

Notify the Minnesota Pollution Control Agency (MPCA) **within 30 days** after bringing tank system into use. Keep a copy for your records. **Incomplete forms will be returned.** [Guidance on pages 5-6.](#)

Use this form for:

- Installation or replacement of tank, piping, or dispensers
- Removals or permanent closures

Submittal: To submit this form, open the form using Internet Explorer Web browser or Adobe Acrobat Reader, complete and save the form to your computer, then send to the Minnesota Pollution Control Agency (MPCA) by using the submit button at the end of the form (a "send email" window should open), or attach the form to an email message, using "Notification Form" as the subject line addressed to UndergroundTanks.pca@state.mn.us. Ensure all necessary signatures are acquired. Email the completed document to those who need to sign and certify it. Complete the Site assessor/sampler section for permanent closures, removals, or product change to a non-regulated substance. **All questions with an asterisk(*) are required fields.**

Site information

*Site name: _____ Site number (if known): _____
 *Address: _____
 *City: _____ State: MN *Zip code: _____ *County: _____
 *Contact name: _____ *Phone: _____
 *Email address: _____

Is this site located on Native American lands? Yes No Is this the initial notification for this site? Yes No

Type of facility: Service station Government Education Industry/Factory Auto dealer Utility
 Bulk plant Resort Office building Other (specify): _____

Owner information

*Name: _____
 *Address: _____
 *City: _____ *State: _____ *Zip code: _____
 *Contact name: _____ *Phone: _____
 *Email address: _____

A. Action (Enter date [mm/dd/yyyy] of action under tank number)

1. Tank number <i>See Guidance – page 5</i>				
2. Install new tank				
3. Install new piping				
4. Install new tank and piping				
5. Install new dispenser				
6. Change tank information				
7. Change piping, pump, or dispenser information				
8. Current tank status <i>See Guidance – page 5</i>	Status: Date:	Status: Date:	Status: Date:	Status: Date:
9. If tank has been removed, list tank sludge disposal company and Hazardous Waste Generator ID#				

B. Tank information

1. Tank number <i>See Guidance – page 5</i>				
2. Capacity	Gallons:	Gallons:	Gallons:	Gallons:
3. Stored substance <i>See Guidance – page 5</i>	Type: Select from list: <i>Specify:</i>			
4. Compartmental tank only <i>See Guidance – page 5</i>				
Compartment 1	Gallons: Type: Select from list: <i>Specify:</i>			
Compartment 2	Gallons: Type: Select from list: <i>Specify:</i>			
Compartment 3	Gallons: Type: Select from list: <i>Specify:</i>			
5. Special use	<input type="checkbox"/> Heating only			
6. Tank type <i>See Guidance – page 5</i>	Type: Select from list: <i>Specify:</i>			
7. Tank manufacturer				
8. Tank model				
9. Tank corrosion protection <i>See Guidance – page 5</i>	Select from the list:			
10. Spill bucket containment	<input type="checkbox"/> Yes <input type="checkbox"/> No			
11. Spill bucket manufacturer and model				
12. Spill bucket – single wall or double wall	<input type="checkbox"/> Single <input type="checkbox"/> Double			
13. Overfill prevention type <i>See Guidance – page 5</i>	Select form list:	Select form list:	Select form list:	Select form list:
14. Overfill equipment manufacturer and model				
15. Stage 1 vapor recovery for gasoline tanks	<input type="checkbox"/> Yes <input type="checkbox"/> No			
16. Stage 1 vapor recovery	<input type="checkbox"/> 2 point <input type="checkbox"/> Coax			
17. Primary method of tank release detection <i>See Guidance – page 5</i>	Select from list:	Select from list:	Select from list:	Select from list:
18. Automatic tank gauge manufacturer and model				
19. Automatic tank gauge probe model				
20. Tank interstitial sensor manufacturer and model				

