Arkansas UST-Individual License
Application Instructions

An applicant for an Individual License shall provide the following information a minimum of 14 days prior to taking the Arkansas UST License Exam. Failure to do so could result in a delay in the issuance of the license.

a. Fully completed “Application for License” form including the job experience section which demonstrates that the applicant has had a minimum of one year, within the three years immediately prior to making the application, of field experience in the installation, repair, upgrade, closure and/or tightness testing of underground storage tanks.

b. Three fully completed “Owner Reference Statement” forms provided by the Department. These forms should be returned directly to the Department by each individual reference.

i. Three forms should be completed by the owners or responsible persons you listed on the job experience page (second page of the application).

OR

ii. If you had a previous employer for any of the experience you have listed as a UST worker, he/she should complete one “Reference Statement.” The other two “Reference Statement” forms should be completed by the owners or responsible persons you listed.

c. An “Exam Reservation Form” with the date you wish to take the exam circled.

d. A nonrefundable check or money order made payable to the Arkansas Department of Environmental Quality in the following amount:

<table>
<thead>
<tr>
<th>License Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UST Individual License to Install, Repair, Upgrade and/or Close</td>
<td>$150</td>
</tr>
<tr>
<td>UST License to Test</td>
<td>$150</td>
</tr>
<tr>
<td>UST Contractor with Dual Role Individual License</td>
<td>$300</td>
</tr>
<tr>
<td>UST Contractor License</td>
<td>$300</td>
</tr>
<tr>
<td>UST Company License to Test</td>
<td>$300</td>
</tr>
</tbody>
</table>

* Refer to Arkansas Regulation 12.509

e. Mail completed Application Packet to:

ADEQ
Regulated Storage Tanks Division
5301 Northshore Drive
North Little Rock, AR 72118-5317

f. For assistance, you may call the RST Licensing Coordinator at (501)682-0993.
APPLICATION FOR UST-INDIVIDUAL LICENSE
REGULATED STORAGE TANKS DIVISION
ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY

In order to have this application processed, the applicant must submit a non-refundable fee of one hundred fifty dollars ($150) for a license or three hundred dollars ($300) for both Installer and Tester licenses. Make check or money order payable to the Arkansas Department of Environmental Quality. You may mail your check and application to 5301 Northshore Drive, North Little Rock, AR 72118-5317. If you should have any questions, please call the RST Licensing Coordinator at (501) 682-0993.

Please PRINT or TYPE
Name of Applicant: (First)____________(MI)____(Last)____________ Date: __________
Mailing Address: ___________________________________________ Home Phone: __________
City: ___________________________________________ State: ________ Zip: __________
SSN: _______________________________ Birthdate: __________
Contractor Name: __________________________________ Phone: __________
Supervisor Name: ____________________________
Secured Surety: Contractor/Company ___ Licensee ___ Date issued __________

TYPE OF LICENSE:
___ INSTALL  ___ REPAIR  ___ UPGRADE  ___ CLOSE  ___ TEST

TESTER APPLICANTS ONLY:
The applicant must submit to the Arkansas Department of Environmental Quality proof of the following:
1. Certification by the manufacturer that the testing method used by the applicant meets the federal performance standard as stated in 40 CFR 280.40 (a)(3), 280.43(c) and 280.44(b).
2. Any licenses, permits, certificates, etc., showing that the applicant has satisfactorily completed a training course in the use of each testing method listed below.

List all tank and line testing methods to be used by the manufacturer's name and product name:

If you have had a business or occupational license or certificate suspended or revoked, give the date and nature of the suspension/revocation. (License may not be issued if suspension or revocation was directly related to competency to install, repair, upgrade, close, or test Underground Storage Tanks.)
Applicant must demonstrate that he or she has had **ONE YEAR**, within the three years immediately prior to making application, of field experience in the Installation, Repair, Upgrade, Closure, or Testing of Underground Storage Tanks. (Refer to APC&EC Regulation 12, Chapter 5 or 6.)

