



CUPA

San Bernardino County Fire Protection District • Hazardous Materials Section

598 S. Tippecanoe Ave., San Bernardino, CA 92415-0153 • (909) 386-8401; FAX (909) 386-8460

www.sbcfire.org

PERMIT APPLICATION

☐ See attached form

OWNER INFORMATION		
Name		
Address		
City	State	Zip Code
Phone		Ext.
FACILITY INFORMATION		FA #
Business Name	CERS ID:	
Site Address		
City	State	Zip Code
Business Phone		Ext.
Business Operator Name		
Operator Phone		Ext.
FACILITY MAILING ADDRESS		
Mailing Address		
City	State	Zip Code
BILLING CONTACT		
Billing Contact Name		
Email	Phone	Ext.
Address		
City	State	Zip Code
ENVIRONMENTAL CONTACT		
Name		
Email	Phone	Ext.
Non-CERS fields		
Facility Email (optional)		
Local Facility Phone (optional)		Ext.

Signature

Print Name

Title

☐ Establish my facility in CERS and assign the environmental contact listed above as the initial lead user.

Date: _____



SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT

598 S Tippecanoe Ave. • San Bernardino, CA 92415-0153 • (909) 386-8401 • Fax (909) 386-8460

UNDERGROUND TANK CONSTRUCTION / MODIFICATION APPLICATION

JOB LOCATION

Facility Name

Owner Representative

Phone Number

E-mail

Site Address

City

Zip Code

CONTRACTOR

Company Name

Contact Person

Phone Number

E-mail

Mailing Address

City

Zip Code

ENGINEER/ARCHITECT

Company Name

Contact Person

Phone Number

E-mail

NATURE OF WORK

All fees listed below are for FY 2026-2027

Modification/Repair WITHOUT Excavation (Minor) – 1 Inspection Only (\$550.00)

- ☐ Dispenser Upgrade ☐ Secondary Containment Repair w/o excavation ☐ Overfill ☐ Change of Fuel Type w/o excavation
☐ Other Minor:

Modification/Repair WITH Excavation (Major) – Up to 4 Inspections (\$2,055.00)

- ☐ Tank Top Upgrade ☐ Secondary Containment Repair w/excavation ☐ Re-pipe
☐ Other Major:

Installations – Up to 4 Inspections (\$4,084.00)

- ☐ New Construction # of Tanks: _____ Alternative Fuels? ☐ Yes ☐ No
☐ Install (addition) # of Tanks: _____ Alternative Fuels? ☐ Yes ☐ No

Removal (1st tank = \$634.00 + \$164.00 per each additional tank) Closed in Place (\$1,328.00 per tank)

- ☐ Removal # of Tanks Removed: _____

- ☐ Closed in Place # of Tanks Closed In Place: _____

Special Inspections / Plan Submittals /Permit Renewal ☐ Construction Extension - 3 Months (\$288.00) ☐ Permit Renewal (Original Permit Fee)

- ☐ Resubmittal (\$385.00) ☐ Consultation Fee (\$174.00/hr) ☐ Special Inspection (\$174.00/hr) ☐ Temporary Closure (\$739.00)
☐ After-Hours Inspection (\$651.00 per 1st 3hrs + \$217.00 per each additional hr) ☐ Failure to Keep Appointment (\$174.00/appt) Cold Start (\$370.00)
☐ Exploratory Permit w/excavation ☐ Initial Permit (\$2,055.00) ☐ Exploratory Permit w/o excavation ☐ Initial Permit (\$550.00)

- ☐ Other:

ADDITIONAL INFORMATION

Is this work compliance driven? ☐ No ☐ Yes Date of inspection: _____

Is this an As-Built? ☐ No ☐ Yes Date Authorized: _____ Inspector Name: _____

Name of Person Submitting Plans

Phone

Signature

Date

OFFICE USE ONLY

Facility ID#: FA _____

- ☐ New Facility
☐ Permitted Facility ⇨ Expiration Date: _____
Permits Current? ☐ Yes ☐ No
Regular UST(s): _____
Complex (VPH) UST(s): _____

Service Request #: SR _____

CC Confirmation #: _____

Permit Fee Paid: \$ _____ Receipt Number: _____

Check Number: _____ Date Paid: _____

Failure to apply for a permit? ☐ No ☐ Yes

Work without approved permit? ☐ No ☐ Yes

Received By: _____



SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT

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UST Owner Acknowledgement

OWNER		
Owner Name		
Owner Mailing Address	City	Zip Code

FACILITY		
Facility Name		
Facility Address	City	Zip Code

CONTRACTOR		
Contractor Name		

SUMMARY OF THE SCOPE OF WORK		

The Contractor listed above has been hired to conduct the work in the Summary of the Scope of Work for the facility listed above.

