A "How To" Guide for Completing the Prioritization Section of Your TSIP Application

Underground Storage Tank Program
July 2021

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of Environmental Quality

What has changed?

- Due to the overwhelming success and popularity of TSIP, ADEQ has been required to begin prioritizing applications for funding within application periods

- Factors evaluated for application prioritization include:
  - Known open suspected and/or confirmed releases
  - Evidence of active UST system failure or potential threats/impacts to human health receptors
  - Site-specific environmental and infrastructure conditions

How does prioritization affect your TSIP application preparation?

- The TSIP application now includes a prioritization section to document all of the information needed to evaluate each application for funding

- Completion of the prioritization section is required for your application to be complete and eligible for funding in the application period

The purpose of this guide is to walk you through each step of the process to complete your application's prioritization section

What is in this Resource Guide

Part 1: Step-by-Step Guide to Creating Your AZ UST Locator Report

This section will show you how to:

- Access the AZ UST Locator Tool
- Locate your UST Facility
- Automatically gather the necessary site & environmental information
- Create your AZ UST Locator Report

Part 2: Using Your AZ UST Locator Report to Complete the Prioritization Section of Your TSIP Application

This section covers how to use your AZ UST Locator Data Report to fill out the prioritization section of your TSIP application
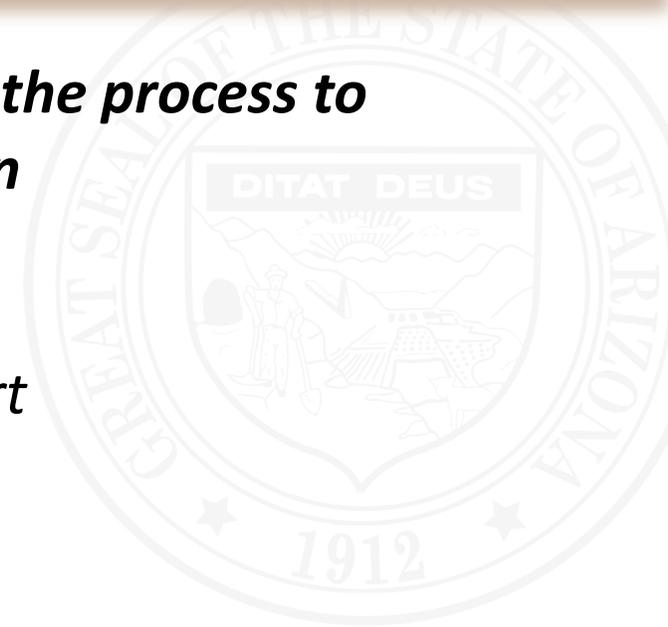
Part 1:

Step-by-Step Guide to Creating Your AZ UST Locator Report
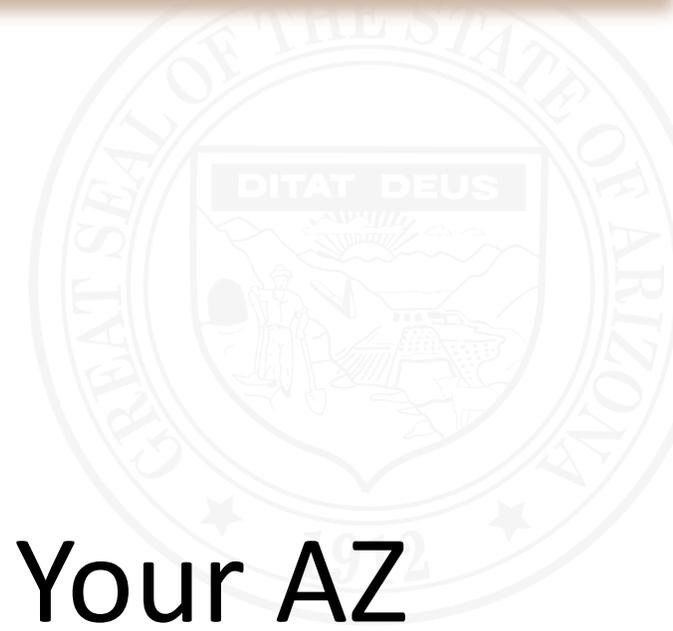
AZ UST Locator

- AZ UST Locator is an online mapping tool developed by ADEQ to help visualize and create reports combining multiple types of environmental information

- The tool can be used to create the required report of prioritization factors for your TSIP Application, such as:
  - Environmental releases
  - Wells
  - Human receptors (schools, hospitals, etc.)
  - Surface waters (rivers, lakes, etc.)
  - UST facilities and tanks

