### Department of Licensing and Regulatory Affairs, Bureau of Fire Services, Storage Tank Division

P.O. Box 30033, Lansing, MI 48909 Phone 517-241-8847, Fax 517-332-1428

# INSTRUCTIONS FOR FORM BFS-3821, REGISTRATION OF UNDERGROUND STORAGE TANKS (UST)

#### A. SUMMARY OF HOW A UST IS REGISTERED

All regulated tanks are registered by completing BFS-3821 and submitting it with a check or money order payable to the "State of Michigan" to cover the \$100 per tank registration fee. <u>Tanks are not considered registered until fees are paid</u>.

Mail the registration form and check or money order to: LARA, CASHIERS OFFICE UST/AST, P.O. Box 30033, Lansing, MI 48909.

Overnight delivery: LARA, Cashiers Office UST/AST, 525 West Allegan, Lansing, MI 48909.

#### **B. HOW DO I REPORT A RELEASE?**

To report a confirmed or suspected release of product from a UST, send a FAX to 517-332-1428 within 24 hours.

#### C. WHAT LAW REQUIRES REGISTRATION OF USTs?

Part 211, Underground Storage Tank Regulations, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, requires that owners register USTs that are being used, or have been used, to store regulated substances, unless the USTs have been properly closed or removed and notification provided to the Bureau of Fire Services, Department of Licensing and Regulatory Affairs. Owner means any person who owns, or owned at the time of release, a UST used for storage, use, or dispensing of regulated substances.

#### D. WHAT USTS ARE INCLUDED?

A UST system means a tank or combination of tanks which is, was, or may have been used to contain an accumulation of "regulated substances" as defined in Section 21101(g) of Part 211, and whose volume (including connected underground piping) is ten (10) percent or more beneath the ground. Regulated substance includes petroleum and hazardous substances as defined in the federal Comprehensive Environmental Response, Compensation and Liability Act, 1980 PL 96-510.

#### E. WHAT UST SYSTEMS ARE EXCLUDED FROM REGISTRATION?

- 1. Tanks that have been properly closed.
- 2. Farm or residential tanks of 1,100 gallons or less capacity used for storing motor fuel for non-commercial purposes.
- 3. A tank used exclusively for storing heating oil for consumptive use on the premises where the tank is located.
- 4. Septic tanks
- 5. Pipeline (including gathering lines).
- 6. Surface impoundments, pits, ponds, or lagoons.
- 7. A stormwater or wastewater collection system.
- 8. Flow-through process tanks.
- 9. Liquid traps or associated gathering lines directly related to oil or gas production and gathering operations.
- 10. Storage tanks situated in an underground area (such as a basement, cellar, mineworking, drift, shaft or tunnel) if the storage tank is situated on or above the surface of the floor.
- 11. Any pipe connected to an exempt UST (described above).
- 12. USTs holding hazardous wastes listed under Subtitle C of the Solid Waste Disposal Act, Title II of Public Law 89-272, or a mixture of such hazardous waste and other regulated substances.
- 13. Wastewater treatment tank system that is part of a wastewater facility regulated under the federal water pollution control act.
- 14. Equipment that contains regulated substances for operational purposes such as hydraulic lift tanks and electrical equipment tanks.
- 15. USTs with a capacity of 110 gallons or less.
- 16. USTs that contain a DEMINIMUS concentration of regulated substances.
- 17. An emergency spill or overflow containment UST that is expeditiously emptied after use.

### F. WHEN SHOULD A UST BE REGISTERED?

- 1. Owners who plan to install UST(s) shall submit to the Bureau of Fire Services (BFS), Storage Tank Division, the form NOTICE OF PROPOSED INSTALLATION OF UNDERGROUND STORAGE TANKS (BFS-3820), with a complete set of plans at least 45 days prior to use. When installation is approved, a copy of BFS-3821 will be given to the owner by the BFS Inspector. The owner completes BFS-3821 and returns it with the appropriate fees to the BFS as indicated on page 1 of the form. Please refer to BFS-3820 for more details.
- 2. Owners of a new UST system shall register their UST system by submitting BFS-3821 to the Bureau of Fire Services, Storage Tank Division, before the system is put into operation. Owners must supply an installation date and the installer's certification must be completed and signed. A \$100 per tank fee is due with BFS-3821 whenever new tanks are being registered.
- 3. Owners who discover tanks on their premises shall register the tanks by submitting BFS-3821 with \$100 per tank registration fee and shall properly close the tanks.
- 4. Owners who discover additional tanks at the time of a tank removal project shall register the tanks immediately and seek permission to waive the 30-day notice for removal. They may then remove the tank.
- 5. Any change in information submitted with the registration of the UST must be reported to the Bureau of Fire Services, Storage Tank Division, on BFS-3821 within 30 days of the change.

