TANK & PIPING Installation Paperwork Checklist

UST Site Opening Date: _____

ALWAYS USE THE UST FORMS PAGE FOR THE MOST CURRENT FORMS www.IowaDNR.gov/UST
DNR recommends emailing documents in pdf format. Please ensure forms are signed and dated.
This document is for installer use for tracking their document submissions and should not be sent to the DNR.
See also the installation guidelines pdf and the UST Component Requirements pdf on our website.
Final approval and tank tags must come from the UST section before the system is allowed to operate.
ALLOW 10 BUSINESS DAYS for processing once all paperwork is submitted to the Iowa DNR UST Section.

Site Name: _____ UST Registration #: _____

City: _____ DNR FO #: _____ Installation Date: _____

SCOPE OF WORK

☐ Piping Only Tanks and Piping: _____ Tanks/ _____ Compartments DEF tank? ☐ YES ☐ NO

DNR Form	Name of Item	Date Sent To USTOperations@dnr.iowa.gov
542-0104	Notice of Intent to Install 542-0104 can arrive via mail or email and is due 30 days before project starts. Please provide anticipated opening date. (Owner / Installer responsibility)	
NA	Map of Planned Install / Dimensioned Site Diagram. If project is re-piping only then it can arrive with other documents. (Owner / Installer responsibility)	
NA	Request submitted for DNR Authorization to ballast with fuel (Owner / Installer responsibility in event of a fuel release)	
NA	Date "Authorization to ballast with fuel" approved	
542-3266	Registration Form 148 (542-3266) can be sent as a pdf. Payment for tanks registration and annual tags can be mailed with pages 1-3 of the registration form 148. Payment arriving without the pages is subject to being returned to the sender. Diesel exhaust fluid (DEF) is an unregulated substance but please do list DEF tanks on the 148. Owners may want their DEF tank to be registered for $10.00. DEF tanks do not receive annual tags so please do not pay $65 for DEF tanks. DNR staff will issue tank tags AFTER review of the registration form and all installation documents.	
542-0153	Secondary Containment Testing Report Form	
542-1336	Biofuels Compatibility Checklist. UST System Checklist for Equipment Compatibility (If storing fuel blend greater than 10% ethanol or greater than 20% biodiesel) or other DNR approved form.	
542-0069	Installer/Installation Inspector Checklist aka 3rd Party Installation Inspection Checklist. (Installation inspector must sign form)	
542-0016	Vapor Emissions Control, Stage 1 VRS form & documentation (Installer or inspector must sign document)	
NA	Passing Primary Tank & Piping Precision Test Results (0.1gph). (3rd party test **or ATG copies onto 8.5x11 paper**)	
	Passing line leak detector tests (for pressurized piping)	
	Sensing device functionality test report or log of visual observations	
NA	Proof of Financial Responsibility (Owner responsibility)	
NA	Class A/B operator certificate (Owner responsibility)	

Note: A copy of the manufacturer's installation documents may be submitted in addition to the documents required. All forms and supporting documentation must be legible. Documents will be made accessible to the public.

Registration form 148 section 4 notes:

Below is a screenshot of the 10/2023 version of registration form 148. It shows the bottom of page 1 and most of page 2. Page 2 of 8 shows an example of single compartment and compartmentalized tanks. DEF tank fees are explained at the bottom of page 1.

All tanks should be listed on the 148 as they appear in the tank bed (single or multiple compartments). Each compartment should be in its own column.

For substances stored use one of the following **Codes for Contents:**
P - Premium, **M** - Midgrade, **R** - Regular Unleaded 87, **SUL** - Super Unleaded **E10, E15, E85,** etc. - Ethanol Blends, **B2, B5, B20**, etc. - Biodiesel, **D** - Diesel, **DEF** - Diesel Exhaust Fluid, **K** - Kerosene, **J** - Jet Fuel, **AV** - Aviation Gas, **H** - Hazardous ***(provide chemical name),*** **UO** - Used Oil, **HO** - Heating Oil, **NO** - New Oil, **O** - Other ***(please specify)***

Compartmentalized tanks must be listed in a staggering format as in the example below. In the example, tanks 1 and 2 are together in a compartmentalized tank. Tanks 3, 4, 5 and 6 are single compartment tanks.

NEW TANK REGISTRATION FEES

- Enter the number of **NEW** Tanks being registered in the boxes below. **For tanks with compartments, each compartment is considered a separate tank and must be included in the tank total.**
- There is a one-time $10 registration fee per tank. For tanks over 1,100 gallons, an annual tank management fee of $65 per tank must also be paid. Multiply the tank number by the fee for the amount due for each line below.
- Total the column for the total fee due.

DO NOT SEND FEES FOR PIPING ONLY UPGRADES	# OF TANKS	FEES	FEE DUE
Number of tanks/compartments ($10 each). Optional for DEF tanks	6	X $10 =	60.00
Number of tanks/compartments over 1,100 gallons ($65 each) except for DEF tanks	5	X $65 =	325.00
30 day late fee (if applicable)		X $250 =	
		TOTAL FEE DUE	385.00

TYPE OF REGISTRATION (DO NOT USE FOR OWNERSHIP CHANGE OR FOR EQUIPMENT REPAIR/REPLACEMENT)

☒ **NEW UST SYSTEM** installed at **NEW SITE** ☐ **NEW UST SYSTEM** installed at an **EXISTING SITE**
☐ Product Lines Only

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1. STATUS OF TANK	TANK #1	TANK #2	TANK #3	TANK #4	TANK #5	TANK #6
Tank Identification Number of each existing tank. If new tank, provide the contents	R	P	E15	D(AutoD)	D	DEF
Currently in Use	☐	☐	☐	☐	☐	☐
Temporarily Out-of -Use (MM/DD/YY)						
2. DATE OF INSTALLATION MM/DD/YY (DATE TANK/PIPING COVERED AND TIGHTNESS TEST COMPLETED)	06/07/24	06/07/24	06/07/24	06/07/24	06/07/24	06/07/24
3. TANK TYPE						
Residential	☐	☐	☐	☐	☐	☐
Farm	☐	☐	☐	☐	☐	☐
Industrial	☐	☐	☐	☐	☐	☐
Commercial (*Retail Sale*)	☒	☒	☒	☒	☒	☒
Other (*Please Specify*)						

4. TANK CAPACITY & SUBSTANCE STORED

Fill in the size and contents of each compartment using the abbreviations provided. Use only compartment #1, for a single compartment tank. Put the substance stored below the compartment size in shaded space. Split compartment tanks should be indicated by staggering the size and contents.

	TANK #1	TANK #2	TANK #3	TANK #4	TANK #5	TANK #6
Example: gallons: 12,000 — Compartment 1	10,000		20,000	20,000	20,000	12,000
Type of fuel: E15	R		E15	D(AutoD)	D	DEF
Compartment 2		10,000				
		P				
Compartment 3						
Compartment 4						
Compartment 5						

Codes for Contents:
P - Premium, **M** - Midgrade,
R - Regular Unleaded 87,
SUL - Super Unleaded
E10, E15, E85, etc. - Ethanol Blends,
B2, B5, B20, etc. - Biodiesel,
D - Diesel, **DEF** - Diesel Exhaust Fluid,
K - Kerosene, **J** - Jet Fuel, **AV** - Aviation Gas,
H - Hazardous ***(provide chemical name),***
UO - Used Oil, **HO** - Heating Oil,
NO - New Oil, **O** - Other ***(please specify)***