- You can find AZ UST Locator at: https://bit.ly/3vkb3aj

  Note: For best results, copy the link address and paste it into your browser to open the tool
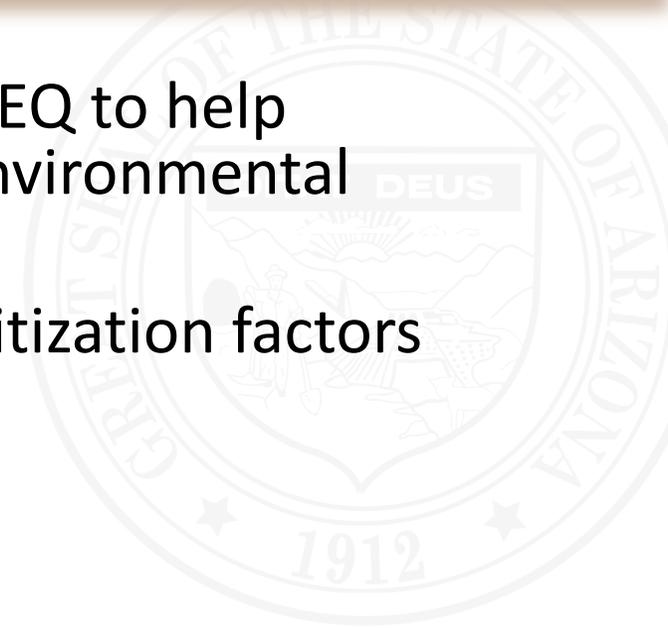
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**Ways to lookup your facility using the search bar (gold box):**

- Enter either of the following into the search bar:
  - Facility address
  - ADEQ-assigned UST Facility ID *(0-0##### format)*

- Select your facility from the list

- If you don't see your facility in the list, please contact ADEQ at usttsi@azdeq.gov

Note: There is an additional user guide on the right-hand side of the tool page.

- Click the icon shown with the gold arrow to zoom the map to target your facility location.
  - *Note: You don't need to change the 0.25 miles buffer distance (default value)*
- Once you click the icon, you should see:
  - The map move to show your facility with a white callout box showing the facility name and address
  - A gold circle around your facility showing the area being used to create your required report

Generate your facility-specific report:

- Add the Facility ID to the Group Filter (shown in the red box)

- Click the "Apply" button (shown by the red arrow)

- Click the "Report" button (shown by gold arrow)

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Click the "Printer" icon (shown by gold arrow), then…

