



RECORD KEEPING FOR YOUR STORAGE TANK SYSTEM

The Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations

require tank system owners or operators to maintain specific records. This fact sheet explains what records you must keep, how long you must keep them, and where they must be filed.

Tank Tip 10

on Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations

What records must be kept for the life of the system?

The following records must be kept until the system is removed:

- for all systems, the emergency plan as specified in the regulations
- for vertical aboveground tanks without secondary containment, all inspection, detection, monitoring and test records
- for aboveground piping without secondary containment, any inspection records relating to a corrosion analysis program
- for storage tank systems installed after June 12, 2008, records relating to as-built drawings and installation (as described below)

What records do you have to keep for five years?

You must keep all other records for five years, including records of:

- inspections and tests carried out on your system or components of your system (except for those systems and components listed above), including leak tests on tanks, piping or other components
- operation and maintenance of oil-water separators
- test results related to operating corrosion protection (except for those listed above)
- disposal of water from tank bottoms
- temporary or permanent withdrawal from service of a system or component of a system
- removal of a system or component



What records are required for a new system?

As-built drawings: The regulations require owners or operators of storage tank systems installed after June 12, 2008, to keep as-built or record drawings for the life of the system. This is to ensure that the system's design and layout are not lost with staff, operator or contractor changes, since these systems can last a long time. In accordance with section 34, the as-built drawings must carry the stamp and signature of a professional engineer and show:

- outline of all tanks
- centreline of all piping
- centreline of all underground electrical power and monitor sensor conduits
- building foundation outlines
- property lines
- secondary containment systems

These as-built or record drawings must be kept up to date. If you change your system in any way that affects the required information, the drawings must be updated, re-stamped and signed by a professional engineer.

Installation records: Your storage tank system must be installed by persons certified or licensed to install tank systems in the province or territory where the system is located. If your province or territory does not approve installers, the work must be supervised by a professional engineer. You must keep a record of who installed your storage tank system and their certification. This record (for example, an invoice) must have enough information to show that the system was installed by a person designated to do the work under the regulations.

What information do you include in records relating to leak testing and inspection?

The information required is as follows (section 27):

- test or inspection date
- storage tank system identification number
- type of petroleum or allied petroleum product stored in the system
- test or inspection results
- testing method
- name and address of the person and, if applicable, the company that performed the test or inspection
- components of the corrosion analysis program, if applicable [subparagraph 23(1)(a)(ii)]

What records are required for oil-water separators?

The record-keeping requirements for the maintenance and operation of oil-water separators are as follows (sections 35 to 37):

- monthly measurements of the free oil and separated solids layer, if there is no electronic monitoring
- in case of a spill or leaking tank system, measurement of the free oil and separated solids layers
- quantity disposed of free oil and/or solids layers, the disposal method and the place where it was disposed

What record must be kept when you dispose of water from your tank bottom?

You must dispose of water from the tank bottom in such a way that there is no risk to the environment or human health. You are also required to keep a record of its disposal, as follows (section 40):

- quantity of tank-bottom water removed
- date of its removal
- name and address of the person (and company, if applicable) who removed it
- disposal method
- place where it was disposed

What records must be kept if you withdraw your system or a component of the system from service?

For a temporary withdrawal (less than two years), you must keep a record of the date on which you withdrew the system or component from service. For a permanent withdrawal, you must keep a record of the date of withdrawal—along with a record showing that the work was done by a person designated to do so under the regulations.

What records are required if you remove a system?

If you remove a system or a component, you need a record showing that the system or the component was removed by an approved person or supervised by a professional engineer.

Do some types of storage tank systems have additional record-keeping requirements?

Yes, there are specific inspection and leak-monitoring requirements that apply if you have:

- single-walled underground tanks or piping
- aboveground tanks or piping without secondary containment
- sumps

In addition to the records already mentioned, you must maintain records of the initial leak-test or inspection required in the regulations, as well as records of your ongoing leak-detection program (See Tank Tip 8: Leak Detection and Monitoring).

Where must you keep your records?

Records must be kept at the owner or operator's place of work near the system.



For more information, please visit our website at www.ec.gc.ca/rs-st. If the information you need is not available on our website, please contact your regional office or the Storage Tank Program:

Pacific & Yukon	ec.reservoirspyr-tankspyr.ec@canada.ca	604-664-9100
Prairie & Northern	ec.promconrpn-compropnr.ec@canada.ca	780-951-8600
Ontario	ec.enviroinfo.ontario.ec@canada.ca	416-739-4826
Quebec	ec.reservoirsqc-tanksqc.ec@canada.ca	514-283-5350
Atlantic	ec.enviroinfo.ec@canada.ca	902-426-7231
Storage Tank Program	ec.registrereservoir-tankregistry.ec@canada.ca	1-844-672-8038

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