Print Name

Title

Signature

Date



SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT

598 S. Tippecanoe Ave • San Bernardino, CA 92415-0153 • (909) 386-8401 • Fax (909) 386-8460

UST Contractor Acknowledgement

CONTRACTOR		
Contractor Name		
Contractor Mailing Address	City	Zip Code

FACILITY		
Facility Name		
Facility Address	City	Zip Code

OWNER		
Owner Name		

SUMMARY OF THE SCOPE OF WORK		

We have been contracted by the Owner listed above to conduct the work in the Summary of the Scope of Work for the facility listed above.

Print Name

Title

Signature

Date

SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT

**Office of the Fire Marshal
Hazardous Materials Section**



UNDERGROUND STORAGE TANK CLOSURE REQUIREMENTS

Revised March 2022

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Introduction

California Health & Safety Code (CHSC) Section 25404 delegates authority for implementing and enforcing statewide Underground Storage Tank (UST) requirements to the local Certified Unified Program Agency (CUPA). In San Bernardino County, the Hazardous Materials Section of the San Bernardino County Fire Protection District's (SBCFPD) Office of the Fire Marshal (OFM), hereinafter referred to as the Section, is the CUPA for the entire county.

In San Bernardino County, no person shall abandon, close, or remove an underground storage tank, except with a permit from the CUPA.¹

The period between cessation of hazardous substance storage and the application for permanent tank closure shall not exceed ninety (90) calendar days.²

The UST shall continue to be monitored until all fuel is removed. The UST monitoring panel (e.g., Veeder Root) shall not be disconnected or power to the UST system may not be terminated prior to removal of fuel. The UST continues to be subject to all UST compliance requirements, monthly designated operator inspections, routine testing, and operating fees until the USTs are removed.

UPGRADE REQUIREMENTS

By December 31, 2025, facilities with single-walled USTs must permanently close the UST, and facilities with single-walled product piping must upgrade system to double-walled product piping.³

SAFETY

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

- Identifying buried utility lines prior to digging
- Ensuring equipment is appropriately sized for excavation and sampling
- Excavation safety

TANK EXCAVATION AND CLEANING

Excavation of underground piping and the soil around the tank, and the removal of tank contents may go unwitnessed by this Section. A 48-hour notification must be sent to ustclerk@sbcfire.org prior to tank cleaning/rinsing (See below for notification requirements). Excavation and cleaning shall be done according to manufacture and/or industry standards. Other agencies, including the local fire authority, may require additional permits, notifications, or inspections.

¹ SBCC 23.0722

² CCR 2670(e)

³CHSC 25292.05

TANK INERTING⁴

Flammable vapor must be purged from the UST to prevent an explosion or fire⁵. Lower Explosive Limit (LEL) readings shall be taken to confirm that the tank has been properly inerted.

SCHEDULING

UST closure inspection must be scheduled at least 10 days in advance with this CUPA by sending an e-mail to ustclerk@sbcfire.org. The e-mail shall contain the facility name, address, FA# (if available), CERS ID# (if available), and type of inspection in the subject line. The body of the e-mail will contain the requestor (e.g. contractor) name and contact information and requested date and times.

ADDITIONAL INSPECTIONS

Additional inspections will be billed on an hourly rate. Inspections extending beyond normal business hours will be charged as an after-hours inspection, with a 3-hour minimum charge.

PERMIT EXPIRATION

A new permit will be required if the project extends beyond the permit expiration date. Contact the UST Front Counter at (909) 386-8464 for additional questions.

ADDITIONAL AGENCY REQUIREMENTS

It is the responsibility of the UST owner or duly authorized representative to notify other governmental agencies that may have applicable permit requirements. This includes, but is not limited to, the following: local fire agency, local building department and Air Quality Management District. Failure to meet notification and permit requirements will cause the removal to be cancelled.

⁴ CCR 67383.5

⁵ CCR 2672(b)(2), CCR 2672(c)(2)

Sampling

The UST owner/operator shall demonstrate to the satisfaction of this CUPA that an unauthorized release has not occurred. Demonstration shall be based on the analytical results of soil and/or water samples obtained following UST removal. Water sampling must occur if there is water in the excavation.⁶ Sampling shall be witnessed by an inspector from this CUPA.

It is the responsibility of the owner or operator to arrange for the samples to be collected and analyzed. A report documenting removal activities and analytical results shall be prepared. It is recommended that owners or operators who are not familiar with the process hire a knowledgeable contractor/consultant. This CUPA is responsible for regulatory oversight only and will not collect samples on the applicant's behalf.

Samples will be taken in the following places (as applicable):⁷

- One sample at each end of the tank
- One sample every 20 linear feet of piping trench
- One sample below each under dispenser containment (UDC)
- Ground water samples if groundwater is present
- From stockpiled soil that has been removed from the excavation
- From areas where visual staining or discoloration is observed
- From areas where a vapor-monitoring instrument indicates the highest reading.

To sample below the tank invert, collect samples at a minimum of 2 feet vertically into native material.

- For tank volumes less than 12,000 gallons—collect one sample at each end of the removed tank (two samples total)
- For tank volumes equal to or greater than 12,000 gallons—collect one sample at each end of the removed tank and one sample below the center of the removed tank (three samples total)

Soil stockpiled from the excavation shall be sampled and analyzed for the constituents of concern. If the stockpile will be disposed offsite, the disposal/recycling facility may have additional requirements. Typically, 3 discrete or appropriately composited samples will be required per each 50-cubic yards stockpiled.

