



# TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

## NOTICE OF CORRECTIVE ACTION

This form satisfies the requirements of 30 TAC 334.455 when properly completed and submitted to the tank owner by the Corrective Action Specialist at the time the offer to perform corrective action services is accepted. Please print or type to complete all blanks. Copies of this form must be provided to the TCEQ at the addresses below within 15 days from the date the offer is accepted. **Proof of commercial general liability insurance must be attached to this form when provided to owner or operator. Do not attach proof of insurance with the copy submitted to the TCEQ.** Return one copy of completed form to each address:

1. TCEQ, PST/Responsible Party Remediation, MC 137, PO Box 13087, Austin, Texas 78711-3087
2. Appropriate TCEQ Regional Office

OWNER AND FACILITY INFORMATION	
Owner's Name:	LPST ID No. (required):
Owner's Address:	
Telephone:	Fax No.:
Facility Name:	
Facility Address:	
I am aware of the registration requirements for RCAS and CAPM set forth in 30 TAC 334 Subchapter J and that reimbursement will be in accordance with the provisions of 30 TAC 334 Subchapter H (relating to the Interim Reimbursement Program) and in accordance with 30 TAC Chapter 334, Subchapter M as published in the TCEQ Reimbursable Cost Specifications. I have also been provided with a copy of a valid certificate of commercial general liability insurance in the name of the below designated corrective action specialist designating the TCEQ as certificate holder in the amount not less than one million dollars.	
Signature of Owner or Owner's Representative:	
CORRECTIVE ACTION SPECIALIST/PROJECT MANAGER INFORMATION	
RCAS:	
Reg. No.:	Expiration Date:
Representative:	
Telephone:	Fax No.:
Address:	
I am aware of the registration requirements for the RCAS and CAPM set forth in 30 TAC 334 Subchapter J and that reimbursement will be in accordance with the provisions of 30 TAC 334 Subchapter H (relating to the Interim Reimbursement Program) and in accordance with 30 TAC chapter 334, Subchapter M as published in the TCEQ Reimbursable Cost Specifications.	
Signature of RCAS (or Representative):	
CAPM:	
Reg. No.:	Expiration Date:
Company Name:	
Telephone:	Fax No.:
Address:	

### TCEQ DISCLAIMER

1. **The Registration of a Corrective Action Specialist by the TCEQ does not constitute endorsement, licensing or promotion of any Corrective Action Specialist. Registration does not imply the TCEQ guarantees the quality of the work performed or that the cost of the work may be reimbursed.**
2. **Reimbursement for approved work is subject to the eligibility requirements set forth in 30 TAC 334 Subchapter H and the TCEQ's Reimbursable Cost Specifications. Charges exceeding the amount determined as reimbursable for that particular work item shall not be reimbursed by the TCEQ.**

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

CORRECTIVE ACTION SPECIALIST  
NOTICE TO TANK OWNERS AND OPERATORS

When a Corrective Action Specialist (CAS) conducts work for a tank owner or operator on a leaking product storage tank (LPST) site, the CAS must provide a *Notice of Corrective Action* that includes the CAS's registration number, proof of commercial liability insurance, and disclaimer statements to the owner or operator. The requirement for this notice (Title 30 Texas Administrative Code, 334.455) states that the notice must be filed prior to the time an offer to perform corrective action services is accepted. In order to alleviate the burden of providing this notice every time a new activity is performed on an LPST site, the following procedures may be followed by the Corrective Action Specialist:

- The notice to the owner or operator must be submitted on the attached form provided by the TCEQ. The CAS should complete the information and sign the form, attach proof of insurance, and obtain the signature of the owner or operator. Copies of the form (without proof of insurance attached) must be submitted to the Central Office and to the appropriate Regional Office within 15 days from the date on which the offer to perform corrective action services is accepted.
- One notice per LPST site may be provided under the following scenarios:
  1. The CAS performing the corrective action services for a particular LPST site remains the same. If the CAS should change, a revised notice must be filed at the time the new CAS accepts work. If any of the CAS address or phone information should change, a revised notice form should be submitted.
  2. The owner or operator's contact person does not change. Should a change occur in the owner or operator's contact person, a new notice from the CAS must be filed at the time the next contract is obtained
- CASs contracting with one owner or operator for many separate LPST sites may submit one form listing each of the LPST ID numbers. The CAS must submit the corresponding number of copies of the form to both the Central Office and to the appropriate Regional Office.
- Please keep in mind that the requirements applicable to Corrective Action Specialists and Project Managers apply to all LPST sites at which corrective action services are conducted and are independent of whether or not the site or the activities are eligible for reimbursement. The CAS and PM requirements apply only to corrective action directed by the TCEQ and do not apply, for example, to investigations conducted prior to the confirmation of a release incident.

Please remember to include your CAS registration number on all correspondence with the TCEQ (pursuant to 30 TAC 334.453(a)(4)). This requirement also applies to registered Correction Action Project Managers. The registration expiration date should also be included to ensure that the registration is in effect at the time the corrective action services are conducted.

The *Notice of Corrective Action* is one of several requirements of which you should be familiar. Please refer to Title 30, Texas Administrative Code, Chapter 334, Subchapter J for additional requirements for Corrective Action Specialists and Project Managers. You are responsible for compliance with this and the other rules and laws governing corrective action activities in the storage tank program.

Should you have any questions on registration procedures, please contact the Occupational Licensing Section at 512/239-2192. For questions on corrective action at leaking storage tank sites, please contact the Remediation Division's Responsible Party Remediation Program at 512/239-2200.