

**APPLICATION
FOR REIMBURSEMENT TO OWNERS**

**UNDERGROUND STORAGE TANK
HEATING OIL CLEANUP PROGRAM**

**SECTION 710(b.2) OF
THE STORAGE TANK AND SPILL PREVENTION ACT**

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF LAND RECYCLING AND WASTE MANAGEMENT**



April 1998

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF LAND RECYCLING AND WASTE MANAGEMENT**

**UNDERGROUND STORAGE TANK
HEATING OIL CLEANUP PROGRAM
INFORMATION SHEET**

1. Statutory Authority:

- This Environmental Cleanup Program was established under Section 710(b.2) of the Storage Tank and Spill Prevention Act (Act 32 of 1989, as amended) and became effective on January 30, 1998.
- All funds are allocated from the Underground Storage Tank Indemnification Fund.

2. Basic Provisions:

- Reimbursement from the Fund is available to owners of underground storage tanks with a capacity of 3,000 gallons or less used for storing heating oil for consumption on the premises where stored, to assist with the costs of taking corrective action in response to a release. The release must have occurred on or after January 30, 1998.
- A storage tank located in an underground area such as a basement or cellar is not considered an underground tank if situated upon or above the surface of the floor.
- Upon application from an owner, the Department shall make reimbursement for authorized corrective action costs incurred.
- The reimbursement shall not exceed the actual costs of corrective action or \$5,000, whichever is less. The amount allowed shall be subject to a \$1,000 deductible, which shall be paid first by the owner. The reimbursement and deductible shall apply on a per tank basis.
- The Department may withhold reimbursement for falsification of information included or submitted in support of the application, or for omission of information required to be submitted with the application.

3. Application Procedures:

- Tank owners should contact the Pennsylvania Department of Environmental Protection, Bureau of Land Recycling and Waste Management, Land Recycling and Cleanup Program, Storage Tank Cleanup Section, P.O. Box 8471, Harrisburg, PA 17105-8471, (717) 783-7816. Contact the Environmental Cleanup Program in your local DEP regional office. E-mail tankclnup@a1.dep.state.pa.us, or visit our website at <http://www.dep.state.pa.us/dep/deputate/airwaste/wm/tanks/tanks.htm> for additional information and an application form.
- Each application must include the original, itemized contractor invoice(s), and proof of payment of the deductible (i.e. copies of both sides of canceled checks and receipted invoices).
- Applications will be processed in the order in which they are received.

4. Eligible corrective action costs include but are not limited to the following:

- Excavating, emptying, cleaning, removing, transporting and disposing of a leaking storage tank.
- Excavating contaminated soil.
- Recovering free product.
- Transporting and disposing of wastes (e.g., in-tank materials, contaminated soil, contaminated groundwater).
- Determining the extent of contamination, including conducting soil borings or installing wells.
- Designing and implementing groundwater and surface water abatement systems (e.g., installation and maintenance of well water treatment systems and placement of absorbent booms in streams, lakes, or ponds).
- Restoring disturbed or contaminated areas by backfilling, grading, and revegetating.
- Sampling and analytical costs associated with disposal of wastes, determining the extent of the contamination, evaluating the progress of the cleanup, and confirming that a cleanup is complete.

5. Items specifically *excluded* as eligible costs for this program include but are not limited to the following:

- Excavating, emptying, cleaning, removing, transporting and disposing of a non-leaking storage tank.
- Repairing or replacing a storage tank.
- Repairing or replacing a heating system.
- Replacement fuel.
- Activities eligible under another assistance program.

6. Reimbursement Limitations:

- The Department's ability to provide payment is contingent upon the availability of monies from the Underground Storage Tank Indemnification Fund. Up to \$500,000 per year may be available for purposes of this program.
- This program expires on January 30, 2000, unless reauthorized.

7. Regulatory Requirements:

- Participation in the Underground Storage Tank Heating Oil Cleanup Program does not relieve the tank owner from any obligations under the authority of the Clean Streams Law, Solid Waste Management Act, Land Recycling and Environmental Remediation Standards Act or other applicable environmental statutes, and regulations promulgated thereunder.
- Because this class of heating oil tanks is not regulated under the Storage Tank and Spill Prevention Act, use of a DEP-certified tank remover is not required for any work conducted under this program.

