

## COUNTY OF SANTA BARBARA ♦ CERTIFIED UNIFIED PROGRAM AGENCY

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### REQUIREMENTS FOR THE CONSTRUCTION OF UNDERGROUND HAZARDOUS MATERIALS STORAGE TANKS

Underground hazardous substance storage tank systems (USTs) constructed in Santa Barbara County must conform to California Health and Safety Code, Chapter 6.7 (6.7 HSC), Title 23 of the California Code of Regulations (23 CCR), applicable manufacturing requirements, recognized industry standards, and conditions by the Certified Unified Program Agency (CUPA). Written approval in the form of an approved Plan Check Application must be obtained prior to the major modification of an existing facility, or prior to installation of any new or replacement UST system.

It is the responsibility of the applicant to show that the proposed site, with its existing and potential soil and groundwater conditions, is suitable for the construction of the proposed UST systems. The CUPA may require plans to be prepared by a registered civil engineer if structural or physical features of the installation are determined to require special consideration.

These instructions are intended to provide more guidance and explanation to CUPA form 305 for installation an underground tank system.

#### APPLICATION INSTRUCTIONS

##### **Introduction Paragraph**

Authorized Agent Letter – This letter formally declares that someone other than the future owner/operator of the UST system, usually the primary contractor, consultant, or consulting firm, is submitting this plan check permit application on the future owner/operator's behalf. The CUPA will coordinate all inspections, correspondences, and directives with the Authorized Agent during the construction process. It is the responsibility of the Authorized Agent to disseminate the information coming from the CUPA to the future owner/operator of the UST system.

##### **Section A: Facility and Site information**

Facility Name – fill in the name of what the facility will be called.

Site Address – indicate the physical address where the UST system will be located. In the event of a brand new facility construction at a parcel that has not yet been given an official address, write "pending." Once an official address has been assigned, send the address to the CUPA as soon as possible. Failure to update the CUPA will result in permit delays.

##### **Section B: Tank Owner Information**

If the owner and operator of the UST(s) are different legal entities, as defined in 6.7 HSC, § 25281(j) and (k), then this section needs to be filled out for the owner of the UST(s) and the operator of the UST(s).

##### **Section C: Contractor Information**

Primary Contractor – This primary contract must have all the International Code Council (ICC), California State Licensing Board (CSLB), and manufacturer's certification to install all components of the UST system.

Sub-Contractors – Contractors working under the direct supervision of the primary contractor. Typical subcontractors include contractors for electrical wiring, concrete pouring, and monitoring system startup.

Mail to – Indicate the best mailing address for the primary contractor

Name of Contact on Site – Indicate what individual will be the best primary contact, on-site, that the CUPA can deal with. Typically this person is the Primary Contractor foreman or lead consultant.

Worker's Compensation Insurance Company – Indicate what insurance entity the primary contractor has and the best phone number to contact that insurance company in the event a claim must be filed. Also indicate an email for the company.

Proposed Start Date – This date is not binding, it just gives an indication as to when work is expected to start. Please note that approved plan check applications are only valid for 90 days after approval.

**Section D:**

Removal of existing USTs – Indicate as to whether existing USTs will be removed. Existing could either be previously permitted USTs or abandoned USTs that have been discovered. Please note it is the CUPA's policy that USTs are to be removed and not closed on-site.

**Section E:**

Number of new tanks to be installed – submit a "Form B" for each new tank to be installed; for split tanks, count each compartment as a separate tank. Old Form B's can be found on the California State Waterboard Website: <https://www.waterboards.ca.gov/ust/forms/> under the heading "UST Facilities."

**Section F:**

Tank Charts – Manufacturers of UL listed and approved USTs create tank charts to identify exactly where 90% and 95% full is located for each tank type and configuration they manufacture. For each tank, or exact same type of tanks, please submit a tank chart with 90% full and 95% full identified for the CUPA. This will be important for the final inspection prior to permitting when the CUPA must identify where the overfill prevention equipment is set at.

**Section G:** Underground Storage Tank Leak Detection System

For each piece of equipment, please submit documentation from the manufacturer for that piece of equipment. For example if a VEEDER-ROOT 208 liquid sensor is going to be used in the turbine sump, then submit the VEEDER-ROOT 208 technical specification documentation showing that it can be used in that area and it is compatible with the proposed hazardous substance to be stored.

Itemize what sensor manufacturer and model will go into each underground area. If sensors will differ amongst tanks and areas, then submit comparable documentation itemizing what sensors will be used in underground areas.

Maximum Pipe Length Capability for LLD – this information will be from the manufacturer of the LLD. LLDs have a maximum pipe length they are certified for. Indicate what that is here. If different LLDs will be used that have different maximum pipe length capabilities then itemize them on a separate document.

