



South Carolina Department of Health  
and Environmental Control

**BUREAU OF LAND AND WASTE MANAGEMENT**  
**Underground Storage Tank Program**  
2600 Bull Street Columbia, SC 29201  
Telephone (803) 896-6241 Fax (803) 896-6245

## FACT SHEET

TO: Underground Storage Tank Site Rehabilitation Applicants

SUBJECT: Contractor Certification Application Approval Process

A person or company desiring to become a S. C. Certified Site Rehabilitation Contractor may obtain an application from SCDHEC, Underground Storage Tank Program, 8911 Farrow Road, Columbia, SC 29203. You may also find a copy on our website at: [www.scdhec.gov/environment/lwm/forms](http://www.scdhec.gov/environment/lwm/forms). If you're mailing the application, it must be mailed to:

**SC Department of Health & Environmental Control**  
**Underground Storage Tank Program**  
**Attn: Michelle Dennison**  
**2600 Bull Street**  
**Columbia, SC 29201**

A completed application may be mailed or hand delivered to the Underground Storage Tank Program office and must include:

- Names of key personnel
- Statement of status of insurance to include General Liability, Professional, Pollution/Property Damage
- Copy of a SC Professional Engineer or Professional Geologist Certificate – if applying for a Class I Certificate
- Completed and signed IRS W-9 Form (Go to [www.irs.gov](http://www.irs.gov) to obtain form)

Once we receive the application, the following process will be followed:

- Because applications are published in the State Register on Public Notice
  - Applications must be received in the Underground Storage Tank Management office by noon on the Wednesday before the second Friday of the month to be published in the State Register the fourth Friday of the month
  - The period for Public Notice is for 30 days
  - Comments from the public regarding the applying company are received during this period
  - During the Public Notice period information on the application is verified and insurance requirements are completed
- A decision on a certificate will be made within one week following the end of the Public Notice period provided all requirements are met and no unfavorable comments have been received.

Please feel free to contact Michelle Dennison, Certified Contractor Coordinator, Underground Storage Tank Program at (803) 896-6586, should you have further questions.



# UNDERGROUND STORAGE TANK SITE REHABILITATION CONTRACTOR CERTIFICATION APPLICATION

SCDHEC • 2600 Bull Street, Columbia SC 29201 • (803) 896-6241

### SCDHEC USE ONLY

Certification # \_\_\_\_\_

Verified by \_\_\_\_\_

New Application     Updated Application, Certification # \_\_\_\_\_

## 1. APPLICANT INFORMATION

Individual/Company Name \_\_\_\_\_ E-mail address \_\_\_\_\_

Principal Contact Person \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

**[If you would like to have other company locations certified also, please fill out a separate application.]**

If other company locations are currently certified, please list the location and certification number(s).

Location

Certification number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. CERTIFICATION LEVEL REQUESTED

Class I and Class II (SC Certified PG or PE required)     Class II only (PG or PE *not* required)

## 3. INSURANCE COVERAGE MAINTAINED BY APPLICANT

General Liability        \$ \_\_\_\_\_    Professional Liability        \$ \_\_\_\_\_

Pollution/Property Damage    \$ \_\_\_\_\_

**4. Key Personnel** — List those persons who will be signing submitted work and whose “Applicable Experience” meets the requirements of R.61-98 Section III.A.4.a. and b. If additional space is required, photocopy this page and submit with your completed application.

#	Key Personnel Name	SC Certification # and Discipline	Years of Experience		Office Location
			w/applicant	Total	

**5. Applicable Experience** — List the total number of environmental activities that have been conducted by the Key Personnel listed above. Complete this section for all persons, including persons on photocopied sheets.

Class		Key Person #		Key Person #		Key Person #		Key Person #	
		Last 3 years	Total						
I & II	A. Total # of Environmental Projects in SC								
I & II	B. Delineation of Surficial Contamination								
I	C. Soil Assessments								
I	D. Groundwater Assessments								
I	E. Risk Evaluation								
I	F. Remedial Design								
I	G. Evaluation of Remedial Effectiveness								
II	H. Remedial System O & M								
II	I. Installation of Monitoring Wells								
II	J. Installation of Soil Test Borings								
II	K. Collection of Soil Samples								
II	L. Collection of Monitoring Well Samples								
II	M. Collection of Surface Water Samples								

**6. Past Disciplinary Actions** — Have any disciplinary actions been taken, or are any enforcement actions pending, by any Federal, State or Tribal regulatory agency against either the Applicant or any Key Personnel of the Applicant listed on this page?

