

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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **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.*

|  |  |  |
| --- | --- | --- |
| **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. MonroeSpokane, WA 99205 | Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman |
| HQ (360) 407-7170 | PO Box 47600Olympia, WA 98504-7600 | Federal facilities in Western Washington |
| Northwest (425) 649-7000 | 3190 160th Ave. SEBellevue, WA 98008-5452 | Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom |
| Southwest (360) 407-6300 | PO Box 47775Olympia, WA 98504-7775 | Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum |