

AAP- Division of Water monitoring well information. Monitoring well installation and abandonment records associated with UST activities can be found here. Both installations and abandonments are reported to the Division of Water on the same form.

- Monitoring Well Installation/Abandonment forms

ACL- (Tank Removal/Closed in Place) Closure activities. All things relating to removing/closing tanks in place to bring tanks to closure. The Notice of Intent (NOI), Classification Guides, initial abatement reports, Closure Assessment Reports, Site Check reports and Phase II documents will be stored here. If it is determined the release meets regulatory cleanup requirements No Further Action (NFA) letters.

- Closure Assessment Report (CAR)
- Notice of Intent (NOI)
- Initial Abatement Reports
- Site Check Reports
- Phase II documents

AIN- Site Investigation activities. Directives, cost worksheets and reports for actions to investigate and determine the extent of contamination. Directive types include Initial Site Investigations and further site investigations that would request and report on extensive soil boring and groundwater data and associated mapping. High Resolution Site Characterization (HRSC) requests and reports can also be found here. Some corrective action may be performed in site investigation such as an over excavation. Other records of communications and documentation could be found here while a site is in this phase of cleanup. If the site needs little to no remediation, a No Further Action (NFA) letter can be found here.

- Directives
 - o Initial Site Investigation request
 - o Site Investigation request
 - o High Resolution Site Characterization request
 - o Over Excavation request
- Cost Worksheets (for associated directive)
- Reports (for associated directives above)
- Record of Communications
- No Further Action letter (May include monitoring well abandonment and surface replacement requests)

ARE- Registration documentation. This documentation includes registration forms, amended registration forms, registration approvals (including older versions called CORRE). Registration forms include facility, owner, operator and tank information. Historic approved applications can provide details as to what is found in our database.

- Registration forms
- Amended Registration forms
- Registration approvals
- Record of Communications
- Other property/tank owner and tank operating documents
 - o Deeds
 - o Estate documentation

ARM – Corrective Action activities. Information similar to AIN documents but added here after a formal referral to Corrective Action. Directives, cost worksheets and reports for actions to perform corrective actions to remediate the contamination. Sometimes there is a need for site investigation actions in this phase of the cleanup as well. Directive and report types include Site Investigation, Mobile Dual Phase Extraction (MDPE), Over excavation, Injection and other forms of corrective actions needed for cleanup. These reports should include updated site map and sampling data. Other records of communications and documentation could be found here while a site is in this phase of cleanup. When the site cleanup has concluded a No Further Action (NFA) letter can be found here. Note: State Lead information can be found here.

- Directives
 - o Site Investigation request
 - o Mobile Dual Phase Extraction (MDPE) request
 - o Over Excavation request
 - o Injection request
- Cost Worksheets (for associated directive)
- Reports (for associated directives above)
- Record of Communications
- No Further Action letter (May include monitoring well abandonment and surface replacement requests)

AUC- Compliance documents. Compliance documents consist of State Fire Marshal (SFMO) Installation records, compliance testing, A/B Operator training completions and inspections. Compliance documents are submitted and stored here will be titled by the year the testing was completed. A Facility Requirements Letter will be generated once testing documents are reviewed to provide an overview of current testing completed and testing needed.

- Installation Records
- Compliance testing
- A/B Operator training completions
- Inspection documentation

CIN- Field office Branch Inspection information. Inspections performed by the field office are uploaded here.

- UST Inspections

CIV- Environmental Response Team (ERT) documentation. Details pertaining to responses as a result from suspected or confirmed release. These actions are documented by the ERT followed up on by the field office. These documents include summaries provided by ERT, investigation and remediation reports and ERT referrals.

CNP- UST Petroleum Storage Tank Environmental Assurance Fund documentation. Application for assistance and application approvals for closure (SOTRA) and corrective actions are found here. Along with associated obligation worksheets and claim approvals. After 2016, each obligation worksheet is housed with the claim associated with the obligation with documentation supporting adjustments.

- Application for Assistance (AFA)
- Application approval/denial letters

UST Open Records- Cheat Sheet

- Contracts
- Limited Power of Attorney
- Obligation worksheets
- Claim requests
- Claim approval/denial worksheets

FOI- *Open Records requests and freedom of information act requests.*

SHF- *Historic documents.* Anything historic can be found here such as older registration forms, closure reports with tank pull photos (these are often scanned separately), site investigation and corrective action reports and No Further Action (NFA) letters. These documents were not scanned into our first database and were found in paper files only. They were later added when the paper files were recycled, etc.