

MARYLAND DEPARTMENT OF THE ENVIRONMENT
Land Management Administration • Oil Control Program
1800 Washington Boulevard • Suite 620 • Baltimore Maryland 21230-1719
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MEMORANDUM

TO: Underground Storage System Technicians, Removers and Inspectors

FROM: Thomas L. Walter, Chief - Compliance Division
 Oil Control Program

DATE: November 1, 2011

SUBJ: Underground Storage System Technician, Remover and Inspector Certification
 Program

The Land Management Administration, Oil Control Program, administers and enforces the Certifications Programs for underground storage tank (UST) system Technician, Remover, Heating Oil Technician and UST Inspector according to Code of Maryland Regulation (COMAR) 26.10.06. It is required that a Maryland certified technician be present during underground storage system installation and repair work, and that either a certified technician or remover be present during closure at all regulated tank systems.

Initially, a new technician, remover, or inspector must take the certification test and receive a score of 90 percent or better. The technician exam includes questions on installation, repair, and tank closure, whereas the remover exam will focus on tank closure. The inspector exam includes questions on the evaluation and testing of UST systems to ensure these systems comply with all requirements in COMAR 26.10.02-.11.

For additional requirements, please read the UST SYSTEM Technician/ Remover/Inspector Certification Fact Sheet.

Pre-registered testing for all certifications is offered at MDE the 2nd Tuesday of each month from 1:00 - 4:00 p.m. at 1800 Washington Boulevard, Baltimore, Maryland. This is testing time only and not classes for any other certification or re-certification requirements. You **must** register to take the test at least 72 hours in advance by calling 410-537-3442 or toll-free in Maryland at 800-633-6101, ext. 3442. **If you have not pre-registered, you will not be allowed to take the test. Photo I. D. required.**

FACT SHEET

UNDERGROUND STORAGE TANK SYSTEM TECHNICIAN/REMOVER/INSPECTOR CERTIFICATION PROGRAM

COMAR 26.10.06 requires the following:

1. A certified UST technician shall be present on site during UST installation, upgrade, or repair work in Maryland.
2. A certified remover **or** technician shall be present and continuously on-site during the closure of a regulated UST.
3. A certified inspector is authorized to complete environmental audits and inspections of UST systems to ensure these systems are in compliance with the requirements of COMAR 26.10.02 -.11.
4. A certified heating oil technician is restricted to UST capacity of 2,000 gallons or less. A UST certified heating oil technician or UST certified technician shall be present on site to remove and/or install a regulated heating oil UST system whose storage capacity is 2,000 gallons or less.

The following information is provided to describe the requirements for UST system technician, remover, and inspector certification and recertification. You may obtain a “*UST System Technician, Remover, and Inspector Certification Application/Payment Form*” at the **MDE Certification Programs** link:

http://www.mde.state.md.us/programs/Land/OilControl/UndergroundStorageTanks/Pages/programs/landprograms/oil_control/usthome/ustcertification_programs.aspx. The “*Certification Application/Payment Form*”, can be found under the heading, **Information & Applications:**

NEW CERTIFICATION:

- First time certification requires an individual to pass the MDE certification test with a score of 90 percent or above. A maximum of three (3) hours is allowed to complete the test.
- The Technician Certificate or Heating Oil Technician Certificate requires an applicant to provide the Department with verifiable proof of two years of underground storage system experience within the last 36 months **and** with a company or organization that installs, repairs, upgrades, or closes UST systems **and** direct involvement in a minimum of six UST installations, repairs, upgrades, or closures.

