



# TCEQ Underground Storage Tank (UST) On-site Supervisor License Application and Instructions

MC 178, PO Box 13088, Austin, TX 78711-3088

Phone: (512) 239-6133 Fax: (512) 239-6272 Website: [www.tceq.texas.gov/licensing](http://www.tceq.texas.gov/licensing)

## GENERAL INSTRUCTIONS

The TCEQ is allowed 45 days to evaluate a properly completed application. Be sure that the entire form as been filled out as completely and accurately as possible. Any incomplete or omitted information may delay the processing of the application. The form should be completed by either typing or printing legibly in black ink. All attachments to the application from should be securely attached and should include the applicant's name.

### **SECTION I – TYPE OF LICENSE**

Mark the type(s) of license for which you are applying.

- License A - a person applying to install and/or repair UST systems.
- License B - a person applying to permanently remove a UST from service by: removing it from the ground or abandoning it in place, or conducting a permanent change-in-service.
- License A & B - both of the above

### **SECTION II – APPLICANT INFORMATION**

- a. The applicant should provide a full legal name, as shown on a Social Security card; a physical (home) address (do not list a P.O. Box) including apartment number (if relevant) and the zip code; and the applicant's city, county, and state of residence. Please provide the applicant's date of birth and Social Security number.
- b. The applicant should provide the name under which the employer conducts business or, it incorporated, the name on the corporate charter; the company's mailing address (and a physical address, if the mailing address is a P.O. Box); the city, county, state, and zip code for the mailing address; and the business telephone number.

### **SECTION III – GENERAL INFORMATION**

- a. List all professional registrations or licenses held by the applicant, in or out of the State of Texas.
- b. If any professional registration or license held by the applicant has ever suspended or revoked, please explain the circumstances.

### **SECTION IV – UST TRAINING SEMINARS OR EDUCATION**

- a. An applicant for License A must submit a certificate of completion which shows the applicant has completed 28 hours of training and education courses in the installation and repair of UST systems.
- b. An applicant for License B must submit a certificate of completion which shows the applicant has completed 12 hours of training and education courses in the closure of UST systems.
- c. An applicant applying for both License A and License B must submit a certificate of completion which shows the applicant has completed 40 hours of training and education courses in the installation, repair and removal of UST systems. Only UST training and education courses that have been formally accepted by the TCEQ will be credited toward these requirements.

### **SECTION V – CONSTRUCTION EXPERIENCE (Resume' of employment/work history)**

- a. Mark all categories in which the applicant has construction experience.
  1. UST installation, repair or removal

2. Public underground utility construction is defined as underground water lines, sanitary sewers, or storm sewer construction. This does not include private underground pipe systems such as commercial or residential plumbing, power or communication cables, or natural gas lines.
  3. Other engineering construction (i.e work performed from engineered construction plans prepared by and bearing the seal and signature of a registered professional engineer who is qualified and experienced in one or more areas of construction design normally performed within the branches of civil or mechanical engineering and meets legal requirements governing the practice of engineering in the State of Texas where the construction was performed.
- b. State the total number of months or years of construction experience that the applicant has in these categories.
  - c. Summary of experience. This section should be a brief chronological work history similar to a resume'. Do not list individual jobs in this section! An applicant must provide information that demonstrates that the applicant has **at least 24 months of construction experience** in one or more of the following areas;
    1. UST installation, repair or removal,
    2. PUBLIC underground utility construction,
    3. Other engineering construction (as defined above). Be sure to provide the name of the company you worked for, the business address, a phone number, your position/title, dates of employment and a detailed description of the work you performed as it relates to the areas of construction previously listed above. Use additional paper if necessary.

**IMPORTANT: THE APPLICANT MUST HAVE AT LEAST 24 MONTHS OF HANDS-ON OR ON-SITE SUPERVISORY EXPERIENCE IN ONE OF THE ABOVE-LISTED CONSTRUCTION AREAS TO BE ELIGIBLE FOR A LICENSE. EXPERIENCE SUCH AS PIPELINE CONSTRUCTION, SITE ASSESSMENT/REMEDICATION, ENVIRONMENTAL CONSULTING, CORROSION PROTECTION, OR UST TIGHTNESS TESTING IS ACCEPTABLE EXPERIENCE ONLY IF THE CONSTRUCTION PROJECT WAS DESIGNED BY A REGISTERED PROFESSIONAL ENGINEER WHO HAS QUALIFICATIONS AND EXPERIENCE OR MECHANICAL ENGINEERING.**

### ***SECTION VI - SIGNATURE***

The application must be certified, signed and dated by the applicant that all information and attachments are true and correct.

### ***SECTION VII – ATTACHMENT CHECK LIST***

Use this check list to help you determine the completeness of this application.

