



Massachusetts Department of Environmental Protection
Bureau of Air and Waste – Stage I Vapor Recovery Program

Stage I Form C

MassDEP Facility Account # _____

Stage I Annual In-Use Compliance Certification

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



DEP USE ONLY
/ /
Date Postmarked

A. Stage I System Documentation

1. Stage I System Location

Name of Facility Where the Stage I System is Installed

Facility Address

City/Town

MA

State

Zip Code

2. Stage I System Responsible Official #1 (point of contact for Stage I related correspondence)

Name of Stage I System Responsible Official #1

Phone Number

Mailing Address

City/Town

State

Zip Code

Email Address

3. Stage I System Responsible Official #2 (fill out only if applicable)

Name of Stage I System Responsible Official #2

Phone Number

Name of Company or Facility

Mailing Address

City/Town

State

Zip Code

Email Address

4. Annual Stage I System Compliance Fee Billing Documentation:

Name of Dept., Division, etc, otherwise leave blank. Please do **not** indicate contact name.

Phone Number

Name of Company (Corp., Co., Inc., LLC, etc.)

Mailing Address

City/Town

State

Zip Code

5. Has any documentation in A. 1 – 4 changed? Yes No (If **YES** indicate any changes above)

6. Gasoline dispensed to **Commercial** (general public) or **Private** fleet? _____

7. Please check the box below identifying the amount of gasoline dispensed at this facility (gallons/annually):

Less than 120,000 120,000 to 240,000 240,001 to 500,000

500,001 to 1,200,000 1,200,001 to 2,000,000 Greater than 2,000,000



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B. In-Use Compliance Testing and Submittal Requirements

1. In-Use Compliance Tests Required to be Performed and Passed:

2. **Compliance Certification Submittal Due Date:**

For this certification form to be submitted on time, the envelope used to mail it to MassDEP must be postmarked on or before the facility's annual in-use compliance certification due date.

Section C. to be completed by the Compliance Testing Company only.

C. Compliance Testing Company Certification

1. Name of Compliance Testing Company _____

2. Compliance Testing Company MassDEP ID #: _____

3. **Enter in item 4.** the Stage I system type or CARB order number. Answer "Yes" for only one question:

a. Is a Stage I system installed with both pre-EVR and EVR Stage I components? Yes No
If yes, enter "**Pre-EVR / EVR System**" in 4. below.

b. Is a Stage I system installed with only EVR components from different CARB Certified EVR System Executive Orders? ("mix and match" EVR system) Yes No
If yes, enter "**Component EVR System**" in 4. below.

c. Is a Stage I "**CARB Certified EVR System**" installed and are all EVR components listed and approved in a single Stage I EVR CARB Executive Order? Yes No
If yes, enter the **CARB Executive Order Number** for the applicable EVR system in 4. below.

4. Stage I System type OR CARB Executive Order #: _____

5. Tank Type: UST or AST? _____ 6. AST Manufacturer: _____

7. Stage I Type: Coaxial or Dual Point? _____

a. If Coaxial, are poppeted coaxial drop tubes installed? Yes No

b. If Dual Point, are EVR product and vapor rotatable adaptors installed? Yes No

8. CARB EVR product fill buckets and EVR vapor buckets installed? Yes No

9. If EVR product fill buckets are installed, are the EVR drop tubes installed below the EVR product fill buckets as required by the applicable CARB EVR Stage I Executive order? Yes No

10. CARB EVR Pressure Vacuum (P/V) vent valve(s) installed? Yes No

11. For motor vehicle fuel dispensing facilities with two or more UST's, prior to performing the required compliance tests, did you confirm that the gasoline storage tanks are properly manifolded?

Yes No Not Applicable (only one gasoline storage tank)

12. For Stage I systems in 3.a - c. above, prior to performing the required compliance tests, did you confirm that all Stage I system components are installed in accordance with the system's applicable CARB Executive Orders and manufacturers guidance? Yes No



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C. Compliance Testing Company Certification (cont.)

Table with 4 columns: Test Name, Date Test First Performed, Result of First Test (Pass/Fail), Date Test Performed and Passed. Rows include Pressure Decay test, Vapor Tie test, P/V Vent Valve test, Static Torque Rotatable Adaptor test, Leak Rate of Drop Tube / Drain Valve test, and Leak Rate of Drop Tube / Overfill Prevention test.

1 Testing Company must conduct either TP-201-1C or TP-201.1D if the test is applicable (i.e., If EVR spill buckets are installed with drain valves or EVR buckets are installed with EVR overfill prevention drop tubes).

14. Did you perform each test in accordance with the referenced test procedure? Yes No

15. Compliance Testing Company Responsible Official Compliance Certification Statement

I certify that, (a) I have personally examined the foregoing and am familiar with the information contained in Section C. and all attachments pertaining to Section C., and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment; and (b) I am fully authorized to make this attestation on behalf of this Compliance Testing Company.

Printed Name Of Compliance Testing Company Responsible Official

Signature of Compliance Testing Company Responsible Official Date

Section D. to be completed by the Stage I System Responsible Official(s) only.

