

**SOLID & HAZARDOUS WASTE DIVISION
STORAGE TANK PROGRAM
GUIDANCE DOCUMENT #3**

SUBJECT: STORAGE TANK PROGRAM REPORTING

SCOPE: This document provides procedures to insure that Storage Tank Program (STP) reports are accurate and consistent and the data can be reproduced.

INTRODUCTION: This Guidance Document details the procedures the STP uses for tracking and reporting the following:

- Department Dashboard Measures
- The STP section of the Department's Strategic Plan and Annual Report
- The STP Annual Report to the Legislature required by W.S. 35-11-1414(d)
- The Lust Trust Fund and Lust Prevention Grants Semi-Annual Report to the Environmental Protection Agency (EPA)
- The STARS Report to EPA via the LUST-4 database and the "Indian Country" STARS Report to EPA via email
- Additionally, this guidance document provides guidelines to prepare data required for the annual Corrective Action Account third-party audit review. These files are not kept on the "S" drive; they are kept in the STP Manager's files on the "H" drive. The guidelines for compiling these data will be discussed in this document after the five bulleted items above.

A separate instruction sheet has been prepared to address each of the five bulleted reports and the auditor's data requirements. These instruction sheets are attached to this guidance document.

GUIDELINES: Whenever a number is reported that is obtained from the STP database, the appropriate query will be run and a pdf of the query results will be made. The pdf will be filed on the "S" drive (USTCompliance) in the appropriate report folder. The reported numbers will be checked against the queries. Query "bundles" have been developed that contain the queries needed for each report. The location of the appropriate bundle is identified in this document.

The following guidelines address each of the five bulleted reports and the auditor's data requirements listed in the introduction section above. More detailed information can be found in the instruction sheets attached to this document.

1. Department Dashboard Measures. The Dashboard Measures definitions as developed by the Department are located on the "S" drive, USTCompliance folder, Dashboard Measures subfolder. The instructions for completing the Dashboard Measures and the queries used to run the measures are also located in the Dashboard Measures subfolder. A separate file for each month of the fiscal year is set up in the Dashboard Measures subfolder.

When completing the Dashboard Measures, the instructions are opened and followed (Attachment A). After all the queries are ran, the numbers are entered to an Excel spreadsheet maintained on the file server in Cheyenne under the subdirectory: "DEQDATA (F:)," "Dashboard" subfolder. All queries are printed to pdf and filed in the appropriate reporting month file in the Dashboard Measures subfolder in the "USTCompliance" drive. A hardcopy is also made and filed in Cheyenne.

Dashboard Measures are collected from the 26th of the previous month through the 25th of the current month to give the STP time to enter the data before the senior management meeting held the first Wednesday of each month. EXCEPT that fiscal year-end data and calendar year-end data are reported through June 30 and December 31, respectively.

The Dashboard Measures reported by the STP are:

- On-site evaluations (documented) – monthly
- Compliance reports evaluated in specified time frame – monthly
- Formal enforcement actions issued (NOVs) – monthly
- Formal enforcement actions resolved (NOVs) - monthly
- Percentage of inspected units in compliance – monthly
- Percentage of evaluated reports in compliance versus number reviewed – monthly
- Number of identified affected sites where remedial requirements have yet to be imposed (as measured on the last day of each year) – quarterly
- Number of identified affected sites where remediation was initiated (as measured on the last day of each year) – quarterly
- Number of identified affected sites that were currently in remediation or in an ongoing (or O&M) phase this year – quarterly
- Number of identified affected sites where reclamation action was completed this year (number of sites resolved during the calendar year) – quarterly

Following is a brief discussion of each of the dashboard measures listed above.

A. On-Site Evaluations (Documented). This measure includes all on-site visits to regulated tank sites or STP-eligible contaminated sites. Inspections include compliance (e.g., leak detection, cathodic protection, inventory records, etc.) and remediation (e.g., investigation, contractor oversight, bid walks, site inspections to verify equipment inventory, etc.). If an employee is in the field inspecting any site, it is reported as an inspection. Operator's Annual Inspections are not included because those inspections are not conducted on-site by STP personnel. All STP employees must report inspections into the database. The database screen is printed for remediation inspections and the copy is sent to the STP Compliance Section in Cheyenne. All compliance inspection paperwork is submitted to the STP Compliance Section in Cheyenne. The Compliance Section puts a hardcopy of the inspection paperwork or database screen into the facility file to document the inspection. Inspections are entered in the STP database under one of the following categories:

- Follow-up
- Scheduled
- Surprise
- Complaint Based
- Phase 1, 2, and 3 Installation or Modification
- Tank Removal
- Remediation Maintenance
- Bid Walk – Construction
- Emergency Response
- Testing
- DEF Tank Inspections
- Remediation Project

An explanation of how each of the inspections listed above is documented and recorded follows.

(i) Follow-up Inspections, Scheduled Inspections, and Surprise Inspections. These first three categories refer to inspections that are typically conducted by the STP Compliance Section. However, the Remediation Section may perform these inspection types during times of staff shortages. Virtually all are scheduled inspections because W.S. 35-11-1422(e) prohibits surprise inspections. Rarely an inspection is made without notice. Occasionally, a follow-up inspection is completed to determine if issues uncovered during a scheduled inspection have been resolved. Scheduled and follow-up inspections are documented using a standard inspection report. These inspections include a physical inspection of the facility; a review of the documentation for corrosion protection, both on site and from records previously submitted to the department; and a review of the last 12 month's leak detection records for the tanks and the last 2 leak detection records for the pipelines. This information is presented in letter format along with all photographs taken during the inspection, copies of any records copied during the inspection, a summary sheet showing the contents of the STP database for the facility on the day of the inspection, and a map showing the location of the facility.

(ii) Complaint Based Inspections. When an STP employee responds to a complaint, those inspections are tracked in this category. Complaint inspections are documented and resolved on the department's complaint form.

(iii) Phases 1, 2, 3 Installation or Modification Inspections. The three phases of an installation or modification inspection are all done on different dates, sometimes separated by several weeks or months. Thus, an inspector may return to a site many times to complete one installation or modification inspection.

A phase 1 installation or modification inspection refers to an inspection done during new tank installations or tank modifications. If tanks are delivered to a site on different days, one inspection is counted for each day that personnel are on site to witness testing and installation of the tanks. Therefore, there may be more than one phase 1 installation inspection at a site.

Phase 2 installation or modification inspections refer to an inspection done during new or modified piping installations. Several phase 2 inspections may be necessary before the installation or modification is complete, and each day's inspection is counted as a separate inspection. There might not be a phase 1 inspection before a phase 2 inspection because a piping modification might not include a tank modification.

Phase 3 installation or modification inspections refer to an inspection done at the conclusion of tank or piping installation or modifications to determine that the work is complete and all monitoring equipment, cathodic protection equipment, spill prevention devices, and overfill devices are installed and operating correctly. A phase 3 inspection includes inspections made during leak detection or corrosion protection modifications. There is always a phase 3 inspection for every installation or modification. There might be more than one phase 3 inspection if some part of the installation or modification was not acceptable during the first phase 3 inspection.

