

UNDERGROUND STORAGE TANK INSTALLATION REQUIRED SUBMITTALS CHECKLIST

TO BE SUBMITTED WITH APPLICATION:

- 1. Completed Underground Storage Tank System Installation Permit Application.
- 2. All appropriate fees must be paid.
- 3. Completed Unified Program Consolidated Form (UPCF) Underground Storage Tanks – Facility Form (formerly Form A).
- 4. Completed Unified Program Consolidated Form(s) (UPCF) Underground Storage Tanks – Tank Page 1 and 2 (one for each tank system) (formerly Form B).
- 5. Contractor(s) must submit or have on file with Contra Costa Health Services-Hazardous Materials Programs (CCHS-HMP) information verifying that they have possession of:
 - a. A current and valid State Contractor's License (A,B,C-36,C-61/D-40).
 - b. Workmen's Compensation Insurance
 - c. Successful completion of UST component manufacturers' training.
 - d. Current ICC UST Installer/Retrofitter certification.
- 6. 3-sets of plans of the facility and underground storage tank system(s) and list of all materials to be used in construction (equipment list).

Drawings shall include:

 - a. Plans must be drawn to scale in non-erasable ink.
 - b. Complete third-party certified equipment list.
 - c. Tank cross-section drawing.
 - d. Detail of tank, associated piping, excavation and cover.
 - e. Plot plan to show location of tanks and all associated piping.
 - f. Striker plates or drop tube-mounted bottom protection illustrated below all accessible openings.
 - g. Under dispenser containment connections.
 - h. Detail of secondary containment installed for all unused tank openings that are connected to the primary space of the UST.
 - i. Detail of sumps and under dispenser containment. (The interstitial space of tanks sumps and under dispenser containment must be liquid and vapor tight and continuously monitored using vapor, pressure or hydrostatic monitoring).
 - j. Volume of interstitial spaces of secondary containment.
 - k. Location of all monitoring equipment.
 - l. Location of water wells, septic and sewer systems and storm drains.



- 7. Manufacturers' specification (cut) sheets for tank, piping and associated equipment.
- 8. If deadmen are not to be installed in high groundwater locations, buoyancy calculations signed by a Professional Engineer or licensed Architect must be submitted to CCHS-HMP.

TO BE SUBMITTED PRIOR TO FINAL INSPECTION:

- 9. Written monitoring procedures (must be approved by CCHS-HMP prior to operation of the UST system)
- 10. Release Response Plan
- 11. Completed UST Financial Responsibility Certification form.

TO BE SUBMITTED WITHIN 30 DAYS OF THE FINAL INSPECTION:

- 12. As-built diagram.
- 13. Monitoring Plot Plan indicating location of monitoring locations, equipment.
- 14. Completed Unified Program Consolidated Form(s) (UPCF) Underground Storage Tanks – Tank Page 1 and 2 (one for each tank system) (formerly Form B).
- 15. Certificate of Compliance for Underground Storage Tank Installation Form C (one for each tank system).
- 16. Passing line leak detector test results.
- 17. Passing annual monitoring equipment certification.
- 18. Passing post-construction enhanced lead detection test with results submitted within

60-days of completion of the test. *Post-construction tank and line integrity testing is waived if an equivalent test is conducted post-construction.*

*All appointments for inspection must be preceded by at least
48-hours notification to CCHS-HMP.*

*It is the applicant's responsibility to ensure a confirmation call is
Made to CCHS-HMP before 9:00 am on the day of the inspection.
(925) 335-3200*