


Preparing an APSA Submittal in CERS

Question: [How do I complete and submit the Aboveground Petroleum Storage Act \(APSA\) submittal? \(Revised 6/19/2020\)](#)

Answer: Refer to the following steps and screenshots for directions on your APSA Program Submittal Element, which includes the APSA Facility Information, APSA Documentation, and the optional Miscellaneous State-Required Documents.

Preliminary Step – Mark ‘Yes’ to the Aboveground Petroleum Storage question in Business Activities.

Aboveground Petroleum Storage

Does your facility own or operate aboveground petroleum storage tanks or containers AND: 

- have a total aboveground petroleum storage capacity of 1,320 gallons or more, OR
- have one or more petroleum tanks in an underground area?

Yes No

Although you may have marked ‘No’ to this question in the past, you are now required to mark ‘Yes’ if you have less than 1,320 gallons of petroleum **and** a tank in an underground area (TIUGA).¹

A tank facility is regulated under APSA if:²

- The tank facility is subject to the Federal Spill Prevention, Control, and Countermeasure (SPCC) requirements found in the Code of Federal Regulations (CFR), Title 40, Part 112; **or**
- The tank facility’s total aboveground petroleum storage capacity is 1,320 gallons or more of petroleum; **or**
- The tank facility has one or more TIUGAs, regardless of the total aboveground petroleum storage capacity.

Step 1 – Click ‘Start’ on the Aboveground Petroleum Storage Act on the ‘Prepare Draft Submittal’ page

¹ For information on TIUGAs, visit the CAL FIRE-OSFM website at <https://osfm.fire.ca.gov/divisions/pipeline-safety-and-cupa/certified-unified-program-agency-cupa/aboveground-petroleum-storage-act/tank-in-an-underground-area-tiuga/> or contact your local Unified Program Agency (UPA) (<http://cersapps.calepa.ca.gov/Public/Directory/>).

² For information on whether your facility is regulated under APSA, visit the CERS Help Materials website at <https://cers.calepa.ca.gov/about-cers/help-materials/> and refer to the guide called ‘Is My Facility Regulated Under APSA?’ or contact your local UPA.

Aboveground Petroleum Storage Act No Previous Submittals [Start](#) [Not Applicable](#)

Step 2 – Go to and complete the APSA Facility Information section

For tank facilities that have made a previous APSA submittal, select the ‘APSA Facility Information’ link under the ‘Aboveground Petroleum Storage Act’ section.

Aboveground Petroleum Storage Act DRAFT Jul. 14, 2020 [Submit](#)

[APSA Facility Information](#) [Ready to Submit](#) [Edit](#) [Discard](#)

[Aboveground Petroleum Storage Act Documentation: Upload Document\(s\)](#) [Ready to Submit](#) [Edit](#) [Discard](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

For new facilities or facilities that have not made a previous APSA submittal, once you click on the ‘Start’ button on the Aboveground Petroleum Storage Act header, you will be taken directly to the APSA Facility Information section as shown below.

[Instructions/Help](#)

You must indicate if your tank facility is conditionally exempt from having to prepare and implement a Spill Prevention, Control, and Countermeasure (SPCC) Plan under APSA. Refer to [HSC §25270.4.5\(b\)](#) for details.

If you indicate that your facility is conditionally exempt, then no additional information is requested on the APSA Facility Information.

If you indicate that your facility is not conditionally exempt, then complete the remaining fields in the APSA Facility Information.

For assistance with calculating the total aboveground storage capacity of petroleum at your facility, read the CERS Help Materials for APSA: [Is My Facility Regulated Under APSA?](#)

For information on “tanks in underground areas,” please contact OSFM at cupa@fire.ca.gov or contact your local regulator for assistance.

[Save](#) [Cancel](#)

Facility Information

Conditionally Exempt

Total Aboveground Storage Capacity of Petroleum

Number of Tanks in Underground Area(s)

Date of SPCC Plan Certification or Date of 5-Year Review

Conditionally Exempt: This field indicates if the tank facility is located on and operated by a farm, nursery, logging site, or construction site **and** if the following conditions are met pursuant to Health and Safety Code (HSC) §25270.4.5(b):

- (1) No aboveground storage tank exceeds 20,000 gallons; **and**
- (2) The cumulative storage capacity of the tank facility does not exceed 100,000 gallons.

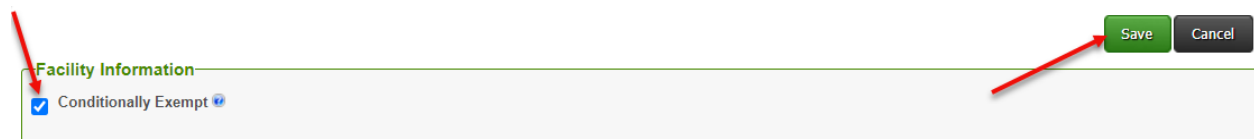
Note: There are farms that are **completely excluded** from APSA and should mark ‘No’ on the Aboveground Petroleum Storage question in the Business Activities section. Completely excluded farms are not subject to answering this conditionally exempt

question in CERS. For more information on farms, contact your local UPA (<http://cersapps.calepa.ca.gov/Public/Directory/>) or email CAL FIRE-OSFM at cupa@fire.ca.gov.

If your tank facility is conditionally exempt, your tank facility is not required to prepare and implement an SPCC Plan under the APSA Program, but you must:³

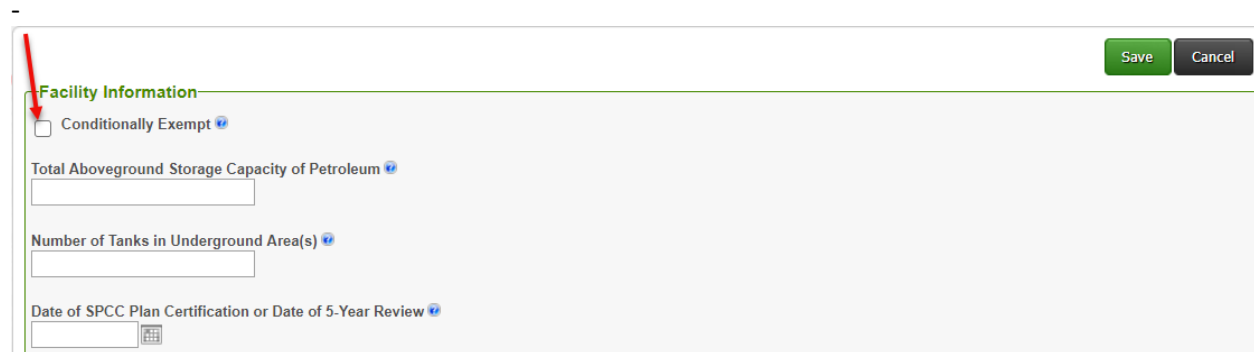
- (1) Conduct daily visual inspections of any petroleum storage tank, container or equipment;
- (2) Allow the UPA to conduct a periodic inspection of the tank facility; **and**
- (3) Install secondary containment for each tank or group of tanks if determined necessary by the UPA.

If your tank facility is conditionally exempt, check the box next to 'Conditionally Exempt'. Click 'Save' and continue to the Aboveground Petroleum Storage Act Documentation section (Step 3).



The screenshot shows a form titled "Facility Information" with a green border. A red arrow points to the "Conditionally Exempt" checkbox, which is checked. Another red arrow points to the "Save" button in the top right corner. The "Cancel" button is also visible.

If your tank facility is not conditionally exempt, leave the box next to 'Conditionally Exempt' unchecked and continue to the remaining applicable data fields.



