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INFORMATION ABOUT THE TANK TESTER LICENSING PROGRAM

(Rev. 3/09)

INTRODUCTION

The State Water Resources Control Board (SWRCB) licenses and regulates tank testers under the provisions of Chapter 6.7, Section 25284.4 of the Health and Safety Code (H&S Code), and the California Code of Regulations, Title 23, Division 3, Chapter 17, Sections 2730 through 2802 (copies available upon request).

Since January 1, 1990, a license from the SWRCB's Office of Tank Tester Licensing (OTTL) has been required to test underground storage tanks (USTs). Operating without a license is a misdemeanor.

I. QUALIFICATIONS FOR LICENSURE

Individuals may only qualify for a tank tester's license if they have passed the tank tester exam, completed training from the manufacturer of the test equipment they intend to use (as documented by a certificate or letter from the manufacturer) and if they have one of the following:

- A. One year of experience¹ testing at least 50 underground storage tanks while under the direct and personal supervision of a licensed tank tester.
- B. Six months of experience¹ testing at least 50 underground storage tanks while under the direct and personal supervision of a licensed tank tester **and** have completed a course of study approved by the SWRCB (see H&S Code, §25284.4(c)(1)).*

II. APPLICATION INFORMATION

A complete application includes the five items below:

- A. **Application for Examination & Licensure as an Underground Tank Tester** - This form must be filled out completely. The address and telephone number given as the home address and home telephone number will be considered the "address and telephone number of record" and will be public information unless we are advised to use alternate information. The applicant must sign and date the application under penalty of perjury.

¹ The experience does not need to have been in California.

- B. **Certificate in Support of Experience** - One or more Certificates in Support of Experience must be completed and signed by qualified persons (declarants) who are willing to verify the applicant's experience as a tank tester. A declarant is someone who has personal knowledge of the applicant's experience and who is willing to attest to it in writing, under penalty of perjury.
- C. **Photographs** - Two 1" x 1" full-face color photographs taken within the previous year. Passport pictures are too large and Polaroids do not laminate well. Photos from home are okay, but they must be clear – no hats or sunglasses. The photos must not be larger than 1" by 1" in order to fit on the pocket card (license). They should not be stapled, taped, or in any way attached to the application. To protect them and to ensure they are not misplaced, they may be put into an envelope enclosed with the application. One photo will be kept on file and the other will be laminated to the pocket card.
- D. **Proof of tank and/or piping equipment manufacturer training** - Current training certificates from the tank testing equipment manufacturers for all test methods the applicant intends to conduct must be enclosed with the application. The OTTL may verify training by contacting the manufacturer.
- The tank testing equipment used by the applicant must have been certified by a third party and must be listed in a SWRCB document called "LG 113". This document contains specifications for all tank and piping testing equipment approved for use in California. A copy of LG 113 is available on our website at www.waterboards.ca.gov/ust.
- E. **Application and Examination Fees** - The application fee of \$100 and the examination fee of \$200 must be included with the application. Both fees may be included in one check or money order made payable to the State Water Resources Control Board. If the fees are not included, the application will not be processed.

III. EXAMINATION

After tank testing experience is verified and the application is processed, the applicant will be scheduled to take the state examination. The OTTL will send a Notice of Examination, which includes the date, time, and location of the exam. This notice will serve as verification that the application is approved **and will be the applicant's admission to the examination room.** A study guide will be sent along with the Notice of Examination.

Examinations are designed to determine knowledge about tank and piping testing. There are 90 multiple-choice questions and a score of 70% is passing. Testers are given three hours to complete the examination.

IV. ADMISSION TO EXAMINATION

The Notice of Examination, photo identification, and a calculator must be brought to the test site.

Cheating is not tolerated and those found cheating or attempting to remove any exam materials from the testing room will be disqualified immediately. They will also be prohibited from participating in the next scheduled examination.

