2024-2025 Underground Storage Tank Compliance Calendar

Owner ID	
Facility ID	

Developed and published by the Kansas Small Business Environmental Assistance Program
Paid for by the Kansas Department of Health and Environment (KDHE)

Kansas Department of Health and Environment

Pollution Prevention Institute

Scan the QR code or visit sbeap.org/UST for a digital, hyperlinked version of the calendar.

This calendar is designed to help you understand your compliance requirements as an owner or operator of an Underground Storage Tank, or UST, in Kansas. Helpful information such as compliance deadlines, explanations of requirements and other tips are included throughout the calendar. Some key topics are included here to help you get started, and you can find more information on many of these topics in the following pages.

Monthly checks for release detection and the walkthrough inspection checklist, in addition to monthly and daily inventory control checks are also included. More information on how to complete the monthly walkthrough checklist is included in the back, where you'll also find a copy of the Walkthrough Inspection checklist for your use and reference.

HOW TO MAKE THIS CALENDAR WORK FOR YOU

Compliance deadlines

Most deadlines are specific to your facility. We highly recommend you mark any of the following deadlines that apply (it's a good idea to go ahead and write down the expiration dates on this page, especially if it's not within this permit year):

- Testing of release detection equipment (required annually) _____
- Renew third-party liability insurance (required annually) _____
- Spill basin testing (every three years) _____
- Containment sump testing (every three years) _____
- Overfill prevention testing (every three years) _____
- Cathodic protection testing (every six years) _____
- A/B operator certification (every four years) _____

Any testing will need to be done by a contractor licensed to do the work in Kansas. A list is available on the BER portion of the KDHE website, on the Helpful Documents page (www.kdhe.ks.gov/1010/Helpful-Documents).

Be sure to schedule any required testing well in advance – contractors can be booked months out, and testing may be more expensive at times when many people are trying to schedule.

A/B operator training

A/B operator training is offered free of charge to UST owners and operators in Kansas through Tank Management Services, or TMS. See their training schedule at https://tms.wildapricot.org/training_schedule to book a class. These classes can fill up, so book ahead to make sure you get the one closest to you.

KEIMS

UST owners and operators are required to use KEIMS for permit renewals and all compliance forms. KEIMS can be accessed at the BER KEIMS page, available at www.kdhe.ks.gov/1122/Kansas-Environmental-Information-Managem, or by clicking the KEIMS link in the Quick Links section at the bottom of the KDHE website. Additional resources are available on BER's KEIMS page. SBEAP has also developed resources to help owners and operators use KEIMS, available at www.sbeap.org/storage-tanks, and direct assistance is available via phone, email, teleconference and site visit (see contact information on the next page).

Inventory control

To complete your inventory control each day, you need to record the following for each tank:

- Starting inventory (the ending inventory from the previous day)
- Gallons delivered
- Gallons pumped
- Ending inventory

Further information on inventory control can be found on SBEAP's website at sbeap.org/storage-tanks or KDHE's website at www.kdhe.ks.gov/1010/Helpful-Documents.

SBEAP Resources

SBEAP has several resources to help you with environmental compliance, including a manual for UST owners and operators, videos and guides on navigating KEIMS and completing certain tasks, a guidance document and two short videos explaining how to complete the Walkthrough Inspection Checklist, and a document to help new owners of USTs identify their requirements. Find these resources and more at sbeap.org/storage-tanks. Technical assistance and site visits are also available —**contact SBEAP at 800-578-8898 or sbeap@k-state.edu**.

More resources for USTs are available, including a user manual and information on KEIMS.

Scan the QR code or visit **www.sbeap.org/storage-tanks.**

Training

A Class C operator is responsible for monitoring normal daily operations and notifying the Class A/B operator of emergencies, such as a fire or release. In addition to emergency response procedures, which should be posted in a visible area, a Class C operator should also understand the basic parts of the UST system, safe fueling practices and possible signs of a release. These operators should also know how to clean up a small spill, where the emergency shutoff is located, and how to respond to any alarms related to the UST system, such as the overfill alarm. A Class C operator can be trained by a Class A/B operator, but that training must be documented and they must be trained before beginning any duties related to monitoring USTs. Remember, a trained UST operator must be on site anytime the facility is operating — employees who have not yet been trained cannot operate the system without a trained operator on site.

Contractors

Before you try to repair something yourself, see if it requires a licensed contractor. Many maintenance and repair tasks necessary to keep your system functioning and in compliance must be performed by licensed contractors, and some work requires additional specific licenses, such as cathodic protection testing. If work requiring a licensed contractor is performed by someone who does not have the correct license for the task, that work will have to be redone by someone with the proper license. An unlicensed person attempting work that requires a license could face a fine of up to $500 or more. Not all contractors can do the same jobs— make sure to hire contractors who are licensed in the work you need done, such as tank-tightness testing. You can find a list of KDHE-approved UST contractors at www.kdhe.ks.gov/1010/Helpful-Documents.

