

## A Guide to UST Notifications, Reporting and Record Keeping

### Communicating with DEQ UST Staff

During the typical life cycle of an underground storage tank system, communication between permittees, tanks owners, contractors and DEQ is vital to keep all parties informed of proposed actions and completed work. This guide reviews the notices, reporting and record keeping requirements and identifies the most current forms DEQ has developed to comply with the UST compliance rules.

Depending on the activity, applications, notices and reports may be sent to the “**DEQ Business Office**,” the “**DEQ UST Program**” or to a “**DEQ Regional Office**.” DEQ office locations and phone numbers are listed at the end of this fact sheet. For certain activities, permittees and tanks owners are required only to maintain “**Owner Records**” for the life of the tank system. During compliance inspections, UST inspectors may ask to see these “**Owner Records**.” In all cases, permittees and tank owners should maintain a complete historical record of their communication with DEQ, including copies of all notices, reports and records. Upon sale of an UST facility, the current owner must transfer all historical UST facility records to the new owner.

### Installation and Operation

**WHAT:** Application to install and operate USTs  
**FORM:** *General Permit Registration Form and 30-Day Notice – To Install and Operate Regulated Underground Storage Tanks* (09-LQ-093)

**DUE:** At least 30 days before field work starts  
**SUBMIT TO:** DEQ Business Office with \$535 per tank or tank compartment fee.

**WHAT:** Notification of the start of field work  
**FORM:** Telephone call  
**DUE:** 3-days (72-hours) before start of field work  
**NOTICE TO:** DEQ Regional Office

**WHAT:** Documentation of installation work and compliance with financial responsibility  
**FORM:** *UST Installation Checklist* (09-LQ-086)  
**DUE:** No later than 30-days after work is done  
**SUBMIT TO:** DEQ Regional Office  
**ATTACHMENTS:** List of major components, third-party evaluations, manufacturer checklists, photos, as-built drawings, fire department

signoff (where required), pressure test records and evidence of financial responsibility  
**DEQ ACTION:** Issuance of Certificate to Operate and authorizing fuel deliveries.

### Change in Tank Owner, Permittee or Property Owner Information Only

**WHAT:** Change in ownership or permittee  
**FORM:** *General Permit Registration Form – To Modify Tank Owner, Permittee or Property Owner Information Only* (09-LQ-092)  
**DUE:** Within 60-days of change  
**SUBMIT TO:** DEQ Business Office with \$75 application processing fee

### Modification or Addition Activities

**WHAT:** Changing an existing UST system by adding new equipment or components  
**FORM:** *UST System Modification – 30-Day Notice* (09-LQ-079)  
**DUE:** At least 30-days before starting field work  
**SUBMIT TO:** DEQ Regional Office

**WHAT:** notification of the start of field work  
**FORM:** Telephone call  
**DUE:** 3-days (72-hours) before start of work  
**NOTICE TO:** DEQ Regional Office

**WHAT:** Documentation of modification or addition work completed  
**FORM:** *UST System Modification Report and Checklist* (09-LQ-078)  
**DUE:** No later than 30-days after field work completed  
**SUBMIT TO:** DEQ Regional Office and DEQ UST Program

**ATTACHMENTS:** List of major components, third-party evaluations, manufacturer checklists, photos, as-built drawings, fire department signoff (where required), pressure test records

### Replacement Activities

**WHAT:** Replacing UST system equipment or components – like for like (i.e. replace existing spill bucket with a new spill bucket)  
**FORM:** *Repair and Replacement Report and Checklist* (09-LQ-054)  
**NOTICE TO:** None required, **except, if replacing metal pipe and fittings comply with modification notice and reporting requirements (09-LQ-079 and 09-LQ-078)**  
**RECORDS:** Maintain replacement records for the life of the UST system and make available upon request of DEQ UST inspector



State of Oregon  
Department of  
Environmental  
Quality

Land Quality Division

Underground Storage  
Tank Program

811 SW 6<sup>th</sup> Avenue  
Portland, OR 97204  
Phone: (503) 229-6704  
(800) 742-7878  
Fax: (503) 229-6977  
Contact: Mitch Scheel  
[www.oregon.gov/deq/](http://www.oregon.gov/deq/)

## Repair Activities

**WHAT:** Repairing UST system equipment or components (i.e. fixing equipment or components that have failed or broke)

**FORM:** *Repair and Replacement Report and Checklist* (09-LQ-054)

**NOTICE TO:** None required, **except, if repairing metal pipe and fittings comply with modification notice and reporting requirements (09-LQ-079 and 09-LQ-078). Further, if a spill or release has occurred, a spill or release report must be filed with DEQ within 24-hours of detecting the spill or release (05-LQ-091A).**

**RECORDS:** Maintain repair records for the life of the UST system and make available upon request of DEQ UST inspector

## Temporary Closure Activities

**WHAT:** Placing any one UST or all UST systems into temporary closure

**FORM:** *Notification of Temporary Closure of Underground Storage Tanks* (09-LQ-086)

**DUE:** No later than 30-days after you stop dispensing fuel.

**SUBMIT TO:** DEQ UST Program

**FORM:** *Request for Extension of Temporary Closures* (09-LQ-087)

**DUE:** No later than 30-days before initial temporary closure certificate expires.

**SUBMIT TO:** DEQ UST Program

## Return USTs to Active Operation

**WHAT:** Return to service after tanks have been in temporary closure or operating certificate has been suspended or revoked.

