



## STATE OF WISCONSIN

Department of Safety and Professional Services  
1400 E Washington Ave.  
Madison WI 53703

ENVIRONMENTAL & REGULATORY SERVICES  
Petroleum Products and Tanks  
P. O. Box 7837  
Madison, Wisconsin 53707-7837

### **Items required to be tested, inspected and repaired before opening a closed retail motor vehicle fueling facility**

A "Change of Ownership Form" must be filled out: Once the "Change of Ownership Form" is filled out it is sent to the address listed on the form. This form can be provided by the Permit and Registration Specialist or the Petroleum Products Inspector for the retail station.

Obtain a valid permit to operate: To obtain a permit requires providing proof of financial responsibility as specified in sub-chapter VIII of the Comm 10 code.

You will need to find out how to contact the "Permitting Specialist" for your facility and they will need:

- A "certificate of insurance" or Endorsement,"
- a document reflecting the deductible dollar amount if not stated on the certificate or endorsement; *and*
- a list of the tanks covered by the policy.

Tank tests: Provide a copy of third party verification showing all tanks have passed a tightness test. The test must include all tank top connections.

Line tests: Provide a copy of a third party verification showing all lines have been tested and are tight including the spill bucket.

Flow restrictor tests: Provide a copy of a third party verification showing the flow restrictors are functioning within acceptable parameters.

ATG tested: Provide a copy of a third party verification showing the automatic tank gauge is functioning within acceptable parameters for the intended use.

Cathodic tests for anode or impressed current systems: If there is tank or line cathodic protection, provide a copy of the test report showing the cathodic protection is functioning within acceptable parameters.

Overfill requirement must be met: All tanks must have an overfill device which warns the fuel delivery driver both visually and audibly when the tank being filled reaches 90% and a device to stop flow into the tank at 95%. The ball float must be removed or raised above the 95% level.

A completed ERS-10778 form: Provide a copy of a completed "Underground Tank System Prevention and Detection Functionality Verification" form filled out by a third party, certified testing contractor. Any discrepancies listed on the form must be corrected.

The Petroleum Products Inspector must be notified within 48 hours prior to the tank and lines tests being conducted.

Contact Dept of Agriculture, Trade and Consumer Protection - Weights and Measures

Contact Dept of Revenue – Wisconsin Business Tax Registration