



## UNDERGROUND STORAGE TANK (UST) NONCORRECTIVE ACTION AND TANK SITE IMPROVEMENT COMBINED PROGRAM APPLICATION (A.R.S. § 49-1017.02 AND § 49-1071)

This application is only applicable for applicants who are requesting both UST permanent closure through the State Lead Noncorrective Action (NCA) Program AND installation of a new UST system through the Tank Site Improvement (TSI) program.

Under this process, the work conducted under the State Lead NCA program will be managed and funded directly by the Arizona Department of Environmental Quality (ADEQ).

**The work conducted under the TSI Program will be managed and funded directly by the TSI program applicant.** After receiving preapproval of the TSI program application, the applicant and their selected vendor will coordinate with the State Lead program for scheduling and conducting the tank closure and upgrades. Upon completion of the work, the applicant may request reimbursement for eligible, actual costs up to the amount allowable under A.R.S. § 49-1071. Please note – \$100,000 is the maximum amount of costs available per facility.

*Eligibility is limited to UST owners, operators and property owners. Funding is not available for USTs owned by the state of Arizona, the federal government or those located in Indian Country.*

A complete application includes all of the items in the following checklist. ***Note: ADEQ cannot process the application if the submittal is incomplete.***

### **Combined Program Application Part 1: GENERAL INFORMATION**

- ☐ Section 1.1 – Applicant Information
- ☐ Section 1.2 – UST Owner and Operator Information
- ☐ Section 1.3 – Facility/Site Information
- ☐ Attachment 1.4 – Documentation for Authorized Individual
- ☐ Registration in Arizona's Online Procurement Portal

### **Combined Program Application Part 2: NCA PROGRAM UST PERMANENT CLOSURE**

- ☐ Section 2.1 – UST Permanent Closure Information
- ☐ Section 2.2 – Financial Responsibility Information
- ☐ Attachment 2.3 – Site Access Agreement

### **Combined Program Application Part 3: TSI PROGRAM NEW UST INSTALLATION**

- ☐ Section 3.1 – UST Installation Bid Summary Information
- ☐ Section 3.2 – Tank Site Improvement Program Applicant Certification Statement
- ☐ Attachment 3.3 – TSI Program Vendor Bid Packet for Selected Vendor
- ☐ Attachment 3.4 – TSI: General Information for New UST Installations

### **COMBINED PROGRAM APPLICATION SUBMITTAL INSTRUCTIONS**



ADEQ received stamp:

## UST COMBINED PROGRAM APPLICATION (A.R.S. § 49-1017.02 AND § 49-1071)

ADEQ encourages you to submit the form electronically to: [usttsi@azdeq.gov](mailto:usttsi@azdeq.gov). Submittal of a complete and accurate application form may allow for more timely review of your submittal.

### PART 1: GENERAL INFORMATION

#### Section 1.1 – Applicant Information

How did you find out about these programs? ☐ ADEQ website ☐ ADEQ staff ☐ Consultant/Contractor

☐ Other (please describe): \_\_\_\_\_

Check all that apply to Applicant: ☐ UST Owner ☐ UST Operator ☐ Property Owner\*

Name of Applicant: ☐ Mr. or ☐ Ms. \_\_\_\_\_

*Name of Applicant must match the information provided on the Arizona Corporation Commission (ACC) Website.*

ACC File Number: \_\_\_\_\_

Name and Title of Applicant's Authorized Individual (leave blank if same as above):

\_\_\_\_\_  
Name of Authorized Individual

\_\_\_\_\_  
Title of Authorized Individual

Verification of Authority: Please attach documentation as **Attachment 1.4**, on Applicant letterhead, showing that the Authorized Individual may act for the Applicant on this application.

*If that documentation is not available, complete the following:*

I am the \_\_\_\_\_ at \_\_\_\_\_ and  
(Title of Responsible Officer) (Name of Applicant)

authorize \_\_\_\_\_ to act for \_\_\_\_\_ in  
(Name of Authorized Individual) (Name of Applicant)

applying for eligible funds for the facility identified in this application.

x \_\_\_\_\_  
(Signature of Responsible Officer)

x \_\_\_\_\_  
(Date)

x \_\_\_\_\_  
(Printed Name of Responsible Officer)

## ADEQ STATE LEAD NONCORRECTIVE ACTION (NCA) AND TANK SITE IMPROVEMENT (TSI) COMBINED PROGRAM APPLICATION

All correspondence will be sent to the address below. This address should be the same address as in Arizona's procurement system.

