



State of Washington  
 Business Licensing Service  
 PO Box 9034  
 Olympia, WA 98507-9034  
 1-800-451-7985

UBI number
Owner name

Ecology Use Only	
Site #	Region
FS #	County

## Underground Storage Tank Addendum

(For new tanks and change in ownership)

This form must accompany a Business License Application. **Keep a copy of the completed form and the instruction sheet for future reference.**

### I Tank site information See pages 1 and 2 of the instructions for proper codes.

#### 1. Site Location

PRINT or TYPE Site name	( )
	On-site telephone number
PRINT or TYPE Physical location of site	
City, State, Zip code	County

#### 2a. Tank Owner Information (if different than business owner)

Name	( )
	Telephone number
Mailing address	
City, State, Zip code	

#### 2b. Tank Operator Information (if different than tank owner)

Name	( )
	Telephone number
Mailing address	
City, State, Zip code	

#### 2c. On-site Contact Person

Name	( )
	Telephone number
Mailing address	
City, State, Zip code	

**I Tank site information** (cont.)

3. Ecology UST ID (if known) .....
4. This application is for:  
 A change of ownership of an existing site **(complete sections I, II & VI)**  
 A new facility with underground storage tanks **(complete all sections)**  
 A new tank installation at existing site **(complete all sections)**
5. Tank site use type (NAICS Code) .....
6. Number of dispensers at the facility .....
7. Number of dispensers at facility with under dispenser containment .....
8. If you would like a technical assistance inspection, please check this box .....

**II Financial responsibility information** See Pages 1 and 2 for the instructions for Proper Codes

1. Financial responsibility limits category .....
2. Method of compliance with financial responsibility requirement .....
3. Attach the appropriate proof of financial responsibility as described in the instructions.
4. Retroactive date ..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**III Site plan (FOR NEW TANKS ONLY)**

- An as-built site plan of the tank and piping installation has been attached. (Include all information requested in the instructions.)
- The installation supervisor has signed the last page.
- The Manufacturer's Installation Checklist has been sent to:  
Department of Ecology  
Underground Storage Tanks  
PO Box 47600  
Olympia WA 98504-7600

\* Always contact local authorities regarding permit requirements.

UBI number

**IV Individual tank information** See pages 2 and 3 of the instructions for proper codes before completing this section.

	First Tank			Second Tank			Third Tank			Fourth Tank			Fifth Tank		
<b>A</b> Tank name															
<b>B</b> Installation date															
<b>C</b> Tank status															
<b>D</b> Tank material															
<b>E1</b> Tank construction															
<b>E2</b> Manifolded tank															
<b>F</b> Tank release detection															
<b>G</b> Tank tightness testing															
<b>H</b> Tank corrosion protection															
<b>I</b> Spill protection															
<b>J</b> Overfill protection															
<b>K</b> Piping material															
<b>L</b> Piping construction															
<b>M1</b> Piping release detection <b>(primary)</b>															
<b>M2</b> Piping release detection <b>(secondary)</b> (if applicable)															
<b>O1</b> Piping corrosion protection															
<b>O2</b> Steel flex connector at tank															
<b>O3</b> Steel flex connector at dispenser/pump															
<b>P</b> Pumping system															
<b>Compartments</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Q</b> Substance stored															
<b>R</b> Substance use															
<b>S</b> Compartment capacity															

For new or unregistered tanks only

UBI number

**V Installer certification**

*I hereby certify that the installation of the new underground tank system listed on this form was completed according to all applicable regulations, codes and standards and that a certified supervisor was on site during all required installation activities.*

_____	_____
<b>Print</b> company name	Certified supervisor name
_____	_____
Certification number	(Area code) Telephone number
_____	
Address	
_____	
City, State, ZIP code	
_____	<b>X</b>
Email address	Signature of certified supervisor
	Date

**VI Owner/operator agreement to terms and conditions of UST compliance tag**

Owners and operators of petroleum underground storage tanks (USTs) must:

