INSTRUCTIONS FOR COMPLETING 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).

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

Status or Activity Section

The State Water Board will send the Report 6 template to UPAs with **Column A – Total: Previous Reporting Period** data included. This data is extracted from the previous Report 6. Any corrections required to this historical data should be noted in the correction box at the bottom of page 1.

The UPA will provide all data for **Column B – Total: Current Reporting Period.** All cells must have a number inserted by the UPA. Report 6 with blank cells in Column B will be returned to the UPA as incomplete.

Line Number	Data Entry to Column B
1	Total number of Regulated UST facilities as of the last day of the reporting period
2	Number of active Petroleum UST systems as of the last day of the reporting period. This total includes temporarily closed Petroleum USTs any Field Constructed Tanks (FCT).
2B	Number of active FCTs as of the last day of the reporting period. ***Note**: Examples of FFCTs are tanks constructed of concrete that is poured in the field, or steel or fiberglass tanks primarily fabricated in the field are considered field-constructed.*
3	Number of Petroleum UST systems permanently closed during reporting period.
4	Number of Petroleum UST systems reclassified as a tank in an underground area (TIUGA).

Line Number	Data Entry to Column B
5	Number of active Non-Petroleum UST systems as of the last day of the reporting period. Include temporarily closed Non-Petroleum USTs.
6	Number of Non-Petroleum UST systems permanently closed during reporting period.
7	Number of Non-Petroleum UST systems reclassified as a TIUGA.

Technical Compliance Rate Section

The UPA will provide all data for **Column B – Total: Current Reporting Period.** All cells must have an entry provided by the UPA.

Compliance with federal technical compliance rate (TCR) should be determined based on the condition of the facility when the inspector begins the compliance inspection. If a violation is corrected during the inspection, the facility would not be in compliance with TCR since it was not in compliance with the initial findings.

Line Number	Data Entry to Column B
8	Number of routine annual compliance facility inspections performed during period. ***Note**: Do not include non-routine compliance inspections such as re-inspections, installation inspections, piping only inspections, UST removal, UST cleanup activity or corrective action inspections.*
9	Number of facilities in compliance with spill prevention requirements (USEPATCR9a) as identified in the CERS Violation Library.
10	Number of facilities in compliance with overfill prevention requirements (USEPATCR9b) as identified by the CERS Violation Library
11	Number of facilities in compliance with corrosion protection requirements (USEPATCR9c) as identified in the CERS Violation Library.
12	Number of facilities in compliance with leak prevention requirements (USEPATCR9d) as identified in the CERS Violation Library.
13	Number of facilities in compliance with USEPATCR 9a, b, c, and d. ***Note**: The facility must be in compliance with all four performance measures to meet USEPATCR 9e.*

UST Compliance Performance Measures Section

The UPA will provide all data for **Column B – Total: Current Reporting Period.** All cells must have an entry provided by the UPA.

Line Number	Data Entry to Column B
14	Number of facilities in compliance with designated operator training requirements (USEPATCR10) as identified by the CERS Violation Library. This violation is specific to training of the facility owner/operator and designated operator only. ***Note**: This violation does not include facility employee training.*
15	Number of facilities in compliance with financial responsibility requirements (USEPATCR11) as identified by the CERS Violation Library.
16	Number of facilities in compliance with designated operator walkthrough inspection requirements (USEPATCR12) as identified by the CERS Violation Library.

Corrections to Column A Section

As discussed above, the State Water Board will provide the Report 6 template to UPAs with **Column A – Total: Previous Reporting Period** data provided. Any corrections required to this historical data should be noted in the Correction to Column A section.

No Red Tags Issued Box

- Check the box provided if no Red Tags were issued during the reporting period.
- If Red Tags were issued, do not place a checkmark in the box and proceed to the Red Tag Facility Name Section.

No Abandoned UST Box

- Check 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 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.

Red Tag Facility Name Section

In the boxes provided, list the facilities that had a red tag applied during this reporting period. Please enter:

- Facility Name;
- Facility CERS ID (not the UST CERS ID);
- Red Tag Number;
- Date Affixed;
- Date Removed (only if removed during this reporting period); and
- Significant Violation - using one or more of the codes below, indicate the significant violation(s) for which the Red Tag was issued:

  1 Liquid Release: facility UST threatening or causing a liquid release
  2 Impaired leak detection: facility impaired UST monitoring system from detecting a release
  3 Chronic or recalcitrant owner/operator: chronic violations or recalcitrant violator

Abandoned UST Section

In the boxes provided, list the 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, sections 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.*