It is our policy to ensure that reasonable accommodations are available for those whose limitations may prevent them from participating in regularly scheduled examinations. If an applicant has a disability, which he or she believes requires special testing arrangements; a note should be included in the application package. The OTTL staff will call to discuss specific needs. If, for religious or other reasons, the applicant is unable to take an examination on a specific day of the week, this information should be submitted with the application.

V. NOTIFICATION OF RESULTS

Although the regulations allow the OTTL 30 days to notify applicants of their test results, we generally have the Notification of Examination Results mailed within two weeks.

Once an applicant has passed the examination, verification of address will be requested along with the license fee of \$600. Once the OTTL receives this information and fee, a wallet-sized license will be issued. It will contain the tester's name, address of record, license number, expiration date, and photograph.

VI. RE-EXAMINATION

If an applicant fails the examination, a subsequent examination may be taken. The Notice of Examination Results will include an Application for Re-examination and a breakdown of scores in each subject matter. Examinations are scheduled on an as-needed basis; therefore, to schedule a re-exam date, the OTTL should be contacted at (916) 324-7493. Applicants for re-examination will be requested to send the Application for Re-examination along with the re-examination fee of \$200.

If an applicant is rescheduled within one year of the date of the original application, a new application fee of \$100 will not be required. However, the re-examination fee of \$200 is required.

VII. FAILURE TO APPEAR AT EXAMINATION

If an applicant fails to appear for the examination without two weeks prior notification to the OTTL, the examination fee will be forfeited. In order to take a future exam, the applicant will be required to submit a written request for scheduling and pay an additional exam fee of \$200. The applicant must be rescheduled within one year of filing the application or the application will be considered abandoned.

VIII. ABANDONMENT OF APPLICATIONS

If an applicant does not pass the examination within one year of filing the application with the OTTL, it will be considered abandoned. If the application is abandoned and the applicant later decides to become licensed, the application process must be started again by filing a new application and paying the application and examination fees.

IX. LICENSE RENEWAL

The OTTL will send a renewal notice to licensees at least 60 days before their licenses expire. Additional notices may be given; however, even if licensees do not receive notification, they are obligated to renew their licenses if they plan to continue testing underground storage tanks in California. To renew, a renewal application, photographs, training certifications, and a fee of \$600 must be sent 30 days before the license expires. No examination is required to renew a license.

X. TANK TESTER REPORTING REQUIREMENTS

California licensed tank testers must comply with California Code of Regulations, Title 23, Division 3, Chapter 17, including, but not limited to, the following reporting requirements:

All testing must be conducted in accordance with the manufacturer's testing procedures and within the limitations of the third-party evaluation. All licensed tank testers must maintain current manufacturer certification for all testing methods conducted by the tester. Current certifications must be maintained with the OTTL.

The OTTL requires California-licensed tank testers to provide their work schedules and copies of UST and line test reports.

Schedules: At a minimum, the following information should be included with each schedule submission:

- Date, time, and type of testing or certification being conducted
- Facility name and contact person
- Facility address and telephone number
- Local agency and contact name
- Your name and license number

We need to receive the schedules at least 48 hours prior to the date the work is scheduled. If there are changes to the schedule after it has been submitted, the OTTL must be notified of those changes immediately.

Test Reports: Copies of all tests performed in California must be submitted to the OTTL on a continuing basis. This includes all information and data collected in the course of performing UST tests, including but not limited to, raw data, calculations, and reports. We recommend that the following signature block be included on all test reports:

I declare under penalty of perjury that I am a licensed tank tester in the State of California and that the information contained in this report is true and correct to the best of my knowledge.

(Signature)

(Date)

(Type or print name)

(License number)

QUESTIONS

Questions about the licensing process or about completion of tank tester applications may be addressed to:

Sean Farrow
State Water Resources Control Board
Division of Water Quality
Office of Tank Tester Licensing
P.O. Box. 2231
Sacramento, CA 95812
Phone: (916) 324-7493
E-mail: SFarrow@waterboards.ca.gov

NOTE: Although every effort has been made to ensure the accuracy of this information, it does not have the force and effect of law, rule, or regulation. Should any difference or error occur, the law would take precedence.