Note: it may take a few minutes for this icon to become available

Ensure the Layout is "Letter ANSI A Landscape" (this is the default value), and click the "Print" button
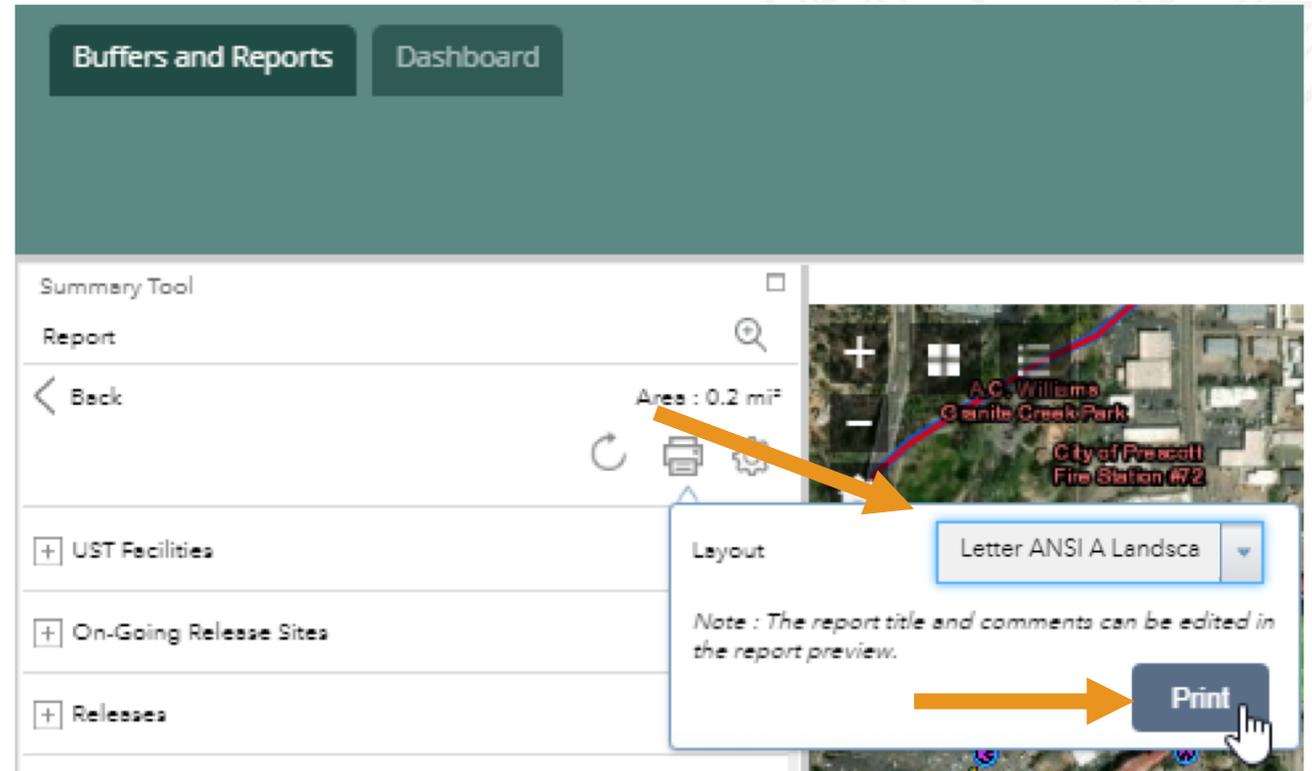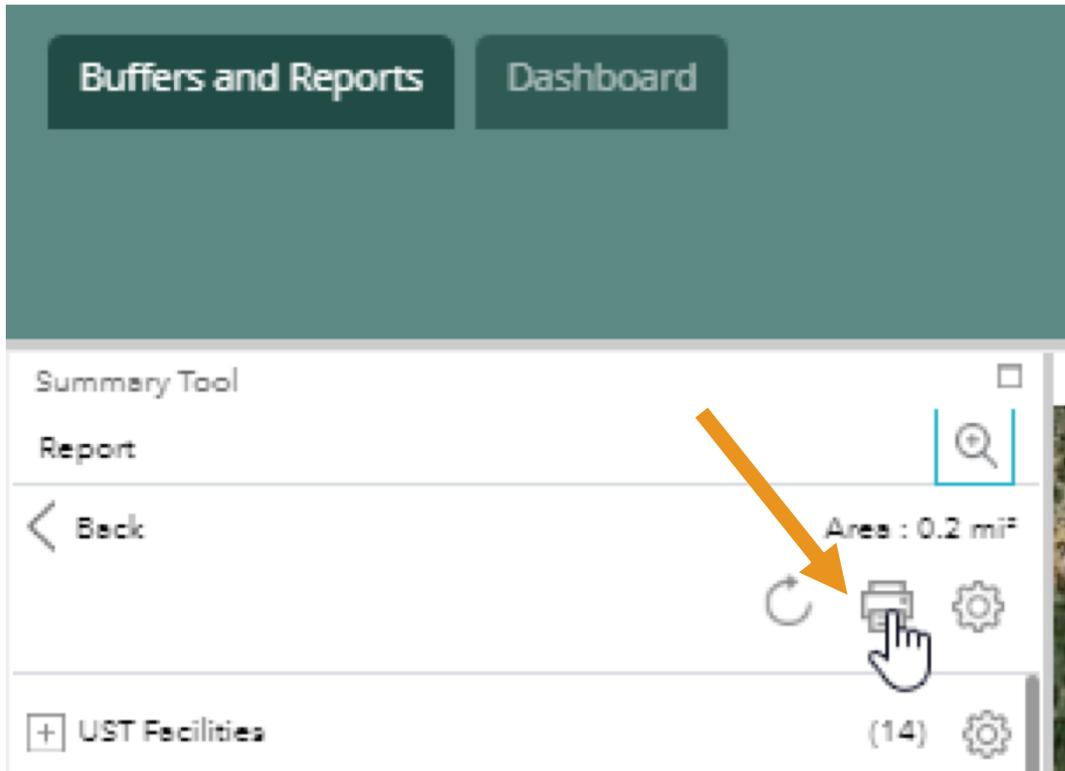
- You should see a new tab automatically open in your web browser. <u>Click this new tab</u> to see the report for your facility.
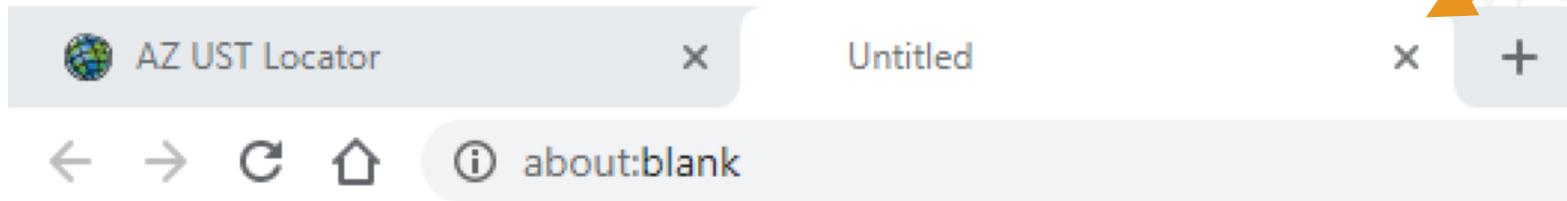
- <u>Click the "Print" button</u> in the top right to save the report as a PDF
  - Note: If you click close without clicking "Print", your report will not be saved. To regenerate the report, return to step 4.