Soil and/or water samples will be analyzed for constituents of concern based on prior tank contents according to the Leaking Underground Fuel Tank (LUFT) Manual. At minimum, the analytes in the table below must be tested. The inspector may require additional sampling, especially if areas of discoloration or odor are noted.

⁶ CCR 2672(d)

⁷ Leaking Underground Fuel Tank (LUFT) Manual (2015): Refer to:
https://www.waterboards.ca.gov/water_issues/programs/ust/luft_manual/manual_dec2015.pdf

MINIMUM CONSTITUENTS TO BE ANALYZED

Gasoline

Analytes	Analytical Method(s)
BTEX, Naphthalene, MTBE, TBA	EPA 8260 B/C
EDC, EDB (<i>for pre-1992 release</i>)	EPA 8260 B/C
Organic lead (GC-ECD) (<i>Only if Pre-1992 release is detected</i>)	EPA 6010/6020 or EPA 7000/7010
TPH (<i>gasoline range: C₅-C₁₂</i>)	EPA 8015B GRO

Diesel #1 or #2

Analytes	Analytical Method(s)
BTEX, naphthalene, MTBE	EPA 8260 B/C
TPH (<i>diesel range: C₁₀-C₂₄</i>)	EPA 8015B DRO (C ₁₂ -C ₂₂)

Waste (Used) Motor Oil

Analytes	Analytical Method(s)
BTEX, Naphthalene, MTBE, TBA, chlorinated VOCs	EPA 8260 B/C
16 priority pollutant PAHs	EPA 8270 SIM
Wear Metals (<i>cadmium, chromium, nickel, lead, zinc</i>)	EPA 6010/6020 or EPA 7000/7010
TPH (<i>oil-range: C₂₃-C₃₂</i>)	EPA 8015B ORO (C ₂₃ -C ₃₂)

Jet A, JP5, JP8, Fuel oil #1 or #2

Analytes	Analytical Method(s)
BTEX, naphthalene, MTBE	EPA 8260 B/C
TPH (<i>diesel range: C₁₀-C₂₄</i>)	EPA 8015B ORO (C ₂₃ -C ₃₂)

Heavy Fuel Oils (e.g. bunker fuel)

Analytes	Analytical Method(s)
BTEX, Naphthalene, MTBE	EPA 8260 B/C
16 priority pollutants PAHs	EPA 8270 SIM
TPH (<i>oil-range: C₂₃-C₃₂</i>)	EPA 8015B ORO (C ₂₃ -C ₃₂)

BTEX Benzene, toluene, ethylbenzene, & xylene
 DRO Diesel-Range Organics by GC-FID
 EDB 1,2-dibromoethane
 EDC 1,2-dichloroethane
 GC-FID Gas Chromatography / Flame Ionization Detector
 GRO Gasoline-Range [or purgeable] organics by GC-FID
 Jet A Commercial Jet Fuel
 JP5 Jet Propellant 5 - Military Jet Fuel

JP8 Jet Propellant 8 - Military Jet Fuel
 MTBE Methyl tertiary butyl ether
 ORO Oil-Range Organics by GC-FID
 PAH Polycyclic aromatic hydrocarbon
 TBA t-Butyl alcohol
 TPH Total Petroleum Hydrocarbon
 VOC Volatile organic compound

Samples shall be prepared, stored, transported under chain-of-custody, and analyzed by appropriate Environmental Protection Agency (EPA)-approved methods. A California State-Certified Laboratory shall perform the sample analysis.

Detection of any unauthorized release shall be reported to this CUPA within 24 hours. Within five working days of detecting an unauthorized release, the owner or operator shall submit to the local agency through the California Environmental Reporting System (CERS) an Unauthorized Release Report.⁸

⁸ CCR 2652(b)&(c)

Types of UST Closures

CLOSURE BY REMOVAL

Permanent closure by removal applies to USTs in which the storage of hazardous substances has ceased and there is no planned use of the tanks within the next twelve (12) consecutive months. An inspector from the Section must witness and document the removal and sampling. Sampling and analysis is required to determine if contamination exists and if further assessment of contamination is necessary.

CLOSURE IN PLACE

The Section may allow for a UST to be closed in place if there is a written letter from a certified professional engineer indicating that the removal of the UST would affect the structural integrity of adjacent structures.

If approved, all ancillary UST equipment and piping shall be removed. If any piping cannot be removed without damaging structures or other pipes being used in a common trench, then the pipe shall be emptied of contents and capped.⁹ The UST shall be filled with an inert, solid material.¹⁰ A soil and/or water sampling workplan shall be submitted by a geologist proposing the location and sampling intervals of proposed borings.¹¹

If at any time there is a major construction and the reason originally cited for not removing the UST is no longer valid, then the UST shall be removed at that time.

