



**UST TASK FORCE
ORIENTATION MANUAL**

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Introduction

This document was prepared to formally recognize the goals of the ASTSWMO Underground Storage Tank (UST) Task Force, describe its organization, and outline its functions.

The Tanks Subcommittee includes three task forces that manage the inspection of Underground Storage Tanks (USTs) which typically contain petroleum products; provide oversight for the remediation any leaks or spills from these USTs; and administer financial assurance funds that are offered to the owners and operators of USTs. The members also provide comments on federal policies, rulemaking and legislation and work directly with both federal officials at EPA's Office of Underground Storage Tanks (OUST) and officials of the State and Territorial UST programs.

The UST Task Force is one of three active task forces within the ASTSWMO Tanks Subcommittee. The UST Task Force participants are State and Territorial UST officials whose primary responsibility is the management and inspection of State and Federally regulated underground storage tanks to ensure that owners and operators are in compliance with the technical and financial responsibility requirements.

The Task Force's primary efforts focus on the administration of State and Territorial UST programs and on tank owner compliance, inspection, and financial responsibility issues that are important to State and Territorial UST programs and the U.S. Environmental Protection Agency (USEPA).

Mission Statement

The UST Task Force represents the unique concerns of state UST Programs whose responsibility is the management and inspection of State and Federally regulated underground storage tanks to ensure that owners and operators are in compliance with the technical and financial responsibility requirements. The UST Task Force recognizes the important role of State UST Programs in protecting human health and environment through ensuring the proper operation of USTs, thereby preventing leaks, and by ensuring that tank owners and operators maintain adequate financial responsibility mechanisms to address any leaks and spills that occur. The Task Force will serve as a liaison between State and Territorial UST Programs and the USEPA, and act as a clearinghouse for distributing technical information and ideas among State UST regulatory officials.

Goals of the UST Task Force

- Identify issues and challenges pertinent to State and Territorial UST Programs;
- Create a forum for the development and exchange of ideas, information and solutions to overcome identified issues and challenges. This is accomplished through periodic teleconferences, meetings and workshops, as well as participating in the planning and implementation of important meetings, workshops, and conferences;
- Provide a unified, recognized voice on critical UST compliance, inspection, and financial responsibility issues;

- Evaluate and provide comments on pending national legislation, rules or policy which may affect State or Territorial UST Programs and the regulated community; and
- Bring regional and national issues to the attention of USEPA to foster communication that allows the USEPA, the States and Territories to work together.

Role of the Task Force

The UST Task Force serves the ASTSWMO Tanks Subcommittee as a source of technical expertise for review and comment on technical papers and documents regarding issues and policies pertinent to UST programs. In addition, the UST Task Force serves in an advisory capacity to the Tanks Subcommittee regarding appropriate responses to developing initiatives affecting underground storage tank regulation.

Membership of Task Force

The UST Task Force is made up of State and/or Territorial officials who are responsible for the day-to-day operations of their State or Territorial UST programs. Membership is on a voluntary basis. ASTSWMO Task Forces are designed to have at least 10 members, one representing each USEPA region.

The Subcommittee Chair, in consultation with the Vice-President and Past President of ASTSWMO, has the option of increasing the UST Task Force membership up to 15 people, to address special issues or to achieve balance between small States and large States. However, this is only possible if adequate funds are available to accommodate the UST Task Force size, and may require that travel for a portion (e.g.) of the UST Task Force members can be reimbursed for face to face meetings.

A Chair and Vice-Chair will be responsible for providing leadership and organization to the group. UST Task Force Chairs and Vice-Chairs are selected to serve a term of 3 years. At the end of each term, the Subcommittee Chair will undertake a process to select a new Chair. A staff member will be assigned from ASTSWMO to provide logistical support to the task force.

Expectations of Task Force Members

Effectively serving on a UST Task Force requires a person to devote significant time, energy, and expertise. UST Task Force members are expected to consider the interest of their home region, keeping each State in their respective region up to date on issues and soliciting and representing each State's viewpoint. UST Task Force Members are expected to travel to 1-3 meetings per year and participate on monthly or periodic conference calls and travel/participate at other meetings as required.

Time commitment outside of formal meetings or conference calls will be necessary in order to work on subject topics or issues and to develop policy recommendations on issues of concern. This time commitment will vary depending upon the individual issue or subject matter. It is likely that a UST Task Force member may also be assigned to write sections of white papers, review and comment on UST Task Force or USEPA work products, such as technical guidance

documents and proposed rulemaking, coordinate UST Task Force member comments on proposed rules or guidance, or head up a subgroup/workgroup on a specific issue or larger project.

The UST Task Force recognizes that primary work commitments often prevent full participation; however, it is expected that every effort will be made to contribute to the group. The UST Task Force Chair may ask a member to withdraw from the UST Task Force if he/she cannot fulfill her/his duties.

Term of Task Force Members

UST Task Force members are selected to serve an initial term of 3 years. UST Task Force members can serve additional terms; however, at the end of each 3-year term the UST Task Force Chair, with the assistance of the ASTSWMO staff liaison, will conduct an assessment of other States' interest in participating on the UST Task Force and will evaluate re-appointment of each member based on two factors: (1) whether rotation of membership to another State in the USEPA region is appropriate; and (2) whether the current member is contributing to the effectiveness of the UST Task Force.

