

Activity	Definition	Prior Notification Requirements	Prior Notification Reporting Form	DEQ Issues Registration Certificate	Post Activity Requirements	Post Activity Reporting Form	Owner / Permittee Record Keeping
<b>Installing a UST System (tank or piping)</b>	Installation of new tank or piping. Does not include routine maintenance and replacement of ancillary parts and equipment.	30-day advanced written notice is required. Also, 72-hour phone notice to the local DEQ office is required prior to starting work.	<b>General Permit Registration Form and 30-Day Notice</b> (11 pages including instructions) Version DEQ-05-LQ-016 must be filled out, signed by tank owner permittee and property owner and submitted to DEQ. Pay applicable fees.	Yes	Installation checklist and financial responsibility mechanism required within 30 days of completion of work. Operating permit not issued until this requirement is met.	<b>UST Installation Checklist</b> (8 pages including instructions) Version DEQ-05-LQ-017A must be filled out, signed by licensed supervisor and permittee or tank owner, and submitted to DEQ.	Keep copy of Installation permit on file.
<b>Operating a UST System</b>	Legally operating a regulated UST in the state of Oregon.		Pay applicable annual registration fee (\$135.00/tank compartment) and (new) provide proof of financial responsibility.	Yes			Keep copy of General Operating Permit on file. Post a copy easily viewed by distributor prior to each delivery. Also, maintain proof of all trained designated operators.
<b>Modifying or adding to a UST System</b>	Modifying or adding equipment to a UST system for which notification is required. (like internal tank lining, cathodic protection.)	30-day advanced written notice is required. Also, 72-hour phone notice to the local DEQ office is required prior to starting work.	<b>UST Modification or Addition 30-Day Notice</b> (2 Pages including instructions) Version DEQ-05-LQ-022B must be filled out, signed by permittee, and submitted to DEQ.	Notification required within 30 days of completion of work.	<b>UST Modification and Addition Report and Checklist</b> (7 pages including instructions) Version DEQ-05-LQ-023C must be filled out, signed by licensed supervisor and permittee, and submitted to DEQ.	Keep copies of all records documenting any repair, replacement or addition of equipment.	Keep copy of Installation permit on file.

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<b>Replacing a component on a UST system</b>	Modifying or adding equipment to a UST system for which notification is NOT required (like line leak detector, interstitial sensors.)			No			All modification and addition of minor equipment must be performed by a licensed service provider and all documentation of such work must be maintained.
<b>Changing ownership of a UST system</b>	Change of ownership information.			No	Notification required within 60 days of change of ownership. (Note: used to be 120 days)	<b>Modify Ownership or Permittee Information</b> (3 pages including instructions) Version DEQ 05-LQ-018A must be filled out, signed by tank owner, permittee and property owner, and submitted to DEQ. Proof of Financial Responsibility must accompany form. Also pay applicable fees.	Proof of Financial Responsibility.
<b>Changing general information about a UST system</b>	Change of contact information, change of tank contents information.			No		Email: DEQ information on changes to tanks.info@deq.state.or.us	

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<b>Temporarily closing a UST system</b>	Tank emptied, vented and fill cap locked pending permanent removal or closure in place.	30-day advanced written notice is required. Must also provide proof of financial responsibility and a site assessment if petitioning for an extension past the 12 month deadline.	<b>Notification of Temporary Closure of USTs</b> (2 pages including instructions) Version DEQ-05-LQ-024A must be filled out, signed by permittee and submitted to DEQ. Also attach documentation of proper disposal or recycling of tank contents.	Yes		<b>Request for Extension Temporary Closure of Underground Storage Tanks</b> If the owner or permittee wish to file an extension, Version DEQ-07-LQ-051. Also attach proof of financial responsibility and a completed site assessment.	Keep record of General Permit for Temporary Closure on-site.
<b>Return to Service</b>	Return UST to Active Operation after Temporary Closure or When Permit has been Suspended or Revoked	Prior approval from DEQ required before returning to service.	<b>Return to Service Application.</b> If the owner or permittee wish to put back into service a tank that has been out of service for more than 12 months. Version 08-LQ-106. Must be signed by permittee and submitted to DEQ. Also attach proof of financial responsibility.	Yes			Keep copy of operating permit on file.

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<b>Permanently decommissioning a UST system</b>	Closure of tank by removal, closure in place or change in service.	30-day advanced written notice is required. Also, 72-hour phone notice to the local DEQ office is required prior to starting work.	<b>30-Day Notice of Intent to Decommission USTS</b> (2 pages including instructions) Version DEQ-05-LQ-020A must be filled out, signed by permittee, and submitted to DEQ.	No	Notification required within 30 days of completion of work.	<b>UST Decommissioning Checklist and Site Assessment Report</b> (7 pages including instructions) Version DEQ-05-LQ-021A must be filled out, signed by tank owner or permittee, licensed supervisor and executive officer of licensed supervisor, and submitted to DEQ.	Copy of site assessment report and cleanup report if applicable.
<b>Permanently decommissioning an UNPERMITTED UST system</b>	Closure of a tank that does not have an operating permit but should have.	30-day advanced written notice is required. Also, 72-hour phone notice to the local DEQ office is required prior to starting work.	<b>General Permit Registration Form to Decommission Existing Unregistered Tanks</b> (8 pages including instructions) Version DEQ-05-LQ-19 must be filled out, signed by permittee, and submitted to DEQ. Also pay applicable fees.	No	Notification required within 30 days of completion of work.	<b>UST Decommissioning Checklist and Site Assessment Report</b> (7 pages including instructions) Version DEQ-05-LQ-021A must be filled out, signed by tank owner or permittee, licensed supervisor and executive officer of licensed supervisor, and submitted to DEQ.	Copy of site assessment report and cleanup report if applicable.