
INSTRUCTIONS FOR NOTIFICATION FOR UNDERGROUND STORAGE TANKS FORM (SHORT) FOR OWNER/OPERATOR CHANGES

Arizona Revised Statutes (A.R.S.) §49-1002 requires owners or operators of underground storage tanks (USTs) to notify the Arizona Department of Environmental Quality (ADEQ) of their USTs on a form prescribed by the Department. ADEQ has two forms for this. The Notification for Underground Storage Tanks Form (Long Form) must be used to register USTs, inform ADEQ of any tank system modifications, such as a change to a method of release detection, or an update to UST status (temporary closure, permanent closure) etc. In the case where only ownership or operator changes occur, the shorter form should be used: Notification for Underground Storage Tanks Form for Owner/Operator Updates (Short Form).

The numbers below correspond to the numbered parts on the Short Form:

1 LEASE

Check the box which indicates whether there is currently an existing lease at the property. If yes, submit a copy of the lease along with the updated Notification Form.

2 UST OWNER INFORMATION

The UST owner must be identified in this Section. Include the UST owner's name (individual, corporation, government agency, etc.), name of contact person, current mailing address, billing address, email address, telephone & fax number, etc.

Please note that the UST owner is not always the same as the property owner. An UST owner may be the property owner, or a tenant, subtenant or another entity. ADEQ requests a copy of the most recent lease be submitted with an updated Notification Form so that ADEQ may verify UST ownership and determine which party is the UST owner and/or operator at the property. Financial and other confidential information on the lease may be blacked out. For more information, UST owner is defined in A.R.S. § 49-1001.01.

In the event that there is a change in UST ownership, the seller must notify the new UST owner that an amended Notification Form must be submitted to ADEQ.

3 UST OPERATOR INFORMATION

The UST operator must be identified in this Section if different from the owner. The operator is the person in control of, or having responsibility for, the day-to-day operation of an underground storage tank and can be an individual, a business entity or a government agency. Include the UST operator's name, the name of contact person, current mailing address, email address, telephone & fax number, etc. In the event that there is a change in UST operator status, the UST owner or operator must submit an amended Notification Form notifying ADEQ of the change of operator status.

4 LOCATION OF UST FACILITY

This information should describe where the USTs are located and should include the facility name, if applicable, property address, and parcel number.

5 TYPE OF FACILITY

Check the box which indicates the type of facility. If not listed, describe the facility type next to 'Other'.

6 UST INSURANCE MECHANISM

Check the box for the type of insurance mechanism(s) that is used for the UST system(s). Submit the necessary documentation to demonstrate compliance with insurance requirements. If not already on file with ADEQ, a copy of the most current UST insurance mechanism and a facility/tank schedule must be submitted with this Notification Form. Please note that ACORDs, Declarations, or Binders are not acceptable forms of financial responsibility. For further information, please contact the WPD Financial Responsibility Coordinator at 602.771.4316 or fr@azdeq.gov.

7 DESCRIPTION OF UST SYSTEM & USAGE INFORMATION

This section is used to provide pertinent information for each UST system at the facility for which the change of owner and/or operator status affects. If there is an out of service (temporarily closed) UST system at the property that you do not intend to use, please indicate this in the description. *Revised November 2015*

regulated product from, do not list that UST system on the form.

The Notification Form provides space for five UST systems; if a facility has more than five UST systems, utilize additional pages in order to provide the pertinent UST system information. If an UST has been divided into two or more compartments, indicate each number of compartments and what each compartment is storing in separate columns. For compartmentalized UST systems, use a number and letter scheme to identify each compartment; for example 1A, 1B, 2, 3, 4A, 4B.

7A Total Capacity (Gallons) – Indicate the maximum gallon capacity of each UST; do not provide the amount of regulated substance being stored. For compartmentalized USTs, indicate the maximum gallon capacity for each compartment.

7B Substance Currently or Last Stored – Check the box which identifies the regulated substance currently or last stored. For compartmentalized USTs, make sure to check each product stored in each compartment.

8 UST STATUS

Check the applicable box for each UST system in order to verify that the UST system is in use/operational.

9 COMMENTS

This space is provided for any comments applicable to the submittal.

10 CERTIFICATION

This section is to be signed by the UST owner, operator or authorized representative.