GUIDELINES FOR INSTALLATION OF UNDERGROUND HAZARDOUS MATERIALS STORAGE TANK SYSTEMS

A. General Information

These guidelines are applicable to installation of hazardous material underground storage tank systems (tanks and piping). The guidelines serve as supplements to other requirements and/or guidelines (e.g. California Fire Code, State Underground Storage Tank Regulations, the Guidelines for Adoption of California Underground Storage Tank Regulations, manufacturers' guidelines, etc.). Where such regulations or 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, information verifying that they possess a current State Contractor's License (A, B, C-36, C-61/D-40), Workmen's Compensation Insurance, and a business license. Contractor information may be obtained by calling the Contractors State License Board at (800) 321-2752.

3. Underground Service Alert should be contacted at (800) 642-2444 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 local agency overseeing installation.

6. All tanks, piping, and equipment shall be installed and tested in accordance with the manufacturer's recommendations/guidelines.

7. The plans must demonstrate that after installation, the turbine sumps can be filled with water above the highest sump penetration. This requirement primarily involves the electrical systems in the sump.

B. Required Submittals

The following information shall be submitted:

1. ***The application package needs to include:***

   - Completed Permit Application
   - Blueprints of the facility and underground storage tank system along with specifications on all materials to be used in construction.
   - Manufacturers' cut sheets for tanks, piping, and equipment (e.g. monitoring equipment, overspill containment device, overfill protection device, dispenser pan, etc.).
   - Site safety plan.
   - Completed State of California Water Resources Control Board Underground Storage Tank Program information forms: One UST – Facility Form per site, and one UST Tank Form per tank
   - Payment of appropriate permit fees

   Permit Application and plans shall be submitted as follows:

   Application is made through the **City Building Department**.

2. ***To be submitted to the Fire Department prior to final inspection:***

- One completed State of California Water Resources Control Board Underground Storage Tank Program UST Installation Certificate of Compliance Form per tank.
- Completed State of California Water Resources Control Board Underground Storage Tank Facility and Tank forms
- Completed Underground Storage Tank Certification of Financial Responsibility form along with any required attachments.
- New or revised Hazardous Materials Management Plan/Business Plan if appropriate.
- Copy of tank integrity test (if done)
- Monitoring Plan.
- Emergency Response Plan.

C. <u>Inspections</u>

1. All activities described below must be witnessed by a representative from the Livermore-Pleasanton Fire Department overseeing installation: *[Note: Other departments (e.g,. those regulating plumbing installation, electrical installation, etc.) should be contacted for their inspection requirements.]*

- 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 if anchorage other than overburden provided.
- Primary piping and vapor recovery piping pressure test.
- Secondary piping and vent piping pressure test.
- Primary tank pressure test performed after placement in excavation
- Secondary tank test performed per manufacturer's instructions after placement in excavation (may include vacuum test).
- Secondary containment lake tests (including overspill buckets).
- Visual inspection of piping to ensure proper slope prior to covering.
- Complete functional test of tank and piping monitoring system(s).
- Full functional test of dispenser emergency electrical shut-off.
- Full functional test of dispenser nozzles.

* Not mandatory if inspector not available