

LOOK-UP TABLE: Administration Paperwork Summary
INSTALLATION

Activity	Definition	Prior Notification Requirements	Prior Notification Reporting Form	DEQ Issues General Registration Certificate	Post Activity Requirements	Post Activity Reporting Form	Owner / Permittee Record Keeping
Paperwork							
Installing a UST System (tank or piping)	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.	General Permit Registration Form and 30-Day Notice (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.	UST Installation Checklist (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.
Responsibilities							
Tank Permittee signature required.			Yes			Yes	
Tank Owner signature required.			Yes			Yes	
Property Owner signature required.			Yes			Yes	
DEQ Licensed Supervisor signature required.			No			Yes	
Executive Officer of Service Provider Company signature required.			No			Yes	

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Problems							
72-hour notice not provided.	Parties forget to notify the local DEQ office 72 hours before work starts.	The nearest local DEQ office must be notified 72 hours before work is to start.					Suggest keeping copy of phone log to DEQ in owner files.
30-day written notice not provided.	Parties forget to notify DEQ office 30 days before work starts.	DEQ office must be notified in writing 30 days before work is to start.					
Proof of interstitial integrity of piping not available at time of installation.	DEQ requires proof of the tightness testing of interstitial spaces at the time of installation.				Any work involving installation of double-walled piping must be accompanied by an interstitial integrity test.		Keep copy of interstitial test results in owner files.
Worker name not provided.	Problem with not knowing who's doing the job. Cannot provide blank name. Must provide worker name.		Notification paperwork must include the name of an actual licensed tank worker and not be blank or listed as To Be Determined.				
Address of UST location not correct.	Cannot provide generic location of new UST site.		Notification forms must include an actual street address for the UST site and not a generic one.				
Standard Industrial Code (SIC) not provided.	SIC is required to identify the type of facility.		Application MUST include an SIC code.				
Permittee information not provided.	Permittee name of business must be filled out.		Permittee portion of paperwork must be filled out correctly.			Permittee portion of paperwork must be filled out correctly.	

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Proof of financial responsibility not submitted at time of installation checklist.	Financial responsibility needs to start during the application process.					Fully completed financial responsibility documentation must be provided with the checklist.	Keep copy of the FR document on-site.
Compartmentalized tanks not being reported.	Each compartment of a tank must be listed separately.		Make sure correct number of compartments are reported.			Make sure correct number of compartments are reported.	
Selling fuel or operating UST system before owner/permittee has valid operating permit.	Can't put fuel in tank w/o operating permit unless approved by DEQ.					Installation permit does not allow operation of the UST system. See OPERATION page for more information.	