



## UNDERGROUND STORAGE TANK CLOSURE PERMIT APPLICATION

### FACILITY INFORMATION

Facility/Property Name: \_\_\_\_\_ Business Type: \_\_\_\_\_  
 Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Owner, Agency, or Corporation Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 EPA ID #: \_\_\_\_\_

Attach Proof of Financial Responsibility

### CONTRACTOR REMOVING TANK(S) AND PIPING

Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ State Contractors License: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Attach a copy of Contractor's License, Hazardous Materials Certification, and Worker's Compensation

### HAZARDOUS WASTE HAULERS

Hazardous Waste Hauler: \_\_\_\_\_ EPA ID #: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Tank(s) and Piping Destination(s): \_\_\_\_\_  
 Hazardous Waste Hauler (Rinsate): \_\_\_\_\_ EPA ID #: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### EHS USE ONLY

FA#: \_\_\_\_\_ PR #: \_\_\_\_\_

Comments:

Inspector Signature: \_\_\_\_\_ Approval Date: \_\_\_\_\_

## TANK(S) INFORMATION

Tank Size (Gallons)	Construction Material	Substance Previously Contained
Tank 1: _____	_____	_____
Tank 2: _____	_____	_____
Tank 3: _____	_____	_____
Tank 4: _____	_____	_____
Piping (Approx. ft): _____	_____	_____
<input type="checkbox"/> Piping removal only		

## SAMPLE COLLECTION AND ANALYSIS

Soil/Water Analysis Laboratory: \_\_\_\_\_

State Certification #: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

## UNDERGROUND STORAGE TANK(S) SYSTEM CLOSURE PROCEDURES

**I. Submit a completed Underground Storage Tank (UST) System Closure Permit Application** at least **two weeks** prior to commencing cleaning or removal activities to San Mateo County Environmental Health Services (EHS).

**II. In addition to this Permit Application, please include a completed copy of the:**

- A. **Facility Page (UPCF UST- A)\*** for **each** tank to be closed.
- B. **Tank Page (UPCF-UST - B)\*** for **each** tank to be closed.
- C. Proof of Financial Responsibility Form (UN-049)\*\*
- D. Workers compensation insurance verification
- E. Site map
- F. Permit fees

\*These State forms are available on [smchealth.org/cupaforms](http://smchealth.org/cupaforms).

\*\*UN-049 form available on [unidocs.org](http://unidocs.org).

**III. The facility site map must show:**

- A. Scale and north arrow
- B. Property line in relation to nearest roadway and cross street
- C. Location of structures, relevant equipment, including the tank(s), piping, and dispensers

**IV. Removal Inspections:**

- A. A removal inspection must be scheduled with EHS at least three (3) days prior to starting work.
- B. The removal inspection appointment must be confirmed with the district inspector.
- C. An EHS representative must be present at the time of removal.

**V. Safety:**

- A. The site safety plan must be available for review at the job site.
- B. Provide a minimum of two (2) fire extinguishers with a minimum rating of 20 BC within 50 feet of the removal operation.
- C. "No Smoking" signs shall be posted around site.
- D. Adequate security fencing must be in place prior to starting work.

**VI. Fire and Building Notifications:**

- A. Contact the local fire and building agency for their policy regarding closure of underground storage tanks. It is the contractor's responsibility to notify and coordinate the closure with the local fire agency.

## VII. Residual Removal:

- A. It must be demonstrated to an EHS representative that residual product and any associated waste (i.e. sludge) has been removed from the interior of the tank(s) prior to purging.
- B. All residual liquid, solid, or sludge must be removed and handled as hazardous waste or recyclable material in accordance with Chapter 6.5 of the Health and Safety Code; any variations are subject to approval by EHS.
- C. Documentation of proper disposal of residual product and associated waste using a Uniform Hazardous Waste Manifest (UHWM) must be submitted to EHS within 30 working days following removal of the tank(s).

## VIII. Rendering Inert:

- A. If the underground storage tank contained a hazardous substance that could produce flammable vapors at standard temperature and pressure, it must be rendered inert at or below levels that prevent or minimize the potential for an explosion as required by EHS.

## IX. Explosive Risks:

- A. Prior to removing the tank from the excavation site, it must be demonstrated to EHS that the tank(s) explosive atmospheres have been adequately purged and that a risk of explosion does not exist at the time of removal.
- B. It is recommended that all tanks be temporarily purged of flammable vapors with solid carbon dioxide (dry ice) at a ratio of **two pounds of dry ice per 100 gallons** of tank capacity.
- C. It must be demonstrated that the Lower Explosive Limit (% LEL) and the oxygen (O<sub>2</sub>) levels inside the tank be measured and witnessed by EHS to **be below 10% LEL or 5% O<sub>2</sub>** prior to removal.

