



Maryland
Department of
the Environment

Aboveground Storage Tank (AST) System Registration Form Instructions

General Instructions

- AST system registration is only required for:
 - AST systems containing **oil** as defined in COMAR 26.10.01.02;
 - Facilities with an **aggregate storage capacity of greater than 2,500 gallons**
 - Aggregate storage capacity means the total oil storage shell capacity of all ASTs on a property.
 - **ASTs** are defined in COMAR 26.10.01.02 and only include oil storage tanks having a **storage capacity of greater than 250 gallons**. Oil-filled operational equipment such as hydraulic lift reservoirs, transformers, and “belly tanks” integrated into the gen-set housing are not considered ASTs.
- AST system registration is **not required for**:
 - AST systems on a **single-family residential** property; or
 - AST systems that store oil for **less than 6 consecutive months**.
 - AST systems at a facility with 2,500 gallons or less of aggregate storage capacity.
- AST systems at oil storage facilities that are covered by an Individual Oil Operations Permit are considered to be registered as part of that permit’s application/renewal process and do not require separate registration with MDE.
- Maintain a copy of the current registration for each regulated AST system located at the facility.
- If an AST system is required to be registered in accordance with COMAR 26.10.01.10, you may not receive or dispense oil from the AST system if the AST system is not properly registered with MDE. Likewise, a delivery of oil cannot be made by a transporter to an unregistered AST system if that tank is required to be registered by MDE.
- You may use the same *AST System Registration Form* to register multiple AST systems at a single facility. If a facility has AST systems with different owners, each owner is required to review the registration requirement and register their respective AST systems if their respective aggregate storage capacity exceeds 2,500 gallons.
- You may not register AST systems at multiple facilities using the same registration packet. Use a separate *AST System Registration Form* (pages 1 through 5) for each facility.
- You must provide all requested information on the *AST System Registration Form*, including information unchanged since the last registration form was submitted.

- Prior to selling or transferring ownership of a facility with a registered AST system intended to be used by a purchaser or transferee for the storage of oil in Maryland:
 - Inform the purchaser or transferee of the AST system registration requirements; and
 - Provide the purchaser or transferee with a copy of the current registration form.

Specific Section Instructions

Top Information Block

MDE OCP Facility ID

- Enter the OCP Facility ID if known. The OCP Facility ID is assigned by OCP and is related to the registration of the facility’s underground storage tank (UST) systems. If you do not know the Facility ID, or if your facility does not have regulated UST systems, or you never had a Facility ID, leave this field blank.

Type of Registration

- A “New” *AST System Registration Form* is required for a facility that is registering AST systems for the first time or due to the installation of AST systems that raise the facility’s total aggregate storage capacity to over 2,500 gallons.
- An “Amended” *AST System Registration Form* is required within 30 days of any of the following:
 - The sale, transfer of ownership, or change in ownership structure;
 - A change in the type of oil stored in the AST system;
 - A change in status of the AST system (e.g., moved from in-service to out-of-service, moved from out-of-service to in-service, or permanent closure, including a change of in-service to storing a non-oil product in the AST system); or
 - The installation of additional or replacement AST systems at the facility.
- A “Closure” *AST System Registration Form* is required when a previously registered AST system is closed, or an AST that was required to be registered is closed. See the *Permanent Closure of Aboveground Storage Tank Systems* fact sheet regarding the AST closure process here: <https://mde.maryland.gov/programs/land/OilControl/Pages/factsheetspublications.aspx>.

Ownership Name Change

- If the business name of the owner of an AST system has changed for any reason (e.g., due to the transfer of ownership or restructuring of the business), mark “Yes.” Otherwise, mark “No.”
 - A name change from “Company, Inc.” to “Company LLC” is a legal name change and requires an amended AST System Registration Form to be submitted.

Number of AST systems at facility

- Provide the total number of AST systems being registered on the form (see Section V).

Section I. Ownership Information

- The “AST System Owner Name” should be the individual or business entity that owns or operates the AST system(s). This may differ from the owner of the facility property.
- If the AST System Owner is a business entity, is the entity registered with the Maryland Department of Assessments and Taxation? Answer “Yes” or “No”.
 - If “Yes”, then the business entity should be found on the Maryland Department of Assessments and Taxation (also known as SDAT) website here:
<https://egov.maryland.gov/BusinessExpress/EntitySearch>
- The street address in this section should be the physical address of the owner entity.
- Complete the “Owner Contact Person” information as requested.
- The mailing address in this section should be associated with the “Owner Contact Person” for the owner of the AST system(s).

Section II. Location of Facility

- The “Facility Name” should be a unique identifier that is specific to the location.
 - For example, use “Retail, Inc. Store #105” instead of “Retail, Inc.”
- Enter the physical address of the facility.
 - If the site spans over multiple addresses, use the main address of the property.
 - Use a complete street address that includes the property number (such as “101 Main Street”) as well as the municipality and zip code.
 - No post office boxes, route numbers, or listings such as “at the intersection of Main and 12th Streets” will be accepted.
- Identify the source of drinking water at the facility.
 - Select “Potable Well” if a potable well is on the property, even if there is also a connection to a public water system.
 - Select “none” if there is neither.

