

# Leaking Underground Storage Tank Fund



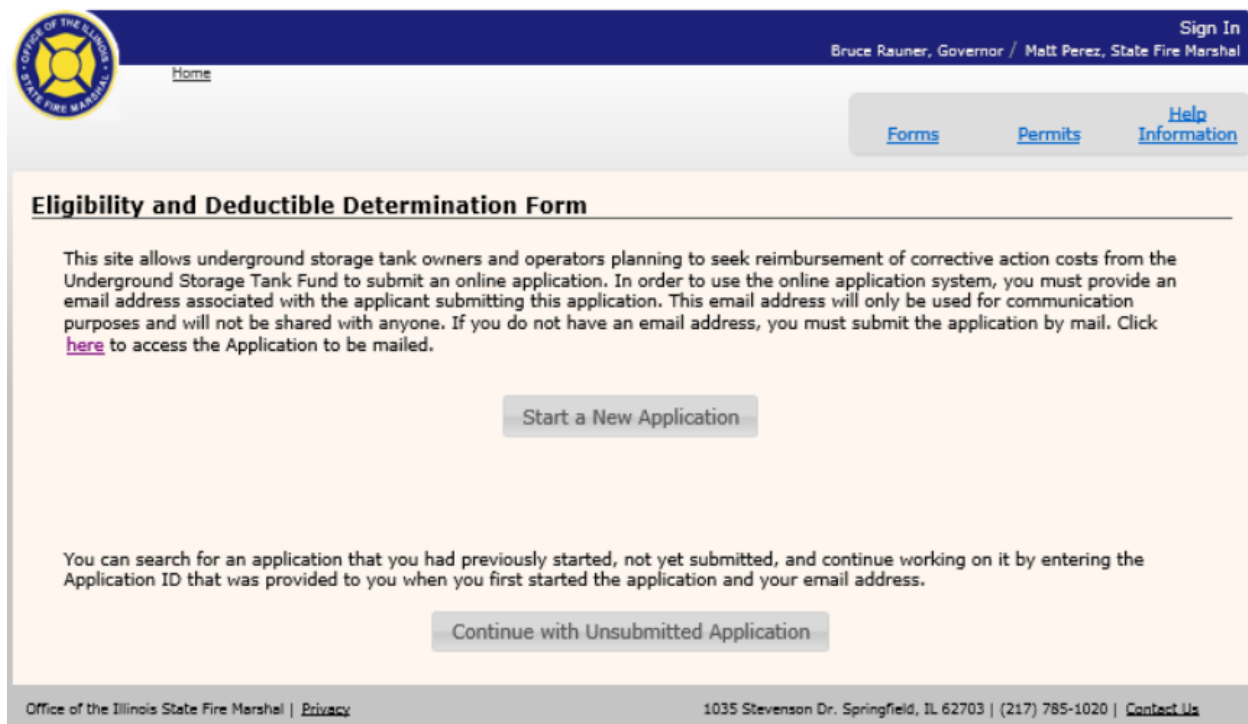
## Eligibility and Deductible Application

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# 1 HOME PAGE

The Eligibility and Deductible application will be accessed by picking “Eligibility and Deductible Determination Form” from the “Forms” menu or using a URL link from OSFM website. The applicant may start a new application or continue with an application that they previously started, but had not yet submitted to OSFM.



The screenshot shows the homepage of the Office of the Illinois State Fire Marshal's application system. At the top, there is a blue header with the OSFM logo on the left, a "Home" link, and a "Sign In" button. Below the header, there is a navigation bar with links for "Forms", "Permits", and "Help Information". The main content area is titled "Eligibility and Deductible Determination Form". It contains a paragraph explaining the application process, a "Start a New Application" button, and a section for continuing with an unsubmitted application, which includes a "Continue with Unsubmitted Application" button. The footer contains the office's name, address, phone number, and a "Privacy" link.

