



Humboldt County Department of Health and Human Services DIVISION OF ENVIRONMENTAL HEALTH

100 H Street - Suite 100 - Eureka, CA 95501
Voice: 707-445-6215 - Fax: 707-441-5699 - Toll Free: 800-963-9241
envhealth@co.humboldt.ca.us

Underground Storage Tank Construction Permits – Policy and Procedures

Purpose:

To provide consistent guidance to underground storage tank (UST) owners/operators and contractors in submitting construction permit applications to install, modify or close USTs. It is the goal of Humboldt County Division of Environmental Health (DEH) to protect water quality, uphold construction standards and maintain complete and accurate records. UST construction permits are required in the following circumstances:

- Installation or removal of tanks, piping or secondary containment equipment
- Installation of monitoring system
- When ground is broken to expose or set equipment in place
- When construction changes the way the system is described on Form B, including “date installed”

A construction permit is not required for the following:

- easily accessed mechanical repairs
- replacement of parts with same, like for like (e.g. new sensors, bulbs, LLDs etc)
- routine maintenance or calibration

If you are in doubt as to whether or not a UST construction permit is required, please contact DEH for further clarification.

Requirements for UST Construction Submittals

I. Contractor information (if not already on file at DEH)

- A. Contractor license (A, HAZ required to install or remove tanks; C-10, C-34, C-36, C-61 or D-40 for modifications)
- B. Proof of Insurance (general liability and workers comp)
- C. ICC and Manufactures certifications for installing or modifying equipment

II. Construction Permit Application (CPA)

- A. page 1 only for installation or modifications; all 3 pages needed for closures
- B. must be submitted minimum 10 days prior to start of construction
- C. payment of fees, consult fee schedule for exact amount

III. Form A and Form B

- A. to accurately describe the UST system when construction is complete
- B. one Form A per site, and one Form B for each tank; split tanks get one Form B per compartment

IV. Site Map/Specifications

- A. drawings with north arrow and scale no more than 20' per 1”
- B. street address, property boundaries, lot slope/drainage routes
- C. locations of significant features, including existing UST systems, utilities, storm drains, wells, structures, soil piles, overhead obstacles, surface features, etc
- D. list of all equipment/component description/cut sheets
- E. locations of equipment, components labeled and keyed to cut sheets
- F. proposed soil and water sample locations and depths

V. Site-specific Safety Plan. To address:

- A. site specific hazards
- B. emergency contingency plans and directions to nearest hospital
- C. site control (management of soil piles, liquids, traffic control, fencing, etc)

VI. Plan Approval/Notifications/Inspections

- A. When the CPA has been reviewed and approved, it is signed by the inspector as “Plan Approved”. If items are missing or unclear, it will delay permit approval. Copies of the approved permit are sent to all entities listed on page 1 of the permit.
- B. After a CPA has been approved, construction must significantly begin within 90 days of approval date. Applicants may request in writing one 90 day extension before the original 90 day period passes. Expired permits will not be extended, and a new CPA must be submitted, with fees.
- C. Inspections (tank installations, secondary tests, monitoring tests, removals, sampling) must be requested a minimum of 48 hours in advance.
- D. It is the responsibility of the applicant to determine if other agencies require permits/notifications. Interested agencies may include the local Building or Planning Department, Fire Department, Coastal Commission, State Water Resource Control Board, Air District, utility services district, State Board of Equalization, UST Cleanup Fund and cleanup oversight agency (RB or LOP).

VII. Final Approval for Installation/Modification. CPA is signed off as “work approved” when:

- A. Construction is complete; an as-built drawing must be submitted, showing all final locations and cross-sectional views of below ground equipment.
- B. Testing is complete; Monitoring, Secondary Containment and ELD tests are passed, summarized on report and submitted within 30 days of test date.
- C. A UST operating permit is issued when applicable.

VIII. UST Closure

- A. 3 types of closure.
 - 1. Removal – when USTs are excavated and all associated equipment removed.
 - 2. Closure in place – only for USTs that cannot be removed due to proximity to a building, interruption to major utilities/infrastructure, or cases where removal presents an undue risk to health and safety.
 - 3. Temporary closure – for USTs that are taken out of service but are intended to be returned to service within 2 years.
- B. **Requirements for all UST closures**
 - 1. All contents must be removed and tanks rendered free of sludge/debris.
 - 2. Tanks must be shown to be inert, presenting no explosion hazard, below lower explosive limit.
 - 3. Soil samples are taken beneath each end of tank, 1’ to 2’ into native soil. For temporary closure, soil samples may be taken via slant borings. For closure in place, soil samples may be taken either via slant borings or by cutting through the bottom of the tank.
 - 4. A water sample is taken if groundwater is present in excavation pit or borings. Pit water may not accurately represent groundwater conditions at the site. The excavation pit may be purged of water once. If the excavation pit recharges, a water sample is taken. Purged water must be contained and characterized for proper disposal.
 - 5. Soil samples are taken along piping, dispenser locations, and locations of obvious or suspected failure, with at least one sample per 20’ of piping run.
 - 6. Sample analysis must be performed for all materials ever contained in UST, done by a state certified lab and sent directly to DEH.
- C. **Final Approval for UST Closure.** The CPA is signed off as “work approved” when:
 - 1. Construction is complete, all components of the system have been removed or grouted in place, all required samples have been collected.

2. Analytical results have been received.

3. Disposal receipts for tanks/piping, rinsate, soil, etc have been received. All soils removed from a UST site must be characterized before leaving the site, whether for clean fill or for transport to an approved transfer, storage or disposal facility. Trench or tank pit samples do not suffice as stockpile samples. Soil piles must be managed so as not to allow soil or contaminated effluent migrate off site.

D. Further action for UST sites that have had a release. An Unauthorized Release Form (URF) will be completed if obvious contamination is present or lab analysis indicates a release has occurred. Once an URF is completed, a Responsible Party (RP) is identified and a case number is assigned. Release cases are managed by the Local Oversight Program (LOP) or the North Coast Regional Water Quality Control Board (RB). The RP will be contacted by the lead regulatory agency and required to comply with Corrective Action Requirements specified in California Code of Regulations.

A Responsible Party may wish to over-excavate contaminated soils at the time of UST closure. It may also benefit the Responsible Party to collect site specific data, such as soil types encountered/soil logs, depth to groundwater, and additional soil samples. If a Responsible Party elects to do additional work, it is advisable to consult with the LOP or RB caseworker in order to consider all options and make the best choices. Responsible Parties may also want to enlist the help of an engineer or geologist during UST closure. For more information about the LOP, contact the LOP Geologist at (707) 445-6215.