- **Your report is now ready for use with your TSIP Application.**
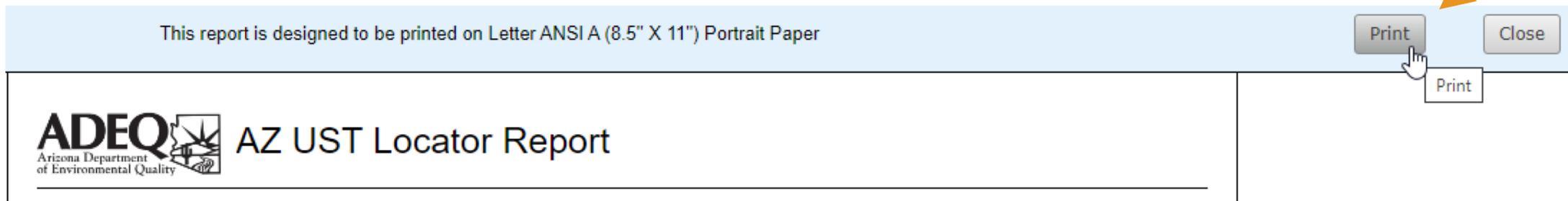
Understanding Your AZ UST Locator Report

- The report includes:
  - A copy of the map
  - A summary of results
  - Detailed information for each topic

- If the AZ UST Locator tool did not find results for a topic:
  - It will show "0" in the Summary section, and
  - There will be no detailed table of results for that topic

Please Note: "Facility" and "Site" are both terms referring to the facility property

Detailed Topic Information Tables

Summary Table

Rivers	1
Streams	0
Assessed Streams	1

Rivers

#	NAME	WSHED	WB_Code	Length(mi)
1	Unnamed Trib to UGC (UUG)	VR	UUG	0.51

Assessed Streams

#	Name	SWQS_NAME	WBID	WSHED	Length_Mi	IMPAIRMENT	Length(mi)
1	Unnamed Trib to UGC (UUG)	Tributary	AZ15060202-3313	VR	2	E. coli (2016)	0.51

Part 2:

Using Your AZ UST Locator Report to Complete the Prioritization Section of Your TSIP Application
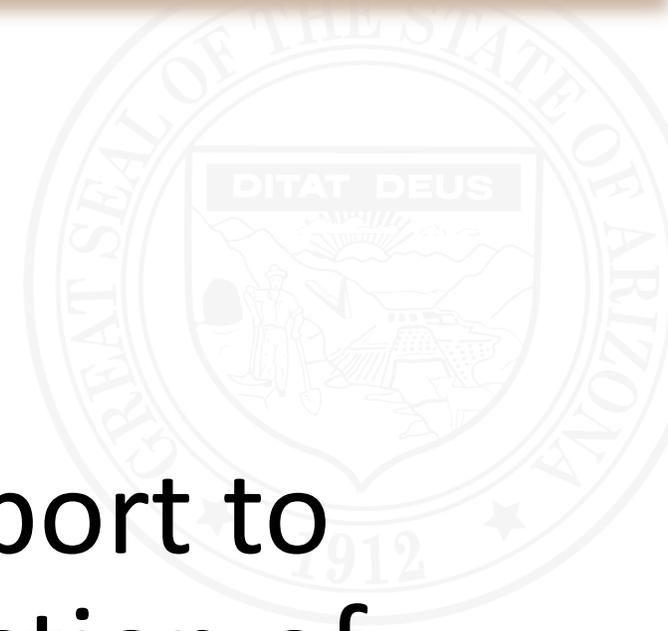
Using Your Report to Complete the Prioritization Section

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How to use your AZ UST Locator Report:
- Your report will have a summary table in a format similar to the one shown on the right.