All phases of the installation or modification inspection are documented on detailed check sheets showing what was installed.

(iv) Tank Removal Inspections. Storage tank removal inspections are completed to determine if the site is contaminated or clean. This includes inspections done during a change of service to a non-regulated use for aboveground storage tanks where the inspector can access the ground for

sampling under the tank. Tank removal inspections are documented for the Dashboard Measures as one inspection for each day that an inspector is on site. There is one inspection recorded for each day regardless of the number of tanks removed during that inspection.

(v) Remediation Maintenance. The Remediation Section conducts inspections during contaminated site remediation to determine (not a complete list) remediation equipment operational status, resolve disputes between property owners and the state, monitor the performance of operation and maintenance contractors, and witness remediation equipment installation and system construction. All these activities are considered “Remediation Maintenance” inspections, and all facilities visited during a trip are counted as separate inspections. Remediation maintenance inspections are documented by staff in the form of memos and diary entries.

(vi) Construction Bid Site Walk. These are inspections done by the Remediation Section before a bid is due for remediation system construction. They are detailed walk-through inspections to insure that all bidders are aware of the physical layout of the contaminated site, the location of marked utilities and service station equipment, and any other site information that could affect the bid price. All site visits done in preparation for a bid are assigned to this category. Visits to the sites to take photographs or verify utility locations are assigned to this category.

(vii) Emergency Response. These inspections are done in response to an emergency situation, such as vapors in the basement of a building, large release of product, petroleum contamination found in a drinking water supply, among others.

(viii) Testing Inspections. These are inspections completed to witness tank tightness tests, line tightness tests, tracer surveys, or cathodic protection tests.

(ix) DEF Tank Inspections. These are inspections completed to witness installation of a diesel exhaust fuel tank.

(x) Remediation Project. These inspections are done by remediation project managers to fulfill the site inspection goal required by PMI. Every site that contains state-owned equipment (enclosures, equipment, and/or wells) must be inspected annually, at a minimum, to verify the equipment inventory and note the condition of buildings, wells, and other system components.

B. Compliance Reports Evaluated in Specified Time Frame. This measure is the percentage of Operator’s Annual Inspection (OAI) Reports that were reviewed within 30 days of receipt by the compliance section. All OAI Reports are reviewed within 30 days of receipt; therefore, this measure is always 100%.

C. Formal Enforcement Actions Issued (NOVs). Self-explanatory.

D. Formal Enforcement Actions Resolved (NOVs). Self-explanatory.

E. Percentage of Inspected Units in Compliance. This measure is the percentage of sites inspected that were in compliance. Noncompliance includes any violation cited in the written report; regardless of whether or not that violation resulted in issuance of a Notice of Violation.

F. Percentage of Evaluated Reports in Compliance. This measure is the percentage of OAI Reports reviewed that were in compliance.

G. Number of Identified Affected Sites Where Remedial Requirements have yet to be Imposed (as measured on the last day of each year). The number of contaminated sites to be included in future remediation projects (unresolved sites) is tracked using the STP database.

H. Number of Identified Affected Sites Where Remediation was Initiated this Year. When a new remediation project begins, the name of the project and the date started are recorded in the STP database for each facility in the project. The start date is the date a contract is signed with the engineer.

I. Number of Identified Affected Sites Currently in Remediation or in an Ongoing (or Operation and Maintenance) Phase this Year. The number of sites that are currently in remediation is tracked using the STP database. When a site enters into remediation, a status field is checked showing that the site is in remediation. A site is considered in remediation as of the date (whichever is later) on the construction or equipment supplier's substantial completion form. (This is the same definition used when reporting "CAP implemented" to EPA.) When the site is resolved, that field is reversed and a field showing resolved is checked.

J. Number of Identified Affected Sites Where Reclamation Action was Completed this Year. This Dashboard Measure counts sites that have been determined to meet STP cleanup standards through data collected during tank removal, subsurface investigation, remediation operation and maintenance, or closure verification sampling. Throughout the year, when a contaminated site is closed, a letter is written to the owner of the site, and a copy of the final report showing that remediation is complete is enclosed with the letter. A copy of this letter is forwarded to the STP Compliance Section for filing in the Cheyenne site files. When this letter is received in Cheyenne, the date of the closure letter is entered into the STP database.

2. STP Section of the Department's Strategic Plan and Annual Report

The performance measures tracked in the Strategic Plan were changed for the plan beginning fiscal year (FY) 2009, which was also used for the FY2008 reporting. The measures the STP reports are in the "compliance" and "restoration/remediation" categories identified by the agency.

Two documents plus files for each year are set up on the "USTCompliance" network location, State Strategic Plan Report folder. The two documents are: 1) a memo template in WORD, which is used to submit the data to WDEQ Administration and includes notes as to where the data can be found for the memo; and 2) the instructions for completing the memo (Attachment B). The queries are located on the "USTCompliance," Annual Report to Legislature folder in a query bundle used to complete both this report and the Annual Report to the Legislature (discussed later in this document). Queries are run as of June 30 (end of the state fiscal year).

The instructions, template, and previous year's report are printed and used to complete the memo. Make a new folder in the "State Strategic Plan Report" folder on the "UST Compliance" network location for each fiscal year. The WORD template memo is copied to the new folder and completed using the instructions. The previous year's memo is used to verify the numbers obtained are reasonable. All queries used to create the numbers in the memo are printed to pdf and electronically filed in the new folder.

A. Compliance. Compliance is defined by the agency as the percentage of significant facilities receiving a compliance evaluation that are in compliance. A compliance evaluation can include either a physical inspection or a review of data submitted by the entity being evaluated. An out-of-compliance condition can be either the issuance of a letter of violation or a notice of violation (NOV). This measure

requires reporting the number of significant facilities and the number of those facilities where an NOV was issued. Only one NOV is counted for each facility for each fiscal year (i.e., the facility is counted as being out of compliance for the year regardless of the number of NOVs issued to the facility during the year). The facility is also considered out of compliance if an NOV was issued and closed in the same fiscal year.

The STP performs compliance reviews and inspections on all facilities in the STP database each year; therefore, all facilities are considered “significant.” On-site inspections are completed once every 3 years (at a minimum) at each facility. The Operator’s Annual Inspection Report, completed and submitted by the operator, is reviewed for each facility every year.

B. Restoration/Remediation. Restoration/remediation is defined by the agency as the percentage of impacted sites that are restored/remediated. The three action levels in this measure are:

(i) An action plan for restoration/remediation is in place. The STP defines this action level as a site has been placed in a project. A site is considered to be in this action level from the date a contract is signed with the engineer for the project until the point at which the site is under active remediation or monitored natural attenuation (MNA) (i.e., until the site moves into operation and maintenance [O&M]). A site will be in this action level for each year (or portion thereof) that the site is under assessment, a remedial alternative is designed, and /or the alternative is constructed.

