



UNDERGROUND STORAGE TANK (UST) TANK SITE IMPROVEMENT PROGRAM (TSIP) REIMBURSEMENT REQUEST CHECKLIST FOR BASELINE ASSESSMENT

For ADEQ to process your reimbursement, make sure your submittal includes all the requirements listed below.

Failure to include all of the required documents will result in denial of your request or delays in processing your reimbursement request. If you have questions about reimbursement, please contact ADEQ at 602-771-4351 or usttsi@azdeq.gov.

Requests will not be accepted until after:

Baseline assessment report (https://static.azdeq.gov/forms/ust_baseline_assesment.pdf) has been submitted to ADEQ by email at USTCAS@azdeq.gov and also a hard copy sent to:

Arizona Department of Environmental Quality
Attn: Leak Prevention Unit
1110 West Washington Street
Phoenix, Arizona 85007

Reimbursement request **must** include the following:

- Completed Applicant Certification Statement
- Completed Environmental Consultant Certification Statement
- Completed Certification Statement for any Others Paid by Applicant (only if paid by Applicant directly; example: environmental laboratory)
- Invoice from Environmental Consultant to Applicant
- Invoice from Others Paid to Applicant (only if paid by Applicant directly)
- Invoice Ledger
- Proof of Payment from Applicant to Environmental Consultant
Acceptable proof of payment includes copies of cancelled checks or bank statements. Payments must be from the Applicant. Invoices paid by the Authorized Individual or other entities will not be acceptable.
- Proof of Payment from Applicant to Others Paid (only if paid by Applicant directly)

For faster reimbursement, follow the submittal instructions for the ACH Authorization Form (GAO-618) for direct deposit located at <https://gao.az.gov/publications/forms>.