ENVIRONMENTAL HEALTH
SAN MATEO COUNTY
Protecting Our Health and Environment

San Mateo County
Environmental Health Services Division
2000 Alameda de las Pulgas, Suite 100
San Mateo, CA 94403
Phone - (650) 372-6200/Fax - (650) 627-8244

UNDERGROUND STORAGE TANK SYSTEM CLOSURE PERMIT APPLICATION

FACILITY INFORMATION

Facility/Residence Name _____ Business type _____
Site Address _____ City _____ Zip _____
Contact Person _____ Title _____ Phone _____
E-Mail _____ CellPhone _____
Owner, Agency, or Corporation Name _____ Phone _____
Mailing Address _____ City _____ State _____ Zip _____
EPA ID Number _____
NOTE: Include "Proof of Financial Responsibility"

CONTRACTOR REMOVING TANK(S) AND PIPING:

Contractor _____
Contact Person _____ Phone _____
Business Address _____ City _____ Zip _____
State Contractors License _____
NOTE: Attach a copy of Contractors License, Hazardous Materials Certification, and Workers Compensation

HAZARDOUS WASTE HAULERS:

Hazardous Waste Hauler, _____ EPA ID # _____
Business address _____ City _____
Contact _____ Phone _____
Tank/s and piping destination _____
Hazardous Waste Hauler (Rinsate) _____ EPA ID# _____
Business address _____ City _____
Contact _____ Phone _____

This box for Division use only **FA#00 _____** **PR#00 _____**

Comments _____

_____

_____

_____

Inspectors Signature _____ **Approval Date** _____

TANK(S) INFORMATION

TANK SYSTEM: SIZE (GALLONS)	CONSTRUCTION MATERIAL	SUBSTANCE PREVIOUSLY CONTAINED
TANK 1_____	_____	_____
TANK 2_____	_____	_____
TANK 3_____	_____	_____
TANK 4_____	_____	_____
PIPING_____Approx. Ft._	_____	_____

CHECK IF PIPING REMOVAL ONLY____

SAMPLE COLLECTION AND ANALYSIS:

Soil/Water Analysis Laboratory_____

State Certification Number_____Contact_____Phone_____

Business Address_____City_____Zip_____

"PROCEDURES TO CLOSE UNDERGROUND STORAGE TANK(S) SYSTEMS"

1) Submit to the San Mateo County Environmental Health Services Division (Division) a completed "Underground Storage Tank System Closure Permit Application" at least two weeks prior to commencing cleaning or removal activities.

2) In addition to the Permit Application, please include a complete copy of the:
   - **Facility Page*** and **Tank Page*** for **each** tank to be closed.
   - Proof of Financial Responsibility form*
   - Workmen's Compensation Insurance Verification
   - Site Map of Facility
   - Permit Fees

   *These forms are available at www.unidocs.org

3) The Site Map of the Facility must consists of an aerial view of the facility which shows the tank(s) location and the following information:
   - Scale and North Arrow
   - Property Line in relation to nearest Roadway and Cross Street
   - Location of structures, relevant equipment, including the tank(s), piping, and dispensers

4) The Division must be notified a minimum of three (3) days prior to commencement of work in order to schedule a removal inspection. The removal inspection appointment **must be confirmed with the district inspector**. A representative of the Division must be present at the time of removal.

5) Site safety plan must be available for review at job site. Provide a minimum of two fire extinguishers with a minimum rating of 20 BC within 50 feet of the removal operations. "No Smoking" Signs shall be posted around site. Adequate security fencing must be in place prior to starting work.

6) 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.

7) It must be demonstrated to a representative of the Division that residual product and any associated waste (i.e. sludge) have been removed from the interior of the tank(s) prior to purging. All residual liquid, solid, or

sludge shall be removed and handled as hazardous waste or recyclable material in accordance with Chapter 6.5 of the Health and Safety Code; Any variations is subject to approval by the Division. Documentation of proper disposal of residual product and associated waste using a Uniform Hazardous Waste Manifest (UHWM) must be submitted to the Division within thirty (30) working days following removal of the tank(s).

8) If the underground storage tank contained a hazardous substance that could produce flammable vapors at standard temperature and pressure, it shall be rendered inert to levels that shall prevent or minimize the potential for an explosion or to lower levels as required by the Division.

9) Prior to removing the tank from the excavation, it must be demonstrated to a representative of the Division that the tank(s) explosive atmospheres have been adequately purged and that an explosive risk does not exists at the time of removal. It is recommended that all tanks be temporary 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. It must be demonstrated that the Lower Explosive Limit (% LEL) and the oxygen (O2) levels inside the tank be measured and witnessed by the Division to **be below 10% LEL or 5% O2** prior to removal.

10) All underground storage tanks or any part there of subject to permanent closure shall be **managed as hazardous waste unless**:

- The UST piping and other system components are free of product, sludge, rinsate and debris to the extent 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.
- 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 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 the Division, for other requested analytical parameters and is not otherwise determined to be a hazardous waste;.

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

11) 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. 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 the Division. Copies of all UHWM must be submitted to the Division within thirty (30) working days following removal of the tank(s).

12) To determine the extent of any contamination, soil and/or water samples must be collected form the excavation pit after the tank(s) are removed. **Soil samples** must also be taken **every twenty (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 twenty (20) cubic yards**). The samples must be collected by a qualified, independent third party. 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. Submit to the Division, within thirty (30) days following removal of the tank(s), a written sample analysis report, which includes chain of custody documentation, sample location map, and depth to sample measurements. The reports analysis results and conclusions are subject to critical review; and the report must be approved by the Division to be recognized as valid.

13) A groundwater investigation may be required if any of the following conditions exist or if a representative of the Division deems one necessary to assure that the public health and safety is protected:
    - Soil contamination is encountered within the tank or piping excavation.

- Groundwater in excavation pit has detectable levels of any petroleum hydrocarbon. (pit may be pumped and allowed to recharge).
- Site has history of leaks or tanks are in poor condition upon removal.

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

15) An additional hourly fee will be charged for inspection time exceeding four (4) hours.

The listed items are general closure requirements, modifications may be necessary in certain situations. A deficient application or incomplete information will only cause a delay in the permit process, if you have questions or need assistance call the Division at (650) 372-6200. The Underground Tank Closure Permit expires 180 days from the approval date. If the tanks have not been closed within 180 days, a new closure permit application and fees are required. The closure must be scheduled 72 hours in advance.

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 Regulation; and Title 22, California Code of Regulations.

Applicant_____ Applicant _____ Date_____
Print Signature