(ii) Corrective work is in progress. The STP defines this action level as the point at which the site moves into operation and maintenance (O&M). A site will be in this action level for each year (or portion thereof) that the site is under O&M. The date a site goes into O&M is the date of substantial completion issued to the construction contractor or equipment supplier (whichever date is later) for system installation. This action level definition is the same as EPA’s definition of “Corrective Action Plan (CAP) Implemented.”

(iii) Sites completed. The STP defines this action level as site closure. Site closure occurs when groundwater cleanup objectives for STP constituents of concern have been reached for three consecutive quarterly groundwater monitoring events and soil cleanup levels have been met. A site closure letter is issued to the property owner. The date of the letter is the date the site is considered closed. The number of sites completed during the fiscal year is the number reported.

3. STP Annual Report to the Legislature Required by W.S. 35-11-1414(d)

The Annual Report to the Legislature is filed in mid-October with the Legislative Services Office (LSO). The report must be reviewed and signed by both the SHWD Administrator and the DEQ Director. Therefore, the report should be completed in August and provided to the Administrator so it can go to the Director the first of September. This gives time for the Administrator and Director to make revisions if needed. Twenty copies must be hand delivered to LSO before October 15 of each year. The report is also posted to the STP website.

This report covered the previous calendar year through 2005. In November 2006, the STP received approval from the LSO to change the reporting period from calendar year to state fiscal year. All future reports will be completed on a state fiscal year basis. The report contains four sections (Sections A through D), two figures, and five tables.

On the “USTCompliance” network location is the “Annual Report to Legislature” folder. In that folder are templates for the report, the transmittal memos, and the tables; the instructions for completing the

report (Attachment C); and the query bundle containing the queries needed to complete the report. The report and table templates indicate where/how (which query to run) to obtain the data required for the report or table.

The report is completed by copying all the templates to a new subfolder set up in the “Annual Report to Legislature” folder for the reporting fiscal year. Following the instructions and using the template as a guide, the queries are run, and the report is completed. All queries are printed to pdf and filed in the fiscal year folder that corresponds to the report.

A. Section A. Section A discusses major program accomplishments during the fiscal year. Accomplishments are determined by the STP Manager. Remediation project management numbers that are not obtained from the database are from scopes of work for new projects started, the Program Manager’s cash flow projection spreadsheet for on-going projects, and the year-end reports from Accounting. Other numbers in Section A are from various queries run on the database. The queries depend on the accomplishments chosen for reporting.

B. Section B. Section B provides program administration details. Funding information contained in Section B (Tables 1 and 2) is obtained from WDEQ Administration Accounting. The time to complete remediation of all known contaminated sites is provided in the cash flow projections and schedule maintained by the STP Manager.

C. Section C. Program statistics are provided in Section C. All data for this section (Table 3) are obtained by running queries on the database.

D. Section D. STP remediation activities are discussed in Section D. The numbers of the various prequalified contractors are obtained from the lists maintained by the STP and available on the STP website. Table 4 data summarize information presented in Section D text and are obtained from the database queries. Table 5 data for FY2010 and future reports will come from year-end data provided by Accounting. Previous Table 5 data were obtained from the STP Cost Database, which is no longer used.

Figures. The Solid and Hazardous Waste organization chart as of the year end is obtained from the website. If updating is needed, Keith Guille is contacted to update the chart prior to finalizing the report. The District map as of the year end is used for the report.

Tables. Tables 1 and 2 from the previous year’s report are copied and provided to Steve Toalson who will complete the tables. The tables should be given to Steve early in the process so he has time to complete them before finalizing the report. Tables 3 and 4 data are obtained from queries run on the database as indicated in the template report. Table 4 only carries the past 6 year’s data; therefore, the column for the oldest data is deleted and a column for the reporting year is added to the table. Table 5 is updated using year-end data provided by Accounting.

4. Semi-Annual Report to the Environmental Protection Agency (EPA)

The Semi-Annual Report to EPA is due by October 30 and April 30 of each year and is divided into a background and five sections. Each of the five sections is further divided into a discussion of the LUST Prevention Grant activities and the LUST Trust Fund Cleanup Grant activities. The report instructions (Attachment D), an instructions attachment memo, a WORD document template, and the query bundle are located on the “USTCompliance” network location, EPA Reports and Workplans folder, LST and LSP Semiannual Reports file. A separate subfolder is set up for each report.

Note that the STARS report (see number 5 below) must be completed before this report is done because some of the numbers contained in the STARS report are the same as the inputs to this report. To complete the report, copy the report from the last reporting period to the file for this reporting period. This copy will be updated for the new reporting period. Make a color copy of the WORD template. Using the instructions and the report template, the report is completed. When a query is run, the pdf of the query is placed in the proper reports folder on the “USTCompliance” drive. The report is signed, printed to pdf, and emailed to Matthew Langenfeld (Langenfeld.Matthew@epamail.epa.gov), Francisca Chambus (Chambus.Francisca@epamail.epa.gov), and Janice Pearson (Pearson.Janice@epamail.epa.gov) at EPA. A copy of the report is also emailed to the SHWD Administrator and Steve Toalson. A copy of the report is filed in the appropriate file on the “USTCompliance” drive.

5. Storage Tank Activities Reports (STARS) to the Environmental Protection Agency.

A STARS report is required twice a year by EPA. EPA will send an email indicating when the report is due, but it is typically due within 5-7 days after the end of the reporting period (March 31 or September 30). Two separate reports are submitted; one for non-Indian facilities and one for Indian facilities. Indian facilities are those listed by EPA as being in “Indian country.” Note that the state does not agree with EPA’s definition of “Indian country,” and a disclaimer is included at the bottom of each “Indian country” report submitted. As requested by EPA to reconcile EPA data with ours, we are reporting these facilities separately in the “Indian country” report.

On the “USTCompliance” drive, EPA Reports and Workplans folder, STARS Report file, there are files set up for each year. Within each file, there are two subfiles; one for the mid-year (March 31) report and one for the year-end (September 30) report. Within each of these two folders is a separate folder for the “Indian” report. In the STARS Report file there are also EPA definitions for each of the measures in the report, report instructions (Attachment E), and the query bundle for completing the report.

The queries have the same names as the measures on the report (e.g., UST-1 Indian, UST-1 Non-Indian, etc.). Where necessary, the dates in the queries must be changed in the design view to capture the current reporting period.

UST-1, UST-2, UST-3, LUST-1, LUST-2a, LUST-2b, LUST-3a, LUST-3b, and LUST-4 are all cumulative. UST-4, UST-5, and UST-6 are calculated based on the number of inspections completed over the past 12 months. UST-4, UST-5, and UST-6 are not included on the “Indian” report. The non-Indian report includes the UST-4, UST-5, and UST-6 numbers for both the “Indian country” and the “non-Indian” country. UST-7 and UST-8 are not cumulative; numbers reported in the total column for these two measures are only for the current 6-month reporting period.

