



UST FINANCIAL RESPONSIBILITY USER GUIDE

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Introduction

This user guide is designed to help the regulated community submit and manage underground storage tank (UST) financial responsibility (FR) in myDEQ | [Learn more at azdeq.gov/UST/FR >](https://azdeq.gov/UST/FR)

Owner/operator options for demonstrating FR:

- Commercial Liability Insurance (most common) | [Details at azdeq.gov/FR-insurance-checklist >](https://azdeq.gov/FR-insurance-checklist)
- Financial Test of Self Insurance
- Trust Fund
- Standby Trust Fund
- Guarantee
- Surety Bond
- Letter of Credit
- Certificate of Deposit

[Details at azdeq.gov/FR-alternatives >](https://azdeq.gov/FR-alternatives)

Local government options for demonstrating FR:

- Bond Rating Test
- Bond Financial Test
- Guarantee
- Local Government Fund

[Details at azdeq.gov/FR-alternatives-govt >](https://azdeq.gov/FR-alternatives-govt)

WHAT IS myDEQ?

myDEQ is the Arizona Department of Environmental Quality's (ADEQ) online web portal, designed to assist customers in meeting their environmental priorities and responsibilities. The portal allows UST owners/operators to easily fulfill annual financial responsibility (FR) reporting requirements. Using myDEQ, UST owners/operators can attach and submit insurance policies or alternative mechanisms of FR for each of their facilities.

How Do I Get a myDEQ Account?

Getting an account is easy:

Step 1: Request an account (completed by the Responsible Corporate Officer - RCO) | [More at azdeq.gov/roles >](https://www.azdeq.gov/roles)

Step 2: Verify your identity online (also available by mail)

Step 3: Choose a password and security questions

Step 4: Authorize additional users to access the account | [More at azdeq.gov/roles >](https://www.azdeq.gov/roles)

[Request an account at my.azdeq.gov >](https://my.azdeq.gov)

LOGIN

Email Address

Please enter a username

Password

Please enter a password

Remember me

SIGN IN

[Forgot Password? | Request an Account](#)

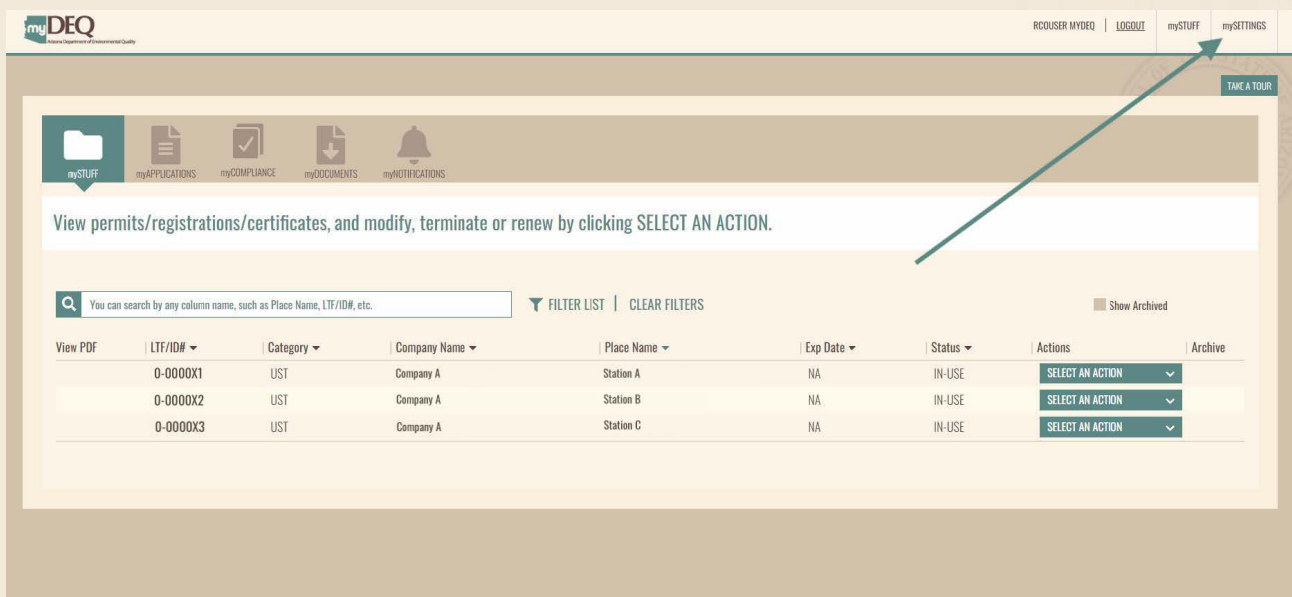
Login Tips:

- Use Chrome
- Use (and bookmark for future use): my.azdeq.gov
- Enter the email address and password you used when you registered for myDEQ

Adding a Company

To submit financial responsibility, the myDEQ RCO or DRO must first add the company that owns the UST to their account | [More at azdeq.gov/roles](https://www.azdeq.gov/roles) >