The UST Task Force Chair must also insure continuity within the UST Task Force by staggering the terms of UST Task Force members so as to avoid a situation where an inordinate number of members are rotating off the UST Task Force at the same time. When a member's term ends, every endeavor should be made to recruit a new member from the same region as the retiring member. Ideally, both the retiring member and the new member will participate in the UST Task Force meeting of the term ending year. The goal of this strategy is to promote information sharing, insure continuity of thought, and facilitate document hand-off.

The UST Task Force Chair, with the concurrence of the Subcommittee Chair, will determine if the rotation is appropriate. In addition, if a current member is not significantly contributing to the goals of the UST Task Force, the UST Task Force Chair, with the concurrence of the Subcommittee Chair, may select a new UST Task Force member.

Appendix A – UST Task Force Accomplishments

Since its inception, the UST Task Force has worked on many issues involving State and Territorial UST Programs. Some of the most noteworthy task force efforts include, in chronological order, the following:

1995

- Contributed to the EPA Strategy for Encouraging Early Compliance with UST Upgrades, Feb 1995.

1996

- Authored a letter to OUST regarding Reporting Measures.
- Authored a letter to Congress on Federal proposed budget to USEPA and OUST.

1997

- Provide comments for the development of an EPA - OUST/ASTM Standard for certifying UST compliance with the 1998 technical standards. This proposed *ALICE* (Acceptable Liability and Compliance Evaluation) standard could help States and OUST increase 1998 compliance.

1998

- Printed and distributed the “*Report Card on the Federal UST/UST Program*.”
- Prepared and printed the ASTSWMO Tanks Subcommittee Report *Card on the UST/LUST Program, 1998*.
- Provided formal testimony at meetings of the USEPA Blue Ribbon Panel on MTBE.
- Provided significant comments on Blue Ribbon Panel Reports.

1999

- The UST Task Force conducted the annual survey of State databases for 1998 compliance data: “Where Are We With Respect to Meeting the 1998 Technical Standards.” Seventeen states replied with reportable compliance data. The results were presented at the EPA National Conference “State Fair.” Estimates based on the survey of 17 states databases in early 1999 are: 59.7 % - of the existing active tanks meet the 1998 technical compliance standards based upon the provided data set. 71.5 % - meet release detection requirements; 64.7 % - meet spill prevention requirements; 63.3 % - meet overfill protection requirements and 64.3 % - meet corrosion protection requirements.

2000

- The UST Task Force held a Conference Call on July 19, 2000 to discuss comments to an EPA-OUST Draft Operational Compliance Measure and providing comments to OUST on SIR (Statistical Inventory Reconciliation) and other leak detection methods. The group discussed O/M training versus determining minimum competency on tank owners and voluntary standards that could be developed into state rule or regulations. The Task Force may send members to an OUST workgroup. The members are also refining their regional member contact list.

2001

- Planned and Conducted UST Managers Workshop, Tackling UST Operational Compliance in October 2001. The UST Task Force planned and conducted an UST Managers Workshop titled: “Tackling UST Operational Compliance”. The goal of this workshop was to provide State UST managers with ideas, tools and experiences from other states on measuring, promoting, and maintaining operational compliance with an accent on innovations, emerging technologies and new paradigms of doing business. The workshop was held on October 22-23, 2001 at the Key Bridge Marriott, Arlington, VA. The audience was State UST Managers with EPA - OUST Headquarters staff invited.
- The UST Task Force distributed a letter to all State UST program managers via email on June 19, 2001, to make them aware of a training initiative for underground storage tanks owners and operators being developed by the petroleum industry. The letter expresses the UST Task Force’s opinion that this type of training can reduce the likelihood of significant environmental impact caused by undetected leaking UST systems by improving operational compliance through education.
- Ben Thomas, AK, UST Task Force member has been representing the Tanks Subcommittee in a government/industry/trade association group organized by API. The group is developing the nation's first UST operations and maintenance (O&M) training video. The video will be the basis for an API recommended practice for good UST O&M. The intended audience is the store clerk and business manager in charge of operating gas stations. The ultimate goal of the video is to prevent leaks and spills from gas stations through effective training. The API UST Operator training work group met on November 10, 2000, to develop the training video and have Ben report on the first year of Alaska's new third party inspection program.

2002

- Worked with OUST on new Closure Goals/Targets/Mandates.
 - Numerous meetings, memos, and letters to/with OUST on this issue.
 - Final product convinces OUST to lower cleanup Targets.