To complete the reports, the previous forms (Excel spreadsheets) are copied from the STARS folder on the S drive into the new folder. The queries are run, printed to pdf, and the printout is saved in the folder setup for the current report. After the data are generated from the queries, the Indian and non-Indian forms are completed and the non-Indian information is input to LUST-4. The Indian table is emailed to Mark Hendrix (Mark.Hendrix@epamail.epa.gov) and cc’d to Matthew Langenfeld, Fran Chambus, and Janice Pearson; “Indian-Owned” site data are not input to LUST-4 by the STP.

The non-Indian STARS data are entered into the EPA LUST-4 database. The user must obtain a user name and password from EPA (which expires every 90 days) to access LUST-4: <https://ofmext.epa.gov/apex/lust4/f?p=102:LOGIN:4629489606040>. Non-Indian STARS data are input by clicking on the “Semiannual Measures” tab at the top of the screen.

Run the SSI and MNA queries for both Indian and non-Indian and report those numbers to Matthew, Janice and Fran in an email.

6. Steps to Prepare for Annual Third-Party Auditor Review

The Corrective Action Account is selected every year for the state's third-party audit review.

Set up a new folder in "Cash Flow Projections" in STP Manager's files
"Auditors"
"YYYY Year-End"

A. After June 30 final numbers are available, ask Steve Toalson for the project year-end spreadsheet (spreadsheet gives all project costs for the year). Also ask Steve for the actual revenue/expenditures for the first sheet of the cash flow projection spreadsheet. Make a copy of the first page of the cash flow projection spreadsheet and email it to him to complete the actual revenue/expenditures.

B. Make a copy of the cash flow spreadsheet. Add an "actual" column to the copy and put in the actual expenditures for the previous year. Go through actual expenditures for the previous year for existing projects and revise the cash flow projection spreadsheet as necessary. For example, adjust O&M costs, pull any costs for work not completed during previous year into the current year, etc.

C. Send the remediation project managers a copy of the cash flow spreadsheet showing the actual expenditures, the estimated expenditures, and the next 3 years (include the project name column, actual expenditures column for previous year, estimated expenditures for previous year, and the next 3 years. Include a note in cells for budget remaining in each category at the end of the year.

D. Meet with the remediation project managers as soon as possible to obtain current status of all projects, anticipated work to be completed, and estimated costs. Adjust the cash flow spreadsheet as necessary. If you set up meetings in early August, PMIs for the supervisors in the district offices can be done at the same time as the budget meetings.

E. Finalize the cash flow projection spreadsheet using data collected/developed in **A** through **D** above. This will be the new fiscal year beginning cash flow spreadsheet.

F. Look in last year's auditor's folder for the memo to the auditor's office (Rhonda Harsy). Copy that memo into the new folder, change the date and any information in the memo that is not relevant. Contaminated site inventory comes from the annual report to the legislature.

G. Prepare the present value spreadsheet. Using the spreadsheet developed in **E** above, move all costs to the current year column. For example, using the current costs for O&M multiply that cost by the number of years projected for O&M and put the total in the current year column. Construction, CM, Equipment, Electricity costs for future projects will be the number of anticipated sites to go to construction multiplied by the current cost per site (from the cost increase spreadsheet; using the current FY cost). This column should show the cost of all the projects if we started and completed them all during the current FY. Delete the first sheet of the spreadsheet.

H. Previous FY vs Current FY. This is another worksheet on the present value spreadsheet developed in **G** above. Prepare the spreadsheet by copying the current FY columns (description and costs) from the previous year's comparison spreadsheet into the first two columns of the new spreadsheet.

Copy the spreadsheet from **G** above into the third and fourth columns of this spreadsheet. This spreadsheet should show the previous fiscal year's present values and the current fiscal year's present values. Include a column for notes for large discrepancies between the two fiscal years.

I. QA the spreadsheet totals. The Present Value Spreadsheet total must be the same as the Current FY total on the "Previous FY vs Current FY" spreadsheet. The Previous FY total on the "Previous FY vs. Current FY" spreadsheet must be the same as the total submitted to the auditors for the previous year.

J. Email the following to the auditor's office: 1) the memo (**F**), 2) the present value spreadsheet with the previous FY vs current FY comparison tab (**G and H**), 3) the spreadsheet developed in **B** that shows the actual costs and the estimated costs, and 4) the pdf of the 2012 memo from Steve Toalson to Tom Rowe.

Be prepared for a new auditor each year with the same questions as last year! If costs are much different in the spreadsheet provided in **H**, copies of proposals, amendments, etc., may be needed. The auditor can come to the office and go through files. Scan/email what can be done easily. Requests for SOI, site descriptions, contracts, and amendments for newer projects can easily be emailed. Other items that have been requested are the SemiAnnual Reports to EPA, excerpts from the SRF intended use plan (contact Beth in State Lands), other questions that Steve Toalson may need to help answer.

Guidance Document #3
Attachment A
Dashboard Measures Instructions

Dashboards are run every month and include data from the 26th of the previous month through the 25th of the current month. EXCEPT that dashboards for state fiscal year ending June 30 and the calendar year ending December 31 must be run through June 30 and December 31, respectively. Dashboards must be run and entered to the dashboard spreadsheet (DEQDATA (F:)/Dashboard) before the first Wednesday of the month. Additional data are required at the end of each quarter (March, June, September, December).

MONTHLY DATA:

1. Enter the STP Tanks! database.

Show Links

Other Reports

Measures

STP Dashboards

Enter dates (26th previous month through 25th current month; or
26th previous month through June 30 or December 31)

Submit

View Dashboards (this file produced is the “On-Site
Evaluations” report)

Save the file to the appropriate folder on the “USTCompliance” drive\Dashboard Measures. Print a copy. If this is the first month of the new fiscal year (July), set up the main folder for the new fiscal year (FYXXXX; e.g., FY2017) and all the subfolders (one for each month in the XX MONTH; e.g., 07 July).

2. Show Links - Search

Compliance

From “Compliance Type” window, move the following to the right for the search (you should have 14 types in the search window):

Followup

Scheduled

Surprise

Complaint Based

Installation Phases 1, 2, and 3

Tank Removal

Remediation Maintenance

Bid Walk

Emergency Response

Testing Inspection

DEF Inspection

Remediation Project

Insert the date range for the current month (26th of previous month through 25th of current month or through the end of June or December)

Click on “Search”

Provides a list with a total at the top. The total should be the same as the total from the STP Dashboards On-Site Evaluations printout in Step 1 above.

Click on “Export” button (top right) – Creates an Excel file

Format the file columns and landscape to fit on single-wide page and print. Format by deleting columns not needed. You only need the date, the facility ID/name, and the type of inspection (from above list).