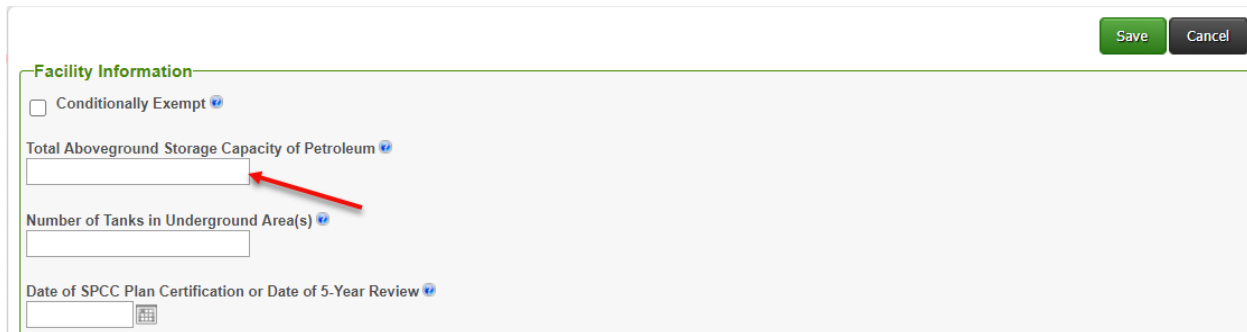
The screenshot shows the "Facility Information" form with a green border. A red arrow points to the "Conditionally Exempt" checkbox, which is unchecked. Below this checkbox are three input fields: "Total Aboveground Storage Capacity of Petroleum", "Number of Tanks in Underground Area(s)", and "Date of SPCC Plan Certification or Date of 5-Year Review". The "Save" and "Cancel" buttons are in the top right corner.

Total Aboveground Storage Capacity of Petroleum: Enter the total number of gallons from your tank facility's aboveground petroleum storage capacity by adding together the aggregate shell capacities of all ASTs, containers, equipment, and TIUGAs, with a shell capacity equal to or greater than 55 gallons of petroleum. To

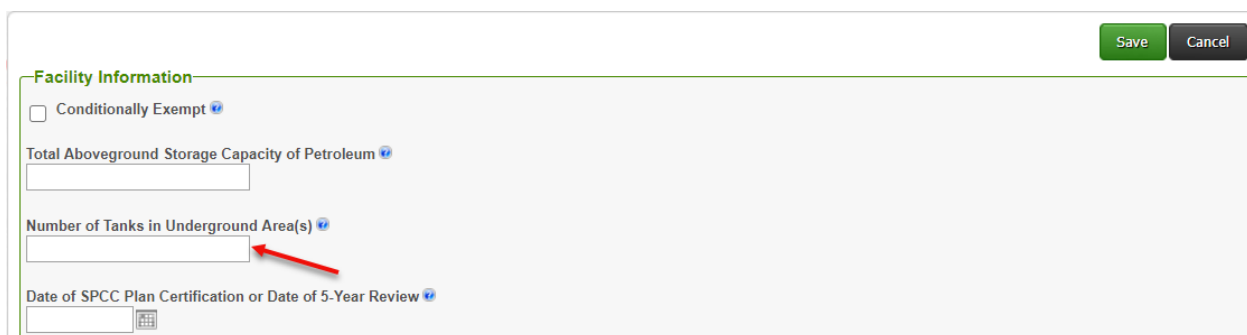
³ A conditionally exempt APSA tank facility may still be required to prepare and implement an SPCC Plan under the Federal SPCC requirements.

calculate the capacity of 55-gallon drums at your tank facility, use the maximum number of drums that would typically be stored at your facility. **Do not** count tanks, containers or equipment that are excluded under APSA. For APSA exclusions, refer to HSC §25270.2(a)(1)-(8) at http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC§ionNum=25270.2.

For assistance with determining the total aboveground petroleum storage capacity, refer to the CERS Help Material called 'Is My Facility Regulated Under APSA' available at <https://cers.calepa.ca.gov/about-cers/help-materials/> or contact your local UPA (<http://cersapps.calepa.ca.gov/PublicDirectory/>).



