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DEPARTMENT OF LABOR AND EMPLOYMENT

Division of Oil and Public Safety

Petroleum Inspection Section

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Memorandum

Date: March 24, 2010

From: Greg Johnson, Petroleum Inspection Program Manager

To: Stakeholders of the Division of Oil and Public Safety (OPS) – Petroleum Inspection Section

Re: **Clarification for the completion of the *Annual UST Compliance Inspection* and *Monthly UST Compliance Checklist* forms**

During 2010 and every year thereafter, each owner or operator of a petroleum storage tank in Colorado will receive an Annual Compliance Package (ACP). This package includes:

1. Request for compliance records
2. Request for designation of a Class A/B Operator for each facility
3. Hard-copies of ***Annual UST Compliance Inspection*** and ***Monthly UST Compliance Inspection Checklist*** forms. These forms are provided as a courtesy to the owner as a reminder that the owner must begin completing these inspections. In future years, the ACP will request the completed *Annual Compliance Inspection* form. These forms can also be downloaded from OPS' website at <http://oil.cdle.state.co.us>.

The ACP will be submitted to the owner during the same month each year, which corresponds to the mailing of the tank registration invoice for that owner's facility(s).

The *Annual Compliance Inspection*, as provided in the ACP and on OPS' website, is completed by the trained Class A or B Operator at anytime during the year. The completed form will be requested in the ACP received by the owner the next year. This inspection is not due by the due date of the ACP received by the owner in 2010, but a completed inspection form will be requested within the ACP to be mailed to the owner in 2011.

The trained Class A or B Operator (or designee of the Operator) must begin conducting the monthly visual inspections using a monthly inspection checklist that includes components outlined in Section 2-7-8 of the Petroleum Storage Tank Regulations. An example *Monthly UST Compliance Checklist* form is provided in the ACP. Completed checklists must be maintained on-site or, if approved by OPS, off-site at a readily available location.

For example: Tank and line tightness tests were conducted at a facility in December 2009 and the owner received the ACP in March 2010. Compliance records and the Class A/B Operator designation are due within 60 days of receipt of the ACP. The Annual Compliance Inspection can be conducted any time before March 2011 but most likely in December 2010 during the next testing event to prevent two mobilizations of a contractor to the site. The next ACP will be sent to the owner in March 2011 and will request compliance records from March 2010 through February 2011, the A/B Operator designation for each facility, and the completed Annual Compliance Inspection form.

If you have any questions regarding this memorandum, please contact the Petroleum Inspection Section staff below:

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