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\*If the Applicant is not the property owner, please provide the information below:

Property Owner Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant must have a vendor account to be eligible for reimbursement.** If the Applicant has already registered with the State as a vendor (ProcureAZ, Arizona Procurement Portal, or has submitted a W-9 form to ADEQ), please check all that apply:

☐ ProcureAZ

☐ Arizona Procurement Portal

☐ W-9

If a vendor account has not been established with the State, the Applicant will need to complete and submit the W-9 form found at the following link: [W-9 form](#). The W-9 form must be included with the Application submittal.

The linked W-9 form also contains the Automated Clearing House (ACH) Vendor Authorization Form. This form is optional and only needs to be completed if the Applicant would like to receive their reimbursement payment(s) via Direct Deposit. If the ACH form is not submitted to the General Accounting Office (GAO), the reimbursement payment(s) will be disbursed via a warrant and mailed to the Applicant.

### Section 1.2 – UST Owner and Operator Information

*Continue to Section 1.3 if you are both the UST owner and UST operator.*

If you are not the UST owner or operator, do you have the authority to conduct the requested activity? ☐ Yes ☐ No

☐ UST Owner is unknown

UST Owner Name (if different from Applicant identified above): \_\_\_\_\_

UST Owner Contact Name: \_\_\_\_\_

UST Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ UST Operator is unknown

UST Operator Name (if different from Applicant identified above): \_\_\_\_\_

UST Operator Contact Name: \_\_\_\_\_

UST Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 1.3 – Facility/Site Information

ADEQ-Assigned Facility ID Number: 0-0 \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

## **Attachment 1.4**

### **Documentation for Authorized Individual**

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## PART 2: NCA PROGRAM UST PERMANENT CLOSURE

### Section 2.1 – UST Permanent Closure Information

I, \_\_\_\_\_, am the applicant and request ADEQ to conduct UST  
(Name of Authorized Individual)  
permanent closure under A.R.S. § 49-1017.02. I confirm that the information submitted by me in this application is true and correct to the best of my knowledge and belief.

Are UST(s) currently in use (operating)? ☐ Yes ☐ No (If “No” provide date of last use \_\_\_\_\_)

Number of USTs for which removal is being requested: \_\_\_\_\_

Are all USTs at the site being removed? ☐ Yes ☐ No

If “No”, are the USTs being removed in the same tank pit as those you intend to keep in use?  
☐ Yes ☐ No

*NOTE: Requested removal of one tank in a tank pit containing more than one tank may not be approved.*

Are there any site specific details that may impact the requested actions?

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Examples: Canopy removal will be required due to location of UST system components.  
Tanks are secured to a concrete pad (dead man).

This application cannot be processed unless ADEQ receives a completed Access Agreement. It is the Applicant’s responsibility to submit this form.

**Attach the completed Site Access Agreement in Section 2.3.**

Section 2.2 – Financial Responsibility (FR) Information

Identify the type of financial assurance relied upon for compliance with A.R.S. § 49-1006:

- ☐ UST Insurance Coverage\* - *Note: Some UST insurance providers require insureds to notify them prior to UST removal. Please ensure that you review and follow the notification requirements under your policy.*
- ☐ UST Insurance Coverage – *Has your insurance expired?*

☐ Yes☐ No
- ☐ Risk Retention Group Coverage (RRG)

☐ Certificate of Deposit
- ☐ Financial Test of Self-Insurance

☐ Local Government Bond Rating Test
- ☐ Guarantee

☐ Local Government Financial Test
- ☐ Surety Bond

☐ Local Government Guarantee
- ☐ Letter of Credit

☐ Local Government Fund
- ☐ Trust Fund, R18-12-312

☐ UNKNOWN

\*You paid for UST insurance. Don't waste it!