Statistical Inventory Reconciliation

Do you use statistical inventory reconciliation (SIR)? SIR is a form of release detection that relies on your inventory control—you send your inventory control records to an SIR vendor at the end of every month, and they perform in-depth analysis to determine whether you have a fuel loss. Note that to be in compliance, you must send your inventory control records to your SIR vendor and receive the results within 15 days of the end of the month. A list of SIR vendors is available at kdhe.ks.gov/DocumentCenter/View/9033/SIR-Vendors-PDF. SIR is just one example of release monitoring. If you use another method of release monitoring, you do not need SIR. Approved methods include interstitial monitoring, ATGs that monitor for releases (not all have this function) and manual tank gauging in some cases. Vapor monitoring is only allowed for airport hydrant systems and field constructed tanks.

TIP

Whether you use SIR or not, good inventory control is critical. You still need to reconcile your inventory control on at least a monthly basis (daily is recommended).

NEW TESTING REQUIREMENTS

The July 2020 update to Kansas UST regulations included new requirements for testing:

- Spill prevention equipment (spill bucket) — must be tested at least once every three years (unless double-walled and inspected no less frequently than every 30 days as required by the walkthrough inspection) and within 30 days of repair.
- Containment sumps - if using interstitial monitoring for the piping release detection then (under dispenser containment, pump sump and piping transition sumps) — must be tested at least once every three years and within 30 days of repair.
- Overfill prevention (automatic shutoff, ball float valves or overfill alarm) — must be tested at least once every three years and within 30 days of repair.
- Release detection equipment (ATG and other controllers, probes and sensors; automatic line leak detector; vacuum pumps and pressure gauges; and hand-held electronic sampling equipment) — all applicable parts must be tested annually and within 30 days of repair.

Facilities were required to have these tests performed for the first time by Oct. 13, 2021. Be sure to check whether your facility is approaching any testing deadlines stated above. Documentation of any required testing will need to be submitted to KDHE before the current test expires. Completion of testing will help maintain compliance with storage tank regulations and permit requirements. Overdue testing will prevent you from obtaining your annual permit. These tests must be performed by a contractor licensed in Kansas for the testing being done. A list of Kansas-licensed contractors can be found at www.kdhe.ks.gov/1010/Helpful-Documents. Records of these inspections must be retained for three years.

TIPS

- If you use an ATG directly for release detection or indirectly, by using it for interstitial monitoring or as part of inventory control that is then fed into SIR, then all parts of the ATG must be tested at the same time annually. If you use an overfill alarm as overfill prevention, this is likely part of your ATG system and usually checked during annual testing. Check with your contractor before scheduling overfill prevention testing!
- To view the most recent testing dates that KDHE has on record for your facility, go to https://keap.kdhe.ks.gov/berTanks/ and search for your facility using your Owner ID or Facility ID, or by selecting the applicable district using the district map. Be sure to schedule any required testing well in advance. Contractors may charge more if you need to schedule tests during a busy period provided appointments are available.

AUGUST 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Visually inspect the premises daily by checking for obvious signs of a release or indicators that there could be a release soon, such as puddles, active leaks and wear on equipment, such as hoses. Update your inventory control records daily by checking the level in the tanks, reading the meters on the pumps, and calculating overs and shorts.

INVENTORY CONTROL
(AND WHAT IT CAN DO FOR YOU)

Good inventory control benefits your business as well as the environment. It identifies losses and other issues in your tanks, whether they are leaking or not. Inventory control is also required by KDHE regardless of your release detection method — statistical inventory reconciliation (SIR) records are not a substitute for inventory control records. Documented inventory control does more than show you don't have a release — it proves that you are actively monitoring your system for leaks. It also allows you to catch the leaks and other issues quickly, whereas relying on SIR alone could mean you don't realize you're losing product until weeks later.

If you have more than a 0.5% difference in your inventory control, you should start looking at possible sources of loss. Temperature differences, theft, meters or automatic tank gauges (ATGs) in need of calibration, or even parking a delivery truck such that it is not level can cause discrepancies. The most common reason for discrepancies in inventory control is meters in need of calibration, and calibration issues can show a loss of product in your records.

TIP

Interstitial monitoring must be used for monthly monitoring for USTs installed after July 2013. Acceptable methods of monthly monitoring include the use of an ATG, interstitial monitoring of tanks with secondary containment, or statistical inventory reconciliation. Manual tank gauging can also be used for used oil tanks with a capacity of 2,000 gallons or less, or tanks not containing used oil of 1,000 gallons or less, though periodic tank tightness testing is also required for tanks with a capacity of more than 1,000 gallons. An ATG or interstitial monitoring equipment must be installed by a Kansas-licensed contractor. Lists of contractors and SIR vendors are available on KDHE's website at kdhe.ks.gov/1010/Documents-Forms and kdhe.ks.gov/DocumentCenter/View/9033/SIR-Vendors-PDF.

SEPTEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Always use gross gallons for inventory control. Net gallons is temperature-corrected to 60 degrees Fahrenheit, so it could be very inaccurate with varying temperatures.

SPILL BUCKETS

Spill buckets are essential for preventing releases of product and ensuring quality for the customer. It is important they are intact and clean in order to contain small spills made during transfer without allowing debris into the tanks. For full instructions on cleaning your spill bucket, go to sbeap.org/storage-tanks. As of 2020, spill buckets must now be tested at least once every three years (unless double-walled and inspected no less frequently than every 30 days as required by the walkthrough inspection) and within 30 days of repair. This test was required to be performed for the first time by Oct. 13, 2021, so make sure you know your next deadline to test your spill buckets, as it may be coming up. Documentation of a passing test needs to be submitted to KDHE before the current test expires. Overdue testing will prevent you from obtaining your annual permit. These tests must be performed by a contractor licensed in Kansas for the testing being done. A list of Kansas-licensed contractors can be found at www.kdhe.ks.gov/1010/Helpful-Documents. Records of these inspections must be retained for three years.

