INSTRUCTIONS FOR COMPLETING PAPERLESS REPORT 6, SEMI-ANNUAL UNDERGROUND STORAGE TANK PROGRAM REPORT

Semi-Annual Underground Storage Tank Program (UST) Reports must be submitted by the Unified Program Agency (UPA) to the State Water Resources Control Board (State Water Board), Division of Water Quality, UST Program, by March 1 and September 1, pursuant to California Code of Regulations (CCR), title 27, section 15290(c) and CCR, title 23, section 2692(a).

Page 1 – Agency, UST, and Inspection Data:

Local Agency Information Section

The State Water Board will provide a Report 6 template with Agency Code, Reporting Period, and Agency Name.

- Enter responsible UPA Contact, telephone number, and email address

Number of Field Constructed USTs (FCT) box

- Enter the number of active FCTs as of the last day of the reporting period.

  ***Note**: FCTs are tanks constructed of concrete that is poured in the field, or steel or fiberglass tanks primarily fabricated in the field.*

- For any FCTs closed during this reporting period, provide the following information on the spreadsheet included on the notification email:
  - Name of the FCT facility
  - FCT closure date
- Submit the updated spreadsheet with the completed Report 6 form to: DWQ-USTReport6@Waterboards.ca.gov.

No Abandoned UST Box

- Check in the box provided if there are no Abandoned USTs at the close of the reporting period.
- If Abandoned USTs are identified as of the last day of the reporting period, do not place a checkmark in the box and proceed to the Abandoned UST Facility Name Section.

No Temporary Closure UST Box

- Check in the box provided if there are no Temporary Closed USTs at any time during the reporting period.
- If Temporary Closure USTs are identified at any point within the reporting period, do not place a checkmark in the box and proceed to the Temporary Closure Facility Name Section.

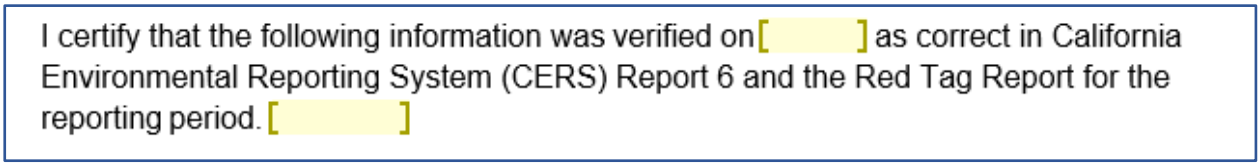
Number of Red Tags Issued this Reporting Period

- Enter the number of Red Tags applied as of the last day of the reporting period.

  Note: *Only Red Tags applied during the current reporting period are required to be recorded. Red Tags that were ongoing or removed within this period, but were applied prior to the current reporting period, should not be recorded.*

Certification of Data on CERS

- Complete the blank fields in the sentence shown in the image below.
  - The first blank should be the date the information was verified.
  - The second blank should be the date range for the reporting period (1/1/20XX – 6/30/20XX or 7/1/20XX – 12/31/20XX).


I certify that the following information was verified on [ ] as correct in California Environmental Reporting System (CERS) Report 6 and the Red Tag Report for the reporting period. [ ]

This indicates that you have reviewed the information on the "Inspection Summary Report by Regulator (Report 6)" and the "Red Tag Facility Details Report" is correct.

Page 2 – Discrepancies, Abandoned UST, and Temporary Closure Information:

Petroleum Discrepancies

- State any discrepancies to the number of Petroleum USTs for this reporting period.
  Note: *the CUPA will need to discuss any discrepancies in CERS if they are not able to correct these discrepancies by the reporting deadline.*

Hazardous Substance Discrepancies

- State any discrepancies to the number of Hazardous Substance/Non-Petroleum USTs (e.g. waste oil) for this reporting period. Please note that the CUPA will need to discuss any discrepancies in CERS if they are not able to correct these discrepancies by the reporting deadline.
  ***Note**: if a facility's waste oil tank does not fit the "Used Oil" classification in CERS, then "Other Non-petroleum" should be selected for tank contents.*

Abandoned UST Section

- UPAs must list all Abandoned UST within their jurisdiction.
  The State Water Board has included a spreadsheet that contains the list of all known Abandoned USTs within the jurisdiction. The UPA must confirm the listed Abandoned USTs are correct and all information is complete.
- Provide a date the tank was closed under the "closure date" column for any listed Abandoned USTs that have been permanently closed on the spreadsheet provided in the notification email. Submit the updated spreadsheet with the completed Report 6 form to: DWQ-USTReport6@Waterboards.ca.gov.
- Some facility information may not have initially been provided by the UPA and must be completed during this reporting period.
  - For UPAs with missing information in the previous reporting period, report this information along with the relevant existing data in the Abandoned Tanks section of the Report 6 form.
- List any additional facilities that have an Abandoned UST as of the last day of this reporting period:
  - Facility Name (as listed in CERS)
  - CERS Tank ID
  - Number of Abandoned USTs at Facility
  - Date the Abandoned UST(s) was reported to UPA

Temporary Closure UST Section

- In the boxes provided, list the facilities that have or had a Temporarily Closed UST, as described in UST Regulations, section 2680, during this reporting period:
  - Facility Name (as listed in CERS)
  - CERS Tank ID
  - Start date of temporary closure approved by the UPA
  - Site Assessment Performed (Yes/No)
    ***Note**: temporary closure extended beyond 12 months by the local agency requires a site assessment be performed*.
- If a Temporary Closed UST was reported in the previous reporting period, and it is still considered to be a Temporary Closed UST during this reporting period, report this UST again on the Report 6 form.