



General Permit Requirements for Temporary Closure of Underground Storage Tanks

Options for Expiring Temporary Closure Certificates

Option A:

Complete a change-in service to non-regulated status application or
Complete a permanent decommissioning application

Forms required:

*30-Day Notice of Intent to Decommission USTs or Complete a Change-in-Service
Underground Storage Tank Decommissioning Checklist and Site Assessment Report*

Other Requirement:

Complete a site assessment pursuant to OAR 340-150-0180. It is recommended you review your site assessment sampling plan with an UST inspector before proceeding with the field work.

Option B:

Complete a return to service application

Form Required:

General Permit Registration Form – Return to Service

Other Requirements:

Upon receipt of this application, an UST inspector will identify in writing what equipment testing or calibration is needed and what other work or documentation is needed to bring the tanks back into service.

Option C:

Request an extension of temporary closure

Form Required:

Request for Extension – Temporary Closure of Underground Storage Tanks

Other Requirements:

Tanks must be empty and secured against use.

Complete a site assessment pursuant to OAR 340-150-0180. It is recommended you review your site assessment sampling plan with an UST inspector before proceeding with the field work.

Notes:

For a more complete discussion of your three options, please proceed to page 2.

All the forms referenced are available as interactive (fillable) PDF documents on the UST website at:
<http://www.deq.state.or.us/pubs/forms.htm#Tanks>

General Permit Requirements for Temporary Closure of an UST System

Option A - Submit an application for a change-in-service or permanent closure.

1. For change-in-service submit *30-Day Notice of Intent to Complete Change-in-Service* form
Comply with OAR 340-150-0166 General Permit Requirements for Closure of an UST System by Change-in-Service
Submit site assessment plan for approval and perform approved site assessment plan.
2. For permanent closure submit *30-Day Notice of Intent to Decommission USTs* form
Comply with OAR 340-150-0168 General Permit Requirements for Decommissioning an UST System by Permanent Closure
Complete a site assessment that complies with the requirements of OAR 340-150-0180
Complete and submit the *Underground Storage Tank Decommission Checklist and Site Assessment Report*

Option B - Submit an application to return the UST system to operational status.

1. For return to service submit *General Permit Registration Form - Return to Service Application*
2. Document compliance with OAR 340 - Division 151 - UST Financial Responsibility Requirements
3. Document compliance with OAR 340-150-0200 - Training Requirements for UST System Operators and Emergency Response Information

Option C - Submit a request for an extension of the Temporary Closure Certificate expiration date:

1. Request an extension of the expiration date of the *temporary closure certificate* by completing this form.
 - (a) If the department approves the request for extension, the expiration period will be extended to a date determined by the department and a revised *temporary closure certificate* will be issued to the permittee.
 - (b) If the department denies the request, the permittee must decommission the UST system by permanent closure or change-in-service by the date established by the department. The department will notify the permittee of the denial in writing and include the reasons the request was denied.
2. **The UST must be empty of all regulated substances** in order to be considered for an extension of temporary closure. To maintain compliance with the general permit *temporary closure certificate*, the permittee must:
 - (a) Cap and secure all lines, pumps, access-ways and ancillary equipment, except the vent lines, if the UST system is temporarily closed for three months or more;
 - (b) Report suspected releases of regulated substances to the department within 24 hours (OAR 340-150-0500) and investigate suspected releases within seven days (340-150-0510);
 - (c) Report to the department any confirmed releases within 24 hours and investigate or take corrective action as required by:
 - (A) OAR 340-122-0205 through 340-122-0360 for petroleum USTs.
 - (B) OAR 340-122-0010 through 340-122-0115 for USTs containing nonpetroleum regulated substances, except that releases must be reported in accordance with the requirements of OAR chapter 340, division 142.
 - (d) Continuously maintain a financial responsibility mechanism for petroleum UST systems (OAR chapter 340, division 151);
 - (e) Allow the department access to the UST facility and records (OAR 340-150-0135(2));
 - (f) Provide information to the department upon request and submit information regarding UST system or UST facility changes (OAR 340-150-0135(4) and (5));
 - (g) Pay all annual compliance fee invoices by the specified due date or be subject to late fees (OAR 340-150-0110);
 - (h) Report to the department any change in ownership of property or tank or designated permittee (OAR 340-150-0052); and
 - (i) Not allow any person other than a service provider or supervisor licensed by the department to perform UST services, except as provided by OAR 340-150-0156.
3. **A site assessment must be conducted** to determine if a release has occurred. Other acceptable documentation may be submitted in place of a site assessment.
4. If the UST and underground piping are metal, the permittee must operate, test and maintain equipment and keep records for corrosion protection in accordance with OAR 340-150-0320 and 340-150-0325.
5. If the UST is lined, the permittee must periodically inspect the lining in accordance with OAR 340-150-0360.
6. When necessary to correct, detect or prevent releases, the permittee must repair, modify or replace UST system components (OAR 340-150-0350 through 340-150-0354).

Recordkeeping

The permittee must maintain all records related to the temporary closure for three years after a change-in-service or permanent closure checklist and site assessment report have been approved by the department. If the UST facility is sold within this time period, the permittee must provide these records to the new property owner (OAR 340-150-0140).



Oregon Department of Environmental Quality
Underground Storage Tank Program

**Request for Extension
Temporary Closure of Underground Storage Tanks**

See page 2 of this form for a more complete discussion of the temporary closure rule requirements.

Permittee Information		UST Facility Information	
Permittee Name		Facility ID No.	
Company Name*		Name of Facility	
Mailing Address		Street Address	
City, State, Zip		City, State, Zip	
Contact Person		Date of Temporary Closure, if known	
Telephone No.		Date Temporary Closure Certificate Issued	
		Date Temporary Closure Certificate Expires	

Note: Information on tanks can be found on the Temporary Closure Certificate for this facility

Tank Information - For Tanks Listed in Temporary Closure				
Tank ID No.	DEQ Tank Permit No.	Tank Size (gallons)	Tank Contents (i.e., gas, diesel, etc.)	Is tank now empty? (check box)
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Check here if a site assessment has been completed pursuant to OAR 340-150-0180 and is attached to this request for an extension of temporary closure.

Check here if there has been a change in permittee, tank owner and/or property owner and that you have filled out and attached a copy of the *To Modify Tank Owner, Permittee or Property Owner Application Form* with this mailing.

TEMPORARY CLOSURE EXTENSION REQUEST: Please extend Temporary Closure Certificate through _____
By my signature below, I agree to comply with the requirements of OAR 340-150-0167 _____ Date
and the Temporary Closure Certificate issued by DEQ.

Signature of Permittee

Print Name of Permittee

Date Signed

Please return this form to:

Department of Environmental Quality
Attention: UST Program
811 SW Sixth Avenue, Portland, OR 97204

OR

FAX Notification To:
DEQ - UST Program
503-229-6977

Questions? Call 503-229-6652 or 1-800-742-7878 (message line, toll-free in Oregon)

Visit our web page at <http://www.deq.state.or.us/lq/tanks/ust/index.htm>

* As registered with the Oregon Corporation Division