



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559

www.countyofnapa.org

David Morrison
Director

UNDERGROUND STORAGE TANK(S) CLOSURE REQUIREMENTS

I. General Closure Requirements:

A completed application package must be submitted to the Napa County Division of Environmental Health (DEH) at least 10 days prior to the anticipated removal. The application package shall include all of the following:

- A. A completed Application for Permit to Close Underground Storage Tank(s). The application is to include the following:
 1. Facility Information: Contact the Department of Toxic Substances Control at (800) 618-6942 to obtain a temporary hazardous waste generator number if the facility does not have a permanent number. The assessor's parcel number may be obtained from the County Assessor's Office.
 2. Tank Removal Contractor: State law requires that contractors installing or removing underground storage tanks possess one of three licenses:
 - a) General Engineering Contractor (A)
 - b) Limited Specialty Contractor (C-61-D-40)
 - c) Plumbing Contractor (C-36)

The contractor must also possess a hazardous substance removal certification and a current Workers Compensation Certificate must be on file with this office.
 3. Sampling and Analysis Information: Soil and water samples must be collected by analytical laboratory technicians or other qualified persons. DEH does not allow contractors to collect their own soil or water samples unless they have appropriate staff who meet the above requirements.
 4. Hazardous Waste Hauler (Tank): Tanks and associated piping shall be transported under uniform hazardous waste manifest to a permitted treatment storage and disposal facility. The manifest(s) must be included in the Closure Report.
 5. Hazardous Waste Hauler (Liquid): All sludge, product or rinsate must be transported under uniform hazardous waste manifest to a permitted treatment, storage and disposal facility. The manifest(s) must be included in the Closure Report.

6. Tank Identification and Construction Information: A description of each tank to be removed must be included.
- B. Plan Review Fee and Inspection Fee. Inspection time in excess of two hours will be billed to the contractor at the standard hourly rate.
- C. Site Plan Including:
- Location of all underground storage tanks, including those remaining in place.
 - Property boundaries.
 - Underground utilities within 10' of UST's (if known).
 - Location of all structures near UST's.
 - Area roadways.
 - All water wells and groundwater monitoring wells.
 - Septic system and sewer lines.
 - Storm drains on or adjacent on the site.
 - Scale of plan.
 - North arrow.

The application must be approved and a permit issued by this office before the removal process can begin.

- II. The applicant is responsible for obtaining all required permits and making all required notifications to other agencies, including building and fire departments.

The Bay Area Air Quality Management District requires that written notification be submitted to them at least five days prior to start-up of an underground storage tank removal.

Encroachment permits may be required if roadways are to be blocked or equipment is operated on public streets.

- III. Closure Inspections:

Once a closure permit is issued, an inspection appointment must be arranged with the DEH district inspector at least five working days in advance of the anticipated date of removal. Requests for inspections will be honored as they are received.

A DEH inspector must be present at the site prior to removal of the tank from the excavation. The inspector will sample the atmosphere inside each tank prior to removal, observe each tank as it is removed from the excavation, inspect each tank before it is removed from the site, and oversee subsequent soil and water sampling.

- IV. Tank Removal Procedures:

- A. The area around the excavation shall be properly secured to prevent unauthorized entry.

- B. A minimum of one fire extinguisher shall be maintained in the immediate vicinity of the removal site at all times
- C. All sludge, residual product, and rinsate from cleaning operations shall be removed from the tank and associated piping prior to removal.
- D. Prior to removal from the excavation, the atmosphere inside the tank shall be measured by the DEH inspector. The tank shall not be removed until the level of flammable vapor is reduced to 10% or less of its lower explosive level and the oxygen level is reduced to 5% or less, or as approved by the inspector. The contractor must have an operable and properly calibrated combustible gas indicator on-site.
- E. Each tank shall be inerted using pulverized dry ice (carbon dioxide) at a minimum rate of 30 lbs. per 1000 gallons. Tanks containing gasoline removed on hot days may require substantially more dry ice and should be removed as early in the day as possible. Venturi air evacuation or direct air blowing methods may be used to facilitate lowering of the flammable vapor levels prior to introduction of the dry ice. All equipment, including pressure washers must be bonded and grounded.
- F. All openings in the tank with the exception of the vent must be plugged. The vent is to remain open so that the dry ice may sublimate and displace the oxygen and flammable vapors in the tank. The dry ice must be placed in the tank at least two hours prior to the scheduled removal. If the levels of oxygen and flammable vapors are not reduced to an acceptable level within a reasonable period of time, more dry ice may be required.
- G. All piping associated with the tank shall be removed and disposed of unless removal might damage structures or other pipes that are in use and that are contained in a common trench, in which case the piping to be closed shall be emptied of all contents and capped. Piping left in place may be required to be grouted. A soil sample shall be collected for each 20 linear-feet of piping trench.
- H. Prior to transportation, all openings in the tank shall be sealed with plugs or caps, with the exception of a 1/8" diameter vent.
- I. A copy of the closure permit and site safety plan shall be available at the work site during working hours.