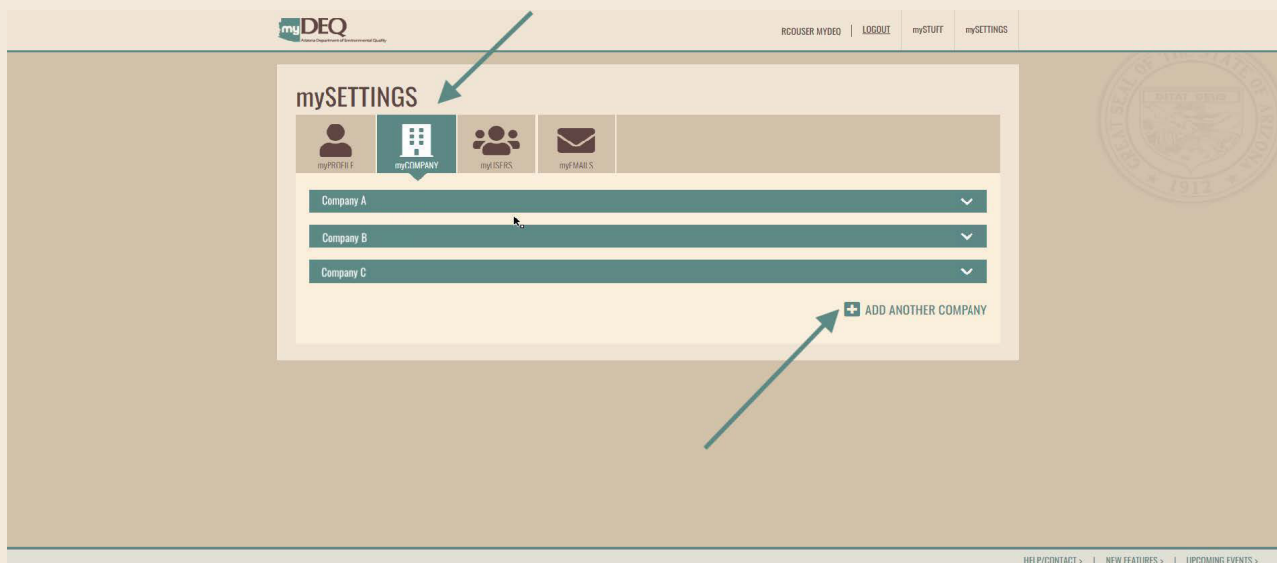
Step 1: Go to **mySETTINGS**, located in the upper right corner of your myDEQ dashboard.



The screenshot shows the myDEQ dashboard interface. In the top right corner, the navigation menu includes 'RCOUSER MYDEQ', 'LOGOUT', 'mySTUFF', and 'mySETTINGS'. The 'mySETTINGS' tab is highlighted with a blue arrow. Below the navigation bar, there are several icons for 'mySTUFF', 'myAPPLICATIONS', 'myCOMPLIANCE', 'myDOCUMENTS', and 'myNOTIFICATIONS'. A central banner reads 'View permits/registrations/certificates, and modify, terminate or renew by clicking SELECT AN ACTION.' Below this is a search bar and a table of UST records.

View PDF	LTF/ID#	Category	Company Name	Place Name	Exp Date	Status	Actions	Archive
	0-0000X1	UST	Company A	Station A	NA	IN-USE	SELECT AN ACTION	
	0-0000X2	UST	Company A	Station B	NA	IN-USE	SELECT AN ACTION	
	0-0000X3	UST	Company A	Station C	NA	IN-USE	SELECT AN ACTION	

Step 2: Click on the **myCOMPANY** tab and then select **ADD ANOTHER COMPANY**.



The screenshot shows the 'mySETTINGS' page. The 'myCOMPANY' tab is selected and highlighted with a blue arrow. Below the tabs, there are three company entries: 'Company A', 'Company B', and 'Company C', each with a dropdown arrow. At the bottom right of the company list, there is a button labeled '+ ADD ANOTHER COMPANY', which is also highlighted with a blue arrow.

Step 3: You will be prompted to select whether you are a company or a government agency and click **CONTINUE**.

Adding a Company (cont.)

Step 4: Enter all the company details, including ACC File Number |
[Find ACC File # at ecorp.azcc.gov/entitysearch/index](http://ecorp.azcc.gov/entitysearch/index) >

NOTE: You can add more than one company in one request by clicking **ADD ANOTHER COMPANY**.

The screenshot shows a web form titled "Company" with a dropdown arrow. The form contains the following fields and values:

- Company Name: ADEQ
- Title at this Company: FR specialist
- Phone Number: 602-771-4562
- Ext: (empty)
- Mailing Information section:
 - Address Line 1: 1110 W Washington St
 - Address Line 2: (empty)
 - City: Phoenix
 - State: Arizona
 - Zip Code: 85007
 - Country: USA
- What is your Arizona Corporation Commission (ACC) File Number?:
 - ACC File #: L13635832

At the bottom of the form, there are three buttons: a "BACK" button with a left arrow, an "ADD ANOTHER COMPANY" button with a plus sign, and a "SAVE" button with a right arrow.

Step 5: Once you have clicked SAVE to submit the request, you will see a notification that the request is pending.

