



## TANK SITE IMPROVEMENT PROGRAM

### CHECKLIST FOR UST PERMANENT CLOSURE APPLICATION (A.R.S. § 49-1071)

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

- Section 1 – Applicant Information
  - Attachment A: Documentation for Authorized Individual
  
- Section 2 – UST Owner and Operator Information
  
- Section 3 – Financial Responsibility Information
  
- Section 4 – Facility/Site Information
  
- Section 5 – UST Information
  - Attachment B: Site Map/Sketch
  
- Section 6 – Bid Summary Information
  - Attachment C: Copy of the Actual Bid
  
- Section 7 – Additional Information for Prioritization
  - If applicable – Attachment D: Financial Need Documentation
  - If applicable – Attachment D1: Financial Need Documentation – Balance Sheet
  - If applicable – Attachment D2: Financial Need Documentation – Income Statement
  - If applicable – Attachment D3: Financial Need Documentation – Letter from Corporation Commission
  
- Section 8 – Tank Site Improvement Program Applicant Certification Statement
  
- Section 9 – Tank Site Improvement Program Vendor Certification Statement



ADEQ received stamp:

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**TANK SITE IMPROVEMENT (TSI) PROGRAM  
APPLICATION FOR UST PERMANENT CLOSURE (A.R.S. § 49-1071)**

Please select action requested:  UST Removal for Permanent Closure  UST Removal for Replacement

**Note:** This action requires that the proposed work be performed by an Arizona registered professional and an ADEQ-certified UST provider who has been certified for decommissioning. **To qualify for funding, the scope of work must include removal of both tanks and piping.**

**Section 1 – Applicant Information**

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

Applicant – Full Legal Name (of company or individual): \_\_\_\_\_

*Note: The Applicant’s full legal name provided should match the Applicant’s Full Legal Name on the Certification Statement. In addition, the name should match the legal name (including Trade Name, if applicable) on file with the Internal Revenue Service for the business entity or individual.*

*If Applicant is not an individual - please provide the name of the Applicant (Company) and the Authorized Individual identified as having authority to represent the Applicant (**Attach documentation to demonstrate the Authorized Individual is a bona fide employee of the Applicant or their legal representative as Attachment A. This information is required for processing.**)*

Arizona Corporation Commission (ACC) File Number: \_\_\_\_\_

Authorized Individual or statutory agent (leave blank if same as above): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

All correspondence will be sent to the address below. This address should be the same address as in ProcureAZ.

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

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

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

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

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

Have you confirmed that the property owner will allow access to perform this activity?  Yes  No

## Section 2 – UST Owner and Operator Information

Continue to Section 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 Operator is unknown

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

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

## Section 3 – Financial Responsibility Information

Identify the type of Financial Responsibility (FR) the UST owner and operator rely 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.*

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

## Section 4 – Facility/Site Information

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

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

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

## Section 5 – UST Information

How many tanks will be removed? \_\_\_\_\_

What type of tanks do you plan to remove?  Steel  Fiberglass Reinforced Plastic  Composite  Unknown

Other: \_\_\_\_\_

What type of piping do you plan to remove?  Fiberglass Reinforced Plastic  Steel  Flexible  Unknown

Other: \_\_\_\_\_

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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 - *Note: If you propose to remove USTs in the same tank pit as USTs that will remain in use (e.g. you propose to remove 1 UST but keep the other 2 USTs operating and they are all in the same UST basin), your UST system is at risk for damage and a potential release to the environment.*

No

Is all associated piping at the site being removed?       Yes       No

**Provide a site map or sketch that shows the current locations of buildings, cross streets, and UST system(s) as Attachment B.**

**Section 6 – Bid Summary Information**

**The maximum amount of program funding available is limited to no more than \$100,000 per facility; therefore, it is in your best interest to conduct work in a cost effective manner.** If this facility has received payment through this program, the amount available to you will be reduced by the amount of funding previously provided.

Reimbursable costs for removal of USTs for purposes of permanent closure or replacement is limited to no more than \$20,000 per tank (subject to reduction if funding was previously received under this program). **To ensure the cost effectiveness of the activities for which you are seeking funding approval, ADEQ recommends acquiring three firm fixed bids for the requested action.**

For UST permanent closure activities, a professional registrant with the Arizona Board of Technical Registration (AZ BTR) is required to supervise the sampling activities and certify that all work meets regulatory requirements. **Bids must be from vendors who meet professional registration requirements and decommissioning activities must be conducted by an ADEQ-certified UST Service Provider (certified for decommissioning).** If this level of oversight is not provided, costs will not be reimbursable. The scope of work included within the bid must meet regulatory requirements. **The bid should conform to the general scope of work provided in Appendix A.** A completed Vendor Certification Statement is required for each submittal.

