

GUIDELINES FOR PERMIT TO CLOSE UNDERGROUND STORAGE TANK SYSTEMS

A. GENERAL INSTRUCTIONS

1. Submit all information in duplicate. Answer all questions, leaving no blanks. One approved copy will be returned to the applicant with comments.
2. Include a detailed site map on a separate sheet of paper, showing the location of the tank(s), piping, streets, adjacent properties (north toward the top of the page), nearby septic tanks, leach fields, water wells, buildings, underground public utility lines (including water, sanitary sewer and storm drains), and distance of piping from tank to dispensers. If underground utilities are not included on the site map, you must state in writing that USA Dig will be contacted prior to excavation.
3. Complete “Application For Permit To Close”.
4. Contractors shall submit or have on file with the local agency information verifying that they possess a current State Contractor’s License (A, B, C-36/D-40), State Hazardous Substance Removal Certificate and Workmen’s Compensation Insurance.
5. Obtain an EPA Site Number from the Department of Toxic Substances Control (800) 618-6942 for temporary hazardous waste removal activities associated with underground storage tank removals.
5. Submit a “Site-specific Health and Safety Plan” as an addendum to this application. Address all potential hazards for this specific job site.
6. The Bay Area Air Quality Management District (BAAQMD) requires written notification prior to removal of any tank containing organic material (it must be post-marked at least 5-days before start of excavation).
7. Dig Alert should be contacted at (800) 642-2444 prior to start of excavation.
8. Contractor to provide a properly calibrated combustible gas indicator (to verify the presence/absence of a flammable atmosphere and oxygen level of tank prior to lifting from the excavation),
9. The contractor shall be responsible for ensuring that conditions at the site provide for workplace safety, protection of the environment and maintenance of integrity of nearby structures.

10. Soil/groundwater samples shall be analyzed by a laboratory state-certified for the required analyses and handled under a chain of custody. Sample results without a chain-of-custody form shall be considered invalid and re-sampling will be required.
11. If contamination is found, further soil and/or groundwater investigation may be required. At this point the site will be referred to the appropriate Regional Water Quality Control Board.
 - a. Monitoring wells shall be destroyed as required. Contra Costa Health Services Environmental Health [(925) 646-5225] requires a permit for the destruction of water wells.
 - b. Check with local agencies (e.g. Building and/or Public Works) regarding requirements for additional permits (e.g. electrical, plumbing, excavation, compaction and grading, etc.) and any work impacting public streets, walkways, and rights-of-way.

B. TANK REMOVAL

1. Hazardous materials shall be removed from tanks and piping prior to tank removal and must be properly managed. BAAQMD requires that VOC residuals in tanks amount to less than 1/1,000 of the tank volume (e.g. less than 5 gallons VOC remaining in a 5,000 gallon tank). To achieve this, rinsing and/or tipping and pumping of the tank(s) may be necessary. Materials generated as the result of the rinsing or decontamination of tanks shall be manifested as hazardous waste.
2. All tanks and piping shall be manifested and hauled by a licensed hazardous waste transporter to a permitted facility, unless cleaned in accordance with Title 22 California Code of Regulations, Division 4.5, Chapter 32.
3. Tanks shall be removed from the excavation within 24 hours of removal of backfill.
4. Tank removal or relocation may commence only after the local agency inspector has given approval.
5. All tanks shall be transported from the site on the same calendar day as they are removed from the ground or they may be required to be placed back into the excavation.
6. All electrical service to the tank(s)/pumps shall be terminated prior to excavation.
7. The pump and all associated piping shall be removed or capped if it is unable to be removed.
8. For tank previously containing flammable/combustible materials, the licensed tank closure contractor shall provide, on-site and readily accessible, at least one 40BC rated portable fire extinguisher and a properly calibrated combustible gas indicator capable of measuring LEL and oxygen levels.

9. Tanks previously containing flammable/combustible materials shall be made safe for removal from the excavation by the addition of dry ice (carbon dioxide) or other methods approved by the local agency sufficient to achieve an atmosphere of either less than 10% oxygen or less than 20% LEL.
10. All openings, other than a pressure relief hole at the top of each tank to allow for venting, shall be capped or plugged immediately after removal.
11. The tank closure contractor shall provide removal/lifting equipment of a size adequate to safely remove tanks.
12. If an excavation is to remain open after the contractor leaves the site, the excavation perimeter shall be fenced 6' feet high or posted with a 24-hour guard.
13. All stockpiles of contaminated/suspect soil shall be stored on bermed plastic covered.

C. **SOIL AND GROUNDWATER SAMPLING**

The following documentation shall be submitted within 30-days of the tank removal date:

1. Analytical results, mailed directly from the laboratory to CCHSHMP, including a chain of custody, sampling plot plan, and quality assurance and quality control (QA/QC).
2. Tank/piping Hazardous Waste Manifest(s).
3. Tank Closure Certification Form (DTSC form 1249), if applicable.
4. Hazardous Waste manifest(s) for piping, rinsate, residual fuel, or waste oil receipt.

A site which has had USTs removed, shall not be considered for final closure until the above items are submitted for review.