

## Resubmitting Underground Storage Tank (UST)

The following forms are required. If the submittal documents uploaded for your previous submittal are up to date, you may utilize the existing document saved in CERS from your last submittal.

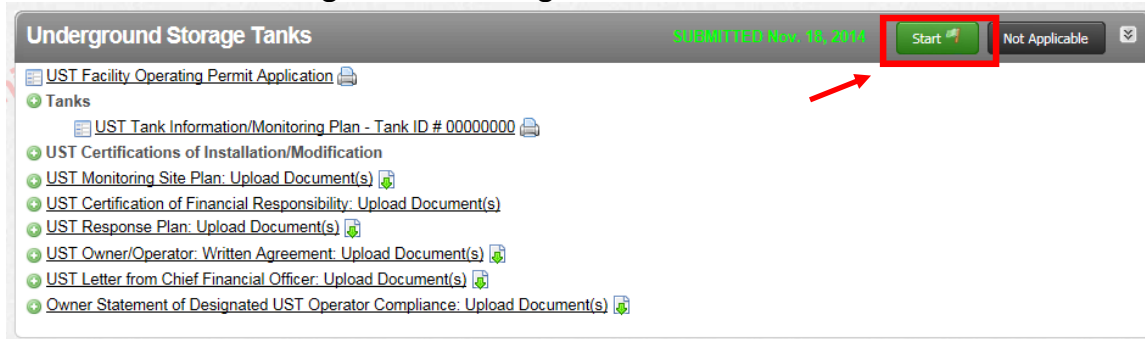
- UST Monitoring Site Plan (map)
- UST Certification of Financial Responsibility\*
- UST Response Plan
- UST Owner/Operator: Written Agreement
- UST Letter from Chief Financial Officer\*
- Owner Statement of Designated UST Operator Compliance

\*You will need to update your CFO letter, and the Certificate of Financial Responsibility every year.

If the information on the Owner Statement of Designated UST Operator Compliance has changed, a new document must be completed and uploaded.

Once you have gathered all the necessary information and they are saved as PDFs on your computer, you can begin updating your submittal.

1. Go to the Underground Storage Tanks Section, and click **“Start”**



2. Select the “**Based upon my last submittal of...**” option, and click “**Start**”

Start New Submittal

Submittal Element: *Underground Storage Tanks*

I would like to start my submittal...

Based upon my submittal of 11/18/2014 (Submitted) ▼  
You must update/replace any out-of-date data or supplemental documentation.

From scratch

Start Cancel

The information you submitted in your previous UST element will appear.

3. Carefully review and update any necessary information on the “**UST Facility Operating Permit Application**”

- Make sure to update the “**Date Certified**” field with a current date

Permit Holder Information

Permit Holder Notification Information [?](#) Supervisor of Division, Section, or Office (Required for Public Agencies Only) [?](#)

Facility Owner  Facility Operator  Tank Owner  Tank Operator Supervisor Name

Financial Responsibility Mechanism(s)

Indicate which approved mechanism(s) are being used to show financial responsibility either as contained in the federal regulations (40 CFR, Part 280, Subpart H, Sections 280.93 through 280.107) or CCR, Title 23, Division 3, Chapter 18, Section 2808.1.

Self-Insured [?](#)  Surety Bond  State Fund and CFO Letter  Other Mechanism (specify below)

Guarantee [?](#)  Letter of Credit [?](#)  State Fund and CD

Insurance  Exemption  Local Government Mechanism

Applicant Certification

I certify that the information provided in this UST submittal is accurate and current, and that this facility complies with all applicable Underground Storage Tank requirements.

Applicant Name [?](#) Applicant Title [?](#) Applicant Phone [?](#) Date Certified [?](#)

Applicant Name Applicant Title 000 000 0000

Save Cancel

When finished click “**Save**”.

4. Complete additional required documents and upload to CERS, as needed. If the information has not changed, you may use the existing forms uploaded to CERS in your last submittal.

