

UNDERGROUND STORAGE TANKS

Arizona Department of Environmental Quality



NOTIFICATION FOR UNDERGROUND STORAGE TANKS FORM GUIDANCE DOCUMENT

Tank Programs Division

UST Coordination Team

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STEP BY STEP INSTRUCTIONS

WHY COMPLETE A NOTIFICATION FORM?

Arizona Revised Statutes (A.R.S.), Title 49, Chapter 6, Section 49-1002 requires owners of underground storage tanks (USTs) to notify the Arizona Department of Environmental Quality (ADEQ) of their USTs on forms prescribed by the Department. The *Notification for Underground Storage Tanks Form* (Notification Form) is designed to serve two purposes: (1) to register USTs located at a specific facility, and (2) to inform ADEQ of any changes (amendments) at an UST facility (e.g. installation, closure, method of release detection, change in ownership, etc.). Owners and operators of USTs are required to notify ADEQ of all changes at a facility within thirty (30) days of that change. The numbering system on the Notification Form corresponds to the numbered paragraphs in this instruction manual.

1a. TYPE OF NOTIFICATION

Mark the box which indicates the reason for submitting the Notification Form:

- New Facility
- Amendment of Previous Notification; or
- Closure at a Facility

1b. DESCRIPTION

Describe the specific reason for this Notification Form. If you are submitting the Notification Form as an “Amendment of Previous Notification”, please describe specifically what this amendment is for (e.g. change of contact information, address change, installation of or change of corrosion protection, spill/overflow protection, release monitoring device, etc.). If the Notification Form is for “Closure at a Facility”, describe whether it is for Temporary Closure, Permanent Closure, or extension of Temporary Closure.

2. OWNERSHIP INFORMATION

The owner of the USTs at a Facility (corporation, individual, public agency or other entity) must be identified in this section. Include owner's name, current mailing address and current telephone number. If the owner has a change in address or telephone number, a revised Notification Form must be submitted.

The ownership information has been divided into “UST Owner”, “Property Owner” and “Other”. Mark all that apply to you. If you are a “Fiduciary” or hold “Indicia of Ownership” and are not the tank owner as defined in A.R.S. §49-1001.01, mark “Other” box, and describe the type of interest you have in the property or relationship to the USTs.

Use the following information to determine the type of ownership you may have in the property. Please review the relevant A.R.S. citation for further clarity.

§49-1001.01(B)(1)(2) – Exempts certain property owners from being the UST owner.
§49-1001.01(C)(D) – Exempts certain persons who hold indicia of ownership in the UST(s) from being the UST owner.
§49-1001.01(E) – Addresses a fiduciary relationship to the UST(s)

In the event that there is a change in ownership, it is the previous UST owner's responsibility to notify the new UST owner that an amended Notification Form must be submitted to ADEQ within 30 days of that change. The Notification Form must include the name and address of the new owner, name and telephone number of the contact person, and effective date of transfer.

3. OPERATOR INFORMATION

Provide the corporation or business name of the operator. Also, the name, job title, mailing address and telephone number of the person responsible for the day-to-day operation of the tank(s) must be identified in this section. If, after due diligence, the operator of the UST cannot be located, write “Unknown Operator”.

4. LOCATION OF UNDERGROUND STORAGE TANKS (UST) FACILITY

The physical location of the UST facility must be identified by facility name, street address and zip code. Do not use P.O. Box numbers. Indicate parcel number, Township, Range, Section and latitude/longitude, if available. For rural locations, where street address is not available, please give directions to the facility from nearest landmarks, (e.g. nearest city, highway, or other landmarks).

5. TYPE OF OWNER

Mark all the boxes which indicate the type of owner.

6. TYPE OF FACILITY

Mark all the boxes that apply to the type of facility. If not listed, please describe the facility type under “Other”.

7. FINANCIAL RESPONSIBILITY REQUIREMENTS

Please mark the box which describes the financial assurance mechanisms used to satisfy the financial responsibility requirements. Financial responsibility is required for all petroleum USTs to cover costs of cleanups and third-party liability associated with the USTs. Submit necessary documentation in support of the financial assurance indicated. For further clarification and information, please call ADEQ’s UST Financial Responsibility Coordinator at (602) 771-2214.

