

LOOK-UP TABLE: Administration Paperwork Summary
OPERATION

Activity	Definition	Prior Notification Requirements	Prior Notification Reporting Form	DEQ Issues Operation Registration Certificate	Post Activity Requirements	Post Activity Reporting Form	Owner / Permittee Record Keeping
Paperwork							
Operating a UST System	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.
Responsibilities							
Tank Permittee signature required.							
Tank Owner signature required.							Note: Designated Operator must have training certificate.
Property Owner signature required.							
DEQ Licensed Supervisor signature required.							
Executive Officer of Service Provider Company signature required.							
Problems							
Designated operator turnover.	The trained, designated operator leaves the company and no one knows a replacement is required in 90 days.						Hire another designated operator within 90 days of the departure of the last one and keep a copy of proof of training.

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Operating permit not provided to distributor.	Distributor must be provided with a copy of the UST operating permit.						The owner/permittee must provide a copy of the operating permit to the distributor.