

Do not ignore a release or leak. Take action to keep your product out of soil and ground water. Minimize your liability!

### Get assistance from the state fund:

State financial assistance may be available if you meet the eligibility requirements.

- ➔ ELTF, managed by IDEM, is a state program that reimburses Underground Storage Tank (UST) owners and operators for cleanup costs.
- ➔ To be eligible to receive financial assistance, you must be in compliance with the regulations for registration, maintenance, record keeping, fee payment and release reporting.
- ➔ Failure to comply with the requirements puts you and your business at risk of being denied help through the ELTF program. Non-compliant businesses may be ineligible to receive a portion of, or all, available funding.
- ➔ Owners and operators who qualify for assistance through ELTF may receive up to \$2 million per release after meeting a minimum deductible which ranges from \$25,000 to \$35,000.
- ➔ For more information about your eligibility in ELTF, visit [www.idem.IN.gov/land/eltf/index.html](http://www.idem.IN.gov/land/eltf/index.html) or call (317) 234-0990.

### Quick Reference Guide of Phone Numbers

- ➔ **IDEM**  
(800) 451-6027 (Toll Free)
- ➔ **LUST Information**  
(317) 232-8900
- ➔ **ELTF Information**  
(317) 234-0990
- ➔ **UST Information**  
(317) 308-3024
- ➔ **Release Report During Business Hours**  
(317) 232-8900
- ➔ **Release Report & Environmental Emergencies 24 Hours**  
(317) 233-7745  
(888) 233-7745 (Toll Free)

## Indiana Department of Environmental Management

100 North Senate Avenue  
Indianapolis, IN 46204-2251

[www.idem.IN.gov](http://www.idem.IN.gov)

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## Leaking Underground Storage Tanks

### Tips for savvy business owners.

### Know your responsibility:

Oversee the work of your contractor or consultant. As an owner and/or operator, you are ultimately responsible to pay for cleanup costs and damages claimed by affected neighbors.

- ➔ Total coverage, known as “financial responsibility,” must be up to \$1 million per release. This may be satisfied through the Indiana Excess Liability Trust Fund (ELTF).
- ➔ Even though you have a contractor or consultant working on your project, you are responsible for making sure things get done right and on time.
- ➔ Get and stay involved.

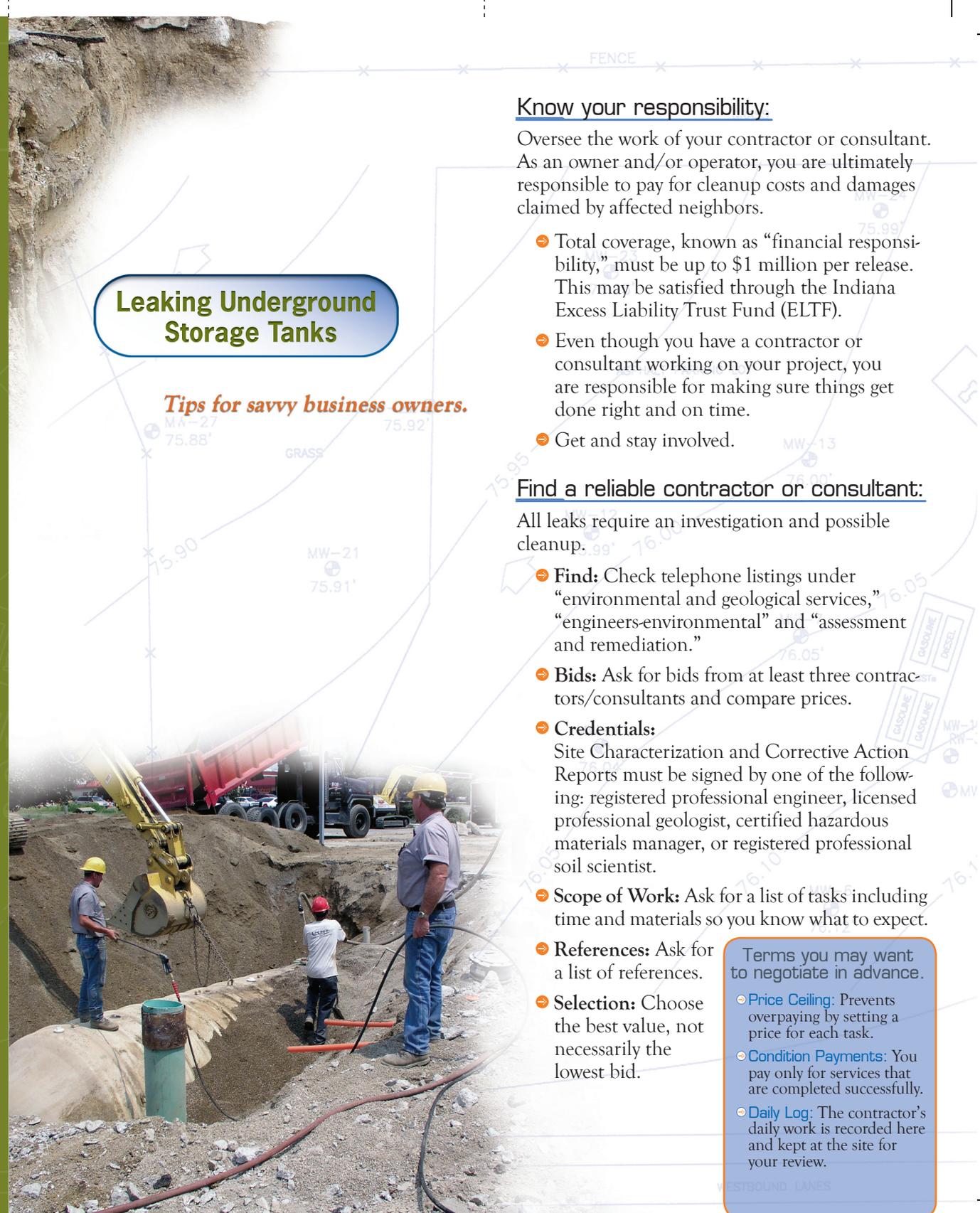
### Find a reliable contractor or consultant:

