

UNDERGROUND STORAGE TANK CLOSURE/ASSESSMENT FORM

INSTRUCTIONS

Within **SIXTY DAYS** after completing a UST closure or change-in-service, this form, along with **two copies** of the following must be provided to the Underground Storage Tank & Remediation Division:

1. Site drawing;
2. Analytical results with chain-of-custody documents; and
3. Copies of all manifests, bills of lading or receipts for the disposition of the tank(s), tank contents, soil and waters.

All applicable information required on the form must be addressed
FORMS THAT ARE INCOMPLETE WILL BE REJECTED

After completion, the owner is to forward the completed form to:

LDEQ - UNDERGROUND STORAGE TANK & REMEDIATION DIVISION
Appropriate Regional Office
See attached mailing list or
USTRD Submittal information at www.deq.louisiana.gov

PROCEDURES TO BE FOLLOWED

The procedures which must be followed when performing a UST closure or change-in-service are provided in the "Underground Storage Tank Closure/Change-in-Service Guidance Document." To obtain a copy of the current document call the Underground Storage Tank & Remediation Division at (225) 219-3443, write to the address noted above, or visit our website at www.deq.louisiana.gov.

NOTICE

Chapter 13 of the UST Regulations requires that owners of USTs ensure that the contractor chosen to perform the UST closure/change-in-service employs an individual who holds a current Louisiana DEQ certificate for closure. The certified person must be present at the site and exercising responsible supervisory control during the closure/change-in-service process. A list of contractors who employ DEQ certified workers can be obtained from the Underground Storage Tank & Remediation Division, at (225) 219-3443, or on the web at www.deq.louisiana.gov.

The Underground Storage Tank & Remediation Division will distribute copies of the completed form as follows:

1. Original – LDEQ Main Office (EDMS)
2. Copy – UST Owner (after DEQ Regional Office processing)
3. Copy – USTRD HQ for TEMPO Entry

**Notification Of Intent To Perform A Closure Or Change-In-Service
To An Underground Storage Tank System**

Please direct all correspondence regarding UST Closures or Change-in-Service to
the appropriate regional office:

Acadiana Regional Office	Parishes Served
111 New Center Drive Lafayette, LA 70508 phone: (337) 262-5584 fax: (337) 262-5593 email: _DEQ-USTCompliance-ARO@la.gov	Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, Vermilion

Capital Regional Office	Parishes Served
ATTN: USTR Division - Surveillance Process P.O. Box 4312 Baton Rouge, LA 70821-4312 phone: (225) 219-3768 fax: (225) 325-8223 email: _DEQ-USTCompliance-CRO@la.gov	Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, St. Martin, Tangipahoa, West Baton Rouge, West Feliciana

Northeast Regional Offices	Parishes Served
1823 Hwy 546 West Monroe, LA 71292 phone: (318) 362-5439 fax: (318) 362-5448 email: _DEQ-USTCompliance-NERO@la.gov	Caldwell, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouchita, Richland, Tensas, Union, West Carroll
Kisatchie Central Office (Located in the Northeast Regional Office Service Area) 2800 S. MacArthur Drive Alexandria, LA 71301 phone: (318) 487-5656 fax: (318) 487-5927 email: _DEQ-USTCompliance-NERO@la.gov	Avoyelles, Catahoula, Concordia, Grant, La Salle, Rapides, Winn

Northwest Regional Office	Parishes Served
1525 Fairfield Ave, Room 520 Shreveport, LA 71101-4388 phone: (318) 676-7476 fax: (318) 676-7573 email: _DEQ-USTCompliance-NWRO@la.gov	Bienville, Bossier, Caddo, Claiborne, De Soto, Natchitoches, Red River, Sabine, Webster

Southeast Regional Office	Parishes Served
New Orleans Office 201 Evans Road, Building 4, Suite 420 New Orleans, LA 70123-5230 phone: (504) 736-7701 fax: (504) 736-7702 email: _DEQ-USTCompliance-SERO@la.gov	Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, St. John the Baptist, St. Charles, St. Tammany, Terrebonne, Washington
Bayou Lafourche Office (Located in the Southeast Regional Office Service Area) 125 Barataria St. Lockport, LA 70374 phone: (985) 532-6206 fax: (985) 532-9945 email: _DEQ-USTCompliance-SERO@la.gov	Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, St. John the Baptist, St. Charles, St. Tammany, Terrebonne, Washington

Southwest Regional Office	Parishes Served
1301 Gadwall Street Lake Charles, LA 70615 phone: (337) 491-2667 fax: (337) 491-2682 email: _DEQ-USTCompliance-SWRO@la.gov	Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, Vernon