Left Column: *AZ UST Locator Report Section*
- This identifies the section in the report being summarized in this table

Right Column: *Prioritization Section Question #*
- The number in this box shows which question on your application's prioritization section corresponds to this value in your AZ UST Locator Report

Notes:
- *This figure is used on the following slides to highlight the information from your report to be used for that question in your application.*
- *The UST Facilities and Public Water Service Areas sections are not used for your application and not included on later slides.*

AZ UST Locator Report Section	Prioritization Section Question #	
UST Facilities	Not Used for TSIP Application	
On-Going Release Sites	1	
Releases	2	3
GWSI Wells	5	
Soil and Groundwater Data	5	6
Child Care	7	
Schools	7	
Long-Term Facilities	7	
Group Home DD	7	
Medical Facilities	7	
Hospitals	7	
Residential Facilities	7	
ADWR Wells 55	8	
Rivers	9	
Streams	9	
Assessed Streams	9	
Lakes	9	
Assessed Lakes	9	
UST Tanks	10	11
Company Size	12	
Public Water Service Areas	Not Used for TSIP Application	

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1) Does the site have an on-going release? [Report Section: On-going Release Sites] ◯Yes ◯No
   a) Will the TSIP work assist in addressing the on-going release? ◯ Yes, explain ◯No

- Q1 is "Yes" if the site in the application is listed in the "On-Going Release Sites" section

  o Q1a is "Yes" if the proposed work will address the release
    - Example: the release area is beneath the current tanks and the contamination can be removed during proposed UST removal activities of the current tanks

  o Q1a is "No" if the proposed work will <u>not</u> address the release
    - Example: the release is in the former tank basin area (in a different location from the current tank basin) and the contamination would <u>not</u> be removed during proposed UST removal activities

- Q1 is "No" if the site in the application is <u>not</u> listed in the "On-Going Release Sites" section

- **Q1 and Q1a must both be answered for any points to be calculated**
- **If Q1 and Q1a are both yes, your prioritization score will be automatically update to 100 points and the rest of the Prioritization Section can be skipped**

AZ UST Locator Report Section	Prioritization Section Question #	
On-Going Release Sites	1	
Releases	2	3
GWSI Wells	5	
Soil and Groundwater Data	5	6
Child Care	7	
Schools	7	
Long-Term Facilities	7	
Group Home DD	7	
Medical Facilities	7	
Hospitals	7	
Residential Facilities	7	
ADWR Wells 55	8	
Rivers	9	
Streams	9	
Assessed Streams	9	
Lakes	9	
Assessed Lakes	9	
UST Tanks	10	11
Company Size	12	

2) Does the facility have an open suspected release? [Report Section: Releases] ◯Yes ◯No
   a) Will the TSIP work assist in addressing the suspected release? ◯Yes, explain ◯No

- Q2 is "Yes" if the facility in the application is listed in the "Releases" section and the status is "Suspected"
  - Q2a is "Yes" if the proposed work will address the suspected release
    - Example: the suspected release area is beneath the current piping and environmental samples will be collected for piping during UST removal activities
  - Q2a is "No" if the proposed work will <u>not</u> address the release
    - Example: the suspected release is related to under-dispenser containment, and the proposed scope of work is to replace the spill buckets
- Q2 is "No" if either:
  - The site in the application is <u>not</u> listed in the "Releases" section, or
  - The site in the application is listed in the "Releases" section and the status is "Confirmed"
- **Q2 and Q2a must both be answered for any points to be calculated**
- **If Q2 and Q2a are both yes, your prioritization score will be automatically update to 100 points and the rest of the Prioritization Section can be skipped**

AZ UST Locator Report Section	Prioritization Section Question #	
On-Going Release Sites	1	
Releases	2	3
GWSI Wells	5	
Soil and Groundwater Data	5	6
Child Care	7	
Schools	7	
Long-Term Facilities	7	
Group Home DD	7	
Medical Facilities	7	
Hospitals	7	
Residential Facilities	7	
ADWR Wells 55	8	
Rivers	9	
Streams	9	
Assessed Streams	9	
Lakes	9	
Assessed Lakes	9	
UST Tanks	10	11
Company Size	12	

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3) Does the facility have an open confirmed release? [Report Section: Releases] ○ Yes ○ No
a) Will the TSIP work assist in addressing the confirmed release? ○ Yes, explain ○ No

- Q3 is "Yes" if the site in the application is listed in the "Releases" section and the status is "Confirmed"

  o Q3a is "Yes" if the proposed work will address the release
    ▪ Example: the release area is beneath the current tanks and the contamination can be removed during proposed UST removal activities of the current tanks

  o Q3a is "No" if the proposed work will not address the release
    ▪ Example: the release is in the former tank basin area (in a different location from the current tank basin) and the contamination would not be removed during proposed UST removal activities

- Q3 is "No" if either:
  - The site in the application is not listed in the "Releases" section, or
  - The site in the application is listed in the "Releases" section and the status is "Suspected"

- **Q3 and Q3a must both be answered for any points to be calculated**
- **If Q3 and Q3a are both yes; Skip Questions 4 through 9, and Answer Questions 10 through 12**

AZ UST Locator Report Section	Prioritization Section Question #	
On-Going Release Sites	1	
Releases	2	3
GWSI Wells	5	
Soil and Groundwater Data	5	6
Child Care	7	
Schools	7	
Long-Term Facilities	7	
Group Home DD	7	
Medical Facilities	7	
Hospitals	7	
Residential Facilities	7	
ADWR Wells 55	8	
Rivers	9	
Streams	9	
Assessed Streams	9	
Lakes	9	
Assessed Lakes	9	
UST Tanks	10	11
Company Size	12	

4) Is there a building on the facility property that people regularly occupy? ◯ Yes ◯ No

The AZ UST Locator report does not have results specific to this question, however you can provide the information needed to answer this question.
- Answer "Yes" if there are structures or buildings actively in use on the property (e.g. convenience store)
- Answer "No" if there are no structures on the property or structures are not currently in use.

5) What is the estimated depth to groundwater at the facility (in feet below ground surface)?
   [Report Sections: GWSI Wells, Soil and Groundwater Data]

   ⬤ 0 to 24 feet   ⬤ 25 to 49 feet   ⬤ 50 to 99 feet   ⬤ Greater than 100 feet   ⬤ Unknown

- **Site-specific information is preferred, if available.**
- If site-specific information is not available, information for sites nearby can be used for prioritization scoring.
- Information may be available in the GWSI Wells and Soil and Groundwater Data tables in the report

GWSI Wells

#	REG_ID	WATER_USE	WELL_DEPTH

#	WL_DTW		WL_ELEV

Soil and Groundwater Data

#	facility	place_name	depth_to_first_water_verified	soil_description_0_15ft_bgs_

AZ UST Locator Report Section	Prioritization Section Question #	
UST Facilities	Not Used	
On-Going Release Sites	1	
Releases	2	3
GWSI Wells	5	
Soil and Groundwater Data	5	6
Child Care	7	
Schools	7	
Long-Term Facilities	7	
Group Home DD	7	
Medical Facilities	7	
Hospitals	7	
Residential Facilities	7	
ADWR Wells 55	8	
Rivers	9	
Streams	9	
Assessed Streams	9	
Lakes	9	
Assessed Lakes	9	
UST Tanks	10	11
Company Size	12	
Public Water Service Areas	Not Used	

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5) What is the estimated depth to groundwater at the facility (in feet below ground surface)?
[Report Sections: GWSI Wells, Soil and Groundwater Data]

● 0 to 24 feet   ○ 25 to 49 feet   ○ 50 to 99 feet   ○ Greater than 100 feet   ○ Unknown

Soil and Groundwater Data

#	facility	place_name	depth_to_first_water_verified	soil_description __0_15ft_bgs_	additional_info
1	0-000287	ADOT - PRESCOTT MAINTENANCE FACILITY	9 ft.	0 ft.-18 ft.-sandy gravel	18 ft.-34 ft.- granite bedrock
2	0-004457	PRESCOTTONIAN TEXACO	No groundwater encountered	0 ft.-15 ft.-clay with gravel	15 ft.-20 ft.- weathered granite with clay

In this example report, the site used to create the report was UST Facility ID 0-000287 (ADOT – Prescott Maintenance Facility).

No GWSI wells were found.

Since the site in the application is listed in the Soil and Groundwater table, and there is information available (9 ft), the answer to Q5 would be "0 to 24 feet".

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6) What is the anticipated or known soil type at the site from 0 to 15 feet below ground surface?
   [Report Section: Soil and Groundwater Data]
   ⬡ Soil with sands and/or gravels   ⬡ Soils without sands/gravels   ⬡ Bedrock   ⬡ Unknown

- **Use information associated with your facility, if available**

- Information from the AZ UST Locator Report for nearby facilities may be used for prioritization scoring, if site-specific information is not available

