



**TANK SITE IMPROVEMENT PROGRAM (TSIP)
APPLICATION FOR UST BASELINE ASSESSMENT (A.R.S. § 49-1071)**

ADEQ received stamp:

Any costs for work conducted prior to the approval of the TSIP application will not be eligible for reimbursement.

After receiving approval of the TSIP application the applicant will be responsible for managing the project and paying the costs upfront. The applicant will have **one year** from the date the TSIP application is approved to complete the work and to submit a request for reimbursement.

Reimbursement for purposes of completing a baseline assessment is limited to no more than \$40,000 (subject to reduction if funding was previously received under this program). The maximum amount of program funding available is limited to no more than \$300,000 per facility. If you would like more information about what is required for reimbursement, refer to the TSIP Reimbursement Request Packet:
http://static.azdeq.gov/ust/tsip_reimbursement_packet.zip.

We want you to be aware that your insurance policy may require you to provide them PRIOR notice of certain tank-related activities. **Prior to conducting the UST related activities, you should check with your UST insurance (if applicable) to verify policy requirements.** To preserve your rights to make a claim if contamination is found, you must comply with all the conditions in your policy. Don't take the risk that you will have to pay for clean-up because you did not know your policy requirements.

Section 1 – General Information

UST Facility ID: 0-0_____ Facility Name: _____

UST Facility Address: _____ City _____

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

Other (please describe): _____

Estimated field work date (month and year): _____

Explain why you are conducting a baseline assessment in the box below (please include if you are having any issues with your Financial Responsibility (e.g. pollution liability insurance) mechanism):

Section 2 – Applicant Information

Applicant must be the UST owner, UST operator, and/or Property Owner to be eligible for reimbursement. You can verify the UST owner of the facility at http://legacy.azdeq.gov/databases/ustsearch_drupal.html

Name of Applicant: _____
Applicant name should match the legal name (including Trade Name, if applicable) on file with the Internal Revenue Service (IRS) or Arizona Corporate Commission (ACC) for the business entity or individual.

If Applicant is not an individual - The Authorized Individual listed below should be a bona fide employee of the Applicant or their legal representative. **Please provide documentation showing the Authorized Individual has the authority to represent the Applicant as Attachment A.** Examples include information from the Arizona Corporation Commission, written authorization on company letterhead, etc.

Name and Title of Applicant’s Authorized Individual:

Mr. or Ms. _____
 Name of Authorized Individual Title of Authorized Individual

All correspondence will be sent to the address below.

Applicant Address: _____
 City: _____ State: _____ Zip Code: _____
 Primary Phone: _____ Secondary Phone: _____
 Email: _____

If the Applicant has not received payment from ADEQ in the last two years, submit a completed substitute W-9 form as Attachment D. The link to this form is: <https://gao.az.gov/afis/vendor-information>. The W-9 form should be submitted to ADEQ with the TSIP application.

The linked substitute 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 via Direct Deposit. The ACH form should be submitted to the General Accounting Office, not ADEQ.

Section 3 – Other Information

If the Applicant is not the Property Owner, please provide the information below:

Property Owner Name: _____
 Phone Number: _____ Email: _____

I have authorization from the Property Owner regarding the proposed scope of work.

If the Applicant is not the UST Owner, please provide the information below:

UST Owner Name: _____
 Phone Number: _____ Email: _____

I have authorization from the UST Owner regarding the proposed scope of work.

If the Applicant is not the UST Operator, please provide the information below:

UST Operator Name: _____

Phone Number: _____ Email: _____

I have authorization from the UST Operator regarding the proposed scope of work.

Section 4 – Contractor Information

Bids must be from vendors who meet professional registration requirements. For baseline assessment 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.

If unknown contamination is identified during the baseline assessment, UST system tightness testing is required to evaluate the existing UST system. **If tightness testing is required, testing must be conducted by an ADEQ-certified UST Service Provider (certified for tightness testing).**

Environmental Consultant Name (Company): _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Registered Professional (Individual): _____

AZ BTR Registration No. for the Registered Professional: _____

Phone _____ Email _____

Section 5 – Scope of Work Information

Important: We strongly recommend collecting soil samples at multiple depths from each sampling location to assist in determining the extent of a potential release during this field event. The additional data may be used to evaluate if the release can be closed without requiring the time and increased cost of another investigative field event to collect additional samples. Field equipment, such as photoionization detectors (PIDs), may not always indicate the potential of a release while conducting work in the field. Therefore, ADEQ highly recommends collecting soil samples at multiple depths from all soil sampling locations.

Complete the table below for the proposed sampling scope of work. Please keep in mind that samples must also be collected at any location where evidence may indicate that a release has occurred, such as stained soils, odors, vapors, and free product. If soil vapor and/or groundwater samples will also be collected, please note it in the table.

