

# GUIDELINES FOR INSTALLATION OF UNDERGROUND STORAGE TANK (UST) SYSTEMS IN CONTRA COSTA COUNTY

These guidelines are applicable for the installation of underground storage tank (UST) systems that will contain hazardous substance or motor vehicle fuel. These guidelines have been prepared to assist you in the completion of your construction project.

1. An installation permit and payment of all appropriate fees shall be required for the installation of any underground storage tank system used for the storage of hazardous substance or motor vehicle fuel.
2. Contractors must submit or have on file with Contra Costa Health Services-Hazardous Materials Programs (CCHS-HMP) information verifying that they possess:
  - a. A current and valid State Contractor's License (A, B, C-36, C-61/D-40).
  - b. Workmen's Compensation Insurance.
  - c. Successful completion of UST component manufacturer's training.
  - d. Current International Code Council UST Installer/Retrofitter certification.
3. Prior to excavation, Underground Service Alert (USA) must be contacted at (800) 642-2444 for verification of location of utilities.
4. The contractor shall be responsible for ensuring that conditions at the site provide for workplace safety, protection of the environment and maintenance and integrity of nearby structures.
5. Under no circumstances shall any regulated material be placed into any underground storage tank without the approval of CCHS-HMP.
6. Manufacturers' "Cut Sheets" for underground storage tank system components must accompany submittal.
7. If buoyancy calculations are to be submitted they must be signed by a Registered Professional Engineer or licensed Architect.

8. Three (3) sets of plans of the facility and UST system must be submitted along with specifications on all materials to be used in construction:

- Plans drawn to scale in non-erasable ink.
- Equipment list.
- Tank cross-sectional drawing.
- Detail of tank, associated piping, excavation and cover.
- Plot plan to show location of tanks and all associated piping.
- Striker plates or drop-tube mounted bottom protection illustrated under all accessible openings.
- Under dispenser containment connections.
- Detail of sumps and under dispenser containment demonstrating vapor and liquid tightness.
- Overfill prevention systems.
- Location of all monitoring equipment.
- Location of water wells, septic and sewer systems and storm drains.

9. Permits and/or plan check approval may be required by: the Bay Area Air Quality Management District, the County or City Building Department and the appropriate fire agency.

10. The applicant/contractor shall adhere to the accepted plans. Any change or deviations must be submitted to and approved by CCHS-HMP personnel prior to installation.

11. The permit for installation of underground storage tanks is valid for one year (365 days) from the date of issuance. An extension of one year may be granted by CCHS-HMP if a request is made in writing at least 30 days prior to the anniversary date.

12. All tanks, piping and equipment shall be installed and tested in accordance with manufacturers' recommendations/guidelines.

Post-installation testing equivalencies:

- a. There is no waiver or equivalencies for primary and secondary piping pressure/soap testing.
- b. Lake testing of tank sumps and under dispenser containment for new UST system installation must be conducted over a 24-hour period.
- c. Tank and line integrity tests are waived in lieu of the post-construction enhanced leaked detection test conducted on the UST system.

13. Passing functional test of UST system monitoring equipment prior to placing UST system into operation.

14. Passing functional test of dispenser emergency shutoff prior to placing system into operation.

15. All appointments for inspections must be preceded by at least 48-hours notification to CCHS-HMP. It is the applicant's responsibility to ensure a confirmation call is made to CCHS-HMP before 9:00 am on the day of the inspection.

16. Documents to be submitted at the time of final inspection:

- Written Monitoring Procedures.
- Release Response Plan.
- Completed UST Financial Responsibility Certification form.

17. Documents to be submitted within 30-days of final inspection:

- As-built drawings.
- Monitoring Plot Plan.
- Unified Program Consolidated Form(s) (UPCF) Underground Storage Tanks – Tank Page 1 and 2 (one for each tank system) (formerly Form B).
- Form C, the Certificate of Compliance (one for each tank system).
- Passing line leak detector tests.
- Passing annual monitoring equipment certification.
- Passing enhanced leak detection test.