Found Tanks

Found tanks are long-abandoned USTs that are discovered, that were never previously regulated (i.e. operation of UST ceased prior to January 1, 1984).

If there is any liquid in the UST, the liquid shall be removed immediately, and a waste determination shall be conducted to determine proper disposal method. The manifest shall be submitted with the workplan and closure application.

A proposal to close or remove the UST(s) shall be submitted to the CUPA within 30 days of discovery. Failure to submit plans within the allotted timeframe will result in the UST being classified as an Abandoned UST and may result in enforcement action.

Found tanks that do not have any liquid are not entered in CERS¹².

⁹ CCR 2672(c)(3)

¹⁰ CCR 2672(c)(4)

¹¹ CCR 2672(d)(2)

¹² Refer to https://www.waterboards.ca.gov/ust/cers/docs/cers_regulator_faq_abust.pdf; CHSC 25298, CCR 2670(f)

UST Closure Submittal Checklist

The Submittal Packet shall meet the minimum requirements, as listed below. Additional information may be requested. All information must be submitted electronically to ustplancheck@sbcfire.org.

APPLICATION

- ☐ **Facility Permits are Current:** Existing facilities applying for a UST construction permit shall have a current Permit to Operate from this CUPA (i.e. all permit fees and any delinquent charges must be brought up to date prior to plan submittal).
- ☐ **Construction Application:** A complete and accurate Underground Tank Construction / Modification Application is submitted.
- ☐ **Owner Acknowledgement Form:** Completed by facility owner.
- ☐ **Contractor Acknowledgement Form:** Completed by the licensed contractor whose Contractor's State License Board (CSLB) certification is submitted with the packet (See Certifications section below).
- ☐ **Payment:** Check, Money Order, Cash, or Credit Card Payments are accepted. Note: Make checks payable to "SBCFD". We do not accept any checks with alterations.

CERTIFICATION

A copy of all appropriate, valid certifications for the proposed work shall be submitted for everyone conducting the work, including subcontractors.

- ☐ **Contractor's State License Board (CSLB) with Hazardous Substance Removal Certification¹³** (i.e. HAZ Endorsement)*
- ☐ **Certificate of Liability Insurance – Workers Compensation and Employer's Liability***

SITE MAP

The following details must be present on the site map:

- ☐ The facility name, street address, and city are present.
- ☐ North arrow
- ☐ Building(s) onsite
- ☐ Adjacent streets
- ☐ All USTs—Specify the USTs that are being closed¹⁴
- ☐ All Dispensers connected to USTs that are being closed
- ☐ All piping locations of UST system (including vent & vapor)

¹³ Business & Professions Code 7058.7(a) - [https://www2.cslb.ca.gov/About_Us/Library/Licensing_Classifications/HAZ - Hazardous Substance Removal Certification.aspx](https://www2.cslb.ca.gov/About_Us/Library/Licensing_Classifications/HAZ_-_Hazardous_Substance_Removal_Certification.aspx)

¹⁴ CCR 67383.3(a)(1)(A)

* These requirements may be exempted if the owner is conducting the closure.

Additional Submittal Requirements: Closure in Place

If the proposed method of closure is "Closure in Place" for a tank, then the following information must be submitted in addition to the UST Closure Submittal Packet.

LETTER FROM PROFESSIONAL ENGINEER¹⁵

- ☐ A letter stamped by a Professional Engineer certifying that removal of the UST will cause undue damage to nearby utilities or building foundations, or it would cause unreasonable risk to life, health or property.

WORK PLAN

- ☐ Must show the locations and intervals for sampling per the most recent version of the Leaking Underground Fuel Tank (LUFT) Manual.¹⁶

SITE MAP

The following information must be laid out on a site map:

- ☐ The site map must show the locations of the soil borings (slant boring or one boring on each end of the UST).¹⁷
- ☐ Any piping that cannot be removed because it might damage structures or other pipes that are being used (e.g. pipes contained in a common trench) shall be clearly drawn along with the locations at which those pipes will be capped.¹⁸

Additional Submittal Requirements: Found Tanks

If the closure application is for a UST that was discovered and has never been regulated, then the following must be submitted in addition to the UST Closure Submittal Packet.

CUPA PERMIT APPLICATION

- ☐ A complete and accurate CUPA Application form must be submitted.

HAZARDOUS WASTE DISPOSAL RECORDS

- ☐ Records must identify the hazardous waste removed from the tank.

SITE MAP

- ☐ Must have the GPS coordinates (latitude/longitude) of the location of the tanks.

¹⁵ SBCC 23.07212

¹⁶ Leaking Underground Fuel Tank (LUFT) Manual (2015): Refer to:
https://www.waterboards.ca.gov/water_issues/programs/ust/luft_manual/manual_dec2015.pdf

¹⁷ CCR 2672(d)(2)

¹⁸ CCR 2672(c)(3)

Prior to Closure Inspection

TANK CLEANING NOTIFICATION

- ☐ **Hazardous Waste Tank Closure Notification Form:** A complete and accurate form must be submitted to ustclerk@sbcfire.org no less than 48 hours prior to tank cleaning/rinsing. The form can be found at www.sbcfire.org/ust.
- ☐ **Certification:** If the certifications for the person certifying the Hazardous Waste Tank Closure was not submitted during the initial plan submittal, the certification must be submitted with this form.
- ☐ **Lab Results:** If the tank contents are being certified through chemical analysis of the residue, then the lab results must be attached to this form.

