



Texas Commission on Environmental Quality  
Petroleum Storage Tank Program



Underground Storage Tank Registration & Self-Certification Form Instructions

**WHAT IS THIS FORM?** This form (form 0724) provides three functions for the agency: To self-certify compliance to obtain a delivery certificate, to report Underground Storage Tank (UST) registration information, and to provide Core Data for the TCEQ's Central Registry Program. The Central Registry maintains basic information about the people, businesses, and institutions that the TCEQ regulates under the law. Examples of "core data" are names, addresses, and the type of business or other activity that requires you to be regulated by us. Information that is used exclusively by Central Registry is indicated with the characters (CR). This form replaces the 06-01-2000 revision of No. 0724.

**WHEN MUST I COMPLETE THIS FORM?**

All tanks meeting the definition of a UST that contain or have contained a regulated substance, unless otherwise exempted or excluded (as described in §334.3-.4), are required to be registered with this form. Any change affecting information reported on the UST Registration & Self-Certification Form requires the filing of an amended form. **Self-Certification** is required annually for USTs that contain motor fuel. Please see the instructions below for each section of the form. If you have any questions concerning the form, whether your tanks should be registered or require self-certification, **please contact the Petroleum Storage Tank Registration Team at (512) 239-2160.**

You must submit this form for Central Registry information in these two situations only: 1) You are not in the agency's core database (the "Central Registry") yet, and you are completing a TCEQ registration forms. 2) You are already in the Central Registry, but your core data has changed, and you need to update it. In completing this form for Central Registry, the facility where the tank is located is the "regulated entity." The owner of the facility is a "customer," as is the operator of the facility. For example, if the tank is located at a service station, then that service station is the regulated entity, and the owner and operator of the service station are customers. For questions regarding Central Registry, **please contact the Central Registry Program at (512) 239-5175.**

**GENERAL INSTRUCTIONS:** You will complete different parts of this form depending on whether you are submitting tank registration information, self-certification information, or Central Registry core data. For the first time submittal of an original form for registration purposes, please complete the entire form so our records will be as current and accurate as possible. We encourage you to complete Section XII to more accurately report technical compliance. *If you aren't sure how to answer some of the questions in section XII of the form, please contact a TCEQ Registered UST Contractor, or contact a knowledgeable industry representative familiar with the equipment at your site. You may also contact the PST technical program staff at (512) 239-2182.*

When submitting the form for Self-Certification for the first time, you must complete sections I, II, III, IV, VII, VIII, X, XI, and XII.

**When submitting the form for subsequent, annual self-certification filings, you must complete sections I, II, III, IV, VII, VIII, and X.** Incomplete forms will be returned to obtain additional information.

Please mail the completed form to the address provided at the top center of the UST Registration & Self-Certification Form.

**LINE-BY-LINE INSTRUCTIONS**

**ID NUMBERS** - These are TCEQ assigned numbers (except for the Tax ID No.) used to identify facilities, owners, and operators.

**Customer Reference Number (CN):**

If this is the first time you have completed this form, you will not have this number yet, so you should leave this space blank. **Do not** enter a permit number, registration number, or license number here. This number always begins with CN. Regardless of how many regulated entities you are associated with, you will have only one customer reference number.

**Regulated Entity Reference Number (RN):**

This unique number identifies the regulated entity and always begins with RN. **Do not** enter a permit number, registration number, or license number here. Enter only one regulated entity reference number here on each respective form.

**Facility ID No. and Owner ID No.:**

These numbers are reported in the upper right-hand corner of the form (except for operator ID). The facility ID number must be provided for all filings except for the original registration of a facility. The owner ID number must also be reported if the owner has been assigned an ID previously. The TCEQ will assign operator ID numbers after the initial filing of the UST Registration & Self-Certification form and the operator ID number should be provided with all subsequent filings. The space for Operator ID number is located in top left corner of Section III.

**Federal Tax ID Number:**

All businesses, except for some small sole proprietors, should have a federal taxpayer identification number (TIN). Enter this number here. Use no prefixes, dashes, or hyphens.