This screenshot shows the same form as above, but with a notification overlay in the center. The notification text is:

ADD A COMPANY(IES) REQUEST PENDING

You have requested to add the following company(ies), of which you are the RCO of:
ADEQ FR

Your request is being reviewed, once your request is approved you will receive an email with instructions to complete a Subscriber Agreement, which list the company(ies) you wish to add to your account.

At the bottom of the notification is a "OK" button with a right arrow. The background form is dimmed, showing the same fields and buttons as in the previous screenshot.

Adding New FR

What to Know About Submitting FR

- FR must be submitted in the myDEQ portal (not via email or mail).
- The complete policy needs to be uploaded. If you have not received the complete policy from your carrier, then you may submit the certificate of insurance and tank schedule if available. The policy may be supplemented at a later date via myDEQ.
- Submission is not complete until you reach the confirmation page and receive an FR number.
- If you have FR in **draft** status, you will need to edit or delete the draft to add a new FR for the same tank.

Step 1: On the **mySTUFF** tab (under mySETTINGS), locate your Facility ID # and click the **SELECT AN ACTION** drop-down. Then choose **Review UST Financial Responsibility**.

The screenshot shows the myDEQ portal interface. At the top, there are navigation tabs: mySTUFF, myAPPLICATIONS, myCOMPLIANCE, myDOCUMENTS, and myNOTIFICATIONS. Below these is a search bar and a table of UST records. The table has columns: View PDF, LTF/ID#, Category, Company Name, Place Name, Exp Date, Status, Actions, and Archive. The record with LTF/ID# 0-001200 and Status IN-USE is highlighted. An arrow points to the 'SELECT AN ACTION' dropdown menu for this record, which is open and shows options: Submit UST Notification Form, Submit UST Plan Review Form, Review UST Financial Responsibility (highlighted), and Submit Suspected Release Reports.

Step 2: In the top-right corner, choose **ADD A NEW FR**.

The screenshot shows the 'REVIEW UST FINANCIAL RESPONSIBILITY (FR)' page. At the top right, there are buttons for 'NEED HELP?' and 'EXIT'. Below the title is a section titled 'List of Financial Responsibility (FR)' with the instruction 'Add or update/verify FR from the following list.' There is a table with columns: FR#, Mechanism, Annual Notification Due, Expiry Date, Status, and Action. The table contains one row with FR# FR2684, Mechanism Insurance, Annual Notification Due 12/18/2022, Status ACTIVE, and Action SELECT ONE. An arrow points to the 'ADD A NEW FR' button in the top right corner of the table area.

Adding New FR (cont.)

Step 3: Complete each section with the status “Not Started,” starting with Section 1 by clicking the pencil

ADD NEW FINANCIAL RESPONSIBILITY (FR)

Which section(s) do you need to complete?
To complete a section, click the EDIT icon. Once finished modifying that section, repeat as needed until all sections are updated and click CONTINUE TO CERTIFY.

Section	Status	Edit
1 Company	Not Started	
2 Facilities & Tanks	Not Started	
3 Mechanism	Not Started	
4 Coverage	Not Started	
5 Supporting Info & Documents	Not Started	
6 Contact	Not Started	

CERTIFY AND SUBMIT
To certify and submit, complete all the required sections.

[CONTINUE TO CERTIFY >](#)

Section 1: Company - Select the company associated with the FR. If the company isn't listed, **add the company to your account**. If another RCO already has the company associated with their account, you may need to reach out to the company's RCO to add you as a user under their myDEQ account.

Section 2: Facilities & Tanks - Refer to the tank schedule to verify which facilities and tanks are covered by the FR, and select the facilities and tanks from the list. Click the boxes “Select all USTs on this page” or “Select all USTs for this facility” as applicable.

ADD NEW FINANCIAL RESPONSIBILITY (FR)

Which facilities and USTs will be covered under this Financial Responsibility?
Provide the requested information and click SAVE & CONTINUE.

Select all USTs on this page

You have selected: 15410 USTs

Store #1 | Address Selected: 4/4

Select all USTs for this facility

UST	Date Installed	FR Expiration	FR Status
<input checked="" type="checkbox"/> 1	01/01/1987	08/28/2023	ACTIVE
<input checked="" type="checkbox"/> 2	01/01/1987	08/28/2023	ACTIVE
<input checked="" type="checkbox"/> 3	01/01/1987	08/28/2023	ACTIVE
<input checked="" type="checkbox"/> 4	08/01/1994	08/28/2023	ACTIVE

Store #2 | Address Selected: 3/3

Select all USTs for this facility

UST	Date Installed	FR Expiration	FR Status
<input checked="" type="checkbox"/> 1	01/01/1987	08/28/2023	ACTIVE
<input checked="" type="checkbox"/> 2	01/01/1987	08/28/2023	ACTIVE

Section 3: Mechanism - Select mechanism type. Insurance is the most commonly used, however, several alternative mechanisms are acceptable proof of FR | [Learn more at azdeq.gov/FR-alternatives >](https://www.azdeq.gov/FR-alternatives) In the less common case you have a certificate of deposit in conjunction with the selected mechanism, answer “Yes” before continuing.