UST Closure Inspection Checklist

These are the minimum requirements for the Tank Closure Inspection. Additional requirements may be set by the inspector onsite. Photographs may be taken as part of the inspection process.

TANK CLEANING

- ☐ All residual liquids, solids, and sludges shall be removed and properly disposed prior to inspection.
- ☐ The UST system shall be pressure washed/rinsed and rinsate shall be properly disposed.
- ☐ Rinsate manifest shall be available for review during the inspection.
- ☐ Flammable vapors shall be removed using a vacuum type pump system by a properly certified contractor.

TANK INERTING

- ☐ For tanks that previously held flammable materials
- ☐ The oxygen concentration shall be the same as that of the ambient air (~20.8%).
- ☐ A properly calibrated CGI shall be onsite to document the LEL prior to removal or filling with inert material. CGI readings shall be obtained from the top, center, and bottom of the UST (must be done BEFORE inerting).
- ☐ The concentration of flammable vapor shall be 0% of the LEL of the material the tank held.
- ☐ The UST must be inerted with a minimum of 22.2 lbs. of carbon dioxide, dry ice per 1,000 gallons of UST capacity.
- ☐ Cutting On-site: If the tank held a flammable or combustible material and the tank, piping, and/or appurtenances are cut onsite, non-sparking, cold-cutting tools or process shall be used.

TANK REMOVAL AND DISPOSITION

- ☐ All piping, dispensers, vent lines and Enhanced Vapor Recovery (EVR) Phase II equipment shall be removed prior to inspection.
- ☐ For USTs larger than 2,000 gallons, removal of the UST from the excavation and loading onto a truck for transport shall be accomplished using a crane. Other equivalent equipment will only be allowed with pre-approval from this CUPA.
- ☐ The UST shall be appropriately transported and disposed. Shipping papers or work orders shall be available documenting the intended disposition of the USTs.

SAMPLING

- ☐ At least (1) sample must have a GPS coordinate noted.
- ☐ Samples shall be collected from at least 2 feet below native material (not from fill material).
- ☐ At least (1) sample taken from each end of the tank.
- ☐ A sample shall be taken every 20 linear feet of piping and/or at each joint, bend or connection.
- ☐ One sample taken beneath each under dispenser containment.
- ☐ Groundwater samples taken if groundwater is present.
- ☐ Three (3) discrete or appropriately composited samples taken each 50-cubic yards stockpiled.
- ☐ Excavated soil shall not be used as backfill unless it can be demonstrated that soil is not contaminated (i.e., Total Petroleum Hydrocarbons (TPH) must not exceed 100 mg/kg with no volatile organic compounds or MTBE detected).
- ☐ Samples shall be prepared, stored, transported under chain-of-custody, and analyzed by appropriate Environmental Protection Agency (EPA) methods. A California State-Certified Laboratory shall perform the sample analysis.
- ☐ Additional samples may be required depending on site conditions (inspector discretion will apply). If the stockpile is disposed offsite, documentation of location shall be provided.

***TANK CLOSURE IN PLACE**

This will be verified if a tank is closed in place:

- ☐ Piping associated with the UST shall be removed and properly disposed of. Any piping that has been approved to remain shall be emptied of all contents and capped.
- ☐ Soil borings shall be taken as specified in the approved workplan.
- ☐ The UST shall be filled with an approved inert material and nonhazardous substance.

Tank Closure in California Environmental Reporting System (CERS)

The following changes shall be made in CERS within 30 days of the Closure Inspection. If CERS is not updated in a timely manner, then a proxy CERS submission will be conducted by the CUPA to properly report the tank closure. Found tanks are not required to be reported in CERS if there is no liquid in the tanks.

UST ELEMENT

UST Facility Operating Permit Application

- ☐ **Type of Action:** If all USTs are removed or closed in place, then select “Permanent Facility Closure.” Otherwise, select “Confirm/Update Information.”

UST Tank Information

Must be Updated for EACH Tank Closed

- ☐ **Type of Action (UST Tank):** Select “UST Removal” or “UST Permanent Closure on Site.”
- ☐ **Date UST Installed:** This field cannot be blank. If the date of install is unknown, enter 01/01/1900.
- ☐ **Date UST Permanently Closed:** Enter UST removal or closure on site date.

Miscellaneous State-Required Documents

- ☐ **UST Site-Unauthorized Release / Contamination Report:** This form must be uploaded into CERS if contamination is detected.

TANK ELEMENT

- ☐ **Hazardous Waste Tank Closure Certification:** Complete form must be submitted in CERS.

UST Closure Report Checklist

Detection of any unauthorized release shall be reported to this CUPA within 24 hours. This CUPA will evaluate all data and determine if any further corrective action is required.

