

UNDERGROUND STORAGE TANK OPERATOR TRAINING DOCUMENTATION FORM

I. FACILITY and OWNER/OPERATOR INFORMATION – Please PRINT		
Facility ID#:	Facility Name:	
Facility Street Address:		
Facility Telephone:	County:	Municipality:
Hours of Operation:		
Owner Name:	Owner Address:	
Owner Telephone:		
Operator Name: (if different than owner)	Operator Address:	
Operator Telephone:		
II. LIST OF DESIGNATED CLASS A and CLASS B OPERATORS Please PRINT below (attach sheet for additional Class A and Class B Operators if needed)		
Class A Operator:	Class A Telephone:	
Certified Training Vendor:	Date of Training:	
Class B Operator:	Class B Telephone:	
Certified Training Vendor:	Date of Training:	
Note: Class A and Class B operators must become qualified by completing a PA DEP-approved course. For updated information on available courses, visit the Division of Storage Tanks website or contact Division of Storage Tanks at 1.800.42TANKS or, if calling from outside Pennsylvania, dial 1-717-772-5599.		
III. LIST OF DESIGNATED CLASS C OPERATORS Please PRINT below (additional Class C Operators may be listed on reverse side)		
Class C Operator:	Date of Initial Training:	
Training Provided By:	Date of Annual Briefing:	
Class C Operator:	Date of Initial Training:	
Training Provided By:	Date of Annual Briefing:	
Class C Operator:	Date of Initial Training:	
Training Provided By:	Date of Annual Briefing:	
Note: Class C operators must be trained by either the underground storage tank owner or the Class A or B operator. Class C operators must be briefed annually on emergency procedures following initial training.		
IV. TRAINING DOCUMENTATION		
Attach copies of the Class A and Class B Operators' Training Certificates to this form. Note: Certificates are provided by the PA DEP-approved vendor after completion of the Operator Training course.		
Emergency procedures/instructions are required to be provided to Class C Operators, and posted at the Facility.		

III. (CONTINUED) LIST OF CLASS C OPERATORS**Please PRINT below (attach sheet for additional Class C Operators if needed)**

Class C Operator:	Date of Initial Training:
Training Provided By:	Date of Annual Briefing:

Class C Operator:	Date of Initial Training:
Training Provided By:	Date of Annual Briefing:

Class C Operator:	Date of Initial Training:
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Training Provided By:	Date of Annual Briefing:

V. ADDITIONAL INFORMATION**What happens if an ownership change occurs or new people are hired?**

1. If an ownership change occurs, any new Class A and B operators must be designated and trained within 30 days of the change of ownership.
2. If a Class A and/or B operator is replaced at a Facility, the Class A and/or B operator must be trained within 30 days of assuming their job duties.
3. A Class C operator must be trained by either the tank owner or Class A or B operator before beginning their job duties.

What if I don't sell fuel to the public? Does this make a difference?

1. All active regulated underground facilities must have at least one Class A, Class B, and Class C operator designated for that facility.
2. The only difference between retail and non-retail facilities pertains to the Class C operator and emergency procedure posting requirements.
 - a. A Facility that dispenses motor fuel for retail sales to the general public is required to have a Class C operator present when open for business. Emergency procedures and notification information must be readily available to the Class C operator. Most convenience store locations will fall into this category.
 - b. If a Facility has retail sales but not to the general public, such as club cards, or is considered non-retail, fleet vehicles for example, a Class C operator must be immediately available by phone and be able to be onsite within 2 hours. Emergency procedures and notification information must be posted within view of the facility user.

Some additional facts about the requirements you need to remember:

1. A single person can be trained and designated in multiple operator class categories.
2. A single person can be a designated operator at more than one facility (except for Class C operators assigned to a facility where retail sales to the general public occur).
3. Class A and B operators must be available for immediate phone consultation when a facility is in operation and be capable of being onsite within 24 hours.
4. A Department Certified Individual holding the IUM or UMX certification may be employed or contracted to serve as a facility's Class A and/or Class B operator.
5. A copy of the certificates of training for Class A and Class B operators shall be on file and readily available.
6. The owner of an underground storage tank facility shall prepare a list of designated operators. The list must represent the current Class A, Class B and Class C operators for the underground storage tank facility.