Print Form

STATE OF LOUISIANA

NOTIFICATION OF INTENT TO PERFORM A CLOSURE OR CHANGE-IN-SERVICE TO AN UNDERGROUND STORAGE TANK SYSTEM

Please complete and return thirty (30) days prior to permanent UST system closure or change-in-service.

Return: **LDEQ- UNDERGROUND STORAGE TANKS DIVISION**
Appropriate Regional Office
See attached mailing list or USTD
Submittal info @ www.deq.louisiana.gov **Questions: (225) 219-3181**

DEQ Facility Number

DEQ AI Number

I. OWNERSHIP OF TANKS

IF OWNER'S ADDRESS CHANGED, PLEASE CHECK ☐

OWNER NAME (CORPORATION/INDIVIDUAL, ETC.)

MAILING ADDRESS

CITY STATE ZIP

PARISH/COUNTY

( )
TELEPHONE (INCLUDE AREA CODE)

NAME OF CONTACT

II. LOCATION OF TANKS

IF SAME AS SECTION I. PLEASE CHECK ☐

FACILITY NAME OR COMPANY SITE IDENTIFIER

STREET ADDRESS (P. O. BOX **NOT** ACCEPTABLE)

CITY STATE ZIP

PARISH

( )
TELEPHONE (INCLUDE AREA CODE)

CONTACT PERSON AT THIS LOCATION

III. TANK INFORMATION

DATE SCHEDULED FOR CLOSURE/REMOVAL OR CHANGE-IN-SERVICE _____

DEQ ASSIGNED TANK NUMBERS	SIZE OF TANK (GALLONS)	PRODUCT LAST STORED IN TANK	DEQ ASSIGNED TANK NUMBERS	SIZE OF TANK (GALLONS)	PRODUCT LAST STORED IN TANK

ATTACH CONTINUATION SHEETS IF NECESSARY

IV. TANK CLOSURE INFORMATION

A. **If the tank(s) are to be closed in place, indicate cleaning method and the type of fill material to be used:**

B. **Name of UST Certified Worker** _____ **Certificate No.** _____

C. **Name of Contracting Company** _____

D. **Name of laboratory to conduct sample analysis** _____

FORMS THAT INCLUDE "TO BE DETERMINED" OR "UNKNOWN" AS A RESPONSE WILL BE REJECTED

V. CERTIFICATION

I certify that the above information is correct to the best of my knowledge and that the appropriate UST Regional Office will be contacted seven days prior to performing the UST system closure or change-in-service. I agree if closure or change-in-service of the UST system does not begin within 90 days after DEQ's approval, that this form becomes invalid. I also agree to submit the following information within 60 days after closure/change-in-service of the UST system:

(1) the 'UST Closure/Assessment Form' (UST-SURV-02);
(2) two copies of a site drawing to include the information required by the "Underground Storage Tank Closure/Change-in-Service Assessment Guidelines";
(3) two copies of analytical results with chain-of-custody documents; and
(4) two copies of all manifests, bills of lading or receipts for the disposition of tank(s), tank contents, soil and waters.

PRINT OR TYPE OWNER'S NAME OWNER'S SIGNATURE DATE

FORMS THAT DO NOT INCLUDE THE OWNER'S SIGNATURE WILL BE REJECTED

LDEQ RESPONSE - DO NOT WRITE BELOW THIS LINE

☐ DEQ AI No._____
☐ Approved for the indicated activity.
☐ Rejected for the following reason:
- ☐ DEQ records indicate that the contractor you have selected is not a UST worker certified by DEQ for closure. You must select, from the enclosed list, a contractor that is a certified UST worker.
- ☐ DEQ records indicate that the UST system has not been registered. You must complete the attached registration form and return it to this office IMMEDIATELY.
- ☐ _____

☐ The noted highlighted section(s) of this form must be completed in order for LDEQ to process.
☐ This form has not been signed by the owner. Please resubmit with the required signature.

Signature of LDEQ Representative Telephone No. - Date / /

* * * * INCOMPLETE FORMS MAY BE REJECTED * * * *

NOTIFICATION OF INTENT TO PERFORM A CLOSURE
OR CHANGE-IN-SERVICE
TO AN UNDERGROUND STORAGE TANK SYSTEM

NOTICES WILL ONLY BE ACCEPTED ON THIS FORM.
YOUR UNDERGROUND STORAGE TANK **MUST** BE REGISTERED
PRIOR TO SUBMITTAL OF THIS FORM.

INSTRUCTIONS

THIRTY DAYS prior to permanent closure or change-in-service of a UST, all information required on this form must be completed. Forms that are incomplete may be rejected.

After completion, the UST owner is to forward the original, signed form to:

LDEQ-UNDERGROUND STORAGE TANKS DIVISION
Appropriate Regional Office
See attached mailing list or USTD
Submittal info@www.deq.louisiana.gov

The Underground Storage Tanks Division will distribute copies of the form as follows:

1. Original – UST Division Main Office
2. Copy - DEQ Regional Office File
3. Copy - UST Owner (After DEQ Processing)

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 this document, call the Underground Storage Tanks Division at (225) 219-3181, 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 excercising 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 Tanks Division, at (225) 219-3181, or on the web at www.deq.louisiana.gov.

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	Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, Vermilion

Capital Regional Office	Parishes Served
ATTN: UST Division - Surveillance Process P.O. Box 4313 Baton Rouge, LA 70821-4313 phone: (225) 219-3181 fax: (225) 219-3474	Ascension, Assumption, East Baton Rouge, East Feliciana, St. Martin, Tangipahoa, West Baton Rouge, West Feliciana

Northeast Regional Office	Parishes Served
1823 Hwy 546 West Monroe, LA 71292 phone: (318) 362-5439 fax: (318) 362-5448	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) 402 Rainbow Drive, Bldg. 402 Pineville, LA 71360 phone: (318) 487-5656 fax: (318) 487-5927	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	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	Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, Washington
Bayou Lafourche Office (Located in the Southeast Regional Office Service Area) 110 Barataria St. Lockport, LA 70374 phone: (985) 532-6206 fax: (985) 532-9945	Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, Washington

Southwest Regional Office	Parishes Served
1301 Gadwall Street Lake Charles, LA 70615 phone: (337) 491-2667 fax: (337) 491-2682	Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, Vernon