Adding New FR (cont.)

Section 4: Coverage - Enter the amount of coverage (no commas) and what the coverage includes as indicated by your mechanism (e.g., certificate of insurance). Mechanisms must cover both corrective action and compensation for injury and property damage. Most FR mechanisms cover all three types of releases, so you would select all three.

Insurance Example:

CERTIFICATE:

1. Insurance Company, the "Insurer", as identified above, hereby certifies that it has issued liability insurance covering the following underground storage tank(s):

Per the attached Scheduled Location(s) and Scheduled Storage Tank(s) Systems

for taking corrective action and/or compensating third parties for bodily injury and property damage caused by either "sudden accidental releases" or "nonsudden accidental releases" or "accidental releases" in accordance with and subject to the limits of liability, exclusions, conditions, and other terms of the policy arising from operating the underground storage tanks identified above.

The limits of liability are \$1,000,000 Each Occurrence and \$2,000,000 Annual Aggregate Policy Limit, exclusive of legal defense costs which are subject to a separate limit under the Policy. This coverage is provided under Policy Number XXXXXXXX. The effective date of said policy is 12/05/2017.

2. The "Insurer" further certifies the following with respect to the insurance described in Paragraph 1:
 - a. Bankruptcy or Insolvency of the insured shall not relieve the "Insurer" of its obligations under the policy to which this certificate applies.
 - b. The "Insurer" is liable for the payment of amounts within any deductible applicable to the policy to the provider of corrective action or a damaged third-party, with a right of reimbursement by the insured for any such payment made by the "Insurer". This provision does not apply with respect to that amount of any deductible for which coverage is demonstrated under another mechanism or combination of mechanisms as specified in 40 CFR 280.95-280.102.
 - c. Whenever requested by a Director of an implementing agency, the "Insurer" agrees to furnish to the Director a signed duplicate original of the policy and all endorsements.

Self-Insurance Example:

Subject: Petroleum Underground Storage Tanks Financial Responsibility

I am the Chief Financial Officer of [REDACTED]. This letter is in support of the use of the financial test of self-insurance to demonstrate financial responsibility for taking corrective action and compensating third parties for bodily injury and property damage caused by sudden accidental releases and non-sudden accidental releases in the amount of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate arising from operating underground storage tanks.

Underground storage tanks at the following facilities are assured by this financial test or a financial test under an authorized State program by this owner or operator:

See list of facilities attached, Attachment 1

A financial test is also used by this owner or operator to demonstrate evidence of financial responsibility in the following amounts under other EPA regulations or state programs authorized by EPA under 40 CFR Parts 271 and 145:

EPA Regulations	Amount
Closure	(§§ 264.143 and 265.143)
Post-Closure Care	(§§ 264.145 and 265.145)
Liability Coverage	(§§ 264.147 and 265.147)
Corrective Action	(§ 264.101(b))
Plugging and Abandonment	(§ 144.63)
Closure	[REDACTED]
Post-Closure Care	[REDACTED]
Liability Coverage	[REDACTED]
Corrective Action	[REDACTED]
Plugging and Abandonment	[REDACTED]
Total	[REDACTED]

Adding New FR (cont.)

Section 5: Supporting Information & Documents - Upload required documents for insurance or alternative mechanisms as proof of FR. For insurance, you will need the (1) Certificate of Insurance, (2) tank schedule and (3) copy of the complete policy. *You may upload the Certificate of Insurance and tank schedule until you receive the policy from your carrier.* Providing premiums and deductibles is optional for ADEQ data purposes. These can be found on the declaration page of your insurance policy.

Certificate of Insurance Example (Insurance):

**UNDERGROUND STORAGE TANK CERTIFICATE OF INSURANCE TO DEMONSTRATE FINANCIAL RESPONSIBILITY
STATE OF ARIZONA**

Facility Name(s) and Address(es):
[REDACTED]

Policy Number: UST G2472475A 009
Period of Coverage: From 12:01am 08/01/2020 to 12:01am 08/01/2021
Name of Insurer: [REDACTED] Insurance Company
Address of Insurer: [REDACTED] Insurance Company ([REDACTED] Environmental Risk, P.O. Box 1000, 436 [REDACTED])
Name of Insured: [REDACTED] [REDACTED] Company
Address of Insured: 2002 N. 3rd Avenue, MC. 08-01-20 in Phoenix, AZ 85002

Certification:

1. [REDACTED] Insurance Company, the Insurer, as identified above, hereby certifies that it has issued liability insurance covering the following underground storage tank(s):

Facility	Identification No.	Number of Tanks
[REDACTED]	U-110U96	1
[REDACTED]	N/A	3

for taking corrective action and compensating third parties for bodily injury and property damage caused by accidental release in accordance with and subject to the limits of liability, exclusions, conditions, and other terms of the policy arising from operating the underground storage tank(s) identified above.

The limits of liability are:

a. \$1,000,000	Each Occurrence
b. \$1,000,000	Annual Aggregate

exclusive of legal defense costs, which are subject to a separate limit under the policy. This coverage is provided under UST G2472475A 009. The effective date of said policy is 08/01/2020.