**FORM:** *General Permit Registration Form – Return to Service Application* (08-LQ-106)

**DUE:** Required before an operating certificate can be reissued.

**SUBMIT TO:** DEQ UST Program

## Decommissioning or Permanent Closure Activities

**WHAT:** Decommissioning an UST system by permanent closure or change-in-service

**FORM:** *30-Day Notice of Intent to Decommission USTs or Complete a Change-in-Service* (09-LQ-070)

**DUE:** At least 30-days before the start of work to decommission or complete a change-in-service

**SUBMIT TO:** DEQ Regional Office

**WHAT:** Notification of the start of field work

**FORM:** Telephone call

**DUE:** 3-days (72-hours) before start of field work

**NOTICE TO:** DEQ Regional Office

**WHAT:** Documenting the permanent closure or change-in-service activities

**FORM:** *Underground Storage Tank*

*Decommissioning Checklist and Site Assessment Report* (08-LQ-073)

**DUE:** No later than 30-days after completing the permanent closure or change-in-service activities. **NOTE: Be sure to submit within 30-days even if there is an on-going cleanup at the site. Without the Checklist and Site Assessment Report DEQ is not able to terminate the “active” permit status and the annual compliance fee will continue to be assessed.**

**SUBMIT TO:** DEQ Regional Office

## Decommissioning Existing Unregistered Tanks

**WHAT:** Application to decommission recently discovered, unregistered tanks

**FORM:** *General Permit Registration Form to Decommission Existing Unregistered Tanks and 30-Day Notice of Intent to Decommission USTs.* (11-LQ-013)

**DUE:** As soon as practical after discovery of the unregistered tanks but at least within 30 days

**SUBMIT TO:** DEQ Business Office with \$500 per tank fee.

**WHAT:** Notification of the start of field work

**FORM:** Telephone call

**DUE:** 3-days (72-hours) before start of field work

**NOTICE TO:** DEQ Regional Office

**WHAT:** Documenting the decommissioning of the unregistered tanks

**FORM:** *Underground Storage Tank Decommissioning Checklist and Site Assessment Report* (08-LQ-073)

**DUE:** No later than 30-days after completing the decommissioning of the unregistered tanks.

**NOTE: Be sure to submit within 30-days even if there is an on-going cleanup at the site.**

**SUBMIT TO:** DEQ Regional Office

## Reporting a Spill or Release

**WHAT:** Notifying DEQ of a suspected or confirmed spill or release from an UST system

**FORM:** *Petroleum Release Form* (DEQ-05-LQ-091A)

**DUE:** Within 24-hours of discovering the suspected or confirmed spill or release

**SUBMIT TO:** DEQ Regional Office

## Initial Report on Spill or Release Cleanup Actions

**WHAT:** Letting DEQ know of the initial actions taken and the initial investigatory findings in response to an UST spill or release

**FORM:** *Initial (Twenty Day) Report Form for UST Cleanup Projects* (DEQ-05-LQ-089A)

**DUE:** No later than 20-days after the discovery of an UST spill or release

**SUBMIT TO:** DEQ Regional Office

## Obtaining Copies of DEQ Forms and Checklists

To obtain copies of the forms identified in this guide, please go to our Website at: [www.deq.state.or.us/pubs/forms/forms.htm#Tanks](http://www.deq.state.or.us/pubs/forms/forms.htm#Tanks) (on the Web site, "INTERACTIVE PDF" forms are available for filling out while on-line or for downloading). Forms may also be obtained by contacting the DEQ UST Program.

## Contacting the DEQ UST Program

Mail copies of certain reports to or obtain copies of the forms identified in this Guide by mail from:

DEQ UST Program  
811 SW 6<sup>th</sup> Ave  
Portland, OR 97204

503-229-6652 (Portland Metro Area)

1-800-742-7878 (toll-free message recorder for use outside the Portland Metro area)

## Mailing to DEQ Business Office

Mail copies of permit applications with applicable fees identified in this Guide to:

DEQ Business Office  
811 SW 6<sup>th</sup> Ave  
Portland, OR 97204

## Contacting DEQ Regional Tank Staff

Mail applicable forms to the DEQ Regional Office in your area.

**In Northwest Oregon** (Clatsop, Clackamas, Columbia, Multnomah, Tillamook and Washington counties):

- Portland, 2020 SW Fourth Ave., Suite 400, 503-229-5263

**In Western Oregon** (Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk and Yamhill counties):

- Salem office: 750 Front St. NE, Suite 120, 503-378-8240
- Eugene office: 165 E 7th Ave., Suite 100, 541-686-7838
- Coos Bay office: 381 N. Second Street., 541-269-2721

**In Eastern Oregon** (Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco and Wheeler counties):

- The Dalles office: Columbia Gorge Community College, 400 E. Scenic Drive, Building 2, 541-298-7255

## Accessibility information

DEQ is committed to accommodating people with disabilities. Please notify DEQ of any special physical or language accommodations or if you need information in large print, Braille or another format. To make these arrangements, contact DEQ Communications & Outreach 503-229-5696 or toll free in Oregon at 1-800-452-4011; fax to 503-229-6762; or e-mail to [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).

People with hearing impairments may call DEQ's TTY number, 503-378-3684.