As the tank owner and/or operator YOU are responsible for cleaning up contamination associated with your UST system. We want you to be aware that your insurance policy may require you to provide them PRIOR notice of certain tank-related activities.

For most UST owners and operators in Arizona, your financial assurance mechanism is UST insurance. To preserve your rights to make a claim if contamination is found, you must comply with all the conditions in your policy. For example: you may be required to notify your insurance company prior to UST removal or there may be strict time limits on when you must notify them if contamination is discovered. Don't take the risk that you will have to pay for clean-up because you did not know your policy requirements.

Insurance Provider Company Name

Policy Number

Insurance Provider Contact Name

Provider Contact Phone Number

NOTE: If you are no longer in compliance with FR, you are still eligible to participate in these programs; however, you must be in compliance with FR requirements before operating the newly installed UST system.

## **Attachment 2.3**

### **Site Access Agreement**

## UST NONCORRECTIVE ACTION PROGRAM SITE ACCESS AGREEMENT

The Parties involved in this agreement include the Arizona Department of Environmental Quality (ADEQ) and the current "*Property Owner*". "Property Owner" is the person, who currently holds title to the property listed above, on which an Underground Storage Tank ("UST"), as defined by A.R.S. § 49-1001.21 is or was located.

**This Access Agreement (Agreement)** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_ (**Property Owner Name**) and ADEQ. The Property Owner and ADEQ are collectively referred to herein as the Parties. NOTE: The Property Owner name will be verified against information on file with the County Assessor. IF there is a discrepancy in these names, please attach a letter explaining the variation.

"Property Owner" and ADEQ desire that noncorrective actions requested under A.R.S. § 49-1017.02, be carried out at the Property and that ADEQ take such action pursuant to this statute.

ADEQ desires to cooperate with the Property Owner, by establishing the terms and conditions under which it or its representatives will enter onto the Property to conduct the requested activity – permanent closure of the UST system. Note - activities may include defueling of the inactive USTs, groundwater sampling; groundwater well drilling and installation; soil sampling; enhanced leak detection; soil-gas sampling; or source area sampling within and beneath any facility building.

The Parties agree to the following:

- 1) The Property Owner grants permission to ADEQ or its representative to have access to the Property to undertake noncorrective actions. ADEQ agrees that reasonable notice will be given to the Property Owner prior to entrance onto the Property by ADEQ personnel or contractors.
- 2) The Property Owner agrees to cooperate with ADEQ and its duly authorized agents in the investigations and possible monitoring actions to be conducted upon the Property.
- 3) ADEQ agrees to perform all work in a safe and workmanlike manner, which shall conform to professional standards and practices consistent with generally accepted industry standards and shall comply with all applicable federal, state, and local laws, statutes, rules, regulations, ordinances, and orders. Such work shall be free from defects or damage, and that its representatives will take all reasonable measures and precautions to minimize disruption of each and any businesses at the Site at all times. ADEQ will coordinate onsite activities with Property Owner's operating business to minimize disruption. ADEQ is not financially responsible for business fluctuations during onsite activities.
- 4) Upon request, ADEQ will provide to Property Owner any information, not already provided, regarding sampling plans along with the analytical results of all samples taken, as well as any and all final reports generated by its representatives for work conducted under the noncorrective action program.
- 5) ADEQ, or its representatives, will coordinate with the applicant and their contractors on the site conditions necessary to provide a safe transition after the UST closure has been completed.
- 6) The Property Owner shall not be responsible for any theft of or damage to any property or equipment of ADEQ or its representatives unless resulting from the Property Owner's acts or omissions or the acts or omissions of its employees, agents, contractors, subcontractors or any other person acting on behalf of the Property Owner.
- 7) No Indemnity. Property Owner and ADEQ are responsible for only their own negligence in connection with the activities conducted on the property.



8) If activities include installation of groundwater monitoring wells, the wells will be completed in below ground surface vaults capable of supporting automobile and truck traffic in order to prevent interference with the businesses at the Property. It is expressly understood that ADEQ shall retain ownership of any and all groundwater monitoring wells and be responsible for compliance with any required filings, including Department of Water Resources filings, with regard to the wells.

9) The activity to be conducted is permanent closure of the UST system. This includes removal of associated system components. Surface material will be removed and disposed at an appropriate waste facility.