## X. All underground storage tank(s) or any part thereof subject to permanent closure must be managed as hazardous waste UNLESS:

- A. The UST piping and other system components are free of product, sludge, rinsate, and debris to the extent that no material can be poured or drained from them when held in any orientation. Underground tanks may be cleaned using a high-pressure washer to reduce the % LEL.
- B. The analytical results from the final rinsate sample of the tank, piping, and components is less than **10 ppb for benzene, less than 100 ppm of TPH-M, TPH-D, or TPH-G**, or within an acceptable limit, as determined by EHS, for other requested analytical parameters and is not otherwise determined to be a hazardous waste.

*All hazardous waste (sludge, loose scale, debris, residue, rinsate, etc.) generated during the UST cleaning and closure process shall be managed in accordance with all applicable hazardous waste regulations.*

*The person responsible for the underground storage tank shall document to EHS that proper disposal is complete. The tank shall not be reused.*

## XI. Fiberglass Tanks:

- A. Any crushing of a fiberglass tank, either pre-planned or as a result of unforeseen circumstances, must be pre-approved by EHS in writing.
- B. Prior to crushing, the tanks must be rendered non-hazardous following the cleaning and sampling procedures noted above.
- C. A site-specific Dust and Particulate Matter Mitigation Plan must be submitted and approved by the field inspector prior to scheduling the removal or commencing (in unforeseen circumstances) tank crushing. The plan must include:
  - 1. Prevailing wind direction.
  - 2. Potential onsite and offsite sensitive receptors, including identifying neighboring facilities and possible exposure risks involved.
  - 3. Must detail specific procedures the contractor will take to minimize any fibers from leaving the site.
  - 4. Consider timing - avoid crushing during neighboring businesses' high traffic hours.
- D. Once the activity begins, if the approved procedures are determined not to be effective at preventing fibers from migrating offsite, crushing must cease until a more effective procedure has been determined and approved by EHS.

## XII. Unified Hazardous Waste Manifest:

- A. If the Underground tank(s) and associated piping removed are to be disposed of as hazardous waste, they must be shipped under UHWM to a permitted treatment, storage, and disposal (TSD) facility or Class I Landfill.
- B. Any piping associated with the tank(s) which are to remain underground must be flushed of all residual product and capped or sealed to the satisfaction of EHS.
- C. Copies of all UHWM must be submitted to EHS within 30 working days following removal of the tank(s).

**XIII. Samples:**

- A. To determine the extent of any contamination, soil and/or water samples must be collected from the excavation pit after the tank(s) are removed.
- B. **Soil samples** must also be taken **every 20 feet along piping runs** at the interface of backfill material and native soil. Soil samples must be collected from the excavation stockpile (approximately **one discrete sample per 20 cubic yards**).
- C. The samples must be collected by a qualified and independent third party.
- D. All samples shall be protected against contamination and/or degradation during their collection, transport, and analysis. See copy of [Recommended Minimum Verification Analyses](#) included in the Tank Closure Application.
- E. Within thirty 30 days following removal of the tank(s) submit to EHS:
  - 1. A written sample analysis report that includes:
    - a. Chain of custody documentation.
    - b. Sample location map.
    - c. Depth to sample measurements.
  - 2. The report's results and conclusions are subject to critical review. The report must be approved by EHS to be recognized as valid.

**XIV. Groundwater:**

A groundwater investigation may be required if any of the following conditions exist, or if EHS deems one necessary, to assure the public's health and safety are protected:

- A. Soil contamination is encountered within the tank or piping excavation.
- B. Groundwater in excavation pit has detectable levels of any petroleum hydrocarbon (pit may be pumped and allowed to recharge).
- C. Site has history of leaks or tanks are in poor condition upon removal.

**XV. Transporting Tanks:**

- A. Transported tanks must have all openings sealed, except for the opening atop the tank fitted for ventilation with a "T" or other device, which will preclude rain from entering a stored tank.

**XVI. EHS Inspection and Permitting Time:**

- A. An additional hourly fee will be charged for inspection time exceeding four (4) hours.
- B. The Underground Tank Closure Permit expires **180 days** from the approval date.
- C. If the tanks have not been closed within **180 days**, a new closure permit application and fees will be required.
- D. The closure must be scheduled **72 hours** in advance.

**The listed items are general closure requirements, modifications may be necessary in certain situations. A deficient application or incomplete information will cause a delay in the permit process.**

**If you have questions or need assistance, call EHS at (650) 372-6200.**

**APPLICANT DECLARATION**

I certify the application information is correct and factual. I declare that I have read and will follow the Procedures to Close Underground Storage Tank(s) Systems.

I further agree to comply with all applicable San Mateo County Ordinances, Health and Safety Code Chapter 6.7, Title 23 California Code of Regulations, and Title 22 California Code of Regulations.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_