



# FUEL REQUEST

## FOR UNDERGROUND STORAGE TANKS (USTs)

UST ID #: \_\_\_\_\_

County: \_\_\_\_\_

*This form is used to request a one-time fuel drop for testing purposes only.  
Instructions are on the back page.*

I. UST FACILITY	II. OWNER/OPERATOR INFORMATION
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Facility Compliance Tag #:	Owner/Operator Name:
UST ID #:	Business Name:
Site Name:	Address:
Site Address:	City: State: Zip:
City:	Phone:
Site Phone:	Email:

### III. TANK INFORMATION (for tanks needing a one-time fuel drop)

TANK ID	TANK PRE-TEST* RESULT (PASS/FAIL)	TANK CAPACITY	SUBSTANCE TO BE STORED

### IV. CHECKLIST

- Proof of tank insurance or financial responsibility is attached.
- UST equipment (see instructions) is functioning per manufacturer specifications and UST regulations. Proof is attached.
- Tank(s) # \_\_\_\_\_ **PASSED** the pre-test\* and a FUEL DROP is requested. Test results attached.
- Tank(s) # \_\_\_\_\_ **FAILED** the pre-test\* and Ecology was notified within 24 hours. Test results attached.

### V. SERVICE PROVIDER INFORMATION

Company Name:	Provider Name:
Address:	Certification Type:
City: State: Zip:	Cert. Number: Exp. Date:
Provider Cell Phone:	Provider Email:
<b>Service Provider Signature:</b>	<b>Date:</b>

### VI. FUEL DISTRIBUTOR INFORMATION

Fuel Distributor Co.:	Phone:	Email:
<b>Prior to delivering fuel, the distributor must verify this form includes an Ecology signature (within the last 30 days) and a PASS result is next to each tank receiving fuel.</b>		

### VII. OWNER/OPERATOR SIGNATURE

*Signature acknowledges UST(s) comply with WAC 173-360A.*

Date	Signature of Tank Owner or Authorized Representative	Print or Type Name
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*Owner/operator must fill out the top section and submit to Ecology for signature.*

### VIII. ECOLOGY SIGNATURE (required to receive one-time fuel drop)

UST Inspector:	Phone:	Email:
<b>Inspector Signature:</b>	<b>Date:</b>	

**FUEL REQUEST EXPIRES 30 DAYS AFTER THE DATE SIGNED BY INSPECTOR.**

## INSTRUCTIONS

This *Fuel Request* form must be submitted with passing results of a pre-test\* in order to receive approval for a fuel delivery to an empty tank, since some third-party certified tightness test\*\* methods require fuel to conduct the test. Once the Fuel Request is approved, a third-party certified tightness test\*\* may be conducted as a requirement to bring a temporarily closed tank back into operation. If a tightness test\*\* method allows for testing on an empty tank, this form is not required. To be approved for a one-time fuel delivery, submit this completed form along with supporting documentation to the Ecology region where the UST facility is located (see region location information below).

- I./II. Site and Owner/Operator Information:** If the UST ID number and/or the facility compliance tag number are unknown, call an Ecology office listed below.
- III. Tank Information:** Use the same Tank IDs that are listed on the facility's Business License, ensure the tank fees are current and paid. Fill out the results of the pre-test\*.
- IV. Checklist:** Attach proof of tank insurance (or financial responsibility), proof the UST system is operating properly, including leak detection equipment, corrosion protection (if applicable), and the results of the pre-test\*. If any tank fails the pre-test\*, Ecology must be notified within 24 hours and no fuel may be delivered to that tank.
- V. Service Provider Information:** By signing this section, the ICC-certified tester certifies testing was conducted in accordance with the manufacturer's requirements and the results have been provided to the owner/operator.
- VI. Fuel Distributor Information:** The fuel distributor must verify this form includes an Ecology signature and passing results for each tank that will be receiving fuel for testing. The distributor may drop a minimum amount of fuel for testing purposes **within 30 days** of the Ecology signature date.
- VII. Owner/Operator Signature:** By signing this section, the owner/operator attests the UST system(s) are in compliance with the UST regulations. The owner/operator is responsible for attaching the required documents listed in the instructions for Section IV.
- VIII. Ecology Signature:** After review of the submitted documents, Ecology will fill out Section VIII and return this form to the owner/operator address listed in Section II. Ecology recommends scheduling the testing as soon as possible after a delivery to reduce the risk of a release to the environment.

**\*Pre-test** – Prior to receiving approval for a fuel delivery, you may be required to test your tank for a leak using a pressure decay test, interstice pressure test, or other empty tank method. Check with your tank service provider to determine the best pre-test method for your tank.

**\*\*Tightness test** – This test must be third-party certified and conducted by an ICC-certified Tank Tightness Tester. Some test methods cannot be conducted on empty tanks and piping.

Prior to receiving additional fuel deliveries, an [Operational Status Notice](#) with passing tank tightness test results must be submitted to Ecology within 30 days of bringing tanks back into service. After Ecology review, a new facility compliance tag will be issued, if applicable.

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

Regional Office	Mailing Address	Counties Served
Central (509) 575-2490	1250 W. Alder St. Union Gap, WA 98903	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Eastern (509) 329-3400	4601 N. Monroe Spokane, WA 99205	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
HQ (360) 407-7170	PO Box 47600 Olympia, WA 98504-7600	Federal facilities in Western Washington
Northwest (425) 649-7000	3190 160 <sup>th</sup> Ave. SE Bellevue, WA 98008-5452	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom
Southwest (360) 407-6300	PO Box 47775 Olympia, WA 98504-7775	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum