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- Provide a letter to the Department on company letterhead, signed by your employer, attesting that you have two years experience in installation, repair, upgrade, or removal of UST systems and have performed installations, repairs, upgrades, or closures at six sites within the last two years. **List each of the six sites separately with the facility identification number or other appropriate facility identification information; name of the site or facility; complete address; telephone number; and in an itemized format a description and date work was performed (e.g.: installed new piping; replaced dispensers and spill buckets; replaced dispenser pans/sumps; etc.).**
- The application must be signed and dated by the applicant and an application fee of \$200 must be paid in advance for the UST Technician Certification.
The application must be signed and dated by the applicant and an application fee of \$100 must be paid in advance for the UST Heating Oil Technician Certification.
- The Remover Certificate requires an applicant to provide the Department with verifiable proof of direct involvement in six or more UST system removals, installations, repairs, or upgrades, within the last 36 months **and** with a company or organization that removes installs, repairs or upgrades UST systems. Provide a letter to the Department on company letterhead, signed by your employer, attesting that you have two years experience in removals, installations, repairs, or upgrades, of UST systems and have performed closures, installations, repairs, or upgrades, at six sites within the last two years. **List each of the sites separately with the facility identification number or other appropriate facility identification information; name of the site or facility; complete address; telephone number, and in an itemized format a description and date work was performed, (e.g.: removed piping and UST; removed UST; etc.).**
- The application must be signed and dated by the applicant and an application fee of \$150 must be paid in advance for the UST Remover certification.
- The Inspector Certificate requires an applicant to provide the Department with verifiable proof of one or more nationally recognized or Department approved training courses pertaining to UST design, installation, operation, testing, or inspection **and** completion of an inspector MDE/OCP Orientation course provided by the Department.
- The application must be signed and dated by the applicant and an application fee of \$300 must be paid in advance for the UST Inspector Certification.
- Materials needed to prepare for the UST Technician Test or Remover Certification Exams are covered in COMAR 26.10.02—.10, American Petroleum Institute (API) 1604 and 1615 (1-800-854-7179), Petroleum Equipment Institute (PEI) RP-100 (918-494-9696), any fiberglass tank manufacturer's instructions, and Steel Tank Institute Installation Instructions.

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- Materials needed to prepare for the UST Inspector Certification Exam are covered in COMAR 26.10.02-.11 and include MDE's inspection report and inspection handbook.
- If an individual scores between 70 and 89 percent on any certification test, they may retake one time without payment of the fee and within 60 days after receiving written notification of their score.
- If an individual scores less than 70 percent, they must reapply to take the test and are required to pay the application fee again.
- Training courses to help prepare an individual for the test are available and listed on the attached "Courses Approved For Continuing Education."
- Once the requirements are fulfilled, an individual will receive a Maryland UST Technician, Remover, or Inspector Card, which is valid for two years. The expiration date is listed on the card.

RECERTIFICATION (two options are available):

- Both Options – A or B, the application must be signed and dated by the applicant and an application fee must be paid in advance, submitted with a MDE UST System Technician, Remover, and Inspector Certification Application/ Payment Form **and sent to the post office box listed on the form**. **Do not send to the Oil Control Program or the MDE street address.**
- *Option A - Retest*
 - An individual must pass a recertification test by scoring 90 percent or better.
 - An individual renewing the Remover Certificate must provide the Department with verifiable proof of direct involvement in six or more UST system removals, installations, repairs, or upgrades, within the last 36 months **and** with a company or organization that removes, installs, repairs or upgrades UST systems. Provide a letter to the Department on company letterhead, signed by your employer, attesting and stating that you have two years experience within the last two years in removals, installations, repairs, or upgrades, of UST systems and have performed closures, installations, repairs, or upgrades, at six sites within the last two years. **List each of the sites separately with the facility identification number or other appropriate facility identification information; name of the site or facility; complete address; telephone number; and in an itemized format a description and date work was performed, (e.g.: removed piping and UST; removed UST; etc.).**

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- An individual renewing the Technician Certificate or Heating Oil Technician Certificate must provide the Department with verifiable proof of two years of underground storage system experience within the last 36 months **and** with a company or organization that installs, repairs, upgrades, or closes UST systems **and** direct involvement in a minimum of six UST system installations, repairs, upgrades, or closures. Provide a letter to the Department on company letterhead, signed by your employer, attesting and stating that you have two years experience within the last two years in installation, repair, upgrade, or removal of UST systems and have performed installations, repairs, upgrades, or closures at six sites within the last two years. **List each of the sites separately with the facility identification number or other appropriate facility identification information; name of the site or facility, complete address; telephone number, and in an itemized format a description and date work was performed (e.g.: installed new piping; replaced dispensers and spill buckets; replaced dispenser pans/sumps; etc.).**
 - An individual renewing the Inspector Certificate must also submit verifiable proof of: attending within the last 2 years a MDE Workshop or Orientation Course provided by the Department.
- *Option B - Continuing Education*

This option cannot be used if the current certification card has expired.