10) This Agreement may be cancelled by the ADEQ Director pursuant to A.R.S. § 38-511.

11) In the event of a dispute, the Parties agree to use arbitration to the extent required by A.R.S. § 12-1518.

If there is more than one Property Owner, each Property Owner(s) must sign this agreement.

If the Property Owner is identified as a business entity, the signature below should be the Authorized Individual.

Site Address: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ Parcel No. \_\_\_\_\_

<p>_____ 1. Signature of Property Owner/Authorized Individual</p> <p>_____ Printed Name</p> <p>_____ Relationship to Applicant (if applicable)</p>	<p>_____ 3. Signature of Property Owner/Authorized Individual</p> <p>_____ Printed Name</p> <p>_____ Relationship to Applicant (if applicable)</p>
<p>_____ 2. Signature of Property Owner/Authorized Individual</p> <p>_____ Printed Name</p> <p>_____ Relationship to Applicant (if applicable)</p>	

This Agreement shall be effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY: \_\_\_\_\_

Pamela Nicola, Manager  
UST - LUST Section  
Waste Programs Division  
Arizona Department of Environmental Quality

## PART 3: TSI PROGRAM NEW UST INSTALLATION

To qualify for underground storage tank (UST) upgrade funding, the proposed actions must ensure that the UST, its piping, and its under-dispenser containment comply with standards for new installations prescribed by Arizona Revised Statutes (A.R.S.) § 49-1009 or other applicable federal requirements, including replacement of system components.

### Section 3.1 – UST Installation Bid Summary Information

The vendor selected to conduct the proposed installation must be an ADEQ-certified UST provider who has been certified for installation and retrofit. Upon installation, tightness testing must be conducted on the new UST system by an ADEQ-certified service provider specifically certified in tightness testing. If your selected installation service provider does not also carry the tightness testing certification, a third party must be hired to complete the testing.

**Bids must be from ADEQ-certified UST service providers (certified for installation and retrofit) and should only include information regarding the UST upgrade/replacement (UST removal information should not be included).**

ADEQ recommends that applicants verify qualification standards for their vendors and evaluate the vendors' experience with similar projects (see Attachment 3.3, item 3.3.4). For UST system upgrades, an ADEQ-certified UST service provider (with a valid certification) is required to supervise the activities and certify that all work meets regulatory requirements. If this level of oversight is not provided, costs will not be reimbursable. **The bid should conform to the general scope of work provided in Attachment 3.4.**

**Note: The maximum amount of program funding available for UST system upgrades is limited to no more than \$100,000 and total funding per facility is limited to \$100,000. Therefore, it is in your best interest to conduct work in a cost effective manner, and ADEQ recommends acquiring three firm fixed bids for the requested action.** If this facility has received payment through this program, the amount available to you will be reduced by the amount of funding previously provided.

As discussed in Attachment 3.4, travel (mileage) and per diem rates are limited to the rates approved by the Arizona General Accounting Office - <http://www.gao.az.gov/publications/SAAM/>.

Reason(s) why you are replacing your UST(s):

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Selected Vendor Name (Company): \_\_\_\_\_

**Attach a completed Vendor Bid Packet for the vendor you have selected as Attachment 3.3.**

**NOTE: Any changes to the ADEQ-certified Service Provider must be approved by ADEQ before work is conducted. Failure to do so may result in non-payment.**

Type of Action	Maximum Amount Potentially Eligible for Reimbursement	Total Bid Amount (\$)	Total Amount Requested (\$)
UST system upgrades	\$100,000 per facility		

### Section 3.2 – Tank Site Improvement Program Applicant Certification Statement

I hereby certify that I have reviewed this application and all attachments. I further declare under penalty of perjury that all facts and statements set forth as part of this application are true and complete to the best of my knowledge and belief. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fines and imprisonment for knowing violations.

I understand that I am responsible for assuring that all work conducted will meet regulatory requirements and work will be conducted in accordance with manufacturer's requirements and published national standards and recommendations. I understand that if work is not conducted in accordance to regulatory requirements, costs may be not reimbursed.