Page 1 of 6 BFS-3821 (Rev 6/15)

## REGISTRATION OF UNDERGROUND STORAGE TANKS

The information in this form is required under "Part 211, Underground Storage Tank Regulations, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended." Any owner who knowingly fails to notify or submits false information shall be subject to a misdemeanor and/or civil penalties not to exceed \$5,000 per day for each tank for which notification is not given or for which false information is submitted.

■ NEW REGISTRATION ■ AMENDED INFORMATION (for Registered USTs Only)	If sending payment and form, mail to: LARA, Cashiers Office UST/AST, P.O. Box 30033, Lansing, MI 48909  If sending payment and form OVERNIGHT: LARA, Cashiers Office UST/AST, 525 West Allegan, Lansing, MI 48909  If sending the FORM ONLY, mail to: LARA, Bureau of Fire Services, Storage								II	CACILITY D NUMBER f known)	
	Tank Division, P.O. Box 30033, Lansing, MI 48909										
NUMBER OF TANKS AT FACILITY:		NUMBER OF CONTINUATION SHEETS ATTACHED:									
I. OWNERSHI	P OF TANI	ΚS				II	. LOCATION	OF TANK	S		
IF THIS IS A NEW OWNER'S A	DDRESS, P	LEAS	E CHECK 🗌	IF INFORMATION IS THE SAME AS SECTION I, PLEASE CHECK ☐							
OWNER NAME (Corporation/Individual, etc.)				FACI	LITY N	NAME OR SITE ID	ENTIFIER				
MAILING ADDRESS				STRE	EET A	DDRESS (P.O. Bo	ox Not Acceptabl	e)			
OUT) /	07.175	1	_	0.57.4				1 07175	1		
CITY	STATE	ZII	P	CITY				STATE	ZIP		
COUNTRY (Please Specify)				COU	NTY			MI			
USA OTHER				000							
- OTHER											
AREA CODE & PHONE NUMBER				AREA	A COE	DE & PHONE NUM	MBER				
( )				(		)					
LATITUDE AND LONGITUDE -44114- //Klos	\										
LATITUDE AND LONGITUDE of facility (If known LATITUDE (North):	own)			LONG	CITLIE	DE (West):					
LATITODE (NOITH).											
			III. TYPE O	F OW	VNE	<u>(</u>					
☐ FEDERAL ☐	COMMER	CIAL									
☐ STATE GOVERNMENT ☐	PRIVATE										
☐ LOCAL GOVERNMENT AR	RE TANKS L	OCAT	ED ON LAND WITHIN	N A RE	ESER	VATION? Y	ES NO				
IF TANKS ARE LOCATED WITHIN A F	RESERVATION	ON, D	OES A NATIVE AMER	RICAN	ITRI	BE OWN TANK	S? 🗌 YES [	□NO			
IF TANKS ARE OWNED BY A TRIBE,	NAME OF 1	RIBE	:								
			N/ T/DT 01		=	n.					
T BUBLIC CAR STATION			IV. TYPE OF		ا الاار	Y					
PUBLIC GAS STATION			LOCAL GOVERNME				CONTR				
PRIVATE GAS STATION			STATE GOVERNME	<u> </u>				/TRANSPORT			
<ul><li>☐ MARINE GAS STATION</li><li>☐ PETROLEUM DISTRIBUTOR</li></ul>	☐ FEDERAL/NON-MIL ☐ FEDERAL-MILITAR				<del>_</del>						
☐ AIRLINE AND/OR AIRCRAFT OV	VNER		COMMERCIAL	☐ FARM			INTIAL				
☐ AUTO DEALERSHIP	VIVEIX	H	INDUSTRIAL	OTHER (Explain)							
RAILROAD	☐ HOSPITAL										
Name			V. CONTAC	I PE	RSO	N	A O 0 F	Nama Ala			
Name			Job Title				Area Code & F	none No.			
Olara Assessment N											
Class A operator: Name:			Company				Area Code & F	none No.			
Class B operator: Name: Company Area C					Area Code & F	hone No.					
VI. CERTIFICATION											
I CERTIFY UNDER PENALTY OF LAW THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN THIS FORM AND ALL ATTACHED DOCUMENTS AND THAT I HAVE VERIFIED THAT THE INFORMATION IS TRUE, ACCURATE, AND COMPLETE.											
NAME AND OFFICIAL TITLE OF OWNER OF						ATURE				DATE	

