

Records Retention

Bureau of Weights and Measures

WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

FOREVER RECORDS

- 1. One set of stamped, approved plans and specifications and approval letter
 - I. Any tank or pipe system modification or repair approved plans and checklists
- 2. Owner's manual provided by the leak detection equipment manufacturer



RECORDS TO KEEP FOR 10 YEARS

- I. Internal inspection of an underground tank lining
 - I. Test is completed every 5 years, 2 reports must be available
- 2. Inventory verification records

RECORDS TO KEEP FOR 3 YEARS

TANK-SYSTEM SITE ASSESSMENT A GUIDE TO THE ASSESSMENT AND REPORTING SUSPECTED OR OBVIOUS RELEASES **FROM** UNDERGROUND AND ABOVEGROUND STORAGE TANK SYSTEMS

- I. Tank site assessment reports
 - I. Phase 2 inspections for property sale
- 2. Corrosion protection test results (annual test)
- 3. Spill bucket test reports
- 4. Containment sump integrity test
 - (Only required on piping interstitial monitoring systems)

RECORDS TO KEEP FOR 2 YEARS

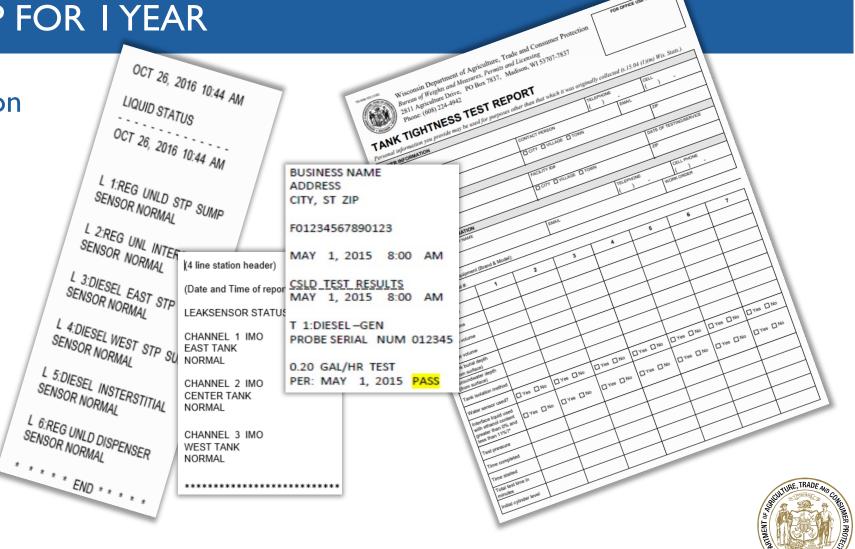
- I. Annual functionality test reports
 - Emergency stop test
 - Shear valve test
 - 3. Overfill valve tests
 - 4. Sensor tests
- 2. Annual catastrophic leak detector testing
 - I. ELLD or MLLD
- 3. Investigative reports for any leak alarm investigations



RECORDS TO KEEP FOR I YEAR

Monthly leak detection reports

2. Annual tightness test reports



Thank You!



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DATCPWMCompliance@wisconsin.gov

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