**I. TANK OWNER INFORMATION** - This section contains basic information about the Owner of the USTs. This entire section (Tank Owner Information) must be filled out whenever the form is submitted to TCEQ for any purpose.

**Tank Owner Business or last Name:** Enter the legal name of the customer. Include any abbreviations (LLC, Inc., etc.).

**Tank Owner First Name:** Enter the first name for individuals only.

**Owner Mailing Address:** Enter a central mailing address for the customer to receive mail from the TCEQ. For example, this address might be the corporate or regional headquarters of a large company.

**Country (Outside USA):** If the address is outside the United States, enter the country name

**E-Mail Address:** This should be a general address that is appropriate for e-mail to your central or regional headquarters.

**Owner's Authorized Representative and phone number:** Again, enter information for a contact person at the central or regional headquarters, if applicable.

**State Franchise Tax ID Number:** Corporations and limited liability companies that operate in Texas are issued a franchise tax identification number. If the owner is a corporation or limited liability company, enter this number here.

**DUN Number:** Most businesses have a DUNS (Data Universal Numbering System) number issued by Dun and Bradstreet Corp. If the customer has one, enter it here.

**Type of Customer:** The type of tank owner identifies whether the owner is an individual, corporation, or government entity. Check **one** box.

**Location of Records:** The location of records indicates if this facility's records are kept onsite or at an alternative location. If records are kept offsite, please indicate the location, contact person, and telephone number.

**Fax Number:** Enter owners' fax number

**Independently Owned and Operated?:** Check "No" if the customer is a subsidiary or part of a larger company. Otherwise, check "Yes."

**Number of Employees:** Enter the number of employees for the customer's entire company, at all locations. This is **not** the number of employees at one facility.

**II. FACILITY INFORMATION** - General information about the UST facility, including facility name, location, and contact person. This entire section must be filled out whenever the form is submitted to TCEQ for any purpose.

**Facility Name:** This is the name by which you want the facility to be known to the TCEQ.

**Physical Location:** Enter the physical address of the USTs. A Post Office or Rural Route Box cannot be accepted for a facility address. Our staff needs to be able to use this address to find the facility.

**City:** Indicate the city/town where the USTs are located. If the USTs are not located in a city/town please provide the nearest city/town.

**ZIP Code:** Enter the facility's ZIP code.

**County:** Enter the name of the county in which this facility is located. If the regulated entity extends into two or more counties, you may enter the name of any one of the counties.

**On Site Contact Person:** Enter name, title, and phone number for a contact person at the facility.

**E-Mail Address:** If available, enter E-Mail contact for facility.

**Fax Numbers:** Again, if available, enter Fax number for facility.

**Type of facility:** Indicate activities commonly performed at the location. Check all boxes that apply.

**Number of regulated UST/ASTs at this facility:** Report the number of active and temporarily out-of-use USTs, and the number of active Aboveground Storage Tanks (ASTs) at this facility.

**SIC and NAICS Codes:** All regulated entities, with the exception of occupational licensees, should have a Standard Industrial Classification (SIC) code and a North American Industrial Classification System (NAICS) code. These codes may or may not correspond to why the regulated entity is regulated by the TCEQ. When NAICS codes replace SIC codes, you will probably be asked to provide NAICS codes, unless you have already done so. Enter the SIC code that best describes the main business activity at this regulated entity. Enter the SIC code that best describes the secondary business activity at this regulated entity. For a list of SIC codes on the Web, go to:

**[www.osha.gov/oshstats/sicser.html](http://www.osha.gov/oshstats/sicser.html)**

Enter the NAICS code that best describes the main business activities at this regulated entity. Enter the NAICS code that describes the secondary business activity at this regulated entity. For a list of NAICS codes on the Web, go to:

**[www.census.gov/epcd/www/naicscod.htm](http://www.census.gov/epcd/www/naicscod.htm)**

**Latitude and Longitude:** Enter this information if the regulated entity has a fixed location and the latitude and longitude is known.