- maintain proof of financial responsibility for taking corrective action and compensating third parties for bodily injury and property damages caused by petroleum releases.
- provide release detection for petroleum USTs that can detect a release from any part of the tank and piping. If tanks and/or piping were installed October 1, 2012, or later, they must be interstitially monitored for releases.
- operate and maintain corrosion protection systems in accordance with WAC 173-360-320 for new or upgraded steel tanks and piping installed after December 22, 1988.
- provide spill and overfill protection for new or upgraded tanks installed after December 22, 1988, that are filled with more than 25 gallons at a time.
- report, investigate and clean up any spills and overfills in accordance with WAC 173-360-375.
- use a certified UST supervisor to perform all UST service activities: repairs, tank installation, retrofitting, tank decommissioning, tightness testing, corrosion protection installation and testing and site assessment.
- notify Ecology of intent to install a new UST system at least 30 days, but not more than 90 days, prior to installation.
- permanently close a tank after it has been temporarily closed or out of service for 12 months and does not meet the performance standards for new UST systems or the upgrading requirements in WAC 173-360-310(2)(3).
- notify Ecology at least 30 days before beginning either a permanent closure or a change in service.
- have a certified UST supervisor conduct a site assessment at permanent closure or a change-in-service as required under WAC 173-360-385 through 395.
- not operate an UST or accept delivery of regulated substances without a valid compliance tag.
- notify Ecology within 30 days after bringing any newly installed UST system into use.
- ensure mandatory operator training for Class A, B, and C as required under WAC 173-360-730.
- comply with emergency signage requirement per WAC 173-360-750(2).

Violations of these conditions may result in compliance tag revocation and/or civil penalty up to \$5,000 for each tank involved, for each day of the violation.

*As the owner and/or operator of the Underground Storage Tank (UST) system described on this application, I certify that I have read and agree to abide by the foregoing terms and conditions, and that I understand that having an UST compliance tag requires that I comply with the provisions contained in chapter 90.76 RCW, the statute governing USTs, and its implementing regulations, chapter 173-360 WAC.*

_____
<b>Print</b> underground storage tank owner/operator name
<b>X</b>
Signature of underground storage tank owner/operator
Date

# Instructions for Completing the Underground Storage Tank Addendum

## General information

Please refer to the Underground Storage Tank (UST) Business Bulletin included with your application packet for a description of the types of tanks that must be registered and those which are exempt from registration.

Below are the step-by-step instructions for completing the Underground Storage Tank Addendum that must be completed and returned with the Business license Application.

Read the instructions carefully before answering a question. Mark your answers only on the Addendum form. All questions must be answered or your tank registration may be delayed. Please print your answers clearly in dark ink. Keep a copy of your completed Addendum, along with these instructions, in your records for future reference.

You may register all the tanks located at the same site on one application and addendum. However, you must complete a separate application and addendum for each site. You may photocopy and attach additional sheets of the Section IV page (Individual Tank Information) if you need more space.

## Section I: Tank site information

**1. Site location:** Give the site name, the on-site phone number, and address of the physical location of the tank site (not the mailing address). You may use latitude and longitude coordinates for a remote location if there is no street address.

### 2a. Tank owner information:

Enter the name, mailing address and telephone number of the person or business who owns the underground storage tanks if different than the business owner.

### 2b. Tank operator information:

Enter the name, mailing address and telephone number of the person/company who is responsible for operating and maintaining the underground storage tank operations, if other than business owner.

**2c. On-site contact person:** Enter the name, mailing address and telephone number of the person designated as the underground storage tank site contact person.

**3. Site number:** List the six-digit site number issued by the Department of Ecology (Ecology) UST program.

**4. Purpose of application:** Mark the appropriate purpose for which you are filing the application.

- Registering as the new owner of an existing site.
- Registering a new site that has never had tanks before.
- Registering a new tank at an existing site.

**5. Tank site use type (NAICS Code):** Below is a partial list of North American Industry Classification System (NAICS) codes. Enter the NAICS code assigned to your site. Choose the category that best describes the primary business activity performed at the tank site. If your business activity is not listed below, you can find a complete list of NAICS codes at your local library or at the website: <http://www.naics.com>

**447190** Gasoline service station  
**445110** Grocery store  
**611310** College/university  
**921190** General government  
**922160** Government fire protection  
**622110** Hospital  
**713930** Marina

**6. Dispensers:** These are the devices used to dispense regulated substances from an underground storage tank system.

**7. Under-dispenser/pump containment:** This indicates the number of dispensers/pumps with liquid-tight containment sumps that would catch leaks and drips from dispenser/pump components.

**8. Check the box** if you would like a field inspector to conduct a technical assistance inspection.

## Section II: Financial responsibility information

**1. Financial responsibility limits:** All owners of regulated UST's, other than state or federal government agencies, must provide proof of ability to pay costs of a release from their tanks at the liability minimums set in WAC 173-360-400 through 406. Write the letter of the category that best describes your facility on the addendum form.

