

LOOK-UP TABLE: Administration Paperwork Summary
GENERAL INFORMATION CHANGE

Activity	Definition	Prior Notification Requirements	Prior Notification Reporting Form	Post Activity Requirements	Post Activity Reporting Form	Owner / Permittee Record Keeping
Paperwork						
Changing general information about a UST system	Change of contact information, change of tank contents information.				Email: DEQ information on changes to tanks.info@deq.state.or.us	
Responsibilities						
Tank Permittee signature required.					Yes	
Tank Owner signature required.					Yes	
Property Owner signature required.					Yes	
DEQ Licensed Supervisor signature required.					No	
Executive Officer of Service Provider Company signature required.					No	
Problems						
Change of contract person not updated.	DEQ must have current site contact information on file.				Owner/permittee must notify DEQ of any change of contact information.	
Change of fuel type in tank not updated.	DEQ must have current tank contents information on file.				Owner/permittee must notify DEQ of any change of tank contents.	