**III. TANK OPERATOR INFORMATION** - This section is the name, mailing address, contact person and certain other basic information about the Operator of the USTs. The operator is the person in day-to-day control of, and/or having responsibility for the daily operation of the UST system (excluding clerks, cashiers, or other employees of the operator). An operator's employee may, however, be designated as the "operator's authorized representative" on the form if the operator so desires. If tank operator information is identical to tank owner information, check the box at the top of the section marked "mark here if same as owner". If you check this box, completion of Section III is not required; however, if the box is not checked, Section III must be completed in its entirety.

**TCEQ Operator ID:** This is a TCEQ assigned number used to identify operators.

**Operator's Customer Number:** If this is the first time you have completed this form, you will not have this number yet, so you should leave this space blank. **Do not** enter a permit number, registration number, or license number here. This number always begins with CN. Regardless of how many regulated entities you are associated with, you will have only one customer reference number.

**Tank Operator Name:** Enter the legal name of the operator. Include any abbreviations (LLC, Inc., etc.).

**Mailing Address:** Enter a central mailing address for the operator to receive mail from the TCEQ. For example, this address might be the corporate or regional headquarters of a large company.

**Operator's Authorized Representative:** Enter information for a contact person at the central or regional headquarters, if applicable.

**Type of tank operator:** Identifies whether the operator is an individual, corporation, or government entity. Please check only one.

**Date listed person became operator:** Is the date (month, day, and year) the operator assumed responsibility for the USTs.

**IV. REASON FOR FILING** - Complete this section to indicate the reason for submitting the form. TCEQ uses this information internally. Please mark all choices that apply in Parts A and B.

**Part A) UST Registration Information** - This section is for registration information. Use it to indicate why the form was filed:

- Box 1 - Initial Registration - the first time a UST system is being registered

- Box 2 - Change in Ownership - please provide the effective date of the ownership change. *Note: The delivery certificate issued to the previous owner is valid only for 30 days after change in ownership.*
- Box 3 - Amendments - required reporting of changes to current registration information
- Box 4 - Other - reasons other than those listed above

Check the appropriate box, explain “other” answers sufficiently, or use this space to provide additional comments, as necessary. **For ownership changes the effective date of the ownership change is required.**

**Part B) UST Compliance Self-Certification** - This section is for Compliance Self-Certification only. Use this section to indicate why the form is being filed:

- Box 1 - Initial Certification at Facility - first time a compliance certification is made
- Box 2 - Annual Renewal - subsequent annual compliance certification
- Box 3 - New Tank at Facility - new tank added at facility
- Box 4 - Other - reasons other than those listed above

Check the appropriate box, explain “other” answers sufficiently, or use this space to provide additional comments, as necessary. Please note that a change in ownership will require resubmission of self-certification information **by the new owner.**

**V. TCEQ PROGRAMS IN WHICH THIS REGULATED ENTITY PARTICIPATES:**

Check all that apply. If this regulated entity (facility) participates in a TCEQ program not shown on this list, enter that program in one of the blank spaces and check the corresponding box. Check “Unknown” only if you do not know any programs this regulated entity participates in.

**VI. INSTALLER/ON-SITE SUPERVISOR CERTIFICATION** - This section must be completed and signed by the individual responsible for performing installation activities. This person must be properly licensed with the TCEQ. Leave this section blank if no tank or underground line installation activity is involved.

**VII. SELF CERTIFICATION OF COMPLIANCE WITH UST REQUIREMENTS** - Owners/Operators of regulated USTs must self-certify that each listed UST system (tank & lines) is compliant with certain administrative and technical requirements in order to receive a TCEQ delivery certificate. Section VII must be completed in order to certify the UST system’s compliance with applicable TCEQ regulations. Marking “yes” for each indicates that the specified UST system(s) is compliant with Registration requirements, UST Registration Fees, Financial Assurance, and Technical Standards (for purposes of self-certification only, Technical Standards refers to Release Detection, Spill/Overfill, Corrosion Protection, and Variances and Alternative Procedures and that you have the most recent 60 days of records).