TIPS

- Make sure spill buckets and sumps are clean before hydrostatic testing is performed. Otherwise, the water used to test could be contaminated and may have to be treated as a hazardous or special waste.
- Be sure to schedule any required testing well in advance. Contractors may charge more if you need to schedule tests during a busy period, provided appointments are available.

OCTOBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14 Columbus Day	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Halloween	1	2

Have you filled out the Walkthrough Inspection Checklist for this month? Most of the items on the checklist should be checked every month (no more than 30 days apart). A copy of the Walkthrough Inspection Checklist is included in the back of this calendar, as well as general guidance on completing it. SBEAP has created a guidance document explaining each item on the checklist and videos covering most items, available at www.sbeap.org/storage-tanks.

REDEVELOPMENT FUND

Any UST system installed after adoption of the Energy Policy Act of 2005 must have secondary containment, usually in the form of double-walled tanks and piping. Single-wall systems installed before this are grandfathered in, but are older and less likely to be designed for compatibility with the materials stored. The Kansas Underground Storage Tank Redevelopment Program is available for eligible tank owners to remove existing single-wall UST systems and replace them with systems with secondary containment. Up to $50,000 per facility is available for work completed between August 2005 and June 30, 2020, and up to $100,000 per facility for work completed between July 1, 2020 and June 30, 2030. The tank must have been registered with KDHE on or after May 1, 1981, must be used for resale of petroleum products, and cannot be owned by the federal government. The facility must be in substantial compliance with Kansas storage tank regulations, and the owner must give 30-day notice and access for KDHE to conduct a site assessment.

To be eligible for reimbursement, the tank owner must submit an application through KEIMS. Upon approval, the tank owner must obtain three bids from qualified contractors and submit these to KDHE for review. Upon bid approval, the work can proceed. KDHE District staff must be notified prior to and during the processes of tank removal and new system installation to inspect progress and equipment. Upon successful installation, an approval letter will be sent to the tank owner including a guide on requesting reimbursement for pre-approved costs. Proof of payment for the work and supporting documents must be included with the reimbursement request.

Further information on this Redevelopment Fund is available at https://www.kdhe.ks.gov/1045/UST-Property-Redevelopment-Fund---Single.

TIPS

- Communication with KDHE staff is always recommended in general, but especially if you choose to apply for reimbursement from the redevelopment fund. Make sure to submit all documents in a timely manner so the application continues at a good pace.
- If petroleum contamination is discovered during the removal of the single wall USTs, the applicant must apply to the Petroleum Storage Tank Release Trust Fund. The Trust Fund reimburses pre-approved costs to assess and remediate petroleum contaminated soil and groundwater.

NOVEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11 Veterans Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Thanksgiving	29	30

Have you been trained in the operation of USTs? Managers in Kansas are required to have Class A/B training, and anyone involved in daily facility operations needs Class C training. This includes cashiers, anyone whose duties might include watching for problems with equipment and those who might need to respond in an emergency.

KEIMS

KDHE is now using an online data management system called KEIMS for permitting, forms, and other paperwork previously submitted via mail or email. Facilities can set up their accounts to allow access to owners, operators, contractors, and more. This allows different parties to submit forms, such as repair certifications by contractors. KEIMS is now the preferred means for submitting compliance paperwork, and many forms, including the UST permit renewal, MUST be submitted through KEIMS. Fees can also be paid online. For more information, instructions, or to access the system, go to kdhe.ks.gov/1122/Kansas-Environmental-Information-Managem. SBEAP has also created resources to help users navigate in KEIMS and renew UST permits—available at sbeap.org/storage-tanks. KDHE has also completed an instructional webinar series that covers the basics of KEIMS as well as guidance on some of the most frequently asked questions. These can be found at youtube.com/playlist?list=PLNf9pPKiboItSF0QUO_Oz-6GrDcDmHg5l.

TIPS

- Different bureaus use KEIMS differently — the processes may look different for different bureaus and setting your account up with one bureau does not mean it is set up with others.
- Each user in KEIMS should have their own account, and it's a good idea to have more than one person at your facility with a KEIMS account linked to your facility. It's common to have a single designated person, but this can be very problematic if that person leaves or is temporarily unavailable.

DECEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Christmas Eve	25 Christmas Day	26	27	28
29	30	31 New Year's Eve	1	2	3	4

Visually inspect the premises daily by checking for obvious signs of a release or indicators that there could be a release soon, such as puddles, active leaks and wear on equipment, such as hoses. Update your inventory control records daily by checking the level in the tanks, reading the meters on the pumps, and calculating overs and shorts.

WALKTHROUGH INSPECTION CHECKLIST

The Walkthrough Inspection Checklist must be completed for every active UST in Kansas. This is required to renew the permit for a tank, and failure to complete inspections and documentation could prevent the permit from being renewed.

Most tasks on the checklist are required monthly, meaning they must be completed no more than 30 days apart, and some are only required annually.