Save the Excel file to the appropriate Dashboard folder on the “S” Drive.

Print a copy.

3. Exit the database and run the NOVs issued query and the NOVs resolved query. NOV queries are in the Dashboard folder on the “S” Drive/USTCompliance in the Dashboard Query Bundle. Change the date in the design view before running each query.

Print queries to pdf and save the pdfs in the appropriate Dashboard folder. This is done even if the query shows no NOVs issued and/or resolved.

Print a hard copy of the pdfs.

4. Staple the On-Site Evaluations report (Step 1), the Excel file (step 2), and the pdfs (step 3) together and file the hardcopy.

ADDITIONAL FISCAL YEAR-END AND CALENDAR YEAR-END DATA:

5. Run the following 4 queries from the query bundle in the “Annual Report to Legislature” folder on the “S” Drive/USTCompliance. This ensures that the numbers reported on the dashboards are the same as those reported to the legislature. Change the date in the design view before running. Print all four queries to pdf and save the pdfs in the June or December Dashboard folder. File the hardcopy with the reports filed in number 4 above.

- For dashboard “Number of identified affected sites where remedial requirements have yet to be imposed,” run the “21- Sites Unresolved and Not in Project” query.
- For dashboard “Number of identified affects sites where remediation was initiated this year,” run the “Sites Entered Project During Reporting Period” query.
- For dashboard “Number of identified affected sites that were currently in remediation or in an ongoing (or O&M) phase,” run the “SSP O&M” query.
- For dashboard “Number of identified affected sites where reclamation action was completed this year,” run the “SSP Resolved During Reporting Period” query.

ENTER DATA TO DASHBOARD SPREADSHEET:

6. Go to the “DEQDATA (F:) Dashboards” folder

Enter all numbers from the search and the queries into the spreadsheet where indicated on the spreadsheet.

Guidance Document #3
Attachment B
State Strategic Plan Memo Instructions

The State Strategic Plan memo is submitted to the SHWD Administrator and Keith Guille shortly after the end of the fiscal year. The strategic plan numbers are based on the previous state fiscal year. Keith typically requests the data the first of July; due the first of August. The majority of the numbers in the strategic plan memo are included in the Annual Legislative Report. The numbers should be the same in both the memo and the report. If the strategic plan measures change, this report will need to be modified.

The report template is on the “USTCompliance” drive in the State Strategic Plan Report folder. There is a template for the report (memo format based on the most recent strategic plan measures). The queries to run for the report data are included in the Annual Report to Legislature folder query bundle.

1. Make a new folder in the State Strategic Plan Report folder for the reporting year. You will keep copies of all queries you run for the report in this folder. After you run a query, print it to pdf, and save it to the folder you have set up for the report. Be sure to change the date in the design view before you run the queries.
2. Copy last year’s memo to the new folder and use it to fill in the new data. Compare last year’s data with this year’s to see if the new data make sense. Use the template to help fill in the data. All areas in the template that need to be updated are shown in **Bold** or **Bold/Yellow Highlighted Text**. The inputs shown in bold/highlighted text should remain in bold when you submit the memo.
3. Go through the template and fill in all the areas that need updating:
 - A. Update all dates.
 - B. Derivation, definitions, and queries for all the numbers are provided in the text.
 - C. If using the template rather than last year’s memo, delete all notes and highlighting.
4. After the memo is complete, send an electronic copy to the SHWD Administrator and Keith Guille.
5. Make sure to keep pdf copies of all queries that were run to obtain the numbers in the report. Keep an electronic copy of the memo in the folder you set up on the “USTCompliance” drive.

Guidance Document #3
Attachment C
Annual Report to Legislature Instructions

This report is required by statute. The report contains data gathered on a state fiscal year basis. Twenty copies are due to the Legislative Services Office (LSO), Jonah Building, by October 15. The DEQ Director must review the report and sign the cover memo before the report goes to LSO. The report should be submitted to the Director through the Administrator. The report should be completed in time to give the Administrator and Director time to review and the author time to make changes and answer any questions.

The report template is on the “USTCompliance” drive, in the Annual Report to Legislature folder. There are templates for the text, the tables, the memos, and the dividers for the report. There is a queries link in the Annual Report to Legislature folder that contains most of the queries needed to complete the report. A few of the queries needed will come from the STARS Report query bundle on the “USTCompliance” drive, EPA Reports and Workplans/STARS Report. Use these queries; not others.

1. Make a new folder in the Annual Report to Legislature folder for the reporting year. You will keep copies of all queries you run for the report in this folder as well as the final report and tables. After you run a query, print it to pdf, and save it to the folder you have set up for the report. Be sure to change the date in the design view before you run each query.

2. It's best to copy all the report documents from the previous year to the new folder and make changes to that copy. Rename them. **DO NOT USE THE PREVIOUS REPORT TO COMPLETE YOUR REPORT; COPY IT TO THE NEW FOLDER.** Make a color copy of the template report and tables, which have all the text that needs to be updated and notes as to where the data can be obtained. All areas in the templates that need to be updated are shown in **Yellow Highlighted Text**. Notes on where the data come from for the text are in **Bold/Green Highlighted Text**.

3. Give Tables 1 and 2 to Steve to complete. He should also provide you with the year-end expenditures worksheet for each project.

4. Go through the text template and fill in all the areas that need updating:

Section A:

Paragraph A. The total number of active projects comes from the STP Manager's cash flow projection spreadsheet by counting the number of projects on the spreadsheet. The number of contaminated sites in project is from the query: 1 Contaminated Sites in Project. The numbers for the projects in each remediation phase comes from the year-end report you will receive from Steve (3 above). Go through the report and count the number of projects where money was spent for each remediation phase. The number of projects started, project names, and number of sites for each new project comes from the STP Manager's cash flow projection spreadsheet and CFB tracking folder.

Paragraphs C and D. Run the queries shown on the template.

Paragraphs E and F. Run the queries shown on the template, and make the calculations shown on the template.

Paragraph G. Run the queries shown on the template.

Other paragraphs. Update other paragraphs and add new ones as needed to complete the “Accomplishments” section of the report.

Section B:

Update text as necessary.

Section C:

Nothing needs to be done with this Section.

Section D:

I. Summary. Run the queries shown on the template and update the text as necessary. Perform the QA indicated on the template if the queries don't add up.

II. Remediation Projects. The prequalified contractors' lists are on the STP website. Count the contractors on the current lists and fill in the text. At the end of this section, add any projects that were combined during the year. Be sure to use the latest report when adding to this list so that all combined projects are captured. Do not delete from the list.

III. Immediate Response. Run the query shown on the template and contact the STP project manager for the immediate response (or the district supervisor if you don't know who handled the response). Ask the project manager to provide a brief written paragraph stating what was accomplished during the immediate response.

IV. Laboratory Certification. The number of labs is on the prequalified contractor's list on the STP website.

5. Figures. Obtain the most recent SHWD organizational chart (from the administration website) and STP district map (from the STP website).