C. Piping, pump, and dispenser information

1. Tank number <i>See Guidance – page 5</i>				
2. Piping type <i>See Guidance – page 5</i>	Type: Select from list: <i>Specify:</i>			
3. Piping manufacturer and model				
4. Pipe sealant/adhesive manufacturer and model				
5. Flexible connector manufacturer and model				
6. Shear valve manufacturer and model				
7. Shear valve dual pop-it	<input type="checkbox"/> Yes <input type="checkbox"/> No			
8. Piping corrosion protection <i>See Guidance – page 6</i>	Select form list:	Select form list:	Select form list:	Select form list:
9. Primary method of piping tightness testing <i>See Guidance – page 6</i>	Select from list:	Select from list:	Select from list:	Select from list:
10. Line leak detector manufacturer & model				
11. Piping interstitial sensor manufacturer & model				
12. Dispensing type <i>See Guidance – page 6</i>	Select from list:	Select from list:	Select from list:	Select from list:
13. Submersible pump containment <i>See Guidance – page 6</i>	Type: Select from list: <i>Specify:</i>			
14. STP containment manufacturer and model				
15. Submersible turbine pump manufacturer and model				
16. Suction pump manufacturer and model				
17. Dispenser manufacturer and model				
18. Dispenser containment <i>See Guidance – page 6</i>	Type: Select from list: <i>Specify:</i>			
19. Break-away manufacturer and model				
20. Swivel manufacturer and model				
21. Nozzle manufacturer and model				
22. Hose manufacturer and model				

Comments:

Certification

Complete the following steps to complete the certification:

1. Tank Supervisors and Contractors complete the "Tank Contractor" section below, save the form, and send on to the next party for their information.
2. Site assessor/sampler complete the section below. Save the form and forward on to the owner.
3. Once the Contractor and Supervisor have certified the document and the Site assessor/sampler information is completed (if required), the Owner should complete the "Tank Owner" section and submit. Signatures are needed for the form to be accepted.

Tank contractor

I certify that all work was performed as specified by the manufacturer's instructions; that all work was performed according to the applicable codes of practice in Minn. R. ch. 7150.0205; that all work was performed according to applicable state and federal regulations, including this chapter; and that I am in compliance with contractor certification requirements imposed by Minn. R. ch. 7105.

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

* I agree

* I agree

Licensed tank supervisor on site during tank work:

Licensed tank contractor or authorized representative:

*Signature: _____
(This document has been electronically signed.)

*Signature: _____
(This document has been electronically signed.)

*Title: _____

*Title: _____

*Date (mm/dd/yyyy): _____

*Date (mm/dd/yyyy): _____

*MPCA supervisor #: _____

*MPCA contractor #: _____

Site assessor/sampler (if applicable)

Minn. R. 7150.0345 requires a site assessment be conducted at the removal or closure in place of regulated tank USTs/piping systems or if the product stored is changed from a regulated to non-regulated substance. Please complete the following information to identify who conducted the site assessment. Contamination must be reported. **State Duty Officer: 1-800-422-0798 or 651-649-5451.**

Name: _____ Title: _____

Date (mm/dd/yyyy): _____

Company name: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Contact name: _____ Email address: _____

Tank owner

I certify that the information submitted is accurate and complete to the best of my knowledge; that installation of tanks, piping, and dispensers is according to Minn. R. ch. 7150.0100 and 7150.0205, including secondary containment of new and replacement tanks, piping, and dispensers; and that all tanks and piping have release detection according to Minn. R. ch. 7150.0300 to 7150.0340. I advise that the information submitted is accurate and complete to the best of my knowledge; that the permanent closure of tank systems and change in status to storage of non-regulated substances is according to Minn. R. ch. 7150.0410 (for owners purchasing tanks after March 1, 2008, only). I certify that all tank operators, including lessees, have read this chapter and have sufficient knowledge in the operation and maintenance of underground storage tank systems.

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

* I agree

Owner or authorized representative

*Signature: _____
(This document has been electronically signed.)

*Title: _____

*Date (mm/dd/yyyy): _____

Submit

Reset

Guidance for UST notification form

A. 1. Tank number:

Enter tank number. If filling out form electronically, this number will automatically be added to B-1 and C-1.

A. 8. Current tank status:

Choose from drop-down menu or list below. If status has changed, enter date.

Active
Closed in Place
Removed
Temporarily Closed

B. 1. Tank number:

Enter tank number. If filling out form electronically, this number will automatically be added to B-1 after you have typed it into A-1.