The inspection must be conducted by an A/B operator or by a C operator under the supervision of an A/B operator. The operator should **initial** each task as it is completed. Not all tasks on the checklist will apply to each tank, so be sure you understand which ones apply to your system. Write "NA" for the tasks that do not apply to your system. For each item on the checklist that applies to the system, document the condition of the equipment, any issues found, and any corrective action taken.

Inspection records must be maintained for one year. A copy of the checklist is included in the back of this calendar.

Further guidance on completing the checklist, including a detailed guidance document and two short videos, is available at sbeap.org/storage-tanks. SBEAP also offers technical assistance and site visits to help you understand your compliance requirements and how to complete them.

TIP

Some facilities choose to pay a contractor to conduct their inspections. While this is allowed, the facility A/B operator is still ultimately responsible for the inspection, meaning this person will be liable for any problems, not the contractor.

UST permits can be renewed as early as January 1, and renewals are due by April 30. Late fees will be charged per tank for renewals submitted after April 30, and additional fees will be applied per tank for renewals submitted after July 31.

JANUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King Jr. Day	21	22	23	24	25
26	27	28	29	30	31	1

Have you filled out the Walkthrough Inspection Checklist for this month? Most of the items on the checklist should be checked every month (no more than 30 days apart). A copy of the Walkthrough Inspection Checklist is included in the back of this calendar, as well as general guidance on completing it. SBEAP has created a guidance document explaining each item on the checklist and videos covering most items, available at www.sbeap.org/storage-tanks.

PAPERWORK CHECKLIST

Once a year, you must —

- ☐ Renew your third-party liability insurance before it expires. What's your insurance expiration date?

  _____

- ☐ Have release detection equipment tested by a Kansas-licensed UST contractor.
- ☐ Test automatic and mechanical leak detectors.

By April 30 submit the following to KDHE:

- ☐ Annual Inventory Control Summary
  - ☐ The December Inventory Record
- ☐ Release Detection Annual Summary
  - ☐ Supporting documentation for the Release Detection Annual Summary covering December of the previous year (ATG printout, sensor printout, SIR report)
- ☐ Walk-Through Inspection Checklist
- ☐ Rectifier Log Annual Summary
- ☐ Permit renewal application and pay tank fees

At least once every three years, cathodic protection, spill prevention, containment sumps and overfill protection must be tested.

Date of last cathodic protection test:

_____

Date of last spill prevention test:

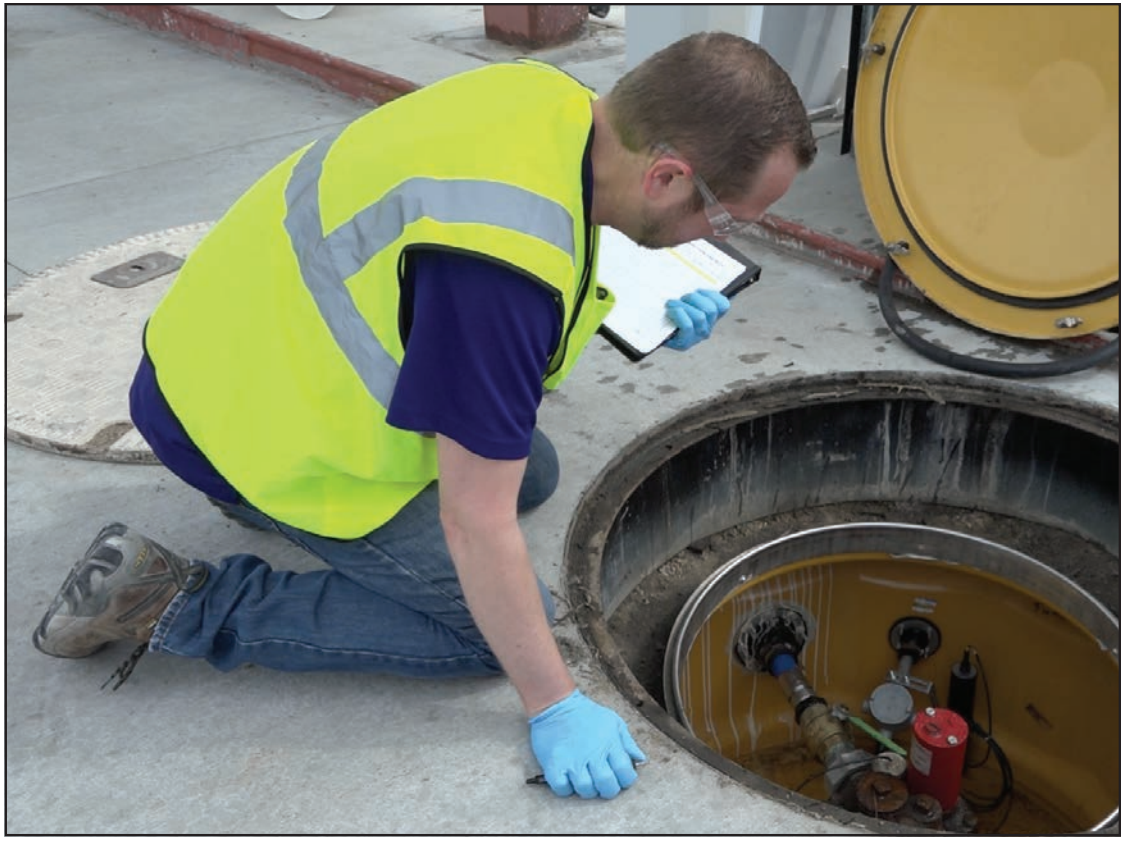
_____

Date of last overfill protection test:

_____

Date of last sump test:

_____



TIP

Annual UST permit renewals must be submitted in KEIMS. The renewal process in KEIMS allows you to download any required forms, submit all documentation needed for your renewal, and even pay for your renewal all in one place. For more information or to access the system, go to kdhe.ks.gov/1122/Kansas-Environmental-Information-Managem.