Section III. Type of Facility

- Select the most appropriate or descriptive designation for your facility even if others may apply.
 - For example, a public school should be marked as “Education” instead of “Local Government.”
- If the facility does not fall under any of the listed categories, mark “Other:” and write in the descriptor.
- “Type of operations at facility” refers to the function(s) of the AST system(s) at the facility.
 - If the AST system stores heating oil (or used oil) directly connected to a furnace or boiler, select “On-site consumptive use”.
 - Select “Storage” if there are also tanks that store additional products not directly associated with dispensing or heating.
 - Specify any other uses not captured by these options.

Section IV. Contact Person In Charge of AST System(s)

- If the person in charge of the AST system(s) is the same as the owner of the AST system(s), then mark the box indicated; no further data entry is needed in this section.
- This section should be used to identify the person whom MDE should contact regarding information on the AST systems.
- Provide the complete mailing address, including zip code, and the primary phone number, fax number, and email address for contacting this person.

Section V. AST System Description

- Include additional sheets of pages 3 and 4 of the *AST System Registration Form* as necessary for more AST systems and/or compartments.
- Both in-service and out-of-service AST systems must be listed, including any tanks that are in-service but “empty” of product.
- Do not include tanks storing edible oils (unless used as bio-diesel), diesel exhaust fluid (DEF), propane, natural gas, antifreeze, or other non-petroleum liquids.
- See the notes (1 through 5) on page 4 of the *AST System Registration Form* to assist in completing this section.

- Tank Identifications
 - MDE Tank ID: If you are updating the registration and MDE has previously assigned a tank number, enter that number. Otherwise, leave this field blank and MDE will assign one.
 - Compartment ID: For tanks with multiple compartments, use a separate column for each compartment to enter the designation, storage capacity, and product type stored.
 - Add compartment ID only for ASTs with two or more compartments.
 - Owner / Alternate Tank ID: This line may be used by you to record the tank and/or compartment numbers your company uses to refer to the tanks at this facility.

- Sections 1a.—1c. Status

Select one “Status” per AST system, not for each compartment.

- Section 1a. In-Service – The AST system is actively in use. "In-Service" includes an AST system that is “empty” but has not been formally placed Out-of-Service in accordance with COMAR 26.10.17.13B.
- Section 1b. Out-of-Service – The AST system has been placed out of service in accordance with COMAR 26.10.17.13B.
- Section 1c. Permanently Closed – The AST system has been permanently closed in accordance with COMAR 26.10.17.13D; also indicate the approximate date when this was completed.

- Section 2. Compartmented AST?

Answer yes (“Y”) or no (“N”) regarding whether an AST system has compartments.

- A compartmented AST is a tank that is divided into two or more separate compartments intended to contain the same or different products.
- Individual tanks that are connected together by piping are considered to be separate ASTs, not compartmented ASTs.

- Section 3. Total Storage Capacity

Enter the total shell capacity of the AST in gallons.

- The shell capacity of an AST is not the same as the maximum working level of the AST. The maximum working level means the liquid level of a shop-fabricated AST that should not be exceeded during normal filling procedures and is below the activation level of any overflow prevention equipment.

- For example, a 275-gallon heating oil AST may normally be filled to 250 gallons (e.g., the maximum working level). The “total storage capacity” for the AST in this example is 275 gallons.
 - For ASTs with multiple compartments, provide the aggregate capacity of all compartments (whether they store oil products or not) in Section 3. See Section 3a regarding instruction for the individual compartments.
 - If the total capacity of all compartments is greater than 250 gallons and at least one compartment stores an oil product, it is a regulated AST system.
- Section 3a. Compartment Storage Capacity

Enter the capacity (in gallons) of each compartment within the AST.

- As noted above, if the total capacity of all compartments is greater than 250 gallons and at least one compartment stores an oil product, it is a regulated AST system. Therefore, each compartment must be listed.
 - For example, a compartmented tank with three 100-gallon compartments storing antifreeze, used antifreeze, and used oil is required to be registered as if all three compartments stored oil products.
- Section 4. Product Stored

Select the type of product stored in the AST system / compartment from the list in Note 3.

- Some product types may have more than one name. For example, “Heating Oil #2” is considered to be generally the same as home heating oil, no.2 fuel, and #2 heating oil.
- “Gasoline” should be used only for pure gasoline (i.e., without ethanol), such as for marine applications.
- Gasoline mixed with ethanol should be referred to by the appropriate Gasohol E-10 or E-85 designation as per the fuel’s ethanol percentage.
- Both “on road” and “off-road” types of diesel fuel are still considered “Diesel Fuel.”
- Asphalt cement, asphalt tack, asphalt emulsion, etc. products all fall under “Asphalts.”
- Use “Lubricating Oil” when the product cannot be classified as gear, hydraulic, motor, or transmission oil.
- If the product stored does not fit any of the listed types, select “Other” and list the name of the product.
 - If a compartment within an AST is used for storage of non-oil products, use “Other” and indicate the non-oil product stored (e.g., antifreeze).

