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

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
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

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 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 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.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 6th 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 6th 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.

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