

## Document Submittal Guidelines for Underground Storage Tank Notifications

The Initial Registration (SF# 56548), Notification (SF# 45223), Intent to Close (SF# 56553) and Closure Report (SF# 56554) forms are now required to be emailed to [USTRegistration@idem.in.gov](mailto:USTRegistration@idem.in.gov). Any supporting documents should not contain confidential information. A paper copy is no longer required and should not be sent.

- Reports should be submitted as Adobe Portable Document Format (.pdf) files, preferably with no security applied to the document. If document security is necessary, the document permissions should be set to allow any changes except extracting pages to enable document redaction for public view.
- You may compress the electronic document files using the Zip file format (.zip) to reduce the file size.
- File names for electronic documents must not include any symbols, i.e.:
  - exclamation point (!), pound symbol (#), dollar sign (\$), percent sign (%), ampersand (&), asterisk (\*), single quote/apostrophe (') or double quotes ("), at symbol (@), slash (/) or backslash (\)

To facilitate appropriate processing and upload to the virtual file cabinet (VFC), please follow the subject line guidelines and save documents, as indicated.

Initial Registration (SF# 56548):

Subject line: (Registration)\_(Street Address, City and County of facility)

Save Document: IR\_address\_city\_(yyyymmdd)

Notification (SF# 45223):

Subject line: (Notification)\_(FID # insert number)

Save Document: NF\_FID(insert number)\_(yyyymmdd)

Intent to Close (SF# 56553):

Subject line: (Intent to Close)\_(FID # insert number)

Save Document: ITC\_FID(insert number)\_(yyyymmdd)

Closure (SF# 56554):

Subject line: (Closure)\_(FID # insert number)

Save Document: CL\_FID(insert number)\_(yyyymmdd)

If a document is over 10MB, please mail a CD:

Petroleum Branch  
IDEM, Office of Land Quality  
100 North Senate Avenue, 11<sup>th</sup> Floor  
Indianapolis, Indiana 46204

CD Label Guidelines:

Name of form & supporting documents: (Registration, Notification, Intent to Close or Closure)\_Facility ID(insert number)\_(yyyymmdd)