

INSTRUCTIONS FOR COMPLETING VERMONT ABOVEGROUND STORAGE TANK REGISTRATION FORM

Per **§ 9-308** of the Vermont Aboveground Storage Tank (AST) Rules (2017 Revision), all new installations of an above ground storage tank system at a bulk storage tank facility must submit **Vermont Aboveground Storage Tank Registration Form** to the Agency of Natural Resources (ANR) and all facilities must establish if it is necessary to register their aboveground storage tank (AST) with the Agency of Natural Resources (ANR). This registration applies to the installation of **new** tanks or **substantial alteration** of an aboveground storage tank system storing **petroleum products** (gasoline, diesel, kerosene, used oil or heating oil) at Bulk Storage Tank Facilities. A **bulk storage tank facility** means any facility that stores petroleum products in an aboveground tank with the principal purpose of the storage being: (A) in the case of heating fuel, for distribution to consumer homes, and (B) in the case of motor fuel, for distribution to a person for sale to consumers. A bulk storage tank facility must have a total aboveground petroleum storage capacity of greater than 1,320 gallons. **Substantial Alteration** means any work completed on a petroleum bulk storage tank system that is beyond routine maintenance. Substantial alteration may include the replacement of storage tanks or distribution system, or the addition of secondary containment.

This registration requirement applies to all bulk storage tank systems that were installed or substantially altered since October 1, 2011. There are no fees required with your registration form.

While ANR does not require a permit to install or alter AST tanks at bulk storage tank facilities, the tank owner or installer is responsible for verifying with the Department of Public Safety, Fire Prevention Division, and any other state or federal agency whether additional permits may be required before initiation this work.

The tank owner or the installer is required to complete all sections of the AST Registration Form. Part I requires providing information on the tanks and tank ownership; Part II requires tank(s) description; Part III requires a facility sketch. The Agency may return incomplete registration forms for revisions.

- **Tank Information Form (Part I)**, including the following:
 - AST Facility ID (assigned by Agency)- provide only for a registered existing facility undergoing a substantial alteration. New AST bulk facilities will be assigned an ID by Agency after registration form is received.
 - Tank ownership
 - Tank operator
 - Contact person
 - Location of tanks
 - Number of tanks at location
 - Site contamination history (if applicable)
 - Type of facility
 - Source protection area and property water supply type (please refer to *§ 9-308(c) of VT AST Rules*)
 - Landowner (only if different from tank owner)
 - Certification
- **Storage Tank Description (Part II)** - Requires tank-specific descriptive information.
- **Tank Facility Sketch (Part III)**- Registration forms must include a sketch of Bulk Storage Tank Facility, which include estimated distances to road centerlines, buildings, streams, and other important landmarks. A site plan from the facility's Spill Prevention, Control, and Countermeasure (SPCC) Plan may be used to satisfy this requirement.

Completed Registration Forms should be submitted to:

Anna Bourakovsky, anna.bourakovsky@vermont.gov (electronic submission preferred)
ANR DEC Waste Management and Prevention Division- Hazardous Materials Program
1 National Life Drive-Davis 1 Montpelier VT 05620-3704

If you have any questions or need assistance, contact Program staff at (802) 828-1138.