- If you have information on the soil type for your facility that is not captured in the AZ UST Locator Report, please include this information as part of Attachment B documents in your application
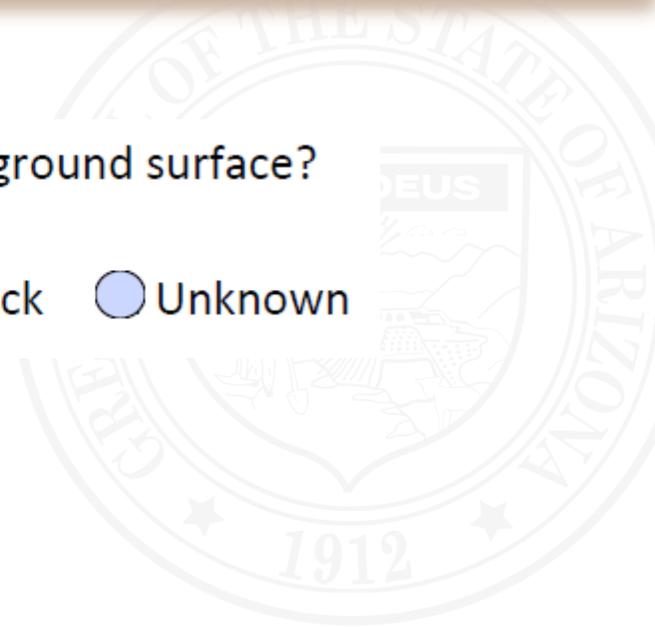
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6) What is the anticipated or known soil type at the site from 0 to 15 feet below ground surface?
[Report Section: Soil and Groundwater Data] (**select the left-most applicable option**)

◉ Soil with sands and/or gravels   ◯ Soils without sands/gravels   ◯ Bedrock   ◯ Unknown

Soil and Groundwater Data

#	facility	place_name	depth_to_first_water_verified	soil_description __0_15ft_bgs_	additional_info
1	0-000287	ADOT - PRESCOTT MAINTENANCE FACILITY	9 ft.	0 ft.-18 ft.-sandy gravel	18 ft.-34 ft.-granite bedrock
2	0-004457	PRESCOTTONIAN TEXACO	No groundwater encountered	0 ft.-15 ft.-clay with gravel	15 ft.-20 ft.-weathered granite with clay

In this example report, the site used to create the report was UST Facility ID 0-000287 (ADOT – Prescott Maintenance Facility).

Since the site in the application is listed in the Soil and Groundwater table, and there is information available (0 ft – 18 ft sandy gravel), the answer to Q6 would be "Soil with sands and/or gravels".

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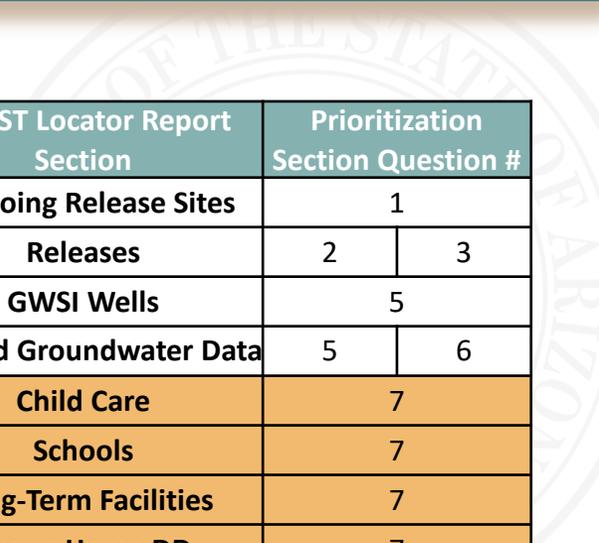
7) Are any of the below human health receptors present within 0.25 mi of site?
[Report Sections: Child Care, Schools, Long-Term Facilities, Group Home DD, Medical Facilities, Hospitals, Residential Facilities]

◯ Yes; daycares, schools, nursing homes, medical facilities, or residential properties are present
◯ No; none of the above are present

- Select "Yes" if any of the categories (shown in gold in the guide on the right) on your Prioritization Data Report have a value other than "0".

- Select "No" if the summary report shows "0" for all human health receptor categories (shown in gold)

AZ UST Locator Report Section	Prioritization Section Question #	
On-Going Release Sites	1	
Releases	2	3
GWSI Wells	5	
Soil and Groundwater Data	5	6
Child Care	7	
Schools	7	
Long-Term Facilities	7	
Group Home DD	7	
Medical Facilities	7	
Hospitals	7	
Residential Facilities	7	
ADWR Wells 55	8	
Rivers	9	
Streams	9	
Assessed Streams	9	
Lakes	9	
Assessed Lakes	9	
UST Tanks	10	11
Company Size	12	

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8) Are there any exempt or non-exempt wells within 0.25 mi of the site?
   [Report Section: ADWR Wells 55]   ◯Yes   ◯No

- Select "Yes" if the summary shows "1" or more for ADWR Wells 55 **AND** at least one well is designated either "Exempt" or "Non-Exempt" in the report section
- Select "No" if either:
  - The summary shows "0" for ADWR Wells 55, or
  - All wells detected have a Well Type Group of "Other" or "Monitor"

