



Certification Instructions for Service Providers

The purpose of this document is to provide instructions to licensed Heating Oil Tank Service Providers when certifying underground heating oil tank decommissioning and cleanup projects. Refer to OAR Chapter 340, Divisions 163 and 177 for additional details as necessary. Please read and re-read these instructions as often as necessary until you are completely familiar with each step.

NOTE: Certification of cleanup projects started after March 15, 2000 is required. However, certification of decommissioning projects (not cleanup) completed before or after March 15th is voluntary on the part of the tank owner. Refer to OAR 340-177-0095 for specific information.

The forms and checklists included with these instructions are to be used from this date forward. Please recycle any old forms. Forms have been numbered and dated for your convenience. All the forms identified below can be viewed and downloaded at: <https://www.oregon.gov/deq/tanks/Pages/HOT-Forms.aspx>

Complete the following actions for each heating oil tank certification

1. **Site Work** - Conduct decommissioning or cleanup using the cleanup option best suited for the project conditions (soil matrix, generic remedy, or risk-based).
2. **Reports** – Prepare narrative report per regulation requirements, including all attachments. For cleanup projects, complete the Heating Oil Tank Final Cleanup report form (hot final cleanup rpt 8-19-15) as well as the Initial report form as required (06-LQ-008A). For Generic Remedy projects, use report form (hot gen rem cleanup rpt 5-12-15) (instructions for completing this form are included on DEQ-06-LQ-007).

A report form for decommissioning projects has been developed that meets the requirements of OAR 340-177-0025(3); please complete the decommissioning form in addition to any narrative report (06-LQ-005A).

3. **Checklists** - Complete the appropriate certification checklist for cleanup (hot cleanup chkl 8-19-15) or decommissioning (hot decchkl 9-10-13). The checklist (cleanup or decommissioning, not both) must be signed by the project Supervisor. Note: it is important to remember that the work being certified pertains to the regulations in place at the time the work was conducted. *If certifying an older project, make corrections for rule citations on the checklist as necessary.* Contact DEQ if you are uncertain which regulations were in effect at a particular date.
4. **Project Cost** - Complete a project cost summary report form (06-LQ-004A). Make sure the cost summary form can be easily detached from the report upon receipt by DEQ. *Do not* copy this form onto your own letterhead paper or otherwise identify as prepared by a specific company.
5. **Certification** - Prepare the certification statement (DEQ-06-LQ-014) on company stationery. The certification page must be signed by an officer of the company *who has been identified on your license application as having authority to sign certifications*. Certifications signed by persons who have not been previously designated may cause the report to be rejected by DEQ.

Items 1, 2, 3, 4 And 5 Should Be Provided To The Tank Owner

Filing a Project Report

To register a project with DEQ, the tank owner (or service provider may do this on owner's behalf) must provide each of the following:

- A. A copy of the decommissioning or cleanup report. *For older projects where the report has already been submitted to DEQ, a second copy is not necessary. On the checklist, note the date that the report was originally written and include a copy of the cover page that accompanied the report.* It is imperative that DEQ be able to clearly identify the exact report that is being certified.
- B. A copy of the certification checklist signed by the project supervisor.
- C. A copy of the project cost summary.
- D. A copy of the decommissioning or cleanup certification cover page signed by the service provider.
- E. A check made out to "Department of Environmental Quality" for the appropriate amount for each certified project. The cancelled check is the tank owner's receipt.
 - For each decommissioning project, the non-refundable filing fee is \$100
 - For each type of cleanup project, the non-refundable filing fee is: Soil Matrix: \$250
Generic Remedy: \$350
Risk-Based: \$450

SUBMIT ITEMS A. B. C. D. and E ABOVE
TO THE FOLLOWING DEQ OFFICE:

For "Property Transaction", Expedite" or "Rush" Processing of a File Please Use This Address:

**DEQ – Northwest Regional Office
Attn: HOT Program
700 NE Multnomah St., Suite 600
Portland, OR 97232**

For All Other Transactions Regarding a File Please Use This Address:

**Department of Environmental Quality
Attn: Financial Services - Revenue Section
700 NE Multnomah St., Suite 600
Portland, OR 97232**

The tank owner and service provider should expect a reply from DEQ within 2-4 weeks.

For more information and documents, please visit our website at
<https://www.oregon.gov/deq/tanks/Pages/HOT-Service-Providers.aspx>

Documents available on the website include:

The current rules for OAR 340-122-0205 through 340-122-0360 and Chapter 340, Divisions 177 and 163 are on our web page; and

The Heating Oil Tank Generic Remedy and Risk-Based Decision Making guidance documents are posted there also, in addition to all forms required for heating oil tank project certification.

For hard copies of the report forms, rules, or other information call:

1-800-742-7878 (message line, toll free in Oregon) or

Phone 503-229-6170

FAX 503-229-6945