Office of the Illinois State Fire Marshal | [Privacy](#) 1035 Stevenson Dr. Springfield, IL 62703 | (217) 785-1020 | [Contact Us](#)

The Start a New Application button will take the applicant to the Applicant and Contact Information window where they will start the application process.

## 2 APPLICANT PAGE: STARTING THE APPLICATION

The application process is divided into steps to allow for validation throughout the process as well as for the applicant to save their progress.

Controls for each of the application screens the following applies:

- The Exit button will exit the application. Before closing the application, it will display a verify dialog asking if the applicant would like to save or discard any information entered on the current screen. Selecting Yes will save the changes and allow the applicant to return to complete the form at a later time.
- The Back button will return to the previous window. Before returning to the previous window, it will display a verify dialog asking if the applicant would like to save or discard any information entered on the current screen. Selecting Yes will save the changes and return the applicant to the previous page..
- The Save & Continue button will save the information entered on the current screen and continue on to the next page in the application process. If any information is missing, a message will notify the applicant of the missing data.
- The color of the chevrons across the top of the page will show the applicant where they are at in filling out their application.
  - Chevrons blue in color have been completed.
  - Chevrons green in color represent the current page the applicant is on.

**Eligibility and Deductible Determination Form**

Home Applicant Facility Incident Tank Attachments Terms and conditions Summary

**Applicant Information**

First Name

\* Last Name/Company

C/O Name

\* Address 1

Address 2

\* City

\* State  \* Zip Code

Email Address

Verify Email

\* Applicant Type

\* Election To Proceed

**Contact Information**

Contact information entered below is where the final determination will be sent and will be used for correspondence concerning this application

\* Contact First Name

\* Contact Last Name

Company

\* Phone Number

\* Email Address

\* Verify Email

Back Save & Continue Exit

Enter information in each of the fields. Any field marked with an \* asterisk is a required field and will need to have data entered before the applicant is allowed to Save & Continue. When the applicant clicks on the Save & Continue button, a confirmation email will be sent to the email address that was entered in the Contact Information section along with the ID assigned to the application.

There may be more than one item selected from the Applicant Type field to show the applicants association with the tank.

Selecting Yes to Election To Proceed will require the applicant to attach the EPA's approval letter for Election To Proceed along with the deed or other document showing ownership interest in the site later on in the application process.

- Note: only PDF files are allowed to be attached/uploaded.
- Only tanks that have been removed and that were associated with the release are available when selecting the tanks. All other tanks will be listed, but the checkbox in the Associated with Release column will not be available.

The Contact information entered on this screen is used for correspondence concerning this application.

The Save & Continue button will move the application process to the Facility screen.

## 2.1 RETURN & CONTINUE WITH A UN-SUBMITTED APPLICATION

The screenshot shows a web form titled "Continue Unsubmitted Eligibility and Deductible Determination Form". Below the title, a blue instruction line reads: "Enter the Access Code that was provided to you when you first started the application. The correct email address must also be entered." There are two input fields: "Access ID" with the value "B3E9C9" and "Email" with the value "bboss@osfm.com". A "Search" button is located to the right of the email field. The footer contains the text "Office of the Illinois State Fire Marshal | [Privacy](#)" on the left and "1035 Stevenson Dr. Springfield, IL 62703 | (217) 785-1020 | [Contact Us](#)" on the right.

When the applicant selects to Continue with Unsubmitted Application that they had previously started, they will be taken to a screen where they will need to enter the Email Address that was entered for the contact along with the application id that was sent to them in the email.

Clicking on the Search button will locate and open the application to the last saved location.

### 3 FACILITY PAGE: OWNER AND FACILITY INFORMATION

Eligibility and Deductible Determination Form - Access Code: S2G1H7

Home > Applicant > **Facility** > Incident > Tank > Attachments > Terms and conditions > Summary

Facility Number:

**Owner - New Information**  
Owner Name  
Address  
Contact Person  
Phone Number

**Facility**  
Facility Name  
Address  
County  
Contact Person  
Phone Number

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The applicant may enter the Facility Number or search for the facility by using the Facility Search button. They will not be able to enter the owner information, it will be populated when they have selected the facility.