UST permits can be renewed as early as January 1, and renewals are due by April 30. Late fees will be charged per tank for renewals submitted after April 30, and additional fees will be applied per tank for renewals submitted after July 31.

FEBRUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14 Valentine's Day	15
16	17 Presidents' Day	18	19	20	21	22
23	24	25	26	27	28	1

Visually inspect the premises daily by checking for obvious signs of a release or indicators that there could be a release soon, such as puddles, active leaks and wear on equipment, such as hoses. Update your inventory control records daily by checking the level in the tanks, reading the meters on the pumps, and calculating overs and shorts.

OVERFILL PROTECTION AND PREVENTION

Any tank that receives deliveries of more than 25 gallons at a time must be equipped with an overfill prevention system. Overfill prevention averts overfilling of the tank by reducing or stopping flow of product during delivery, or by sounding an alarm to indicate the tank is nearly full so the delivery person knows to stop the flow of fuel into the tank.

Typical overfill prevention consists of an automatic shut-off device (an in-tank float valve), or an alarm attached to an ATG which continuously measures the fuel level in the tank. Though ball float valves have been used previously, new ones are no longer allowed to be installed and any already in place are required to be replaced by an approved method upon failure.

As of 2020, overfill protection equipment must be tested by a Kansas-licensed contractor every three years. This test was required to be performed for the first time by Oct. 13, 2021, so be sure to check whether your facility is approaching any testing deadlines. Documentation of a passing test will need to be submitted to KDHE before the current test expires. Overdue testing will prevent you from obtaining your annual permit. A list of Kansas-licensed contractors can be found at www.kdhe.ks.gov/1010/Helpful-Documents. Records of these inspections must be retained for three years.

TIPS

- If you use an ATG directly for release detection, or indirectly, by using it for interstitial monitoring or as part of inventory control that is then fed into SIR, then all parts of the ATG must be tested at the same time annually. If you use an overfill alarm as overfill prevention, this is likely part of your ATG system and therefore checked during annual testing. Check with your contractor before scheduling overfill prevention testing!
- Be sure to schedule any required testing well in advance. Contractors may charge more if you need to schedule tests during a busy period provided appointments are even available.

UST permits can be renewed as early as January 1, and renewals are due by April 30. Late fees will be charged per tank for renewals submitted after April 30, and additional fees will be applied per tank for renewals submitted after July 31.

MARCH 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 St. Patrick's Day	18	19	20	21	22
23 30	24 31	25	26	27	28	29

Have you been trained in the operation of USTs? Managers in Kansas are required to have Class A/B training, and anyone involved in daily facility operations needs Class C training. This includes cashiers, anyone whose duties might include watching for problems with equipment and those who might need to respond in an emergency.

PERMITS

UST permits renewals are due by April 30! Have you submitted yet? Permits are required for all USTs containing regulated substances in Kansas, including standby generator tanks, conditionally exempt tanks, and tanks temporarily removed from service. Renewals must be completed in KEIMS. SBEAP has created materials to help navigate KEIMS and complete renewals in KEIMS. The renewal and payment must be submitted by April 30 to avoid late fees, which are charged per tank, and additional fees are charged per tank for renewals submitted after July 31. In addition to submitting your documents, you must be in compliance to receive a permit.

Documents you might need before renewing your permit (not all will apply to all facilities):

- Inventory Control Annual Summary
- December Inventory Control Record
- Release Detection Annual Summary
- December Release Detection Record (printout)
- Walk-Through Inspection Checklist
- Rectifier Log Annual Summary
- A/B Operator training certificate

Proof of insurance should be submitted to KDHE before your existing insurance expires, any testing records should be submitted before the testing deadlines, and A/B operator training certification should be submitted before the current certification expires. These are not directly a part of the renewal process, but if any of these are out of date, you are not in compliance and will not be issued a permit until you are back in compliance.

UST permits can be renewed as early as January 1, and renewals are due by April 30. Late fees will be charged per tank for renewals submitted after April 30, and additional fees will be applied per tank for renewals submitted after July 31.

APRIL 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Easter Sunday	21	22	23	24	25	26
27	28	29	30	1	2	3

ANNUAL INVENTORY CONTROL, RELEASE DETECTION, AND RECTIFIER LOG SUMMARIES, WALK-THROUGH INSPECTION CHECKLIST AND PERMIT RENEWAL NOTICE WITH PERMITTING FEE DUE TO KDHE BY APRIL 30

Have you filled out the Walkthrough Inspection Checklist for this month? Most of the items on the checklist should be checked every month (no more than 30 days apart). A copy of the Walkthrough Inspection Checklist is included in the back of this calendar, as well as general guidance on completing it. SBEAP has created a guidance document explaining each item on the checklist and videos covering most items, available at www.sbeap.org/storage-tanks.