Type of Action	Maximum Amount Reimbursable	Number of USTs to be Removed	Total Bid Amount (\$)	Total Amount Requested (\$)
UST removal for permanent closure or replacement	\$20,000 per tank			

**6.1 – Vendor Summary Information**

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

AZ Professional Registrant Name: \_\_\_\_\_

AZ BTR Registration No. \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

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

ADEQ Certification No(s). \_\_\_\_\_ Expiration Date(s): \_\_\_\_\_

Applicable Certification(s): \_\_\_\_\_

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

**6.2 – Bid Details Required**

Ensure your selected 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. If applicable, ensure the bid includes detail for a base scope of work and any anticipated contingencies.

**Attach a copy of the actual bid as Attachment C.**

*Example bid detail:*

<b>Heavy Equipment</b> (e.g. excavator, cranes, drill rigs, etc.)	<b>Number of Units</b>	<b>Unit Rate (\$)</b>	<b>Markup (\$)</b> <i>if applicable</i>	<b>Bid Cost (\$)</b>
Heavy Equipment:				
Heavy Equipment:				
Heavy Equipment:				

<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			
Personnel (hours) Level:			
Mileage (miles)*			
Per diem*			

*\*Reminder – per diem and mileage costs are limited to state rates.*

**Section 7 – Additional Information for Prioritization**

Note: The additional information provided in this section may influence the priority of your submittal. These topics include receptors, hydrogeologic characteristics of the site, and financial resources.

For example: Information showing insufficient financial resources for the activity is a factor that may be considered in enhancing the priority of your request for funding.

**7.1 – Current Land Use Adjacent to the UST Facility:**     Residential                       Non-residential

**7.2 – Receptors:**     Unknown (if “unknown” continue to 7.3)

<b>Location of nearest receptor</b>	<b>Distance from UST facility in miles</b>
Municipal well	
Irrigation well	
Private well	
Surface water	
Sensitive* population (describe: _____)	

*\*Sensitive populations include grade schools, hospitals, child care centers and nursing homes.*

**7.3 – Hydrogeologic Characteristics:**  Unknown (if “unknown” continue to 7.4)

Indicate the scenario(s) that most closely matches subsurface site conditions:

- Alternating silt/sand/gravel
- Depth to bedrock <15 (estimate depth to bedrock in feet: \_\_\_\_\_)
- Depth to bedrock >15 (estimate depth to bedrock in feet: \_\_\_\_\_)
- Depth to groundwater <50 feet below ground surface (estimate depth to groundwater in feet: \_\_\_\_\_)
- Depth to groundwater >50 feet below ground surface (estimate depth to groundwater in feet: \_\_\_\_\_)

**7.4 – Are there other potential risk factors that you would like to provide?**

- Yes. Please describe below:                       No.

**7.5 – Financial Resources**

- I am not requesting a financial need evaluation.
- I am requesting a financial need evaluation (**Submit a completed Attachment D and D1, and if applicable, Attachments D2, and D3**).

**Section 8 – Tank Site Improvement Program Applicant Certification Statement**

Note: This certification statement, signatures and Notarization must all be on the same page. All signatures must be original. No reproduced or copied signatures will be accepted.

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.

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

I understand that ADEQ reserves the right to withhold payment if a vendor or service provider is substituted and applicants shall contact ADEQ before such substitution for approval.

I understand that 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.

\_\_\_\_\_  
Applicant – Full Legal Name

\_\_\_\_\_  
Printed Name of Applicant/Authorized Individual

\_\_\_\_\_  
Signature of Applicant/Authorized Individual

If Applicant is not an individual, identify the relationship of the Authorized Individual to the applicant:

\_\_\_\_\_

Sworn to and subscribed this: \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Notary Public Signature \_\_\_\_\_  
My commission expires: \_\_\_\_\_  
County of \_\_\_\_\_, State of \_\_\_\_\_

## Section 9 – Tank Site Improvement Program Vendor Certification Statement

Note: This certification statement, signatures and Notarization must all be on the same page. All signatures must be original. No reproduced or copied signatures will be accepted.

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

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.

I certify that all work will be conducted in accordance with regulatory requirements and industry standards and will conform to the general scope of work for this category or action.

