



INSTRUCTIONS

UST FACILITY (STATE FORM A)

Complete the US T- Facility page for all new permits, permit changes any facility information changes. This page must be submitted within 30 days of permit or facility information changes, unless approval is required before making any changes.

Submit one UST – Facility page per facility, regardless of the number of tanks located at the site. This form is completed by either the permit applicant or the local agency underground tank inspector. As part of the application, the tank owner must submit a scaled facility plot plan to the local agency showing the location of the US Ts with respect to buildings and landmarks [23 CCR 2711(a)(8)], a description of the tank and ping leak detection monitoring program [23 CCR 32711(a)(9)], and, for tanks containing petroleum, documentation showing compliance with state financial responsibility requirements [23 CCR2711(a)(11)].

Refer to [23 CCR 2711] for state UST information and permit application requirements.

(Note: The numbering of the instructions follows the data element numbers that are on the UPCF pages. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.)

Please number all pages of your submittal. This helps your CUPA or local agency identify whether the submittal is complete and if any pages are separated.

1. FACILITY ID NUMBER - Leave this blank. This number is assigned by the CUPA. This is the unique number which identifies your facility.

3. BUSINESS NAME - Enter the full legal name of the business.

400. TYPE OF ACTION - Check the reason the page is being completed. CHECK ONE ITEM ONLY.

401. NEAREST CROSS STREET - Enter the name of the cross street nearest to the site of the tank.

402. FACILITY OWNER TYPE - Check the type of business ownership.

403. BUSINESS TYPE - Check the type of business.

404. TOTAL NUMBER OF TANKS REMAINING AT SITE - Indicate the number of tanks remaining on the site after the requested action.

405. INDIAN OR TRUST LAND - Check whether or not the facility is located on an Indian reservation or other trust lands.

406. PUBLIC AGENCY SUPERVISOR NAME - If the facility owner is a public agency, enter the name of the supervisor for the division, section or office which operates the UST. This person must have access to the tank records.

407. PROPERTY OWNER NAME- Complete items 407-412 for the property owner, unless all items are the same as the Owner Information (items 111-116) on the Business Owner/Operator identification page.

408. PROPERTY OWNER PHONE-Owner/Operator identification page, if the same.

409. PROPERTY OWNER PROPERTY OWNER MAILING OR STREET ADDRESS-Owner/Operator identification page, if the same.

410. PROPERTY OWNER CITY-Owner/Operator identification page, if the same.

411. PROPERTY OWNER STATE-Owner/Operator identification page, if the same. -Owner/Operator identification page, if the same.

412. PROPERTY OWNER ZIP CODE-Owner/Operator identification page, if the same.

413. PROPERTY OWNER TYPE - Check the type of property ownership.

414. TANK OWNER NAME - Complete items 414- 419 for the tank owner unless all items are the same as the Owner Information (items 111-116) on the Business Owner/Operator Identification page), if

the same.

415. TANK OWNER PHONE -Owner/Operator identification page, if the same.

416. TANK OWNER MAILING OR STREET ADDRESS-

Owner/Operator Identification page (OES Form 2730), if the same.

417. TANK OWNER CITY-Owner/Operator identification page, if the same.

418. TANK OWNER STATE-Owner/Operator identification page, if the same.

419. TANK OWNER ZIP CODE-Owner/Operator identification page, if the same.

420. TANK OWNER TYPE - Check the type of tank ownership.

421. BOE NUMBER - Enter your Board of Equalization (BOE) UST storage fee account number. This fee applies to regulated USTs storing petroleum products. This is required before your permit application can be proms. If you do not have an account number with the BOE or if you have any questions regarding the fee or exemptions, please call the BOE at (916) 322-9669 or write to the BOE at Board of Equalization, Fuel Taxes Division, P.O. Box 942879, Sacramento, CA 94279-0030.

422. PETROLEUM UST FINANCIAL RESPONSIBILITY CODE - Check the method(s) used by the owner and/or operator in meeting the Federal and State financial responsibility requirements. CHECK ALL THAT APPLY. If the method is not listed, check (r other) and enter the method(s). USTs owned by any Federal or State agency and non-petroleum USTs are exempt from this requirement.

423. LEGAL NOTIFICATION AND MAILING ADDRESS –

Indicate the address to which legal notifications and mailings should be sent. The legal notifications and mailings will be sent to the tank owner unless the facility (box 1) or the property owner (box 2) Is checked.

424. SIGNATURE OF APPLICANT –The business owner/operator of the tank facility, or officially designated representative of the owner/ operator, shall sign in the space provided. This signature certifies that the signer believes that all the information submitted Is accurate and complete.

425. DATE CERTIFIED - Enter the date that the page was signed.

426. APPLICANT PHONE - Enter the phone number of the applicant (person certifying).

427. APPLICANT NAME - Enter the full printed name of the person signing the page.

428. APPLICANT TITLE - Enter the tile of the person signing the page.

429. STATE UST FACILITY NUMBER - Leave this blank. This number is assigned by the CUPA as follows: the number is composed of the two digit county number , the three digit jurisdiction number, and a six digit facility number. The facility number must be the same as shown in item 1.

430. 1998 UPGRADE CERTIFICATE NUMBER - Leave this blank. This number is assigned by the CUPA.