All leaks require an investigation and possible cleanup.

- ➔ **Find:** Check telephone listings under “environmental and geological services,” “engineers-environmental” and “assessment and remediation.”
- ➔ **Bids:** Ask for bids from at least three contractors/consultants and compare prices.
- ➔ **Credentials:** Site Characterization and Corrective Action Reports must be signed by one of the following: registered professional engineer, licensed professional geologist, certified hazardous materials manager, or registered professional soil scientist.
- ➔ **Scope of Work:** Ask for a list of tasks including time and materials so you know what to expect.
- ➔ **References:** Ask for a list of references.
- ➔ **Selection:** Choose the best value, not necessarily the lowest bid.

Terms you may want to negotiate in advance.

- ➔ **Price Ceiling:** Prevents overpaying by setting a price for each task.
- ➔ **Condition Payments:** You pay only for services that are completed successfully.
- ➔ **Daily Log:** The contractor’s daily work is recorded here and kept at the site for your review.



## Know what to expect from your contractor and when to expect it.

Understanding the steps to investigate and clean up a leak or spill may help you save money and time.



STEP 1

### Report a Leak

- ▶ Report a suspected or confirmed release (leak) within 24 hours of discovering it.
- ▶ Contact IDEM at (800) 451-6027, ext. 2-8900 or (317) 232-8900, LeakingUST@idem.IN.gov or fax (317) 234-0428.

*When you contact IDEM, ask for help if you don't understand how to comply with reporting and cleanup requirements. State and federal regulations require owners and operators to report and clean up leaks and spills.*

See: Title 329 article 9 rule 4 and 5 at [www.IN.gov/legislative/iac](http://www.IN.gov/legislative/iac)



STEP 2

### Site Characterization

- ▶ Workers will collect soil and ground water samples from around your property for laboratory analysis.
- ▶ The collected data will define how much and how far any product has moved underground (known as the “*nature and extent of contamination*”).
- ▶ Your contractor will identify the product's movement to other areas and determine the level of risk to human health and the environment.
- ▶ The report on the movement and risk is called an “**Initial Site Characterization**” report or “**ISC.**” It must be submitted to IDEM within 60 days following a confirmed release.
- ▶ IDEM will review the ISC report to make sure the contractor or consultant fully investigated all potential environmental problems. IDEM may request additional sampling or other information in order to completely define the nature and extent of contamination. This information would be included in a “**Further Site Investigation**” report or “**FSI.**”

#### Signs of a Reportable Release (Leak)

- ▶ You see product.
- ▶ You lose inventory.
- ▶ You find water in the tank.
- ▶ Your system fails the tightness test.
- ▶ You or your customers notice an unusual or strong gasoline odor.
- ▶ Your leak detection equipment alerts you to a problem.



STEP 3

### Corrective Action

- ▶ Depending on the results of Step 2 (ISC/FSI), some cleanup may be required. The proposed method of cleanup is called a “**Corrective Action Plan**” or “**CAP.**”
- ▶ IDEM will review the CAP to ensure that it is an effective approach to cleanup.
- ▶ Because corrective action includes sampling to make sure the cleanup has been successful, owners and operators need to know the project will take some time especially when ground water cleanup is needed—typically three to seven years.



STEP 4

### No Further Action

- ▶ No Further Action (NFA) is the final step of the process.
  - ▶ IDEM has established Closure Levels that are acceptable at any site based on risks to human health and the environment.
  - ▶ When the site meets these Closure Levels or an IDEM approved alternative level do not represent an adverse risk, a NFA is granted.
  - ▶ IDEM may require specific activities and land use restrictions be recorded on the property deed (Environmental Restrictive Covenant) as a condition of closure.
- IMPORTANT:** Leaks discovered during an UST Closure must be subject to steps 1 thru 4 even when the closure of the UST system is approved with the UST closure checklist.

60 percent of Hoosiers' drinking water comes from ground water sources. Protect yourself and others from exposure to benzene, a known carcinogen, and other harmful chemicals in gasoline and petroleum products.

#### For More Information

- ▶ Leaking Underground Storage Tanks
- ▶ Web site: [www.idem.IN.gov/land/lust](http://www.idem.IN.gov/land/lust)
- ▶ E-mail: [LeakingUST@idem.IN.gov](mailto:LeakingUST@idem.IN.gov)
- ▶ Phone: (317) 232-8900
- ▶ Toll Free Phone: (800) 451-6027, ext. 2-8900

