



Washington State Heating Oil Technical Assistance Program (HOTAP)

APPLICATION INSTRUCTIONS

Under the Heating Oil Technical Assistance Program (HOTAP), the Pollution Liability Insurance Agency (PLIA) may provide informal site-specific technical consultations to persons conducting independent remedial actions at a hazardous waste site.

PLIA may provide such consultations under the authority of the Model Toxics Control Act (MTCA), Chapter 70A.330 RCW, and its implementing regulations, Chapter 173-340 WAC.

HOW DO I ENTER THE HOTAP?

To enter the HOTAP, you must complete and submit a HOTAP Application to PLIA for acceptance into the program.

WHAT IS THE HOTAP APPLICATION?

The HOTAP application consists of the following two documents:

- Application Form
- Agreement

WHERE CAN I OBTAIN A COPY OF THE APPLICATION FORM AND AGREEMENT?

To obtain a copy of the Application Form and Agreement, go to the following website and download the documents at: <http://www.plia.wa.gov>.

WHAT MUST I SUBMIT TO COMPLETE MY HOTAP APPLICATION?

To complete your HOTAP Application, submit the following documents to PLIA:

- Application Form (original, signed)
- Agreement (original, signed by owner)
- Map(s) of the Site (see Part 2 of the Application Form)
- Independent Remedial Action Plans and Report

Submit your completed HOTAP Application to the Pollution Liability Insurance Agency at:

- Attn: HOTAP
Pollution Liability Insurance Agency
PO Box 40930
Olympia, WA 98504-0930

IF I HAVE QUESTIONS ABOUT MY HOTAP APPLICATION, WHO SHOULD I CONTACT?

If you have questions about the application process or how to complete the forms, please contact the Pollution Liability Insurance Agency at 1-800-822-3905 or (360) 407-0520.



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TERMS OF AGREEMENT

1. Introduction

As resources permit, the Pollution Liability Insurance Agency (PLIA) will provide advice and technical assistance to the owners and operators of active or abandoned heating oil tanks if contamination resulting from a release is suspected. Advice and technical assistance provided may include:

- Observation of sampling and testing, site assessment or other appropriate assessment activities scheduled by the tank owner.
- Review of cleanup plans and reports.
- Interpretation of the results of testing and/or assessments(s); and
- An opinion letter from PLIA to the heating oil tank owner regarding the results of testing and/or assessment(s).

2. Procedures

- a. The heating oil tank owner or operator selects a service provider to perform sampling and testing, site assessment or other appropriate assessments, and site remediation. The tank owner or operator enters into an agreement with the service provider regarding scope or extent of work and fees for services. **The tank owner is responsible for payment of all costs associated with soil sampling, site assessment, and remediation.**
- b. For your convenience, a listing of some of the service providers available to perform heating oil tank related services is on our website at www.plia.wa.gov. *The list is not an endorsement of the service providers, or a warranty of their work performance.*
- c. Advice and assistance will be provided only if sampling and testing as well as assessment are performed in accordance with the substantive requirements of MTCA, chapter 70A.300 RCW, and its implementing regulations, chapter 173-340 WAC (collectively "substantive requirements of MTCA"). Upon completion of sampling and testing, the original copy of the results of all testing must be forwarded to PLIA for review and evaluation. A copy of the service provider's field notes must also be forwarded to PLIA.
- d. If testing and assessment activities have been completed prior to the tank owner requesting advice and assistance, PLIA will consider providing a review and evaluation of the data. PLIA will consider how recently the testing and assessment was completed and will consider the methods of testing and assessment prior to agreeing to review and evaluate the results.
- e. Upon completion of review and evaluation, PLIA will provide an opinion letter informing the heating oil tank owner of the results of review and assessment of data. All opinion letters are based on an analysis of the remedial action in accordance with the substantive requirements of MTCA. A Site is defined as any area where contamination has come to be located.

A Property is defined as the parcel with property boundaries. The opinion letter from PLIA to the tank owner will provide one of the following opinions: Property Further Action or Property No Further Action; or Site Further Action or Site No Further Action.

- **Property Further Action Opinion Letter** - PLIA has determined that further remedial action is necessary at the Property to clean up contamination associated with the Site and has determined that further remedial action is also necessary elsewhere at the Site.
- **Property No Further Action Opinion Letter** - PLIA has determined that no further remedial action is necessary at the Property to clean up contamination associated with the Site and has determined that further remedial action is still necessary elsewhere at the Site.
- **Site Further Action Opinion Letter** - PLIA has determined that further remedial action is necessary to clean up contamination at the Site.
- **Site No Further Action Opinion letter** - PLIA has determined that no further remedial action is necessary to clean up contamination at the Site.

3. Fee

PLIA is authorized to collect a fee to cover the costs incurred in providing advice and assistance. Costs incurred may include travel costs and expenses associated with monitoring site assessment, review of reports and analyses, and preparation of written opinions and conclusions. The fee must be paid in full prior to PLIA issuing its report of review and assessment of data.

