

Underground Storage Tank System General Compliance Guidelines

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Authority Cited: 1994 California Fire Code; Title 23, Div. 3, Ch. 16 CCR; Health & Safety Code, Ch. 6.95

This document is provided as a service to tank owners and operators responsible for maintaining their underground storage tank systems in compliance with local, state, and federal requirements. By reviewing your facility's compliance with each of these required items, you can improve your working knowledge of your underground tank system and better prepare yourself for an inspection.

A. Administrative

- Leak Detection System:** An approved leak detection monitoring system or program has been installed and is functioning properly.
- Written Monitoring Records:** All leak detection monitoring records are maintained on site, including but not limited to:
 - Maintenance records for the last 3 years (*including periodic equipment calibration*);
 - Inspection log verifying that the leak detection system has power and is NOT in alarm;
 - Alarm printouts (*for electronic leak detection equipment*);
 - Groundwater or vapor well sampling records (*if applicable*);
 - Inventory reconciliation records.
- Written Monitoring Procedures:** The written leak detection monitoring procedures in the current Hazardous Materials Business Plan (HMBP) have been reviewed to ensure that they include:
 - Frequency of the leak detection monitoring;
 - Methods and equipment used to perform the leak detection monitoring;
 - Location of monitoring probes and control (*alarm*) units.
- Written Emergency Response Plan:** The written emergency response plan outlined in the HMBP has been reviewed to ensure that it includes:
 - Who to call for equipment service or to investigate alarm conditions;
 - Procedures for notifying the local fire/hazardous materials agency.

B. Dispensers

- Hoses and Nozzles:** Hoses are not crimped or collapsed. Nozzles are product-tight.
- Leaks/Weeping Joints:** Pipes are not leaking. Joints are not weeping.
- Containment:** The containment or area under the dispensers is kept dry at all times. Fuel filters are carefully removed to avoid spillage into the containment or area under the dispensers.
- Fittings/Hose Connectors:** Fittings and hose connectors are not disconnected.
- Electrical:** Electrical wires are not exposed. There is no open conduit.
- Shear Valves:** Shear valves have been installed under dispensers to stop product flow resulting from an accident which damages the dispenser. These valves are inspected periodically to verify that they are functional.

C. Underground Tanks/Piping

Continued on Other Side
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- Overspill Containment:** Each tank fill opening is equipped with an overspill container of at least five (5) gallon capacity. The container is connected to the tank via a plunger or drain. The container is maintained in a dry condition at all times.
- Overfill Prevention:** To prevent tank overflow during product delivery, each tank is equipped with either:
 - A mechanical "flapper-valve" tube which is inserted inside the product fill tube; or
 - An electronic sensor which alarms when delivered product reaches 95% of the tank capacity.
- Manway Sumps:** All manway sumps are maintained in a dry condition. There is no leakage from pipeline detectors or other equipment located inside the sumps. For sumps containing liquid sensors, the sensors are located at the bottom of the sumps.

D. Leak Detection Equipment

- Inspections:** All leak detection equipment is routinely inspected to verify that:
 - There is power to the equipment; and
 - The equipment is NOT in alarm.
- Calibration:** All leak detection equipment (*including pipeline leak detectors*) is tested and calibrated at least annually.

E. Miscellaneous

- Emergency Shut-off Switch:** A master Emergency Shut-Off Switch is located in an accessible area within sight of all dispensers. This switch is labeled and is maintained in working condition at all times.
- Fire Extinguishers:** Fire extinguishers with a minimum rating of 2-A:20-B:C are located in accessible areas no further than 75 feet from pumps and dispensers. All extinguishers have been serviced within the last 12 months (*verifiable via service tag*).
- Cathodic Protection:** For steel tank systems, a cathodic protection system is installed to protect tank(s)/piping from rusting and deterioration. The system is inspected every three months.
- Signs:** The following signs are provided:
"Smoking Prohibited"; "Dispensing Into Unapproved Containers Is Prohibited"; "Vehicles Must Stop During Fueling Operations"; and:

<p>IN CASE OF FIRE OR SPILL</p> <ol style="list-style-type: none">1. Use emergency pump shutoff!2. Report the accident! Fire Department No. 911 Facility address _____