ATG

Automatic tank gauges, or ATGs, constantly monitor the fuel in your tank. Depending on the model, an ATG can give you some of the numbers you need for inventory control, provide a water level measurement in your tank and serve as the method of release detection and overfill protection. If you use an ATG, you should know how to get a level reading and perform other functions the ATG may offer. All operators should also know what to do in case of an alarm. Multiple systems can have alarms through the ATG, such as interstitial monitoring systems and overfill prevention. Change the battery according to the manufacturer's instructions and keep the startup program in case you need to restart the ATG; a power outage or surge can corrupt the programming. Test your ATG frequently. The contact points can corrode over time, making it harder for the system to connect after a long rest, so you may need to try a few times. However, if you cannot produce a passing test, you will need to contact KDHE and work toward identifying and correcting the problem. Under the 2020 regulations, ATGs have to be certified annually by a Kansas-licensed UST contractor. Facilities were required to have these tests performed for the first time by Oct. 13, 2021. Be sure to check whether your facility is approaching any testing deadlines. Documentation of a passing test will need to be submitted to KDHE before the current test expires. Overdue testing will prevent you from obtaining your annual permit. A list of Kansas-licensed contractors can be found at https://www.kdhe.ks.gov/1010/Helpful-Documents. Records of these inspections must be retained for one year.

TIPS

- If your ATG is your primary method of release detection, or if you rely on it for interstitial monitoring, or inventory control data as part of SIR, then all parts of the ATG must be tested at the same time annually. If you use an overfill alarm as overfill prevention, this is likely part of your ATG system and usually checked during annual testing. Check with your contractor before scheduling overfill prevention testing!
- If you use an ATG for release detection, remember the test is meant to be run at normal conditions, so it's better to run it at a high fuel level than low — testing a tank while underfilled may raise a red flag to an inspector or lead to an inconclusive result.

If you have not yet renewed your UST permit, renew as soon as possible. Additional late fees will be applied for renewals submitted after July 31, and you will be operating without a permit, which can cause your fuel drops to be suspended.

MAY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11 Mother's Day	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Memorial Day	27	28	29	30	31

Have you filled out the Walkthrough Inspection Checklist for this month? Most of the items on the checklist should be checked every month (no more than 30 days apart). A copy of the Walkthrough Inspection Checklist is included in the back of this calendar, as well as general guidance on completing it. SBEAP has created a guidance document explaining each item on the checklist and videos covering most items, available at www.sbeap.org/storage-tanks.

STICKING YOUR TANK

Gauge sticks are absolutely vital to facilities that use manual tank gauging as release detection. However, they are also very important for facilities that use ATGs for inventory control and release detection, as a backup, to check whether the ATG is working properly, and for water testing, as manual checks can be more accurate than some ATGs. Make sure your stick is sealed, is not warped, cut or worn at the end, and is marked to the 1/8-inch. If you use manual tank gauging for release detection, you need to test weekly by gauging the tank twice, allowing it to rest for the full period required (see table) without adding or removing any product, and gauge it twice after allowing it to rest. Be sure to wipe the gauge stick between measurements. Always use the tank chart that corresponds with the tank you are testing. More information is available on the KDHE website and a video on sticking your tank correctly is available at sbeap.org/storage-tanks.

TABLE OF TEST STANDARDS FOR MANUAL TANK GAUGING

Tank Size	Minimum Duration of Test	Weekly Standard (one test)	Monthly Standard (four-test average)
up to 550 gallons	36 hours	10 gallons	5 gallons
551-1,000 gallons (when tank diameter is 64")	44 hours	9 gallons	4 gallons
551-1,000 gallons (when tank diameter is 48")	58 hours	12 gallons	6 gallons
551-1,000 gallons (also requires periodic tank tightness testing)	36 hours	13 gallons	7 gallons
1,001-2,000 gallons (also requires periodic tank tightness testing)	36 hours	26 gallons	13 gallons

TIP

Many ATGs can gauge your fuel depth, measure your water level and perform leak-detection tests at the push of a button. This simplifies inventory control and eliminates the need to let your tank rest for a period of 36 hours or more at a time. However, it's still a good idea to keep a stick in case your ATG fails for any reason or to confirm the ATG is calibrated correctly. It's also a good idea for facilities with ATGs that can check water levels to periodically check the water level manually, using water-finding paste, in addition to the regular readings from the ATG.

If you have not yet renewed your UST permit, renew as soon as possible. Additional late fees will be applied for renewals submitted after July 31, and you will be operating without a permit, which can cause your fuel drops to be suspended.

JUNE 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 Father's Day	16	17	18	19 Juneteenth	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Visually inspect the premises daily by checking for obvious signs of a release or indicators that there could be a release soon, such as puddles, active leaks and wear on equipment, such as hoses. Update your inventory control records daily by checking the level in the tanks, reading the meters on the pumps, and calculating overs and shorts.

HOW LONG SHOULD I KEEP RECORDS?

One year: permit, third-party liability insurance, inspection of automatic or mechanical leak detectors, testing of release detection equipment, line tightness testing, rectifier readings

Three years: spill prevention testing, overfill protection testing, containment sump testing, tank gauging results*, water test results*, inventory control*, monthly release detection reports (SIR, automatic reports or vapor readings)*

Five years: tank tightness testing, inspections of internally lined tanks with no external corrosion protection

Six years: cathodic protection testing

**Though you are only required by regulation to keep these records for a year, KDHE prefers you retain them for three years.*

If you have not yet renewed your UST permit, renew as soon as possible. Additional late fees will be applied for renewals submitted after July 31, and you will be operating without a permit, which can cause your fuel drops to be suspended.