**A** = Non-marketing facilities with 1-100 tanks, with average monthly throughput of 10,000 gals. or less. *Requires minimum of \$500,000 per occurrence with minimum of \$1,000,000 annual aggregate.*

**B** = Non-marketing facilities with more than 100 tanks, with average monthly throughput of 10,000 gals. or less. *Requires minimum of \$500,000 per occurrence with minimum of \$2,000,000 annual aggregate.*

**C** = Marketing facilities with 1-100 tanks. *Requires minimum of \$1,000,000 per occurrence with minimum of \$1,000,000 annual aggregate.*

**D** = Non-marketing facilities with 1-100 tanks with an average monthly throughput of more than 10,000 gals. *Requires minimum of \$1,000,000 per occurrence with minimum of \$1,000,000 annual aggregate.*

**E** = Marketing facilities with over 100 tanks. *Requires minimum of \$1,000,000 per occurrence with minimum of \$2,000,000 annual aggregate.*

**F** = Non-marketing facilities with more than 100 tanks with an average monthly throughput of more than 10,000 gal. *Requires minimum of \$1,000,000 per occurrence with minimum of \$2,000,000 annual aggregate.*

**G** = State or federal government agency.  
Presumed self-insured, no proof needed.

**2. Method of compliance with financial responsibility requirement:** Indicate which method (as defined in WAC 173-360-410) you use to meet the minimum liability limits for your facility.

- A** = Approved pollution liability insurance
- B** = Letter of self-insurance (financial report)
- D** = Surety bond
- E** = Letter of credit
- F** = Trust fund
- G** = Guarantee
- M** = State or federal government agency

**3. Proof of financial responsibility:** For all tank owners, other than state or federal, if you are registering a new installation or a change of ownership you must attach proof of having appropriate pollution liability financial responsibility. Proof must state site address and number of tanks. Retrofit applications are not required to submit the proof.

If using insurance, attach a Certificate of Insurance from your provider, as set forth in WAC 173-360-480, listing as the certificate holder:

**Business Licensing Service  
PO Box 9034  
Olympia WA 98507-9034**

If you are not using liability insurance, attach a Certificate of Financial Responsibility as set forth in WAC 173-360-496.

**4. Retroactive Date:** Indicate the retroactive date that is provided on your pollution liability insurance policy. The retroactive date may or may not be the same as the effective date of your current/annual policy period. Usually, the retroactive date is the date you first started buying pollution liability insurance from that insurance company. If you have multiple retroactive dates on your policy, please indicate the oldest retroactive date on the UST Addendum form. The retroactive date is the date that insurance coverage begins. Any loss that occurs before that date will not be covered by the insurance policy.

### **Section III: Site plan**

Attach a copy of an as built site plan of the tank and piping installation. Show the nearest streets, adjacent structures and North arrow. Indicate tank and piping dimensions and distances to adjacent structures and property lines. Show the location and configuration of the completed installation. Indicate the tank name for each tank shown. The tank name must match the tank name provided in Section IV, Line A and tank names must be unique, not used before at this location.

### **Section IV: Individual tank information**

Answer items A through S for each tank at this site. If a tank has only one compartment, answer items Q, R, and S in the column for compartment #1; if there are multiple compartments, answer each item for each additional compartment as well. Mark all your answers on the Addendum form.

**A Tank name:** Enter the identification code for each tank. If the tank does not already have a particular identification, choose one for this purpose. This code is determined by the tank owner or operator and cannot be more than 12 characters in length. It may simply be "1", "2", "3", etc., or something which identifies the use of the tank, such as "diesel," "unleaded," etc. No two tanks at the same site may have the same tank name. Tank names may not be transferred to another tank at same site.

**B Installation date:** Give the month, day, and year when the tank was originally installed. If this date is unknown, estimate the date as closely as possible. Write the date in the following format: Month/Day/Year (e.g., 06/08/95).

**C Tank status:** Indicate the current operational status of the tank. Do not list any tanks exempt from the underground storage tank registration, as indicated in the section entitled Tanks Exempt from Underground Storage Tank Registration on the Underground Storage Tanks Business Bulletin.

- A** = Operational
- B** = Temporarily closed
- F** = Deferred

**D Tank material:** Indicate the material from which the tank is constructed.

- A = Steel
- C = **Fiberglass reinforced plastic**
- D = Steel clad with corrosion resistant composite
- E = Concrete
- F = Dielectric coated steel
- O = Other

**E1 Tank construction:** Indicate how the tank is built.

- A = Single walled tank
- B = **Double walled tank**
- O = Other

**E2 Manifolder tank:**

- A = Main tank
- B = Auxiliary tank
- C = **Non-manifolder tank**

**F Tank release detection:** Indicate which method is used.

- A = Weekly manual gauging
- B = Manual inventory control (daily)
- C = Automatic tank gauging
- F = **Interstitial monitoring (must use this if installed on or after October 1, 2012)**
- G = Statistical inventory reconciliation
- H = Monthly tank gauging
- O = Other