Submit a UST Closure Report within 60 days of the UST removal/sampling date to ustcompliance@sbcfire.org. Failure to submit all required documentation within the allotted time frame may result in enforcement action.

The job will not be considered complete until all closure documentation is received.

PLOT PLAN

Must contain the following:

- ☐ The plan shall be to scale.
- ☐ North orientation
- ☐ The locations of the former UST systems including the tanks, dispensers, and piping relative to permanent landmarks/buildings.
- ☐ The plan shall have the location, depth and sample ID for each sample taken. At least one sample shall have a GPS coordinate attached.

DOCUMENTATION

- ☐ Copy of the rinsate manifest shall be submitted.
- ☐ Copy of the UST disposal/destruction certificate shall be submitted.
- ☐ Copy of the laboratory analysis with chain of custody.

CLOSURE REPORT

- ☐ Summary of field activities including sampling.
- ☐ Summary of sampling results.

References

- California Code of Regulations (CCR)
 - Title 23, Division 3, Chapter 16, Article 7, (Underground Storage Tank Closure Requirements) Sections 2670-2672 (General Applicability, Temporary Closure Requirements, Permanent Closure Requirements)
 - Title 22, Division 4.5, Chapter 32 (Management of Tanks), Section 67383.1-67383.5
- California Health and Safety Code Section 25298 (Abandonment, Closing, or Temporary Ceasing of Operation of Underground Storage Tank)
- San Bernardino County Code Title 2, Division 3, Article 2 (Underground Storage Tanks CUPA Program Element) Sections 23.07210 – 23.07214
- PEI/RP1700-18 Recommended Practices for the Closure of Underground Storage Tanks and Shop-Fabricated Aboveground Storage Tank Systems
- Leaking Underground Fuel Tank Guidance Manual. California State Water Resources Control Board (September 2012). Refer to:
https://www.waterboards.ca.gov/water_issues/programs/ust/luft_manual/manual_dec2015.pdf



HAZARDOUS WASTE TANK CLOSURE NOTIFICATION FORM

This form must be submitted prior to initiating cleaning, cutting, dismantling, or excavation of a tank system that previously held hazardous materials or hazardous waste (California Code of Regulations § 67383.3).

I. FACILITY IDENTIFICATION

FACILITY ID #	CERS ID #	FACILITY NAME	
FACILITY SITE ADDRESS		FACILITY CITY	FACILITY ZIP CODE
TANK OWNER NAME			
TANK OWNER ADDRESS		CITY	STATE
			ZIP CODE
DATE(S) THE TANK SYSTEM WILL BE CLEANED AND/OR EXCAVATED, OR CLOSED IN PLACE			

II. TANK DESCRIPTION *(Attach additional copies of this page for more tanks)*

TYPE	TANK ID #	SIZE (GAL)	CONTENT	LOCATION	METHOD OF CLOSURE
☐ ATS ☐ UST					☐ Removal ☐ Closure in Place
☐ ATS ☐ UST					☐ Removal ☐ Closure in Place
☐ ATS ☐ UST					☐ Removal ☐ Closure in Place

III. TANK CLOSURE CERTIFIER

NAME OF PERSON AND/OR BUSINESS OF CERTIFIER (MUST MATCH CREDENTIALS)

CREDENTIAL OF CERTIFIER (ATTACH COPY CREDENTIALS WITH THIS FORM)

- | | |
|--|---|
| ☐ Contractors State License Board (CSLB) licensed contractor (with Hazardous Substance Removal Certification) | ☐ California Registered Environmental Health Specialist (REHS) |
| ☐ California Certified Industrial Hygienist (CIH) | ☐ Professional Engineer (PE) registered in California |
| ☐ California Certified Safety Professional (CSP) | ☐ Class II Registered Environmental Assessor |
| | ☐ California Certified Marine Chemist (CMC) |

IV. TANK DESTINATION

DESCRIBE THE INTENDED DISPOSITION AND DESTINATION OF THE TANK SYSTEM

V. IDENTIFICATION OF THE HAZARDOUS MATERIALS OR HAZARDOUS WASTE

Select one of the following options to identify the hazardous materials or hazardous waste last held in the tank:

- ☐ **OPTION A:** I certify to the best of my knowledge that the identity of the material or waste last stored or accumulated in the tank(s) are as listed in Section II (Tank Description) of this section.
- ☐ **OPTION B:** A chemical analysis of the residue in the tank(s) has/have been completed and the lab results are attached with this form.

OWNER / OPERATOR SIGNATURE

OWNER / OPERATOR TITLE

OWNER / OPERATOR NAME (PRINT)

DATE



Instructions for the
HAZARDOUS WASTE TANK CLOSURE NOTIFICATION FORM

WHEN IS THIS FORM NEEDED?

Prior to initiating cleaning, cutting, dismantling, or excavation of an aboveground or underground tank that previously held a hazardous material or hazardous waste, the owner or operator of the tank system shall submit a written notification to the CUPA with all information outlined in this form (*California Code of Regulations Title 22 Division 4.5 Chapter 32 §67383.3*).

