

# Flowchart for Non-Regulated Noncommercial Petroleum UST Systems (i.e., Underground Heating Oil Tanks)

**START HERE!** and follow the arrows that match your answers.  
(Follow 'NO' only if you answered ALL questions in that box with a 'No.')

**IS THERE ANY EVIDENCE THAT YOU HAVE A HEATING OIL LEAK OR SPILL?**

**Visual** (Did you see an oil sheen on the ground or floating on a stream, pond, or lake next to where the spill or leak might have happened? Does the ground have other types of oil stains or oddly-colored soil? Was the tank very corroded or could you see holes in the tank when it was removed? etc.),

**Vapors** (Do you smell any oil-like odors? Did a consultant get any readings from a testing probe?)

**Voluntary Lab Analyses** (Were any soil or water samples tested by a lab?), or are there **Other Reasons?**

**YES!** There is evidence we have had a leak or spill!      **OR**      **NO.** It doesn't look like we had a leak after all.

**IS THIS CAUSING AN EMERGENCY?**

- Call the local **Fire Marshall** to test for any **Fire, Explosion, or Vapor Hazard**.
- Did you see an **oil sheen or layer** on the ground or floating on water close to where the leak happened?
- Did a consultant find something they called "**Free Product**" or "**NAPL**" in a new testing well, if you chose to drill one, that is within 30-feet of your property line?
- Was your **Water Supply Well** (or a neighbor's) tested and found to be contaminated?

**No extra work is needed,  
and you're done!**

**YES!** WE HAVE AN EMERGENCY HERE!      **OR**      **NO.** There is no Emergency.

Check again to make sure all Emergencies have been fixed

**IMMEDIATELY TRY TO STOP AND FIX WHATEVER IS CAUSING THE EMERGENCY**

Have a professional environmental consultant try to stop and fix whatever is causing the Emergency.

**In the first 24 hours after you find the leak:**  
Call your local **UST Regional Office** (or email/fax them a **UST-61 "24-hour Release & UST Leak Reporting" Form**)

**Voluntary Sampling\***  
(Did your consultant collect any "TPH" or other Laboratory samples?)

**YES!** We had samples sent to a Lab for testing.      **OR**      **NO.** We did not collect any Lab samples.

Was the "TPH" result LESS THAN 50 mg/kg for ALL "GRO" tests and LESS THAN 100 mg/kg for ALL "DRO" tests?  
(For other kinds of tests, ask your consultant: 1) if all soil tests were LESS THAN the "MSCCs" and 2) if all groundwater tests were LESS THAN the "2L Standards"\*)

Mail copies of the test results to your Regional Office, and ask about "**CLEAN CLOSURE**"

**YES!** All test results were LESS THAN the Standards.      **OR**      **NO.** Some test results were GREATER THAN the Standard

**The Regional Office will send a "NO FURTHER ACTION" (NFA) letter for your property.**

**HELP US GET INFORMATION ABOUT THE TANK, YOUR PROPERTY, & NEIGHBORHOOD**  
**SO WE CAN SEE IF ANYONE MIGHT BE AT RISK FROM THE LEAK**

Please send your Regional Office any information you know (or are able to find) about:

1. Any Emergency that you had to deal with (what was it, and how was it fixed, etc.);
2. The leaking tank's size, how old it was, how often it was filled, etc.;
3. The kind of fuel that was in the tank (heating oil, gasoline or diesel fuel for a farm, etc.);
4. If there are any wells nearby that are used for drinking, cooking food, gardening or livestock, cleaning fish, filling swimming pools, or just watering the lawn, etc., and about how far away they are as the crow flies;
5. How the properties in the neighborhood are being used (Homes or residences, commercial or industrial businesses, farming, public parks, schools and daycares, medical or assisted living, churches, etc.); AND
6. Anything a Regional Office Incident Manager specifically asks for (if you know the answer or can easily find out) if it is needed so that we can figure out an accurate "Risk" for the site.

When checking for nearby wells, remember the kind of fuel that was in the tank:  
a. Heating Oil - Are any wells within **150 feet** (about half a football field)?  
b. Gasoline or Diesel - Are any wells within **1000 feet** (just over three football fields)?

A Regional Office Incident Manager will use the information you give us, and any information we might have about other, older leaks in the area, to determine if the site is either:

**HIGH RISK**      **OR**      **LOW RISK (Pick One)**

**MORE TESTING and/or CLEANUP IS NEEDED**  
Talk to your Regional Office Incident Manager (or an environmental consultant) about your options. Let the Regional Office know the results once you finish any extra work.

**(A) Fill out a Notice of Residual Petroleum and Land Use Restriction** and send it to your Regional Office. If approved, you then file that Notice with your county Register of Deeds and send a certified copy to the Regional Office. [This Notice stays until lab tests show that someone has cleaned up the oil or that it has gone away naturally (attenuated).]

**(B) DO WORK TO CLEAN UP** all of the oil that leaked out, and do lab testing to show your property is back to being 'clean' (all tests are LESS THAN the "MSCC's" AND "2L Standards").

**The Regional Office will send a "NO FURTHER ACTION" (NFA) letter for your property.**

\* Note: If your tank is sitting on rock, or any part is below what is called the "water table", then a test well would need to be drilled and a groundwater sample collected to complete the "Voluntary Sampling" step.