

# **Georgia Department of Natural Resources**

Environmental Protection Division  
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Lonice C. Barrett, Commissioner  
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## **MEMORANDUM**

**TO: Owners/Operators/Suppliers of Underground Storage Tanks**

**FROM: Mark Smith, Chief  
Land Protection Branch**

**SUBJECT: Electronic Documentation of Annual Tank Registration**

Since 1995, underground storage tank (UST) owners and operators have been required to submit to EPD an annual UST notification for all tanks in use or capable of being used. Following receipt of the notification, EPD has issued a certificate of annual tank registration which serves as the “valid confirmation of annual UST notification form” referred to in Rule 391-3-15-.05(4) of Georgia’s Rules for Underground Storage Tank Management and the “confirmation of notification” referred to in Section 12-13-13(e) of the Georgia Underground Storage Tank Act. Georgia law prohibits any person from placing regulated substances in an underground storage tank for which annual tank notification has not been made. Georgia rules further require that the confirmation of notification form be conspicuously posted and displayed at each UST facility, an alternate location approved by EPD, or a copy provided to any person placing regulated substances in an UST.

**In August 2003, EPD initiated an electronic means for UST owners and operators to submit annual notification by directly accessing a database maintained by EPD. A permanent annual record of UST annual notification within that database now serves as an official record of that notification. A notification record accessed either directly from the database, or through reports generated by EPD from that database, constitutes a confirmation of notification form issued by EPD for the purposes of Georgia law and rules. Furthermore, the database maintained by EPD is hereby approved as an alternate location for the posting and display of confirmation of UST notification forms for all Georgia UST facilities and compliance with the provision requirements so that any person placing regulated substances in an UST can confirm the current annual registration status of that UST.**

UST owners and operators will still be able to submit notifications in person or by delivery to EPD offices and have EPD make appropriate entries to the database. Such persons will be issued a certificate of annual tank registration. UST owners and operators submitting notifications electronically will likewise be able to electronically save and print certificates upon successfully completing the notification process. If you file notifications electronically, you must print your certificate for that year in order to successfully complete the registration process with a print date so that the record can be saved for future reference. For regulatory purposes, EPD will rely primarily on the database for determining compliance with notification requirements. Persons placing regulated substances in USTs are encouraged to do likewise.