6. Tables.

Tables 1 and 2. Make a copy of the tables and give them to Steve Toalson. Ask him to fill in the numbers as of June 30. The previous year's tables that he filled out are in the Annual Report file (hardcopy) in the STP Manager's office. It's helpful to give him what he provided the previous year (including his backup) when you ask him to complete the current year data. Be sure to get back all the documents you give him. Fill in the tables from the data he gives you, and file his hardcopy.

Table 3. Run the queries shown on the template and put the results in the table. Note that lines 1 and 2 in the table should be the same numbers you report in Section A paragraph C of the text. Also, the "total active USTs" plus the "total active ASTs" lines on this table must agree with the "total active tank systems" number reported in text Section A, Paragraph C. The "total TOU USTs" plus the "total TOU ASTs" line on this table must agree with the "total TOU tank systems" reported in text Section A, Paragraph C. The "total POU USTs" plus the "total POU ASTs" lines on this table must agree with the POU tank systems reported in text Section A, Paragraph C.

Table 4. Remove the furthest left column on the table (the oldest data). Add a new column for the current reporting year. The numbers for this column are the same as those shown in the text (Section D, I. Summary). Revise the table notes as necessary when columns are removed and added.

Table 5. Add any new projects and sites (from the STP Manager's cash flow spreadsheet). Totals are updated from Steve's year-end cost spreadsheet. Totals are updated from the previous year; be sure to update the previous year's table and not the Template. For each project on Steve's year-end cost spreadsheet, add the total on his spreadsheet for the project to the total shown on the previous year's table 5; that will give you the amount spent on each project through the current fiscal year. Complete the totals and notes at the bottom of the table. The total spent for the current fiscal year should equal Steve's total.

7. Memos, Cover, and Dividers. Update the memos, covers, and dividers as necessary.

8. After the report is complete, give it to the DEQ Director and SHWD Administrator with a memo reminding them that the report is the annual report for the STP required by statute, give them the date (October 15 of the current year) the report is due to LSO, and ask them to review/comment and return the memo to you for finalizing. Also, give the Director the cover memo for the report and ask him to initial the memo.

9. After the report is finalized, make 25 double-sided, stapled copies. Deliver 20 copies with the Director's signed cover memo to LSO, Jonah Building. Give one copy to both the Director and SHWD Administrator. Keep three copies. Make one pdf copy of the entire report and put it on the S drive. Ask Oma to put the pdf copy on the STP website.

10. Make sure to keep pdf copies of all queries that were run to obtain the numbers in the report.

Guidance Document #3
Attachment D
Semi-Annual Report Preparation Instructions

1. The semiannual report is completed every April and October for the periods October 1 through March 31 (mid-year) and April 1 through September 30 (year-end). The report is due 30 days after the end of the period (due April 30 or October 30). The report should be printed on letterhead, signed, scanned, and emailed to Matthew Langenfeld at Langenfeld.Matthew@epamail.epa.gov, Fran Chambus at Chambus.Francisca@epamail.epa.gov and Janice Pearson at Pearson.Janice@epamail.epa.gov.

BEFORE YOU COMPLETE THIS REPORT YOU MUST COMPLETE THE STARS REPORT.

2. The queries you will run to complete the report are all contained in the file labeled “SemiAnnual Report Queries” (USTCompliance\EPA Reports and Workplans\LST and LSP SemiAnnual Reports file). The queries are numbered in the order you need to run them to complete the report.

To run a query, just click on it. Always pull up the “design view” and change the date if necessary and then click on “run” to run the query.

Save a copy of each query after you run it in the folder you will set up for the report (see Number 3 below). To save a copy: After you run the query, click on the file tab at the far top left of your screen, click on print, click on print again (not quick print), from the drop down menu choose Adobe PDF and click OK. Save the pdf to the report folder. When the pdf is created, click on it (it will be located at the bottom of your screen). If the file contains many entries, add a header to the pdf by going to “Tools” at the top right of the pdf, select “Header and Footer,” select “Add Header and Footer.” When the screen opens, click in the “left header text” box and type in the number of entries in the document and click on OK. The pdf will be saved to the report folder. Generally, the file is saved as the query name. However, some of the queries are not automatically being saved as the query name. In that case, when you save the file, type in the query name.

NOTE: To get the number as of the end of the reporting period (March 31 or September 30) for queries 1, 3, and 5 run both queries (1a, 1b, 3a, 3b, 5a, and 5b). Add the two query numbers together. The first query gives you the number as of the date you run the query, which likely won’t be April 1 or October 1. Therefore, to add back in any changes that may have occurred between the first of the month and the date you actually run the queries, you need to run the second (b) query and add the numbers that may show up on the second query to the first query. Typically nothing will show up on the second query, so the first query will be the right number to use in the report.

3. Add a new Folder to the USTCompliance\EPA Reports and Workplans\LST and LSP SemiAnnual Reports file. The new folder should be named in the same manner as the other reports, starting with the date followed by “SemiAnnual Report.” The date is the last day of the current reporting period in the format YYYYMMDD. The month and date will either be March 31 (0331) or September 30 (0930). For example the report for October 1, 2013, through March 31, 2014, will be named: 20140331 SemiAnnual Report.

4. Make a copy of the last “SemiAnnual Report” completed (“USTCompliance\EPA Reports and Workplans\LST and LSP SemiAnnual Reports\YYYYMMDD SemiAnnual Report Text”) and put the copy in the folder you just created. Name the report the same as you named the folder. Make a color copy of the report template. The template is color coded to help you complete the report. You will also need hardcopies of the completed Indian and Non-Indian STARS reports.

5. Open the SemiAnnual Report that you saved to the new folder. The date of the report (letter) will be the date you email the report to Mr. Langenfeld. Note that the date needs to be changed on each page of

the letter. DO NOT change any wording in this report unless it is in bold/highlighted text. Make the changes as follows:

A. In the RE: line, change the report date to the current reporting period (previous 6 month period; either October 1 through March 31 or April 1 through September 30).

B. In the table on page 1, delete the data in the left-hand column. Copy the data in the right-hand column to the left-hand column and delete the right-hand column data. You will now fill in the right-hand column for the current period as follows:

The date at the top of the column will be the last day of the reporting period (either March 31 or September 30). Run and save queries 1a, 1b, and 2 as discussed in Number 2 above. Fill in the first and third entries in the table from the queries you ran. Go to the STARS reports and complete lines 2 (UST 1), 4 (UST 1 less UST 2), and 5 (UST 3) in the table by adding together the numbers from the Indian and non-Indian STARS reports. Refer to the color-coded pdf report template, which provides the query numbers for each entry and the STARS report code (UST) for each STARS entry. Again, be sure to add the Indian numbers to the non-Indian numbers from STARS and enter the totals in this report. The last column entry on the table will always be “6.” Confirm with compliance in case any tanks were removed or installed that would change this number.