TIPS

- Print your ATG release detection records every month. Your system may be able to print historical records, but these may not be accepted. Your records provide proof your system is not leaking — they are also proof you have been checking for leaks. It is also a good practice to scan or photograph the ATG printouts as the paper they are printed on degrades easily.
- Submitting your documents in KEIMS allows you to view them in KEIMS later. Though this is a convenient way to keep track of your paperwork, you should still retain your own copies of all your records for the required time. If there is a problem with KEIMS that causes data loss, you are still required to be able to present your records.

JULY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4 Independence Day	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Have you been trained in the operation of USTs? Managers in Kansas are required to have Class A/B training, and anyone involved in daily facility operations needs Class C training. This includes cashiers, anyone whose duties might include watching for problems with equipment and those who might need to respond in an emergency.

How to Complete the Walkthrough Inspection Checklist

- The walkthrough inspections can be conducted by an A/B operator, or by a C operator under the supervision of an A/B operator. Though you can have your contractor check the items on the list, the A/B operator is still ultimately responsible.
- Monthly items must be checked no more than a month apart. Annual checks must be completed no more than a year apart, though some are recommended monthly. This checklist is meant to be used for a calendar year.
- Not all items on the checklist will apply to your facility. Identify any items that do not apply and write "NA" for those items, or you can write "NA" in January and draw a line through the rest of the year. Do not initial items that don't apply to your system.
- Examine each item that applies. If you are unsure where to find some parts of your system or what conditions to look for, you can ask your contractor to walk you through the checklist, or SBEAP has resources on completing the checklist, including a guidance document and two short videos. See SBEAP resources at sbeap.org/storage-tanks.
- For each item that applies to your facility, if it is in satisfactory condition, **INITIAL** the box for that month on the checklist. Again, the A/B operator is the responsible party for signing off on the form and for any errors.
- If an item is found in less than satisfactory condition, take these steps:
  - Document the condition found.
  - Take appropriate corrective action — any repairs should be performed by a Kansas-licensed contractor (a list is available at www.kdhe.ks.gov/1010/Helpful-Documents).
  - Initial the appropriate box on the checklist once the item is back to satisfactory condition.
  - Submit the completed checklist for the calendar year during the next permit cycle—i.e. the 2023 checklist will be submitted to receive a 2024-2025 UST permit.
- Retain a copy for at least one year after completion.

Additional KEIMS Info

The Kansas Environmental Information Management System, or KEIMS, is the new method for submitting paperwork related to your UST system. With KEIMS, your documents are kept in one place online, allowing for easy access (note that best practice is still to retain your own copy of all compliance documents). KEIMS streamlines the permit renewal process with features such as auto-filling information about your tank, reminding you what you need for some parts of your compliance, including notes about exemptions, and providing relevant forms. You can also pay fees associated with your permit online — please note that payments are submitted through a separate vendor (iKan and PayIt), and that you will need to print your receipt from their website at the time of payment. To learn more about KEIMS and how to navigate, see the login page at kdhe.ks.gov/1122/Kansas-Environmental-Information-Managem, check SBEAP's resources on navigating KEIMS and renewing your permit at sbeap.org/storage-tanks, or KDHE's instructional webinar series at youtube.com/ playlist?list=PLNf9pPKibolt SF0QUO_Oz-6GrDcDmHg5l.

Compatibility

Some regulated substances may have negative interactions with some storage tank systems, which can lead to contamination of product or premature failure of the storage tank system. For that reason, KDHE now requires that UST owners or operators demonstrate that their UST systems are compatible with the substance stored. This can be done by the manufacturer or by a nationally recognized, independent testing laboratory. Also, if the owner or operator would change the substance stored to a regulated substance that contains more than 10% ethanol or more than 20% biodiesel, they must notify KDHE at least 30 days in advance.

Some substances stored in USTs can also encourage bacterial growth. Though there are benefits to using ethanol blends and ultra-low sulfur diesel (ULSD), vapors of these substances are a food source for bacteria, which can then build up in your UST system. This can cause blockages, especially in vent lines, which leads to slow dispensing of product. These bacteria also commonly produce acids, like acetic acid, the acid found in vinegar. This can corrode your system

and does so faster than water. Watch out for blue crystals in containment sumps or other parts of your system, slow dispensing and odd smells, such as vinegar, rotten eggs or rising bread.

Release procedures

In case of a spill or release: First, turn off pumps. If there is a fire or large spill, call 911, keep people away from the area and call the manager. It is very difficult to accurately estimate the quantity of an underground release and for that reason, KDHE requires that all underground releases be reported immediately. Surface spills of petroleum must also be reported in the case of actual or imminent water or soil pollution.

The main things to report are whether the source is stopped and, if possible, how much was spilled. UST releases should be reported to the Leaking Underground Storage Tank Unit at 785-296-6768 or to the appropriate district office for your area. Spills of 25 gallons or more, or those that cause a sheen on water, should be reported to 785-296-1679.

You may be required to report evidence of a release such as product in soils, basements or nearby surface water, unusual operating conditions, including erratic behavior of product-dispensing equipment, sudden loss of product from a UST system, an unexplained presence of water in a tank or release detection results indicating there may have been a release.