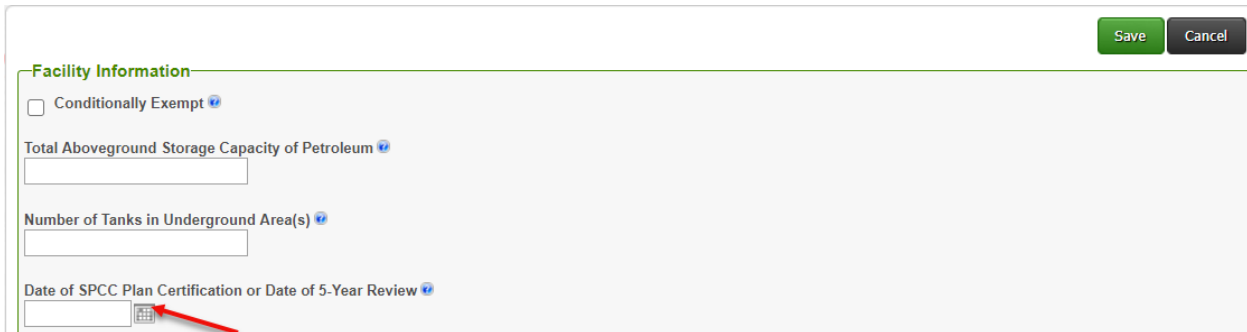
Number of TIUGAs: When entering the number of TIUGAs, report the total number of *stationary* storage tanks with a shell capacity of 55 gallons or more of petroleum that is located on or above the surface of the floor in a structure at least 10 percent below the ground surface (such as a basement, cellar, shaft, pit or vault) and meet the definition found in HSC §25270.2(o) (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC§ionNum=25270.2). **Do not** count drums or portable containers/tanks as TIUGAs. If your tank facility does not have any TIUGA, then enter '0' (zero). For more information on TIUGAs, visit the CAL FIRE-OSFM website at <https://osfm.fire.ca.gov/divisions/pipeline-safety-and-cupa/certified-unified-program-agency-cupa/aboveground-petroleum-storage-act/tank-in-an-underground-area-tiuga/>.



Date of SPCC Plan Certification or Date of 5-Year Review: Enter your tank facility's SPCC Plan certification date (either the date the professional engineer certified your SPCC Plan or the self-certification date of your SPCC Plan) or the last SPCC Plan 5-

year review date, whichever is more recent.⁴ You cannot enter a future date. If your tank facility does not have an SPCC Plan, this field can be left blank.

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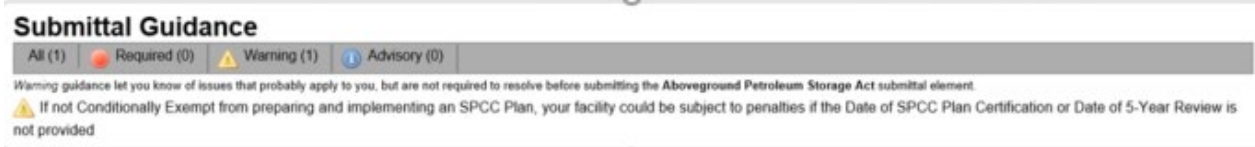


The screenshot shows a web form titled "Facility Information" with a "Save" button in the top right corner. The form contains the following fields:

- Conditionally Exempt
- Total Aboveground Storage Capacity of Petroleum: [Empty text box]
- Number of Tanks in Underground Area(s): [Empty text box]
- Date of SPCC Plan Certification or Date of 5-Year Review: [Empty date picker]

A red arrow points to the date picker icon.

If your facility is not conditionally exempt and the SPCC Plan certification date or 5-year review date is left blank, you may still submit the APSA Facility Information, but you will receive the following warning, since your facility must have an SPCC Plan.