INSTRUCTIONS FOR FILING APPLICATION FOR REIMBURSEMENT TO OWNERS

UNDERGROUND STORAGE TANK HEATING OIL CLEANUP PROGRAM

Please read all instructions carefully before completing the application. Failure to complete all Sections and provide supporting documentation could result in the application being returned for additional information or denied for reimbursement. Except for signatures, please type or clearly print all information.

Applications may be submitted to the Department upon completion of the cleanup project or when eligible project costs have reached \$5,000 and the tank owner has paid the \$1,000 deductible. These amounts apply on a per tank basis.

Where there are two (2) or more tank releases on the property, and the tanks are side-by-side (i.e., in a common excavation), the cleanup will likely be conducted as if there was one incident. In this particular case, complete and submit only one application. However, page 3 of the application must be completed for each tank release and proof must also be provided that \$1,000 deductible has been paid for each tank release.

Where there are two (2) or more tank releases on the property, and the tanks are located in different areas, submit a separate application for each tank release. Proof must also be provided that \$1,000 deductible has been paid for each tank release.

Completed applications should be mailed to the Pennsylvania Department of Environmental Protection, Bureau of Land Recycling and Waste Management, Land Recycling and Cleanup Program, Storage Tank Cleanup Section, P.O. Box 8471, Harrisburg, PA 17105-8471. Please make a copy of the completed application for your records. This will be very helpful if you or DEP have questions about your application.

SECTION A - TANK OWNER

Provide the name and mailing address of the tank owner. Also, enter the tank owner's Federal Tax Identification Number or Social Security Number, and county of residence.

SECTION B - TANK LOCATION

Provide the street address, municipality and county of the property on which the tank is located. Also, provide a contact person and their telephone number.

SECTION C - HEATING OIL DISTRIBUTOR

Provide the name, mailing address and telephone number of the company from which you purchase heating oil.

SECTION D - CLEANUP CONTRACTOR

Provide the name, mailing address and telephone number of the primary person or company you hired to perform the cleanup of the tank release. Also, provide the name of a contact person.

SECTION E - DESCRIPTION OF UNDERGROUND STORAGE TANK (Complete this Section for each tank release).

- Item 1.** If the tank was last used to store heating oil that was used on the property where the tank is located, circle 'Yes'. If the tank was used to store a product other than heating oil, or the heating oil was used at some other location, you are not eligible for reimbursement, do not submit an application.
- Item 2.** Provide the size (capacity) of the tank, in gallons, in the space provided. If you are not sure or do not know, your heating oil distributor may be of assistance. If the tank is greater than 3,000 gallons, you are not eligible for reimbursement, do not submit an application.

Item 3. If the tank is an underground tank (buried and not visible), circle 'Yes'. If it is an aboveground tank (e.g. a tank located in a basement or cellar, which is visible), you are not eligible for reimbursement, do not submit an application.

SECTION F - DESCRIPTION OF THE RELEASE (Complete this Section for each tank release).

Item 1. Provide the month, day, and year that the release occurred or was discovered. If the release occurred or was discovered before January 30, 1998, you are not eligible for reimbursement, do not submit an application.

Item 2. Provide the specific type of heating oil product or products that were stored in the heating oil tank or which were released to the environment.

Item 3. Provide, to the best of your knowledge, the type or source of the release. If the type or source of the release is not listed, check "other", and provide a description of the release in the space provided. If the type or source is unknown, check "other" and write "unknown".

Item 4. Provide the approximate amount (gallons) of heating oil spilled or released. If unknown, write "unknown".

SECTION G - AFFIDAVIT

The affidavit must be signed by the tank owner in the presence of a Notary Public. The seal and signature of the Notary must be affixed.