**PLEASE LIST REFERENCES**

- **Date of Project:** __________________________ Facility Name: __________________________
  - Utility Owner's Name: ______________________ Owner's Phone: ______________________
  - Utility Location and Address: __________________ City: __________________ State: __________________
  - Nature of Project: __________________________
  - Contractor/Company Name: __________________ Phone: __________________
  - Supervisor's Name (if other than yourself): __________________ Phone: __________________
  - **(Please Only)** Verified by phone with: __________________ of __________________ or verified by file

- **Date of Project:** __________________________ Facility Name: __________________________
  - Utility Owner's Name: ______________________ Owner's Phone: ______________________
  - Utility Location and Address: __________________ City: __________________ State: __________________
  - Nature of Project: __________________________
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  - Contractor/Company Name: __________________ Phone: __________________
  - Supervisor's Name (if other than yourself): __________________ Phone: __________________
  - **(Please Only)** Verified by phone with: __________________ of __________________ or verified by file

hereby make application for a license as required by A.C.A. §8-7-805. In making this application, I certify I am at least eighteen (18) years of age and that statements made herein are true to the best of my knowledge and belief.

**AME (PRINT OR TYPE)** __________________________ **APPLICANT'S SIGNATURE** __________________________

I am affixing my signature to this document, I am certifying that the above named individual is qualified to exercise responsible supervisory control over UST work and will be physically present onsite at all critical junctures.

**AME (PRINT OR TYPE)** __________________________ **SUPERVISOR'S SIGNATURE** __________________________

**PHONE NUMBER** __________________________ **DATE** __________________________
**EXAMINATION DATES FOR THE YEAR 2015**

<table>
<thead>
<tr>
<th>JANUARY 15</th>
<th>JULY 16</th>
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<tr>
<td>FEBRUARY 19</td>
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<td>APRIL 16</td>
<td>OCTOBER 15</td>
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<td>MAY 21</td>
<td>NOVEMBER 19</td>
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<tr>
<td>JUNE 18</td>
<td>DECEMBER 17</td>
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The licensing exam is given on the third Thursday of every month. If you are interested in taking the examination, please indicate by circling one of the above dates and return this schedule along with your completed application, disclosure statement, job experience form, job reference forms and a check or money order payable to ADEQ in the amount of $150.00 at least 14 days prior to the chosen exam date.

Print your name and correct mailing address:

Name__________________________

Street Address or P.O. Box__________________________

City__________________________State_______Zip________

Telephone Number__________________________

Signature__________________________Date__________________________

Completed forms should be mailed to the following address:

ADEQ
Licensing Coordinator, RST Division
5301 Northshore Drive
North Little Rock, AR 72118-5317

For additional information, contact the RST Licensing Coordinator at (501) 682-0993.
REFERENCE STATEMENT FROM OWNER/RESPONSIBLE PERSON

Please complete the following form which will be used as a reference for the applicant named. You must have engaged the applicant within the previous three years to perform UST installation, repair, upgrade, removal and/or tightness testing. This statement shall attest to the applicant’s business integrity, knowledge, and level of job performance. The statement should also include a description of the type of UST work performed by the applicant. Please do not return to the applicant but return to the address below as soon as possible.

Arkansas Department of Environmental Quality
Regulated Storage Tank Division
5301 Northshore Drive
North Little Rock, AR 72118-5317

Applicant should provide this information:

For: ___________________________ Present Employer: ___________________________
(Applicant’s Name)
Address: ___________________________ Previous Employer: ___________________________
City: ___________________________ State: __________ Zip: ___________________________
Date Job was Performed: ___________________________
Location ___________________________ City: ___________________________ Phone: ___________________________
Facility Name: ___________________________ Phone: ___________________________
Description of UST work done: ____________________________________________________________

Owner/Responsible Person of the above facility should provide the following information:

I recommend (or do not recommend) the above named person because:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

I, ___________________________ , certify that the statements made above are true to
(Print your name)
the best of my knowledge and belief.