Location	Number of Distinct Sample Locations	Number of samples to be analyzed for VOCs + TICs	Number of samples to be analyzed for PAHs	Number of samples to be analyzed for TEL	Number of samples to be analyzed for RCRA Metals
UST Basin					
Piping Trenches					
Dispensers					
Contingency					

Information on ADEQ’s sample analytical requirements is here: http://static.azdeq.gov/ust/analytical_data.pdf

Will soil samples be collected at multiple depths at each sampling location? Yes No

If no, will select sample locations have samples collected at multiple depths?

Yes, please explain _____ No

Provide a site map or sketch that shows the current locations of buildings, cross streets, proposed sample locations, and the known or estimated locations of the tanks, piping, and dispensers as Attachment B.

Provide a brief description of the scope of work to be conducted. In addition, please identify any site specific details and describe how it affects the scope of work:

Note: The information below will be used to evaluate whether or not the work proposed meets regulatory requirements. Therefore, please provide sufficient detail of the proposed scope of work.

Section 6 – Bid Information

Type of Action	Maximum Amount Reimbursable	Total Bid Amount (\$)	Total Amount Requested (\$)
UST Baseline Assessment	\$40,000 per assessment		

Attach a copy of the contractor(s) bid with the required itemized detail as Attachment C.

Bid Detail Requirements:

- 1) The bid must include itemized unit/rate detail for personnel, heavy equipment, mileage, per diem, all associated items, and the total bid amount.

For example:

Description	Number of Units	Unit Rate (include units- \$/x)	Markup (\$) if applicable	Total Cost
Mileage	150 miles	\$0.445 / mile	\$0	\$66.75
Electrical Subcontractor	5 hours	\$120 / hour	\$60	\$660

- 2) Ensure the bid includes detail for the base scope of work and any anticipated contingencies.
- 3) If there are items/costs on the quote that are not being requested for reimbursement, either exclude those costs from the application or strike through them to indicate that they are not being requested. Ineligible costs should not be included in the total amount requested. **Please see the Appendix for a list of common ineligible costs.**
- 4) Markup is only permitted on subcontractor costs and is limited to a maximum of 10%. Markup must clearly be identified on the bid. Subcontractor invoices will need to be submitted with the reimbursement request.
- 5) Travel (mileage) and per diem rates are limited to the rates approved by the Arizona General Accounting Office <https://gao.az.gov/sites/default/files/5095%20Reimbursement%20Rates%20%20190102%20a.pdf>

Important: Any changes to the preapproved scope of work and/or bid must be approved by ADEQ before work is conducted. Failure to do so may result in non-payment. Notify ADEQ at usttsi@azdeq.gov regarding any proposed changes to the preapproved scope of work.

Section 7 – Tank Site Improvement Program Applicant Certification Statement

By signing below, I certify that I have read and understand the following:

Costs for work conducted prior to the TSIP application approval are not eligible for reimbursement.

Approval is subject to the availability of funding.

Work that takes place more than one year after the date that funds are approved for use is not eligible for reimbursement.

I am responsible for assuring that all work conducted will meet regulatory requirements.

I am responsible for controlling project costs.

Costs incurred that exceed the preapproved project amount are my responsibility and will not be eligible for reimbursement.

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.

Compliance deadlines associated with regulatory requirements are not affected by my participation in this program.

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

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.

The actions and costs included in this submittal have not been and will not be covered by insurance or another financial responsibility mechanism, or another State program.

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 (e.g., President, Treasurer, etc.):

Section 8 – Tank Site Improvement Program Environmental Consultant Certification Statement

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.

Environmental Consultant Name (Company): _____

AZ Registered Professional (Individual) Name: _____

AZ Professional Registrant Signature: _____ Date: _____

Attachment A

Documentation for Authorized Individual

Note: If Applicant is not an individual - The Authorized Individual listed below should be a bona fide employee of the Applicant or their legal representative. Please provide documentation showing the Authorized Individual has the authority to represent the Applicant. Examples include information from the Arizona Corporation Commission, written authorization on company letterhead, etc.

Attachment B

Site Map of Existing UST System

Note: The map should include current locations of buildings, cross streets, **proposed sample locations**, and the known or estimated locations of the tanks, piping, and dispensers.