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

AZ Professional Registrant Name: \_\_\_\_\_

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

Vendor Company Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

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

Vendor Printed Name: \_\_\_\_\_

Sworn to and subscribed this: \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Notary Public Signature \_\_\_\_\_  
My commission expires: \_\_\_\_\_  
County of \_\_\_\_\_, State of \_\_\_\_\_



# **Attachment A**

## **Documentation for Authorized Individual**

**Attachment B**

**Site Sketch/Map**

**Attachment C**

**Copy of Actual Bid**

# **Attachment D**

## **Financial Need Documentation**

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- A.** Applicants other than local governments and schools will receive zero financial priority ranking points if they have any of the following:
- 100 or more full time employees
  - Tangible Net Worth of at least \$10 million
  - Gross Annual Receipts of at least \$4 million
- \*The Internal Revenue Service defines gross receipts as the total amounts the organization received from all sources during its annual accounting period, without subtracting any cost or expenses.
- B.** An applicant applying on behalf of an individual, or a firm classified as other than local government or school, shall submit to the Department the information described in subsections (B)(1) through (3).
1. For all applicants, the income statement and balance sheet from the most recent completed fiscal year for the firm, and all prepared notes and schedules to the balance sheet. The closing date of the balance sheet shall not be more than two years from the date of the application. The balance sheet shall include all of the following:
    - a. Total assets and total liabilities,
    - b. Total intangible assets,
    - c. Total current assets and total current liabilities, and
    - d. Current year-end net worth.
  2. For individuals and sole proprietorships, the applicant's personal financial statements that meets all of the requirements of subsection (B)(1).
  3. For partnerships, limited liability companies and S corporations, the personal financial statements that meets the requirements of subsection (B)(1) for each owner of 20% or more of the firm.
- C.** If the applicant firm is a wholly owned subsidiary, the applicant shall provide to the Department a copy of all documents required under subsection (B) for the parent firm. The Department shall determine financial need based upon the financial statements of the parent firm.
- D.** If an application is made on behalf of a nonprofit or notforprofit entity organized under the provisions of A.R.S. Title 10, the applicant shall submit to the Department a copy of the letter from the Corporation Commission granting nonprofit or notforprofit status and the most recent year-end income statement and balance sheet and all prepared notes and schedules to the balance sheet. The closing date of the balance sheet shall not be more than two years from the date of the application. The balance sheet shall include all of the following:
1. The information described under subsections (B)(1)(a) through (d);
  2. Current year-end and the prior year-end reserved and designated fund balances;
  3. Current year-end and the prior year-end unreserved and undesignated fund balance;
- E.** If application is made on behalf of a local government or a school, the applicant shall submit to the Department a copy of the balance sheet for the most recent completed fiscal year and all prepared notes and schedules to the balance sheet. The closing date of the balance sheet shall not be more than two years from the date of the application. The balance sheet shall include all of the following:
1. Current year-end and the prior year-end reserved and designated fund balances,
  2. Current year-end and the prior year-end unreserved and undesignated fund balance, and
  3. Total current assets and total current liabilities.
- F.** The Arizona Department of Environmental Quality may request additional information as appropriate to determine financial needs.

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G. Check the appropriate box to identify the type of entity applying for financial needs and fill out the required information.

For-Profit entities are required to fill out 1-6

**Submit the balance sheet as Attachment D1**

**Submit the income statement as Attachment D2**

Non-Profit entities are required to fill out 1-8

**Submit the balance sheet as Attachment D1**

**Submit the income statement as Attachment D2**

**Submit the letter from the Corporation Commission granting nonprofit or notforprofit status as Attachment D3**

Local Governments and Schools are required to fill out 1, 2, 7 & 8

**Submit the balance sheet as Attachment D1**

1.) Current Assets \$ \_\_\_\_\_

Generally include, but are not limited to cash, cash equivalents, short-term investments and accounts receivable.

2.) Current Liabilities \$ \_\_\_\_\_

Generally include, but are not limited to short-term debt accounts payable, accrued liabilities, and accounts payable.

3.) Total Intangible Assets \$ \_\_\_\_\_

Generally include, but are not limited to include goodwill, patents, trademarks, copyrights.

4.) Total Assets \$ \_\_\_\_\_

Generally include, but are not limited to current assets and long-term assets such as investments, fixed assets, other assets, and intangible assets.

5.) Total Liabilities \$ \_\_\_\_\_

Generally include, but are not limited to current liabilities and long-term liabilities such as long-term debt, and other liabilities.