Date: ___________________________ (Signature of Owner/Responsible Person)

Address: ___________________________ City: ___________________________ ST: __________ Zip: ___________________________

Phone: ___________________________

97/07/17
REFERENCE STATEMENT FROM OWNER/RESPONSIBLE PERSON

Please complete the following form which will be used as a reference for the applicant named. You must have engaged the applicant within the previous three years to perform UST installation, repair, upgrade, removal and/or tightness testing. This statement shall attest to the applicant’s business integrity, knowledge, and level of job performance. The statement should also include a description of the type of UST work performed by the applicant. Please do not return to the applicant but return to the address below as soon as possible.

Arkansas Department of Environmental Quality
Regulated Storage Tank Division
5301 Northshore Drive
North Little Rock, AR 72118-5317

Applicant should provide this information:

For: ____________________________________________ Present Employer: ____________________________________________

(Applicant’s Name)

Address: ____________________________________________ Previous Employer: ____________________________________________

City: ______ State: ______ Zip: ______ (if applicable)

Date Job was Performed: ____________________________________________

Facility Name: ____________________________________________ Phone: __________________________

Location ____________________________________________ City: ______ ST: ______ Zip: ______

Description of UST work done: ____________________________________________

Owner/Responsible Person of the above facility should provide the following information:

I recommend (or do not recommend) the above named person because:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

I, ____________________________________________, certify that the statements made above are true to the best of my knowledge and belief.

(Date: __________________________) (Signature of Owner/Responsible Person)

Address: ____________________________________________ City: ______ ST: ______ Zip: ______

Phone: __________________________

97/07/17
REFERENCE STATEMENT FROM OWNER/RESPONSIBLE PERSON

Please complete the following form which will be used as a reference for the applicant named. You must have engaged the applicant within the previous three years to perform UST installation, repair, upgrade, removal and/or tightness testing. This statement shall attest to the applicant's business integrity, knowledge, and level of job performance. The statement should also include a description of the type of UST work performed by the applicant. Please do not return to the applicant but return to the address below as soon as possible.

Arkansas Department of Environmental Quality
Regulated Storage Tank Division
5301 Northshore Drive
North Little Rock, AR 72118-5317

Applicant should provide this information:

For: ___________________________ Present Employer: ___________________________
(Applicant's Name)
Address: ___________________________ Previous Employer: ___________________________
City: __________________ State: __ Zip: __ (if applicable)
Date Job was Performed: ___________________________
Facility Name: ___________________________ Phone: ___________________________
Location: __________________ City: __________________ ST: __ Zip: __
Description of UST work done: ___________________________

Owner/Responsible Person of the above facility should provide the following information:

I recommend (or do not recommend) the above named person because:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I, ___________________________, certify that the statements made above are true to the best of my knowledge and belief.

Date: ___________________________ (Signature of Owner/Responsible Person)
Address: ___________________________ City: __________________ ST: __ Zip: __
Phone: ___________________________ 97/07/17
REFERENCE STATEMENT FROM PREVIOUS EMPLOYER/SUPERVISOR

Please complete the following form which will be used as a reference for the applicant named. You must have engaged the applicant within the previous three years to perform UST installation, repair, upgrade, removal and/or tightness testing. This statement shall attest to the applicant's business integrity, knowledge, and level of job performance. The statement should also include a description of the type of UST work performed by the applicant. Please do not return to the applicant but return to the address below as soon as possible.

Arkansas Department of Environmental Quality
Regulated Storage Tank Division
5301 Northshore Drive
North Little Rock, AR 72118-5317

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<tr>
<th>Applicant should provide this information:</th>
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<td>For: ________________________________</td>
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<td>(Applicant’s Name)</td>
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<td>Date Job was Performed: ____________________</td>
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<td>Location _______________</td>
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<td>Description of UST work done: _______________</td>
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<th>Previous Employer/Supervisor should provide the following information:</th>
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<tr>
<td>I recommend (or do not recommend) the above named person because: _______________</td>
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I, __________________________________, certify that the above named individual is qualified to exercise responsible supervisory control over an underground storage tank: __installation, __repair, __upgrade, __closure, or __tightness test (if included) AND that the statements made above are true to the best of my knowledge and belief.