VII. DESCRIPTION OF UNDERGROUND STORAGE TANKS										
or each tank	t at this loc	ation. Copy	tnese page	es for additi	onai tanks	ir needed.)				
	•	•			~	Section IX.)				
l)	C. SUBSTA	NCE STORE	ED							
	HANGE-IN-S MUST BE CO	ANGE-IN-SERVICE (SMUST BE COMPLETED U	ANGE-IN-SERVICE (Skip this sect MUST BE COMPLETED UNLESS YOU IN SUBSTANCE STORE	ANGE-IN-SERVICE (Skip this section if this do MUST BE COMPLETED UNLESS YOU REPORT A C	ANGE-IN-SERVICE (Skip this section if this does not apply MUST BE COMPLETED UNLESS YOU REPORT A CONFIRMED F	ANGE-IN-SERVICE (Skip this section if this does not apply and go to SMUST BE COMPLETED UNLESS YOU REPORT A CONFIRMED RELEASE  IX. SUBSTANCE STORED	ANGE-IN-SERVICE (Skip this section if this does not apply and go to Section IX.)  MUST BE COMPLETED UNLESS YOU REPORT A CONFIRMED RELEASE  IX. SUBSTANCE STORED  IX. SUBSTANCE STORED			

I CERTIFY THE INFORMATION CONCERNIN BEST OF MY BELIEF AND KNOWLEDGE. INSTALLER:	ATION THA	AT IS PROVI	ough XIII IS	igh XIII IS TRUE TO THE							
NAME PRINTED		SIGN	IATURE		DATE						
TITLE		COMPANY									
	X.	INSTALLA	TION DETA	IL							
TANK IDENTIFICATION NUMBER											
MATERIAL OF CONSTRUCTION     (Mark All That Apply)     ASPHALT COATED OR BARE STEEL     CATHODICALLY PROTECTED STEEL											
EPOXY COATED STEEL COMPOSITE (Steel With Fiberglass) FIBERGLASS REINFORCED PLASTIC LINED INTERIOR DOUBLE WALLED POLYETHYLENE TANK JACKET CONCRETE EXCAVATION LINER UNKNOWN											
OTHER (Specify in comments area) HAS TANK BEEN REPAIRED?											
2. PIPING MATERIAL (Mark All That Apply)  BARE STEEL GALVANIZED STEEL FIBERGLASS REINFORCED PLASTIC COPPER CATHODICALLY PROTECTED DOUBLE WALLED FLEXIBLE PIPING ENVIROFLEX GEOFLEX UNKNOWN	000000000		000000000			000000000					
3. PIPING (Type) (Mark All That Apply) SUCTION: NO VALVE AT TANK SUCTION: VALVE AT TANK PRESSURE (Remote) HAS PIPING BEEN REPAIRED?											

XI. CERTIFICATION OF COMPLIANCE												
TANK IDENTIFICATION NUMBER												
INSTALLATION     A. INSTALLER CERTIFIED BY TANK     AND PIPING MANUFACTURERS     B. INSTALLATION INSPECTED BY A         REGISTERED ENGINEER     C. INSTALLATION INSPECTED AND         APPROVED BY BFS     D. ANOTHER METHOD ALLOWED BY     BFS (Please Specify)												
	XII. TANK and PIPING RELEASE DETECTION											
1. TANK RELEASE DETECTION A. MANUAL (Static) TANK GAUGING B. TANK TIGHTNESS TESTING C. INVENTORY CONTROL D. AUTOMATIC TANK GAUGING E. VAPOR MONITORING F. GROUNDWATER MONITORING G. INTERSTITIAL MONITORING DOUBLE WALLED TANK/PIPING H. INTER MONITORING/SECOND CONTAINMENT I. OTHER METHOD ALLOWED BY BFS (Specify in comments area)  2. PIPING RELEASE DETECTION												
A. AUTOMATIC LINE LEAK DETECTORS     B. INTERSTITIAL MONITORING DOUBLE WALLED PIPING     C. INTERSTITIAL MONITORING SECOND CONTAINMENT     D. LINE TIGHTNESS TESTING     E. OTHER METHOD ALLOWED BY BFS (Specify in comments area)												
XIII. ENVIRONMENTAL PROTECTION												
OVERFILL PROTECTION DEVICE INSTALLED												
2. SPILL PROTECTION DEVICE INSTALLED												
3. HAVE YOU INSTALLED IMPRESSED CURRENT CATHODIC PROTECTION? A. YES B. NO												

COMMENTS AND/OR CLARIFICATIONS:								
					·			