- a. Check or money order made payable to the Texas Commission on Environmental Quality in the amount of \$111.00.
- b. Certificate of completion for the proper number of hours of appropriate UST training and education for each license for which you are applying.
- c. Sworn statements on TCEQ forms, three from clients and one from a current or previous employer. The TCEQ recommendation forms are included in the application package.
- d. Check and assure that the entire application is complete and that all attachments are enclosed.

### ***RECOMMEDATION FORMS***

The four recommendation forms (three from clients and one from a current or previous employer) must be filled out, signed and attached to the application. Self-employed applicants must fill out the employer recommendation form for themselves. The client recommendation forms must be filled out by clients and must describe construction activities done by the applicant within the previous 24 months. These client recommendations must be in the area of; 1) UST installation, repair or removal, 2) PUBLIC underground utility construction, or 3) Other engineering construction (as defined in Section V a. above), and the work must have been performed within the last 24 months prior to the date of the application.

### ***LICENSE EXAMINATION***

If the TCEQ approves the application, the applicant will be notified in writing of the scheduled testing dates. An applicant must schedule to attend an examination session by calling the telephone number listed on the

approval letter. Only persons that have been notified that their application is approved and are scheduled for that session will be admitted in the testing area. The License A exam consists of 100 multiple choice questions. The applicant must correctly answer 70% or more of the questions in order to pass the exam. The License B exam consists of 50 multiple choice questions. The applicant must correctly answer 70% or more of the questions to pass the exam. Licenses will be issued only after examination are successfully completed.



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I hereby apply to receive a license as an underground storage tank installer or on-site supervisor under the provisions of Title 30, Texas Administrative Code, Chapter 30, Subchapter I, of the Texas Commission on Environmental Quality Rules.

## I. TYPE OF LICENSE:

License A (installation and repairs)

License B (Permanent removal from service)

Both License A and B

## II. APPLICANT INFORMATION

- a) Name (First, Middle, Last): \_\_\_\_\_  
 Home address: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Date of birth (must be at least 18 years old): \_\_\_\_\_  
 \*Social Security Number: \_\_\_\_\_ Home telephone: \_\_\_\_\_

## III. GENERAL INFORMATION

- a) List professional registrations and licenses held in or out of the State of Texas. [Example: professional engineer's registration, UST on-site supervisor license with other states, etc.]  
 Type: \_\_\_\_\_ License number: \_\_\_\_\_ Issuing agency: \_\_\_\_\_ State: \_\_\_\_\_  
 Date issued: \_\_\_\_\_
- b) Have any of the above registrations or licenses ever been suspended or revoked? Yes No  
 If yes, explain: \_\_\_\_\_

## IV. UST TRAINING SEMINARS OR EDUCATION

Submit a certificate of completion 28 hours of training for License A and/or 12 hours for License B.

Title	Presented By	Date	Hours Earned

## V. CONSTRUCTION EXPERIENCE

Note: Please refer to explanation of construction experience in section V. of Instruction Sheet

- a) Underground Storage Tank Public Underground Utilities  
 Other Engineering (Civil or Mechanical Construction)

- b) Number of months/years of experience of actively participating or supervising the types of construction noted above.
- c) Summary of construction experience (Begin with present or most recent place of employment and work back.) **You must document at least 24 months of relevant construction experience!** Refer to explanation of construction experience in Section V. of Instruction Sheet.

**Current Employer:**

Facility Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Your dates of employment (MM/YYYY): From: \_\_\_\_\_ To: \_\_\_\_\_

Facility's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Please describe in detail your duties:

\_\_\_\_\_

Is your employer registered as a UST Contractor in Texas? Yes Registration #: \_\_\_\_\_ No

**Previous Employer:**

Facility Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Your dates of employment (MM/YYYY): From: \_\_\_\_\_ To: \_\_\_\_\_

Facility's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Please describe in detail your duties:

\_\_\_\_\_

**Previous Employer:**

Facility Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Your dates of employment (MM/YYYY): From: \_\_\_\_\_ To: \_\_\_\_\_

Facility's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Please describe in detail your duties:

\_\_\_\_\_

**NOTE: Use additional sheets if necessary.**

**VI. SIGNATURE**

I certify under penalty of law that this application and any attachments contain no willful or negligent misrepresentation or falsification and that all information is true, accurate, and complete. I understand that any misrepresentation or falsification may result in the rejection of this application.

Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_

*Entering your name in the Signature box constitutes an electronic signature and is legally equivalent to your written signature.*



# Texas Commission on Environmental Quality Permitting and Registration Support Division, Operator Licensing

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## EMPLOYER RECOMMENDATION UNDERGROUND STORAGE TANK ON-SITE SUPERVISOR LICENSE

### *Applicant Information*

Name: \_\_\_\_\_  
 Home address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

### *Employer Information*

Employer name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**INSTRUCTIONS FOR THE EMPLOYER COMPLETING THIS REFERENCE: Please complete the following evaluation of the applicant.**

Self-employed applicants must fill out the employer recommendation form for themselves.

### **Employer Evaluation**

#### a) JOB KNOWLEDGE

1. Applicant has a good working knowledge of industry standards, techniques, and procedures used in the performance of his/her job.	Yes	No
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#### b) JOB PERFORMANCE

1. In general, please describe the applicant's job performance.	Yes	No
2. Applicant performs work in a timely and efficient manner.	Yes	No
3. Applicant is familiar with and follows accepted industry safety standards in the performance of his/her job.	Yes	No
4. Applicant can be depended on to follow directions accurately or, if necessary, to act independently in abiding by the laws and regulations relevant to the situation.	Yes	No

### **Employment Information**

- a) How long did the applicant work for your company? \_\_\_\_\_
- b) The applicant actively participated in, or supervised, the construction activity on what date(s)?  
 From: \_\_\_\_\_ To: \_\_\_\_\_
- c) What type of construction activity did the applicant perform?  
 Underground storage tank installation      Underground storage tank repair  
 Underground storage tank removal  
 Public underground utilities                  Other engineering (civil or mechanical) construction
- d) Would you recommend this applicant if the applicant were not under your employment?      Yes      No

If not, why? \_\_\_\_\_

- e) Has the applicant received any underground storage tank training or education while employed by your company?      Yes      Please Specify: \_\_\_\_\_      No  
Previous to being employed by your company? (give source of education and dates undertaken)

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**Comments**

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**Signature**

I, \_\_\_\_\_, do hereby attest that the above statements and information are true and correct to the best of my belief and knowledge.

\_\_\_\_\_ (employer/supervisor)                      \_\_\_\_\_ (date)



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## CLIENT RECOMMENDATION UNDERGROUND STORAGE TANK ON-SITE SUPERVISOR LICENSE

### *Applicant Information (individual applying for license)*

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**INSTRUCTIONS FOR THE CLIENT/CUSTOMER COMPLETING THIS REFERENCE:** Complete the following evaluation of the applicant. Make sure that all blanks are filled-in. Incomplete answers may result in a delay in the processing of this application.

### *Client Information (customer for whom the work was done)*

Client Representative: \_\_\_\_\_ Title: \_\_\_\_\_

(name and title of the person completing the form)

Business Name: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Evaluation**

1. Show the project dates that this individual actively participated in, or supervised the construction activity. List only one job per reference form. FROM: \_\_\_\_\_ TO: \_\_\_\_\_

*(work must have been performed within the last 24 months prior to the date of the application)*

2. Which of the following construction activities were performed by the applicant during the above construction dates?

Underground storage tank: \_\_\_\_\_ installation \_\_\_\_\_ repair \_\_\_\_\_ removal

Provide name and registration number of registered contractor responsible for this job: \_\_\_\_\_

Provide name and license number of licensed on-site supervisor on this job: \_\_\_\_\_

Public underground utility construction (specify): \_\_\_\_\_

Public underground utility construction is defined as underground water lines, sanitary sewer, or storm sewers construction. This does not include private underground pipe systems such as commercial or residential plumbing, power or communication cables, or natural gas lines.

Other engineering construction: Name of engineer: \_\_\_\_\_

Professional engineer registration number: \_\_\_\_\_ Phone: \_\_\_\_\_

Other engineering construction is work performed from engineered construction plans prepared by and bearing the seal and signature of a registered professional engineer who is qualified and experienced in one or more areas of construction design normally performed within the branches of civil or mechanical engineering and meets legal requirements governing the practice of engineering in the State of Texas where the construction was performed.







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Other engineering construction: Name of engineer: \_\_\_\_\_

Professional engineer registration number: \_\_\_\_\_ Phone: \_\_\_\_\_

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(name and title of the person completing the form)

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Please provide a detailed description of the job or work performed by the applicant (work done, cost, etc.):

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3. Did the contractor for whom the applicant was working have a written contract with you? Yes No  
If so, was the contract fulfilled to your satisfaction? Explain:

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7. Has the structure performed well? If not, describe: Yes No

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5. Would you recommend this applicant's work to your friends or colleagues? Yes No  
If not, why?

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6. Other remarks: (please use this section for additional information or comments)

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**SIGNATURE:**

I, \_\_\_\_\_, do hereby attest that the above statements and information are true  
(customer/client-print name) and correct to the best of my belief and knowledge.

\_\_\_\_\_  
(customer/client - signature)

\_\_\_\_\_  
(date)