

HOT SERVICE PROVIDER LICENSE RENEWAL APPLICATIONS

Background

Oregon Administrative Rules (OAR) Chapter 340 Division 163 requires that contractors performing work on heating oil tanks (HOT) apply for and obtain a license to perform these services. These licenses must be renewed each year.

License renewal applications were submitted for the first time in March 2001. In the process of reviewing the applications, some issues were noted that made DEQ's review difficult. Rather than holding up license renewals prior to resolving these issues, DEQ issued the licenses soon after their submittal. The purpose of this bulletin is to clarify DEQ's requirements for renewal applications and the attached project lists.

Application Renewal Deadline

OAR 340-163-0030(4)(a) requires that "...the complete renewal application must be submitted to DEQ no later than 30 days prior to the license expiration date." Most applications submitted in 2001 were submitted less than 30 days prior to the expiration date of the previous license and some were submitted after the licenses had expired.

DEQ has to review project lists, verify insurance, contractors board registration, and review its files to make sure there are no outstanding compliance issues prior to issuing a new license. Due to the number of applications received at any one time, DEQ may be unable to reissue licenses in less than 30 days. *Companies whose license expires before receiving confirmation that the license renewal was approved will not be able to perform heating oil tank work.*

General Reminders and Project Lists

OAR 340-163-0030(4)(b) requires that a complete list of all heating oil tank work performed during the previous 12 months be submitted.

To speed Department review and issuance of license renewals, the following requirements and recommendations for completing applications have been provided. Not meeting these expectations may result in delay of license renewals while DEQ investigates discrepancies and other issues identified during the review.

General Reminders:

- Submit the license renewal application at least 30 days in advance of the expiration date of the existing license.
- Make sure your professional liability (errors-and-omissions) insurance is current, coverage amounts meet or exceed requirements and attach proof of insurance with the application.
- If the type of HOT work you perform is required to be licensed by the Oregon Construction Contractor's Board (CCB), confirm that this license is current (including bond and insurance) before submitting your application. Unless your license application states that CCB licensing is not required, we will routinely check to make sure your CCB license is kept current.

Project Lists:

- List only those projects worked on in the previous 12-month license period (e.g. March 15, 2000 to March 14, 2001). Make sure that the list is complete.
- Only list underground heating oil tank projects conducted in Oregon that your company certified. Do not include initial bids, tank pump-outs, decommissioning projects not certified, and aboveground or regulated tank projects.
- Confirm that site addresses are correct and that projects are not duplicated on the list.
- Make sure the type(s) of project work (i.e. decommissioning, site assessment, or cleanup) and the date(s) the work was performed are included. Indicate whether contamination was discovered and note the DEQ cleanup file number as appropriate.
- If you have many projects, please sort the list by homeowner name, DEQ file number, or the numerical part of the address so we can quickly cross-reference our files. If your list was generated in an Excel or Access database, including the list on disk as well as hard copy would be appreciated.
- Please note whether or not work is ongoing or if the project has already been certified. As you know, service providers are required to certify their work and provide the certification and report to their client or submit it to DEQ on the client's behalf.

For more information about licensing requirements, please contact:

Steve Paiko, Licensing Coordinator (503) 229-6652



State of Oregon
Department of
Environmental
Quality

Land Quality Division

Underground Storage
Tank Program

811 SW 6th Avenue
Portland, OR 97204
Phone: (503) 229-6652
(800) 742-7878
Fax: (503) 229-6977

Contact: Steve Paiko
<http://www.deq.state.or.us/q/tanks/ust/index.htm>

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Andree Pollock
Stephanie Holmes
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