

LOOK-UP TABLE: Administration Paperwork Summary
MODIFICATION / ADDITION

Activity	Definition	Prior Notification Requirements	Prior Notification Reporting Form	Post Activity Requirements	Post Activity Reporting Form	Owner / Permittee Record Keeping
Paperwork						
Modifying or adding to a UST System	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.	UST Modification or Addition 30-Day Notice (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.	UST Modification and Addition Report and Checklist (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.
Responsibilities						
Tank Permittee signature required.			Yes		Yes	
Tank Owner signature required.			Yes		No	
Property Owner signature required.			Yes		No	
DEQ Licensed Supervisor signature required.			No		No	
Executive Officer of Service Provider Company signature required.			No		Yes	
Problems						
Failure to notify.	Prior notification of a major modification or addition not performed.	30-days prior notice is required for all significant work actions.				