



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

We Protect Hoosiers and Our Environment.

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Eric J. Holcomb
Governor

Brian C. Rockensuess
Commissioner

VIA ELECTRONIC MAIL

April 27, 2023

UST Owners and Operators,
Environmental Consultants and Contractors,
And Other Interested Parties

To Whom It May Concern:

Re: Form Processing, Deadlines, &
USTRegistration@idem.in.gov Documents

IDEM has updated the Initial Registration State Form (SF# 56548) and Notification form (SF# 45223) to include an individual associated with the owner, operator, and property owner for purposes of electronic signatures/dashboard viewing in our database. The signature lines have been moved to the last page of these forms. Any forms with a revision date earlier than 12-21 are no longer acceptable. The revision date is found under the name of the form in the upper lefthand corner. **After May 12, 2023, only the newly updated forms will be processed. Please download the new forms from this website:** https://www.in.gov/idem/5157.htm#olq_ust

To fully transition to the new online owner/operator accessible database, the system requires each contact be a specific individual with only one associated email address. Generic email addresses cannot be used. IDEM will no longer send notification correspondence to generic email addresses. For further information, please refer to the instructions.

The following forms, associated backup, and responses to Notice of Deficiency letters should be submitted to the USTRegistration@idem.IN.gov inbox. Please refrain from sending compliance documentation to this inbox. Additionally, IDEM does not require confidential information to process these forms, so anything deemed confidential should be redacted prior to submission.

Notification for Underground Storage Tanks, State Form 45223 (R10 / 3-23)

- Facility ID Number should be listed at the top of form.
- Make appropriate selections in Section A *Type of Notification*.
- Verify the facility address in Section B is associated with the Facility ID Number.
- **Complete page 1, the pages pertinent to the updates**, and the UST owner/UST operator certifications. If a generic email was provided to IDEM previously, Sections E, G & I will need updated with a specific individual and their associated email address.

- A deed, property card, and/or other legal document is required to verify a new property owner and/or UST owner. Backup documents should be attached at the end of the form or as a separate document to the original submittal.
- For existing tanks, only update items as requested by the IDEM inspector / UST Compliance Manager resulting from the last inspection, or as required to reflect any modifications made to the system for any reason.

Initial Registration for Underground Storage Tanks, State Form 56548 (R4 / 3-23)

- This form should be submitted within 30 days of a regulated product being placed in regulated tank(s) at a location that has never previously had regulated tanks.
- The “in use” date is the day the product was put in the tank. This is the date IDEM uses to determine UST fees.
- A deed, property card, and/or other legal document is required to verify the property owner and/or UST owner. Backup documents should be attached at the end of the form or as a separate document to the original submittal.
- Sections D, F, & H must be completed with a specific individual and their associated email address.
- The UST owner/UST operator/Contractor certifications must be signed and dated on page 7.

Thirty (30) Day Notification of Intent to Close, State Form 56553 (R4 / 12-21)

- This form should be submitted at least 30 days before permanent closure.

Underground Storage Tank Closure Report, State Form 56554 (R3 / 12-21)

- This form should be submitted after regulated tanks have been permanently closed.
- Complete the closure report form, sign, and add necessary attachments in the order outlined in this form.
- Submit completed documents with signatures and all necessary attachments. Do NOT piecemeal the required attachments. Cover letters are not required, but if submitted should be placed at the end of the document.

Please follow the document submittal guidelines included in the instructions. Missing documentation, signatures, and generic emails will result in a Notice of Deficiency letter. When responding to a Notice of Deficiency (NOD), include the following in the subject line: FID# NOD dated mm/dd/yyyy

I appreciate your assistance in providing submittals following the above guidelines so IDEM can process the necessary changes appropriately.

Sincerely,



Timothy E. Veatch
Branch Chief
Petroleum Branch
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