2. The Insurer further certifies the following with respect to the insurance described in Paragraph 1:


- Bankruptcy or insolvency of the insured shall not relieve the Insurer of its obligations under the policy to which this certificate applies.
- The Insurer is liable for the payment of amounts within any deductible applicable to the policy to the provider of corrective action or a damaged third-party, with a right of reimbursement by the insured for any such payment made by the Insurer. This provision does not apply with respect to that amount of any deductible for which coverage is demonstrated under another mechanism or combination of mechanisms as specified in 40 CFR 280.92-280.102 and 280.104-280.107.
- Whenever requested by a Director of an implementing agency, the Insurer agrees to furnish to the Director a signed duplicate original of the policy and all endorsements.
- Cancellation or any other termination of the insurance by the Insurer, except for non payment of premium or misrepresentation by the Insured, will be effective only upon written notice and only after the expiration of 60 days after a copy of such written notice is received by the insured. Cancellation for non-

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payment of premium or misrepresentation by the insured will be effective only upon written notice and only after expiration of a minimum of 30 days after a copy of such written notice is received by the insured.

- The insurance covers claims otherwise covered by the policy that are reported to the Insurer within six months of the effective date of cancellation or non-renewal of the policy except where the new or renewed policy has the same retroactive date or a retroactive date earlier than that of the prior policy, and which arise out of any covered occurrence that commenced after the policy retroactive date, if applicable, and prior to such policy renewal or termination date. Claims reported during such extended reporting period are subject to the terms, conditions, limits, including limits of liability, and exclusions of the policy.

I hereby certify that the wording of this instrument is identical to the wording in 40 CFR 280.97(b)(2) and that the Insurer is licensed to transact the business of insurance, or eligible to provide insurance as an excess or surplus lines insurer, in one or more states.



 Authorized Representative of Insurer

 Name

 Title

 Address

Adding New FR (cont.)

Tank Schedule Example (Insurance):

Insurance Company Storage Tank Application
Schedule of Locations and Storage Tanks
 Effective as of December 05, 2017
 Attached to and forming part of Policy #XXXXXX

Storage Tank System(s)						
Tank#	Insured Site	Retroactive Date	Tank Installation Date	Tank Capacity	Deductible	Tank Type
1	Gas Station 555 Gas Lane Phoenix, AZ 85210	12/05/2013	1986	12,000	\$25,000	UST
2	Gas Station 555 Gas Lane Phoenix, AZ 85210	12/05/2013	1986	12,000	\$25,000	UST
3	Gas Station 555 Gas Lane Phoenix, AZ 85210	12/05/2013	1986	12,000	\$25,000	UST

If a retroactive date is not listed in the tank schedule, it must be listed on another official policy document (e.g., Certificate of Insurance) and compliant with statute. A retroactive date is the date from which you have held uninterrupted professional indemnity insurance coverage (even if you changed insurers during this time) | [Learn more at azdeq.gov/retrodates](http://azdeq.gov/retrodates) >

Complete Policy Example (Insurance):

INSURANCE CORPORATION
 (A Non-Admitted Insurance Company, Licensed in the "Company")
 17000 Massachusetts Avenue, Suite 1000
 Boston, MA 02130
 Telephone Number: 800.555.1234

If the insurer that issued this policy becomes insolvent, insureds or claimants will not be eligible for insurance guaranty fund protection pursuant to ARS 20, Arizona Revised Statutes.

**STORAGE TANK THIRD PARTY LIABILITY
 CORRECTIVE ACTION AND CLEANUP POLICY**
 COVERAGE IS PROVIDED ON A CLAIMS-MADE, REPORTED AND DEFENSE WITHIN LIMITS
 BASIS.

Policy Number: [REDACTED] Renewal Date: [REDACTED]
 Renewed on: [REDACTED] Year of Policy: 2018

Form 7. NAME(S) INSURED: [REDACTED]
 ADDRESS: [REDACTED]

Form 8. The Named Insured: Individual Partnership Joint Venture
 Corporation (Other than Partnership or Joint Venture)

Form 2. POLICY PERIOD: From August 01, 2017 To August 31, 2018
 (Each site insured here at the address of the Named Insured at stated limits.)

Form 3. RETROACTIVE DATE: Please see schedule attached at the end of this document.

Form 4. In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance we stated on this policy.

A. Cash Retention Limit: \$2,000,000
 B. Aggregate Limit Per Policy Period: \$4,000,000
 C. Aggregate Claims Expense Limit: \$2,000,000

Form 5. Deductible For Each Pollution Incident: Please see schedule attached at the end of this document.

Form 6. General Information

Loc. #	Location Name	Street Address	City	State	Postal Code
1			Tempe	Arizona	85281

Form 9. General Storage Inventory

Loc. #	Tank #	UST / SW / LSW	Year Installed	Capacity (Gallons)	Construction Material	SW / LSW Contents	Rem. Date	Deductible
1	1	UST	2017	20,000	Polyethylene (Resin-based Plastic)	None	August 01, 2017	\$2,500

Pursuant to Arizona Revised Statute Section 20-410(B), this policy is issued by an insurer that does not possess a certificate of authority from the Director of the Arizona Department of Insurance. If the insurer that issued this policy becomes insolvent, insureds or claimants will not be eligible for insurance guaranty fund protection.