I understand I am responsible for controlling project costs and that costs that exceed the preapproved project amount are my responsibility and will not be eligible for payment from the state.

I understand that ADEQ requires notice at least 72 hours prior to conducting field work to ensure that an inspector is available.

I understand that application approval is subject to the availability of funding allocated to the Program.

I understand that the funding requested will not be available for work that takes place more than one year after the date that funds are approved for use.

I understand that the compliance deadlines associated with regulatory requirements are not affected by my participation in this program.

Please be advised that ADEQ reserves the right to request an audit of financial information and statements provided as necessary.

I hereby certify, through the undersigned authorized individual, agent, or representative, that my consultant, representative, or any previous owner, have not been reimbursed by insurance or another financial responsibility mechanism for the costs related to the requested activity.

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Applicant – Full Legal Name

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Printed Name of Applicant/Authorized Individual

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Signature of Applicant/Authorized Individual

If Applicant is not an individual, identify the relationship of the Authorized Individual to the applicant (e.g., President, Treasurer, etc.):

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## **Attachment 3.3**

### **TSI Program Vendor Bid Packet for Selected Vendor**



## TANK SITE IMPROVEMENT PROGRAM CHECKLIST FOR NEW UST INSTALLATION – VENDOR BID PACKET (A.R.S. § 49-1071)

Please consider using this to ensure a complete submittal. ***Note: ADEQ cannot process the application if the submittal is incomplete.***

- ☐ Section 3.3.1 – Facility/Site Information
- ☐ Section 3.3.2 – Vendor Information
- ☐ Section 3.3.3 – Tank Site Improvement Program Vendor Certification Statement
- ☐ Section 3.3.4 – Vendor Work History
- ☐ Section 3.3.5 – UST Installation Bid Summary Information
- ☐ Attachment 3.3.6 – Vendor Bid
- ☐ Attachment 3.3.7 – TSIP UST Upgrade Material Form
- ☐ Attachment 3.3.8 – Vendor Certifications/Evidence of Training
- ☐ Attachment 3.3.9 – Compatibility Documentation
- ☐ Attachment 3.3.10 – Site Map or Sketch of New USTs



ADEQ received stamp:

## **TANK SITE IMPROVEMENT (TSI) PROGRAM APPLICATION FOR UST SYSTEM UPGRADES (A.R.S. § 49-1071)**

### **VENDOR BID PACKET**

To qualify for underground storage tank (UST) upgrade funding, the proposed actions must ensure that the UST, its piping, and its under-dispenser containment comply with standards for new installations prescribed by Arizona Revised Statutes (A.R.S.) § 49-1009 or other applicable federal requirements, including replacement of system components.

This action requires that the proposed work be performed by an ADEQ-certified UST provider who has been certified for installation and retrofit. Upon installation, tightness testing must be conducted on the new UST system by an ADEQ-certified service provider specifically certified in tightness testing. If your selected installation service provider does not also carry the tightness testing certification, a third party must be hired to complete the testing.

**Bids should only include information regarding the UST upgrade/replacement (UST removal information should not be included).**

#### **Section 3.3.1 – Facility/Site Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

#### **Section 3.3.2 – Vendor Information**

ADEQ-Certified Service Provider Name (Company): \_\_\_\_\_

Qualifying Individual Name: \_\_\_\_\_

ADEQ Certification No. \_\_\_\_\_ Office Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Section 3.3.3 – Tank Site Improvement Program Vendor Certification Statement**

I certify under penalty of perjury that the Vendor Bid Packet and all attachments, if any, were prepared under my direction or supervision by qualified personnel responsible for properly gathering and evaluating the information submitted.

I certify that I meet the requirements detailed in Arizona Administrative Code, Title 18, Chapter 12, Article 8.

I certify that all work will be conducted in accordance with regulatory requirements and any manufacturer’s written installation instructions. I understand that if work is not conducted in accordance to regulatory requirements, my certification may be subject to suspension and costs may be not reimbursed.

All work listed in the manufacturer’s installation checklists will be completed and a copy of the associated documentation will be submitted to ADEQ.

I confirm the amount identified in my bid represents the anticipated actual costs for the work described.