ITEMIZED INVOICES

In order for the application to be approved, original, itemized contractor and subcontractor invoices must be attached. In addition, proof must be provided that the tank owner has paid the contractor a minimum of \$1,000 for corrective action work for each tank release. Proof includes copies of both sides of canceled checks that document payment to the contractor and receipted invoices.

Invoices must contain an itemization of all eligible corrective action charges. In reviewing the invoices, some of the itemized costs DEP will accept are as follows:

- Labor, personnel and professional services (include a description of the task)
- Equipment (e.g., trucks, backhoes, rollbacks, pumps)
- Supplies and materials (e.g., absorbent booms, drums, stone, topsoil, grass seed, pipe)
- Laboratory analysis
- Waste transportation (e.g., trucking fees)
- Waste disposal (e.g., landfill charges for contaminated soil and tons disposed, charges for disposal of tank contents and number of drums)

W-9

Attach the completed W-9 form, Request for Taxpayer Identification Number and Certification.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF LAND RECYCLING AND WASTE MANAGEMENT

DEPARTMENT USE ONLY
Application No. _____

**APPLICATION FOR REIMBURSEMENT TO OWNERS
UNDERGROUND STORAGE TANK HEATING OIL CLEANUP PROGRAM
ACT 13 OF 1998 (P.L. 46), SECTION 710(b.2) OF THE STORAGE TANK
AND SPILL PREVENTION ACT**

Please read all instructions before completing. Please complete all Sections of the application. Type or print all information, except for signatures.

SECTION A - TANK OWNER

1. APPLICANT:

2. MAILING ADDRESS: NUMBER - BOX

STREET

CITY — TOWN

STATE ZIP CODE

3. FEDERAL TAX I.D. OR SOCIAL SECURITY NUMBER

4. COUNTY:

DEPARTMENT USE ONLY

Invoice Date: _____ Place
Date Stamp Here

FUND	DEPT	APP	YR	LDG	ORG	COST FUNCTION	OBJ

TOTAL AMOUNT APPROVED: \$

APPROVED FOR PAYMENT:

_____ Date

SECTION B - TANK LOCATION

Street Address: _____
City: _____ State PA Zip _____ - _____
Municipality: _____
(Township, Borough, or City)
County: _____
Contact Person: _____ Telephone: (____) _____

SECTION C - HEATING OIL DISTRIBUTOR

Name: _____ Telephone: (____) _____
Mailing Address: _____

City: _____ State _____ Zip _____ - _____

SECTION D - CLEANUP CONTRACTOR

Name: _____ Telephone: (____) _____
Mailing Address: _____

City: _____ State _____ Zip _____ - _____
Contact Person: _____

COMPLETE BOTH SECTIONS OF THIS PAGE FOR EACH TANK RELEASE. IF YOU ARE SUBMITTING AN APPLICATION FOR MORE THAN ONE TANK RELEASE, PHOTOCOPY THIS PAGE FIRST, BEFORE COMPLETING ANY INFORMATION.

SECTION E - DESCRIPTION OF UNDERGROUND STORAGE TANK

1. The tank was last used to store heating oil for consumption on the premises where stored? Yes

2. The size (capacity) of the tank is _____ gallons.

3. The tank is an underground (buried) tank? Yes

SECTION F - DESCRIPTION OF THE RELEASE

1. Release occurrence/discovery date _____ / _____ / _____
month day year

2. Type of product(s): (Check all that apply)
 Fuel Oil No. 2
 Kerosene
 Used Oil
 Other (specify) _____

3. Type or source of release: (Check all that apply)
 Spill/Overfill
 Tank
 Line
 Other (specify) _____

4. Approximate amount of product spilled or released _____ (gallons)

SECTION G - AFFIDAVIT

Affidavit must be completed and signed before a Notary Public by the tank owner named in Section A.

AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF _____

I, _____, being duly sworn according to law, depose and say that I am an Official of the Applicant and that the information included in the Application and Documents submitted as a part of the Application are true and correct to the best of my knowledge and belief.

Sworn to and subscribed before me this _____ day of _____, 19 __.

Signature of Notary Public

Signature of Tank Owner

MY COMMISSION EXPIRES _____

SEAL