6.) Tangible Net Worth \$ \_\_\_\_\_

Equals total assets minus total liabilities minus intangible assets

7.) Reserved and designated fund balances: Current Year-End \$ \_\_\_\_\_

Prior Year-End \$ \_\_\_\_\_

8.) Unreserved and undesignated fund balances: Current Year-End \$ \_\_\_\_\_

Prior Year-End \$ \_\_\_\_\_

## **Attachment D1**

# **Financial Need Documentation Balance Sheet**

## **Attachment D2**

# **Financial Need Documentation Income Statement**



## **Attachment D3**

# **Financial Need Documentation Letter from Corporation Commission**

## Appendix A – General Scope of Work for UST Permanent Closure

The following represents general requirements and considerations for conducting the UST removal action 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.**

ADEQ recommends that applicants verify qualification standards for their vendors and evaluate the vendors' experience with previous projects. For UST permanent closure activities, an Arizona registered professional is required to supervise the activities and certify that all work meets regulatory requirements. A certified UST service provider certified in the category of "decommissioning" is also required for performing UST removal activities. If this level of oversight is not provided, costs will not be reimbursable.

### **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 (the registered professional) conduct a site visit prior to preparation of a proposal.

At least 30 days prior to the date of permanent closure, 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 UST permanent closure shall be in accordance with A.A.C. R18-12-272. The scope of work is to permanently close an UST, and includes the removal and disposal of liquids, removal and disposal of the UST(s) and associated product piping, collection and analyses of soil samples, backfill and compaction of the UST excavation pit(s), resurfacing as applicable, disposal of removal derived wastes, and preparation of a *UST Permanent Closure Assessment Report Form* and an updated *Notification for Underground Storage Tanks Form*. The *Permanent Closure Guidance Document* and associated forms are available on ADEQ's website: <http://www.azdeq.gov/>

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 excavation 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 excavation work.

At a minimum, the vendor bid should include a brief description of: how the tanks will be emptied, inerted or purged (<10% LEL), measured for oxygen measurements (<6% O<sub>2</sub>), and rinsed/cleaned; how the location of closure soil sample collection and analyses will be determined; how the UST excavation will be backfilled, compacted, and restored; and how remnant fuel and the USTs will be disposed. Procedures outlined must adhere to all current acceptable industry practices and applicable government guidelines, including providing documentation of UST permanent closure activities.

The standard process is to return excavated material (no concrete or asphalt) to the UST excavation (please note – based on the level of contamination that may be identified during removal activities, it may be appropriate to dispose of excavated material instead of returning it to the excavation). Remaining void space of the UST excavation is to be backfilled with clean material and compacted to the applicable standard. The excavated areas may be resurfaced as close as possible to the original conditions and/or material. For cost estimating purposes, assume the number of square feet of asphalt or concrete to be replaced. Also assume minimal concrete, if possible, will be removed for piping removal, and saw cutting of concrete and asphalt will be necessary.

### **Sampling Activities**

When estimating the location and number of samples required, refer to the *Permanent Closure Guidance Document*. At a minimum, two soil samples will be collected beneath each UST encountered and analyzed. If the fill pipe or pump is located in the center of the tank, then an additional sample is required beneath the center of the tank. If the capacity of the tank is 550 gallons or less, then one sample shall be taken from native soils beneath the center of the tank. One sample is to be collected at each dispenser location and at all product piping joint locations, as well as every 20 linear feet of pipe run. If groundwater is encountered, a sample shall be collected.

**Additional samples shall be collected beneath areas where stained soils, odors, vapors, free product, or other evidence indicates that a release may have occurred, and a suspected release must be reported to ADEQ.** If staining or field measurements indicate that a release has likely occurred, the vendor shall attempt to collect soil samples from the deepest depth possible with the on-site equipment. For cost estimating purposes, soil samples are to be collected at two feet below the tank pit in native soil and surficial samples in native soil beneath the product piping and/or dispensers. The suspected release must be reported to ADEQ within 24 hours of discovery, in accordance with A.A.C. R18-12-251. The *UST Release 24-Hour Release Notification* form is available on the ADEQ website at <http://azdeq.gov/>.

Arizona Administrative Code (A.A.C.) Title 18- 7-203 allows soil vapor concentration to be used to estimate the total contaminant concentration in soil if ADEQ determines that the soil vapor concentration methodology will not be invalidated by the soil, hydrogeology, or other characteristics of the site. Soil samples are sufficient at most facilities; however, at facilities where the lithology inhibits collection of a representative soil sample (e.g. fractured bedrock or cobbles), ADEQ recommends soil vapor sampling. All soil vapor sampling shall follow ADEQ’s Soil Vapor Sampling Guidance, which can be found at [http://static.azdeq.gov/legal/subs\\_policy\\_svsg.pdf](http://static.azdeq.gov/legal/subs_policy_svsg.pdf).