**G Tank tightness testing:** Indicate which best describes your testing schedule.

- A = Every 5 years
- B = Annual
- O = **Not Required**

**H Tank corrosion protection:** Indicate which best describes the tank's protection.

- A = Sacrificial anode
- B = Impressed current
- C = Interior lining
- D = **Corrosion resistant**
- F = Sacrificial anode and interior lining
- G = Impressed current and interior lining
- O = Other

**I Spill prevention:** Indicate which method is used.

- A = Spill bucket/spill box
- B = 25 gallons or less
- O = Other

**J Overfill protection:** Indicate which method is used.

- A = Automatic shutoff (fill pipe)
- B = Overfill alarm
- C = Ball float valve (vent line)
- D = 25 gallons or less
- O = Other

**K Piping material:** Indicate the material from which the primary (interior) piping is made.

- A = Steel
- C = **Fiberglass**
- D = Flexible piping
- E = No piping attached to tank
- F = Copper
- O = Other

**L Piping construction:** Indicate how piping is built.

- A = Single walled pipe
- B = **Double walled pipe**
- D = Above ground piping
- E = No piping attached to tank
- O = Other

**M1 Piping release detection/primary:** Indicate the primary detection method used.

- A = Automatic line leak detector (ALLD)
- B = Annual line tightness test (TT)
- D = Safe suction (no leak detection)
- G = **Interstitial monitoring sump or sensor (must use this if installed on or after October 1, 2012)**
- H = No piping attached to tank
- I = Statistical inventory reconciliation
- J = Not Applicable
- K = Elec/ALLD 0.2 gph monthly test
- L = Every 3 years line TT (non-safe suction)
- O = Other

**M2 Piping release detection/secondary:** Indicate the secondary detection method used. Enter "not applicable" if there is no secondary detection method used.

- A = Automatic line leak detector (ALLD)
- B = Annual line tightness test (TT)
- D = Safe suction (no leak detection)
- G = Interstitial monitoring sump or sensor
- H = No piping attached to tank
- I = Statistical inventory reconciliation
- J = Not applicable
- K = Elec/ALLD 0.2 gph monthly test
- L = Every 3 years line TT (non-safe suction)
- O = Other

**Note -** Choices that are **bolded and italicized** are the most common choice.

**O1 Piping corrosion protection:** Indicate which best describes the piping's protection.

- A = Sacrificial anode
- B = Impressed current
- C = Corrosion resistant
- F = No piping attached to tank
- O = Other

**O2 Steel flex connector at tank:**

- A = Sump
- B = Not in contact with soil
- C = Galvanic Anode
- D = Rubber boot
- E = Impressed current

**O3 Steel flex connector at dispenser/pump:**

- A = Sump
- B = Not in contact with soil
- C = Galvanic anode
- D = Rubber boot
- E = Impressed current

**P Pumping system:** Indicate how the stored product is moved from the tank to the dispenser/pump.

- A = Pressurized system
- B = Safe suction
- C = Non-safe suction
- D = Gravity delivery system (no pump)
- E = Product removed by reclaimer
- F = Siphon
- O = Other

## Compartments

If the tank has only one compartment, answer the following items Q, R, and S in the column for compartment #1. If there are multiple compartments, answer each item for each additional compartment as well.

**Q Substance stored:** Indicate what is stored, or last known to have been stored, in the tank.

- A = Leaded gasoline
- B = Unleaded gasoline
- C = Alcohol blend gasoline
- D = Diesel
- E = Aviation fuel
- F = Kerosene
- G = Used oil/waste oil
- H = Heating fuel
- I = Hazardous substance (not antifreeze)
- J = Motor oil
- K = Antifreeze
- M = Bunker C
- O = Other petroleum substance
- P = Biodiesel blend (greater than B20)
- Q = Ethanol blend (greater than E10)
- R = Unknown

**R Substance use:** Indicate how the stored substance is or was used.

- A = Motor fuel for vehicles
- B = Space or process heating
- C = Emergency power generation
- D = Chemical products (not petroleum)
- E = Recycled (used oil)
- F = Heating fuel for resale
- G = Machinery or engine lubricant.
- H = Other
- I = Unknown

**S Compartment capacity:** Indicate the actual capacity of the compartment in gallons.

## Section V: Installers certification

If the tanks were installed or modified after December 29, 1990, the certified installation supervisor must sign the last page of the form.

## Section VI: Owner/operator agreement to terms and conditions of UST permit

The owner or operator registering the tanks on this application must read and agree to abide by the terms and conditions listed on the last page of the form. The owner or operator must sign the certification statement at the end of Section VI.