



UNDERGROUND STORAGE TANK (UST) PREAPPROVAL PROGRAM CORRECTIVE ACTION INFO PACKET

The following steps will serve as a guide and checklist to assist in completing the Corrective Action stage of the Preapproval Program. Preapproval Reimbursement Requests will not be approved until all of the documents indicated below have been submitted.

Step 1. Notify ADEQ 48 Hours Prior to Field Work

As work is being performed according to approved Implementation Schedule and Cost Sheets, ADEQ may conduct site visits. Please notify ADEQ at least 48 hours prior to conducting field work. ADEQ recommends using the Field Work Notification Form.

Notified ADEQ 48 Hours Prior to Field Work	<input type="checkbox"/>
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Step 2. Conduct Approved Corrective Action

Documenting corrective actions is an essential part of supporting preapproved work and costs. ADEQ recommends collecting data consistent with what is provided on the Daily Field Report Form. As previously stated, only preapproved costs are eligible for reimbursement under this program. If it is determined that the preapproved scope of work cannot be implemented as approved while in the field, Applicants should call the case manager or use the UST Hotline to receive verbal approval prior to implementing the change. This must be followed up with the submittal of the Change Notice Form to ADEQ within 48 hours.

Note: To be eligible for reimbursement, a change notice must be approved by ADEQ before implementation of the change notice.

Conducted Approved Corrective Action	<input type="checkbox"/>
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Step 3. Submit an Updated e-Table for ADEQ Approval

To demonstrate compliance with preapproved schedule and preapproval objectives, ADEQ recommends updating the e-Table Template after each sampling event. In order to facilitate a timely Reimbursement Request review, an updated e-Table should be submitted to ADEQ for review prior to submitting the Reimbursement Request.

Submitted an Updated e-Table for ADEQ Approval	<input type="checkbox"/>
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Below is a guide for submissions.

Email Submittals

- Email documents to: ADEQ Case Manager
- Use the following Subject line format:
[Date]_[Four-Digit Leaking UST Number]_[Cost Sheet #]_Preapproval Corrective Action
“YYYY.MM.DD_XXXX_COX_R0X_Preapproval Corrective Action”
- Save and submit documents with the following file naming convention:
[Date]_[Four-Digit Leaking UST Number]_[Cost Sheet #]_[Change Notice # if applicable]_[Submittal Description]
“YYYY.MM.DD_XXXX_COX_Field Work Notification”
“YYYY.MM.DD_XXXX_COX_CN0X_Change Notice”
“YYYY.MM.DD_XXXX_COX_e-Table”

ShareFile Submittals (for large files):

Due to the size of some of the files, an ADEQ ShareFile folder may be established to facilitate the transfer of such files. After receiving an email from the ADEQ ShareFile site, click the account activation link contained in the email and follow the instructions. If this step has been previously performed, the account activation will not need to be performed again. Once the account has been activated, the ShareFile site can be used for the transfer of larger files. A notification will be sent every time a file is uploaded. When using the ShareFile site, the files should be uploaded to the appropriate Leaking UST folder using the same naming convention as indicated above.