Washington State Pollution Liability Insurance Program

Financial Assurance Program Enrollment Guide

This guide provides instructions on how to enroll in the Washington State Pollution Liability Insurance Agency (PLIA) Financial Assurance Program (FA Program).

FA Program Application Checklist

Before you start filling out your FA Progam application, you will want to make sure you have the following information available:

Applicant Information:

- Underground storage tank (UST) owner or property owner's contact information (if different than the applicant).
- Any leases or rental agreements for the UST(s) or the property.

UST Facility Information:

- Identifying information for the UST facility, including Washington State Unified Business Identifier (UBI) number and tax parcel number.
- Contact information for all UST operators at the facility.
- Date the business at the facility began operation.
- Fuel types located at the facility.
- Information about known releases at the facility, including:
  - Information about any involved parties.
  - Reports or other documents regarding cleanup actions performed to date (if applicable).

UST Information:

For all USTs located on the property, you will be asked for:

- A copy of the most recent compliance status/Department of Ecology (Ecology) inspection report.
- A copy of the most recent compliance leak detection testing records for each UST at your facility (if available).
- Ecology tag number.
- Information about each UST at the facility (age, size, piping, etc.).
- Type of surface above and surrounding USTs at the facility.

Financial Information:

- Current method of financial responsibility for USTs at your facility.
- Proof of insurance policies and details on claims made on those policies (if applicable).
- Information on any pending or existing litigation at the facility (if applicable).

Inspection Safety Plan Information:

- A list of any safety concerns that PLIA staff who visit the facility may encounter (if applicable).
- Emergency information including location and contact information for police, fire department, and local hospital.

*Please note: Any information sent to PLIA as part of your application is subject to public disclosure. **Do not submit any information or supporting documentation that contains sensitive information, such as a Social Security number, taxpayer identification number, driver license number, or date of birth.** We strongly advise that you blackout or remove any personal identifiers.

Publication No. 02-2024-12 (Rev. November 2024)

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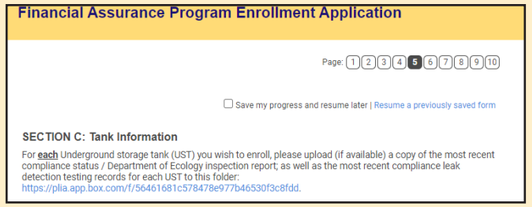
A Step-by-Step Guide to Enrolling in the Financial Assurance Program

1 Open the Financial Assurance Program Enrollment Application

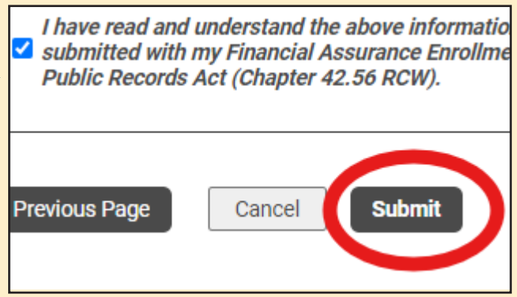
You can access the application at: https://plia.tfaforms.net/118

2 Fill in answers to all required fields on the application and upload supporting documentation*.

Upload supporting documents to Box.com with the links provided on the application.



3 Once you have filled out all required fields and uploaded supporting documents, press "Submit" on the last page of the application.



4 PLIA reviews the application.

PLIA sends an email to the email address you provided on the application stating whether the application was approved, denied, or more information is needed. For denied applications, PLIA will provide an explanation and, where appropriate, list requirements for your UST to become eligible for the FA Program.

5 If your application is accepted, you will have an option to request a payment plan for the enrollment fee.

You can request a payment plan by contacting PLIA's Finance Unit at 1-800-822-3905 or by emailing Finance@plia.wa.gov.

6 Sign enrollment contract and access agreement.

Once PLIA agrees that your UST(s) is eligible for the FA Program, the agency will send you an enrollment contract along with an access agreement which grants PLIA and consultants access to the property where the UST is located.

If your property has an existing leak, PLIA will also send access agreements to other involved parties impacted by the release.

7 Pay the enrollment fee.

Send payment for the fee - or the first payment in the payment plan - in the form of a check or money order to:

Washington State Pollution Liability Insurance Agency
PO Box 40930
Olympia, WA 98504-0930

For any mailed payment, please include the **Financial Assurance Program application number** for the enrolled UST to which the payment should be applied

8 PLIA signs the enrollment contract.

PLIA will sign the enrollment contract after receiving your enrollment fee. PLIA will send a Certificate of Assurance to you which will include enrollment start and end dates.

Please note: Coverage under the FA Program will not begin until PLIA signs the enrollment contract.

*If you can't finish the application all at once, you can save your progress and come back later. To do this, check the box that reads, "Save my progress and resume later" at the top of the application. You will then be prompted to enter an email and password which you will use to access and resume your application at a later date.

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Where can I find the FA Application?

You can find PLIA's online application for the FA Program at: https://plia.tfaforms.net/118

How long is the enrollment period?

Coverage lasts one year after the coverage start date listed on the enrollment contract and Certificate of Assurance.

PLIA will send out renewal notices 60 days before the coverage end date. The notice will include a new enrollment agreement for you to sign if you choose to renew coverage.

There will be no gaps in coverage if PLIA receives the signed enrollment contract and enrollment fee payment - or installment payment - prior to the end of the previous enrollment period.

How much is the enrollment fee?

Enrollment fees for the FA Program are paid annually and depend on the age of the UST. There are **no deductibles** under this program. Enrollment fees are listed below:

- UST is 0-10 years old: $1,000 per UST.
- UST is 11-20 years old: $1,500 per UST.
- UST is 21-30 years old: $2,000 per UST.
- UST is 30+ years old: $2,500 per UST.

Removal of UST (Source: PLIA).

Fee Discounts

PLIA is developing a list of approved discounts. These discounts will reduce the enrollment fee amounts by promoting best practices that reduce the likelihood or size of an accidental petroleum leak.

Discounts don't apply during the first year of enrollment in the FA Program. If you earn discounts, PLIA will apply them to the enrollment fee when you renew your coverage.

Additional information about enrollment fee discounts will be provided on PLIA's website.

For more information regarding the Financial Assurance Program, please visit PLIA's website at:

https://plia.wa.gov/financial-assurance-program/

Washington State
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Publication No. 02-2024-12 (Rev. November 2024)