MONTEREY COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH BUREAU
A CERTIFIED UNIFIED PROGRAM AGENCY

1270 Natividad Road
Salinas, CA 93906
(831) 755-4511 Fax (831) 796-8698

UNDERGROUND STORAGE TANK CLOSURE PERMIT APPLICATION

Facility Name:		
Site Address:		
Facility Owner:		Phone Number:
Owner's Mailing Address:		City/State/Zip:
Contractor Contact Person:		Phone Number:
Contractor Company Name:		Fax Number:
Contractor Address:		City/State/Zip:
Contractor Lic. Class:	Lic. #:	Haz Mat Cert. #:

Type of Closure: ☐***-Removal*** ☐***-Close in place*** ☐***-Temporary***

Total # of tanks: _____ Contents (include all previous use): _____

_____

UST System Description

Single Wall: _____
size(s), composition and number of tanks _____

_____

Double Wall: _____
size(s), composition and number of tanks _____

Deposition of tanks

☐-Triple Rinsed:	Name of Company:	EPA ID #:
Company Address:		Phone Number:
Name of Tank Salvager:		
Mailing Address of Salvager:		Phone Number:
Manifest # of Rinsate:		DTSC Number:
☐-Hauled Offsite	Name of Site:	EPA ID #:
Disposal Site Address:		Phone Number:

No Application will be accepted without copies of Contractor License, Site Safety Plan including Map to Nearest Hospital, Proof of Hazardous Materials Certification for the contractor, Proof of Hazardous Waste Training for each employee working at the site, and Proof of Workers Compensation Coverage. Please allow 14 business days for completion of permit processing, once all paperwork has been submitted.

Owner: _____ Date: _____
Signature Print

Applicant/Contractor: _____ Date: _____
Signature Print

MONTEREY COUNTY

HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH BUREAU

PROCEDURE FOR OBTAINING AN UNDERGROUND STORAGE TANK REMOVAL PERMIT

The California Legislature enacted legislation that requires all counties and cities to establish an Underground Storage Tank (UST) Program. The Monterey County Board of Supervisors designated the Monterey County Health Department, Environmental Health Bureau (EHB) to be responsible for the administration of the UST Program in Monterey County and the twelve cities. In administering this program, the Health Department is responsible to oversee the installation, closure, permitting, and monitoring of underground storage tanks. The Health Department is responsible for final approval before any underground tank systems are installed, modified, or closed.

The following are the procedures for obtaining an underground storage tank closure/removal permit. Allow fourteen (14) business days for the complete application to be processed. Submit the entire application.

1. Obtain an underground storage tank closure permit application from the EHB

2. Fill-out one Operating Permit Application- Facility Information Form (one per facility), and Operating Permit Application- Tank Information Form, formerly Tank 1 and 2 (one per tank). On all Underground Storage Tanks-Facility forms, the Board of Equalization UST storage fee account number and the financial responsibility information **must be filled in or the application will be rejected.**

3. Contact the Local Building Department, Fire Department, and the Monterey Bay Unified Air Pollution Control District and obtain their respective permits if required. The telephone number of the Monterey Bay Unified Air Pollution Control District is (831) 647-9411.

4. All contractors are to submit copies of the following information **with each application**: Contractor's License, Site Safety Plan with Map to Nearest Hospital, Proof of Hazardous Materials Certification for the contractor, Proof of Hazardous Waste Training for each employee working at the site, and Proof of current Worker's Compensation Coverage.

5. Once all local permits are obtained, bring a copy of each to EHB. Submit a set of plans, one Operating Permit Application- Facility Information Form (one per facility), Operating Permit Application- Tank Information Form, formerly Tank 1 and 2 (one per tank), a site safety plan with map to nearest hospital, and the appropriate permit fee.

6. Allow 14 business days for the permit application to be processed once all paperwork and fees are submitted.

7. Work on the site may only begin after a permit for UST removal is issued. The Environmental Health Bureau must be contacted at a **minimum of 48 hour prior to removal**.

If you have any questions regarding the procedure for obtaining an underground storage tank removal permit, contact the EHB, Hazardous Materials Management Services at (831) 755-4511.