ADWR Wells 55

#	PROGRAM	REGISTRY_ID	WELLTYPE	WELL_TYPE_GROUP	WELL_DEPTH	COMPLETION_REPORT_STATUS
1	55	206481	ENV - SOIL VAPOR EXTRACTION / MONITORING	OTHER	36	A
2	55	206482	ENV - SOIL VAPOR EXTRACTION / MONITORING	OTHER	40	A
3	55	206483	ENV - MONITOR	MONITOR	36	A

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On-Going Release Sites	1	
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Long-Term Facilities	7	
Group Home DD	7	
Medical Facilities	7	
Hospitals	7	
Residential Facilities	7	
ADWR Wells 55	8	
Rivers	9	
Streams	9	
Assessed Streams	9	
Lakes	9	
Assessed Lakes	9	
UST Tanks	10	11
Company Size	12	

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9) Are there any streams, rivers, or lakes within 0.25 mi of the site?
[Report Sections: Streams, Assessed Streams, Rivers, Lakes, Assessed Lakes] ○Yes ○No

- Select "Yes" if the summary at the top of the report shows at least one result is found for any of the above surface water types (streams, rivers, and lakes) [shown in gold-shaded boxes in the guide on the right]

Example:

Rivers	1
Streams	0
Assessed Streams	1
Lakes	0
Assessed Lakes	0

- Select "No" if the summary report shows "0" for all surface water results

AZ UST Locator Report Section	Prioritization Section Question #	
On-Going Release Sites	1	
Releases	2	3
GWSI Wells	5	
Soil and Groundwater Data	5	6
Child Care	7	
Schools	7	
Long-Term Facilities	7	
Group Home DD	7	
Medical Facilities	7	
Hospitals	7	
Residential Facilities	7	
ADWR Wells 55	8	
Rivers	9	
Streams	9	
Assessed Streams	9	
Lakes	9	
Assessed Lakes	9	
UST Tanks	10	11
Company Size	12	

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10) What is the age of the oldest tank that is open or temporarily closed at the facility?

[Report Section: UST Tanks]

→ ● Greater than 30 years old

○ Between 20 to 29.9 years old

○ Between 10 to 19.9 years old

○ Less than 10 years old

11) What is the construction of the tanks at the site? [Report Section: UST Tanks]

→ ● Single walled or No Data Available   ○ Double walled

UST Tanks

#	PLACE_NAME	STATUS	INSTALL_DT	Tank Age {expression/expr0}	FACILITY	MATERIAL	CONST_DESC	TANK_NUM
1	ADOT - PRESCOTT MAINTENANCE FACILITY	Perm Closed	1/1/1980	42	0-000287	Asphalt coated or Bare Steel	*No Data*	1
2	ADOT - PRESCOTT MAINTENANCE FACILITY	Perm Closed	1/1/1977	45	0-000287	Asphalt coated or Bare Steel	*No Data*	2

Note: If Tank Age data is not available, please contact the TSIP Team (usttsi@azdeq.gov)

AZ UST Locator Report Section	Prioritization Section Question #	
On-Going Release Sites	1	
Releases	2	3
GWSI Wells	5	
Soil and Groundwater Data	5	6
Child Care	7	
Schools	7	
Long-Term Facilities	7	
Group Home DD	7	
Medical Facilities	7	
Hospitals	7	
Residential Facilities	7	
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Streams	9	
Assessed Streams	9	
Lakes	9	
Assessed Lakes	9	
UST Tanks	10	11
Company Size	12	

12) How many operating UST facilities does the TSIP applicant have? [Report Section 21: Company Size]

○ 19 or less operating UST facilities   ○ 20 or more operating UST facilities

○ The Applicant is solely the property owner, not an UST owner or operator

If you are applying as an UST Owner and/or Operator, use the value in the "*Total Facilities by Owner*" column (shown in gold box)

OR

If you are applying as a Property Owner who never owned nor operated the USTs at your facility, select the "*Applicant is solely the property owner, not an UST owner or operator*" option on the Prioritization Section Form

Company Size

#	PLACE_NAME	FACILITY	LUST_NUM	PLACE_ID	Owner	Tanks at this Facility	Total tanks by Owner	Total Facilities by Owner	Count

AZ UST Locator Report Section	Prioritization Section Question #	
On-Going Release Sites	1	
Releases	2	3
GWSI Wells	5	
Soil and Groundwater Data	5	6
Child Care	7	
Schools	7	
Long-Term Facilities	7	
Group Home DD	7	
Medical Facilities	7	
Hospitals	7	
Residential Facilities	7	
ADWR Wells 55	8	
Rivers	9	
Streams	9	
Assessed Streams	9	
Lakes	9	
Assessed Lakes	9	
UST Tanks	10	11
Company Size	12	

Contact the TSIP Team

usttsi@azdeq.gov

602-771-4351