



## PERMIT FOR PERMANENT CLOSURE UNDERGROUND HAZARDOUS MATERIAL STORAGE TANK

APPLICATION INSTRUCTIONS	FOR OFFICE USE ONLY
<ol style="list-style-type: none"> <li>1. Attach a scaled site plan, showing the location of the: tank(s), piping, dispensers, generators, boilers, remote fills, monitoring panel, buildings, structures, monitoring wells, north arrow, property lines, and nearest intersection or road. Applications submitted without a proper plot plan cannot be approved. For large facilities a scaled site plan, and a scaled blowup of the UST system will be required.</li> <li>2. UPA Facility and Tank Forms (Formerly State Forms A and B) must be submitted with the application. Complete to reflect inplace closure or tank removal. Boxes checked as unknown must be explained. Exempt farm and residential tanks must complete the Facility and Tank Forms, and be accompanied by a cover letter indicated why they are California Code of Regulation, Title 23, exempt USTs.</li> <li>3. Complete a Certificate of Financial Responsibility for non-permitted USTs.</li> <li>4. Provide a copy of the contractor's state license card (with expiration date) and a copy of the contractor's worker's compensation insurance certificate. An Owner/ Builder Declaration is required for owner/ builder applicants (form available from EHD).</li> <li>5. Check the Appropriate:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Closure by Removal (Non-Hazardous) – Use Tank Closure Certification Form and provide information as required by California Code or Regulations, Title 22, Chapter 32, section 67383.3.</li> <li><input type="checkbox"/> Closure by Removal (Hazardous) – Hazardous Waste Manifest</li> <li><input type="checkbox"/> In-Place Closure (only when removal will jeopardize significant structures) – California Registered Professional Engineer stamped letter required to support request for in-place closure, and soil boring and groundwater well work plan to adequately address whether an unauthorized release has occurred.</li> </ul> </li> </ol>	<p>Received by _____            Date _____            Amount Received \$ _____            Receipt # _____            Check # _____            SR # _____ PE # _____            AR # _____ INV # _____</p> <p>Approved <input type="checkbox"/> Not Approved <input type="checkbox"/></p> <p>PERMIT ISSUED BY _____            DATE ISSUED _____            EXPIRATION DATE _____            DATE COMPLETED _____</p> <p>INSPECTOR _____</p>
<p>_____ Tank owner or representative signature</p>	<p>_____ Date</p>

### APPLICANT TO COMPLETE

TANK LOCATION (Number,Street,City)		DBA		
TANK OWNER		CONTACT NAME	TELEPHONE	
MAILING ADDRESS (Number,Street,City,Zip)				
OPERATOR		CONTACT NAME	TELEPHONE	
MAILING ADDRESS (Number,Street,City,Zip)				
REMOVAL CONTRACTOR		CONTACT NAME	TELEPHONE	
CONTRACTOR LICENSE #	CLASSIFICATIONs		EXPIRATION DATE	
MAILING ADDRESS (Number,Street,City,Zip)				
WORKER'S COMPENSATION INSURANCE COMPANY			TELEPHONE	
TANK NO.	SIZE	CONSTRUCTION (STEEL, FIBERGLASS, MANUFACTURER, ETC.)	CONTENTS	
			Present	Previous
1				
2				
3				
4				
5				

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DISTRIBUTION:    **WHITE-EHD**    **CANARY-Contractor**    **PINK-Applicant**

## SEE REVERSE FOR CONDITIONS OF APPROVAL

### CONDITIONS OF APPROVAL

## FOR ALL TANKS

1. Uniform Fire Code requirements for permanent tank closure are under Ventura County EHD jurisdiction, except for the cities of Santa Paula, Fillmore, Ventura, and Oxnard. Contact their respective fire departments for permit applications and fee information.
2. A Ventura County Environmental Health Division (EHD) Inspector must be present during any tank and/or piping removal; tank and/or piping filling; and soil/ groundwater investigation. INSPECTIONS ARE MADE ON A FIRST-COME-FIRST-SERVED BASIS; CALLING AT LEAST 72 HOURS IN ADVANCE IS STRONGLY RECOMMENDED. **Missed appointments or failed inspections will result in an additional re-inspection fee, which must be paid before the next inspection.**
3. **Submit two copies of the Permanent Closure Report to the CUPA, within thirty days of removal, that includes copies of: all receipts, manifests, transport documents, sample results, chain of custody, plot plans, and unauthorized release form (if necessary).**
4. Soil samples must be collected in approved containers. The Los Angeles Regional Water Quality Control Board requires use of EPA Method 5035 for hydrocarbon samples (see the LARWQCB Leaking UST Program-updated Laboratory Testing Requirements). **Glass Jars are not allowed.** Care must be taken to obtain undisturbed samples. Water samples must be collected in vials or containers specifically designed to prevent loss of volatile constituents from the sample.

