



How to Become a Certified Underground Storage Tank Supervisor and Contractor in Minnesota

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Minn. R. ch. 7105 requires that anyone installing, repairing, or removing regulated underground storage tanks (USTs) must be certified by the Minnesota Pollution Control Agency (MPCA). This fact sheet answers some of the most commonly asked questions about the certification requirements.

Who must be certified?

Certification requirements apply to contractors and supervisors conducting installations, repairs or removals of regulated USTs.

Each discipline, installation/repair or removal, requires separate certification.

A certified UST contractor must employ or be a certified UST supervisor. A certified UST supervisor must be a certified UST contractor or work for a certified UST contractor.

Do excavators need to be certified?

The excavator needs to be certified unless he or she is hired by a certified contractor and is under the direct supervision of a certified supervisor at the site.

What are the certification requirements?

A supervisor must:

- Have two years of regulated tank project experience in Minnesota.
- Have actively participated in a minimum of five tank projects in the previous four years. For each discipline (installation/repair or removal) that an individual applies for, the supervisor must have worked on at least four projects in each discipline (four involving installation/repair or four involving removal). You can apply for more than one discipline on the same application. Work experience must be under the direct supervision of an MPCA certified supervisor.
- Have successfully completed an MPCA-approved training course.
- Complete an MPCA application form (must be notarized). A \$50.00 fee must accompany each application.

A contractor must:

- Employ one or more certified supervisors in the appropriate discipline of installation/repair or removal. A certified supervisor must be on-site at all times during “critical junctures” of the tank installation, repair, or removal process. At a tank removal, for example, this would include cleaning and purging the tank system, actual excavation and removal of the tank, and any time tank components are connected, disconnected or capped. Have general liability insurance coverage, bonding,

or liquid company assets equal to five times the largest regulated UST project completed by the contractor within the last two years junctures” of the tank installation, repair, or removal process. At a tank removal, for example, this would include cleaning and purging the tank system, actual excavation and removal of the tank, and any time tank components are connected, disconnected or capped. Have general liability insurance coverage, bonding, or liquid company assets equal to five times the largest regulated UST project completed by the contractor within the last two years.

- Complete an application form provided by the MPCA (must be notarized). A \$50.00 fee must accompany the application. A company can apply for certification in more than one discipline if the company has a certified supervisor in each discipline (install/repair or closure).

What is the length of certification?

Contractor certification is in effect for two years. Supervisor certification is in effect for four years. To remain certified as a supervisor, you must attend renewal training every four years. The four year time period begins on the last day of initial certification training or renewal training. There is no extra time provided to complete projects in your chosen discipline(s).

Where to call for training contacts?

If you would like to register or get the schedule for the five day supervisor certification course or the two day renewal course, call Riverland Community College at 507-379-3357. If you have specific questions about your certification, please call the MPCA at 800-657-3864 and ask for the MPCA UST certification program coordinator.

How to become an underground storage tank supervisor

1. Supervisor applicant enrolls in an MPCA-approved, five-day training course.
2. Supervisor applicant completes five projects (four projects in discipline to be certified in) with MPCA-certified supervisor. The applicant must have actively participated in the field on these projects during the four-year period before making the initial or renewal application.

3. Supervisor applicant successfully completes an MPCA-approved training course. Trainer sends diploma to supervisor applicant.
4. Supervisor applicant receives “Application for UST Supervisor Certification” upon request from the MPCA or at training course.
5. Supervisor applicant mails complete application (list of projects completed, copy of most recent training diploma with a passing score, and notarized form) and \$50.00 application fee.
- 6. The MPCA reviews complete application and if all criteria are met, applicant is certified as a supervisor for regulated UST work in Minnesota.**
7. The MPCA mails supervisor card to certified supervisor.
8. To remain certified as an UST supervisor, attend two-day renewal training every four years. Submit complete renewal application to the MPCA.

How to become an underground storage tank contractor

1. Contractor applicant receives “Application for UST Contractor Certification” upon request from the MPCA.
2. Contractor applicant mails complete application (list of project history for the last two years, a list of certified supervisors employed by the company, any companies that will be subcontracting tank work, proof of insurance, and notarized form) and \$50.00 application fee.
- 3. The MPCA reviews complete application and if all criteria are met, applicant is certified as a contractor for regulated UST work in Minnesota.**
4. The MPCA mails contractor certificate to certified contractor.
5. To remain certified as an UST contractor, submit complete renewal application every two years.

Need more information?

Visit the UST Program at www.pca.state.mn.us/cleanup/ust.html. The site has forms, fact sheets, and other information about USTs and UST requirements.

You can also call the MPCA at 651-296-6300 or 1-800-657-3864.