Yes  No

If yes, provide full details of the nature of the action, the state and regulatory agency, date(s), and the Agency’s determination. Attach additional sheets if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# UNDERGROUND STORAGE TANK SITE REHABILITATION CONTRACTOR CERTIFICATION APPLICATION

## Item by Item Instructions:

**PURPOSE:** Section III of the State Underground Petroleum Environmental Response Bank (SUPERB) Site Rehabilitation and Fund Access Regulation (R.61-98) requires the certification of any contractor performing site rehabilitation activities for releases from underground storage tanks governed under Regulation 61-92. The purpose of this form is to provide information requisite to certification by the Department.

An updated application shall be completed and filed with the Department within thirty (30) days of any changes in address or telephone number or any changes which may affect qualification. Complete only those sections which are changing.

### Explanations and Definitions:

Complete all sections. Type, or print in ink, all items except "Authorization."

#### 1. APPLICANT INFORMATION—

- Enter the name of the Individual or Company for which certification is sought. Enter the principal contact person's name. If the application is for a company, the principal contact should be an officer or registered professional of the company. If the application is for an individual, the principal contact is the individual requesting certification.
- Enter a business telephone number, e-mail address (if available), fax number, and complete mailing address.
- If application is for a company, and additional company offices are also to be certified, make a copy of the application and fill it out separately. The references listed on page 3 can be the same for the different applications from the same company. Multiple applications from the same company for different locations should be sent together. Do not list the same key people on more than one application. It is the company's responsibility to inform the Division within 30 days when key people change.

#### 2. CERTIFICATION LEVEL REQUESTED—

Check the appropriate box for the type of certification requested:

- **Class I** Certification is for contractors performing work involving the collection and interpretation of investigative data; the evaluation of risk; and/or the design and implementation of corrective action plans.
- **Class II** Certification is for contractors performing work involving routine investigative activities (i.e., soil or groundwater sampling, well installation, aquifer testing) where said activities do not require interpretation of the data and are performed in accordance with established regulatory or industry standards.

Note: To maintain certification, the PG, PE, or Driller certification must be current. It is the company's responsibility to inform the Division if an individual is no longer SC certified. Failure to do so may jeopardize site rehabilitation certification status and the ability of the company to perform underground storage tank site rehabilitation work in South Carolina.

#### 3. INSURANCE COVERAGE MAINTAINED BY APPLICANT—

Record the total insurance limits maintained by the applicant. The company insuring the applicant must provide copies of all "Liability Insurance Certificate(s)" directly to the Division at the address below and send updated copies as coverage expires. The applicant must be the named insured. R.61-98 Section III.A.4.c. requires that applicants maintain liability insurance coverage of the types and in the minimum amounts listed below.

- General Liability \$500,000 per occurrence / \$1,000,000 aggregate
- Professional Liability \$500,000 per occurrence / \$1,000,000 aggregate
- Pollution/Property Damage \$300,000

4. List all key personnel whose experience is to be considered in determination of "Applicable Experience." If more space is required, attach photocopies of page 2 of this form. Names of key personnel with a South Carolina professional license or registration should be listed as they appear on their license. Also, for these individuals, send a copy of their registration card showing the expiration date.

5. Enter the total number of projects conducted by the persons listed above. Complete only those items applicable to the certification requested. **Please note** that the top two lines of this section are to be completed by all applicants.

6. Indicate if any disciplinary actions have been taken or if any enforcement actions are pending, with any regulatory agencies against the Applicant or any Key Person named above. Complete this section for each photocopied sheet attached.

7. List five recent clients for whom you have performed site rehabilitation of underground storage tank releases. Do not list any clients where your work, or the project, is confidential.

8. This application must be signed in non-black ink by the Principal Contact Person named in Item 1.

### Office Mechanics and Filing:

**Submit completed original applications to:**

Contractor Certification Program  
SCDHEC UST Program  
2600 Bull Street  
Columbia, SC 29201