Attachment C

Copy of Contractor(s) Bid

Attachment D

Substitute W-9 Form

The substitute W-9 form can be found here: <https://gao.az.gov/afis/vendor-information>

UST PROGRAM APPLICATION SUBMITTAL INSTRUCTIONS

Important: Submittal of a complete and accurate application allows for more timely review of your submittal. ADEQ may request further information or clarification of the information received in order to process the application. A complete application includes:

- Application Form** with signed certification statements (pages 1 through 6)
- Attachment A:** Documentation for Authorized Individual
- Attachment B:** Site Map of Existing UST System and Proposed Sampling Locations
- Attachment C:** Copy of Contractor(s) Bid
- Attachment D:** Substitute W-9 Form

If you have questions on how to complete the application, please contact ADEQ at 602-771-2000 or email us at usttsi@azdeq.gov.

HOW TO SUBMIT:

You may submit the application electronically or hard copy.

For electronic submittals, email the application and all attachments to usttsi@azdeq.gov.

For hard copy submittals, mail or hand-deliver the application and all attachments to the below address:

Attention: UST - TSIP
Arizona Department of Environmental Quality
1110 West Washington Street
Phoenix, AZ 85007

Note: A hard copy is not required to be submitted to ADEQ if you submitted the application, all attachments, and signature pages by email.

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.

Appendix – General Information for UST Baseline Assessments

The following represents general requirements and considerations for conducting a release confirmation action under this program. **The applicant and their selected contractor(s) are responsible for ensuring that all work shall follow the UST requirements set forth in federal, state and municipal statutes, regulations, policies and/or guidelines and conditions of funding approval.** The baseline assessment shall meet the requirements of A.R.S. § 49-1052. The *UST Baseline Assessment Guidance Document* (http://static.azdeq.gov/ust/ust_baseline_assessment_guide.pdf) and *UST Baseline Assessment Report Form* (http://static.azdeq.gov/forms/ust_baseline_assesment.pdf) are available on the ADEQ website.

Scope of Work

ADEQ recommends that Applicants verify qualification standards for their contractor(s) and evaluate the contractors' experience with previous projects. ADEQ also recommends that the Applicant's contractor(s) conduct a site visit prior to preparation of a proposal. The contractor(s) should prepare a summary that identifies site specific considerations and potential issues.

At a minimum, the contractor's bid should include a brief description of how the location of sample collection and analyses will be determined based on site specific conditions and may include:

- Review of existing files
- Soil borings and soil sampling, groundwater sampling, soil vapor sampling
- Other activities used to evaluate any impacts to the property from areas potentially impacted by hydrocarbon releases
- Determine if an unknown release as described in A.R.S. §49-1052 is present at the facility
- Tightness testing conducted due to unidentified contamination identified
- Preparation of the *UST Baseline Assessment Report Form* (http://static.azdeq.gov/forms/ust_baseline_assesment.pdf)

The Applicant and their selected contractor(s) must address traffic control and its associated costs when appropriate for safety. 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.

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.

Prior to undertaking any subsurface work, the Applicant and their selected contractor(s) 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.

ADEQ requests that you provide notification at least one week prior to conducting field work by emailing usttsi@azdeq.gov.

Sampling Activities

When estimating the location and number of samples required, refer to the *Baseline Assessment Guidance Document* located here: http://static.azdeq.gov/ust/ust_baseline_assessment_guide.pdf. If groundwater is encountered, a sample shall be collected.

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.

All soil, soil vapor, groundwater samples shall be analyzed in accordance with the *Analytical Data Information* sheet on ADEQ's website: http://static.azdeq.gov/ust/analytical_data.pdf. Select the appropriate analytical methods based on the last known and all likely historic contents of the UST. The *Analytical Data Information* sheet also includes information on fuel additives and their usage dates.

There are several highly volatile chemicals found in current fuel blends identified in the following table below. Soil vapor is often the best media to sample for these additives, which may indicate a recent and/or ongoing release.

Chemical Additives				
Butane	Methylcyclohexane	Heptane	Methanol	n-pentane
Cyclohexane	Ethanol	n-hexane	n-Octane	2,2,4 Trimethylpentane

Reporting

Information gathered during the baseline assessment must be reported on the *Baseline Assessment Report Form* located here: http://static.azdeq.gov/forms/ust_baseline_assesment.pdf.

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. The *UST Release 24-Hour Release Notification* form is available on the ADEQ website at http://static.azdeq.gov/forms/lust_24hr_release_notif_cont.pdf.

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:

- Costs for equipment and/or materials before the date of TSIP approval.
- Other costs, excluding equipment and materials, which are incurred before the date of TSIP approval (e.g. labor, equipment rentals, per diem, etc).
- 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 - <https://gao.az.gov/sites/default/files/5095%20Reimbursement%20Rates%20%20190102%20a.pdf>. Only the actual costs amounts up to the approved limits will be approved for each meal.
- 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.
- Administrative overhead charges.
- Unapproved cost of the property owner’s employee or equipment.