V. Sample Collection:

All soil and ground water samples shall be collected in accordance with Regional Water Quality Control Board guidelines. The use of glass jars to collect soil samples is prohibited. All samples must be transported to the laboratory on ice.

VI. Tank Closure Report; within 30 days of the tank closure, the following shall be submitted to DEH:

- A. A copy of all analytical reports, site map showing all sampling location, and the chain of custody forms for all samples collected.

- B. A copy of all Uniform Hazardous Waste Manifests for the tanks and other hazardous waste generated during the closure activities (piping, rinsate, sludge, soil, etc.)
- VII. Any deviation from the procedures described in this document must be reviewed and approved by this office in advance. Contractors who violate the conditions of the Closure Permit will not be issued subsequent tank closure permits and may be subject to legal action.
- VIII. Changes may be required to the Hazardous Materials Business Plan (HMBP) for the facility to reflect removal of the tank(s). A revised HMBP (if required) must be submitted to this office within 30 days of tank removal.



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APPLICATION FOR PERMIT TO CLOSE UNDERGROUND STORAGE TANK(S)

1. Facility Information

Name of Facility	Type of Business	
Street Address	City	Zip Code
Contact Person	Title	Telephone
Owner Name (Corporation, Agency, or Individual)		Telephone
Street Address	City	Zip Code
EPA Generator Identification Number:	Assessor's Parcel Number	

2. Tank Removal Contractor

Company Name		Contact Person	Telephone and Fax
Street Address		City	Zip Code
Contractor License No.	Type of License	OSHA Trench Permit No.	Worker's Comp.Expiration

3. Sampling and Analysis Information

Laboratory Name & State Certification Number	Contact Person	Telephone
Street Address	City	Zip Code
Sampling Company Name	Contact Person	Telephone
Street Address	City	Zip Code

4. Hazardous Waste Hauler (Tank)

Company Name	Contact Person	Telephone
Street Address	City	Zip code
Hazardous Waste Transporter Identification No.	Destination (Lic. TSDF)	TSDF License Number

5. Hazardous Waste Hauler (Liquid)

Company Name	Contact Person	Telephone
Street Address	City	Zip Code
Hazardous Waste Transporter Identification No.	Destination (Lic. TSDF)	TSDF License Number

6. Tank Identification and Construction information

Tank I	Year Tank Installed	Tank Volume
Construction: <input type="checkbox"/> Single Wall <input type="checkbox"/> Double Wall <input type="checkbox"/> Steel <input type="checkbox"/> Fiberglass <input type="checkbox"/> Concrete <input type="checkbox"/> Other: _____		
Tank Contents: <input type="checkbox"/> Unleaded <input type="checkbox"/> Super Unleaded <input type="checkbox"/> Regular <input type="checkbox"/> Premium <input type="checkbox"/> Diesel <input type="checkbox"/> Waste Oil <input type="checkbox"/> Other: _____		
Reason for Removal: <input type="checkbox"/> Tank Level <input type="checkbox"/> System Upgrade <input type="checkbox"/> Discontinued Use <input type="checkbox"/> Other: _____		

Tank II	Year Tank Installed	Tank Volume
Construction: <input type="checkbox"/> Single Wall <input type="checkbox"/> Double Wall <input type="checkbox"/> Steel <input type="checkbox"/> Fiberglass <input type="checkbox"/> Concrete <input type="checkbox"/> Other: _____		
Tank Contents: <input type="checkbox"/> Unleaded <input type="checkbox"/> Super Unleaded <input type="checkbox"/> Regular <input type="checkbox"/> Premium <input type="checkbox"/> Diesel <input type="checkbox"/> Waste Oil <input type="checkbox"/> Other: _____		
Reason for Removal: <input type="checkbox"/> Tank Level <input type="checkbox"/> System Upgrade <input type="checkbox"/> Discontinued Use <input type="checkbox"/> Other: _____		