B. 3. Stored substance:

Choose from drop-down menu or list below. If asked to specify, describe substance next to "specify". If this tank is compartmental, leave blank.

Gasoline, E10
Gasoline, E15
Ethanol, E85
Gasoline, Non-oxygenated
Gasoline, Aviation
Diesel, B5/20
Diesel, Petroleum
Biodiesel, B100
Diesel exhaust fluid
Fuel Oil #2 (light)
Fuel Oil #6 (heavy)
Kerosene
Mineral Spirits
Jet Fuel
Lubricating Oil
Used Oil
Petroleum, Other (specify)
Ethanol, E100
Ethanol, E95 (denatured)
Chemical, Antifreeze
Chemical, Acidic (specify)
Chemical, Caustic (specify)
Chemical, Other (specify)
Other Substance (specify)

B. 4. Compartmental tank only:

Identify capacity and substance for each compartment. Choose substance from drop-down menu or use list in B. 3 above. If asked to specify, describe substance next to "specify".

B. 6. Tank type:

Choose from drop-down menu or list below. If "Other" is chosen, describe type next to "specify".

Steel, Single Walled
Steel, Double Walled
STIP3, Single Walled
STIP3, Double Walled
Jacketed Steel, Single Walled
Jacketed Steel, Double Walled
Jacketed Steel with Interstitial Monitoring, Single Walled
Fiberglass, Single Walled
Fiberglass, Double Walled
Other (specify)

B. 9. Tank corrosion protection:

Choose from drop-down menu or list below.

Sacrificial Anode
Impressed Current
Internal Lining
None
Not needed (use if Tank Type is any Jacketed Steel type or any Fiberglass type)

B. 13. Overfill prevention type:

Choose from drop-down menu or list below.

Fill pipe flapper valve
Vent pipe ball float
Audible high level alarm
None

B. 17. Primary method of tank release detection:

Choose from drop-down menu or list below.

Interstitial monitoring
Automatic tank gauging (ATG)
Manual tank gauging
Statistical inventory control (SIR)

C. 1. Tank number:

Enter tank number. If filling out form electronically, this number will automatically be added to C-1 after you have typed it into A-1.

C. 2. Piping type:

Choose from drop-down menu or list below. If "Other" is chosen, describe type next to "specify".

Steel, Single Walled (includes coated, wrapped, and galvanized)
Steel, Double Walled
Fiberglass, Single Walled
Fiberglass, Double Walled
Flexible Nonmetallic, Single Walled
Flexible Nonmetallic, Double Walled
Copper
Other (specify)
None (use if tank has no piping)

C. 8. Piping corrosion protection:

Choose from drop-down menu or list below.

- Sacrificial Anode
- Impressed Current
- None
- Not needed *(use if Piping Type is any Fiberglass type, or any Flexible Nonmetallic type)*

C. 9. Primary method of piping tightness testing:

Choose from drop-down menu or list below. Include line leak detector (C10) and/or piping interstitial sensor (C11) manufacturer & model number.

- Annual tightness test
- Interstitial Monitoring
- Monthly tightness test
- Three year tightness test
- Not needed *(use if safe suction dispensing)*

C. 12. Type of dispensing:

Choose from drop-down menu or list below.

- Submersible pump
- Safe suction pump
- Other suction pump
- Gravity

C. 13. Submersible pump containment:

Choose from drop-down menu or list below. If "Other" is chosen, describe containment type next to "specify".

- Fiberglass
- Synthetic/Plastic
- Steel
- Other (specify)
- None

C. 18. Dispenser containment:

Choose from drop-down menu or list below. If "Other" is chosen, describe containment type next to "specify".

- Fiberglass
- Synthetic/Plastic
- Steel
- Other (specify)
- None

Temporary and permanent closure of underground storage tanks

This fact sheet explains the requirements for temporary closure, extending temporary closure, returning a temporarily closed tank to active service, or taking the tank out of service permanently.

