

LOOK-UP TABLE: Administration Paperwork Summary  
PERMANENT CLOSURE

Activity	Definition	Prior Notification Requirements	Prior Notification Reporting Form	Post Activity Requirements	Post Activity Reporting Form	Owner / Permittee Record Keeping
<b>Paperwork</b>						
<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.	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>Responsibilities</b>						
Tank Permittee signature required.			Yes		Yes	
Tank Owner signature required.			Yes		Yes	
Property Owner signature required.			Yes		No	
DEQ Licensed Supervisor signature required.			No		Yes	
Executive Officer of Service Provider Company signature required.			No		Yes	
<b>Problems</b>						
Failure to provide 72-hour notice.	Owner/Permittee must provide 72-hour advanced notice of intent to decommission the UST system.	Contact local DEQ office within 72-hours of decommissioning.				

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Failure to provide 30-day notice.	Owner/Permittee must provide 30-day advanced written notice of intent to decommission the UST system.					
Insufficient receipts.	All applicable receipts related to decommissioning must be included in final checklist.				All applicable receipts (waste, tank disposal) must accompany final checklist.	Keep original copies of all paperwork related to the decommissioning.