

# Monitoring System Certification Form Instructions

## California Code of Regulations, Title 23, Division 3, Chapter 16, Appendix VI

The *Monitoring System Certification Form* is to be used during the monitoring certification required at least once every 12 months, to document the installation or repair of any monitoring component or any programming of release detection equipment. All pages may be duplicated and attached for submittal to the local agency to accommodate additional facility information or components.

**Type of Action** has selection boxes for monitoring certifications required at Installation, Repair, and 12-Month. Check all boxes that are applicable.

**Section 1 - Facility Information:** Provide all the requested information, including the facility CERS ID and the date the certification was performed. If the certification was performed over multiple days, use the initial date of the certification.

**Section 2 - Service Technician Information:** Provide all the requested information, including the contractor license number and the ICC Service Technician number and expiration date of the service technician performing the certification.

**Section 3 - Training and Certifications:** List all manufacturer's training certifications and expiration dates relevant to the facility equipment being certified.

**Section 4 - Certification by the Service Technician:** The service technician whose information is listed in section 2, "Service Technician Information," must sign and date the document upon completion of the monitoring certification, confirming the monitoring system is fully operational. By signing, the service technician also is acknowledging that all supporting documentation is attached. The UST owner or operator is required to submit the completed Monitoring System Certification Form and supporting documentation to the local agency within 30 days of the certification date, as listed in Section 1.

**Section 5 – Monitoring System and Programming:** The service technician must verify all items in section 5 have been affirmed. Any items listed as "No" must be explained in the comments section with a proposed corrective action and estimated time to resolve.

**Section 6 – Sensor Testing Results:** All sensors required and listed on the monitoring plan must be listed in this section. The "Sensor ID" must match the name of the sensor as programmed in the monitoring panel. List the "Sensor Model" by using at least the last three digits of the manufacturer's product number. The "Components Monitored" should include all components monitored by that sensor: e.g., if a smart sensor is monitoring the vacuum of three different UST vent pipes, the list should be able to clearly identify "T1 vent, T2 vent, T3 vent." All sensors marked "Fail" must be explained in the comments section with a proposed corrective action and estimated time to resolve.

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**Section 7 – Line Leak Detectors:** If line leak detectors are installed on the system, all questions must be answered. Any selection of “No” or “Fail” must be explained in the comments section with a proposed corrective action and estimated time to resolve. Emergency generator tanks systems using an electronic line leak detectors (ELLD) programmed to alarm rather than shut off the turbine, should mark “NA” for the questions asking if ELLDs “shut off” the turbines. The “LLD ID” must match the name of the LLD ID on the monitoring panel if programmed, or be identified by the UST and/or the product if not connected to the monitoring panel. The “LLD Model” should indicate the manufacturer’s model number.

**Section 8 – In-Tank Gauging Testing:** Only complete this section if an automatic tank gauge is being used as the method of release detection on the system. All questions must be answered. Any answer of “No” or “Fail” must be explained in the comments section with a proposed corrective action and estimated time to resolve. The “Probe ID” must match the name of the probe in the monitoring panel. List the “Probe Model” by using at least the last three digits of the manufacturer’s product number. The “Tanks Monitored” should include all tanks monitored (manifolded) by a single probe.

**Section 9 - Comments:** Describe all answers marked “No” or “Fail” and include the proposed corrective action and estimated time to resolve. List any monitoring equipment that was either repaired or replaced during this monitoring certification.

**Section 10 – Monitoring Site Plan:** The service technician should draw a general site layout depicting the general tank location(s), the monitoring panel, and all leak detection component locations. The service technician may attach a prepared site plan with all required information rather than drawing the site plan on the Form. Any symbols used as part of the site plan must be identified on the site plan.

If there are further questions regarding the compliance inspection reporting, please contact [UST Leak Prevention Unit staff](#).

([https://www.waterboards.ca.gov/water\\_issues/programs/ust/contacts/ust\\_staff.shtml](https://www.waterboards.ca.gov/water_issues/programs/ust/contacts/ust_staff.shtml))