



# INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

*We Protect Hoosiers and Our Environment.*

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Eric J. Holcomb  
Governor

Bruno L. Pigott  
Commissioner

VIA ELECTRONIC MAIL

November 26, 2019

UST Owners & Operators, Environmental  
Consultants, and Other Interested Parties

To Whom It May Concern:

Re: UST Forms - Required Revisions for  
Processing

Updated revisions of the UST **Initial Registration**, State Form 56548 (R2 / 1-19); **Notification**, State Form 44223 (R8 / 1-19); **Thirty (30) Day Intent to Close**, State Form 56553 (R3 / 5-19); and **Closure Report**, State Form 56554 (R2 / 5-19) will **be required for submittals on or after January 1, 2020**. The forms are available on this website: [https://www.in.gov/idem/5157.htm#olq\\_ust](https://www.in.gov/idem/5157.htm#olq_ust)

Common Mistakes in Form Submittals to the [USTRegistration@idem.in.gov](mailto:USTRegistration@idem.in.gov)

1. Incomplete forms
2. Sending updated forms without updated signatures
3. Not using the correct form
4. Email Mistakes
  - a. Labeling the "subject" line or pdf with numbers other than the FID
  - b. Emailing a web link
  - c. Emailing a document with passwords or confirmation requirements
  - d. Incorrect information in the "subject" line of the email
  - e. Improper label of the pdf attachment

The federal tax ID and driver's license numbers have been eliminated from the forms, to allow uploading into IDEMs virtual file cabinet (VFC) as public records by administrative personnel prior to processing by IDEM program staff. IDEM will only accept submittals conforming to this announcement and the submittal guidelines.

Sincerely,

John T. Morris  
Branch Chief  
Petroleum Branch  
Office of Land Quality  
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