HOW IS THIS FORM SUBMITTED?

Aboveground Tank System (ATS)

For aboveground tank systems, this form can be uploaded into the California Environmental Reporting System (CERS) under the Tank element or it can be mailed to this office. Closure activities can occur once all appropriate agencies have been notified.

Underground Storage Tank (UST)

For underground storage tanks, this form must be submitted with the UST Closure Submittal through the plan check process. Removal activity, including tank cleaning, cannot begin until plan approval has been received for the site. Contact the UST Front Counter Technician for additional questions at (909) 386-8464.

HOW IS THIS FORM COMPLETED?

I. FACILITY IDENTIFICATION

Facility ID #: Enter the Facility ID Number. This number is assigned by the CUPA and begins with the letters FA. If the Facility ID Number is unknown, leave this section blank.

CERS ID #: Enter the 10-digit identification number assigned by CERS, if applicable. If the CERS ID # is unknown, leave this section blank.

Facility Name: Name of the business where the tank is located. If there is a CUPA permit associated with this site, then the business name must match the facility name of the permit.

Facility Site Address, City, Zip Code: Enter the physical address (no PO Boxes) for the site.

Tank Owner Name: Enter the name of the tank owner. For USTs, this name must match the UST Facility Operating Permit Application in CERS.

Tank Owner Address, City, Zip Code: Enter the mailing address, city, state, and zip code of the tank owner. This should match the address on CERS.

Date(s) the Tank System Will be Cleaned and/or Excavated or Closed in Place: Enter all the expected date range(s) at which time tank cleaning, tank excavating, or tank closure in place may occur.



II. TANK DESCRIPTION

If more than 3 tanks are being closed, submit additional forms (as needed). Enter the Page Number on the bottom right hand corner to identify the number of pages.

Tank ID #: Enter the identification number of the tank. If the tank is an UST, then the state-assigned CERS Tank ID # must be entered. If it is an ATS, the Tank ID # may be assigned by the owner.

Size: Enter the total capacity of each tank in gallons.

Content: Enter the name of the hazardous material or hazardous waste the tank most recently held (e.g. motor oil, gasoline, diesel, used oil etc.).

Location: Enter the location of the tank system in reference to the facility.

Comment: Provide any additional information about the tank system (e.g. this is a part of a compartmentalized tank with Tank #2)

III. TANK CLOSURE CERTIFIER

Name of Person and/or Business of Certifier: Enter the name of the person or the name of the business that will be certifying the closure. The name here must match the credentials attached.

Credential of Certifier: Check the type of certification under which the closure will take place. A copy of the certification must be submitted with this form. In San Bernardino County, the CUPA does not certify closure of tanks.

IV. TANK DESTINATION

Describe the intended disposition and destination of the tank system: Give the name and address of the location where the tank (or it's pieces) will be taken.

V. IDENTIFICATION OF THE HAZARDOUS MATERIALS OR HAZARDOUS WASTE

The owner or operator must identify the hazardous material or hazardous waste last held in the tank(s). This can be done using the following options:

- **OPTION A:** If the contents of the tank are known, then check the box "I certify to the best of my knowledge that the identity of the material or waste last stored or accumulated in the tank(s) are as listed in Section II (Tank Description) of this section." Supporting documentation does not need to be submitted if this is selected.
- **OPTION B:** If the contents of the tank are unknown, then a chemical analysis must be done to determine the content of the tank. Select the box "A chemical analysis of the residue in the tank(s) has/have been completed and the lab results are attached with this form." Submit the lab results with this form.

Owner/Operator Signature: Signature of the person certifying the content of the tank.

Owner/Operator Name: Name of the person certifying the content of the tank.

Owner/Operator Title: Title of the person certifying the content of the tank.

Date: Date the tank contents are being certified.

**CUPA**

San Bernardino County Fire Protection District • Hazardous Materials Section
598 S. Tippecanoe Ave., San Bernardino, CA 92415-0153 • (909) 386-8401 FAX (909) 386-8460

HAZARDOUS WASTE TANK CLOSURE CERTIFICATION**I. FACILITY IDENTIFICATION**

FACILITY ID #	CERS ID #	FACILITY NAME	
FACILITY SITE ADDRESS		FACILITY CITY	FACILITY ZIP CODE
TANK OWNER NAME			
TANK OWNER ADDRESS		CITY	STATE
		ZIP CODE	

II. TANK CLOSURE INFORMATION *(Attach additional copies of this page for more tanks)*

TANK ID # <i>(If UST, enter CERS Tank ID #)</i>	TANK INTERIOR ATMOSPHERE READINGS					
	Concentration of Flammable Vapor (%)			Concentration of Oxygen (%)		
	Top	Center	Bottom	Top	Center	Bottom
DIRECTIONALITY (UST Only)						
☐ ATS						
☐ UST						
☐ ATS						
☐ UST						
☐ ATS						
☐ UST						