UNDERGROUND STORAGE TANK CLOSURE PROCEDURES

Monterey County Ordinance 3040

General Requirements

1. Any underground storage tank in which the storage of hazardous materials has ceased and where the owner or operator has no intent to use the tank, shall close the tank in a manner approved by the Environmental Health Bureau (EHB). This includes temporary closure for one year only, removal or abandonment in place under special circumstances.
2. A permit shall be obtained from the Environmental Health Bureau to place temporarily out of service, abandon in place, remove, or otherwise dispose of any underground storage tank. This includes agricultural tanks of any size and home heating oil tanks of any size.
3. Local (city) fire jurisdictions may require additional permits and should be contacted for information about their tank closure requirements and procedures.
4. Tanks "temporarily out of service," shall have all fill lines, gauge openings and pump connections capped and secure against tampering. Vent lines shall remain open and be maintained. All liquids shall be removed from tanks and all flammable vapors and any remaining tank gases purged and rendered inert.
5. When any underground storage tank is closed, whether for permanent site closure or tank replacement, the owner shall sample the soil beneath the fill pipe location, and from a similar position at the opposite end of the tank. Soil samples shall also be taken beneath product pipelines. If obvious staining or contaminated areas exist in zones other than the above mentioned locations, then additional soil samples shall be obtained from these areas. An inspection by the EHB during all of these procedures is required.
6. Soil samples shall be collected from the native soil at a depth determined by the EHB Inspector. Samples shall be taken and/or stored in an acceptable method which reduces the loss of volatile components

Removal Procedures

1. Remove all liquid from tanks. All liquids including water must be handled as hazardous waste and not spilled on the ground. A Uniform Hazardous Waste Manifest is required and a copy submitted to the Environmental Health Bureau (EHB).

2. Remove the fill tube from the tank if one is present.

3. Disconnect the fill, gauge, vent and product lines from the tank. Cap or plug the open end of all lines. Remove all liquid from the delivery lines, using care not to spill any liquid into the excavation.

4. Purge flammable vapors and render any remaining tank gases inert using solid carbon dioxide (dry ice). Dry ice shall be introduced into the tank in the amount of no less than 1.5 pounds per 100 gallons of tank capacity; the dry ice should be crushed and distributed evenly within the tank to assure rapid sublimation. After all the dry ice has vaporized, all tank openings should be capped or plugged (with 1/8 inch holes in the caps to allow venting).

5. A combustible gas indicator (CGI) is required. The concentration of flammable vapor shall be low enough to preclude explosion or to lower levels as directed by the EHB Inspector.

6. Remove excavation backfill to uncover the tops of the tank and any product lines.

7. The tank(s) may now be uncovered and removed from the excavation. Removal of the tank(s) shall be via a hazardous waste hauler.

8. Obtain soil samples as described below.

Before the tank is removed from the site, be certain that all holes are plugged or capped. One plug shall have a 1/8 inch vent hole to prevent the tank from being subjected to an excessive pressure differential caused by temperature changes. Use screwed (boiler) plugs to plug any corrosion leak holes. After the tank has been properly inerted, the EHB Inspector will spray paint the permit number on the side of the tank.

The tank(s) shall be removed from the premises as promptly as possible after these procedures have been completed, because the atmosphere in the tank will not remain gas-free indefinitely. If a tank remains at the site overnight, or longer, additional vapor may be released from liquid held in the scale or sediment in the tank. Tank purging with dry ice shall be repeated if more than 24 hours has elapsed since the initial introduction of dry ice. The tank is to remain in the excavation if the tank is not removed from the site at the time of removal. Additionally, a hazardous waste hauler is to be used when removing underground storage tanks from the site.

Extreme care must be taken in the offsite transportation of tanks which contained flammable vapors. The tank must be positioned on the truck so that the plug having the 1/8 inch vent hole is located at the uppermost portion of the tank. All transportation regulations concerning hazardous waste must be followed.

Detailed records should be maintained during these operations. These records should include, at a minimum, date of the operation, the methods of product and vapor purging, and the amount of product removed and the method of disposal of any waste liquids.

Soil Sampling Procedures

1. A Hazardous Materials Specialist from the Monterey County Health Department, Environmental Health Bureau, Hazardous Materials Management Services must be present during all soil sampling. SAMPLE ID NUMBERS WILL BE PROVIDED BY THE INSPECTOR.

2. Immediately upon removal of the tank a backhoe bucket of native soil shall be taken from 1-2 feet below the native soil/backfill interface, or deeper as determined during inspection. The soil sample shall be taken immediately.

   A. Approximately three inches shall be scraped away from the surface of the bucket soil and then a clean brass tube (at least three inches long) shall be driven into the soil.

   B. The ends of the brass tube shall be covered with Teflon tape, plastic caps placed on ends, and plastic caps secured with tape.

   C. The samples will be immediately cooled to proper temperature levels for transport to a laboratory.

3. If the bottom of the tank is below the groundwater table, then a water sample will be required. The water sample shall be taken with a device designed to reduce the loss of volatile compounds.