### [UST Monitoring Site Plan](#)

Update this form if you have changed or added a UST to your facility

### [UST Certification of Financial Responsibility](#)

Update this form annually

### [Underground Storage Tank Response Plan](#)

Update this form if the information has changed since your last submittal

### UST Owner/Operator: Written Agreement (if applicable)

Update this form if the information has changed since your last submittal

### [UST Chief Financial Officer Letter](#) (if applicable)

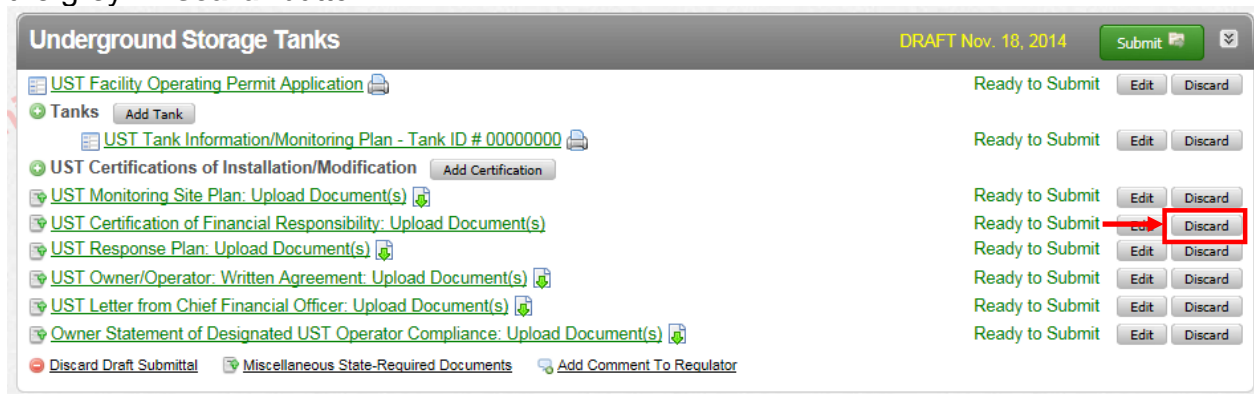
Update this form annually

### [Designated Operator Notification Form](#)

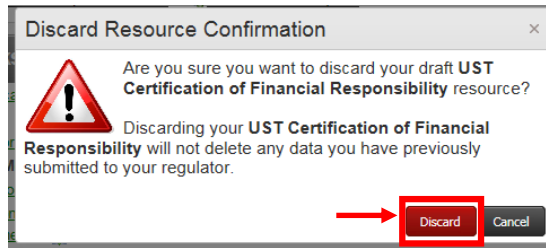
Update this form if the information has changed since your last submittal

To upload a new PDF document to replace the existing document in your submittal, click the grey “**Discard**” button for the desired document, and upload the new document from your computer.

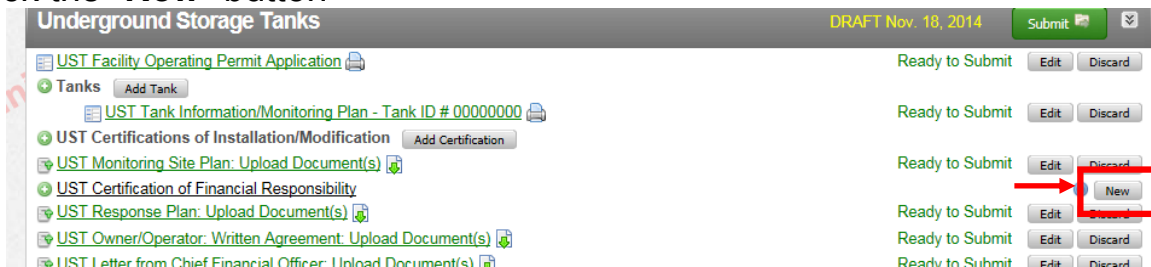
For example, to replace the “**UST Certification of Financial Responsibility**”, click the grey “**Discard**” button.



Click the red “**Discard**” button to confirm.

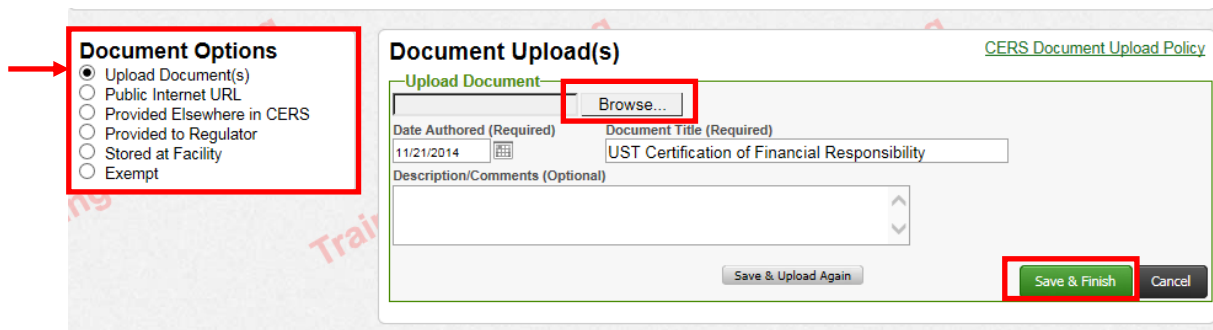


Click the **“New”** button



Upload your PDF document. Click **“Document Needed”**

- Select **“Upload Document”** in the **“Document Options”** box
- Click **“Browse”** (or **“Choose File”**) and select the desired file.  
The Document Title is automatically entered.
- Click **“Save & Finish”**



Repeat the steps above until all required documents have been uploaded.