

# UNDERGROUND STORAGE TANK SYSTEM INSTALLATION GUIDELINES

*For use by Unidocs Member Agencies or where approved by your Local Jurisdiction  
Authority Cited: California Fire Code; Title 23, Div. 3, Ch. 16 CCR;  
Hazardous Materials Storage Ordinance*

## A. General Information

These guidelines are applicable to installation of hazardous material underground storage tank systems (tanks and piping) regulated by all Unidocs Member Agency jurisdictions. The guidelines serve as supplements to other requirements and/or guidelines (e.g. California Fire Code, Underground Storage Tank Regulations, Guidelines for Adoption of California Underground Storage Tank Regulations, 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.
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.

## B. Required Submittals

The following information shall be submitted to the local agency overseeing system installation:

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

- Completed Underground Storage Tank System Installation Supplement.
- Local agency permit application(s) (e.g. fire, building, plumbing, etc.) if required.
- \_\_\_\_\_ sets of 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.).
- Payment of appropriate permit fees.

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

- The following completed Unified Program Consolidated Forms (UPCF): UPCF Facility Information - Business Activities; UPCF Facility Information - Business Owner/Operator Identification; UPCF Underground Storage Tank - Facility; UPCF Underground Storage Tank - Tank (one form for each tank); and UPCF Underground Storage Tank - Installation Certification of Compliance (one form for each tank).
- New or revised Underground Storage Tank Monitoring Plan.
- New or revised Underground Storage Tank Response Plan.
- 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.

**C. Inspections:**

1. All activities described below must be witnessed by a representative from the local agency overseeing installation: *[Note: Other agencies (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.
- Primary tank pressure/vacuum test performed after placement in excavation.
- Secondary tank pressure/vacuum test performed per manufacturer's instructions.
- 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.
- Functional test of dispenser emergency electrical shut-off.

*[Note: Tank and piping integrity tests, if required pursuant to 23 CCR §2635(a)(5), may need to be witnessed by an inspector from your local agency. Contact your local agency for details.]*

2. Contact the local agency overseeing installation to make necessary inspection arrangements.