

## **CHECKLIST FOR REQUIRED RECORDS**

As part of the inspection process, EPD must ensure that facility records are maintained to document significant compliance with the GUST Rules. The following outline provides guidance for compiling the records necessary to satisfy the provisions of the GUST Rules. These records must be available for review at the time of the inspection.

### **I. UST NOTIFICATION REQUIREMENTS**

- A.** Provide a copy of the facility's current Annual Tank Registration Certificate

### **II. FINANCIAL RESPONSIBILITY ASSURANCE**

**A. If the facility is a GUST Trust Fund Participant, provide:**

1. Copies of gas invoices for the four quarters of the preceding year. These invoices must show that the Environmental Assurance Fees (EAFs) have been paid on each gallon of petroleum product purchased. This may also be listed as the GUST Fee or Tax. This is currently a .005 dollar per gallon fee on the invoice

**and**

2. Documentation of availability of \$10,000 deductible, which may include the following:
  - Cash (must be documentation of cash assets exceeding \$50,000 to use this option)
  - Letter of credit designated for the Georgia Department of Natural Resources
  - Surety bond

**B. If the facility is NOT a GUST Trust Fund participant, provide a copy of one of the following:**

- Insurance
- Letter of Credit
- Surety Bond
- Documentation showing that company's net worth exceeds \$10,000,000

### **III. RELEASE DETECTION FOR TANKS**

**A. If the facility uses Inventory Control with Tank Tightness Testing, provide all of the following:**

- A copy of the monthly report, including the last 12 months of inventory readings and reconciliation results
- A copy of the last tank tightness test report
- The reports should include documentation of monthly water checks