III. CERTIFICATIONS

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

CERTIFIER SIGNATURE	<u>STATUS OR AFFILIATION OF CERTIFYING PERSON</u> <i>Check the appropriate box below to indicate the status of the certifier:</i> ☐ Contractors State License Board (CSLB) licensed contractor (with Hazardous Substance Removal Certification) ☐ California Certified Industrial Hygienist (CIH) ☐ California Certified Safety Professional (CSP) ☐ California Certified Marine Chemist (CMC) ☐ California Registered Environmental Health Specialist (REHS) ☐ Professional Engineer (PE) registered in California ☐ Class II Registered Environmental Assessor
CERTIFIER NAME / BUSINESS (Print)	
CERTIFIER TITLE	
CERTIFIER ADDRESS / CITY	
CERTIFIER PHONE	
DATE CERTIFIED TIME CERTIFIED	

This tank previously held flammable or combustible materials. *(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.:

A copy of this certificate shall accompany the tank to the recycling / disposal facility. Copies shall be submitted to the CUPA, the owner / operator of the tank system, the removal contractor, and the recycling / disposal facility.



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Instructions for the HAZARDOUS WASTE TANK CLOSURE CERTIFICATION FORM

WHEN IS THIS FORM NEEDED?

A hazardous waste tank closure certification must be completed whenever an underground storage tank (UST) or aboveground tank system (ATS) that previously held hazardous materials or hazardous waste is being closed by removal or closed in place and is subject to the tank closure requirements of the California Code of Regulations Title 22 Division 4.5 Chapter 32 §67383.1-67383.5.

HOW IS THIS FORM SUBMITTED?

The completed hazardous waste tank closure certification **MUST** be submitted in California Environmental Reporting System (CERS). Under Business Activities, answer "Yes" to the question "Does your facility need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site?" The "Tank" Element will appear. Upload this form in that element.

HOW IS THIS FORM COMPLETED?

I. FACILITY IDENTIFICATION

Facility ID #: Enter the Facility ID Number, if known. This number is assigned by the CUPA and begins with the letters FA. It can be found on the facility's CUPA permit.

CERS ID #: Enter the 10-digit identification number assigned by CERS, if applicable. If the CERS ID # is unknown, leave this section blank.

Facility Name: Name of the business where the tank is held. If there is a CUPA permit associated with this site, then the business name must match the facility name of the permit.

Facility Site Address, City, Zip Code: Enter the physical address (no PO Boxes) for the site.

Tank Owner Name: Enter the name of the tank owner. For USTs, this name must match the UST Facility Operating Permit Application in CERS.

Tank Owner Address, City, Zip Code: Enter the address, city, state, and zip code of the tank owner. This should match the address on CERS.

II. TANK CLOSURE INFORMATION: Tank Interior Atmosphere Readings

If more than 3 tanks are being closed, then submit additional forms (as needed). Enter the Page Number on the bottom right hand corner to identify the number of pages.

Trained personnel must take these readings with a calibrated monitoring device (such as a combustible gas indicator (CGI)).

Tank ID #: Enter the identification number of the tank. If the tank is an UST, then the state-assigned CERS Tank ID # must be entered. If it is an ATS, the Tank ID # may be assigned by the owner.



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Directionality: For USTs, CGI readings shall be taken at the top, center, and bottom of each interior end. Enter the directionality of the end at which the reading was taken. S = South, N = North, E = East, W = West, SW = Southwest, SE = Southeast, NE = Northeast, NW = Northwest. *For an ATS, only enter ONE reading for the top, center, and bottom. Strike through all other sections.*

Concentration of Flammable Vapor: Indicate the Lower Explosive Level (LEL) in percentages, taken at the top, center and bottom of the interior. For USTs, LEL readings shall be taken at the top, center, and bottom of EACH interior end. The LEL readings shall be 0% for the material or waste the tank previously held.

Concentration of Oxygen: Indicate the Oxygen levels, in percentages, taken at the top, center and bottom interior. For USTs, oxygen readings shall be taken at the top, center, and bottom of EACH interior end. The readings shall be the same as that of the ambient air (~20.8%).

III. CERTIFICATIONS

Status or Affiliation of Certifying Person: Check the box that indicates the authority by which the person is certifying this (NOTE: Within San Bernardino County the CUPA does not certify tank closures).

Certifier Signature: The Certifier shall read the statement above the certifier's signature field and sign attesting to the information on this certification.

Certifier Name / Business: Print the name of the person certifying this information and the Business (if applicable) the person is affiliated with (e.g. the Contractor).

Certifier Title: Enter the title of the person certifying this information.

Certifier Address / City: Enter the address and city of the person certifying this information.

Certifier Phone: Enter the phone number of the person certifying this information.

Date Certified / Time Certified: Enter the date and time that this information is certified.

This tank previously held flammable or combustible materials: Check the box that indicates whether the UST/ATS(s) contained flammable or combustible materials.

Certifier's Tank Management Instructions for Scrap Dealer, Disposal Facility, Etc.: Enter your instructions for the recycling facility, scrap dealer, disposal facility, etc. that is receiving the tank.