8. UNDERGROUND STORAGE TANK SYSTEM

Provide pertinent information for each tank. The Notification Form provides room for six (6) tanks only. If the facility has more than six (6) tanks, this section should be photocopied as many times as needed to satisfy the number of tanks present. If a tank has been divided into two or more compartments, register the tank as one tank and describe the content of each compartment in the space provided. Once an identification number has been assigned to a tank, the number must remain with that tank even after permanent closure of the tank. In other

words, if a tank is removed and replaced with a new tank, that new tank cannot assume the identification number of the old tank. A new and separate identification number must be assigned to the new tank and the new Notification Form must show that the old tank is permanently closed.

Number of compartments in tank – indicate the number of compartments in each tank. If a tank is divided into two or more compartments, please use a number and letter scheme to link the compartments to the same tank. Example: 1A, 1B, etc.

- (a) Date of tank installation - indicate the date that each tank was installed.
- (b) Date tank was placed in operation – indicate the date the tank was initially placed in operation.
- (c) Total capacity (gallons) - indicate the maximum gallon capacity of each tank and not the amount of regulated substance being stored. For multiple compartment tanks, indicate the combined gallon capacity of all compartments.
- (d) Substance currently or last stored - Indicate the substance currently being stored or last stored. For multiple compartment tanks, make sure to check all products being stored in each tank compartment. Below are types of substances that should be combined into one category:

Gasoline – Includes aviation gasoline

Oxygenated Gasoline – Includes gasohol, E-10, E-20, and other non-E-85 oxygenated fuels

New Oil – Includes hydraulic oil, transformer oils, and transmission fluid

Heating Oil – Includes distillate fuel oils

Jet Fuel – Includes naphtha-type and kerosene-type jet fuels, JP-8, and Jet A

Solvent – Includes mineral oil, petroleum naphtha

If any information requested in this section cannot be obtained after due diligence – for example, an orphan tank discovered during site development but the product previously stored could not be determined – then check “Unknown” box.

9. TANK (material and structural arrangement)

Indicate the construction materials of each tank (e.g. steel, fiberglass...). Be sure to mark all the materials that apply to each tank. If unknown, indicate that.

10. TANK CORROSION PROTECTION

Indicate the type of corrosion protection for each tank, or if no corrosion protection is required, indicate that. If the tank has been repaired, please indicate the date last repaired.

11. PRODUCT PIPING (material and construction type)

Indicate the construction materials of the product piping associated with each tank. Be sure to mark all the materials that apply to each set of piping.

12. PRODUCT PIPING (application type)

Indicate the application type of product piping associated with each tank. If the piping has been repaired, please indicate the date last repaired.

13. RELEASE DETECTION OF TANK/PIPING

Indicate the method of release detection chosen for each tank and piping.

NOTE: Release detection for suction piping is not required if the piping is installed to meet all of the requirements of Arizona Administrative Code (A.A.C.) R18-12-241 (B) (2) (a) through (e).

EMERGENCY GENERATOR - Indicate if the tank is connected to an emergency generator.

14. TANK STATUS

(a) Currently In Use:

Mark box if tank is currently in use.

(b) Temporary Closure of Tank (see "Closure" in GLOSSARY at page 6):

Mark box if tank is temporarily closed. Indicate the date the tank was temporarily closed. State and Federal regulations provide the option of temporary closure for a period not to exceed 12 months. At the end of the 12 month period, the tank must either be permanently closed or upgraded to meet new tank standards. The temporary closure period may be extended by the Department, but only after the completion of a site assessment. Circle b(2) through b(7), as appropriate.

(c) Permanent Closure of Tank (see "Closure" in GLOSSARY at page 6):

Mark this box if the tank is permanently closed. Indicate the actual or estimated date the tank was last used. If the tank was closed by removal from ground, enter the date of the removal. If the tank was closed in ground, indicate the date closed. Indicate if a closure site assessment was completed by circling either Yes or No. If necessary, contact the UST Coordination Unit at 602-771-4339 for more information on permanent closure.

(d) Change-in-service:

Mark box if tank has undergone a change-in-service. Indicate the date of the change-in-service and if a closure site assessment has been completed. Please contact the UST Coordination Unit to obtain more information regarding change-in-service or temporary and permanent closures.

15. CERTIFICATION

In this section, the name and official title of the owner or the owner's authorized representative must appear both printed and signed. In order to accept the signature of the owner's authorized representative, the owner must submit a notarized statement identifying the owner's representative. In addition, indicate the date signed. This section certifies that the information contained in the Notification Form and all attached documents is true, accurate and complete to the best of the signer's knowledge.