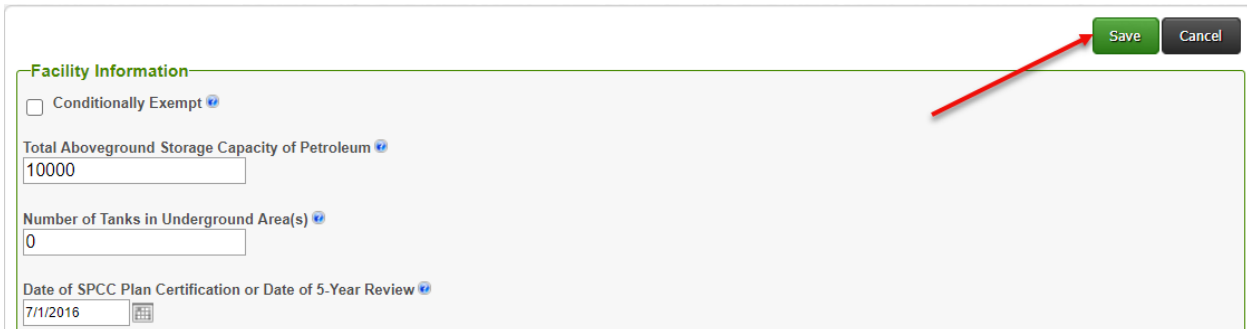
Submittal Guidance

All (1) Required (0) Warning (1) Advisory (0)

Warning guidance let you know of issues that probably apply to you, but are not required to resolve before submitting the Aboveground Petroleum Storage Act submittal element.

⚠ If not Conditionally Exempt from preparing and implementing an SPCC Plan, your facility could be subject to penalties if the Date of SPCC Plan Certification or Date of 5-Year Review is not provided.

Once you complete the data fields in the APSA Facility Information, click 'Save' and continue to Step 3.

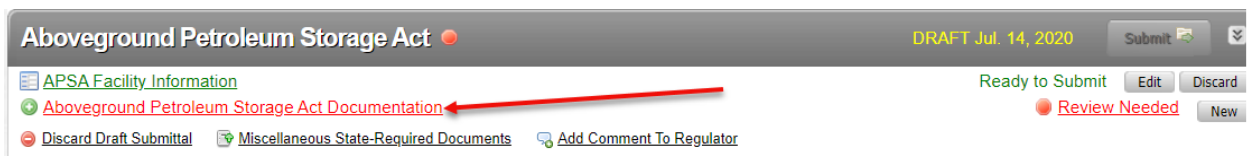


The screenshot shows the same "Facility Information" form, but now with data entered:

- Conditionally Exempt
- Total Aboveground Storage Capacity of Petroleum: 10000
- Number of Tanks in Underground Area(s): 0
- Date of SPCC Plan Certification or Date of 5-Year Review: 7/1/2016

A red arrow points to the "Save" button in the top right corner.

Step 3 – Click on and complete the Aboveground Petroleum Storage Act Documentation



The screenshot shows a document management interface for "Aboveground Petroleum Storage Act". It includes a "Submit" button and a "DRAFT Jul. 14, 2020" status. A list of documents is shown:

- APSA Facility Information
- Aboveground Petroleum Storage Act Documentation** (Selected, with a red arrow pointing to it)
- Discard Draft Submittal
- Miscellaneous State-Required Documents
- Add Comment To Regulator

Buttons for "Ready to Submit", "Edit", "Discard", "Review Needed", and "New" are also visible.

⁴ The 5-year review of your SPCC Plan does not have to be completed by a professional engineer.

To complete the APSA Documentation section, all tank facilities, including conditionally exempt tank facilities, may either submit a completed Tank Facility Statement or submit a Hazardous Materials Business Plan per HSC 25270.6(a).