Date: ____________________ (Signature of Owner/Responsible Person)

| Address: ____________________ | City: __________ | ST: ___ | Zip: ________ |
| Phone: ____________________ |

9/7/2017
INSTRUCTIONS FOR DISCLOSURE STATEMENT

Arkansas Code Annotated Section 8-1-106 requires that all applicants for the issuance, or transfer of any permit, license, certification or operational authority issued by the Arkansas Department of Environmental Quality (ADEQ) file a disclosure statement with their applications. The filing of a disclosure statement is mandatory. No application can be considered complete without one.

Disclosure statement means a written statement by the applicant that contains:

- The full name and business address of the applicant and all affiliated persons;
- The full name and business address of any legal entity in which the applicant holds a debt or equity interest of at least five percent (5%) or that is a parent company or subsidiary of the applicant, and a description of the ongoing organizational relationships as they may impact operations within the state;
- A description of the experience and credentials of the applicant, including any past or present permits, licenses, certifications, or operational authorizations relating to environmental regulation;
- A listing and explanation of any civil or criminal legal actions by government agencies involving environmental protection laws or regulations against the applicant and affiliated persons in the ten (10) years immediately preceding the filing of the application, including administrative enforcement actions resulting in the imposition of sanctions, permit or license revocations or denials issued by any state or federal authority, actions that have resulted in a finding or a settlement of a violation, and actions that are pending;
- A listing of any federal environmental agency and any other environmental agency outside this state that has or has had regulatory responsibility over the applicant; and
- Any other information the Director of the Arkansas Department of Environmental Quality may require that relates to the competency, reliability, or responsibility of the applicant and affiliated persons.

Exemptions:

The following persons or entities are not required to file a disclosure statement:

- Governmental entities, consisting only of subdivisions or agencies of the federal government, agencies of the state government, counties, municipalities, or duly authorized regional solid waste authorities as defined by § 8-6-702. (This exemption shall not extend to improvement districts or any other subdivision of government which is not specifically instituted by an act of the General Assembly.)
- Applicants for a general permit to be issued by the department pursuant to its authority to implement the National Pollutant Discharge Elimination System for storm water discharge.
- If the applicant is a publicly held company required to file periodic reports under the Securities and Exchange Act of 1934 or a wholly owned subsidiary of a publicly held company, the applicant shall not be required to submit a disclosure statement, but shall submit the most recent annual and quarterly reports required by the Securities and Exchange Commission which provide information regarding legal proceedings in which the applicant has been involved. The applicant shall submit such other information as the director may require that relates to the competency, reliability, or responsibility of the applicant and affiliated persons.
Exemptions continued:

The following permits, licenses, certifications, and operational authorizations are also exempt from submitting a disclosure statement:

- Hazardous Waste Treatment, Storage, and Disposal Permit Modifications (Class 1, 2, and 3), as defined in Arkansas Pollution Control and Ecology Commission (APC&EC) Regulation 23;
- Phase 1 Consultants, as defined in APC&EC Regulation 32;
- Certifications for Operators of Commercial Hazardous Waste Facilities, as defined in APC&EC Regulation 23 § 264.16(f);
- Regulated Storage Tank Contractor or Individual License Renewals as defined in APC&EC Regulation 12;
- Laboratory Certifications, as defined in Ark. Code Ann. § 8-2-201, et. seq.;
- Individual Homeowners seeking coverage under General Permit ARG5500000;
- Wastewater Operator Licenses, as defined in APC&EC Regulation 3;
- Water Permit Modifications for permits issued under the authority of the Arkansas Water and Air Pollution Control Act (Ark. Code Ann. §§8-4-101, et. seq.);
- Solid Waste Permit Modifications for permits issued under APC&EC Regulation 22;
- Solid Waste Landfill Operator License Renewals, as defined in Regulation No. 27;
- Air Permit Modifications for permits issued under APC&EC Regulations 18, 19, and 26; and
- Asbestos Certification Renewals, as defined in Regulation 21.

Deliberate falsification or omission of relevant information from disclosure statements shall be grounds for civil or criminal enforcement action or administrative denial of a permit, license, certification, or operational authorization.
Instructions for the Completion of this Document:

A. Individuals, firms or other legal entities with no changes to an ADEQ Disclosure Statement, complete items 1 through 5 and 18.