The Save & Continue button will move the application process to the Incident screen.

#### 3.1 FACILITY SEARCH

##### Facility Search

Facility Search returned greater than 100 rows. Please refine search to find the appropriate facility. You can search on partial or full descriptions for Facility Number, Facility Name or City the facility is located in.

Facility Number:

Facility Name:

Address:

City:

##### Facility List

Show  entries

Facility Number	Facility Name	Facility Address	Facility City	Facility County
<a href="#">5045848</a>	ABC Front	123 Fake St.	Springfield	Sangamon
<a href="#">5042275</a>	Abraham Lincoln Library Demolition	5th & Madison Streets (NEC)	Springfield	Sangamon
<a href="#">5036165</a>	America Mortgage Co	2400 E Laurel	Springfield	Sangamon
<a href="#">5043276</a>	Atlas Concrete Product Co.	2500 Peerless Mine Road	Springfield	Sangamon
<a href="#">5036301</a>	Bank One Land Trust #53-0195-0	1617 Groth St	Springfield	Sangamon
<a href="#">5003384</a>	Beach View Pump Station	1400 W Lake Dr	Springfield	Sangamon

The Facility Search is a pop-up dialog that will allow the applicant to search for a facility. A facility may be searched for by entering data in any of the criteria fields and clicking on the Search button. The

applicant may select from the Facility Number column which facility is needed. The facility and owner information fields will populate with data retrieved from the USTS database on the Owner and Facility Information screen.

If the owner information is not correct, click on the Edit Owner Information button to enter the correct information and click on the Save button.

Update Owner Information

Owner Name \*

Address 1 \*

Address 2

City \*

State \*

IL

Zip Code \*

Country \*

USA

Contact First Name

Contact Last Name \*

Contact Phone Number \*

Phone Number Extension

Save

Cancel

## 4 INCIDENT PAGE: ANSWERING QUESTIONS

**Eligibility and Deductible Determination Form - Access Code: B3E9C9**

Home > Applicant > Facility > **Incident** > Tank > Attachments > Terms and conditions > Summary

**\* Incident number for the occurrence under which you intend to seek reimbursement:**  
19981234 (yyyy9999)

**\* Type of Release: (select all that apply)**  
☒ UST Leak ☒ Overfill

**\* How was the release was discovered: (select all that apply)**  
☒ Subsurface Work/Repair ☒ Subsurface Investigation

**\* Is the UST owner or operator the U.S. government?**  
☐ Yes ☒ No

**\* Is the UST owner or operator a rail carrier registered pursuant to Section 18c-7201 of the Illinois Vehicle Code?**  
☐ Yes ☒ No

**\* Is the UST located at an airport with over 300,000 operations per year, for years prior to 1991, and over 170,000 operations per year beginning in 1991, located in a city of more than 1,000,000 inhabitants?**  
☐ Yes ☒ No

Back Save & Continue Exit

Only a single incident number may be entered using the format of ##### (8 digits, no dash).

**\* Type of Release: (select all that apply)**  
☒ UST Leak ☒ Overfill ☒ Other (Description Required)

**\* Detailed Description Required**

**\* How was the release was discovered: (select all that apply)**  
☒ Subsurface Work/Repair ☒ Subsurface Investigation  
☒ Other

**\* Detailed Description Required**

The fields of “Type of Release” and “How was the release discovered”:

- Multiple selections are allowed.
- When the value of “Other” is selected, an input area Detailed Description Required is required to have data entered.



**\* Is the UST owner or operator a rail carrier registered pursuant to Section 18c-7201 of the Illinois Vehicle Code?**

☒ Yes ☐ No

**\* Is the UST located at an airport with over 300,000 operations per year, for years prior to 1991, and over 170,000 operations per year beginning in 1991, located in a city of more than 1,000,000 inhabitants?**

☒ Yes ☐ No

**\* Tank use:**

When the rail carrier or an airport question is answered yes, an input area for Tank Use is required to have data entered before the applicant can save & continue.

