ECOLOGO-G

Fuel Request

for Underground Storage Tanks (USTs)

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

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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: | | | | | | | | | | | |
| 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** | | | | |
|  | | |  | | | | | | |  | | | | | |  | | | | |
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| **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: | | | | | | | | | | | |
| ***Service Provider Signature:*** | | | | | | | | | | | | | | | | | | ***Date:*** | | |
| **VI. Fuel Distributor Information** | | | | | | | | | | | | | | | | | | | | |
| Fuel Distributor Co.: | | | | | | | | Phone: | | | Email: | | | | | | | | | |
| **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.** | | | | | | | | | | | | | | | | | | | | |
| **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 | | | | | | |
| ***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: | | | | | | | | |
| ***Inspector Signature:*** | | | | | | | | | | | | | | | ***Date:*** | | | | | |
| ***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.*

|  |  |  |
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| **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 160th 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 |