How to Electronically Report Closure of an Underground Storage Tank

For use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Closure of underground storage tank (UST) systems must be done under a UST Closure Permit issued by the local Unified Program Agency (UPA) that administers the UST Program.[1] Upon removing or closing a UST in place, the closure must be electronically reported if UST - Tank Information for that tank is active in the California Environmental Reporting System (CERS). This document has been prepared to assist UST owners/operators with electronically reporting UST closure on the CERS website. *[Note: Previously unreported USTs (e.g., tanks discovered during excavation) must be closed under a permit, but the closure is not required to be electronically reported in CERS since there is no UST information to close out in CERS.]*

Step 1 – Start a Draft CERS Submittal

Sign in to your Business Portal account at https://cers.calepa.ca.gov/.

Click on Start/Edit Submittal button.

WARNING: On the Business Activities page, do not change the answer to, "Does your facility own or operate underground storage tanks?" from "Yes" to "No"!

Click on the Start button next to the *Underground Storage Tanks* submittal element.

WARNING: Do not click the "Not Applicable" buttons!

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[1] See www.unidocs.org/members/whoregulateswhat.html for agency responsibilities within Santa Clara County. The UST System Closure Permit Application form and guidance documents are available at www.unidocs.org/hazmat/ust/closure/index.html.

In the *Start New Submittal* popup box, choose the most recent accurate historic submittal of the CERS Underground Storage Tanks submittal element, then click the Start button.
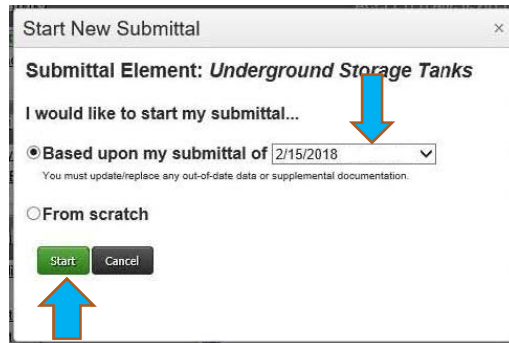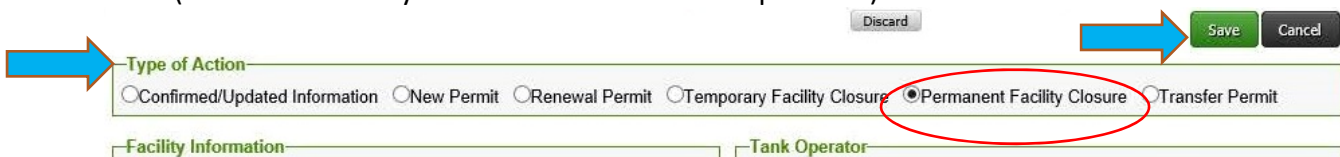

Step 2 – Update the UST Facility Operating Permit Application

Click the UST Facility Operating Permit Application Edit button.

Update the Type of Action Data Element near the top of the page as follows, then click the Save button:

- Select "Confirmed/Updated Information" if only some of the facility's USTs were closed.

- Select "Temporary Facility Closure" if all of the USTs were closed, but the facility will install new USTs.

- Select "Permanent Facility Closure" if all of the USTs were closed and the facility will no longer have any USTs (even if the facility will otherwise remain in operation)

WARNING: Do not use the "Discard" buttons next to the UST Facility Operating Permit Application or UST Tank Information/Monitoring Plan(s)! This will delete your data but the tank records will remain active.

Step 3 – Update the UST Tank Information

Click the UST Tank Information/Monitoring Plan Edit button for the tank that was closed.

Update the following fields for each closed UST, then click the Save button:

- For Type of Action (UST Tank), select "UST Permanent Closure on Site" or "UST Removal" as applicable.
- Report the "Date UST Permanently Closed" by entering the date the tank was cleaned on-site and certified as non-hazardous in accordance with Title 22 Hazardous Waste regulations requirements (if applicable); or the date the tank was removed from the excavation and manifested off-site as hazardous waste.

Repeat this step for each tank that was closed.

Step 4 – Submit the UST Information

Click on the *Underground Storage Tanks* Submit button.

On the *Submittal Summary* page, click the Submit Selected Elements button.

Congratulations, you are done!