

LOOK-UP TABLE: Administration Paperwork Summary
TEMPORARY CLOSURE

Activity	Definition	Prior Notification Requirements	Prior Notification Reporting Form	DEQ Issues Temp. Closure Registration Certificate	Post Activity Requirements	Post Activity Reporting Form	Owner / Permittee Record Keeping
Paperwork							
Temporarily closing a UST system	Tank emptied, vented and fill cap locked pending permanent removal or closure in place.	30-day advanced written notice is required. Must also provide proof of financial responsibility and a site assessment if petitioning for an extension past the 12 month deadline.	Notification of Temporary Closure of USTs (2 pages including instructions) Version DEQ-05-LQ-024A must be filled out, signed by permittee and submitted to DEQ. Also attach documentation of proper disposal or recycling of tank contents.	Yes		Request for Extension Temporary Closure of Underground Storage Tanks If the owner or permittee wish to file an extension, Version DEQ-07-LQ-051. Also attach proof of financial responsibility and a completed site assessment.	Keep record of General Permit for Temporary Closure on-site.
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				

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Problems							
Tank does not meet the definition of "empty."	All materials have been removed using commonly employed practices so that no more than one inch (2.5 centimeters) of residue or 0.3 percent by weight of the total capacity of the tank remain in the UST system.		Ensure documentation is provided to verify tank contents were properly disposed or recycled.				
Tank not pulled after 12 months of temporarily out of service (ie: permit violation.)	A tank taken out of service for greater than 12 months must be permanently decommissioned.					A tank taken out of service for greater than 12 months must be permanently decommissioned.	
DEQ Tank ID # and Permit # are incorrect.	Correct DEQ Tank ID# and Permit # must be provided.		Make sure tank # is correct.				
Financial responsibility documents not submitted.	Financial responsibility documentation must be provided with notification form.		Pollution insurance policy or other approved method must be submitted.				

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Request of expiration extension ignored.	DEQ may grant extension on 12-month deadline but request must be in writing.		Submit a request in writing to the local DEQ office for an extension.				