- “Used Oil” is defined by COMAR as “any petroleum-based oil or synthetic oil which through use, storage, or handling has become unsuitable for its original purpose due to the presence of impurities or loss of original properties.”
- Oil can be considered “Waste Oil” if it is contaminated, degraded, hazardous, mixed with solids or waste, or otherwise is not fit for re-use or recycling (e.g., old, degraded gasoline or transmix product in piping might be listed as Waste Oil).
- “Oily Water” is still considered an oil product even when “mostly” water, such as impacted stormwater runoff.

- Section 5. Date of AST Installation

Enter the date the AST system was installed.

- If you do not know the installation date of the tank, provide as much detail as possible (e.g., “before 2001”) or at least an estimate (“around 2000”). Otherwise, write “unknown” or “UNK” instead of the date.

- Sections 6a.—6c. Tank Construction

PLEASE NOTE:

- ASTs must be compatible with the product type stored.
- Underground storage tanks (USTs) cannot be used for aboveground storage.
- Galvanized steel pipes and fittings cannot be used with diesel fuel applications.

- Section 6a. Construction Standard

If known, enter the construction standard code only (e.g., UL 142, UL 80).

- Shop-fabricated ASTs must be built to one of several industry standards. There is typically a name plate on the AST that indicates the standard the tank was constructed in accordance with. Examples of such standards include:
 - UL 142 “Standard for Steel Aboveground Tanks for Flammable and Combustible Liquids,”
 - UL 80 “Standard for Steel Tanks for Oil-Burner Fuels and Other Combustible Liquids,” (frequently used as residential heating oil tanks), and
 - UL 2085 “Standard for Protected Aboveground Tanks for Flammable and Combustible Liquids.”

- Section 6b. Material

Choose the appropriate construction material from the list in Note 5.

- If “O” or “other” is selected, specify exactly what the material is.

- Section 6c. Single-Walled or Double-Walled

Indicate whether the AST is single-walled (“SW”) or double-walled (“DW”).

- Double-walled AST systems are constructed with a primary surrounded by a secondary tank, where the interstitial space can be leak tested and/or otherwise monitored for releases or water intrusion.

- Section 7. Date of Piping Installation

Enter the date the piping was installed.

- The date may be the same as the date in Section 5 (Date of AST Installation).
- If piping replacement occurred after the original AST system installation date, or the AST was connected to existing piping, the most accurate date for the piping installation must be provided.
- If you do not know the installation date of the piping, provide as much detail as possible (e.g., “before 2001”) or at least an estimate (“around 2000”). Otherwise, write “unknown” or “UNK” instead of the date.

- Sections 8a.—8b. Piping Construction

PLEASE NOTE:

- Piping must be compatible with the product type stored.
- Galvanized steel pipes and fittings cannot be used with diesel fuel applications.

- Section 8a. Aboveground Piping

- Section 8a.i. Material

Choose the appropriate construction material from the list in Note 5.

- If “O” or “other” is selected, specify exactly what the material is.
- If there are multiple sets of piping, separate the different materials with a slash (“/”) (e.g., “C / S” for a piping run made of copper and steel).

- Section 8b. Underground Piping

- Section 8b.i. Material

Choose the appropriate construction material from the list in Note 5.

- If “O” or “other” is selected, specify exactly what the material is.

- If there are multiple sets of piping, separate the different materials with a slash (“/”) (e.g., “C / S” for a piping run made of copper and steel).

- Section 8b.ii. Single- or Double-Walled

Indicate whether the underground piping is single-walled (“SW”) or double-walled (“DW”).

- Double-walled piping must have an interstice that is testable (e.g., by a precision tightness test) and terminates in a liquid-tight containment sump that is also testable.
- Product piping within a chase pipe that is not compatible with the product stored, or that cannot be pressurized for testing, is not considered to be double-walled. Such piping should be listed as single-walled (“SW”).

- Section 8b.iii. Corrosion Protection

Indicate yes (“Y”) or no (“N”) as to whether there is corrosion protection for the underground metal piping.

- Underground piping that is constructed of steel is required to be protected from corrosion, in accordance with COMAR 26.10.03.02B.

- Section 8b.iv. Release Detection

Indicate yes (“Y”) or no (“N”) as to whether release detection is performed on the underground piping.

- Underground piping is required to be provided with a method or a combination of methods of release detection, in accordance with COMAR 26.10.05.02D.

Section VI. Registration Certification

- An “authorized agent” is a person that is duly authorized by the AST system owner to sign the *AST System Registration Form*. The signee may be the owner, operator, or person in charge of the AST systems.
- Provide all requested information, sign, and date the *AST System Registration Form*.