16. INSTALLATION INFORMATION & CERTIFICATION
(To be completed by the ADEQ-Certified Service Provider)

- (a) Installation:
Provide information regarding the installation of new USTs. Mark all boxes that apply to the tank's installation.
- (b) Spill and Overfill Protection:
Mark appropriate boxes and also indicate the dates of installations.
- (c) Release Detection installed:
Mark appropriate boxes and also indicate the dates of installations.
- (d) Corrosion Protection installed:
Mark appropriate boxes and also indicate the dates of installations.

CERTIFICATION: The certification at the end of this section must be completed only by the ADEQ-Certified Service Provider.

17. MAP AND DIAGRAM OF THE UST LOCATION

A facility map should be attached or drawn, identifying the USTs and associated piping, major structures, i.e., buildings, and nearest cross streets. Tank numbering in the diagram must match with tank numbering in Sections 8 and 14 of the Notification Form.

GLOSSARY

Ancillary equipment - means any device used to distribute, dispense, meter, monitor, or control the flow of regulated substances to and from an UST.

Being used - means not having been taken out of operation.

Cathodic protection - is a technique to prevent corrosion of a metal surface by making that surface rust-resistant. For example, a tank system can be cathodically protected through the application of either galvanic anodes or impressed current.

CERCLA - means the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended.

Change-in-service - means changing from the storage of a regulated substance to the storage of a non-regulated substance.

Closure - means having been closed in accordance with all applicable fire codes and other statutory and regulatory requirements for closure in effect on the date that closure was accomplished.

Connected piping - means all piping including valves, elbows, joints, flanges and flexible connectors attached to a tank system through which regulated substances flow. For the purpose of determining how much piping is connected to any individual UST system, the piping that joins two UST systems should be allocated equally between them.

Consumptive use - with respect to heating oil means consumed on the premises.

Existing tank system - means a tank system used to contain an accumulation of regulated substances or for which installation has commenced on or before December 22, 1988. Installation is considered to have commenced if:

- (a) The owner or operator has obtained all federal, state and local approvals or permits necessary to begin physical construction of the site or installation of the tank system; and if,
- (b) (1) Either a continuous on-site physical construction or installation program has begun; or,
(2) The owner or operator has entered into contractual obligations - which cannot be cancelled or modified without substantial loss - for physical construction at the site or installation of the tank system to be completed within a reasonable time.

Farm tank - is a tank located on a tract of land devoted to the production of crops or raising animals, including fish, and associated residences and improvements. A farm tank must be located on the farm property. "Farm" includes fish hatcheries, rangeland and nurseries with growing operations. If a farm tank is 1,100 gallons or less, it is exempt from State and Federal UST regulations (registration is therefore not required).

Flow-through process tank - is a tank that forms an integral part of a production process through which there is a steady, variable, recurring or intermittent flow of materials during the operation of the process. Flow-through process tanks do not include tanks used for the storage of materials prior to their introduction into the production process or for the storage of finished products or byproducts from the production process.

Hazardous substance UST system - means an underground storage tank system that contains a hazardous substance defined in section 101(14) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (but not including any substance regulated as a hazardous waste under subtitle C) or any mixture of such substances and petroleum, and which is not a petroleum UST system.

Heating oil - means petroleum that is No. 1, No. 2, No. 4 - light, No. 4 - heavy, No. 5 - light, No. 5 - heavy and No. 6 technical grades of fuel oil; other residual fuel oils (including Navy Special Fuel Oil and Bunker C); and other fuels when used as substitutes for one of these fuel oils. Heating oil is typically used in the operation of heating equipment, boilers, or furnaces.

Hydraulic lift tank - means a tank holding hydraulic fluid for a closed-loop mechanical system that uses compressed air or hydraulic fluid to operate lifts, elevators, and other similar devices.

Indian Country – means any federally recognized reservation established by Treaty, Agreement, Executive Order, or Act of Congress.

New tank system - means a tank system that will be used to contain an accumulation of regulated substances and for which installation has commenced after December 22, 1988. (See also, "Existing Tank System.")

Noncommercial purposes - with respect to motor fuel means not for resale.

Operator - means any person in control of, or having responsibility for, the daily operation of the UST system.