The Save & Continue button will move the application process to the Tanks screen.

## 5 TANKS PAGE

### Eligibility and Deductible Determination Form - IEMA:19981234 - Access Code: B3E9C9

Home Applicant Facility Incident Tank Attachments Terms and conditions Summary

The information below must be provided for each UST at the site. USTs presently at the site and USTs that have been removed or abandoned.

Associated W/ Release	Tank No.	Current Product	Product at time of release	Size (gal)	Installed	First Notified	Last Used	Removed	Abandoned Date
<input type="checkbox"/>	1	Gasoline	---	8000	10/1/1970	4/7/1986	2/8/2002	2/13/2002	
<input type="checkbox"/>	2	Gasoline	---	6000	10/1/1970	4/7/1986	2/8/2002	2/13/2002	
<input type="checkbox"/>	3	Gasoline	---	6000	10/1/1970	4/7/1986	2/8/2002	2/13/2002	
<input type="checkbox"/>	4	Used Oil	---	550	9/9/1985	4/7/1986	2/8/2002	2/13/2002	
<input type="checkbox"/>	5	Heating Oil	---	550	9/9/1985	4/7/1986	2/8/2002	2/13/2002	
<input type="checkbox"/>	6	Gasoline	---	15000	2/20/2002	3/18/2002	8/31/2004	2/8/2006	
<input type="checkbox"/>	7	Gasoline	---	10000	2/20/2002	3/18/2002	8/31/2004	2/8/2006	
<input type="checkbox"/>	8	Unknown	---	6000		4/3/2002	12/31/1973	2/13/2002	
	9	Bio-Diesel		15000	10/1/2015				
	10	Jet Fuel		100000					

Showing 1 to 10 of 12 entries

Previous Next

Add Existing Tank not in list

Back

Save & Continue

Exit

The Tanks page will auto populate with each tank on file in the USTS database. Select the tank(s) associated with the release.

If the Applicant selected the "Election to Proceed" option:

- Only REM (removed) tanks are available to be checked Associated with Release.
- All other tanks will be listed, but the checkbox in the Associated with Release column should not be available.

Any tank(s) not shown in the list may be added by opening the Add New Tank dialog using the "Add Existing Tank not shown in list" button.

## 5.1 ADD NEW TANK

**Add Existing Tank** [X]

\* **Capacity in Gallons** 5000

\* **Product** Gasoline

\* **Date Installed** [ ] ☒ Unknown

\* **Last Used Date** [ ] ☒ Unknown

**Removal Date (if removed)** 03/16/1998 [ ]

**Abandoned Date (if abandoned)** 12/11/1996 [ ]

---

**Associated W/ Release** ☒

**Product at Release** Diesel Fuel

Save Cancel

The Add Existing Tank screen is a pop-up dialog allowing the applicant to enter information about each tank.

Data is required in fields marked with an \* asterisk.

The Cancel button will close the dialog without saving any tank information.

The Save button will save the information entered and add the tank to the tank list on the application.


The Save & Continue button will move the application process to the Attachments screen.

## 6 ATTACHMENTS PAGE

The Supplemental Information screen is for uploading all the necessary documents needed in order for UST staff to assess if the UST owner/operator qualifies for the reimbursement they are seeking.

**Eligibility and Deductible Determination Form - IEMA:19981234 - Access Code: B3E9C9**


[Home](#) > [Applicant](#) > [Facility](#) > [Incident](#) > [Tank](#) > **[Attachments](#)** > [Terms and conditions](#) > [Summary](#)

**Site Plan**   

★ A site plan must be provided with this application. Make sure site plans identify all tanks, piping, dispensers, buildings, and property lines with all appropriate distances identified.

Document name	Last Uploaded	Attachment
There are no documents to display.		