I understand that ADEQ requirements include providing notification at least 72 hours prior to conducting field work to ensure that an inspector is available.

Based on my inquiry of the person or people who are responsible for gathering and evaluating the information, to the best of my knowledge and belief, the information submitted is true, accurate and complete.

I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fines and imprisonment for knowing violations.

ADEQ-Certified UST Service Provider Name (Company): \_\_\_\_\_

Certified UST Service Provider Full Legal Name (Individual): \_\_\_\_\_

Individual Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 3.3.4 – Vendor Work History**

Please provide information on representative UST installations that you have conducted within the past two years.

Site No.	Site Address	Date work performed (Month & Year)	Number of USTs installed	Reference party contact information (Name, Phone number, and Email)
1				
2				
3				



Section 3.3.5 – UST Installation Bid Summary Information

For UST system upgrades (including new installation), an ADEQ-certified UST service provider is required to supervise the activities and certify that all work meets regulatory requirements. If this level of oversight is not provided, costs will not be reimbursable. [The bid should conform to the general scope of work provided in Section 3.4](#)

Type of Action	Maximum Amount Potentially Eligible for Reimbursement	Total Bid Amount (\$)
UST system upgrades	\$100,000 per facility	

Summarize the proposed actions below and describe how they will ensure meeting standards for new UST installations. In addition, please identify any site specific details and describe how it affects the scope of work.

**Cost Summary Tables**

Ensure the bid has sufficient cost detail. The bid must include itemized detail on personnel, heavy equipment, mileage, per diem, all associated rates, and the total bid amount. Markup is only permitted for subcontracted work and this markup shall not exceed 10% of the total subcontractor costs. If applicable, ensure the bid includes detail for a base scope of work and any anticipated contingencies.

*Example bid detail:*

<b>Heavy Equipment</b> (e.g. excavator, cranes, drill rigs, etc.)	<b>Number of Units</b>	<b>Unit Rate (\$)</b>	<b>Bid Cost (\$)</b>
Heavy Equipment: IDENTIFY EQUIPMENT TYPE	#	\$/UNIT	UNITS X UNIT RATE

<b>Personnel, Mileage, Per diem</b>	<b>Number of Units</b>	<b>Unit Rate (\$)</b>	<b>Bid Cost (\$)</b>
Personnel (hours) Level: Consultant Project Manager	#	\$/UNIT	UNITS X UNIT RATE
Mileage (miles)*	#	SEE GAO	UNITS X UNIT RATE
Per diem*	#	SEE GAO	UNITS X UNIT RATE

**\*Important – per diem and mileage costs are limited to state rates approved by the Arizona General Accounting Office (GAO) - <http://www.gao.az.gov/publications/SAAM/>.**

**Attach a copy of the vendor bid with the required itemized detail as Attachment 3.3.6.**

The UST Upgrade Material Form includes detailed information on the equipment manufacturer, equipment model/part number, and equipment costs. This information allows the UST owner/operator and ADEQ to maintain detailed equipment records and ensure fuel compatibility.

The form should be completely filled out with the exception of the serial numbers. For any equipment not relevant to the scope of work, "NA" should be put on the form.

**Attach a completed UST Upgrade Material Form as Attachment 3.3.7.**

For each of the equipment manufacturers listed on the UST Upgrade Material Form, evidence of training or certification must be attached. This may include certificates, identification cards, letters from the manufacturer, etc.

**Attach the evidence of trainings/certifications as Attachment 3.3.8.**

For each of the equipment manufacturers listed in the UST Upgrade Material Form, documentation that demonstrates the equipment to be installed will be compatible with the fuel to be stored must be attached. This documentation may include a copy of the UL listing documentation, manufacturer letters, etc.

**Attach the compatibility documentation as Attachment 3.3.9.**

Provide a site map or sketch of the new USTs to be installed. The map should include locations of buildings, cross streets, tanks, piping, and dispensers.

**Attach the compatibility documentation as Attachment 3.3.10.**

## **Attachment 3.3.6**

### **Vendor Bid**

## **Attachment 3.3.7**

### **TSIP UST Upgrade Material Form**

## **Attachment 3.3.8**

### **Vendor Certifications/Evidence of Training**

## **Attachment 3.3.9**

# **Compatibility Documentation**

## **Attachment 3.3.10**

### **Site Map or Sketch of New USTs**

Note: The map should include locations of buildings, cross streets, tanks, piping, and dispensers.