Owner - means a person who, according to A.R.S. § 49-1001.01, either:

- (a) Holds a legal, equitable, or possessory interest of any kind in an UST;
- (b) Held at the time of a release, or immediately before an UST was last operated, a legal, equitable or possessory interest of any kind in the UST.

Person - means an individual, trust, firm, joint stock company, consortium, commercial entity, Federal agency, corporation, state, municipality, commission, political subdivision of a state, any interstate body and the United States Government.

Petroleum - means crude oil or any fraction thereof that is liquid at standard conditions of temperature and pressure (60 degrees Fahrenheit and 14.7 pounds per square inch absolute) and petroleum-based substances comprised of a complex blend of hydrocarbons derived from crude oil through processes of separation, conversion, upgrading, and finishing, such as motor fuels, jet fuels, distillate fuel oils, residual fuel oils, lubricants, petroleum solvents, and used oils.

Petroleum UST system - means an underground storage tank and piping system that contains petroleum or a mixture of petroleum with small quantities of other regulated substances. Such systems include those containing motor fuels, jet fuels, distillate fuel oils, residual fuel oils, lubricants, petroleum solvents and used oils.

Pipe or Piping - means a hollow cylinder or tubular conduit that is constructed of non-earthen materials.

Pipeline facilities (including gathering lines) - are new and existing pipe rights-of-way and any associated equipment, facilities or buildings.

Regulated substance - means:

- (a) Petroleum, and
- (b) A substance defined in section 101(14) of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1980 but not including any substance regulated as a hazardous waste under Solid Waste Disposal Act of 1984.

Release - means any spilling, leaking, emitting, discharging, escaping, leaching or disposing from an UST into ground water, surface water or subsurface soils.

Release detection - means determining whether a release of a regulated substance has occurred from the UST system into the environment or into the interstitial space between the UST system and its secondary barrier or secondary containment around it.

Residential tank - is a tank located on property used primarily for dwelling purposes. If residential tank is 1,100 gallons or less, it is exempt from State and Federal UST regulations (registration is therefore not required).

Septic tank - is a water-tight covered receptacle designed to receive or process, through liquid separation or biological digestion, the sewage discharged from a building sewer. The effluent from such receptacle is distributed for disposal

through the soil and settled solids and scum from the tank are pumped out periodically and hauled to a treatment facility.

Storm-water or wastewater collection system - means piping, pumps, conduits and any other equipment necessary to collect and transport the flow of surface water run-off resulting from precipitation or domestic, commercial or industrial wastewater to and from retention areas or any areas where treatment is designated to occur. The collection of storm water and wastewater does not include treatment except where incidental to conveyance.

Tank - is a stationary device designed to contain an accumulation of regulated substances and constructed of non-earthen materials (e.g., concrete, steel, plastic) that provide structural support.

Underground storage tank or UST - means a tank (greater than 110 gallon capacity) or combination of tanks and underground pipes and impact valves connected to tanks being used or having been used to contain regulated substances and which has at least ten percent of the total volume of the tank and underground portions of pipes connected to the tank underground. Underground storage tank does not mean any of the following:

- (a) A farm or residential tank of 1,100 gallons or less capacity used for storing motor fuel for noncommercial purposes;
- (b) A tank used for storing heating oil for consumptive use on the premises where stored;
- (c) A septic tank;
- (d) A pipeline facility, including gathering lines, regulated under either:
 - (1) The natural gas pipeline safety act of 1968 (49 U.S.C. §§ 1671 through 1686)
 - (2) The hazardous liquid pipeline safety act of 1979 (49 U.S.C. § 2001)
- (e) An intrastate pipeline facility regulated under a state law comparable to the provisions of law referred to in subdivision (d)(1) or (d)(2);
- (f) A surface impoundment, pit, pond, or lagoon;
- (g) A storm water or wastewater collection system;
- (h) A flow-through process tank;
- (i) A liquid trap or associated gathering lines directly related to oil or gas production and gathering operations;
- (j) A storage tank situated in an underground area, such as a basement, cellar, mine working, drift, shaft or tunnel, if the storage tank is situated on or above the surface of the floor;
- (k) Pipes connected to any of the structures described in subdivisions (a) through (j).

Upgrade - means the addition or retrofit of some systems such as cathodic protection, lining or spill and overfill controls to improve the ability of an underground storage tank system to prevent the release of product.

UST system or Tank system – means an underground storage tank, connected underground piping, and underground ancillary equipment and containment system, if any.