



## TANK TIP 11

# RECORD KEEPING FOR YOUR STORAGE TANK SYSTEM

The **Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations** require that you maintain specific records for your system and keep them at your place of work nearest to the system.

### Records that you must keep **until the system is removed** (subsection 46[2])

All systems	Vertical aboveground tanks without secondary containment	Aboveground piping without secondary containment	New systems (installed after June 12, 2008)
The emergency plan	All inspection, detection, monitoring and test records	All inspection records relating to a corrosion analysis program	Records relating to as-built drawings and installation

### Records that you must keep for **five years** (subsection 46[1])

- inspections and tests carried out (except for those of vertical aboveground tanks without secondary containment) including leak tests on tanks, piping or other components
- operation and maintenance of oil-water separators
- disposal of water from tank bottoms
- inspections relating to a corrosion analysis program (except for those of aboveground piping without secondary containment)
- temporary or permanent withdrawal from service of a system or component
- removal of a system or component

### Records relating to **drawings and the installation of new systems** (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 and they must be once more stamped and signed by a professional engineer.



You must also keep a record of who installed your storage tank system and proof that this person is approved to do so by the province or territory in which the system is installed. See **Tank Tip 2** for more information.

### Records for **leak testing and inspection** (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 used
- 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][iii]**)

### Records for **oil-water separators** (sections 35 to 37)

- quantity of disposed free oil and solids layers, the disposal method and the place where it was disposed
- in the case of a leak or a release, measurements of the free oil and separated solids layers
- monthly measurements of the free oil and separated solids layer, if there is no electronic monitoring

### Record for **disposal of water from the tank bottom** (section 40)

You must dispose of water from the tank bottom in such a way that there is no risk to the environment or human health and keep a record of its disposal, as follows:

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

### Records for **withdrawal and removal** of systems or components from service

Temporary withdrawal (less than two years)	Permanent withdrawal	Removal
Date of withdrawal	Date of withdrawal <b>and</b> record showing that the system or component was withdrawn by an approved person or supervised by a professional engineer	Record showing that the system or component was removed by an approved person or supervised by a professional engineer

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If the information you need is not available on our website, contact your regional office or the Storage Tank Program:

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