C. Page 2, Section 1. Leave paragraphs A and B alone.

D. Page 2, Section 2, Paragraph A.

Cathodic Protection. Run queries 3a, 3b, 4, 5a, 5b, and 6 for data needed in paragraph A. The date is the date at the end of the current reporting period (either September 30 or March 31). Count the number of facilities (not entries; there could be more than one entry for a facility) from queries 4 and 6 to get the number of facilities in violation. Percentages are calculated as shown on the template.

Inspections. The number of facilities remaining to be inspected for the calendar year is found by running query #7 and changing the date in the “design view” to 3 years prior to the end of the current calendar year (confirm with Oma that the number from the query is correct). The date range in the paragraph is for the past 12-months. The number of inspections conducted over the past 12 months is obtained from the STARS report (comments box for UST-4, UST-5, or UST-6). The on-site inspections for the current fiscal year is the total Indian plus non-Indian inspections reported on the STARS report (UST-7) in the “Actions This Reporting Period” column (for the mid-year), or the total of “Actions This Reporting Period” for the mid-year and year end if the report is for the year end.

Significant Operational Compliance. **THESE ARE ALWAYS CALCULATED FOR THE PREVIOUS 12-MONTH PERIOD AND FOR USTS ONLY.** The number of inspections for the 12-month period is the same as the number in the previous paragraph of the report. The SOC compliance percentages are obtained from the STARS report (UST-4, UST-5, and UST-6). The number of facilities and those in Indian Country are included in the comments column on the STARS report for UST-4, UST-5, and UST-6.

Operator’s Annual Inspection. **DATA ARE ALWAYS FOR THE PREVIOUS 12-MONTH PERIOD.** The date range is the previous 12-month period. To get the number of inspections, run query 8. The date needs to be changed in the query.

Enforcement. Run query 9 and list the facility names and city locations that were issued an NOV. Run query 10 and list the facility names and locations where NOVs were resolved. The red tags issued during the current period will be the same as the UST-8 number on the STARS report (add the Indian number to the non-Indian number). Use the query (open the STARS report and use the pdf of the UST-8 query) to list the facility names and locations. Run query 11 for the red tags lifted, and use that query to list the facility names and locations where the red tags were lifted. **Be sure you count only**

USTs; the query is picking up ASTs. To find only the USTs, refer to Oma's memo dated April 3, 2012 (pdf attachment to instructions on "USTCompliance" drive).

Compliance with the Underground Storage Tank Compliance Act of 2005. Leave that section alone. If this is a year-end report, check with Oma to make sure he has updated the list of facilities on the website (5th bullet item in the report).

Problems. Modify if necessary.

E. Page 4, Section 2, Paragraph B. The date will be the end of the current reporting period. All numbers in this paragraph are from the STARs report. See the Template for instructions.

Use the cash flow projection spreadsheet and contracts tracking folder to update the second paragraph with the number of projects and releases that entered into project and O&M. Note that the number of releases shown as "in corrective action implemented" must be the same as reported on STARs for the reporting period under LUST-2a plus LUST-2b (add Indian and Non-Indian).

Problems. Complete the problems paragraph as necessary.

F. Page 4, Section 3. Leave paragraph A alone. If the STP Manager is not available to provide the dates in paragraph B, leave the dates as is. Leave the rest of paragraph B alone.

G. Page 4, Sections 4 and 5. Copy Sections 4 and 5 from the last report and email the copy to Steve Toalson. Ask him to fill in the numbers for the current reporting period. Give him a few days to get the information to you. The fiscal year should be changed to the current federal fiscal year, and the date range is the current 6-month period.

H. Page 5, Summary. The compliance rate percentage is SOC-3 (UST-6) from the STARs report. The date in the second paragraph is the last day of the reporting period. Do not change anything else in these paragraphs.

I. Change the signature as necessary.

Email the report to Fran Chambus, Janice Pearson, Luke and Steve.

Guidance Document #3
Attachment E
STARS Report Instructions

The STARS Report is due to EPA semiannually. The report is due by October 7 for the April 1 through September 30 reporting period and April 7 for the October 1 through March 31 reporting period. If the 7th falls on a weekend, the report is due the Friday before the weekend. **THESE REPORTS SHOULD ONLY INCLUDE UST FACILITIES AND SYSTEMS; ASTS SHOULD NOT BE INCLUDED.**

There are two reports that need to be completed: non-Indian-owned sites and Indian-owned sites. The non-Indian-owned report is submitted to EPA via the LUST-4 website (you need a user name and password to access the website) and the Indian-owned is submitted electronically to Mark Hendrix at Mark.Hendrix@epamail.epa.gov, Matthew Langenfeld at Matthew.Langenfeld@epamail.epa.gov, Fran Chambus at Chambus.Francisca@epamail.epa.gov, and Janice Pearson at Janice.Pearson@epamail.epa.gov.

Go to the “USTCompliance” drive, EPA Reports and Workplans, STARS reports. The queries to run are in this folder. The queries are named the same as the far left column on the STARS report (e.g., UST-1, UST-2, etc.). The definitions for each measure (UST-1, UST-2, etc.) are in the STARS report folder (20090602 Reporting Guidance Performance Measures Definitions from EPA.pdf).

After you run each query, print it to pdf, add a header with the total number on the query at the top of the pdf, and save it to the appropriate folder. To print to pdf, click on the menu button at the top left of the screen, click on print, choose Adobe pdf, and click on OK. After the pdf is created, open it, click on Tools, Header/Footer, Add Header/Footer, and type in the number of entries on the query printout in the left header text box. Save the pdf to the proper folder.

Before you begin, check the status of the “single sites” with the project manager and enter any updates (into SSI, MNA, CAP Implemented) in the database. The “single sites” tracking spreadsheet is on the “USTCompliance Drive”, EPA Reports and Workplans. The spreadsheet is in the main EPA Reports and Workplans folder. Call the project manager and see where the site is in the project. If it has been entered into O&M, delete the site from this spreadsheet (i.e., it has been “captured” in the database). There is also a “STARS Corrections” spreadsheet located in the EPA Reports and Workplans folder. The corrections spreadsheet will list all the corrections that need to be entered on the STARS forms in the corrections column.

1. If the report you are working on is the mid-year report (October through March), set up a new folder on the “S” Drive (USTCompliance/EPA Reports and Workplans) for the current federal fiscal year. The folder should be set up to contain another folder for the year-end report. If the report you are working on is the year-end report (April through September), there will already be a folder set up. Within both the mid-year and year-end folders should be a subfolder called “Indian.” Set all the folders up if they haven’t been set up.
2. Open the previous STARS Excel reports, which you will find in the appropriate folder on the “S” drive. Save a copy of those reports to the current folder (both Indian and non-Indian). Name the files: “YYYYMMDD Reported to EPA.” The year, month, day will be the date of the last day in the reporting period (September 30 or March 31; e.g., 20140930).
3. Change the reporting period at the top of both reports. The period will be either “Mid-Year” or “Year End” and the current federal fiscal year, which begins October 1.