List the Tank ID numbers (as numbered in **SECTION X. TANK IDENTIFICATION/DESCRIPTION**) of the specific USTs being certified. You will be required to physically identify each fill port to match USTs or compartments registered on this form in accordance with TCEQ rule. You must ensure that a legible tag, label, or marking is permanently applied or affixed to either the fill tube or to a nonremovable point in the immediate area of the fill tube for each regulated UST at the facility. That tag, label, or marking must clearly and legibly show the designated UST identification number of that UST and must be identical to the UST identification number listed on the UST registration and self-certification form filed with the agency. All UST identification numbers at a given facility must be numeric, must begin with the number one (1) and must proceed sequentially without skipping numbers (i.e. 1, 2, 3...). In addition, for a compartmented UST, each compartment must be identified. The common UST identification number must also be followed by a single additional alphabetic identifier for each compartment, beginning with the letter “A” and proceeding sequentially without skipping letters (i.e.: 1A,1B, 1C...). Attach additional sheets if necessary.

**Section VII must be completed to receive a delivery certificate.**

The expiration date of the delivery certificate will be based on the last digit of the TCEQ assigned owner ID number. Upon receipt of the form which self-certifies that the specified individual tanks at a facility are compliant with the listed agency regulations, we will issue Delivery Certificate for that facility. This certificate will show which tanks

at that facility the owner or operator certified as compliant. Upon seeing that a UST is listed on a valid, current delivery certificate, a common carrier may proceed with delivering a regulated substance into that tank.

**PLEASE NOTE: Any answer marked “no” or any question left blank, or failure to specify tanks you are self-certifying as compliant will result in the facility not receiving a delivery certificate. Suppliers are prohibited from making deliveries into regulated storage tanks that require Self-Certification, unless a delivery certificate is available.**

**VIII. TANK OWNER/OPERATOR SELF-CERTIFICATION** - In this section, the owner/operator is certifying that they are familiar with the information included on the form and are certifying that the information is true, accurate, and complete. This section must be filled out completely and signed by the UST owner, operator, or their legally authorized representative when filing self-certification information. A signature and date are required or the form will be returned and receipt of a Delivery Certificate will be delayed. Also, if an ownership change is involved, only the signature of the current owner (or authorized representative) will be accepted.

**IX. TANK OWNER/OPERATOR REGISTRATION** - In this section, the owner/operator is certifying that they are familiar with the information included on the form and are certifying that the information is true, accurate, and complete. This section must be filled out completely by the UST owner, operator, or their legally authorized representative when filing UST registration information. A signature and date are required or the form will be returned. If an ownership change is involved, only the signature of the current owner or the current owner’s legally authorized representative will be accepted.

**X. FINANCIAL ASSURANCE INFORMATION** - Facilities that are not otherwise exempted or excluded from the requirements of Chapter 37, Subchapter I petroleum storage tank financial assurance requirements must complete this section concerning the financial assurance coverage at the facility for corrective action and third party liability coverage. If “yes” is marked for corrective action or third party liability coverage, you must specify all mechanisms that apply and complete all applicable portions of the entire section. If you have any questions regarding Financial Assurance, please call (512) 239-0300.

**XI. TANK IDENTIFICATION/DESCRIPTION** - This section contains descriptive and identifying information for each UST and must be completed with the first submission of the UST Registration and Self-Certification form. Please fill out this portion of the form completely to ensure all USTs are correctly and permanently identified. You should physically number your tanks the same way at your facility, so that the common carrier will be able to match the numbers on your Delivery Certificate to your actual tanks.

**Tank Identification:** The UST ID number must match the tag, label, or marking affixed to the fill tube or on a nonremovable point in the immediate area of the fill tube. For multiple compartment USTs, each compartment must be identified.

