

REQUESTS FOR EXTENSIONS ON SUBMITTAL OF DOCUMENTS

The tank owner's reimbursement may be reduced by **\$100 / calendar day** for each day that a document is submitted after a written deadline date established by the Mississippi Department of Environmental Quality (MDEQ) - Underground Storage Tank (UST) Branch.

Please note that a document is **not** considered as **submitted** if any of the following apply:

- Document is faxed to MDEQ.
- The cost/price summary form for a proposal is either not submitted or not signed by the tank owner and the ERAC.
- Sections of the report are omitted, such as all laboratory results, figures, boring logs, or monitoring well schematics.

If documents are hand-delivered, please ensure the report is stamped as received on that date. If a document is delivered after 5:00 p.m., the document may not be stamped as received until the next day.

GUIDANCE FOR REQUEST LETTER

For an extension to be considered by the MDEQ, the request shall be in writing from the tank owner. The request shall be submitted to the MDEQ's office before the original due date.

The request must state the type document, the original due date, and the requested extension date. Also, a detailed description of why an extension is needed must be included, and any documentation to verify the reason for the request should be attached.

Extensions may be approved for delays, which are out of the tank owner's or ERAC's control. If there are problems, the tank owner should be discussing the problems with the UST project manager as the problems occur.