

## UNDERGROUND STORAGE TANK CLOSURE CHECKLIST

Facility ID #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Tank Owner/Operator: \_\_\_\_\_ Location: \_\_\_\_\_

Licensed Remover or Inspector: \_\_\_\_\_ License #: \_\_\_\_\_

(Write date in appropriate column or N/A if not applicable.)

	<b>INSTALLER</b>		<b>INSPECTOR</b>	
	Yes	No	Yes	No
<b>Preparation</b>				
1. Are all open flames and spark-producing equipment within the vapor hazard area shut down? Are equipment and vehicles grounded?	_____	_____	_____	_____
2. Are non-sparking tools and explosion proof pumps used, and static electricity controlled by grounding?	_____	_____	_____	_____
3. Are all utility, gas and water lines on site located, marked and avoided?	_____	_____	_____	_____
4. Is site properly ventilated?	_____	_____	_____	_____
5. Is monitoring equipment warmed up and zeroed in an uncontaminated atmosphere?	_____	_____	_____	_____
6. Is safety equipment available and used?	_____	_____	_____	_____
<b>Preclosure</b>				
1. Are tank(s) and piping properly emptied of all liquids and accumulated sludge?	_____	_____	_____	_____
2. Are discharged fumes vented at least 12' above grade, and 3' above nearby roofs?	_____	_____	_____	_____
3. If purging, are frequent %LEL readings taken? Are readings acceptable (less than 20% LEL) before tank is removed? Readings: _____	_____	_____	_____	_____
4. If inerting, is proper amount of Dry Ice or Nitrogen gas used? Are acceptable oxygen meter readings (less than 5% O <sub>2</sub> ) obtained from inside the tank(s)? Readings: _____	_____	_____	_____	_____
<b>Closure In Place</b>				
1. Are tank(s) completely filled with inert material?	_____	_____	_____	_____
2. Are all tank openings plugged?	_____	_____	_____	_____
<b>Removal</b>				
1. Are pipes disconnected and all tank openings capped or plugged except for one 1/8" vent hole on tank top?	_____	_____	_____	_____
2. Are tank(s) properly lifted from hole?	_____	_____	_____	_____
3. Are all product/vent lines, dispensers, etc. removed?	_____	_____	_____	_____
4. Are vapor monitoring readings acceptable for tank transport? Readings: _____	_____	_____	_____	_____
5. Are tank(s) properly labeled for transport?	_____	_____	_____	_____
6. Are tank(s) properly disposed of?	_____	_____	_____	_____
<b>Sampling</b>				
1. Are soil samples collected under tanks, piping and dispensers for removals and closures in place?	_____	_____	_____	_____
2. If groundwater is encountered, are soil samples collected from the soil/water interface?	_____	_____	_____	_____
3. Are all samples properly collect, labeled, stored, and transported according to lab instructions?	_____	_____	_____	_____

**NOTE — ATTACH SITE PLAN (PAGE 2) SHOWING WHAT WAS REMOVED, CLOSED IN-PLACE OR LEFT IN-PLACE; AND LOCATIONS OF SOIL SAMPLE COLLECTION.**

Additional Comments: \_\_\_\_\_

Licensed Remover's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WITHIN 30 DAYS OF CLOSURE, SUBMIT COPIES OF CHECKLIST, CLOSURE FORMS, SIGNED PERMIT AND SOIL SAMPLE RESULTS TO: MT DEPARTMENT OF ENVIRONMENTAL QUALITY, WUTMB/UST, PO BOX 200901, HELENA, MT 59620-0901.**

**MONTANA DEPT. OF ENVIRONMENTAL QUALITY (DEQ)  
SUMMARY OF UNDERGROUND STORAGE TANK SYSTEMS (UST)\* CLOSURE  
REQUIREMENTS**

Pursuant to March 1995 Administrative rules of Montana (ARM)  
ARM 17.56.701 through 17.56.705, and 17.56.1303

\*UST definition includes underground piping connected to aboveground storage tanks.

**INACTIVE TANK**

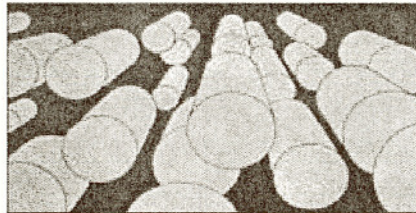
**(Tank and/or underground piping empty and not being used, but not permanently closed)**

- ◆ Notify DEQ that the tank is inactive and empty (less than 1 inch) of residue.
- ◆ Annual tank registration fees will be assessed and must be paid.
- ◆ Corrosion protection must be maintained.
- ◆ Vent lines must be open and functioning.
- ◆ Cap and secure all other lines, pumps, and ancillary equipment.