**Tank Installation Date:** Enter date UST was installed.

**Tank Capacity:** Provide USTs capacity in gallons

**Tank Status:** Enter the current status of the UST. Check the correct box or provide date where specified.

**Current/Last Substance Stored:** Enter the current substance stored in the UST or in each compartment.

**XII. UST SYSTEM TECHNICAL INFORMATION** - This section is used to update or amend a registration, or to initially register technical information about a tank. Mark all that apply, unless otherwise indicated. If you are not sure how to answer any of the questions in this section, please contact a UST contractor registered with TCEQ or contact a knowledgeable industry representative familiar with the equipment at your site. You may also contact the UST & Stage II Technical Services staff at (512) 239-2182.

**Tank & Piping Design** - Indicate single or double wall tank and lines.

**External Containment** - Indicate type of external containment, if applicable.

**Type of Piping** - Pressurized piping is usually found in systems where a submersible pump in the tank “pushes” the liquids through the piping. Suction piping is in systems where a suction pump in the aboveground dispenser “pulls”

the liquids through the piping. Gravity piping is part of systems where no pumping equipment is included.

**Tank Internal Protection** - Indicate the date of internal tank lining was installed, if applicable.

**Tank & Piping Materials** - Indicate material(s) of construction for tanks and piping. Please note that the external coating on a jacketed tank is separated from the outside of the tank by an interstitial space.

**Piping Connectors & Valves** - Indicate types of valves and/or connectors used at the ends of the piping.

**Tank/Piping Corrosion Protection** - All underground *metal* components must be protected from corrosion. Please indicate which method(s) of corrosion protection is being used for each component.

**Tank & Piping Release Detection** - Indicate the type of release detection being utilized on the tank:

1. *EXTERNAL VAPOR/TRACER MONITORING*: Monthly monitoring for vapors in wells properly situated around the UST system that will detect a release from any part of the (for tanks **and** lines) within one month of its occurrence not to exceed 35 days.

2. *EXTERNAL GROUNDWATER MONITORING*: Groundwater wells properly situated around the UST system (for tanks **and** lines) that will detect a release from any part of the system within one month of its occurrence not to exceed 35 days.

3. *MONITORING OF SECONDARY CONTAINMENT BARRIER*: Monitoring of the space between the UST system and an impermeable secondary containment barrier (such as a pit liner) that will detect a release from the system within one month of its occurrence, not to exceed 35 days. (For tanks **and** lines).

4. *AUTOMATIC TANK GAUGE TEST & INVENTORY CONTROL*: Electronic equipment capable of performing an automatic monthly self test for substance loss used in combination with daily inventory control. (For tanks **only**, not lines).

5. *INTERSTITIAL MONITORING WITHIN SECONDARY WALL/JACKET*: Monitoring of an interstitial space between the inner and outer walls of a double wall, triple wall, or jacketed system (for tanks or lines) that will detect a release from any part of the UST system within one month of its occurrence, not to exceed 35 days. (Continuous monitoring is required over the Edward's Aquifer).

6. *RELEASE DETECTION REQUIREMENTS FOR PIPING*.

Pressurized Piping: Each pressurized line must be equipped with an automatic line leak detector and the choice of options # 1, 2, 3, 5, 6a, 6b, or 8.

Suction or Gravity Piping Release Detection: To meet TCEQ requirements, gravity or suction piping must be monitored by either a piping tightness test conducted once every three years or with options # 1, 2, 3, 5, 6c, or 8.

6a. MONTHLY PIPING TIGHTNESS TEST - Applies to the use of monthly electronic leak monitoring to an accuracy of 0.2 gph.

6b. ANNUAL PIPING TIGHTNESS TEST - Piping tightness test performed yearly to an accuracy of 0.1 gph.

6c. TRIENNIAL TIGHTNESS TEST - Piping tightness test performed once every three years to an accuracy of 0.21 gph. Allowed for suction or gravity lines only.

6d. AUTOMATIC LINE LEAK DETECTOR - Required for all pressurized lines. Must be capable of detecting a gross line leak and shutting down or substantially restricting flow within one hour of detection.