4. Stockpiled soil must be sampled to determine proper disposal or reuse as backfill. Reuse of backfill must be approved by the EHB Inspector after review of the soil samples.

Soil and Water Analysis for Underground Storage Tanks

Soil and water samples shall be analyzed for the following:

Product in Tank	**Analysis and EPA Method**
Diesel	Total Petroleum Hydrocarbons as diesel EPA 8015 Benzene, Toluene, Ethyl benzene, and Xylene EPA 8020 or 8260 Methyl-tert-butyl-ether (MTBE) EPA 8260
Unleaded gasoline	Total Petroleum Hydrocarbons as gasoline EPA 8015 Benzene, Toluene, Ethyl benzene, and Xylene EPA 8020 or 8260 Methyl-tert-butyl-ether (MTBE) EPA 8260
Leaded gasoline	Total Petroleum Hydrocarbons as gasoline EPA 8015 Benzene, Toluene, Ethyl benzene, and Xylene EPA 8020 or 8260 Methyl-tert-butyl-ether (MTBE) EPA 8260 Lead EPA 3050B
Waste Oil	Total Petroleum Hydrocarbons as gasoline, diesel, and waste oil EPA 8015 Benzene, Toluene, Ethyl benzene and Xylene EPA 8020 or 8260 Methyl-tert-butyl-ether (MTBE) EPA 8260 LUFT metals EPA 6010B

Note: Other analyses may be required depending upon the composition of the stored material

MONTEREY COUNTY ENVIRONMENTAL HEALTH DIVISION

TANK CLEANING GUIDELINES

The Department of Toxic Substances Control (DTSC) has determined in the document "Management of Tanks: R-95-06, Regulations and Supporting Documentation, September 1998" that the cleaning (triple rinsing) of underground storage tanks at the site is exempted from treatment status as specified in Title 22, Division 4.5, Chapter 20. Based on this DTSC interpretation, Monterey County Environmental Health Bureau (EHB) has the following requirements for the cleaning of underground storage tanks:

1. Cleaned steel underground storage tanks are required to go to a metal recycler.

2. A written policy of tank destruction procedures from the salvager is required prior to work activities.

3. The contractor must remove all sludge, scale and residue from the underground storage tank and provide verification to the inspector.

4. The rinsate is considered hazardous waste and must be taken to a permitted facility under a hazardous waste manifest.

5. Fire Department approval must be given in writing prior to underground storage tank cutting activities.

6. Prior to transport, all the holes will be covered and dry ice will be added at the rate of 1.0 lb per 45 gallon capacity.

7. A combustible gas indicator (CGI) is required. The concentration of flammable vapor shall be zero percent of the Lower Explosive Limit, and the oxygen concentration shall be the same as that of ambient air (20.8%), per regulations.

8. A Hazardous Waste Tank Closure Certification Form signed by a certified professional must be completed prior to transporting the tank to a salvage facility, if being transported as non-hazardous waste.

9. A certification of destruction from the metal salvager is required to be submitted within 30 days after tank closure.

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Contamination Reporting Procedures

The applicant understands the following:

1. The Environmental Health Division (EHB) will be notified within 30 days if during the UST removal, and/or the investigation, installation, or destruction of Monitoring Wells or Soil Borings, that contamination is discovered at, or above the Monterey County Action Levels.

Monterey County Action Levels in soil are as follows:

- Benzene: 0.1 part per million (ppm)
- Toluene: 15 ppm
- Ethylbenzene: 30 ppm
- Xylenes: 175 ppm
- MTBE: 0.05 ppm
- Total Petroleum Hydrocarbons: 100 ppm
- Total Lead: 50 ppm
- 1,2-DCA: 0.005 ppm
- EDB: 0.005 ppm
- VOCs, Metals and all other contaminants: California Human Health Screening Levels (CHHSLs) or USEPA Preliminary Remediation Guidelines (PRGs) Residential.

2. Contamination which may pose a significant health risk to the public or the environment shall be reported immediately upon discovery (i.e. known carcinogens).

3. Contamination which may pose a significant threat to surface water or drinking water shall be reported immediately.

Site Address

APN

Signature of Applicant Date

Title Company

SITE AND SAFETY PLAN FOR

· UNDERGROUND STORAGE TANK- REPAIRS, REMOVAL, INSTALLATIONS ·

· INVESTIGATION/REMEDIATION OF CONTAMINATED SITES · MONITORING WELL & SOIL BORING ·

As indicated throughout the plan, selected sections should only be filled out by people with technical expertise in health and safety issues. In addition, State organizations using this plan should set up a system to ensure that: (1) The plan is used properly; and (2) staff follows proper safety procedures. Attach copies of employee certification in hazardous waste/hazardous materials/underground storage tanks. Certifications are for employees who will be working at the job site. All selections are to be completed as appropriate.