**Section H:** UST Ancillary Equipment Manufacturers

Indicate who the manufacture is for the itemized components. If manufacturers differ for the same type of component, itemize the differences on a separate document for each component.

**Section I:** Tank Anchoring

Indicate if the tanks will be anchored or not. Buoyancy calculations must be for each tank and all parts of the equation must be on the plans. Depth to ground water must be indicated for the specific site and how that was determined must be submitted.

**Section J:** Site Map/Construction Drawings

Submit at least two sets of drawing for the proposed system layout with call outs to the requested information. Site map/drawings can be submitted electronically if they are digital vector drawn.

**Section K:** Planned Piping Lengths and Interstice volume

Clarifier: A two inch diameter pipe inside a three inch diameter pipe is considered a "size over size" piping configuration ("3 over 2"). The space between the outside of the two inch pipe and the inside of the three inch pipe is the "interstice" or "annular" space.

Pipe Run – indicate the pipe run; 87 product, 91 product, vent, vapor return, etc.

Pipe Manufacture – indicate who the manufacturer is for each run.

Primary Pipe Diameter – indicate if the primary pipe is one, two, three, or four inches in diameter.

Secondary Pipe Diameter - indicate if the secondary pipe is one, two, three, or four inches in diameter.

Total length of run – For **product piping**, indicate the length of the run from turbine to furthest dispensing point. For all other runs, use the two furthest points of the run.

Total calculated interstitial volume – calculate and indicate the total volume of interstitial space for the size of size piping. These volume totals will be programmed into the monitoring system for the vacuum sensors.

#### **Section L:** Tank annular interstice volume

Typically, this information is obtained from the manufacturer of a UST that makes tanks designed to be continuously monitored via vacuum and vacuum sensors. The volume of annular space will be programmed into the monitoring system for the vacuum sensors.

#### **Section M:** Smart Sensor Zone Chart

Indicate what component or series of components will be monitored by what vacuum sensor.

#### **Section N:** Site Safety Plan

Submit with the application packet a site specific Health and Safety Plan. Plan should generally cover and/or address the requirements of 29 CFR 1926, 29 CFR 1910, California Fire Code precautions, and all standards or codes referred to in any manufacturer's installation documentation. The CUPA inspector on-site will request to view the plan and if it is not readily available the CUPA inspector will leave the jobsite.

The CUPA understands that plans change as situations evolve. The initial plan submitted with the application may change over time during the lead up to installation, however, most pedigree information should remain the same. Plan should address:

1. Name of project, location, primary contractor, primary safety representative
2. Purpose and scope
3. Accident/incident investigation procedures
4. Site specific training and awareness
5. Hand and power tools
6. Mechanized equipment hazards and awareness
7. Trenching and shoring
8. Traffic control
9. Fall protection
10. PPE
11. Lock out/tag out
12. Hot work (if any)
13. Environmental concerns/laws and proper hazardous materials handling and waste disposal

Minimum Inspections – at a minimum the CUPA must be present for the listed milestones. The CUPA inspector will most likely visit the site more often, but if any one of the five listed milestone inspections is missed then delays in final permitting will occur. It is the responsibility of the owner/operator or authorized agent to schedule inspections with the CUPA at least 48 hours in advance.

#### **Section O:** CERS

Required information called for in the California Environmental Reporting System must be filled out and accepted by the CUPA prior to final UST permitting. This information must be filled out and submitted by a Lead User in CERS associated with the owner/operator of the tank system. This information serves as the required business plan and UST application to own and operate the system. The Lead User should be someone who will be responsible with all future CERS reporting. The CERS website can be located at: <https://cers.calepa.ca.gov/>

Require Documentation for CERS:

1. UST Permit Application data entered

2. Tank Construction configuration and monitoring plan data entered
3. Financial responsibility mechanism documentation entered
4. Owner/operator agreement submitted (if applicable)
5. Response Plan submitted
6. UST Plot plan/as built diagram submitted
7. UST Designated Operator Notification form
8. UST Statement of Understanding form

**Section P:** Signature

The application can be signed either by the Authorized Agent or a business representative as described in the footnote.

Approved plans are valid for 90 days from the date of approval. Extensions could be granted with a written request and written acknowledgement by the CUPA.

All approved applications are conditionally approved. The conditions of approval as itemized on the application must be adhered to and failure to do so will cause delays in final permitting of the system. An approved CUPA plan check application to install an underground storage tank system does not override any Federal, State, other County, or City agency requirements that may be in effect. If any other government agency denies the installation of a tank system for any reason at a particular location then the CUPA's plan check application to install becomes voided.