For details on the Tank Facility Statement requirement, review the 'Aboveground Petroleum Tank Facility Statement Reporting Requirements' on the CERS Help Materials website at <https://cers.calepa.ca.gov/about-cers/help-materials/>. The Tank Facility Statement form (<https://osfm.fire.ca.gov/media/10715/apsa-tank-facility-statement.pdf>) may be downloaded from the CAL FIRE-OSFM APSA Program website at <https://osfm.fire.ca.gov/divisions/pipeline-safety-and-cupa/certified-unified-program-agency-cupa/aboveground-petroleum-storage-act/>.

If you are required to submit a Hazardous Materials Business Plan (HMBP), select the 'Provided Elsewhere in CERS' option (1), select the "Hazardous Materials Inventory" to designate where this information is found (2), enter your HMBP submittal date in the text box (3), and then click on the 'Save' button (4).

Note: Do not select 'Public Internet URL,' 'Provided to Regulator,' 'Stored at Facility,' or 'Exempt.' If your tank facility is conditionally exempt, do not select 'Exempt.'

The screenshot shows a web form with two main sections. The first section, 'Document Options', contains a list of radio buttons: 'Upload Document(s)', 'Public Internet URL', 'Provided Elsewhere in CERS' (which is selected), 'Provided to Regulator', 'Stored at Facility', and 'Exempt'. A red arrow labeled '1' points to the 'Provided Elsewhere in CERS' option. The second section, 'Provided Elsewhere in CERS', contains a paragraph of instructions, a sub-section 'Supplied in Submittal Element...' with radio buttons for 'Facility Information', 'Hazardous Materials Inventory' (selected), 'Emergency Response and Training Plans', 'Underground Storage Tanks', 'Tiered Permitting', 'Remote Waste Consolidation Site Annual Notification', and 'Aboveground Petroleum Storage Act'. A red arrow labeled '2' points to the 'Hazardous Materials Inventory' option. Below this is a text box for 'Indicate submittal date or other explanation...' with a red arrow labeled '3' pointing to it. At the bottom right of the form are 'Save' and 'Cancel' buttons, with a red arrow labeled '4' pointing to the 'Save' button.

If you're not required to submit an HMBP, upload a completed Tank Facility Statement as follows:

1. Select the 'Upload Document(s)' option,
2. Click on the 'Browse' button and locate the file on your computer to upload,
3. Provide a document title (default is 'Aboveground Petroleum Storage Documentation'), and
4. Select 'Save & Finish'.

Note: DO NOT upload your SPCC Plan to CERS. It is not required.

Step 4 – Miscellaneous State-Required Documents (Optional)

If you want to submit other APSA documents (such as the *optional* TIUGA Notification Form), you have the option to select the 'Miscellaneous State-Required Documents.'⁵ If not submitting any other APSA document(s), then skip this step and go to Step 5.

Note: DO NOT upload your SPCC Plan to CERS. It is not required.

Select 'Upload Document(s)' (1), click on the 'Browse' button and locate the file on your computer to upload (2), provide a document title (3), and then select 'Save & Finish' (4).

Step 5 – Submit the APSA submittal elements

Once you are back on the 'Prepare Draft Submittal' page, verify that all APSA submittal elements are ready to be submitted. When the APSA Facility Information and Aboveground Petroleum Storage Act Documentation links are green and marked 'Ready to Submit,' then click 'Submit' to file your APSA Program Submittal Element.

⁵ To request the TIUGA Notification Form from CAL FIRE-OSFM, send an email to cupa@fire.ca.gov.

Aboveground Petroleum Storage Act

DRAFT Jul. 14, 2020

Submit

APSA Facility Information

Aboveground Petroleum Storage Act Documentation: Upload Document(s)

Miscellaneous State-Required Documents: Upload Document(s)

Ready to Submit Edit Discard

Ready to Submit Edit Discard

Ready to Submit Edit Discard

Discard Draft Submittal Add Comment To Regulator

On the Submittal Summary page, click on the 'Submit Selected Elements' to confirm, certify and submit your facility submittal. That's it – you are done!