



Petroleum Remediation Section

Petroleum Release Remedial Action Reimbursement Fund

Low Volume Classification Form Instructions

Prior to submitting an initial application for reimbursement under Title 200, a responsible person should determine if he or she qualifies for classification at the low-volume level. The responsible person who is classified by the NDEQ as low-volume has a reduced deductible of \$5,000 and a co-payment of \$10,000. Low-volume is defined by statute as:

- ◆ In the case of a petroleum marketer, a responsible person who sold a combined total of more than 2,000 but less than 250,000 gallons of petroleum at **all facilities** owned by the responsible person during the calendar year preceding the first report of the release.
- ◆ In the case of an individual who stores petroleum for personal or business use, a responsible person who stored a combined total of less than 10,000 gallons of petroleum at all facilities owned by the responsible person during the calendar year preceding the first report of the release.

Should the responsible person meet either of these qualifications, he or she should complete the "Application for Low-Volume Classification," and attach the appropriate documentation as described below. This information should be submitted to the Department with the initial application for reimbursement.

Page 1 General Information

NDEQ ID: This is the NDEQ's identification number for the facility assigned by the Records Management Unit (RMU) and will be on all correspondence from the Department. It is sometimes referred to as an IIS number.

NDEQ Program ID: This is the twelve digit number assigned to the release by the Petroleum Remediation Section that is on all correspondence relating to the release. PRR in front of the spill number identifies the document as relating to the Title 200 Program.

Release Facility Information:

Line 1 to 3 Facility Name and Address: Enter the name and address of the facility where the release occurred.

Line 4 State Fire Marshal Facility ID Number: Enter the number assigned by the State Fire Marshal (SFM) for the facility where the release occurred. This information may be found on annual SFM tank registration forms, or may be obtained from the State Fire Marshal's office at (402) 471-9465.

Responsible Person Information:

Lines 5 to 11: Enter the company name, contact name, mailing address, phone number, contact email address, and taxpayer identification number of the person or business entity that is the responsible person for the release. Any correspondence relating to this form will be mailed to this address.

Line 12: Calendar year immediately preceding first report of the release to the NDEQ: Identify the year before this release was first reported to the NDEQ. For example, if the release was reported to the NDEQ in October of 1991, the calendar year immediately preceding the first report would be January - December 1990.

At some facilities contamination has been reported to the Department on more than one occasion. If the NDEQ has combined the incidents into one spill number, use the earlier date for purposes of low volume determinations. For example, an RP reported contamination discovered during a line replacement in 1993. The NDEQ backlogged the release. Then in 1995 contamination was also reported when the RP replaced the tanks for the same UST system. The NDEQ combined these two reports into one release for remediation and Title 200 purposes. Therefore, the RP would enter 1992 for this question.

Please note that if the NDEQ does not combine two incidents at the same facility, there will be separate deductible and co-payment obligations for each release. (For example, two separate tank systems on either side of a large building.) Decisions to combine or separate releases are made on a case-by-case basis by NDEQ technical staff based on site-specific information.

Line 13 - 14: When the release was discovered, was the tank system in use or out of service? Identify if the tanks were in service at the time the release was discovered. If the tanks were either temporarily or permanently out of service, add the date the tanks were taken out of service.

Lines 15 - 16: Number of facilities owned/operated by the responsible person: Enter the total number of facilities owned and/or operated by the responsible person in Nebraska. List the State Fire Marshal ID Number for each of these facilities located in Nebraska.

Line 17: Was the petroleum in the tanks at the above facilities for sale or stored for personal use? Identify if the responsible person sold petroleum or had the tanks for personal use.

Page 2: Petroleum Purchase Information

Line 18: Vendors:

List all depositors (i.e., dealers, distributors, bulk plants, etc.) who supplied petroleum to all facilities identified in Section A, during the calendar year identified in #5. In order for the Department to verify annual usage rates for the purpose of low-volume classification, an applicant must provide documentation of the amount of petroleum products purchased from each of the depositors listed in this section. Documentation may be provided by any one (or a combination) of the following:

- Copies of petroleum purchase tickets from each of the depositors listed.
- Copies of monthly petroleum purchase statements (which list the total gallons purchased per month) from each of the depositors listed.
- A summary of monthly fuel purchases prepared and signed by each of the depositors listed.

If documentation is no longer available, please contact Title 200 staff to discuss alternatives.

Line 19: Summary of Fuel Purchases:

Information relating to the total amount of petroleum purchased from each depositor should be summarized in this section. A supplemental page may be attached if additional space is required.

Page 3: Verification

Following completion of the application form, the responsible person should read, sign and have the verification section notarized. The appropriate fuel purchase documentation should be attached, and the completed "Application for Low-Volume Classification" should be submitted to the Department.