



Oregon Department of Environmental Quality – Heating Oil Tank Program

HEATING OIL RELEASE REPORTING FORM

To report a release from an underground heating oil tank, complete the following as indicated and FAX this Form to DEQ NWR HOT Program at 503-674-5148

*****INCIDENT INFORMATION*****

DATE REPORTED: (today's date) _____
DATE RELEASE DISCOVERED: _____
SITE NAME: _____
SITE ADDRESS: _____
SITE CITY: _____ ZIP CODE: _____
SITE COUNTY: _____ PHONE: _____

(This Section For DEQ Use Only)
LOG NUMBER: _____ - _____ - _____
RECEIVED BY: _____

Note: Site Name is the first and last name of the property owner, or if the site is a business, the business name.

*****MAIL CONTACTS*****

REPORTED BY (required, person reporting this release to DEQ)

NAME: _____
COMPANY: _____
ADDRESS: _____
CITY: _____ ZIP: _____
STATE: _____ PHONE: _____
E-MAIL: _____

RESPONSIBLE PARTY (required, person responsible for remedial action)

NAME: _____
COMPANY: _____
ADDRESS: _____
CITY: _____ ZIP: _____
STATE: _____ PHONE: _____
E-Mail: _____

OTHER CONTACT(S) (optional)

NAME: _____
COMPANY: _____
ADDRESS: _____
CITY: _____ ZIP: _____
STATE: _____ PHONE: _____

Note: The Responsible Party (RP) is the person(s) legally responsible for cleaning up the contamination. For residential heating oil sites, this is usually the current property owner. Make sure you provide the current, correct mailing address for the RP. Use the "other contacts" section if you know the RP is moving and has provided their forwarding address. An incorrect mailing address for the RP significantly delays DEQ's response to service providers and homeowners.

*****SITE ASSESSMENT (For Cause and Source Descriptions – See Next Page)*****

Table with 4 columns: DISCOVERY (check one), CAUSE (check one), SOURCE (check one), CONFIRMATION (check one). Includes options like DECOMMISSIONING, OVERFILL, TANK, CONTRACTOR, etc.

*****CONTAMINANT*****

HEATING OIL COMMENTS _____

Note: If contaminants other than heating oil are discovered, even if heating oil contamination is present, the site must be reported as a LUST and not a HOT release site.

*****IMPACTED MEDIA (Select One or More)*****

DRINKING WATER GROUNDWATER SURFACE WATER SOIL VAPORS FREE PRODUCT

SITE MANAGEMENT (This Section For DEQ Use Only)

RELEASE STOPPED: _____ CLEANUP STARTED: _____
SITE CLOSED: _____

CAUSE OF RELEASE DESCRIPTIONS

Overfill – Use this cause when an overfill occurs. For example, overfills may occur from the fill pipe at the tank or when the nozzle fails to shut off at the dispenser.

Spill – Use this cause when a spill occurs. For example, spills may occur when the delivery hose is disconnected from the tank fill pipe and the spill bucket is not liquid tight or when the nozzle is removed from the vehicle at the dispenser.

Corrosion – Use this cause when a metal tank, piping or other component has a release due to corrosion (for steel, corrosion takes the form of rust). This is a specific type of physical or mechanical damage.

Installation Problem – Use this cause when the problem is determined to have occurred specifically because the underground storage tank system was not installed properly. **NOTE: these problems may be difficult to determine.**

Physical or Mechanical Damage – Use this cause for all types of physical or mechanical damage except corrosion as described above. Some examples of physical or mechanical damage include a puncture of the tank or piping, loose fittings, broken components and components that have changed dimension (for example, elongation or swelling).

Other – Use this option when the cause is known but does not fit into one of the above categories. For example, accidentally or intentionally putting regulated substances into a monitoring well would be included in this category.

Unknown – Use this option when the cause of the release cannot be determined.

SOURCE OF RELEASE DESCRIPTIONS

Tank – This term means the tank that stores the product and is part of the underground storage tank system. Use this source if regulated substances were released directly from the tank. **NOTE: If a spill or overfill occurred at the tank, report this as a “delivery problem”.**

Piping – This term means the piping and connectors running from the tank or submersible turbine pump to the dispenser or other end-use equipment. It does not include vent, vapor recovery or fill lines. Use this source if regulated substances were released directly from the piping. **NOTE: spills and overfills typically do not occur at piping.**

Dispenser – This term includes the dispenser and equipment used to connect the dispenser to the piping. For example, a release from a suction pump or components above the shear valve would be considered a release from the dispenser. **NOTE: This source would include any reportable spills and overfills associated with vehicle refueling.**

Turbine Pump (STP) – This term includes the submersible turbine pump head (typically located in the tank sump), the line leak detector, and the piping that connects the submersible turbine pump to the tank.

Delivery Problem – Releases that occur during product delivery to the tank. **NOTE: Typical causes associated with this source are spills and overfills.**

Other – Use this option when the release source does not fit into one of the above categories. For example, releases from vent lines, vapor recovery lines and fill lines would be included in this category.