**Additional Information**

**Analytical Lab Report**   

★ An analytical lab report must be provided with this application including soil boring map.

Document name	Last Uploaded	Attachment
There are no documents to display.		

**Additional Information**

**IEMA Report**   

★ Attach the IEMA report which can be found at <http://tier2.iema.state.il.us/FOIAHazmatSearch/>.

Document name	Last Uploaded	Attachment
There are no documents to display.		

Paper clip icons will open a dialog to locate an electronic file for upload.

**Upload Document**  
Please select the file to upload by clicking the browse button below. After your have selected the document, please click the Upload button.  

C:\Users\ldurbin\Dropbox

A Site Plan, an Analytical Lab Report and the IEMA Report all require that their appropriate file(s) be attached with this application.

The IEMA Report section shows the URL, if needed, in order to locate and attach the IEMA Report.

Site Plan, Analytical Lab Report and Additional Information sections will have Additional Information input areas where the applicant may enter any additional information that they deem necessary.

**EPA Election to Proceed Approval Letter**

\* Attach EPA's Election to Proceed Approval Letter

Document name	Last Uploaded	Attachment
There are no documents to display.		

**Proof of Ownership Interest**

\* Attach the proof of ownership interest (ie., deed, contract for deed, or other proof of ownership interest)

Document name	Last Uploaded	Attachment
There are no documents to display.		

**Certificate of Good Standing**

(Only needed if the applicant is a Corporation or LLC or LP)

Please provide us with proof of registration which may be found at <http://www.ilsos.gov/corporatellc/>

Document name	Last Uploaded	Attachment
There are no documents to display.		

**Authorization to submit eligibility and deductible application form**

\* Download and attach the Authorization to submit eligibility and deductible application form  
<http://www.sfm.illinois.gov/Portals/0/docs/Commercial/UndergroundStorageTanks/edownercert.pdf>

Document name	Last Uploaded	Attachment
There are no documents to display.		

**Additional Information**

Please upload any additional documents you would like to include with this application.

Document name	Last Uploaded	Attachment
There are no documents to display.		

**Additional Information**

[Back](#) [Save & Continue](#) [Exit](#)

Applications having an "Election to Proceed", will also show the EPA Election to Proceed Approval Letter and Proof of Ownership Interest sections. Each of these sections requires that the appropriate file be attached.

The Authorization to submit eligibility and deductible application form section shows the URL in order to locate, complete, save and attach the AUTHORIZATION TO SUBMIT ELIGIBILITY AND DEDUCTIBLE APPLICATION form.

A Certificate of Good Standing is needed if the applicant is a corporation or LLC. This is not required but validation will be performed manually by UST review staff.

The Save & Continue button will move the application process to the Terms and Conditions screen.

## 7 TERMS AND CONDITIONS PAGE

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### Eligibility and Deductible Determination Form - IEMA:19981234 - Access Code: B3E9C9



Insufficient information can cause for return or denial.

The applicant does hereby certify under penalty of law, that this application and the supporting documentation attached hereto were prepared under the direction or supervision of the applicant in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted therein. I certify under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those immediately responsible for obtaining information, I affirm that the submitted information is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowingly committing violations. The "Eligibility and Deductible Determination" decided pursuant to this document is subject to the costs defined in Title 35: Environmental Protection Illinois Administrative Code (IAC) 731, 732, 742 and Public Act 92-0554.

\* ☒ I agree to the Terms and Conditions.

Back

Save & Continue

Exit

The Terms and Conditions page is used to inform the applicant that insufficient and/or illegible information can be a cause for the application to be returned or denied.

The Save & Continue button will move the application to the Summary page for the applicant to review.