D. Stage I System Responsible Official Compliance Certification

1. Stage I System Operation & Maintenance, Training, and Weekly Inspections

a. Have you operated and maintained the Stage I system in accordance with the applicable CARB Executive Orders or manufacturers' guidance for your Stage I system? (The CARB Executive Order or System Type is identified on page 2, section C. 4.)

Yes No

If NO, CARB Orders are available at: http://www.arb.ca.gov/vapor/eo.htm

Stage I System Responsible Official attesting to compliance status #1 #2

b. Have you followed MassDEP's Stage I Weekly Inspection & Compliance Guidance Manual?

Yes No

If NO, Guidance Manuals are available at:

http://www.mass.gov/eea/agencies/massdep/air/programs/stage-ii-vapor-recovery.html

MassDEP's Stage I Weekly Inspection & Compliance Guidance Manual provides guidance and training for conducting the required visual inspections.

Stage I System Responsible Official attesting to compliance status #1 #2



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Section D. to be completed by the Stage I System Responsible Official(s) only.

D. Stage I System Responsible Official Compliance Certification (cont)

- c. Are **all persons** conducting visual inspections **trained** to operate and maintain the Stage I system in accordance with the manufacturers' guidance? Yes No
 Stage I System Responsible Official attesting to compliance status #1 #2
- d. Have you **visually inspected** the Stage I system once every **seven** days? Yes No
 Stage I System Responsible Official attesting to compliance status #1 #2
- e. As a result of the **visual inspections** did you find any Stage I system components incorrectly installed, non-functioning or broken? Yes No

If **YES**, did you:

- 1. Immediately repair or replace the components with CARB Enhanced Vapor Recovery (EVR) components (except coaxial components and slip-on spill buckets may be non-EVR) and install them in accordance with applicable Executive Orders and manufacturers guidance; **or**
 Yes No
- 2. If repairs or replacements could not be made immediately, did you repair or replace the components within 30 days of the visual inspection date; **or**
 Yes No
- 3. If the components could not be repaired or replaced within 30 days of the visual inspection date, did you cease the transfer of motor vehicle fuel into the motor vehicle fuel storage tanks equipped with the incorrectly installed, non-functioning, or broken components until the components were repaired or replaced?
 Yes No
 Stage I System Responsible Official attesting to compliance status #1 #2

2. Stage I Testing – Failed Tests (See page 3, section C. 10.)

- a. Was one or more Annual In-Use Compliance **tests failed** on the **first test**? Yes No
 If **YES**, did you:

- 1. Immediately repair or replace the components with CARB Enhanced Vapor Recovery (EVR) components (except coaxial components and slip-on spill buckets may be non-EVR) and install them in accordance with the applicable Executive Orders and manufacturers guidance; **and**
- 2. Continue to re-test until each failed test is passed and submit an Annual In-Use Compliance Certification on or before the facility's annual certification submittal due date or within 30 days of the date of the first passing test result, whichever occurs first; **or**
 Yes No **If NO**, proceed to a.3.
- 3. If the Stage I system failed one or more required in-use compliance tests and the system could not be repaired as required with a.1. & 2. above, **cease** the transfer of motor vehicle fuel into the motor vehicle fuel storage tanks equipped with the failing Stage I system until the system was repaired in accordance with the applicable CARB Executive Orders and manufacturers' guidance and all applicable compliance testing was conducted and passed.
 Yes No
 Stage I System Responsible Official attesting to compliance status #1 #2



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D. Stage I System Responsible Official Compliance Certification (cont)

3. Stage I System Record Keeping

Are the following **records maintained on-site** in a centralized location in either hard copy or electronic format?

- a. All of the weekly inspection checklists for the prior rolling twelve-month period.
- b. A copy of the compliance testing company test results for compliance tests performed during the prior rolling twelve-month period.
- c. A copy of the Stage I system’s most recent In-Use Compliance Certification or, if more recent, a copy of the Stage I system’s Installation/Substantial Modification Certification.
- d. Training Log of all persons trained to perform visual inspections of the Stage I System.

Yes No

Stage I System Responsible Official attesting to compliance status #1 #2

4. Compliance Status and Actions to Ensure Future Compliance

If you are **NOT** in compliance with any question you answered in Section D. above, please explain:

- a. the reason you are not in compliance;
- b. the actions you will take to correct the noncompliance and the date completed; and
- c. the actions you will take to avoid the noncompliance in the future.

If more space is needed, please use additional pages as necessary.

5. Stage I System Responsible Official Compliance Certification Statement

I certify that, **(a)** I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment; **(b)** systems¹ to maintain compliance are in place at the facility and will be maintained for the coming year even if the processes or operating procedures are changed over the course of the year; and, **(c)** I am fully authorized to make this attestation on behalf of the facility.

Printed Name of Stage I Responsible Official #1	Signature of Stage I Responsible Official #1	Date
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Printed Name of Stage I Responsible Official#2	Signature of Stage I Responsible Official #2	Date
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¹ For purposes of this statement, “systems to maintain compliance” means procedures that the Stage I facility owner and/or operator has established to ensure that weekly visual inspections and required tests are conducted, that broken or defective components are repaired or replaced and that required records are maintained.