



30-DAY NOTICE

FOR UNDERGROUND STORAGE TANK SYSTEMS

UST ID #: _____

County: _____

This form provides Ecology 30-days' advanced notice for projects, as required by Chapter 173-360A WAC. Instructions are on the back page.

Please ✓ the appropriate box: Intent to Install Intent to Close Change-in-Service

I. SITE INFORMATION			II. OWNER/OPERATOR INFORMATION			
Tag or UBI # (if applicable):			Owner/Operator Name:			
UST ID # (if applicable):			Business Name:			
Site Name:			Mailing Address:			
Site Address:			City:	State:	Zip:	
City:			Phone:			
Phone:			Email:			
III. CERTIFIED SERVICE PROVIDER(S)						
Check the appropriate boxes. If more than one service provider is required for this project, fill out both sections.						
Note: Individuals performing UST services MUST be ICC-certified or have passed another qualifying exam approved by the Department of Ecology.						
1) <input type="checkbox"/> Installer <input type="checkbox"/> Decommissioner <input type="checkbox"/> Site Assessor						
Company Name:			Certification Type:			
Service Provider Name:			Cert. No.:		Exp. Date:	
Provider Phone:			Provider Email:			
2) <input type="checkbox"/> Installer <input type="checkbox"/> Decommissioner <input type="checkbox"/> Site Assessor						
Company Name:			Certification Type:			
Service Provider Name:			Cert. No.:		Exp. Date:	
Provider Phone:			Provider Email:			
IV. TANK AND/OR PIPING INFORMATION						
TANK ID	TANK CAPACITY	SUBSTANCE STORED	PIPING		DATE PROJECT IS EXPECTED TO BEGIN	COMMENTS
			INSTALLATION OR REPLACEMENT ONLY (Y/N)			

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GENERAL INSTRUCTIONS

Under WAC 173-360A-0300, 173-360A-0810 and 173-360A-0820, owners and/or operators are required to notify the Department of Ecology (Ecology) **at least 30 days prior** to beginning underground storage tank (UST) and/or piping installation, decommissioning, or change-in-service projects by mailing this notice to the address below. A separate form must be used for each project type (e.g. install, removal). Once this form is received by Ecology, it is date-stamped and returned to the owner/operator listed on the form. Installation and decommissioning projects cannot begin within the first 30 days after the date stamped on this form unless the wait-period has been waived by a regional Ecology UST inspector. If a project cannot meet the deadlines described below, an additional 30-Day Notice may be required.

Department of Ecology
Underground Storage Tank Section
PO Box 47655
Olympia, WA 98504-7655

SITE AND OWNER/OPERATOR INFORMATION

Fill in the site/owner information completely. The contact person listed on this form must confirm the exact date an installation or decommissioning project will begin by contacting the regional UST inspector **at least 3 business days** before proceeding.

INSTALLATION/REPLACEMENT OF TANK AND/OR PIPING

Installation projects must begin within 90 days of the date stamped on this notice. Complete the Tank Information section by assigning Tank ID numbers that have not previously been used at the facility. Once processed, this form allows a one-time drop of product for UST system testing purposes only. The fuel drop is not required to occur within the 90-day period. Once your tank(s) store more than one inch of product, leak detection equipment and monitoring must be in place.

To receive additional deliveries and operate the new tanks/piping, you must submit the [Business License application, UST Addendum](#), and the tank/piping Manufacturer's Installation Checklists to the Department of Revenue (DOR) **within 30 days** of completing the installation. This activates the mailing of your Business License with tank endorsement(s) from DOR and the facility compliance tag from Ecology.

If only piping is being installed or replaced piping, the ICC-certified installer must certify the installation by completing the [Retrofit/Repair Checklist](#) with the Manufacturer's Installation Checklist and submitting it to the owner/operator. The form packet must be submitted by the owner/operator to Ecology **within 30 days** of completing the piping installation.

PERMANENT CLOSURE OF TANK AND/OR PIPING

Decommissioning projects must be completed within 90 days after the date stamped on this returned notice. Complete the Tank Information section using Tank ID numbers listed on the Business License. Use the Comments box to include additional information, such as the date when product was removed from both the piping and the tank to less than one inch.

Contact your local fire marshal and planning department prior to tank closure to procure any permits required by county or other local jurisdictions. Compliance with the State Environmental Policy Act (SEPA) Rules, Chapter 197-11 WAC may also apply.

A site assessment is required at the time of closure. If contamination is not discovered, a site assessment report must be submitted to the above address **within 30 days**. If contamination is discovered or confirmed, it must be reported to the appropriate Ecology regional office **within 24 hours** and a site characterization report must be submitted to the above address **within 90 days**.

The following are some examples of tanks that are exempt from the UST regulations.

- ❖ Farm or residential tanks, 1,100 gallons or less, used to store motor fuel for personal or farm use only.
The fuel must be used for farm purposes and cannot be for resale.
- ❖ Tanks used for storing heating oil that is used solely for the purpose of heating the premises.
- ❖ Tanks with a capacity of 110 gallons or less.
- ❖ Emergency overflow tanks, catch basins, or sumps.

If you need this document in a format for the visually impaired, call Toxics Cleanup Program at (360) 407-7170. Persons with hearing loss can call 711 for Washington Relay Service. Persons with speech disability, call (877) 833-6341.