## 8 APPLICATION SUMMARY PAGE

**Eligibility and Deductible Determination Form - IEMA:19981234 - Access Code: B3E9C9**

Home

Applicant

Facility

Incident

Tank

Attachments

Terms and conditions

Summary

**Applicant information**[Edit Section](#)

**Applicant Info**  
**Applicant Name** Boss and Company  
C/O  
**Address** 1323 S Some Rd  
Springfield, IL 62703  
**Email Address**  
**Applicant Type(s)** Current Property Owner

**Contact Info**  
**Contact Name** Bob Boss  
**Contact Phone Number** (555) 555-5555  
**Email** bboss@osfm.com

**Owner - U0030257**  
**Owner Name** Kooshtard Property I, LLC  
**Address** 1370 Avenue of the Americas 29th  
Floor  
New York, NY 10019  
**Contact Person** Matt Jordan  
**Phone Number** (812) 379-9227

**Facility - 5017350**  
**Facility Name** Bigfoot #163  
**Address** 6000 S. Sixth Street  
Springfield, IL 62703  
**County** Sangamon  
**Contact Person** Percy Williams  
**Phone Number** (812) 379-9227

**Incident Information**[Edit Section](#)

IEMA Number: **19981234**  
Type of release: **UST Leak, Overfill**  
How release was discovered: **Subsurface Work/Repair, Subsurface Investigation**  
Is the UST owner/operator the US government: **No**  
Is the UST owner/operator a rail carrier: **No**  
Is the UST owner/operator located at an airport: **No**

**Tanks**[Edit Section](#)

**Associated with release**

Tank No.	Current Product	Product at time of release	Size (gal)	Installed	First Notified	Last Used	Removed	Abandoned Date
1	Gasoline	Gasoline	8000	10/1/1970	4/7/1986	2/8/2002	2/13/2002	

**All tanks for Bigfoot #163 on file**

Tank No.	Current Product	Size (gal)	Installed	First Notified	Last Used	Removed	Abandoned Date
1	Gasoline	8000	10/1/1970	4/7/1986	2/8/2002	2/13/2002	
2	Gasoline	6000	10/1/1970	4/7/1986	2/8/2002	2/13/2002	
3	Gasoline	6000	10/1/1970	4/7/1986	2/8/2002	2/13/2002	

The Application Summary screen will show a composite of information obtained from each screen in the application process for the applicant to review before submitting the application.

**Attachments**[Edit Section](#)

Name	File Name(s)	Additional Information
Site Assessment Documents	<a href="#">UST Equipment Screen Walkthrough.pdf</a>	
Deed	<a href="#">PermitExtension.pdf</a>	
EPA Election to Proceed Letter	<a href="#">UST Equipment Screen Walkthrough.pdf</a>	
IEMA Report	<a href="#">UST Contractor Portal User Manual.pdf</a>	
Site Plan	<a href="#">Visio-Staff portal design.pdf</a>	
Certificate of Good Standing	<a href="#">PermitExtension.pdf</a>	
Authorization to submit	<a href="#">UST Contractor Portal User Manual.pdf</a>	

Showing 1 to 7 of 7 entries

[Previous](#) [Next](#)[Back](#)[Submit](#)[Exit](#)

The Submit button will submit the application to OSFM and show the Application confirmation screen.



## 9 APPLICATION CONFIRMATION

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### **Eligibility and Deductible Determination Form - IEMA:19981234 - Access Code: B3E9C9**

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#### **Confirmation**

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Your Eligibility and Deductible Determination Form has been submitted.

Your access id is: **B3E9C9**

You must save this number for future reference if you need to make any changes to this application as directed by the Office of the State Fire Marshal.

An email response to your application has been sent to: [bboss@osfm.com](mailto:bboss@osfm.com)

Date Submitted: Monday, March 14, 2016 11:22 AM

Please allow 60 days for processing.

Exit

The applicant will receive an email with the confirmation information.

# 10 RETURNED APPLICATION

If an UST reviewer finds an issue with the application that was submitted, they will return it for corrections via email to the Contact email address. The email will contain a link to the application form.