7a. *WEEKLY MANUAL TANK GAUGING*: Stand-alone method of tank release detection (for tanks **only**, not lines) which requires weekly sticking for tanks up to 1,000 gallons in capacity. (See §334.50(d)(2) for manual tank gauging instructions). (Note that daily inventory control in accordance with §334.48 (c) is also required for USTs at retail service stations.)

7b. *MONTHLY TANK GAUGING*: Stand-alone method of tank release detection for any size emergency generator tanks (for tanks **only**, not lines). (See §334.50(d)(3) for monthly tank gauging instructions).

8. *STATISTICAL INVENTORY RECONCILIATION (SIR) & INVENTORY CONTROL*: Inventory records are statistically analyzed, using third party certified SIR methodology, and an analysis report is made available to the UST system owner/operator at least once per month.

**SPILL CONTAINMENT & OVERFILL PREVENTION EQUIPMENT** - Please indicate the presence of the following components:

1. TIGHT FILL FITTING - Fitting located at the top of each fill tube which forms a liquid tight seal during product delivery into the UST.

2. SPILL CONTAINMENT OR SPILL BUCKET - Located at the top of each fill tube. Acts as a catchment for spills during product delivery into the UST.

3A. DELIVERY SHUT-OFF VALVE (ALSO CALLED AUTOMATIC SHUT-OFF VALVE) - Located in the fill tube of each tank or tank compartment. Physically prevents product flow into the UST when product level reaches a preset level (#95%).

3B. FLOW RESTRICTOR - Located in the vent tube of each tank or tank compartment. Restricts product flow into the UST when product level reaches a preset level (#90%).

3C. ALARM - Must be used with 3a or 3b. This is an overfill alarm, not a leak alarm.

4. N/A - UST system is exempt from spill/overfill requirements if all deliveries are #25 gallons per occurrence.

**STAGE I/STAGE II VAPOR RECOVERY** - Please indicate whether your system has Stage I and/or Stage II vapor recovery equipment and the installation date of the equipment. Applicable requirements may be found in 30 TAC, §115.221-229 and §115.241-249. **If your UST system is not located in a non-attainment county or one of the 95 covered attainment counties, completion of this section is not necessary.** For a complete list of covered attainment counties, please refer to 30 TAC, §115.10.

1. STAGE I - system used to capture vapors from the UST during deliveries. Stage I is required in non-attainment counties and in the 95 covered attainment counties if throughput is greater than 125,000 gallons.

2. STAGE II - system used to capture vapors from vehicle fuel tanks during refueling. Stage II is required only in the 16 non-attainment counties. The counties are: Brazoria, Chambers, Collin, Dallas, Denton, El Paso, Fort Bend, Galveston, Hardin, Harris, Jefferson, Liberty, Montgomery, Orange, Tarrant, and Waller.

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If you have any questions concerning the completion of this form or about the information reported on the form, please contact the **Petroleum Storage Tank Registration & Self-Certification Team at (512) 239-2160**. If you have questions about the completion of section XII, UST system technical information contact the **UST & Stage II Technical Services staff at (512) 239-2182**. If you have any question about core data or any space indicated with (CR) please contact the **Central Registry Program at (512) 239-5175**.

For TCEQ rules and publications: You can find the official version of TCEQ rules in the Texas Administrative Code on the Secretary of State's Web site (<http://www.sos.state.tx.us>).

Other ways to obtain a copy of the rules, or of TCEQ publications, include the following:

- on the Internet, go to the TCEQ's Web site at <http://www.tceq.state.tx.us> and click on the link to "Rules" or "Publications";
- fax orders to (512) 239-4488, or order by voice at (512) 239-0028, the TCEQ's publications unit; or
- write to TCEQ Publications, MC 195, P.O. Box 13087, Austin, TX 78711-3087.

**\*\*\*MAKE A COPY OF YOUR COMPLETED FORM FOR YOUR RECORDS\*\*\***