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INSURANCE CORPORATION
 (A Non-Admitted Insurance Company, Licensed in the "Company")
 17000 Massachusetts Avenue, Suite 1000
 Boston, MA 02130
 Telephone Number: 800.555.1234

ENDORSEMENT NO. N/A

Effective Date: [REDACTED]
 Policy Number: [REDACTED]
 Issued To: [REDACTED]

**STORAGE TANK THIRD PARTY LIABILITY
 CORRECTIVE ACTION AND CLEANUP POLICY**

This policy provides:

- claims made and reported coverage for storage tank third-party bodily injury and property damage liability;
- claims made and reported third "confidential release" (disclosed and reported) coverage for cleanup costs for aboveground storage tanks; and
- claims made and reported third "confidential release" (disclosed and reported) coverage for cleanup costs for underground storage tanks.

Deductible covers will include both the deductible amount and the separate limit of insurance available to pay legal defense costs.

Various provisions in this policy restrict coverage. Read the entire policy carefully to determine rights, duties and what is and is not covered.

Throughout this policy the words "you" and "your" refer to the Named Insured shown in the Declarations, and any other person or organization qualifying as a "Named Insured" under this policy. The words "we", "us", "our" and the "company" refer to the company providing this insurance. Other words and phrases that appear in quotation marks have their true meaning. Refer to DEFINITIONS (SECTION VI). Insured means any person or organization qualifying as such under WHO IS AN INSURED (SECTION II).

SECTION I. INSURING AGREEMENT

1. Coverage:

A. Subject to the Limits of Insurance and the Exclusions:

Coverage A: Third Party Bodily Injury and Property Damage
 We will pay those sums that the insured becomes legally obligated to pay for compensatory damages because of "tank injury" and "property damage" that arise from a "pollution incident" as to, or arising from, the "covered location", provided it "occurs" or first made and reported to us during the "policy period" for the Extended Reporting Period, if applicable.

Coverage B: Cleanup of Pollutants Due to Underground Storage Tank Releases
 We will pay those reasonable and necessary costs that the insured incurs for "cleaning", "remediation costs" and "removal operations" due to a "confidential release" resulting from a "pollution incident" from an "underground storage tank system" provided that:

(i) a "claim" arising from a "confidential release" is first made during the "policy period" or during the Extended Reporting Period, if applicable; or

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Complete policies are typically around 30 pages and include a declaration page, coverage agreements, coverage exclusions and claim reporting guidelines. If you have PMMIC Insurance, visit: pmmic.com/upl/downloads/content-blocks/pmmic-ust-full-coverage-policy-for-arizona.pdf.

Adding New FR (cont.)

Performance Bond Example (Alternative Mechanism):

PERFORMANCE BOND

Date bond executed: February 28, 2018

Period of coverage: April 4, 2018 To April 4, 2019

Principal: [REDACTED]

Type of organization: Corporation

State of incorporation (if applicable): DE

Surety(ies):
[REDACTED] INSURANCE COMPANY
[REDACTED] San Antonio, TX, 78216

Scope of Coverage: The tanks covered by the Bond are listed in Exhibit A, which is made part of this agreement. The coverage guaranteed by the Bond shall include: "taking corrective action" and/or "compensating third parties for bodily injury and property damage caused by" either "sudden accidental releases" or "non-sudden accidental releases" or "accidental releases" "arising from operating the underground storage tank".

Penal sums of bond:

Per occurrence	<u>\$1,000,000 (million)</u>
Annual aggregate	<u>\$2,000,000 (million)</u>
Surety's bond number:	<u>SLR0014302</u>

Know All Persons by These Presents, that we, the Principal and Surety(ies), hereto are firmly bound to the United States Environmental Protection Agency, in the above penal sums for the payment of which we bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally; provided that, where the Surety(ies) are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sums jointly and severally only for the purpose of allowing a joint action or actions against any or all of us, and for all other purposes each Surety binds itself, jointly and severally with the Principal, for the payment of such sums only as is set forth opposite the name of such Surety, but if no limit of liability is indicated, the limit of liability shall be the full amount of the penal sums.

Whereas said Principal is required under Subtitle I of the Resource Conservation and Recovery Act (RCRA), as amended, to provide financial assurance for: "taking corrective action" and/or "compensating third parties for bodily injury and property

Section 6: Contact Information - Select a contact from the drop-down or enter new contact information.

Step 4: Once all sections are marked as complete, you will be able to certify and submit the FR.




CERTIFY AND SUBMIT
To certify and submit, complete all the required sections.

[CONTINUE TO CERTIFY >](#)

Step 5: Review the summary (click the pencil icon to edit information) and click to certify your submission. Your FR submission is complete once you reach the confirmation page.

CONFIRMATION

Thank you for submitting a new Financial Responsibility. ADEQ will review and contact you via email within the next 5 business days with next steps for any needed revisions or confirmation of Financial Responsibility approval.



