



SITE CHECK/SITE ASSESSMENT CHECKLIST

FOR UNDERGROUND STORAGE TANKS

UST ID #: _____

County: _____

This checklist certifies that site check or site assessment activities were performed in accordance with Chapter 173-360A WAC. Instructions are found on the last page.

I. UST FACILITY		II. OWNER/OPERATOR INFORMATION			
Facility Compliance Tag #:		Owner/Operator Name:			
UST ID #:		Business Name:			
Site Name:		Address:			
Site Address:		City:	State:	Zip:	
City:		Phone:			
Phone:		Email:			
III. CERTIFIED SITE ASSESSOR					
Service Provider Name:			Company Name:		
Cell Phone:	Email:		Address:		
Certification #:	Exp. Date:	City:	State:	Zip:	
IV. TANK INFORMATION					
TANK ID	TANK CAPACITY	LAST SUBSTANCE STORED	DATE SITE CHECK OR ASSESSMENT CONDUCTED		
V. REASON FOR CONDUCTING SITE CHECK/SITE ASSESSMENT (check one)					
<input type="checkbox"/> Release investigation following permanent UST system closure (i.e. tank removal or closure-in-place).					
<input type="checkbox"/> Release investigation following a failed tank and/or line tightness test.					
<input type="checkbox"/> Release investigation following discovery of contaminated soil and/or groundwater.					
<input type="checkbox"/> Release investigation directed by Ecology to determine if the UST system is the source of offsite impacts.					
<input type="checkbox"/> UST system is undergoing a "change-in-service", which is changing from storing a regulated substance (e.g. gasoline) to storing a non-regulated substance (e.g. water).					
<input type="checkbox"/> Directed by Ecology for UST system permanently closed or abandoned before 12/22/1988.					
<input type="checkbox"/> Other (describe):					

VI. CHECKLIST

**The site assessor must check each of the following items and include it in the report.
Sections referenced below can be found in the Ecology publication
*Guidance for Site Checks and Site Assessments for Underground Storage Tanks.***

	YES	NO
1. The location of the UST site is shown on a vicinity map.	<input type="checkbox"/>	<input type="checkbox"/>
2. A brief summary of information obtained during the site inspection is provided (Section 3.2)	<input type="checkbox"/>	<input type="checkbox"/>
3. A summary of UST system data is provided (Section 3.1)	<input type="checkbox"/>	<input type="checkbox"/>
4. The soils characteristics at the UST site are described. (Section 5.2)	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there any apparent groundwater in the tank excavation?	<input type="checkbox"/>	<input type="checkbox"/>
6. A brief description of the surrounding land use is provided. (Section 3.1)	<input type="checkbox"/>	<input type="checkbox"/>
7. The name and address of the laboratory used to perform analyses is provided. The methods used to collect and analyze the samples, including the number and types of samples collected, are also documented in the report. The data from the laboratory is appended to the report.	<input type="checkbox"/>	<input type="checkbox"/>
8. The following items are provided in one or more sketches:		
• Location and ID number for all field samples collected	<input type="checkbox"/>	<input type="checkbox"/>
• If applicable, groundwater samples are distinguished from soil samples	<input type="checkbox"/>	<input type="checkbox"/>
• Location of samples collected from stockpiled excavated soil	<input type="checkbox"/>	<input type="checkbox"/>
• Tank and piping locations and limits of excavation pit	<input type="checkbox"/>	<input type="checkbox"/>
• Adjacent structures and streets	<input type="checkbox"/>	<input type="checkbox"/>
• Approximate locations of any on-site and nearby utilities	<input type="checkbox"/>	<input type="checkbox"/>
9. If sampling procedures are different from those specified in the guidance, has justification for using these alternative sampling procedures been provided? (Section 3.4)	<input type="checkbox"/>	<input type="checkbox"/>
10. A table is provided showing laboratory results for each sample collected including; sample ID number, constituents analyzed for and corresponding concentration, analytical method, and detection limit for that method. Any sample exceeding MTCA Method A cleanup standards are highlighted or bolded.	<input type="checkbox"/>	<input type="checkbox"/>
11. Any factors that may have compromised the quality of the data or validity of the results are described.	<input type="checkbox"/>	<input type="checkbox"/>
12. The results of this site check/site assessment indicate that a confirmed release of a regulated substance has occurred. The requirements for reporting confirmed releases can be found in WAC 173-360-372.	<input type="checkbox"/>	<input type="checkbox"/>

VII. REQUIRED SIGNATURES

Signature acknowledges the Site Check or Site Assessment complies with UST regulations WAC 173-360A-0730 through 0750.

Print or Type Name

Signature of Certified Site Assessor

Date

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INSTRUCTIONS

This checklist must accompany the results of a Site Check Report, which is performed if a release of petroleum or other regulated substance is suspected. It is also required to accompany a Site Assessment Report, which is required following the permanent closure or “change-in-service” of an underground storage tank system. This form is required to be filled out whether or not contamination is found. This checklist is to be completed by the Site Assessor and submitted **within thirty days of completing** these activities to the following address:

Dept. of Ecology
UST Section
PO Box 47655
Olympia, WA 98504-7655

- I./II. UST Facility and Owner/Operator Information:** Fill out these sections completely. If you do not know your UST ID number, include the facility compliance tag number.
- III. Service Provider Information:** It is the responsibility of the ICC-certified Site Assessor to ensure that sampling and documentation procedures are completed in accordance with Ecology’s *Guidance for Site Checks and Site Assessment for Underground Storage Tanks*.
- IV. Tank Information:** Use the same Tank identification numbers listed on the facility’s Business License which is based on the most recent UST Addendum on file with Ecology. List the last substance stored in each tank, the tank sizes and the date the site check or site assessment was completed.
- V. Required Signature:** The Site Assessor signature certifies these procedures were followed.

All confirmed releases must be reported to Ecology by the owner within 24 hours and by service providers within 72 hours of discovery. A Site Characterization Report must be submitted to Ecology within 90 days after confirming a release.

Further questions? Please contact your regional office below and ask for a tank inspector to assist you.

Regional Office	Counties Served
Central (509) 575-2490	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Eastern (509) 329-3400	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
HQ (360) 407-7170	Federal facilities in Western Washington
Northwest (425) 649-7000	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom
Southwest (360) 407-6300	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum

or find a complete list of UST inspectors at:
www.ecy.wa.gov/programs/tcp/ust-lust/people.html