Temporary tank closure

A tank-containing product may stand idle for up to 90 days as long as the routine safeguards (corrosion protection and leak detection) are continued. If a tank will be idle for more than 90 days, the owner must:

- Notify the Minnesota Pollution Control Agency (MPCA) of the change of status to Temporarily Closed, by online submittal of the “UST Change in Status” form found on the UST Program website
- Empty the tank (one inch or less of liquid).
- Lock out the fill pipe and ensure the cap is tight to prevent water from entering the tank.
- Secure all pumps and dispensers.
- Leave the vent line open and functioning.
- For any cathodic protection system, continue to meet normal requirements for both tank and piping, i.e. test system every three years (sacrificial anode type) and keep power on, check rectifier bi-monthly, and test system annually (impressed current type).

Monthly leak detection and other maintenance activities are not required on a tank once it has been emptied.

An MPCA inspector who observes a tank, which is not in use, will place an “orange tag” on the fill pipe. The “orange tag” states that the tank should not be filled or put back into service before contacting the inspector.

Extended temporary closure

Temporarily closed tanks must be permanently closed (see below) at the end of one year, unless the owner has requested and received written MPCA approval to continue in temporary closure. Typical MPCA conditions for extended temporary closure will include:

- Compliance with temporary closure requirements (as stated above)
- Compliance with any active leak site investigations
- For any cathodic protection system, normal requirements have been met and will continue to be met.
- Completion of the “Application for Extension of Temporary closure” found on the UST program website.

Returning a tank to service

If a tank has been temporarily closed for more than one year, the owner must request and receive written MPCA approval to return the tank to service. Typical conditions for MPCA approval will include:

- Check for and remove any water in the tank.
- Test or inspect any cathodic protection system to make sure it is still working properly.
- Tank and line tightness testing, applicable containment testing, and over fill protection testing.
- Compliance with tank system testing and design and construction standards
- Notify the MPCA of the change of status to Active, using the “UST Change in Status” form.

Permanent tank closure

Proper procedures for permanently closing a tank are important, because an abandoned tank will eventually leak and collapse as the tank corrodes. There are two methods of permanent closure:

- **Removal:** the tank, piping, and vent line are removed from the ground.
- **Closure-in-place:** the tank and piping are filled with an inert solid material and left in the ground.

Requirements for permanent closure include:

- Use an MPCA certified contractor. A list of certified contractors is found on the UST Program Web site.
- At least ten days in advance of beginning work, notify the MPCA of the tank closure project by submitting the “Ten-day Advance Notice” form found on the UST Program Website
- For closure-in-place, contact the local fire chief who must also give approval.
- Empty and clean the tank and piping (remove any liquids and sludge’s). The fact sheet “Fuel-related Wastes” has a list of contractors who perform these services.
- A tank that is removed must be disposed of properly. It may not be reused as a regulated aboveground tank, and may not be reused as a regulated underground tank unless it has been re-certified by the manufacturer and has secondary containment. A steel tank may be recycled as scrap metal.
- Conduct a site assessment for contamination.
- Within thirty days after completing work, notify the MPCA of the change in status to Removed or Closed-in-Place, by submitting “UST notification form” found on the UST Program website

If your tanks have been unused since prior to December 22, 1988, you may be eligible to have the tanks removed by the Petrofund Abandoned Tank Program. For more information, call the Petrofund at 1-800-638-0418.

What if contamination is found during closure?

The Petrofund administered by the Department of Commerce provides up to 90% reimbursement for costs related to cleanup of petroleum contamination from USTs that are eligible for this funding. If you have questions, you can visit the Petrofund website at <https://mn.gov/commerce/industries/fuel/petrofund/> or call 800-638-0418.

What if the property is sold?

If property containing an active, temporarily closed or permanently closed tank is sold, the seller must notify the buyer of the existence of the tank, in writing, prior to closing the transaction. It is the buyer’s duty to notify the MPCA of the change in ownership, by online submittal of the “UST Change in Status” form.

Keep in mind that if you purchase or lease property containing closed tanks, or take over a business which previously operated tanks, you become responsible for meeting and maintaining these tank closure requirements.

Need more information?

Visit the UST Program at <https://www.pca.state.mn.us/waste/underground-storage-tank-systems>. The site has forms, fact sheets, and other information about USTs and UST requirements.

You can also call the MPCA at 651-296-6300 or 1-800-657-3864