**Eligibility and Deductible Determination Form - IEMA:19981234 - Access Code: B3E9C9**

History

Correspondence

Status	Status Date	Received Date	Response Date
Returned	3/14/2016 3:54:33 PM	3/14/2016 3:53:23 PM	3/14/2016 3:54:33 PM

Showing 1 to 1 of 1 entries

Previous

Next

Documents

Date	Description	File
3/14/2016 3:53:25 PM	E&D Application Summary	<a href="#">E&amp;DApplicationSummary03142016-155325.pdf</a>
3/14/2016 3:54:34 PM	E&D Application Summary	<a href="#">E&amp;DApplicationSummary03142016-155434.pdf</a>

Showing 1 to 2 of 2 entries

Previous

Next

Applicant information

**Applicant Info**  
**Applicant Name** Boss and Company  
**C/O**  
**Address** 1323 S Some Rd  
Springfield, IL 62703  
**Email Address**  
**Applicant Type(s)** Current Property Owner

**Contact Info**  
**Contact Name** Bob Boss  
**Contact Phone Number** (555) 555-5555  
**Email** bboss@osfm.com

**Owner - U0030257**  
**Owner Name** Kooshtard Property I, LLC  
**Address** 1370 Avenue of the Americas 29th  
Floor  
New York, NY 10019  
**Contact Person** Matt Jordan  
**Phone Number** (812) 379-9227

**Facility - 5017350**  
**Facility Name** Bigfoot #163  
**Address** 6000 S. Sixth Street  
Springfield, IL 62703  
**County** Sangamon  
**Contact Person** Percy Williams  
**Phone Number** (812) 379-9227

Incident Information

☒ There is an issue with this section

☐ Issue resolved

Reviewer's Comments  
**3/14/2016 3:54 PM**  
There is an issue with the application. Please correct and resubmit.  
[Update Section](#)

The section in question will be highlighted in orange with an explanation of what the issue was. Click on the Update Section link to make the correction(s).

<input checked="" type="checkbox"/> There is an issue with this section <b>Reviewer's Comments</b> <b>3/14/2016 3:54 PM</b> There is an issue with the application. Please correct and resubmit.	<input checked="" type="checkbox"/> Issue resolved <b>Enter comments</b> I have corrected the issue with this application.
---	--

\* Incident number for the occurrence under which you intend to seek reimbursement:  
 19981234 (yyyy9999)

\* Type of Release: (select all that apply)  
☐ UST Leak ☐ Overfill

\* How was the release was discovered: (select all that apply)  
☐ Subsurface Work/Repair ☐ Subsurface Investigation

\* Is the UST owner or operator the U.S. government?  
☐ Yes ☒ No

\* Is the UST owner or operator a rail carrier registered pursuant to Section 18c-7201 of the Illinois Vehicle Code?  
☐ Yes ☒ No

\* Is the UST located at an airport with over 300,000 operations per year, for years prior to 1991, and over 170,000 operations per year beginning in 1991, located in a city of more than 1,000,000 inhabitants?  
☐ Yes ☒ No

[Back](#) [Save & Continue](#) [Exit](#)

After making the corrections needed, the applicant may add a comment. Place a tick in the box next to Issue resolved.

**Incident Information**

<input checked="" type="checkbox"/> There is an issue with this section <b>Reviewer's Comments</b> <b>3/14/2016 3:54 PM</b> There is an issue with the application. Please correct and resubmit.	<input checked="" type="checkbox"/> Issue resolved <b>Current Comments</b> I have corrected the issue with this application.
---	--

[Update Section](#)

IEMA Number: **19981234**  
 Type of release: **UST Leak, Overfill**  
 How release was discovered: **Subsurface Work/Repair, Subsurface Investigation**  
 Is the UST owner/operator the US government: **No**  
 Is the UST owner/operator a rail carrier: **No**  
 Is the UST owner/operator located at an airport: **No**

Click on the Save & Continue button which will take the applicant back to the main page where the section is now highlighted in green to show that a correction has been made.

[Resubmit Application](#)

Click on Resubmit Application button to submit the application back to UST.