

POLLUTION PREVENTION REIMBURSEMENT GRANT

(aka “Pump & Plug Program”)

(Application and Instructions are attached)

Highlights To The Grant Process Include:

- Pre-approval is not required. A grant application shall be submitted after the work is completed.
- Bids are not required. However, competitive bidding is encouraged and should be done by the tank owner before hiring a contractor.
- The maximum grant amount is \$2,500 per tank.
- Reimbursement is retroactive to July 1, 1998. Work done prior to this date is ineligible.

For more information, visit www.dep.state.pa.us, keyword: Storage Tanks.

THE POLLUTION PREVENTION REIMBURSEMENT GRANT (aka "Pump & Plug Program")

Statutory Authority:

- Grants and funds are authorized under Section 711 of Act 13 of 1998, amending Act 32 of 1989, the Storage Tank and Spill Prevention Act.

Basic Provisions:

- Up to \$1 million per year may be allocated for the Pollution Prevention Grant Program.
- Grants are issued to eligible tank owners who own six or fewer regulated underground tanks in Pennsylvania.
- Tanks must be underground tanks which have not been upgraded to comply with technical requirements of federal and state regulations, regulated, and which are registered with DEP prior to tank closure.
- The grant shall not exceed \$2,500 per tank.
- The grant application must be submitted after all work is finished.
- Reimbursement is retroactive to July 1, 1998. Work done prior to this date is ineligible.
- DEP may withhold reimbursement until DEP registration fees, Underground Storage Tank Indemnification Fund (USTIF) fees, fines or violations are resolved, or for omission, falsification or submission of inaccurate information.
- Expenses claimed in this application are subject to audit by DEP or its authorized representative.
- DEP will process applications on a "first come, first serve" basis, until all money has been committed for each year. DEP does not guarantee the availability of reimbursement monies.

Eligible Costs:

- 1) **Pumping Regulated Product Out of the Tank.** This can include equipment rental.
- 2) **Disposal of Product.** This can include transportation of product to disposal facility.
- 3) **Tank Cleaning.** This can include excavation to gain access to the tank for cleaning only, inerting, removing fumes, and washing the inside of the tank. If temporary closure, this can also include resealing and backfilling.
- 4) **Grouting the Fill Pipe.** If the tank will be put into temporary closure, grouting the fill pipe with a permanent material so the tank is rendered inoperable is an eligible cost. (Note: Temporary closure is good for 12 months for non-upgraded tanks. It will remain the legal and financial responsibility of the tank owner to permanently close the tank following DEP's closure regulations.)

Items Specifically Excluded From Eligible Costs:

- Aboveground Storage Tanks.
- Underground tanks that are not regulated (such as consumptive use heating oil tanks).
- Costs (other than those listed under eligible costs) associated with tank removal or closure, site assessment or remediation.

Application Procedures:

- After the work is finished, complete and submit this application and all attachments to:

Department of Environmental Protection
Bureau of Environmental Cleanup
and Brownfields
Division of Storage Tanks
P.O. Box 8762
Harrisburg, PA 17105-8762

or

Department of Environmental Protection
Bureau of Environmental Cleanup
and Brownfields
Division of Storage Tanks
14th Floor, Rachel Carson State Office Building
400 Market Street
Harrisburg, PA 17101-2301

- When complete documentation has been received, DEP will initiate the reimbursement process.
- The grant reimbursement will be made directly to the tank owner.



INSTRUCTIONS FOR COMPLETING THE POLLUTION PREVENTION REIMBURSEMENT GRANT APPLICATION

Read all instructions carefully before completing the application. Failure to submit required information will result in a delay in processing your request for reimbursement.

Part 1 - Applicant Information

- This part identifies the owner and contact person associated with the storage tanks registered at the facility.

Part 2 - Facility Information

- This part identifies the facility and its location.
- The Facility ID Number must be completed to identify the facility. The number will consist of a two-digit county code followed by a five-digit code (i.e., xx-xxxxx).

Part 3 - Tank Information

- This part identifies each regulated underground tank, for which grant money is being requested. Do not include ineligible tanks, such as unregulated underground tanks or aboveground tanks.
- Tank information may be found on prior registration forms submitted to DEP or on registration certificates.
- If you do not have any or all of the tank information, or if these tanks are not currently registered, please contact 1-800-42TANKS, or DEP regional office nearest you for assistance. Reimbursement grant applications will not be approved for unregistered tanks.

Part 4 - Tank Disposition

- Circle the choice that indicates the tank disposition and record the date of closure.
- Tank owners are encouraged to permanently close-in-place or remove tanks after pumping, disposal and cleaning occurs. Costs beyond pumping, disposal and cleaning will not be reimbursed.

Part 5 - Signature & Declaration

- This part must be completed and signed by the tank owner.