2003

- The Tanks Subcommittee and UST Task Force members were active in the UST Significant Operational Compliance (SOC) workgroup. State comments were forwarded to EPA-OUST and were used to update the leak detection and leak prevention matrices. In addition, States have initiated SOC pilots in New Hampshire, Connecticut, New York, New Jersey, Delaware, South Carolina, Wisconsin, Illinois, Arkansas, New Mexico, Iowa, Missouri, Utah, Colorado, Arizona, and Washington. Data from these pilots were presented at a session on SOC at the 2003 EPA UST/LUST National Conference. Each pilot consisted of a minimum of 20 “random” inspections with a percent compliance submitted for each requirement on each matrix. Based on the preliminary data of more than 1100 facility inspections conducted, there were rates of 68% for release prevention and 58% for release detection. Other concerns related by the pilot inspectors were: spill buckets, verifying operability and a failure to perform release detection a certain number of times during the prior year.

2004

- Planned and hosted the UST Inspector's Workshop in August 2004

2005

- Provided significant contributions on resolving Energy Act UST issues

2006

- Participated in Annual meeting in Kansas City, MO in October 2006. Sessions included information on Underground Storage Tank requirements in the 2005 Federal Energy Policy Act.

2007

- Participated in Mid-Year meeting in Providence, RI, in April 2007. Sessions included information on Energy Act Implementation, including certifying State Compliance with Mandates, overall State costs of compliance, implications of federal 2007 and 2008 budgets, alternative fuels, including ongoing research of compatibility problems with E85, biodiesel, etc., potential changes to cleanup technologies and methods, de minimus applicability, State issues on GAO LUST Report.
- Participated in Annual meeting in Bethesda, MD in October 2007. Sessions included information on Energy Policy Act including grant guidelines and funding, federal 2008 Budget, latest performance measures, ongoing research of compatibility problems with alternative fuels, E85, Biodiesel, etc., environmentally responsible, redevelopment, reuse ("ER3") program and potential State incentives.
- Conducted EPA Energy Policy Act Implementation Meeting II in Washington, D.C. in December 2007.
- Provided comments to USEPA OUST on Ethanol Compendium.
- Provided comment to USEPA OUST on semi-annual UST Reporting Measures.

2008

- Participated in Mid-Year meeting in Mobile, AL, in April 2008. Sessions included information on federal budget and performance measures, federal petroleum brownfields, updates from EPA, financial responsibility, GPRA goals, compliance issues, federal regulations revisions, and alternative fuels issues.
- Participated in Annual meeting in Baltimore, MD in October 2008. Sessions included information on green gas stations, green remediation, petroleum brownfields, updates from EPA, financial responsibility, Government Performance and Results Act (GPRA) goals, compliance issues, federal regulations revisions, and alternative fuels issues.

2009

- Participated in Mid-Year ASTSWMO meeting in Columbus, OH in April 2009. Sessions included American Reinvestment and Recovery Act (ARRA) Issues, federal budget and grant updates, EPA Act Implementation, Federal regulations revisions, and alternative fuels.
- Planned and Conducted UST Compliance and Prevention Workshop in Denver, Colorado in June 2009.

- Participated in Annual ASTSWMO meeting in Bethesda, MD in October 2009. Sessions included EPA/State updates, prevention topics, and American Recovery and Reinvestment Act (ARRA) issues and projects.

2010

- Participated in Mid-Year ASTSWMO meeting in Los Angeles, CA in April 2010. Sessions included Biofuels, ARRA projects, status of performance measures, budget updates, State and EPA priorities, EPA Act Implementation, Federal regulations revisions, and Ultra low sulfur diesel emissions.

Current and Future Efforts

- Periodic articles written for the New England Water Pollution Control Commission (NEIWPCC) publication “LUSTline”.
- Comments on proposed national tanks legislation and rule changes.
- Significant contributions to various UST-related reports provided to Congress.
- Feedback and input on USEPA regulations on UST issues through the Subcommittee Chair and the ASTSWMO Board.
- Assistance with Peer Match efforts between States and Territories on various UST issues.
- Meet semiannually or as national conferences permit to stay abreast of developing UST issues and communicate with Tanks Subcommittee as appropriate.
- Continued discussion, information sharing, and identification of States needs in evolving UST initiatives such as green remediation, alternative fuels, vapor intrusion, and long-term stewardship for UST sites.
- Development of UST Compliance and Prevention Workshop to be held in March 1-2, 2011 in Dallas, TX.
- Assistance in the development of and participation in every National Tanks Conference since 1997.
- The UST Task Force has worked hard to create a forum for the development and exchange of ideas, information and solutions to overcome identified cleanup issues and challenges by supporting the annual National Tanks Conferences. A listing of past National Tanks Conferences is included below:

National Tanks Conferences

- 1997-Santa Fe, New Mexico
- 1998- Long Beach, California
- 1999- Daytona Beach, Florida
- 2000- Portland, Oregon
- 2001- Albuquerque, New Mexico
- 2002- Kissimmee, Florida
- 2003- San Francisco, California
- 2004- New Orleans, Louisiana
- 2005- Seattle, Washington
- 2006- Memphis, Tennessee
- 2007- San Antonio, Texas
- 2008- Atlanta, Georgia
- 2009-Sacramento, California

- 2010-Boston, Massachusetts
- 2012-St. Louis, MO

UST Task Force sponsored Workshops

- 2001- Arlington, VA
- 2007- Crystal City, VA
- 2009-Denver, CO
- 2011-Dallas, TX