B. Individuals who never submitted an ADEQ Disclosure Statement, complete items 1 through 4, 6, 7, and 16 through 18.

C. Firms or other legal entities who never submitted an ADEQ Disclosure Statement, complete 1 through 4, and 6 through 18.

Mail to:
ADEQ
DISCLOSURE STATEMENT
[List Proper Division(s)]
5301 Northshore Drive
North Little Rock, AR 72118-5317

Hand Deliver to:
ADEQ
DISCLOSURE STATEMENT
[List Proper Division(s)]
5301 Northshore Drive
North Little Rock, AR 72118-5317

1. APPLICANT: (Full Name)

2. MAILING ADDRESS (Number and Street, P.O.Box Or Rural Route):

3. CITY, STATE, AND ZIPCODE:

4. (check all that apply.)
   □ Individual  □ Corporate or Other Entity  
   □ Permit  □ License  □ Certification  □ Operational Authority
   □ New Application  □ Modification  □ Renewal Application (If no changes from previous disclosure statement, complete number 5 and 18.)
   □ Air  □ Water  □ Hazardous Waste  □ Regulated Storage Tank  □ Mining  □ Solid Waste
   □ Environmental Preservation and Technical Service

5. Declaration of No Changes:
The violation history, experience and credentials, involvement in current or pending environmental lawsuits, civil and criminal, have not changed since the last Disclosure Statement 1 filed with ADEQ on ____________________

Signature of Individual or Authorized Representative of Firm or Legal Entity
(Also complete §18.)
6. Describe the experience and credentials of the Applicant, including the receipt of any past or present permits, licenses, certifications or operational authorization relating to environmental regulation. (Attach additional pages, if necessary.)

7. List and explain all civil or criminal legal actions by government agencies involving environmental protection laws or regulations against the Applicant * in the last ten (10) years including:

1. Administrative enforcement actions resulting in the imposition of sanctions;
2. Permit or license revocations or denials issued by any state or federal authority;
3. Actions that have resulted in a finding or a settlement of a violation; and
4. Pending actions.

(Attach additional pages, if necessary.)

* Firms or other legal entities shall also include this information for all persons and legal entities identified in sections 8-16 of this Disclosure Statement.
8. List all officers of the Applicant. (Add additional pages, if necessary.)

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9. List all directors of the Applicant. (Add additional pages, if necessary.)

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10. List all partners of the Applicant. (Add additional pages, if necessary.)

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11. List all persons employed by the Applicant in a supervisory capacity or with authority over operations of the facility subject to this application.

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12. List all persons or legal entities, who own or control more than five percent (5%) of the Applicant's debt or equity.

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13. List all legal entities, in which the Applicant holds a debt or equity interest of more than five percent (5%).

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14. List any parent company of the Applicant. Describe the parent company's ongoing organizational relationship with the Applicant.

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Organizational Relationship:

15. List any subsidiary of the Applicant. Describe the subsidiary's ongoing organizational relationship with the Applicant.

<table>
<thead>
<tr>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET</td>
</tr>
<tr>
<td>CITY, STATE, ZIP</td>
</tr>
</tbody>
</table>

Organizational Relationship:
16. List any person who is not now in compliance or has a history of noncompliance with the environmental laws or regulations of this state or any other jurisdiction and who through relationship by blood or marriage or through any other relationship could be reasonably expected to significantly influence the Applicant in a manner which could adversely affect the environment.

NAME: ________________________ TITLE: ________________________
STREET: ________________________
CITY, STATE, ZIP: ________________________

NAME: ________________________ TITLE: ________________________
STREET: ________________________
CITY, STATE, ZIP: ________________________

17. List all federal environmental agencies and any other environmental agencies outside this state that have or have had regulatory responsibility over the Applicant.
18. VERIFICATION AND ACKNOWLEDGEMENT

The Applicant agrees to provide any other information the director of the Arkansas Department of Environmental Quality may require at any time to comply with the provisions of the Disclosure Law and any regulations promulgated thereto. The Applicant further agrees to provide the Arkansas Department of Environmental Quality with any changes, modifications, deletions, additions or amendments to any part of this Disclosure Statement as they occur by filing an amended Disclosure Statement.

