - Farm, residential, and heating oil USTs with a storage capacity of less than 1,100 gallons.
  - Permanently-abandoned USTs.
  
- Annual Registration:  
All other types of fuel storage USTs are subject to an annual registration process.

Registrations for newly installed or permanently abandoned tanks should be conducted by the tank contractor with copies of the registration document placed in the on-site tank file and forwarded to EHS. Annual registrations for operating and temporarily out-of-service USTs are due on January 1 of each year. A new registration must be filed with the SFM when a tank is taken temporarily out-of-service. UNL FMP pays the annual registration fee for all USTs, except those belonging to Transportation Services. Transportation Services pays the fee directly for their USTs. All registration fees are paid electronically through the IBT process, which must be initiated by the SFM's office.

## State Fire Marshal Permits

Various permits, covering the lifetime of an UST, are required for those types of UST systems that are subject to the annual and one-time registration process. Permits are required for installation, operation, and closure and are also subject to a fee. Each type of permit is discussed below.

- **Installation Permits**  
Installation permits are required for all new tank and replacement tank installations and piping installations or replacements in which more than 50% of the product lines are being replaced. Installation permit requirements apply to USTs that are subject to the annual and one-time registration process. An installation permit must be obtained at least 10 days prior to beginning installation and applications are usually submitted simultaneously with the tank registration. Installation permits and initial registrations are generally obtained by the installation contractor. Copies should be maintained in the on-site tank files and forwarded to EHS.
  
- **Temporary Operating Permits**  
The SFM will automatically issue a temporary operating permit following registration and submittal of an installation permit application. The temporary operating permit is valid until the SFM completes their initial UST inspection and confirms that the UST meets all state requirements, after which a permanent operating permit will be issued.
  
- **Permanent Operating Permits**  
Following installation of a new UST, the SFM will conduct an inspection to confirm that the tank meets all requirements. Once this is completed, a permanent operating permit will be issued. Conditions of the operating permit must be observed at all times. Deviations from permit conditions must be reported to EHS by the operator. Examples of general operating permit conditions include:
  - Operators must ensure that releases due to spills or overfilling do not occur, and verify that available capacity in the tank is sufficient prior to filling.
  - Corrosion protection systems must be continuously operated and maintained, if applicable.
    - Impressed current systems must be inspected every sixty days. Testing must be conducted within six months following repair and annually by a certified contractor. Records of inspection and testing must be maintained for six months and two years, respectively. These records are to be maintained by the operator.
    - Galvanic or sacrificial anode cathodic systems must be tested at least every three years and within six months following repair by a certified contractor. Test records must be maintained for six years. These records are to be maintained by the operator.
  - Records of all repairs to an UST system must be maintained for the life of the system. These records are to be maintained by the operator. Repairs to fiberglass systems must be conducted by an authorized representative of the manufacturer. Other repairs must be made in accordance with the manufacturer's specifications. Generally, repaired tanks and piping must be tested for tightness within 30 days following the repair.
  - If the UST system does not include an automatic release detection system (i.e., vapor monitoring, interstitial monitoring, etc.), then manual tank gauging or daily inventory control procedures must be observed.

- In addition to general permit conditions, operating permits may also contain site-specific requirements and references to other applicable NFPA codes and/or standards. Examples of commonly cited NFPA requirements include:
  - Availability of emergency shut-off valves inside and out for fuel dispensing locations.
  - Wiring that is approved for hazardous locations.
  - Fuel dispensers in clear view of the attendant.
  - Liquid tight fuel connections and caps.
  - Postings and signs, such as “No Smoking” and emergency contact information.
  - Availability of emergency communication devices (i.e., telephone).
  - Availability of fire extinguishers.
  
- Closure Permits
 

Closure permits are required for non-exempt UST or piping removals or closures-in-place. At least 30-days prior, notice of intent to permanently close or initiate a change in service must be made to the SFM. A closure permit must also be obtained. The notice and closure permit application should be filed by the tank contractor. Following closure, a closure assessment and report and certification of compliance must be completed and submitted to the SFM by the tank contractor within 45 days of the closure. Copies of the assessment and report and certification should be maintained on-site in the tank files and forwarded to EHS. If contamination is encountered during the removal process, suggesting a prior release, notification must be made to the SFM and NDEQ within 24 hours of discovery. See the related EHS SOP, ***Underground Storage Tanks – Closure Requirements*** for more details regarding the closure process and procedures.

### **EPA Clean Air Act Notification/Certification of Compliance**

Gasoline Dispensing Facilities (GDF) that have an average total monthly throughput (total combined from all ASTs and USTs) of 10,000 gallons or more may be required to file an initial notification with EPA. This notification must be filed within 15 days of installation or reconstruction. Facilities with throughputs of 100,000 gallons or more have additional reporting obligations. Facilities that do not meet the notification thresholds must produce documentation supporting throughput claims upon request by the EPA. Contact EHS for further information/guidance.