## **Attachment 3.4**

### **TSI Program – General Information: New UST Installations**



## Attachment 3.4: TSI – General Information: New UST Installations

The following represents general requirements and considerations for conducting new UST installation under this program. **The applicant and their selected vendor are responsible for ensuring that all work is conducted in accordance with regulatory requirements and conditions of funding approval.**

### **Background**

The vendor should prepare a summary that identifies site-specific considerations and potential issues.

### **Scope of Work**

All work shall follow the UST requirements set forth in federal, state and municipal statutes, regulations, policies and/or guidelines. It is recommended the applicant's vendor conduct a site visit prior to preparation of a proposal.

The applicant must submit a completed UST plan review form to ADEQ. The UST plan review forms are located on the ADEQ website here: <http://azdeq.gov/node/2271>. The applicant is responsible for acquiring all permits necessary from relevant agencies and/or authorities, as well as notification of local municipalities, as needed, prior to any work being performed. Any applicable permit fees should be included in the cost estimate.

The scope of work is to upgrade components of the UST system(s) in order to comply with standards for new installations or other applicable federal requirements, may include collection and analyses of soil samples, and completion of all applicable manufacturer installation checklists and forms.

ADEQ requests that you provide notification at least 72 hours prior to conducting field work to ensure that an UST inspector is available. Notification may be made by emailing [usttsi@azdeq.gov](mailto:usttsi@azdeq.gov).

The applicant and their selected vendor must address traffic control and its associated costs when appropriate for safety. Concrete cutting or coring should be used when appropriate to minimize damage and disturbance to the property. The applicant shall coordinate with the property owner and address any safety concerns and any structural integrity issues of any buildings and objects located on the property as well as addressing dust control as applicable.

Prior to undertaking any subsurface work, the applicant and their selected vendor are responsible for locating all subsurface fuel, utility, septic, and communication lines, as well as any other structures that may be encountered during subsurface work.

At a minimum, the vendor bid should include a brief description of: how the USTs will meet new installation standards or other applicable federal requirements. Procedures outlined must adhere to all current acceptable industry practices and applicable government guidelines, including providing documentation of UST upgrade activities.

### **Reporting**

The applicant or their vendor is required to submit one hard copy of all applicable manufacturer's installation checklists and forms.

If a release is suspected or confirmed during the UST installation activities, provide details relevant to determining the potential source and cause for the release (including photos). Additionally, the release must be reported to ADEQ within 24 hours of confirmation, in accordance with A.A.C. R18-12-260. The *UST Release 24-Hour Release Notification* form is available on the ADEQ website at <http://azdeq.gov/forms?title=UST>.

### **Project Costs**

For approval of proposed project costs - the applicant is required to provide the selected bid project costs in the application. The applicant is also required to submit documentation from their selected vendor, on the company's letterhead, that supports this amount.

**Ineligible Costs**

Certain costs may be considered to be overhead costs or as unnecessary costs (e.g., purchased materials not completely dedicated to the project, late payment fees, insurance for equipment rentals, etc.), and are not reimbursable.

Below are examples of costs that are not reimbursable:

- UST system upgrades - Costs for UST system upgrades that will not result in the system meeting new UST installation standards.
- UST system upgrades – Costs associated with the purchase or installation of dispensers. Dispensers are not considered part of the UST system.
- All costs associated with above-ground storage tanks or tanks that are otherwise not regulated under ADEQ's UST program.
- Costs covered by insurance claims or tank service agreements.
- Costs associated with the application process and associated reimbursement request.
- The applicant's time coordinating with and supervising their consultant and contractors.
- Mileage and per diem costs in excess of state rates. Travel (mileage) and per diem rates are limited to the rates approved by the Arizona General Accounting Office <http://www.gao.az.gov/publications/SAAM/>. Only the actual costs amounts up to the approved limits will be approved for each meal (generally \$7.00, \$10.00, and \$17.00 for breakfast, lunch, and dinner, respectively; however, these rates may be different in certain counties and time of year). All per diem expenses shall be itemized separately on the invoice and the actual receipts for these expenses are required.
- Costs for rental of equipment that is not used onsite.
- Costs for storage of equipment and supplies.
- Late payment fees or penalties.
- Costs associated with business interruptions.
- Costs associated with third-party damages or claims.
- Site restoration costs due to contractor negligence.
- Costs to repair or replace areas broken up or damaged due to excavators, dump trucks or other equipment not directly related to the approved activity. Examples are broken driveways, sidewalks, damaged landscape.
- Costs for insurance.
- Legal costs.
- Costs not previously identified and approved.
- All undocumented work activities.
- Costs incurred before the date of ADEQ approval.
- Administrative overhead charges.
- Unapproved cost of the property owner's employee or equipment.

