COUNTY OF LAKE HEALTH SERVICES DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH
CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)
922 Bevins Court, Lakeport, CA 95453-9739 TELEPHONE 263-1164 FAX 263-1681

UNDERGROUND STORAGE TANK SYSTEM INSTALLATION PERMIT GUIDELINES

Authority Cited: California Health and Safety Code Ch. 6.7; CCR Title 23, Div. 3, Ch. 16;

A. General Information

These guidelines are applicable to installation of hazardous material underground storage tank systems (tanks and piping) regulated by Lake County Environmental Health Division. The guidelines serve as supplements to other requirements and/or guidelines (e.g. Underground Storage Tank Regulations, California Fire Code, manufacturers' guidelines, etc.). Where such regulations and the guidelines conflict, the more stringent requirement shall apply.

1. An installation permit and payment of appropriate fees shall be required for the installation or modification of any underground storage tank system which will be used for hazardous materials.

2. Contractors shall submit, or have on file with the local agency, information verifying that they possess a current State Contractor's License (A, C-36, C-61/D-40), Workers Compensation Insurance, and (if required by the local jurisdiction) a business license. Contractor information may be obtained by calling the Contractors State License Board at (800) 321-2752. Contractors shall also submit copies of appropriate certifications from the International Code Council and manufacturers of equipment to be installed.

3. Underground Service Alert should be contacted at (800) 227-2600 prior to the start of excavation.

4. The contractor shall be responsible for ensuring that conditions at the site provide for workplace safety, protection of the environment, and maintenance and integrity of nearby structures.

5. Under no circumstances shall any regulated material be placed into any underground tank system without approval of the Lake County Environmental Health Department.

6. All tanks, piping, and equipment shall be installed and tested in accordance with the manufacturer's recommendations/guidelines and all applicable local, state and federal regulations.

B. Required Submittals

The following information shall be submitted to Lake County Environmental Health Division:

1. ***To be submitted with application:***

- Payment of appropriate permit fees: FOR A NEW UST SITE INSTALLATION: $1030.00 for the first tank plus $302.00 per additional tank (note: each compartment of a compartmentalized tank is considered one tank).

- Completed Underground Storage Tank System Installation Permit Application.
- Three sets of plans for the facility and underground storage tank system along with equipment list detailing specifications for all materials to be used in construction. Note: Plans must be site specific.
- Manufacturer's cut sheets for tanks, piping, and equipment (e.g. monitoring equipment, overspill containment device, overfill protection device, dispenser pan, etc.).
- Licensing, ICC Certification and Manufacturer's Training documentation for all contractors and personnel working on the project, as appropriate.

2. ***To be submitted prior to final inspection:***

- Unified Program Consolidated Form (UPCF) Underground Storage Tank – Operating Permit Application
- Facility Information (A FORM)
- UPCF Underground Storage Tank – Operating Permit Application-Tank Information (B FORM) (one form for each tank)
- UPCF Underground Storage Tank – Certificate of Installation/Modification (C FORM)
- New or revised UPCF Underground Storage Tank Monitoring Plan. (D FORM)
- New or revised UPCF Underground Storage Tank Response Plan. (E FORM)
- Completed Underground Storage Tank Certification of Financial Responsibility form along with any required attachments.
- New or revised Hazardous Materials Business Plan.
- Copy of "AS BUILT" plans accurately showing final locations of tanks, piping, dispensers, and any changes of materials or equipment used.
- New or revised Designated Operator Statement (if applicable)

Note: All information above that is currently accepted by the California Environmental Reporting System (CERS) must also be entered at cers.calepa.ca.gov prior to final sign-off and permit issuance.

C. Inspections

1. All activities described below must be witnessed by a representative from the Lake County Environmental Health Division:

- Tank holiday test (for fiberglass-coated steel tanks) performed prior to installation in excavation.
- Inspection of tank vacuum gauge (if applicable) prior to placement in excavation.
- Tank soap test (for fiberglass tanks) performed prior to installation in excavation.
- Verification of tank set and anchorage in excavation.
- Primary tank pressure/vacuum test performed after placement in excavation.
- Secondary tank pressure/vacuum test performed after placement in excavation.
- Primary piping, secondary piping, vapor recovery piping, and vent piping pressure tests.
- Secondary containment lake tests.
- Visual inspection of piping to ensure proper slope prior to covering.
- Complete functional test of tank and piping monitoring equipment.
- Visual inspection of the installation, before backfilling and concrete.
- Enhanced leak detection testing after installation.

[Note: Other agencies (e.g. local fire, air, and building agencies) should be contacted for their inspection requirements.]

Facility installation inspections must be scheduled at least 48 hours in advance.

