

**FAX TRANSMITTAL**  
**SEVEN DAY PRIOR NOTICE TO PERFORMING CLOSURE OR**  
**CHANGE-IN-SERVICE TO AN UNDERGROUND STORAGE TANK**

TO: Fax is to be transmitted to the following USTR Division Regional Office:

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|--|--|
| <input type="checkbox"/> Southeast Regional Office<br>(504) 736-7702 | <input type="checkbox"/> Southwest Regional Office<br>(337) 491-2682 |
| <input type="checkbox"/> Capital Regional Office<br>(225) 325-8223   | <input type="checkbox"/> Northwest Regional Office<br>(318) 676-7573 |
| <input type="checkbox"/> Acadiana Regional Office<br>(337) 262-5593  | <input type="checkbox"/> Northeast Regional Office<br>(318) 362-5448 |
| <input type="checkbox"/> Bayou Lafourche Office<br>(985) 532-9945    | <input type="checkbox"/> Kisatchie Central Office<br>(318) 487-5927  |

FROM: Name of Person Providing Notice: \_\_\_\_\_  
Company: \_\_\_\_\_  
Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

SUBJECT: Seven Day Notice Prior to Performing UST Closure or Change-in-Service

On \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_ a.m. / p.m., I contacted the above-noted regional office to provide notification of a UST closure/change-in-service. As all regional personnel were in the field at the time of my call, I am transmitting this notice that

closure or change-in-service will be conducted at the following site:  
Facility Name: \_\_\_\_\_ Agency Interest Number: \_\_\_\_\_

Date/Estimated Time of Closure/Change-in-Service: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_ a.m./p.m.

Site Physical Location: \_\_\_\_\_

**A Notification of Intent to Perform a Closure or Change-in-Service to an Underground Storage Tank System** form was submitted to the Underground Storage Tank & Remediation Division at least 30 days prior to the date noted above.

I AGREE THAT CLOSURE/CHANGE-IN-SERVICE OF THE UST WILL NOT COMMENCE UNTIL I HAVE RECEIVED APPROVAL FROM THE REGIONAL OFFICE. Also, I will contact the regional office as soon as possible if rescheduling of the tank closure/change-in-service is necessary due to inclement weather.

\_\_\_\_\_  
Signature of Person Providing Notice

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time