PDF

COPY OF RECORD

Please download your Copy of Record for this submission and retain for your records.

Date Submitted: 06/13/2022
FR#: FR2279

*This document also has been emailed to you.

[EXIT >](#)

Updating or Renewing FR

What to Know About Updating or Renewing FR

- FR must be updated or renewed in the myDEQ portal (not via email or mail).
- The complete policy needs to be uploaded. If you have not received the complete policy from your carrier, then you may submit the certificate of insurance and tank schedule if available. The policy may be supplemented at a later date via myDEQ.
- Submission is not complete until you reach the confirmation page and receive an FR number.

Step 1: On the **mySTUFF** tab (under mySETTINGS), locate your Facility ID # and click the **SELECT AN ACTION** drop-down. Then choose **Review UST Financial Responsibility**.

The screenshot shows the myDEQ portal interface. At the top, there are navigation tabs for 'mySTUFF', 'myAPPLICATIONS', 'myCOMPLIANCE', 'myDOCUMENTS', and 'myNOTIFICATIONS'. Below these is a search bar and a table of FR records. The table has columns for 'View PDF', 'LTF/ID#', 'Category', 'Company Name', 'Place Name', 'Exp Date', 'Status', 'Actions', and 'Archive'. The 'Actions' column for the first record (LTF/ID# 0-0000X1) is open, showing a dropdown menu with options: 'SELECT AN ACTION', 'Submit UST Notification Form', 'Submit UST Plan Review Form', 'Review UST Financial Responsibility', and 'Submit Suspected Release Reports'. A blue arrow points to the 'Review UST Financial Responsibility' option.

Step 2: Beside the applicable FR, select **Update/Renew FR** from the Actions drop-down

The screenshot shows the 'REVIEW UST FINANCIAL RESPONSIBILITY (FR)' page. It features a table titled 'List of Financial Responsibility (FR)' with columns: 'FR#', 'Mechanism', 'Annual Notification Due', 'Expiry Date', 'Status', and 'Action'. The table contains two records: FR2684 (Insurance, 12/18/2022, ACTIVE) and FR2819 (Letter of Credit, FUTURE). The 'Action' dropdown for the second record is open, showing options: 'SELECT ONE', 'SELECT ONE', 'Update/Renew FR', and 'Submit Annual Confirmation'. A blue arrow points to the 'Update/Renew FR' option.

Updating or Renewing FR (cont.)

Step 3: Complete all sections that need to be updated (typically only Section 5 for renewals) by clicking the pencil icon beside each applicable section. In most cases, coverage information does not change from one FR reporting period to another. Previously submitted information will be autopopulated in each section. Refer to [Pages 6 - 10](#) for more information about each section.

NOTE: The mechanism cannot be changed in the update path. If the update or renewal is not for the same mechanism, then you must submit as a **new FR**.

UPDATE FINANCIAL RESPONSIBILITY (FR)

Which section(s) do you need to complete?
To complete a section, click the EDIT icon. Once finished modifying that section, repeat as needed until all sections are updated and click CONTINUE TO CERTIFY.

Section	Status	Edit
1 Company	Completed	
2 Facilities & Tanks	Completed	
3 Mechanism	Completed	
4 Coverage	Completed	
5 Supporting Info & Documents	Completed	
6 Contact	Completed	

CERTIFY AND SUBMIT
Click CONTINUE TO CERTIFY to submit the application.

[CONTINUE TO CERTIFY >](#)

About Updating Section 5 (Insurance): Review the autopopulated information and make any necessary edits. Insurance policy numbers typically change from year to year (except PMMIC policies). Adjust coverage start and end dates as appropriate.

ADD NEW FINANCIAL RESPONSIBILITY (FR)

What is the company's insurance information?
Provide the requested information and click SAVE & CONTINUE.

Insurer/Company Name:

Insurance Policy#:

Effective Coverage Start Date:

Effective Coverage End Date:

[< BACK](#)

[SAVE & CONTINUE >](#)

Updating or Renewing FR (cont.)

For commercial liability insurance, enter the retro date found in your **tank schedule**. Providing insurance premium and deductible information is optional and for ADEQ data purposes. Premiums and deductibles may be found on the declaration page of your insurance policy.

The screenshot shows a form for 'Gas Station #1 - Address'. It includes a section for 'What is the deductible?' with an input field for '\$ 10000'. Below that is a section for 'What are the retroactive dates?' with a checkbox for 'Apply Retroactive Date to all USTs' and a date picker for 'Retroactive Date'. A table lists two USTs (5 and 6) for 'GAS STATION #1 - GILBERT', each with a retroactive date picker and an installation date of 12/01/1988. The form also has sections for 'Gas Station #2 - Address' and 'Gas Station #3 - Address' and buttons for 'BACK' and 'SAVE & CONTINUE >'.

UST	Facility	Retroactive Date	Installation Date
5	GAS STATION #1 - GILBERT	MM/DD/YY	12/01/1988
6	GAS STATION #1 - GILBERT	MM/DD/YY	12/01/1988

The FR mechanism effective dates change from each FR reporting period, and you will need to enter the current FR reporting period's dates. For alternative mechanisms, we request that you enter the FR end date, though marked as optional.