Tank III	Year Tank Installed	Tank Volume
Construction: <input type="checkbox"/> Single Wall <input type="checkbox"/> Double Wall <input type="checkbox"/> Steel <input type="checkbox"/> Fiberglass <input type="checkbox"/> Concrete <input type="checkbox"/> Other: _____		
Tank Contents: <input type="checkbox"/> Unleaded <input type="checkbox"/> Super Unleaded <input type="checkbox"/> Regular <input type="checkbox"/> Premium <input type="checkbox"/> Diesel <input type="checkbox"/> Waste Oil <input type="checkbox"/> Other: _____		
Reason for Removal: <input type="checkbox"/> Tank Level <input type="checkbox"/> System Upgrade <input type="checkbox"/> Discontinued Use <input type="checkbox"/> Other: _____		

Tank IV	Year Tank Installed	Tank Volume
Construction: <input type="checkbox"/> Single Wall <input type="checkbox"/> Double Wall <input type="checkbox"/> Steel <input type="checkbox"/> Fiberglass <input type="checkbox"/> Concrete <input type="checkbox"/> Other: _____		
Tank Contents: <input type="checkbox"/> Unleaded <input type="checkbox"/> Super Unleaded <input type="checkbox"/> Regular <input type="checkbox"/> Premium <input type="checkbox"/> Diesel <input type="checkbox"/> Waste Oil <input type="checkbox"/> Other: _____		
Reason for Removal: <input type="checkbox"/> Tank Level <input type="checkbox"/> System Upgrade <input type="checkbox"/> Discontinued Use <input type="checkbox"/> Other: _____		

7. Certification Statement by Owner or Owner's Agent

I hereby certify that the information contained in this permit application is true and correct to the best of my knowledge and that I have read and will comply with the "Procedures for Closure of Underground Storage Tanks". I understand that failure to comply with these requirements will result in the revocation of the Underground Storage Tank Closure Permit and will result in termination of the job.

_____ Signature

_____ Date

HAZARDOUS WASTE TANK CLOSURE CERTIFICATION

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I. FACILITY IDENTIFICATION

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As) ³	FACILITY ID#	1
TANK OWNER NAME 740		
TANK OWNER ADDRESS 741		
TANK OWNER CITY 742	STATE 743	ZIP CODE 744

II. TANK CLOSURE INFORMATION

TANK INTERIOR ATMOSPHERE READINGS	Tank ID # <small>(Attach additional copies of this page for more than three tanks)</small>	Concentration of Flammable Vapor			Concentration of Oxygen		
		Top	Center	Bottom	Top	Center	Bottom
1	745	746a	746b	746c	747a	747b	747c
2	748	749a	749b	749c	750a	750b	750c
3	751	752a	752b	752c	753a	753b	753c

III. CERTIFICATION

On examination of the tank, I certify the tank is visually free from product, sludge, scale (thin, flaky residual of tank contents), rinseate and debris. I further certify that the information provided herein is true and accurate to the best of my knowledge.

SIGNATURE OF CERTIFIER	STATUS OR AFFILIATION OF CERTIFYING PERSON 760
NAME OF CERTIFIER (Print) 754	Certifier is a representative of the CUPA, authorized agency, or LIA: 761 <input type="checkbox"/> Yes <input type="checkbox"/> No
TITLE OF CERTIFIER 755	Name of CUPA, authorized agency, or LIA: 762 _____
ADDRESS 756	If certifier is other than CUPA / LIA check appropriate box below: 762
CITY 757	<input type="checkbox"/> a. Certified Industrial Hygienist (CIH)
PHONE 758	<input type="checkbox"/> b. Certified Safety Professional (CSP)
DATE 759	<input type="checkbox"/> c. Certified Marine Chemist (CMC)
CERTIFICATION TIME	<input type="checkbox"/> d. Registered Environmental Health Specialist (REHS)
	<input type="checkbox"/> e. Professional Engineer (PE)
	<input type="checkbox"/> f. Class II Registered Environmental Assessor
	<input type="checkbox"/> g. Contractors' State License Board licensed contractor (with hazardous substance removal certification)

TANK PREVIOUSLY HELD FLAMMABLE OR COMBUSTIBLE MATERIALS 763
(If yes, the tank interior atmosphere shall be re-checked with a combustible gas indicator prior to work being conducted on the tank.) Yes No

CERTIFIER'S TANK MANAGEMENT INSTRUCTIONS FOR SCRAP DEALER, DISPOSAL FACILITY, ETC: 764

A copy of this certificate shall accompany the tank to the recycling / disposal facility and be provided to the CUPA. If there is no CUPA, copies shall be submitted to the LIA and authorized agency; owner / operator of the tank system; removal contractor; and the recycling / disposal facility.