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UNDERGROUND STORAGE TANK (UST) SYSTEM INSTALLATION PERMIT APPLICATION

This document shall be completed and submitted to County of Lake, Division of Environmental Health along with the project plans, equipment cut sheets, and Installation Supplement.

PART 1: APPLICATION

1. Facility Name (Tank Site): _____

   Address: _____ City**:** _____ Zip: _____

   Mailing Address: _____

   EPA ID No.: _____ Contact Person: _____ Phone No.: (_____) _____

2. Tank Owner's Name: _____

   Address: _____ City: _____ Zip: _____

3. Tank Operator's Name: _____

   Address: _____ City: _____ Zip: _____

4. Applicant's Name: _____

   Address: _____ City: _____ Zip: _____

   Contact Person: _____ Phone No.: (____) _____

5. UST Installation Contractor: _____

   Address: _____ City: _____ Zip: _____

   Contact Person: _____ Phone No.: (_____) _____

   License #: _____ Haz Removal Cert #:_____ Worker's Comp. Ins. Co.:_____

6. Tank System: Size (gallons) Substance(s) To Be Contained

   Tank 1 _____ _____

   Tank 2 _____ _____

   Tank 3 _____ _____

   Tank 4 _____ _____

   Tank 5 _____ _____

   Tank 6 _____ _____.

PART 2: ADDITIONAL PROJECT INFORMATION

A) General Information
Scope of work: (describe the components that will be modified, installed or replaced): _____
_____
_____
_____
Starting date_____ Estimated date of completion _____
Distance of UST(s) from nearest well _____ feet (minimum distance shall be 100 ft.)
Depth to usable ground water (if known) _____

B) Monitoring Equipment:
Name of the company that will install, calibrate & program the monitoring equipment: _____
_____

Address: _____ Phone #: _____

Contractors license number and classification: _____

Attach a copy of ICC certification and monitoring system manufacturer's training **certification** [for the employee that will perform the installation & programming].

C) Enhanced Leak Detection (ELD):
Name of company that will perform the ELD test: _____

Address: _____ Phone: _____

D) Sampling (if necessary):
Company name, address and phone number that will perform soil and or water sampling: _____
_____
Name, address, phone number and California state certification number for the lab that will perform the analysis on the soil and or water samples: _____
_____

Sampling Guidelines:

The owner or his agent shall be responsible for contracting with an independent, qualified third party to collect samples. The owner or his agent shall have the samples analyzed at a state approved analytical laboratory for product constituents as required by County of Lake Environmental Health. Brass, stainless steel, or teflon tubes shall be used to take soil samples. Glass containers (i.e., volatile organic analysis bottles) shall be used to take water samples. Other sampling arrangements shall be approved in advance by County of Lake Environmental Health on a case by case basis. The owner or his agent shall be responsible for making alternative arrangements in advance with County of Lake Environmental Health Division via an approved written request. A representative from County of Lake Environmental Health and sampling personnel shall be on site at the time of the sampling inspection**. Note: If contamination of any detectable concentration is found, contact the Lake County Environmental Health Division for cleanup and/or remediation requirements.**

PART 3: DRAWINGS & PARTS LIST REQUIREMENTS

Please include all of the following that apply:

I) PLAN REQUIREMENTS

A) Overhead View of Site – Must be submitted for all applications.
Drawn to scale & to include all of the following that apply:

_____ North arrow
_____ Scale of drawing
_____ Closest landmarks (e.g. building, street)
_____ Dispenser Islands
_____ Guard posts / bollards
_____ Tanks
_____ Tank at grade slab (if applicable)
_____ All piping that will contain product (supply & return)
_____ Vapor recovery piping
_____ Vent piping & termination
_____ Buildings
_____ Location of leak detection/monitoring panel
_____ Location of Emergency Shutoff
_____ Location of any proposed or existing wells (observation, monitor, etc)
_____ Location of overfill alarm
_____ Indicate slope on piping toward tank (inches per foot and direction)
_____ Tank vent termination (must be 5 feet from any building opening or buildable property line)

B) End View of Pipe Trench
_____ Type of piping (i.e., rigid FRP, Enviroflex, etc.)
_____ Piping trenches, showing distances between pipes, from pipes to bottom of trench, pipes to sides of trench, pipes to surface. Backfill material & type/thickness of cap over trench.

C) Side View of Vent Riser
_____ Tank vent termination is a minimum12 feet above grade.
_____ Depict the flex connectors and secondary boots.

D) Side View of Guard posts
_____ Bollards or guard posts to include: construction, diameter, height, distance between posts, distance from dispensers, depth and diameter of footing.

