

Site name

Site street address

Land title particulars

Lot number

DP number

Person responsible*

Postal address**

24-hour phone number***

* If person responsible is a corporation, the name of a person who is authorised to act on behalf of the corporation

**For person responsible, may differ from site address

***For person responsible or company contact person

Name of site owner

Access and security information

Details of access to, and security of, the systems, including any locks, gates, fences, etc and the means of opening them.

Location of all records kept in accordance with Part 5 of the UPSS Regulation 2019, especially specifics of any offsite storage of records

Part 5, Clause 22: Record of significant modifications

Part 5, Clause 25: Incident log

Part 6, Clause 26: Documents to be kept for seven years from date of creation

Part 6, Clause 27: Documents to be kept for seven years from date of decommissioning

Date

Revision #

When completed, this form meets the information requirements of Clause 18 (3) and must be retained onsite as part of the Fuel System Operation Plan.

Download another form from the EPA when this information needs to be updated. Forms can be downloaded at www.epa.nsw.gov.au/your-environment/contaminated-land/preventing-contaminated-land/upss/upss-fuel-system-operation-plan

Fuel system operation plan for UPSS

As required by Clause 18 of the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019, use this folder to keep together the up-to-date documents that must be retained on premises where an underground petroleum storage system is located.

The Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019 (UPSS Regulation) requires development of a Fuel System Operation Plan (FSOP) for a UPSS that must be retained onsite. The FSOP must contain the documented procedures and records relating to the UPSS that are specified in Clause 18 of the UPSS Regulation 2019.

Extracts from Clause 18 (and the sections of this folder where you can store your documents)

Clause 18 (1)

“A storage system must not be used otherwise than in accordance with a Fuel System Operation Plan that this is place in relation to the system.”

Clause 18 (3)

“...information to be included in the Fuel System Operation Plan...” (Section A)

Clause 18 (2)

“A storage system’s Fuel System Operation Plan must include:

- *A loss monitoring procedure (Section C)*
- *A maintenance schedule (Section D)*
- *The current ‘built in’ drawings for the system (Section E)*
- *A plan of the storage site... (Section F)*
- *A copy of each list of industry standards [that have been followed] ... (Section G)*
- *A copy of all specifications [used] ...” (Section H)*

Clause 18 (6)

“A storage system’s Fuel System Operation Plan

- *Must comply with EPA guidelines, and*
- *Must be updated as occasion requires, and*
- *Must be kept on the storage site.”*

Use this folder to contain the procedures and records required by the UPSS Regulation. The contents of the folder may be audited by the appropriate regulatory authority.

If you would like a copy of the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019, visit the NSW Legislation website at www.legislation.nsw.gov.au.

If you would like a copy of the UPSS guidelines, visit the EPA website at www.epa.nsw.gov.au/your-environment/contaminated-land/preventing-contaminated-land/upss/resources-for-implementing-upss

or phone the Environment Line on 131 555.

Published by:

NSW Environment Protection Authority

59—61 Goulburn Street, Sydney NSW

PO Box A290 Sydney South

Phone 02 9995 5000 (switchboard) Phone 131 555

Email: info@environment.nsw.gov.au

Website: www.epa.nsw.gov.au

EPA 2019P1789

August 2019

The EPA [disclaimer](#) and [copyright](#) information is available on the EPA website.

Storage system information

Loss monitoring system

The loss monitoring system must be designed to detect losses of petroleum by measuring discrepancies between

- the amount of petroleum that should be in the system, and
- the amount of petroleum that is actually present in the system.

Statistical Inventory Reconciliation Analysis (SIRA) is an example of a loss monitoring system.

Incident management procedure

The incident management procedure must set out the steps to be followed when dealing with any leaks and spills of petroleum from the underground petroleum storage system.

Maintenance schedule

The maintenance schedule must include details of what maintenance is proposed to be carried out, and when. This is in relation to the storage system generally and the various gauges, indicators, groundwater monitoring wells and other measuring instruments in the system.

Current 'as-built' drawings for the system

These are detailed site plans (to a recognisable scale) which depict the final installed configuration of any part of a UPSS and any construction deviations showing all features of the storage site as currently built. This does not include the pre-constructed drawings.

The date of the plan should be included.

Plan of the storage site

This plan should show the locations of each of the following:

- the storage system
- all buildings and associated infrastructure
- all fences and gates
- all groundwater monitoring wells (including any codes by which they are designated)
- any unsealed ground surfaces.

Industry standards

A copy of each list of industry standards that have been followed in connection with each of the following:

- The design of the system
- The installation of the system
- The design of any modification
- The implementation of any modification

or

In the absence of a list of industry standards, documented evidence that the person responsible for the system has taken all reasonable steps to obtain such a list

Specifications

A copy of all specifications used and referred to, including:

- The design specifications for the system
- The installation specifications for the system
- The design specifications for any modification, and
- The implementation specifications for any modification.

or

In the absence of a copy of specifications, documented evidence that the person responsible for the system has taken all reasonable steps to obtain such copies.