

SUMMARY OF PBS RECORDKEEPING REQUIREMENTS

SUBPART 4: AST SYSTEMS REGULATED BY DEC

The following is a list of recordkeeping requirements for aboveground storage tank systems (ASTs) regulated by DEC. It is unlikely that any one facility will need to maintain every type of record listed – maintain only those records required for your tank system(s). It is recommended that you, as the facility owner/operator, print this file and highlight the documents/records required for what you have at your facility.

Note that this document does not replace the regulations themselves. This is meant to be a tool to help you prepare for compliance inspections and be an aid for general recordkeeping compliance.

For TANK SYSTEMS:

6 NYCRR	Type of Documentation	When Required	How Long to Keep Records	What Conditions Require This?
TANK SYSTEM RECORDS				
613-1.9(a, c)	Facility Registration Certificate	Initial Registration; Every 5 Years Thereafter; When Ownership is Transferred	Must Be Current/ Accurate at All Times	You MUST have this
613-4.5(c)	Closure Records ¹	At AST System Closure	3 Years After AST System Closure	Only WHEN you permanently close your AST system

¹ A copy of the closure records must be sent to DEC within 30 days after AST system closure.

For TANKS:

6 NYCRR	Type of Documentation	When Required	How Long to Keep Records	What Conditions Require This?
REPAIR RECORDS				
613-4.2(d)(5)	Lining Manufacturer's Guarantee w/ Tightness Test for Lined ASTs	When a Steel AST is Lined	Life of AST System	Only IF you have a lined AST
CATHODIC PROTECTION RECORDS				
613-4.2(b)(2)	Cathodic Protection Test -- Sacrificial Anodes	Every Year	3 Years	Only IF you have a cathodically protected Category 2 or 3 steel AST WITH a sacrificial anode CP system
	Cathodic Protection Test -- Impressed Current	Every Year		Only IF you have a cathodically protected Category 2 or 3 steel AST WITH an impressed current CP system
613-4.2(b)(3)	Impressed Current Inspection	Every 60 Days		
LEAK DETECTION RECORDS: CATEGORY 1 TANKS				
613-4.3(b)(1)	Monthly Inspection	Monthly	3 Years	You MUST have this
613-4.3(b)(2)	10-Year Inspection ²	Every 10 Years	10 Years	You MUST have this IF your tank has a design capacity of 10,000 or more OR your tank has a design capacity of less than 10,000 gallons and is near a sensitive receptor, UNLESS your tank is entirely aboveground (i.e., on a rack, cradle, or stilts) OR stores No. 5/6 fuel oil
LEAK DETECTION RECORDS: CATEGORY 2 & 3 TANKS				
613-4.3(b)(1)	Monthly Inspection	Monthly	3 Years	You MUST have this

² If a tightness test is used to meet this requirement, a copy of the tightness test results must be sent to DEC within 30 days after performance of the test.

For UNDERGROUND PIPING:

6 NYCRR	Type of Documentation	When Required	How Long to Keep Records	What Conditions Require This?
CATHODIC PROTECTION RECORDS				
613-4.2(b)(2)	Cathodic Protection Test -- Sacrificial Anodes	Every Year	3 Years	Only IF you have cathodically protected Category 2 or 3 steel piping WITH a sacrificial anode CP system
	Cathodic Protection Test -- Impressed Current	Every Year		Only IF you have cathodically protected Category 2 or 3 steel piping WITH an impressed current CP system
613-4.2(b)(3)	Impressed Current Inspection	Every 60 Days		
LEAK DETECTION RECORDS: CATEGORY 1 PIPING				
613-4.3(d)(2)	Pressurized Line Tightness Test	Every 10 Years	10 Years	You MUST have this only IF you have pressurized piping
613-4.3(d)(2)	Suction/Gravity-Fed Line Tightness Test	Every 10 Years	10 Years	You MUST have this only IF you have suction or gravity-fed piping