**Section 176.645 Recordkeeping**

a) The following records shall be maintained and readily available at each UST facility:

1) A list of the designated current Class A, Class B and Class C Operators for the UST facility (identified by facility number and address), including:

A) For each Class A, B and C Operator, records detailing the name, date each assumed duties, training classification (Class A, B or C or a combination), date of most recent retraining, and date current completion certificate will expire; and

B) For Class A and Class B Operators who are not permanently onsite or who are assigned to more than one facility, telephone numbers to contact the Class A and B Operators;

2) A copy of the current testing certificates showing the name of the trainee, date trained and operator class for all current Class A, B and C Operators. Class A and Class B certificates shall indicate whether the certificate is a one-year certificate or a four-year certificate.  These certificates shall also be signed by the trainer and include the company name, address, phone, name of trainer, and, for computer-based programs, the name of the training program and web address where internet-based;

3) A copy of the current Class C Operator instructions or procedures required by subsection (b); and

4) A copy of the written UST facility operation and maintenance plan and all 30-day and annual walkthrough inspection checklists used by the certified operators for the past 2 years pursuant to Section 176.655.

b) The UST owner shall provide all Class C Operators with written instructions that include all of the following:

1) Emergency response procedures, including:

A) procedures for overfill protection during delivery of regulated substances;

B) operation of emergency stops;

C) appropriate responses to all alarms;

D) reporting of leaks, spills and releases; and

E) site-specific emergency procedures, if any.

2) The name and other information needed for contacting appropriate parties if a leak, spill, release or alarm occurs.

c) For unmanned facilities, the records identified in subsections (a) and (b) shall be maintained at the UST facility or available to the OSFM inspector within 30 minutes or before OSFM completes its inspection, whichever is later, via facsimile, e-mail, hand delivery or other transfer of information.

(Source: Amended at 42 Ill. Reg. 10621, effective October 13, 2018)