Print Form

STATE OF LOUISIANA
UNDERGROUND STORAGE TANK CLOSURE/ASSESSMENT FORM – PLEASE TYPE

Please complete and return within sixty (60) days after UST system closure or change-in-service

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

DEQ Agency Interest Number

DEQ Facility ID 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 PERSON

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 (Attach Continuation Sheets If Necessary)

DEQ ASSIGNED TANK NUMBERS	SIZE OF TANKS (GALLONS)	PRODUCT LAST STORED IN TANK	CHOOSE ONE PER TANK 1 = Removed 2 = Closed-in-Place 3 = Change-in-Service 1 4 = Removed & Replaced 2	TANK PROPERLY LABELED? Yes	No	HIGHEST LEL OR OXYGEN READING 3 LEL 4	Oxygen	DATE OF CLOSURE OR CHANGE-IN-SERVICE
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			

1 - Indicate the non-regulated substance to be stored in the tank.
2 - A registration form addressing the replacement tank must be completed.
3 - Highest reading recorded just before tank removed from excavation.
4 - Lower Explosive Limit

IV. TANK

A. Date cleaned
B. Date disposed/recycled
C. Name of disposal site/recycling site

V. TANK SLUDGES

A. Date disposed/recycled
B. Volume removed (cu/yds)
C. Name of disposal site

VI. TANK WATERS/WASHWATERS

A. Date disposed/recycled
B. Volume removed (gals)
C. Name of disposal/recyclling site

VII. CONTAMINATED SOIL

A. Date removed
D. Date disposed
B. Volume of soil removed (cu/yds)
C. Name of disposal site

VIII. CONTAMINATED GROUNDWATER

A. Date removed
D. Date disposed
B. Volume of groundwater removed (gals)
C. Name of disposal site/recycler

IX. CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.

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

PRINT OR TYPE NAME OF CERTIFIED WORKER SIGNATURE OF CERTIFIED UST WORKER CERTIFICATE NO. DATE

FORMS THAT DO NOT INCLUDE THE OWNER'S AND UST WORKER'S SIGNATURES WILL BE REJECTED.

LDEQ RESPONSE - DO NOT WRITE BELOW THIS LINE

☐ UST system removed from database; no further action required at this time.
☐ Referred for remediation review.
☐ UST system removed from database; additional information required.

Signature of LDEQ Representative Telephone No. - Date / / Supervisor's Initials

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 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 tank(s), tank contents, soil and waters.

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

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

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

The Underground Storage Tank (UST) Division will distribute copies of the form as follows:

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

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 Doument." To obtain a copy of this document call the Underground Storage Tank 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 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 Division, at (225) 219-3181, or on the web at www.deq.louisiana.gov.

Underground Storage Tank System Installations, Repairs, and Closures

Please direct all correspondence regarding UST System Installations, Repairs, and Closures 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, Iberville, Livingston, Pointe Coupee, St. Helena, St. James, 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, St. John the Baptist, St. Charles, St. Tammany, Terrebonne, 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, 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	Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, Vernon