**PERMANENT CLOSURE**

**(UST system needs a permit to be removed or filled in-place, and site assessment completed)**

- ◆ Apply for a permit from DEQ at least 30 days before scheduling closure work.
- ◆ Obtain the services of a licensed installer/remover to conduct closure. **OR** if owner/operator plans to conduct his/her own work, schedule an inspection with a licensed local government closure inspector or DEQ inspector.
- ◆ Notify local fire department and get approval for proper closure safety techniques, including inerting or purging the tank. Obtain all local permits required.
- ◆ After permit is issued, cleaning and/or closure procedures must follow requirement of references in ARM 17.56.702, and all special permit conditions.
- ◆ Tank and all piping (including vent lines) must be removed from the ground; all related appurtenances not to be used further must also be removed. DEQ will accept closed in-place **ONLY** if approved by the Fire Chief (1991 UFC 79.116(e)). All USTs closed in-place must be opened and cleaned internally prior to being completely filled with an appropriate inert solid material (ARM 17.56.702).



**SITE ASSESMENT REQUIREMENTS ON BACK**

## SITE ASSESSMENT

Soil samples must be collected as soon as possible after tank/piping removal, and in accordance with all permit conditions. Collect soil samples at least 1 to 2 feet below the tank, piping and dispensers.

For each tank over 600 gallons, collect at least 2 soil samples, one from beneath each end of the tank or at suspected worst-case locations.

For each tank 600 gallons or less, a minimum of one soil sample must be collected beneath the center of the tank.

For piping removals, collect soil samples below piping at fittings and along the piping, not to exceed 20-foot intervals. Up to 5 piping samples from the same trench may be blended into one composite sample for analysis if authorized by DEQ. Contaminated pipe trench soil samples must not be composited (combined) with other samples.

Collect one soil sample; 1-2 feet below each dispenser that is not located directly over the tank. Dispenser samples from common islands may be blended into one composite sample for analysis if authorized by DEQ.

For in-place closures, soil samples must be collected below or adjacent to tank and piping, 1-2 feet below the bottom of the tank or piping, using borings or excavations.

If contaminated soil is removed from the excavation site, at least one composite sample of contaminated soil must be collected for analysis.

If groundwater is encountered in the excavation, collect soil samples from the soil/water interface. If a sheen or free product is visible on the water, contact DEQ immediately.

Field hydrocarbon vapor analyzers may be used as screening tools; however, only laboratory analysis of samples will be accepted by DEQ to confirm the absence of contamination.

If contamination is discovered, the owner/operator must begin corrective action in accordance with ARM Sub-Chapters 5 and 6, and report the release to DEQ within 24 hours at 1(800) 457-0568.

**SPECIAL REQUIREMENTS:** The location where soil sample was collected must be clearly and definitively identified. All **SOIL SAMPLES** must be collected directly into laboratory approved jars and immediately refrigerated or preserved. If not preserved, the samples must remain under refrigeration until the laboratory receives the sample. Soil samples must completely fill the sample container, eliminating all air space and voids. The laboratory must receive samples within seven (7) days of the collection date, or they will be presumed void and resampling will be required. Soil samples that are collected or handled improperly, or that arrive at a laboratory without refrigeration or preservative, with excessive headspace (air-space) or voids, or in improper containers, will be presumed void and resampling of the tank/pipe excavation will be required. For gasoline, aviation gasoline and JP4, soil samples must be analyzed for **VPH (Volatile Petroleum Hydrocarbons)**, or other method (s) as determined by the department. For #1 and #2 diesel, #1 and #2 heating oil, kerosene, hydraulic oil, used oil, and jet fuel (Jet A & JP8), soil samples must be analyzed for **EPH (Extractable Petroleum Hydrocarbons Screen)**, or other method (s) as determined by the department. All **WATER SAMPLES** for volatile constituents must be collected directly into 40 ml VOA vials in such a manner that no air bubbles remain. All water samples must be immediately preserved by chemical means as directed by the department and extracted within 14 days of the collection date. Water samples improperly handled will be presumed void and resampling will be required.