



Heating Oil Tank Service Provider License Application Instructions

Effective March 15, 2000, in order to perform site assessment, decommissioning, or cleanup services on underground heating oil tanks, companies doing business in Oregon must first apply for a Service Provider license. The purpose of this document is to provide greater detail about certain information requirements when completing the *Heating Oil Tank Service Provider License Application (11-LQ-028)*.

It is important that you READ these instructions before completing the application form. Incorrect or missing information will delay issuance of your license. Refer to OAR 340-163-0030 "Licensing Requirements for Heating Oil Tank Service Providers" if any additional details are needed.

In general, requirements for a license renewal are the same as for a new license. Any differences will be noted in the application.

Upon approval, the license you are applying for will authorize your company to perform services on heating oil tanks only. If your company also performs work on regulated tanks, separate license(s) are required. *The UST Service Provider and UST Soil Matrix Cleanup licenses DO NOT substitute for the Heating Oil Tank license.*

⌘ Each Section Below Corresponds To A Section On The Application ⌘

Company Information - The majority of this information is self-explanatory. For "Contact Person" list the name of the person that DEQ should contact if there are questions. This name and phone number is also displayed on the list of licensed companies that DEQ provides to the public. Unfortunately, our current database system does not allow entry of multiple names, phone numbers or branch offices at this time.

Principals - This information is also self-explanatory. DEQ uses this information to verify that the person who signs a project certification is authorized by the company to do so. Supervisors who are not principals of the firm may NOT sign certifications. Attach a separate sheet if more room is required.

CCB Information - In order to be eligible to apply for a Heating Oil Tank Service Provider license, your company must be registered with the Oregon Construction Contractors Board (CCB) *if CCB requires registration by its regulations*. Since July 1, 2010, CCB also requires contractors to choose license endorsements. Please provide your license endorsement choices with this application. If you are in the process of obtaining registration, do not submit your license application until your company is registered and endorsed with the CCB.

Insurance - Service providers must have errors-and-omissions or professional liability insurance in the amount of \$500,000 per claim or occurrence and \$1,000,000 aggregate. The standard insurance policy form (ACORD) must clearly state one of these types of insurance and the required amounts, including the deductible amount. We cannot assume coverage is provided if neither of these two terms are specifically listed. No exceptions.

Insurance (cont.) - The policy must also list DEQ in the "certificate holder" section on the bottom left-hand corner of the ACORD form. DEQ is NOT an insured party under your insurance. This information requires your insurance company to notify DEQ within 30 days if your insurance is cancelled for any reason. This section should be addressed: Department of Environmental Quality, Underground Storage Tank Program, 700 NE Multnomah St., Suite 600, Portland, Oregon, 97232. OAR 340-163-0050 describes the complete requirements. You may wish to provide your insurance agent with a copy of this portion of the rules to ensure that your company receives proper coverage.

Department of Environmental Quality – Underground Storage Tank Program
Heating Oil Tank Service Provider License Application Instructions

Supervisors - Service Providers must have at least one licensed Heating Oil Tank Supervisor employed by the company who will be responsible for on-site project supervision. If not, you will need to demonstrate that some type of contractual obligation exists between the company and a licensed individual who is not a regular employee (attach separate sheet with information).

Area(s) of Service - Note the areas of Oregon where your company is available to provide services to the public. Check *Statewide* if you serve all parts of Oregon. Each county is assigned to a DEQ region; this designation is used to identify areas of service. These are:

Northwest - Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington
Eastern - Baker, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler
Western - Benton, Coos, Crook, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill

If this is a NEW application - This section is self-explanatory. You need to show how your company either has prior experience or will obtain the necessary knowledge.

If this is a RENEWAL application - Attach a list of heating oil tank projects completed in the past 12 months. As long as the list includes all of the required information, you may use any readable format that is convenient and easy to prepare. Note that all three categories of heating oil tank services are included: site assessment, cleanup, and decommissioning; all projects are included, whether submitted to DEQ as a certified project or not.

Signature - This section is self-explanatory.

Sending the License Application to DEQ

The \$750 annual fee, one year project summary, and insurance information must accompany the application. Do not submit your license application until all sections are complete and you have attached proof of insurance (new applications), a description of your company's experience (new applications) OR a list of projects for the prior year (renewal applications) AND your CCB registration is complete (if required). Your application will not be processed until we receive the required submittals.

Send the complete application and fee to: **Department of Environmental Quality**
Attention: Revenue Section
700 NE Multnomah St.
Portland, OR 97232

If you have questions about the application, call Steve Paiko at (503) 229-6652. You may leave a message for Steve by calling 1-800-742-7878, toll free in Oregon.