NOTE: Fiscal year end refers to the completion of a one-year (12-month) accounting period.

The screenshot shows the 'UPDATE FINANCIAL RESPONSIBILITY (FR)' form. It includes a section for 'What is the financial mechanism information?' with a sub-instruction 'Provide the requested information and click SAVE & CONTINUE.' Below this are input fields for 'FR Start Date' (10/01/2021) and 'OPTIONAL | FR End Date' (MM/DD/YY). A section for 'Financial Year Information' includes an input field for 'Financial Year End Date' (04/30/2021). The form has buttons for 'NEED HELP?', 'SAVE & EXIT', 'BACK', and 'SAVE & CONTINUE >'.

Updating or Renewing FR (cont.)

Provide revised supporting documents as needed, ensuring the selected file from your computer completed upload. Delete the previous year's file by selecting the trash can icon.

NEED HELP?
SAVE & EXIT

UPDATE FINANCIAL RESPONSIBILITY (FR)

SUPPORTING DOCUMENTS: Upload company's insurance mechanism documents.
For each of the following, click SELECT FILE to choose a file from your computer. Then click UPLOAD. Once all files are uploaded, click SAVE & CONTINUE.

Certificate of Insurance (COI) or Alternate Endorsement File:

Document on File: [REDACTED]
[RESPONSIBILITY - CERT OF INSURANCE 7.7.2022.pdf](#)

Yes, what is shown is correct and up-to-date
 No, I need to upload a revised version

Upload revised Copy of the Certificate of Insurance (COI) or Alternate Endorsement File
Click the trash icon for the file(s) that needs to be revised. Then click SELECT FILE to choose a file from your computer and click UPLOAD.

JPG, PDF, DOC, DOCX or ZIP files only | 20mb max per file SELECT FILE >

File Name	Confidential File ?	Delete
1. [REDACTED] - CERT OF INSURANCE 7.7.2022.pdf		

Copy of the Full Policy:
Upload the full policy which should also include the UST schedule and the declaration pages.
 Note: Per EPA, the actual policy or declarations statement is required to determine if the policy is subject to payment of a self-insured retention or contains any exclusions.

Document on File: [REDACTED], [2023 UST Policy.pdf](#)

MARKED CONFIDENTIAL
Note: Files marked confidential can't be viewed or downloaded.

Yes, what is shown is correct and up-to-date

Once all required documentation is uploaded, click **SAVE & CONTINUE** to proceed. If your screen says **"No Digital Document on File,"** this means the previous FR was submitted via a paper form. Please upload required documentation for each renewal.

SUPPORTING DOCUMENTS: Upload company's financial test of self-insurance mechanism documents.
For each of the following, click SELECT FILE to choose a file from your computer. Then click UPLOAD. Once all files are uploaded, click SAVE & CONTINUE.

Letter from Chief Financial Officer:

JPG, PDF, DOC, DOCX or ZIP files only | 20mb max per file SELECT FILE >

Financial Statements:

JPG, PDF, DOC, DOCX or ZIP files only | 20mb max per file SELECT FILE >

Step 4: Once all sections are marked as complete, you may proceed to review a summary of the information, certify its accuracy and submit the FR update or renewal. Your FR submission is complete once you reach the confirmation page.

Accessing a Draft FR

What to Know About Accessing a Draft FR

- If you try to add a new FR and have a draft for that FR already in progress, myDEQ will alert you.
- Edit or delete any existing drafts to prevent the system from creating several drafts for the same submission.
- If you select the same tanks as in a draft in progress, myDEQ will alert you that you have draft or overlapping coverage for the tanks. To proceed, you will need to select tanks that don't have FR in draft, edit the existing draft, or delete the draft in myCOMPLIANCE.

Step 1: On the **myCOMPLIANCE** tab (under mySETTINGS), locate the FR in Draft status on the list and click to **EDIT** the draft under the Actions drop-down or select the **trash icon** to delete extra drafts.

The screenshot shows the myDEQ myCOMPLIANCE interface. At the top, there are navigation tabs: mySTUFF, myAPPLICATIONS, myCOMPLIANCE (selected), myDOCUMENTS, and myNOTIFICATIONS. Below the tabs, there are buttons for "SUBMIT A NEW REPORT/FORM" and "VIEW COMPLETED REPORTS/FORMS". A search bar is present with the text "You can search by any column name, such as Place Name, LTF/ID#, etc." and options for "FILTER LIST" and "CLEAR FILTERS". Below the search bar is a table with the following columns: View More, Report/Form#, Category, Type, LTF/ID#, Place Name, Started On, Status, Actions, and Delete. The table contains one row with the following data: Report/Form# 72686, Category UST, Type Financial Responsib ..., Started On 11/28/2022, Status Draft, and Actions EDIT and a trash icon.

View More	Report/Form#	Category	Type	LTF/ID#	Place Name	Started On	Status	Actions	Delete
▼	72686	UST	Financial Responsib ...			11/28/2022	Draft	EDIT >	🗑️