PART I - (Sections I-IV) should be completed prior to the site visit and turned in with permit application.

SECTION I. GENERAL SITE INFORMATION

SITE NAME AND ADDRESS: _____

CONTACT PERSON AND PHONE NUMBER: _____

SITE IDENTIFICATION NUMBER: _____

PROPOSED DATE(S) OF SITE WORK: _____

SECTION II. DESCRIPTION OF ACTIVITY

PURPOSE OF ACTIVITY:

- ☐ New Tank Installation
- ☐ Tank Closure
- ☐ Tank/Pipe Removal
- ☐ Tank/Pipe Disposal
- ☐ Site Investigation/Mitigation
- ☐ Tank/Pipe Repair
- ☐ Leak Detection Testing
- ☐ Installation of Monitor Wells/Sampling
- ☐ Other_____

PROVIDE A BRIEF NARRATIVE DESCRIPTION OF THE PROPOSED ACTIVITIES:

_____

_____

_____

SECTION III. SPECIFIC SITE INFORMATION

SPECIFIC TANK SYSTEM INFORMATION:

Age/Size/Capacity of Tanks and Piping: _____

Contents of Tank: _____

Other (Specify): _____

TYPE OF SITE
CHECK ALL APPROPRIATE:

- ☐ Active
- ☐ Inactive
- ☐ Industrial facility
- ☐ Gas Station
- ☐ TSDF
- ☐ R & D Facility
- ☐ Military base
- ☐ Other (Specify)

RELEASE HISTORY

- ☐ No evidence of leaks or soil contamination
- ☐ Suspected or known leaks and soil contamination
- ☐ Known groundwater contamination

BACKGROUND AND DESCRIPTION OF ANY PREVIOUS INVESTIVATIONS OR INCIDENCE:

BACKGROUND INFORMATION STATUS: ☐—COMPLETE ☐— INCOMPLETE

SECTION IV. POTENTIAL HEALTH AND SAFETY HAZARDS

ANTICIPATED PHYSICAL HAZARDOUS OF CONCERN: (CHECK ALL THAT APPLY AND DESCRIBE)

- ☐ Heat (high ambient temp.)
- ☐ Cold
- ☐ Noise
- ☐ Oxygen depletion
  - ☐ Asphyxiation
- ☐ Excavation
  - ☐ Cave-ins
  - ☐ Falls, trips, slipping
- ☐ Handling and transfer of petroleum products
  - ☐ Fire
  - ☐ Explosions
- ☐ Heavy equipment
  - ☐ Physical injury and trauma resulting from moving machinery
- ☐ General construction
  - ☐ Physical injury and trauma
  - ☐ Electrical Hazards
- ☐ Confined space entry
  - ☐ Explosions
- ☐ Other (Specify):

ANTICIPATED BIOLOGICAL HAZARDS: (LIST BELOW)

- ☐ Snakes
- ☐ Insects
- ☐ Rodents
- ☐ Poisonous plants
- ☐ Other

NARRATIVE:(Provide all information which could impact Health and Safety – e.g., power lines, integrity of dikes, terrain, etc.)

ANTICIPATED CHEMICAL HAZARDS: *(LIST BELOW ALL CHEMICALS PRESENT ON SITE; ATTACH MATERIAL SAFETY DATA SHEETS-MSDS)*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

PART II ***Section V should only be completed by persons with technical expertise in health and safety.***

SECTION V. EVALUATION OF POTENTIAL HAZARDS

CHEMICALS OF CONCERN

Chemical	Highest Observable Concentration(media)	PEL/TLV	Symptoms/Effects of Acute Exposure

PART III *Sections VI and VII should be completed by the applicant prior to the site visit.*

SECTION VI. METHODS TO CONTROL POTENTIAL HEALTH AND SAFETY HAZARDS

MONITORING INSTRUMENTATION: (NOTE: MONITORING INSTRUMENTS MUST BE USED FOR ALL OPERATIONS UNLESS APPROPRIATE RATIONALE OR RESTRICTIONS ARE PROVIDED)

- ☐ Organic Vapor Analyzer
- ☐ Photoionization Detector
- ☐ Combustible Gas Indicator (CGI)
- ☐ Oxygen Meter
- ☐ Hydrogen Sulfide Meter
- ☐ Detector Tubes (specify)
- ☐ Other, specify (toxic gas, air sampling pumps, etc.)

IF MONITORING INSTRUMENTS ARE NOT USED, SPECIFY RATIONALE OR JUSTIFICATION OR ACTICITY/AREA RESTRICTIONS.

