



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

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 system testing has been completed (see below for details)
- UST manufacturer equipment installation checklists/product warranty sheets have been completed (see below for details)

Note: There may be additional manufacturer checklists/product warranty sheets not listed above that UST owners and operators should keep for their records (such as spill buckets, overfill, etc.).

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

Reimbursement request **must** include the following:

- Completed Applicant 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 UST Service Provider to Applicant
- Invoice from Others Paid to Applicant (only if paid by Applicant directly)
- Invoice Ledger
- Proof of Payment from Applicant to UST Provider
 - 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)
- UST Equipment Manufacturer Installation Checklists/Product Warranty Sheet(s)
 - Tanks
 - Piping
 - ATG
 - UDC
- UST System Testing Results (if not previously verified by ADEQ inspector during installation inspections)
 - Tank tightness testing
 - Overfill prevention certification/verification
 - Spill bucket testing
 - Line tightness testing
 - Line leak detector testing
 - ATG monitor certification
 - Tank top/STP sump testing
 - UDC testing

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>.