- ❖ The fee for the Heating Oil Technical Assistance Program is \$1000.00

4. Liability

The state of Washington and/or the Pollution Liability Insurance Agency accepts no liability, nor portion of liability, from the heating oil tank owner or operator.

The state of Washington, PLIA, and its officers and employees are immune from all liability, and no cause of action arises from any act or omission in providing, or failing to provide, advice, opinion, conclusion, or assistance under this program.

I understand and agree to the terms of this Agreement as specified above.

Printed Name

Signature

Date



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APPLICATION FORM

Under the Heating Oil Technical Assistance Program (HOTAP), the Pollution Liability Insurance Agency (PLIA) may provide informal site-specific technical consultations to persons conducting independent remedial actions at a hazardous waste site. PLIA may provide such consultations under the authority of the Model Toxics Control Act (MTCA), Chapter 70A.330 RCW, and its implementing regulations, Chapter 374-80 WAC.

After receiving a cleanup report and all other required documentation, PLIA will begin reviewing the information submitted and provide a written letter within 90 days.

Part 1 – ADMINISTRATION

A. Customer Information. The Customer is the person or organization requesting services from PLIA under HOTAP, and is responsible for paying the \$1000.00 fee. The authority and duty of the Customer are explained in the Agreement.

Name of Customer:

What type of entity is the Customer?

- Person *If the Customer is a “person,” please identify this person and their contact information.*
- Organization *If the Customer is an “organization,” then please identify the Project Manager in 1B.*

What is the Customer’s involvement at the Site? Please check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Property owner | <input type="checkbox"/> Mortgage holder |
| <input type="checkbox"/> Past property owner | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Future property owner | <input type="checkbox"/> Attorney |
| <input type="checkbox"/> Property lessee | |
| <input type="checkbox"/> Other – please specify: _____ | |

If not the current property owner, is the Customer acting as the agent for the property owner?

- Yes No

If not the current property owner, is the Customer authorized to grant access to the property?

- Yes No

B. Project Manager Information. PLIA will send this person all official correspondence. Please enter the required information below.

Name:		Title:	
Mailing address:			
City:		State:	Zip:
Phone:	Fax:		E-mail:

Part 1 – ADMINISTRATION continued

C. Project Consultant Information.

Is the Customer a consultant?

- Yes *If you answered "YES," then skip to the next question.*
- No *If you answered "NO" and the Customer hired a consultant to conduct the independent remedial action, then enter the required information below.*

Name: _____ Title: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Do you want PLIA to contact the Project Consultant?
 Yes No

D. Property Owner Information.

Is the Customer the owner of the property where independent remedial action is being conducted?
 Yes *If you answered "YES," then enter the type of entity and skip to the next question.*
 No *If you answered "NO," then please enter all of the required information below.*

Name: _____ Title: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

What type of entity is the property owner? Please check only one.

Private County
 Tribal Municipal
 Federal Mixed
 State Public School
 Other – please specify: _____

Part 2 - DESCRIPTION OF THE SITE

A. Location of Property where the Releases Occurred (Source Property).

The "source property" is the property where hazardous substances were released into the environment. For example, if heating oil was released from a leaking UST, the source property is the property where the UST was located.

Do you know on which property the releases occurred?
 Yes *If you answered "YES," then please refer to the source property when answering the following questions.*
 No *If you answered "NO," then please refer to the property addressed by your remedial action (cleanup) when answering the following questions.*

Physical Address. Please enter the physical address of the property below.

Street Address: _____

City: _____ State: _____ Zip: _____

TAX PARCEL #(s): _____

Part 2 - DESCRIPTION OF THE SITE continued .

B. Identification of Properties affected by the Releases (Affected Properties).

An “affected property” is a property affected by the release of hazardous substances on the source property. For example, petroleum released from a leaking UST on one property (source property) may migrate through the soil or ground water onto an adjacent property (affected property).

Do any of the releases affect any properties adjacent to the source property?

Yes

If you answered “YES,” then please identify below each property that you know has been affected by the releases on the source property. If you need to identify additional properties, please attach additional pages.

No

If you answered “NO,” then skip to the next question.

Unknown

If you answered “UNKNOWN,” then skip to the next question.

1.	Address:
	Tax Parcel(s):
2.	Address:
	Tax Parcel(s):
3.	Address:
	Tax Parcel(s):
4.	Address:
	Tax Parcel(s):

C. Identification of Public Right-of-Ways affected by the Releases.

Do any of the releases affect any public right-of-ways (e.g., streets)?

Yes No Unknown

If you answered “YES” above, please specify below. Otherwise, skip to the next question.

Attach additional pages if necessary.

Part 2 - DESCRIPTION OF THE SITE continued .

D. Description of Release(s) at the Site.

Source of Release(s).

To the extent known, please describe the source(s) of the release(s):

Attach additional pages if necessary.

Circumstances of Release(s). To the extent known, please describe below the circumstances of the release(s).

Attach additional pages if necessary.