### **Reimbursement**

To receive reimbursement, the applicant must demonstrate eligibility for payment of the approved TSI program action.

- The submittal of appropriate regulatory reports and manufacturer's installation checklists are required to demonstrate completion of the activity in accordance with applicable standards.
- The applicant is required to complete the Reimbursement Request Form with attachments to demonstrate that the work that was completed conforms to what was approved.
- The applicant must also complete the Reimbursement Invoice Ledger.
- Invoices with itemized detail and receipts are required for all expenses included in the submittal – regardless of the dollar amount.
- **For detailed information on what information is required when requesting reimbursement, please refer to the Tank Site Improvement Program Reimbursement Request Packet here:**  
[http://static.azdeq.gov/ust/tsip\\_reimbursement\\_packet.zip](http://static.azdeq.gov/ust/tsip_reimbursement_packet.zip).
- Documentation demonstrating proof of payment to the selected vendor is required. Proof of payment documentation may be provided as bank statements or canceled checks.
- The applicant will also be required to have an account set up in Arizona's online procurement portal. To register, please go to the Arizona Procurement Portal at:  
[https://app.az.gov/page.aspx/en/sup/registration\\_extranet\\_manage](https://app.az.gov/page.aspx/en/sup/registration_extranet_manage)

The Arizona Department of Environmental Quality recommends that applicants should sign up to receive direct deposit payments through the Automated Clearing House (ACH) to obtain a speedier reimbursement. Applicants will need to go to <https://gao.az.gov/publications/forms> and complete the form *GAO-618 ACH Vendor Authorization*.

Submit completed ACH Vendor Authorization forms to (do not send a copy to ADEQ):

General Accounting Office Vendor Unit  
 100 North 15th Avenue, Suite 302  
 Phoenix, Arizona 85007

## UST COMBINED PROGRAM APPLICATION SUBMITTAL INSTRUCTIONS

Submittal of a complete and accurate application form may allow for more timely review of your submittal. ***An incomplete submittal cannot be processed by ADEQ.*** A checklist is available on the first page to help ensure your application is complete.

We encourage you to submit your application electronically to [usttsi@azdeg.gov](mailto:usttsi@azdeg.gov). Electronic submittals may allow for more timely review of your application.

To submit the application form electronically,

- 1) Save and name the application using the following specifications:  
The file name for should start with the application date, facility number, TSIPApp, Upgrades:  
YYYY\_MM\_DD\_0-001234\_TSIPApp\_Upgrades
- 2) Print, obtain the applicable signatures, and scan the following pages:
  - a) Page 2 – Authorized Individual
  - b) Page 3 – UST Owner and Operator
  - c) Page 9 – Site Access Agreement/Property Owner
  - d) Page 11 – Tank Site Improvement Program Applicant Certification Statement
  - e) Page 15 – Tank Site Improvement Program Vendor Certification Statement
- 3) Send the application, all attachments, and signature pages to [usttsi@azdeg.gov](mailto:usttsi@azdeg.gov).

If you submitted the application, all attachments, and signature pages by email, a hard copy is not required to be submitted to ADEQ.

If you would like to submit a hard copy instead of an electronic copy of the application, all attachments, and/or signature pages, you may do so by mail or hand delivery to:

**ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Attention: UST - TSI PROGRAM**  
**1110 W Washington Street**  
**Phoenix, AZ 85007**