E) Side View of Pipe Transitions & Penetrations
_____ Penetration of underground piping into basement or to ground surface
- include the pipe or collar that provides a conduit for the double wall pipe.
_____ Underground caps, plugs & sealants (to make penetration watertight).
_____ Termination assembly – Include termination plugs, seals & test donuts, as well as termination of secondary underground piping & test boots/end boots.
_____ Transition from flexible or fiberglass piping to above ground piping
- include protection from sunlight & elements, as well as construction of above ground piping.
_____ Transition sumps, containment boxes, sensors and ball valves (if any).

F) Side view of Sumps

_____ Method of attachment of sump to tank
_____ Penetrations in sumps (boots, flanges, fittings)
_____ Piping as it goes through penetrations
_____ Termination of secondary walls of pipe in sump
_____ Location of test boots
_____ All piping & connections inside of sump
_____ All other equipment inside sump
_____ Sump sensor
_____ Spill containment buckets
_____ Lids to manways
_____ Type & depth of fill material, and cap
_____ Line Leak Detector

G) Sumps: for installations include a blowup drawing encompassing:

_____ Manway Lid
_____ Manway Skirt
_____ Sump
_____ Sump Lid
_____ Spill Buckets
_____ Sump Top Hat
_____ Interface between the manway skirt and sump top hat
_____ Interface or connection between spill buckets

H) Side view of Under Dispenser Containment:

_____ Penetrations into pans (depict type of penetration fitting)
_____ All piping & conduits as they go through penetrations
_____ Termination of secondary walls of pipe inside under dispenser containment (UDC)
_____ Shear valves
_____ Attachment of pipes, etc to pan infrastructure
_____ Floats or sensors
_____ Type of UDC (i.e. Bravo, FRP, shallow, deep, etc.)
_____ Any other equipment in UDC
_____ Flex connectors and boots

I) Side view of tank & excavation to include:

_____ Size of tank in gallons
_____ Dimensions of excavation & tank
_____ Distance from ends & sides of tank(s) to sidewalls of excavation
_____ Depth of backfill beneath tanks
_____ Depth of backfill above tanks
_____ Type of backfill material
_____ Type & thickness of cap above tank
_____ Sumps
_____ Spill buckets & lids
_____ All other sumps or bungs on tank
_____ Risers
_____ Location of ATG (Tank level monitor)
_____ Turbine(s)
_____ Compartments in tank

_____ Drop tube
_____ Overfill prevention devices
_____ Any slabs or deadmen with location and type of tie down straps
_____ Level or slope of tank
_____ Any other equipment
_____ Any other items located in close proximity to UST (e.g. monitoring wells, etc)
_____ Location of interstitial monitor
_____ Hold down calculations for UST if water present in area (calculations can be listed on a separate letter)
_____ Adapters
_____ Sump lids & clamps (or other method of securing to lid)
_____ Sealant between sump and manway skirt (if used)
_____ Fill riser caps
_____ VR Phase I riser caps

PART 4: SIGNATURES

A) OWNER ACKNOWLEDGEMENT

I declare that to the best of my knowledge the statements and information provided are correct and true. I understand that information, in addition to that provided in this application, may be needed in order to obtain a permit from the County of Lake Environmental Health and that no work is to begin on any portion of the UST system or the UST leak detection system until the authority to construct letter (permit) is issued.

I understand that any changes in design, materials or equipment will **void** my authority to construct (permit) **if prior approval is not obtained**.

I understand that any inspection appointments must be established with the County of Lake Environmental Health at least two working days (48 hours) in advance.

Tank Owner's Signature _____Date _____

Printed Name _____ Phone _____

Title _____

Note: A copy of an authorized signatures form must be on file with County of Lake Environmental Health if an individual is signing for the tank owner.

B) APPLICANT SIGNATURE

This Underground Tank Installation Permit expires ONE YEAR from the date of issuance. If tanks OR CHANGES have not been installed within ONE YEAR, a new installation permit application and appropriate fees may be required.

I certify that I have read the tank installation guidelines and declare that the above information is correct to the best of my knowledge. The owner of the tank(s) described above is aware of the pending installation. I agree to comply with all applicable city and county ordinances and state and federal laws relating to hazardous materials/wastes, and hereby authorize representatives of local agencies to enter upon the within mentioned property for inspection purposes.

_____	_____	_____
Applicant/Agent's Name (Print)	Applicant/Agent's Signature	Date

These boxes are for Lake County Environmental Health use only

THIS APPROVAL CONSTITUTES A PERMIT FOR INSTALLATION, REPAIR OR UPGRADE OF THE ABOVE LISTED UNDERGROUND TANK SYSTEM

Date: _____Print Name: _____ Sign Name: _____

THIS CERTIFIES THAT ALL UNDERGROUND TANK SYSTEM INSTALLATION, REPAIR, OR UPGRADE ACTIVITIES ARE COMPLETE.

Date: _____Print Name: _____Sign Name: _____