All soil/soil vapor/groundwater samples shall be analyzed in accordance with the *Analytical Data Requirements for Soil and Groundwater*, located under “Analytical Data Information” on ADEQ’s website, <http://www.azdeq.gov/>. All samples are to be analyzed for Volatile Organic Compounds (VOCs) using EPA Method 8260B (including tentatively identified compounds [TICs]), and polycyclic aromatic hydrocarbons (PAHs) using EPA Method 8310 or 8270SIM at a minimum. Total Petroleum Hydrocarbon (TPH) or data limited to benzene, toluene, ethyl benzene and total xylenes is not acceptable. Select any additional appropriate analytical methods based on the last known and all likely historic contents of the UST. If unknown, then analyze the samples based on the installation date of the UST(s). For example, USTs many have previously contained leaded gasoline prior to containing unleaded gasoline or diesel fuel which would require analysis for tetra-ethyl lead. ADEQ recommends that you include itemized costs as “contingency” within your bid for additional analyses in the event additional sample collection is needed.

### **Reporting**

Within 30 days of the UST closure, you are required to submit one hard copy of the completed *UST Permanent Closure Assessment Report Form* with applicable attachments. Attachments to the *UST Permanent Closure Assessment Report Form* include:

- A revised *Notification for Underground Storage Tanks Form* reflecting the updated status of the permanently closed or change in service (CIS) USTs;

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- Technical data collected during permanent closure and CIS activities; including the stamp of a qualified environmental professional with appropriate Arizona technical registration.
- Tabulated analytical results including: sample ID number, sample date, sample depth, lithology, field screening results and sample results. Sample results must be reported numerically, copies of the final laboratory analytical reports with Quality Assurance/Quality Control (QA/QC) information, and chain-of-custody documentation (refer to ASTM Standard D 4840-99(2010) for chain-of-custody procedures);
- Photographs taken during the closure with a photo log identifying the date, time and subject of each photo;
- A scaled site plan with direction orientation indicated, that accurately depicts the locations of all pertinent site features, (i.e. USTs, piping, dispensers, remote fills, excavation area(s), sample locations, etc.). In addition, ADEQ recommends including release areas (current and previous, if any), location(s) of stockpiled petroleum-contaminated soil, buildings, and cross streets on the site map indicated above.
- A copy of the UST Closure Inspection Report and the UST Plan Review documents;
- Certificate(s) of UST destruction; and
- Liquid rinsate disposal information.

If a release is confirmed during the UST removal action, 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/>.

### **Project Costs and Reimbursement**

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

To receive reimbursement, the applicant must demonstrate eligibility for payment of the approved TSI program action. The submittal of appropriate regulatory reports is 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. Field notes or timesheets should be provided to support these items.

### **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 removal - Costs for the abandonment in place of an underground storage tank system.
- UST removal - Removal or replacement of canopy
- UST removal - Building demolition
- UST removal - Replacement of water lines or other utilities
- UST removal - Compensation for loss of business
- UST removal - USTs storing hazardous substances or hazardous waste
- UST removal - Permanent closure of ASTs
- UST removal - Permanent closure of vaulted USTs
- UST removal - Removal or replacement of signage
- UST removal - Partial permanent closure of the UST system (e.g. permanent closure of the tanks but not the piping)
- All costs associated with above-ground storage tanks or tanks that are otherwise not regulated under ADEQ's UST program.

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- 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 on-site.
- 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.

### **Proof of Payment and Payment Assignment**

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 ProcureAZ.

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 form GAO-618 ACH Vendor Authorization.

Submit completed ACH Vendor Authorization forms to:

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

## Tank Site Improvement Program Application Submittal

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.

A hard copy of the completed application and associated attachments is required to be submitted for evaluation. Mail or hand deliver this completed form and all attachments to:

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

Although ADEQ is not set up at this time to accept only electronic submittals, 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.

*Note: If you choose to submit your submittal electronically, the submittal date of the application will be the date the department receives the hard copy, not the electronic copy. The electronic submittal will not take the place of a hard copy submittal.*

To submit the TSI application form electronically,

- 1) Save the file and then name the application using the following specifications:  
The file name for should start with the application date, facility number, TSIPApp, USTRemoval:  
YYYY\_MM\_DD\_0-001234\_TSIPApp\_USTRemoval
- 2) Send the application and all attachments to [usttsi@azdeg.gov](mailto:usttsi@azdeg.gov).