



OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY  
Underground Storage Tank Program

HEATING OIL TANK SERVICES  
SERVICE PROVIDER REPORT CERTIFICATION

HEATING OIL TANK DECOMMISSIONING REPORT FORM

Completion of this form meets the requirements of OAR 340-177-0025. **Be sure to sign and date page two after answering all questions.**

Property Owner Name: \_\_\_\_\_

DEQ Use Only: File No. \_\_\_\_\_

Property Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Owner Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_

Licensed Heating Oil Tank Service Provider: \_\_\_\_\_

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ A narrative report is attached. (check  yes or no)

1. What national code of practice was followed during decommissioning?

\_\_\_\_\_

2. The tank and associated piping must be cleaned as thoroughly as possible to the maximum extent practicable of all product, sludge and/or water.

Describe how the tank was cleaned: \_\_\_\_\_

\_\_\_\_\_

How much product was removed? \_\_\_\_\_ gallons Sludge? \_\_\_\_\_ gallons Water? \_\_\_\_\_ gallons

Where was the product/sludge/water **recycled?** \_\_\_\_\_ **disposed?** \_\_\_\_\_

3. \_\_\_\_\_ Date tank was **removed** \_\_\_ or decommissioned **in-place** \_\_\_\_\_. (check  **removed or in-place**)

Approx. size of tank: \_\_\_\_\_ gallons

If tank filled in-place, what type of fill material was used? \_\_\_\_\_ amount? \_\_\_\_\_ gal.  
*Tank must be completely filled with inert solid material that is compacted and appropriate for site conditions.*

If tank was removed, where was it **recycled** \_\_\_ **disposed** \_\_\_ of? (check  **recycled or disposed**)

Name and location of business \_\_\_\_\_

4. What was observed when the tank was removed from the pit or decommissioned in-place? Describe tank condition and excavation, etc.: \_\_\_\_\_

\_\_\_\_\_

(check  yes or no)

5. Yes  No  Groundwater was encountered in the tank pit. If yes, ATTACH a separate summary of the data collected. *DEQ must be notified immediately if groundwater encountered.*
6. A site assessment must be performed that meets the requirements of OAR 340-177-0025(2)(c) and (d).

Provide a summary of the concentrations measured for soil samples collected from each sample location. NWTPH-HCID test may be used, however any positive results must be confirmed by NWTPH-Dx.

*Note: If concentrations of TPH-Dx are greater than 50 mg/kg, this is a confirmed release and must be reported to DEQ; this project is then considered a cleanup and use of this form is not appropriate.*

Sample ID	Sample Location	Sample Depth	NWTPH-HCID (detect/non-detect)	NWTPH-Dx Conc. (mg/kg)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7. The following information should be ATTACHED as part of this report (list the attachment number assigned for each one):

Attachment Number

- \_\_\_\_\_ Site map, drawn roughly to scale, showing the location of all buildings on the property and on adjacent properties and the location of the heating oil tank. Include distances in feet between objects.
- \_\_\_\_\_ Sketch of the property that clearly shows the sample locations and depths of all soil and/or water samples collected and identifies each location and sample with a unique sample identification code.
- \_\_\_\_\_ Copies of chain-of-custody forms for all soil and water samples collected.  
*Note: Chain-of-custody forms should include the date, time, and location of each sample collected; the name and company of the person collecting the samples; a description of how the samples were collected, stored, and shipped to the laboratory; and note any problems encountered during the cleanup or sampling process that may have affected sample integrity. Forms should clearly state the address of where samples were collected as a unique identifier.*
- \_\_\_\_\_ Copies of all laboratory data reports. Test methods used, including method reporting limits, must be included.
- \_\_\_\_\_ Copies of all receipts or permits related to the disposal of any **product / sludge / water**, and/or decommissioned **tank** and/or **pipng** (circle all in **bold** that apply).
- \_\_\_\_\_ Photographs taken at the time of heating oil tank decommissioning and cleanup (not required, but helpful).

“By my signature below, I state that the information contained in this report is true and complete to the best of my knowledge.”

Name of person preparing report (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**NOTE: If decommissioning work and report documentation was conducted by the homeowner, on a separate sheet of paper, please describe how you learned how to perform this work.**