Part 6 - Attachments (The following attachments **MUST** be submitted with this application)

ATTACHMENT 1 - ITEMIZED EXPENSES FOR REIMBURSEMENT

- This must be completed and signed by the contractor.
- Itemize costs that are relevant to the pumping, disposal, cleaning and, if applicable, grouting.
- Only costs associated with the activities contained in this itemization are eligible for reimbursement.
- A copy of the **Bill of Lading or Manifest, or other official documentation** describing the disposition of the waste must be submitted along with this application.

ATTACHMENT 2 - W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

- This must be completed and signed by the tank owner. The name on the W-9 form must agree with the name of the tank owner listed on the first page of this application. The reimbursement check will be issued to the tank owner. Grant payment information will be reported to the IRS and may be subject to taxes.

All regulated storage tanks must be registered and information kept current with DEP. If you have not previously submitted an amended registration form changing the status of the tanks, please complete a Registration/Permitting of Storage Tanks form and submit to DEP for processing. You may obtain a copy of this form through www.dep.state.pa.us, keyword: Storage Tanks or call Customer Service at 1-800-42-TANKS (in Pa only) or 717-772-5599.

REMINDER: Be sure the proper attachments and the waste disposal receipt are submitted with this application. Otherwise, the application will be considered incomplete and will delay reimbursement to the tank owner.

Application



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS
DIVISION OF STORAGE TANKS

APPLICATION FOR POLLUTION PREVENTION REIMBURSEMENT GRANT ACT 13 OF 1998, SECTION 711

PLEASE FOLLOW ALL INSTRUCTIONS AS PROVIDED

Part 1 – Applicant Information

Tank Owner Name: _____

Business Address: _____

City: _____ State: _____ Zip _____

Contact Name _____ Daytime Telephone: (____) ____ - ____

Part 2 – Facility Information

Facility Name: _____ Facility ID No _____ - _____

Facility Address: _____

City: _____ State: _____ Zip _____

County: _____

Part 3 – Tank Information (Reminder: Tanks must be registered prior to closing.)

Tank No.

Capacity

Substance Stored

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DEPARTMENT USE ONLY

Supplier Invoice #: _____

VID #: _____

Invoice Date: _____

SAP Fund	General Ledger	Cost Center	Internal Order	Budget Period
2008300000	6602014	3522609000	3526039777	20__

Total Amount Approved for Payment: \$_____

Approved for Payment: _____ Date: _____

All supporting documentation for the application is on file in the Bureau of Environmental Cleanup and Brownfields.

Part 4 - Tank Disposition

The Tank Owner has completed: (circle one of the choices below)

1. Tank(s) are in temporary closure as of _____ (date).
2. Removed tank(s) in accordance with DEP requirements on _____ (date).
3. Permanently closed tank(s) in-place in accordance with DEP requirements _____ (date).

Part 5 – Signature & Declaration

Signature _____ Date _____

"By signing and submitting this Application for a Pollution Prevention Reimbursement Grant, I assert that the information contained in the application and supporting documentation is true and correct to the best of my knowledge and belief, subject to punishment under 18 PA. C.S. 4904 relating to unsworn falsification to authorities."

Tank Owner: _____
Address: _____

Facility I.D. Number _____ - _____

Contractor Name: _____
Company Name: _____
Address: _____

Company Certification Number _____
Inst/Insp. Certification Number _____

**ITEMIZED EXPENSES FOR REIMBURSEMENT
PERFORMED UNDER ACT 13, SECTION 711
POLLUTION PREVENTION GRANT PROGRAM**

A. Pumping Costs	Tank No.	Tank No.	Tank No.	Tank No.	Tank No.	Tank No.
Indicate Applicable Tank No's.	_____	_____	_____	_____	_____	_____
Cost Per Gallon to Pump	_____	_____	_____	_____	_____	_____
Total Gallons Pumped	_____	_____	_____	_____	_____	_____
Equipment Rental (if applicable)	_____	_____	_____	_____	_____	_____
Total Pumping Cost per Tank	_____ .	_____ .	_____ .	_____ .	_____ .	_____ .
Total Pumping Costs				\$	_____	

B. Disposal/Recycling Costs, If Applicable	A copy of the Bill of Lading or Manifest or other official documentation proving the waste was properly disposed of must be submitted along with this application.					
Cost Per Gallon/Drum	_____ .	_____ .	_____ .	_____ .	_____ .	_____ .
Total Gallons/Drums	_____	_____	_____	_____	_____	_____
Transportation	_____	_____	_____	_____	_____	_____
Total Disposal Costs per Tank	_____	_____	_____	_____	_____	_____
Total Disposal Costs				\$	_____	

C. Cleaning Costs						
Total Cleaning Costs per Tank	_____	_____	_____	_____	_____	_____
Total Cleaning Costs				\$	_____	

D. Fill Pipe Grouting Costs (Not Applicable if permanent closure process occurred.)						
Total Grouting Costs per Tank	_____	_____	_____	_____	_____	_____
Total Grouting Costs				\$	_____	
Grand Total (Totals for A, B, C and D)				\$	_____	
Total Costs per Tank (cannot exceed \$2,500/Tank)	_____	_____	_____	_____	_____	_____

Date work was completed: _____

Name of Contractor

Signature of Contractor