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## GUIDELINES FOR COMPLETING NOTIFICATION FORMS FOR UNDERGROUND STORAGE TANKS

**NOTE: There are now 2 Notification Forms – the familiar long form and a new Change of Ownership form. Use the long form for reporting all information EXCEPT for Change of Ownership. Use the new one page Notification of Ownership Change for USTs Form ONLY to report changes in ownership.**

### FACILITY REGISTRATION NOTIFICATION

**1. Tanks that have never been registered must complete the following:**

Page 1 – Check **Type of Notification** and complete Sections I. – IV.

Page 2 – Section V., items 1-7 (If tanks are currently in use, do not complete items 2 -

4) Pages 3 & 4 - Section VI. items 1 - 6

Page 5 - Sections VIII. & IX.

### AMENDED NOTIFICATIONS

**1. Removal Notification must complete the following:**

Page 1 – Check **Type of Notification**, complete Facility Number and Sections I. – IV.

Page 2 - Section V., items 1, 3, 5, 6, 7

Page 5 - Sections VIII. & IX.

**2. Abandonment-in-Place Notification must complete the following:**

Page 1 – Check **Type of Notification**, complete Facility Number and Sections I. – IV.

Page 2 – Section V., items 1, 2, 4, 5, 6, 7

Page 5 - Sections VIII. & IX.

**3. Upgrade, Flex, CP, Lining, Installation Notification and Change of Product must**

complete the following: Page 1 – Check **Type of Notification**, complete Facility

Number and Sections I. – IV. Page 2 – Section V., items 1, 5, 6 & 7

Pages 3 & 4 - Section VI. items 1 - 6

Page 5 - Sections VIII. & IX.

**4. Out of Service Notification**

Page 1 – Check **Type of Notification**, complete Facility Number and Sections I. – IV.

Page 2 - Sections V., items 1, 2, 5, 6 & 7.

Page 5 - Sections VIII. & IX.

**NEW OWNER NOTIFICATION:** Use the one page **Notification of Ownership Change for USTs** Form.

**All submittals EXCEPT FOR CHANGE OF OWNERSHIP notification must be on the five-page Notification Form.**

**ALL NOTIFICATION FORMS MUST HAVE AN ORIGINAL SIGNATURE IN INK. THIS WILL BE ON PAGE 5, SECTION IX, CERTIFICATION OF THE LONG FORM, AND AT THE BOTTOM OF THE PAGE ON THE NEW ONE PAGE CHANGE OF OWNERSHIP NOTIFICATION FORM AT SECTION (5) CERTIFICATION.**

**The Notification Form may be reproduced on a copier but CANNOT BE ALTERED in any way. DO NOT reproduce on a computer; this will be grounds for returning your Notification Form.**