

Low Volume Classification Form Instructions
Petroleum Remediation Section
Petroleum Release Remedial Action Reimbursement Fund

Prior to submitting the initial application for reimbursement under Title 200, the responsible person (RP) should see if they qualify for the low-volume deductible level. An RP who is classified by the NDEE as low-volume pays a reduced deductible of \$5,000 with a 25% co-payment of up to \$10,000. Low-volume is defined in statute as:

- A petroleum marketer is an RP who sold a combined total of more than 2,000 but less than 250,000 gallons of petroleum at **all facilities** owned during the calendar year preceding the first report of the release.

OR

- An RP who stores petroleum for personal or business use, who stored a combined total of less than 10,000 gallons of petroleum at **all facilities** owned during the calendar year preceding the first report of the release.

RPs who meet either of these qualifications, should complete the "Application for Low-Volume Classification," and attach the documentation described below. This information should be submitted to the Department with the initial application for reimbursement.

Page 1 General Information

NDEE ID: This is the NDEE's identification number for the facility and will be on all correspondence from the Department.

NDEE Program ID: This is the twelve digit number assigned to the release by the Petroleum Remediation Section that is on all correspondence relating to the release. PRR in front of the spill number identifies the document as relating to the Title 200 Program.

Release Facility Information:

Line 1 to 3 Facility Name and Address: Enter the name and address of the facility where the release occurred.

Line 4 State Fire Marshal (SFM) Facility ID Number: Enter the number assigned by the State Fire Marshal (SFM) for the facility where the release occurred. This information is on annual SFM tank registration forms, or contact the SFM's office at (402) 471-9465.

Responsible Person Information:

Lines 5 to 11: Enter the company name, contact name, mailing address, phone number, contact email address, and taxpayer identification number of the person or business entity that is the RP for the release. Any correspondence relating to this form will be mailed to this address.

Line 12: Calendar year immediately preceding first report of the release to the NDEE:

Identify the year before this release was first reported to the NDEE. For example, if the release was reported to the NDEE in October of 2020, the calendar year immediately preceding the first report would be January to December 2019.

Line 13 - 14: When the release was discovered, was the tank system in use or out of service? Identify if the tanks were in service at the time the release was discovered. If the tanks were either temporarily or permanently out of service, add the date the tanks were taken out of service.

Lines 15 - 16: Number of facilities owned/operated by the responsible person: Enter the total number of facilities owned and/or operated by the RP in Nebraska. List the State Fire Marshal ID Number for each of these facilities located in Nebraska.

Line 17: Was the petroleum in the tanks at the above facilities for sale or stored for personal use? Identify if the RP sold petroleum or had the tanks for personal use.

Page 2: Petroleum Purchase Information

Line 18: Vendors: List the companies that supplied petroleum to the facilities on Line 16 during the calendar year on Line 12. To verify annual usage for low-volume classification, the RP must provide documentation of the amount of petroleum products purchased from each of the companies listed in this section. Documentation may be provided by any one (or a combination) of the following:

- Copies of petroleum purchase tickets.
- Copies of monthly petroleum purchase statements (which list the total gallons purchased).
- A summary fuel purchases prepared and signed by the vendor.

If documentation is no longer available, please contact Title 200 staff to discuss other options.

Line 19: Summary of Fuel Purchases:

Information relating to the total amount of petroleum purchased from each company should be summarized in this section. A supplemental page may be attached if additional space is required. If **no purchases** were made for any storage tanks owned or operated by the RP please add a note to this page.

Page 3: Verification

Following completion of the application form, the RP should read, sign and have the verification section notarized. The appropriate fuel purchase documentation should be attached, and the completed "Application for Low-Volume Classification" should be submitted to the Department.