Petroleum tank release follow-up notification

**Petroleum Remediation Program**

Purpose

The following ***Petroleum tank release follow-up notification*** letter template may be used to meet the requirements of Minn. Stat. § 116.482 Petroleum Release Notification, which states:

(a) When a potential receptor survey is conducted for a petroleum tank release as provided in agency guidance documents, the tank owner must provide information on the results of the survey, reports of all releases, and any corrective actions, as defined in section 115C.02, that are related to the petroleum tank release in an understandable manner to residents contacted in the survey. The information may be provided through personal contact, mail, or e-mail.

(b) An owner may delegate the owner’s responsibility under paragraph (a) to the owner’s consultant or contractor, as those terms are defined in section 115C.02, or to the operator of the tank.

The receptor survey referred to in the Statute must be conducted in accordance with the Petroleum Remediation Program’s risk evaluation procedures outlined in [Risk evaluation and site management decision at petroleum release sites](https://www.pca.state.mn.us/sites/default/files/c-prp4-02.pdf).

**Use this template** to inform a property owner only when: a) no risk has been identified to a property’s receptor(s), or b) additional information is needed to determine if risks are present. As noted in the template, the determination that receptors are not at risk is based on currently available information and circumstances. If additional information or a change in circumstances causes a change in risk to occur, you must inform the affected survey group member.

**Do not use this template** if you have found a risk or actual impact to a property or inhabitant, such as petroleum contamination in a drinking water supply well or petroleum vapors in a structure. If a risk or impact is present, you must communicate this information directly and immediately to the property owner(s) and resident(s) via phone, letter, or in person.

**Instructions:** Highlighted text within the template is intended to help identify required information for the person completing it. Instructions are identified by italicized red text. Highlighting and red text, as well as text for inapplicable options, should be deleted prior to sending to the recipient.

[Month day, year]

[Property owner First name Last name]

[Property owner Organization name] *(if applicable)*

[Mailing address]

[City, State ZIP code]

RE: Petroleum Tank Release Notification Follow-up

Site: [Leak site name, Physical address, City, County name ZIP Code]

MPCA Site ID: [LS00XXXXXX]

Dear [Property owner First name Last name]:

[Consulting firm name] is conducting an investigation of a petroleum tank release that occurred at the above-referenced property, referred to as the Site. As a part of the investigation, [Consulting firm name] contacted you to collect certain information about receptors on your property, such as utility lines, sumps, water supply well(s), and basements or crawl spaces. A receptor is something potentially at risk from the petroleum contamination. The Minnesota Pollution Control Agency (MPCA) evaluated the information and determined the following:

***Select one of the three options below:***

*(If no receptors are present on the property)*

You do not have receptors on your property that are at risk from the petroleum contamination from the Site. No additional work is required on your property.

*(If no impacts to receptors were found, select this option.)*

Potential receptors, including any structures or building occupants, identified on your property are not at risk from the petroleum contamination from the Site. No additional work is required on your property.

*(If additional investigation is required to evaluate risk to the property, select this option and describe the additional work needed.)*

Additional investigation is needed to assess risk to your property. Upon completion of the additional investigation, the results will be provided to you.

***Corrective Actions***

*If corrective actions were or are to be taken, include a paragraph describing any action completed or planned for the Site. Include groundwater monitoring, well sampling, active groundwater remediation, etc.*

This follow-up is required by Minn. Stat. § 116.482. Please note that the conclusions and actions described are based upon MPCA review of available information. If the MPCA is made aware of additional information that elevates a change in risk, you will be notified.

[Property owner First name Last name]

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[Month day, year]

**Site history and more information**

***Select one of the two options below:***

Other petroleum tank releases reported at the Site include the following: *(List all leak site IDs, report dates, and status.)*

*Or*

To date, this is the only petroleum tank release that has occurred at the Site.

To obtain information on the petroleum tank releases that have occurred at the Site, please visit the MPCA What’s in My Neighborhood site at <https://www.pca.state.mn.us/about-mpca/whats-in-my-neighborhood>, and search the MPCA’s database.

To request a file review, visit the MPCA Information requests website at <https://www.pca.state.mn.us/about-mpca/information-requests> and complete the ***Information request form***. You may also call 651-757-2728 or 1-844-828-0942 to speak with a records management staff.

Information about petroleum tank release investigations can be found on the MPCA’s website at <https://www.pca.state.mn.us/business-with-us/petroleum-cleanup-guidance>.

**Contacts**

If you have any questions regarding this letter, please contact me or the following:

*Select one:*

[Tank owner contact first name last name]

[Tank owner organization] *(if applicable)*

[Tank owner contact mailing address]

[Tank owner contact City, State Zip Code]

[Tank owner phone number]

[Tank owner contact email address]

*(Or if MPCA Fund Finance Site)*

[MPCA project manager First name Last name]

[Minnesota Pollution Control Agency]

[MPCA project manager mailing address]

[MPCA project manager City, State ZIP Code]

[MPCA project manager phone number]

[MPCA project manager email address]

Sincerely,

[Consultant contact First name Last name]

[Consulting firm name]

[Consultant contact phone number]

[Consultant contact email address]