



FUEL REQUEST FOR UNDERGROUND STORAGE TANKS (USTs)

UST ID #: _____

County: _____

*This form is used to request a one-time fuel drop for testing purposes only.
Instructions are on the back page.*

I. UST FACILITY		II. OWNER/OPERATOR INFORMATION			
Facility Compliance Tag #:		Owner/Operator Name:			
UST ID #:		Business Name:			
Site Name:		Address:			
Site Address:		City:	State:	Zip:	
City:		Phone:			
Site Phone:		Email:			

III. TANK INFORMATION (for tanks needing a one-time fuel drop)			
TANK ID	TANK PRE-TEST* RESULT (PASS/FAIL)	TANK CAPACITY	SUBSTANCE TO BE STORED

IV. CHECKLIST	
<input type="checkbox"/> Proof of tank insurance or financial responsibility is attached.	
<input type="checkbox"/> UST equipment (see instructions) is functioning per manufacturer specifications and UST regulations. Proof is attached.	
<input type="checkbox"/> Tank(s) # _____ PASSED the pre-test* and a FUEL DROP is requested. Test results attached.	
<input type="checkbox"/> Tank(s) # _____ FAILED the pre-test* and Ecology was notified within 24 hours. Test results attached.	

V. SERVICE PROVIDER INFORMATION			
Company Name:		Provider Name:	
Address:		Certification Type:	
City:	State:	Zip:	Exp. Date:
Provider Cell Phone:		Provider Email:	
Service Provider Signature:			Date:

VI. FUEL DISTRIBUTOR INFORMATION		
Fuel Distributor Co.:	Phone:	Email:
Prior to delivering fuel, the distributor must verify this form includes an Ecology signature (within the last 30 days) and a PASS result is next to each tank receiving fuel.		

VII. OWNER/OPERATOR SIGNATURE		
<i>Signature acknowledges UST(s) comply with WAC 173-360.</i>		
Date	Signature of Tank Owner or Authorized Representative	Print or Type Name

Owner/operator must fill out the top section and submit to Ecology for signature.

VIII. ECOLOGY SIGNATURE (required to receive one-time fuel drop)		
UST Inspector:	Phone:	Email:
Inspector Signature:		Date:

FUEL REQUEST EXPIRES 30 DAYS AFTER THE DATE SIGNED BY INSPECTOR.

INSTRUCTIONS

This *Fuel Request* form must be submitted with passing results of a pre-test* in order to receive approval for a fuel delivery to an empty tank, since some third-party certified tightness test** methods require fuel to conduct the test. Once the Fuel Request is approved, a third-party certified tightness test** may be conducted as a requirement to bring a temporarily closed tank back into operation. If a tightness test** method allows for testing on an empty tank, this form is not required. To be approved for a one-time fuel delivery, submit this completed form along with supporting documentation to the Ecology region where the UST facility is located (see region location information below).

- I./II. Site and Owner/Operator Information:** If the UST ID number and/or the facility compliance tag number are unknown, call an Ecology office listed below.
- III. Tank Information:** Use the same Tank IDs that are listed on the facility's Business License, ensure the tank fees are current and paid. Fill out the results of the pre-test*.
- IV. Checklist:** Attach proof of tank insurance (or financial responsibility), proof the UST system is operating properly, including leak detection equipment, corrosion protection (if applicable), and the results of the pre-test*. If any tank fails the pre-test*, Ecology must be notified within 24 hours and no fuel may be delivered to that tank.
- V. Service Provider Information:** By signing this section, the ICC-certified tester certifies testing was conducted in accordance with the manufacturer's requirements and the results have been provided to the owner/operator.
- VI. Fuel Distributor Information:** The fuel distributor must verify this form includes an Ecology signature and passing results for each tank that will be receiving fuel for testing. The distributor may drop a minimum amount of fuel for testing purposes **within 30 days** of the Ecology signature date.
- VII. Owner/Operator Signature:** By signing this section, the owner/operator attests the UST system(s) are in compliance with the UST regulations. The owner/operator is responsible for attaching the required documents listed in the instructions for Section IV.
- VIII. Ecology Signature:** After review of the submitted documents, Ecology will fill out Section VIII and return this form to the owner/operator address listed in Section II. Ecology recommends scheduling the testing as soon as possible after a delivery to reduce the risk of a release to the environment.

***Pre-test** – Prior to receiving approval for a fuel delivery, you may be required to test your tank for a leak using a pressure decay test, interstice pressure test, or other empty tank method. Check with your tank service provider to determine the best pre-test method for your tank.

****Tightness test** – This test must be third-party certified and conducted by an ICC-certified Tank Tightness Tester. Some test methods cannot be conducted on empty tanks and piping.

Prior to receiving additional fuel deliveries, an [*Operational Status Notice*](#) with passing tank tightness test results must be submitted to Ecology within 30 days of bringing tanks back into service. After Ecology review, a new facility compliance tag will be issued, if applicable.

Further questions? Please contact your regional office below and ask for a tank inspector to assist you.

Regional Office	Mailing Address	Counties Served
Central (509) 575-2490	1250 W. Alder St. Union Gap, WA 98903	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Eastern (509) 329-3400	4601 N. Monroe Spokane, WA 99205	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
HQ (360) 407-7170	PO Box 47600 Olympia, WA 98504-7600	Federal facilities in Western Washington
Northwest (425) 649-7000	3190 160 th Ave. SE Bellevue, WA 98008-5452	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom
Southwest (360) 407-6300	PO Box 47775 Olympia, WA 98504-7775	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum