

**APPLICATION PACKET
FOR
UNDERGROUND STORAGE TANK
REMOVAL
In the CITY OF OAKLAND**

**OAKLAND FIRE DEPARTMENT
Fire Prevention Bureau
250 Frank H. Ogawa Plaza, Suite 3341
Oakland, CA 94612**

**Phone (510) 238-3927
Fax (510) 238-6739**

FACILITY INFORMATION

Facility/Residence Name _____ Business Type _____
Site Address _____ City _____ Zip _____
Contact Person _____ Title _____ Phone _____
E-Mail _____ Cell Phone _____
Owner, Agency, or Corporation Name _____ Phone _____
Mailing Address _____ City _____ State _____ Zip _____
EPA ID Number _____
Note: Include "Proof of Financial Responsibility"

CONTRACTOR REMOVING TANK(S) AND PIPING:

Contractor _____
Contract Person _____ Phone _____
Business Address _____ City _____ Zip _____
State Contractors License _____
Note: Attach a copy of Contractors License, Hazardous Materials Certification, and
Workers Compensation

HAZARDOUS WASTE HAULERS:

Hazardous Waste Hauler, Tank(s) _____ EPA ID # _____
Business Address _____ City _____
Contact _____ Phone _____
Tank(s) and piping destination _____
Hazardous Waste Hauler (Rinsate) _____ EPA ID # _____
Business address _____ City _____
Contact _____ Phone _____
Note: Include Hauler License No. _____ License Exp. Date _____

SAMPLE COLLECTION AND ANALYSIS:

Sample Collector _____ Company _____
Address _____ City _____ Phone _____
Soil/Water Analysis Laboratory _____
State certification No. _____ Contact _____ Phone _____
Business Address _____ City _____ Zip _____

TANK(S) INFORMATION

TANK SYSTEM: SIZE (GALLONS)	TANK CONSTRUCTION	SUBSTANCE(S) PREVIOUSLY CONTAINED
TANK 1 _____	_____	_____
TANK 2 _____	_____	_____
TANK 3 _____	_____	_____
TANK 4 _____	_____	_____

“PROCEDURES TO CLOSE UNDERGROUND STORAGE TANK(S) SYSTEMS”

- 1) Submit to the City of Oakland Office of the Fire Marshal (OFM) three (3) completed **Underground Storage Tank System Closure Permit Application**. Prepare State Water Resources Control Board Facility and Tank Pages. These Forms are available from the OFM or you may download the forms by logging on to www.unidocs.org .
 - Include a complete **Tank Page** for each tank to be closed.
 - Include a complete **Facility Page** (if) tank to be closed is home heating oil, or non-regulated.
 - One complete copy of your approved plan must be at the construction site at all the times.
 - Any cutting into tanks requires OFM approval.

- 2) Include with the submitted application a check payable to the City of Oakland for the amount of the designated fee, workmen’s compensation insurance verification, and plot plan drawing. The drawing consists of a scaled view of the facility which shows the tank(s) location and the following information:
 - Scale
 - North Arrow
 - Property Line
 - Location of structures near the tank(s)
 - Location of relevant existing equipment (including the tank(s) to be removed), associated piping, and fuel dispensers
 - Area Roadways
 - Underground conduits, sewers water lines utilities
 - Existing wells; drinking, monitoring, etc.
 - Depth of ground water

- 3) The OFM must be notified a minimum of 48 hours, two (2) days prior to commencement of work in order to schedule a removal inspection. The removal inspection appointment **must be confirmed with the district inspector**. A representative of the OFM must be present at the time of removal.

- 4) A site specific Health and Safety Plan must be submitted for review and available at the job site. Underground Service Alert must be contacted at 800-642-2444 prior to the start of any excavation.

- 5) A Tank Closure Report must be submitted within 30 days of removal/closure operations completed, containing a general description of the closure activities indicating:
 - Description of tank, fittings and piping conditions. Size and former contents; notes any corrosion, pitting, holes. If any leak(s) are suspected from any tank an unauthorized Leak/Contamination Report form must be included.
 - Description of the excavation itself. Include tank and excavation depth, a log of the stratigraphic units encountered within the excavation, a description of root holes or other potential pathways the depth to any observed ground water,

locations of stained or odor-bearing oil, and descriptions of any observed free product or sheen.

- Detailed description of sampling methods, i.e. – backhoe bucket, drive sampler, bailer, bottles, sleeves.
- Description of any remedial measures conducted at the time of removal.
- To-scale figures showing the excavation size and depth, nearby buildings, sample locations and depth, and tank and piping locations include a copy of the plot prepared for the Tank System Closure Plan Permit Application under item # 2).
- Chain of custody records.
- Copies of signed laboratory reports.
- Copies of TSDf to Generator manifests for all hazardous wastes hauled offsite (sludge, rinsate, tanks and piping, contaminated soil, etc.).
- Documentation of the disposal of/and volume and final destination all non-manifested contaminated soil disposed offsite.

The Closure Report and conclusions are subject to critical review; and the report must be approved by the OFM to be recognized as valid.

6) An additional hourly fee will be charged for inspection time exceeding four (4) hours.

The listed items are general closure requirements, modifications may be necessary in certain situations. A deficient application or incomplete information will only cause a delay in the permit process, if you have any questions or need assistance call the OFM at (510) 238-3927. The Underground Storage Tank System Closure Permit **expires 365 days** from the approval date. If the tanks have not been closed/removed within **365 days**, a new closure permit application and fees are required. The closure/removal activities must be scheduled **48 hours** in advance.