ACTION LEVELS (breathing zone):

Combustible Gas Indicator

0-10%	LEL	No Explosion Hazard
10-25%	LEL	Potential Explosion Hazard, Notify Site Health and Safety Officer
>25%	LEL	Explosion Hazard; Interrupt Task/Evacuate

Oxygen Meter

<21.0%	O_2	Oxygen Normal
<21.0%	O_2	Oxygen Deficient; Notify Site Health and Safety Officer
<19.5%	O_2	Oxygen Deficient; Interrupt Task/Evacuate

ACTION LEVELS (breathing zone)_____

Photoionization Detector Specify: _____

☐ 11.7 ev

☐ 10.2 ev

☐ 9.8 eve

Type:_____

Flame Ionization Detector Specify:_____

Type: _____

Detector Tubes Specify:_____

Type:_____

Type:_____

Type:_____

PERSONAL PROTECTIVE EQUIPMENT: List all applicable items

Minimum personal protective equipment

1. Hardhat
2. Safety glasses/goggles
3. Steel toed/shank shoes or boots
4. Flame retardant coveralls
5. Hearing protection (muffs or ear plugs)

Is additional PPE required? ☐ Yes *see below* ☐ No

PERSONAL PROTECTIVE EQUIPMENT
Check all additional necessary items:

☐ Uncoated tyvek coveralls
☐ Sarnex tyvek overalls
☐ Full face respirators
type of cartridge: _____

☐ Rubber boots
☐ Over boots
☐ Surgical (inner) gloves
☐ Butyl/neoprene/viton/nitrile/outer gloves
☐ SCBA/SAR
☐ ELSAs
☐ Decontamination/eyewash/hand wash
☐ Other (specify)

SECTION VII. EMERGENCY INFORMATION

Emergency Contact: _____
Fire/Rescue: _____
Ambulance: _____
Police: _____
Hazardous Waste/
Material Response Units: _____

Hazardous Waste/Material Response Units:

Health and Safety Director:_____
Poison Control Center:_____
Onsite medical facility (clinic): ☐ Yes ☐ No Facility health and safety officer: ☐ Yes ☐ No
Name:_____ Phone Number:_____
Hospital Name and Address:_____
Directions to hospital (include a map):_____

PART IV.

SECTION VIII. PLAN APPROVAL

Plan prepared by: _____
Signature (Date)

Plan approved by: _____
Signature (Date)

Plan approved by: _____
Signature (Date)

HEALTH AND SAFETY REMINDERS

Activity	Potential Hazard
Is excavation going to be performed?	If so, hazards associated with construction machinery are possible.
Is excavation in a "known" clean area?	If not, toxic exposure could occur.
Have underground utilities and overhead power lines been identified and marked?	If not, the potential for electrocution, toxic Exposure and flooding exist.
Are excavations shored/supported properly?	If not, slope failure could result in physical injury and asphyxiation
Has air monitoring been conducted in the excavation prior to entrance?	If not exposure to toxic chemicals explosive and oxygen deficient atmospheres could occur.
Is the crane (or other lifting equipment) designed for the specific lift in question at the given boom angle?	If, not catastrophic equipment failure could occur.
Is the wire used for the lift appropriate and has it been inspected for integrity?	If not, wire breakage can occur, resulting in serious injury or fatality.
Is the tank integrity testing being performed correctly? Is pressurization to the maximum of 5 psi? Has the integrity of the pressure gauge been checked? Is someone assuring that the gauge is functioning properly (not sticking)?	If not, over pressurization could lead to tank rupture and subsequent injury.
Is entry/work in a confined area being performed? Is it necessary to enter sewers, manholes, basements, excavations, tanks?	If so, potential hazards associated with injury, exposure, fire/explosion, asphyxiation and biological hazard exists.
Is appropriate monitoring being performed prior to and during confined space entry/work?	If not, potential for fire/explosions, asphyxiation and toxic exposure potential exist.
Is product handling/transfer being performed?	If so, the potential for fire/explosion, toxic exposure and spills exist.
Is appropriate caution being taken to eliminate all sources of sparks including static electricity? Have personnel working in potential explosive atmospheres left all potential spark producing materials (lighters, matches, keys, etc.) behind?	If not, incidental sparks could initiate a fire/explosion. If not, the potential for fires, explosions, and toxic exposure exists.
Is appropriate monitoring being performed during product transfer?	If not, the potential for exposure exists.
Is appropriate protective clothing being used to prevent exposures? Is the UST inert or ventilated?	If not, the potential for explosion, fire and asphyxiation exist.