4. The first column after the definitions on the report is “Previous Total.” Delete the information in that column and copy the data from the “Total” column into the “Previous Total” column. You will not have a “Previous Total for UST-4, UST-5, or UST-6. Delete all data in the “Actions This Reporting Period,” “Corrections this Reporting Period,” and Comments columns.

5. Run each query in the query file.

UST-1, UST-2, and UST-3. Click on the “View” button at the upper left of the screen, click “Design,” and change the date. Run the total query first. The date will be the first day of the month following the end of the period (October 1 or April 1) in the format: <#10/1/2013# Or Is Null. Be sure to change the year if running the mid-year queries. Save the queries to the folder after saving as a pdf. Fill in the “Total” column on the STARS form. Run the UST-1, UST-2, and UST-3 “rpt pd” queries; change the date in the “design view” before you run the query (example: <#10/1/2013# And >#3/31/2014#). Save the queries to the folder after saving as pdf. Fill in the “Actions This Reporting Period” column from these queries. “Previous Total” plus “Actions This Reporting Period” should equal the “Total.” If it does not, the difference goes in the “Corrections This Reporting Period.” All corrections must include a comment. **A “corrections folder” is on the S drive; use that spreadsheet to add comments.** The queries may need to be reconciled with each other if the corrections spreadsheet is not adequate to determine the comment to be made.

UST-4, UST-5, UST-6. These queries give you a list of violations at each facility. These measures are ALWAYS CALCULATED FOR THE PAST 12 MONTH PERIOD. Change the date in the “Design View.” Use the same date format as in the query (first of the month to the first of the month; 10/1/2013 to 10/1/2014 or 4/1/2013 to 4/1/2014). Go through the list and count the facilities; not the violations (one facility may have more than one violation). Before you can calculate the compliance percentage you need to run UST-7. **NOTE:** UST-4, UST-5, UST-6, and UST-7 numbers are not included on the “Indian Country” report. UST-4, UST-5, UST-6, and UST-7 on the non-Indian report will include these measures for the Indian County. These queries will pull in violations at both non-Indian sites and Indian sites. Any violations at Indian sites should be noted in the “comments” field with the facility ID# and facility name.

UST-7. The “Total” for UST-7 is just the 6 month total. The following steps need to be taken to ensure only active UST inspections are counted:

1. Open STARS Query UST-7.
2. Enter the date range of reporting period
3. Under date closed, enter the day prior to the beginning of the reporting period
4. Click Run
5. At top of page, click external data
6. Click the icon showing the table with an arrow pointing to the Excel Icon (Export).
7. Click Export data with formatting
8. Click open destination file
9. Click OK
10. Click upper left hand corner to highlight all
11. Click the “Data” tab at the top of the Excel spreadsheet
12. Select “Remove Duplicates”
13. Click Unselect all
14. Check Facility ID box
15. Check Event Date box
16. Click OK

This removes all AST inspections at sites that had USTs at one time, but no longer have USTs, and eliminates any potential duplicates.

Put that number in “Actions This Reporting Period.” Run the query for the past 12 months. If the “Actions This Reporting Period” plus the “Previous Total” do not add up to the total for the past 12 months, put the difference in the “Corrections” column. Sometimes inspections done during the last few days of the month do not get entered to the database before queries are run, so corrections are needed. **NOTE:** Corrections should only be added at the year-end; per EPA, no corrections should be submitted for the mid-term report. **NOTE:** This query will pick up inspections completed at Indian sites; email a list of Indian inspections with the Indian STARS report when it is sent to Matthew. Inspections at Indian sites should be included on the non-Indian report for UST-7. Calculate percentages for UST-4, UST-5, and UST-6. UST-4: Take the total inspections for the past 12 months (including Indian inspections), subtract the number of facilities (not violations) in violation, and divide that number by the number of inspections. The result is the percentage. Do the same thing for UST-5 and UST-6. UST-6 should always be a lower percentage than either UST-4 or UST-5. Carry these numbers out to one decimal place. The comment column should include the number of inspections completed and the number of facilities (not violations) in violation.

UST-8. UST-8 is reported for the 6-month period only. Run the query for the 6-month period (change the date in “Design View”) and put that number in “Actions This Reporting Period.” Run the query for the 12-month period. If the total for “Previous Total” plus “Actions This Reporting Period” don’t total the 12-month period, include a “Correction” with a comment. **UST-8 query is picking up both USTs and ASTs. Check the database and make sure you only include USTs.**

LUST-1 through LUST-3b. Run all queries for the total and 6-month periods (rpt pd) by changing the date in “Design View.” Put the total in the “Total” column and the 6-month in the “Actions This Reporting Period” column. Add the “Previous Total” to the “Actions This Reporting Period.” If the total doesn’t match the “Total” column, put in a “Correction” with a comment. **QA:** Check the list of sites that went into O&M (CAP Implemented – LUST 2a) against this report to make sure they all were included on the report; however, do not include ASTs on this report.

LUST-4. The LUST-4 query gives a list of Emergency Response inspections. Run the query for the current 6-month period. Look on the previous LUST-4 query in the folder on the “S” drive and see if any of the facilities are on the previous query. If they are, do not include them on the current report. If they are not, add the facility (not the number of inspections) to the “Actions This Reporting Period.” Facilities are only added one time to this measure regardless of how many times they are inspected.

Run the MNA Indian and MNA non-Indian queries and the SSI Indian and SSI non-Indian queries by changing the date in the “Design View.” Save these queries to pdf and file in the “S” drive folder for the report.

All queries should be saved in the “S” drive folder for the report. Print a copy of the report. Go into EPA’s LUST-4 database and enter the data from the hardcopy for the non-Indian report. Leave a copy of the report on Karen’s desk. Send a copy of the Indian report to Mark Hendrix, Fran Chambus, Matthew Langenfeld, and Janice Pearson. Also send Matthew, Fran, and Janice the number of MNA and SSIs for both Indian and non-Indian.

LUST-4 database: Once you have logged in, click on the SemiAnnual Measures Tab at the top of the page. Click on the “Create New” button, complete the input, and click on “Calculate.” Submit and Save the form. Log out. You will receive an automatic message indicating that the data have been submitted. If EPA makes any comments and rejects the input, you will receive an email indicating that it has been rejected. In that event, go back into LUST-4 and see the comments. Try to make any corrections needed and resubmit. If you have questions regarding the comments either email or call the person making the comments. After you have resubmitted the form, open our electronic copy of the form, add a column for the comments and a column for our resubmitted response. Include the comments and our response on our copy of the form.

INDIAN COUNTRY FORM NOTE: If you have any “Actions this Reporting Period” or “Corrections,” you must provide the number of releases, number of systems, etc., and the name of the facilities affected in the comments column.