



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

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:

UST permanent closure report (https://static.azdeq.gov/forms/ust_pc_assessment.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

Notification Form (Long Form) (https://static.azdeq.gov/forms/ust_notif_long.pdf) for UST closure has been submitted to ADEQ by email at USTNotificationFormSubmittal@azdeq.gov

Reimbursement request **must include the following:**

- Completed Applicant Certification Statement
- Completed Environmental Consultant Certification Statement
- Completed UST Service Provider Certification Statement
- Completed Certification Statement for any Others Paid by Applicant (only if paid by Applicant directly; example: UST equipment distributor)
- Invoice from Environmental Consultant/UST Service Provider to Applicant (whichever was paid by Applicant directly)
- Invoice from Others Paid to Applicant (only if paid by Applicant directly)
- Invoice Ledger
- Proof of Payment from Applicant to Environmental Consultant/UST Service Provider (whichever was paid by Applicant directly)
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>.



**UNDERGROUND STORAGE TANK (UST)
TANK SITE IMPROVEMENT PROGRAM (TSIP)
REIMBURSEMENT REQUEST CHECKLIST FOR
OVER-EXCAVATION (IN ADDITION TO UST REMOVAL)**

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:

- There is a preapproved TSIP UST removal application
- 24 hour suspected release report (https://static.azdeq.gov/forms/lust_24hr_release_notif_cont.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

AND/OR documentation of field observations available/submitted (e.g. elevated PID readings or stained soil observations in UST closure report or UST closure inspection report)

- Over-excavation work conducted includes removal and disposal of stained/petroleum-contaminated soil that was found in the tank basin and/or piping trenches during UST removal to expedite cleanup of a release

Reimbursement request must include the following:

- Invoice from Environmental Consultant/UST Service Provider to Applicant identifying costs specific to over-excavation (whichever was paid by Applicant directly)
- Invoices related to over-excavation are included on the Invoice Ledger
- Proof of payment from Applicant to Environmental Consultant/UST Service Provider related to over-excavation if not previously included in proof of payment for UST Removal (whichever was paid by Applicant directly)
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.
- Site map that clearly identifies the boundaries and measurements (length, width, and depth) of the over-excavation

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>.