When in doubt, report – it's better to call KDHE than to have someone call them about you.

If any equipment related to a UST breaks or otherwise malfunctions, a trained operator is not advised or, in most cases, legally permitted to attempt a repair. Most repairs require a licensed UST contractor.

TIP

Contact information

Kansas State University Pollution Prevention Institute
Small Business Environmental Assistance Program
www.sbeap.org • sbeap@ksu.edu • 800-578-8898
SBEAP offers free technical assistance to UST facilities in Kansas.

Bureau of Environmental Remediation
www.kdhe.ks.gov/165/Remediation
This bureau regulates storage tanks to meet state (KDHE) and federal (EPA) rules.

KDHE Preventative Unit
kdhe.tankinfo@ks.gov

KDHE District Offices

Northwest District Office • 785-261-6100
North Central District Office • 785-827-9639
Northeast District Office • 785-842-4600
Southwest District Office • 620-682-7940
South Central District Office • 316-337-6020
Southeast District Office • 620-431-2390

Helpful links

Check testing dates for system equipment at your facility:
https://keap.kdhe.ks.gov/berTanks/

Find a list of Kansas Licensed UST Contractors and other documents related to USTs:
kdhe.ks.gov/1010/Helpful-Documents

KEIMS log in and helpful information:
kdhe.ks.gov/1122/Kansas-Environmental-Information-Managem

Other helpful resources from SBEAP:
sbeap.org/storage-tanks

KDHE WALK-THROUGH INSPECTION CHECKLIST

Instructions: Initial each box to indicate the equipment at your facility was inspected. Use NA if the equipment does not apply to the facility.

For underground storage tanks

Year _____

Owner ID _____ **Facility ID** _____

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Date of Inspection												
MONTHLY CHECKS - TO BE CHECKED ONCE A MONTH												
Tank Monitor Equipment												
Checked for alarms and normal operating conditions												
Monthly passing test and/or sensor reports from the tank monitor												
If equipped with vacuum, record readings monthly												
Vapor monitoring wells covers marked - wells checked monthly												
Readings recorded from hand-held device or readings supplied by your vendor monthly												
Inventory control submitted to Statistical Inventory Reconciliation (SIR) vendor once every 30 days												
Line Monitor Equipment												
Checked for alarms and normal operating conditions												
Monthly passing tests and/or sensor reports for secondary containment from the automatic tank gauge or recorded from the digital automatic line monitor equipment												
Vapor monitoring wells covers marked - wells checked monthly												
Readings recorded from hand-held device or readings supplied by your vendor monthly												
Piping transition sumps												
Cathodic Protection - Impressed Current												
Checked rectifier for normal operation												
Record amps/volts/hours if present, once every 30 days												
Record green light indicator every 30 days if equipped												
Spill Basins												
Checked for damage and cracks , remove any liquid or debris												
Fill cap fits tight, rubber gasket not torn or missing												
Spill basin cover fits correctly, does not wobble or is not broken												
Drop tube is present with no obstructions												

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Date of Inspection												
ANNUAL CHECKS - TO BE CHECKED AT LEAST ONCE A YEAR - KDHE RECOMMENDS TO BE CHECKED MONTHLY												
Manual Tank Gauging												
Check condition of stick - plastic tip present, numbers readable												
Correct tank chart being used												
Under dispenser with or without containment												
Interstitial monitoring sensor in correct position												
No liquid or debris, no signs of cracks or holes												
Test boot (if applicable) pulled back so interstice is not blocked												
Shear valve is anchored and installed correctly												
Flex connectors show no signs of leakage or swelling												
ANNUAL CHECK - TO BE CHECKED AT LEAST ONCE A YEAR												
Sumps with or without secondary containment												
Manhole cover fits correctly												
Containment sump lid in good condition												
Interstitial monitoring sensor in correct position												
No liquid or debris, no signs of cracks or holes												
Test boot (if applicable) pulled back so interstice is not blocked												
Flex connectors show no signs of leakage or swelling												

Instructions: If any alarms, damaged equipment and/or non-normal operating conditions exist, take the appropriate action.

If petroleum is found in a under dispenser sump, pump sump and/or transition sump, the facility is required to investigate and notify KDHE if a leak has been discovered. Keep all records of repairs and record the dates and parts repaired/replaced on the maintenance log.

NOTE: UST SYSTEM OWNER/OPERATOR ARE REQUIRED TO MAINTAIN A COPY OF THIS FORM FOR ONE (1) YEAR.

KDHE Walk-through Inspection check list is due to KDHE by April 30 of each calendar year.

Submit to:

Kansas Department of Health and Environment
Bureau of Environmental Remediation
Storage Tank Section
1000 SW Jackson, Suite 410
Topeka, KS 66612-1367

Phone: 785-296-8061 Fax: 785-559-4260
Website: www.kdheks.gov/tanks

Name and initial of personnel conducting walk-through inspection

A/B Operator Name _____Certificate #_____Initials _____

C Operator Name _____Initials _____

IF A/B operator is contracted, provide individual

A/B Operator Name : _____A/B Certificate #_____Initials _____

KANSAS STATE UNIVERSITY
Pollution Prevention Institute
2323 Anderson Ave., Suite 300
Manhattan, KS 66502
337-002