## CLOSURE BY REMOVAL

1. For removal as a non-hazardous waste all underground storage tanks (tanks) must be emptied, solids removed, rinsed, and inerted to have a Lower Explosion Limit (LEL) of 10% or less. All hazardous waste, residuals, and rinseate must be properly disposed pursuant to Title 22, California Code of Regulations.
2. For removal as a hazardous waste all tanks must be inerted, and show an Oxygen level of 10% or less, and a Hazardous Waste Manifest must be available for inspection.
3. Tanks storing volatile substances must be inerted after the CUPA inspector has checked the tank LEL. Inerting requires 22.2 pounds of dry ice per 1,000 gallons of tank capacity. After inerting all tank openings shall be plugged and a 1/8" vent hole shall be provided in one of the plugs.
4. A crane or excavator large enough to lift the tank out of the ground shall be present. The tank must not be dragged due to a possible explosion hazard.
5. The tank(s) shall be marked with spray paint with the letters "VCEHD" and the Permanent Closure Permit number.
6. Once the tank is removed, the VCEHD inspector must examine the tank(s) for holes and general condition.
7. All piping associated with an underground storage tank (as defined in Chapter 6.7 of Division 20 of the Health and Safety Code) shall be removed and disposed of unless removal will damage structures or piping that are in use, in which case, the piping is to be emptied, rinsed, cleaned, and filled with an approved material. Prior VCEHD approval is required for in place piping closure.
8. After the tank is removed, sampling must be done with the VCEHD inspector present. A minimum of 2 samples shall be taken under each tank - one at each end of the tank. If contamination is suspected, more samples may be required at the discretion of the VCEHD inspector. Spoil pile samples will be required. Piping samples are required: a minimum of one every 20 lineal feet of piping run, every piping connection, and under each dispenser (or generator).
9. A backhoe, extendable hand auger or other suitable device must be used to obtain samples from the bottom of an excavation if the depth is greater than five feet. OSHA regulations prohibit entry of personnel in unshored excavations.
10. Six-foot rigid fencing shall surround the excavation and soil piles.
11. If contamination is found during the soil and/or water investigation in place closure may not be approved. An Unauthorized Release Form must be submitted to VCEHD within 5 working days of contamination discovery.

## CLOSURE IN PLACE

1. Permanent closure in place is reserved for instances where UST removal will endanger significant structures. Additionally, a letter stamped and signed by a California Registered Professional Engineer is required to justify in place permanent tank closure.
2. For in place closure soil boring and groundwater wells will be required to verify if contamination is present. A work plan must be submitted and approved prior to boring or well installation. Soil samples must be obtained beneath the tank(s), dispenser(s), and piping. If groundwater is less than 20 feet below ground surface or within 10 feet of tank bottom, groundwater monitor wells must be installed and sampled. VCEHD must review the analytical results before in place closure can be approved.
3. If contamination is found during the soil and/or water investigation in place closure may not be approved. An Unauthorized Release Form must be submitted to VCEHD within 5 working days of contamination discovery.
4. UST systems approved for in place closure must be emptied, cleaned, inerted, and completely filled with an approved material.
5. All hazardous waste, residuals, and rinseate must be properly disposed pursuant to Title 22, California Code of Regulations.
6. Tanks must demonstrate a LEL of 10% or less before the VCEHD inspector will allow filling with an approved material.

**FOR INSPECTIONS IN THE CITY OF VENTURA PLEASE CALL (805) 654-7792. FOR INSPECTIONS IN THE REMAINDER OF VENTURA COUNTY (EXCLUDING THE CITY OF OXNARD), PLEASE CALL (805) 654-2435.**

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