For Remover or Technician:

1. **At least thirty (30)-days prior to the certification expiration date** submit proof-of-attendance from one UST course on the Department approved Continuing Education list. Proof-of-attendance may be used one time only for each course taken. The course must have been completed within the two years immediately prior to applying for re-certification; and
2. Provide a letter to the Department with verifiable proof on company letterhead, signed by your employer, attesting and stating that you have two years experience in installation, repair, upgrade, or removal of UST systems within the last two years and have performed installations, repairs, upgrades, or closures at six sites within the last two years. **List each of the six sites separately with the facility identification number or other appropriate facility identification information, name of the site or facility; complete address; telephone number; and in an itemized format a description and date work was performed.**

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For Inspector:

1. At least thirty (30)-days prior to the certification expiration date submit proof of attending a MDE Workshop **or** MDE Orientation Course **within** a two year period of the certification expiration date; **and**
2. Successfully complete a one-day Department approved UST third party (TP) inspector refresher course; **and**
3. Provide a letter to the Department with verifiable proof on company letterhead, signed by your employer, attesting that you have two years of UST compliance inspection experience of having performed inspections at ten or more facility-sites within the last two years. In an itemized format list the **ten sites to include: MDE facility I. D. number; name of the facility or site; address; contact phone number; and date of inspection.**

***** *All continuing education documentation including a signed and dated "UST System Application/ Payment Form" and payment must be submitted in a packet to:*

MDE Fiscal Services Division

P. O. Box 1417

Baltimore, MD 21203-1417

Do not send to the Oil Control Program or the MDE street address. *****

Again, testing for all certifications is offered at MDE, the 2nd Tuesday of each month in Baltimore, Maryland. To schedule to take a test, you **must** call 72-hours in advance at 410-537-3442 or toll-free in Maryland 800-633-6101, ext. 3442, to register for the UST Technician, Remover, or Inspector test. **If you have not pre-registered and if all required information including application/payment form and payment, employer letter of experience, and listing of sites have not been provided to the Department in advance, you will not be allowed to take the test. Photo I. D. required.** If you have further questions, please contact the Oil Control Program at 410-537-3442.

TRAINING COURSE ACCEPTANCE GUIDELINES

The Maryland Department of the Environment will accept a Department approved course or courses which total a minimum of 8 hours within the 2-year period. The 8-hour subject matter used to meet COMAR 26.10.06.09 must include:

1. Site safety;
2. Tank and piping installation;
3. Upgrade and release detection requirements;
4. System closure; and
5. Maryland Oil Pollution and Tank Management Regulations
6. UST design (technicians and inspectors only)
7. UST inspection (inspectors only)

COURSES APPROVED FOR CONTINUING EDUCATION

A list of approved *MDE Certification UST Course Schedules* is available on the **UST Certification Programs** web page at: http://www.mde.state.md.us/programs/Land/OilControl/UndergroundStorageTanks/Pages/Programs/LandPrograms/Oil_Control/usthome/ustcertification_programs.aspx. The approved course schedules can be found under the heading, **MDE Certification UST Course Schedules**:

The Department will review and may approve subject matter for any organization developing a training course to meet these requirements. We will not accept a manufacturer's training course as a stand-alone course; however, this may be included in an accepted course to be submitted for approval. Sales presentations on single products will not be accepted under any circumstances.

This fact sheet has been provided for informational purposes. This document is not intended nor should it be interpreted to be a regulation, as defined in Section 10-101, State Government Article. The MDE encourages you to read and understand the regulations that govern the operation of UST systems found in COMAR 26.10, "Oil Pollution and Tank Management."