DELIBERATE FALSIFICATION OR OMISSION OF RELEVANT INFORMATION FROM DISCLOSURE STATEMENTS SHALL BE GROUNDS FOR CIVIL OR CRIMINAL ENFORCEMENT ACTION OR ADMINISTRATIVE DENIAL OF A PERMIT, LICENSE, CERTIFICATION OR OPERATIONAL AUTHORIZATION.

State of __________________________

County of __________________________

I, ________________________________, swear and affirm that the information contained in this Disclosure Statement is true and correct to the best of my knowledge, information and belief.

APPLICANT SIGNATURE: __________________________

COMPANY TITLE: __________________________

DATE: __________________________

SUBSCRIBED AND SWORN TO BEFORE ME THIS _______ DAY OF __________ 20__

______________________________ NOTARY PUBLIC

MY COMMISSION EXPIRES: __________________________
Following is a list of materials used in the preparation of the UST Licensing examination. Regulation No. 12 is available from the ADEQ website listed below. The remaining publications are either EPA documents or industry standards and should be ordered from the marketing department of the appropriate publishers. Their address and phone numbers are provided below for your convenience.

The following three publications can be obtained by visiting the E.P.A. website at this address: www.epa.gov/oust/pubs/index.htm

- EPA Straight Talk on Tanks
- EPA Musts for USTs
- EPA Technical Standards (40 CFR 280)

**ADEQ STUDY MATERIAL**

- Arkansas Regulation 12 (can be downloaded from www.adep.state.ar.us)

**EXAMINATION STUDY MATERIALS TO ORDER**

- “Recommended Practices for Installation of Underground Liquid Storage Systems” (PEI/RP100-05)

Order from:
Petroleum Equipment Institute
P.O. Box 2380
Tulsa, OK 74101-2380 (918) 494-9696

- “Installation of Underground Petroleum Storage Systems” (API 1615)
- “Cathodic Protection of Underground Petroleum Storage Tanks and Piping Systems” (API 1632)
- “Closure of Underground Petroleum Storage Tanks” (API 1604)

Order from:
American Petroleum Institute, Order Desk
1220 L Street N.W., 9th Floor
Washington, D.C. 20005 (202) 682-8375

- “Automotive and Marine Service Station Code” (ANSI/NFPA 30A)

Order from:
National Fire Protection Association
Customer Service Department
1 Batterymarch Park
P.O. Box 9101
Quincy, MA 02269-9101 (617) 770-3000
Directions to ADEQ Headquarters in North Little Rock, AR

5301 Northshore Drive, North Little Rock, AR 72118-5317

I-430 N (from Little Rock/Texarkana)
- From I-430 North toward Little Rock
- Drive past Little Rock and over the Arkansas River
- Take the Crystal Hill Road (AR 100)/Maumelle exit - EXIT 12
- Turn right onto Crystal Hill Road (AR 100)
- Turn right onto Northshore Drive
- Follow road to ADEQ Headquarters

I-40 E (from Conway/Fort Smith)
- From I-40 East toward Little Rock
- Take EXIT 147 I-430 toward Texarkana
- Take the Crystal Hill Road (AR 100)/Maumelle exit - EXIT 12
- Turn left onto Crystal Hill Road (AR 100)
- Turn right onto Northshore Drive
- Follow road to ADEQ Headquarters

I-40 W (from Memphis)
- From I-40 West toward Fort Smith
- Take Crystal Hill Road (AR 100) EXIT 148
- Turn left onto Crystal Hill Road (AR 100)
- Turn left onto Northshore Drive
- Follow road to ADEQ Headquarters

I-30 E (from Pine Bluff)
- From I-30 East (US-167 North/US-65 North) toward Little Rock
- Merge onto I-40 West (US-65) via EXIT 143A on the left toward Fort Smith
- Take the Crystal Hill Road (AR 100)/Maumelle exit - EXIT 148
- Turn left on Crystal Hill Road
- Turn left onto Northshore Drive
- Follow road to ADEQ Headquarters

www.adeq.state.ar.us
ADEQ: 501-682-0744

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