Circumstances of Release Discovery. To the extent known, please describe below the circumstances of the discovery of the release(s).

Attach additional pages if necessary.

Part 2 - DESCRIPTION OF THE SITE continued

Drinking Water.

Does any of the contamination at the Site pose a threat or potential threat to an existing drinking water source (ground water or surface water)?

Yes No Unknown

If you answered "YES" above, what type of drinking water system is threatened by the contamination? Please check all that apply.

Single Family
 Public Drinking Water Supply

If you checked "Public Drinking Water Supply" above, is the contamination located within or upstream of a 10-year wellhead protection area?

Yes No Unknown

To help answer the above question or if you answered "Yes" to that question, then go to <https://fortress.wa.gov/doh/swap/> or call (800) 521-0323.

Indoor Air.

Are contaminant odors present in any buildings, manholes, or other confined spaces?

Yes No Unknown

If you answered "YES" above, please specify:

Attach additional pages if necessary.

E. Maps of the Site.

Please attach to this application map(s) that identify, to the extent known, the following:

- The location of the site.
- The properties, and any public right-of ways, affected by the site.
- The source(s) of the release(s) at the site.
- The nature and extent of contamination at the site.
- Any human or ecological receptors impacted by the site (e.g., drinking water wells).
- The physical characteristics of the site (e.g., property lines, building and road outlines, surface water bodies, water supply wells, ground water flow direction, and utility right-of-ways).
- The properties adjacent to the site and the uses of those properties (e.g., gas station, dry cleaner, residential).

Part 3 – OPERATIONAL HISTORY OF THE SITE

A. Future Use of Source and Affected Properties. The following questions refer to both source and affected properties. Please answer these questions to the best of your ability.

Will any ownership interest in the source or affected properties be conveyed prior to, or upon completion of, the cleanup?

- Yes No Unknown

If you answered "YES" above, please specify:

Attach additional pages if necessary.

Will any of the source or affected properties, or portions of those properties, be redeveloped as part of the cleanup?

- Yes No Unknown

If you answered "YES" above, please specify the proposed land use below. Please check all that apply.

- Residential School
 Commercial Childcare facility
 Industrial Park
 Agricultural
 Other – please specify:

Please also specify the activities proposed for that land use:

Attach additional pages if necessary.

Part 4 – ADMINISTRATIVE HISTORY OF THE SITE

Have you previously reported the release(s) of hazardous substances at the Site to PLIA?

- Yes – If so, when? _____ No Unknown

Has the cleanup of the Site, or any portion of the Site, ever been managed under the HOTAP?

- Yes – If so, please specify the HOTAP Project Number: _____
 No
 Unknown

Part 4 – ADMINISTRATIVE HISTORY OF THE SITE continued

Has the cleanup of the Site, or any portion of the Site, ever been managed under a federal or state order or decree?

- Yes – If so, please specify the type and docket number: _____
- No
- Unknown

Part 5 – DESCRIPTION OF INDEPENDENT REMEDIAL ACTIONS AT THE SITE

A. Scope of Remedial Actions.

Do you plan to characterize and address all of the contamination at the Site, including any contamination located on affected adjacent properties, as part of the HOTAP project?

- Yes
- No
- Unknown

If you answered “NO” above, please describe below the scope of the HOTAP project, including the contamination (properties, portions of a property, media and/or hazardous substances) that you DO NOT plan on characterizing and/or addressing as part of the HOTAP project. Please include additional pages if necessary.

Attach additional pages if necessary.

B. Status of Remedial Actions.

What is the current status of remedial actions at the site? Please check all that apply in the table below.

REMEDIAL ACTION	PLANNED	ONGOING	COMPLETED	NOT APPLICABLE
INITIAL RESPONSE (UST ONLY)				
INTERIM ACTION				
REMEDIAL INVESTIGATION				
FEASIBILITY STUDY				
CLEANUP ACTION				

Part 5 – DESCRIPTION OF INDEPENDENT REMEDIAL ACTIONS AT THE SITE continued

C. Documentation of Remedial Actions.

Please list in the table below all known remedial action plans or reports produced for the site, including:

- The title of the plan or report,
- The author (e.g. consulting firm) of the plan or report,
- The date the plan or report was produced,
- Whether the plan or report has been submitted to PLIA,
- The date the plan or report was submitted to PLIA.

	TITLE	AUTHOR	DATE	SUBMITTED TO PLIA	
				Y/N?	Y/N?
EX:	John Doe's Site: Remedial Investigation Work Plan	Mom's Consulting Firm	02/20/05	NO	N/A
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Part 6 – STATEMENT AND SIGNATURE

A. Statement and Signature. The undersigned affirms that the information contained in this application is true and accurate to the best of his or her knowledge

Name:		Title:	
Signature:			Date:
Organization:			
Mailing address:			
City:		State:	Zip code:
Phone:	Fax:		E-mail:

B. Affiliation.

What is the signatory's involvement at the Site? Please check all that apply.

- Customer
- Property Owner
- Consultant
- Attorney
- Other – please specify: _____