



DEVELOPMENT SERVICES DEPARTMENT

HAZARDOUS MATERIALS PERMIT APPLICATION / MATERIALS MANAGEMENT PLAN

PART I: GENERAL INFORMATION ON UNDERGROUND STORAGE TANK (UST) LOCATION

(Please print)

UST Location Name: _____

UST Location Address: _____

Zip: _____ Facility Phone: _____ Facility Fax: _____

UST Operator Name: _____

UST Operator Mailing Address: _____

UST Operator Phone: _____ UST Operator Fax: _____

UST Owner Name: _____

UST Owner Mailing Address: _____

UST Owner Phone: _____ UST Owner Fax: _____

Primary Emergency/Regulatory Compliance Contact Name: _____

Business Phone: _____ Fax: _____ Home Phone: _____

E-Mail Address: _____

Alternate Name: _____ Phone: _____

Permit Applicant/Responsible Party(Check One): _____ Owner _____ Operator

NOTE: Either the Operator or the Owner must be designated as the party responsible for the application and on-going compliance with this permit. The owner/operator that is responsible must sign below.

Owner/Operator Printed Name and Title: _____

Signature: _____

Permit Applicant/Responsible Party agrees that the information contained in this permit application is true and correct to the best of his or her knowledge. Applicant agrees to abide by the requirements of this permit and all related Codes of the City of Austin. **Applicant must keep a copy of application on file.**

OFFICIAL USE ONLY

ID # _____

REC'D _____

BY _____

PAID _____

CHECK# _____

WPD REVIEW:

DATE _____

BY _____

WPD APPROVAL:

DATE _____

BY _____

Expiration Date: _____

HAZARDOUS MATERIALS PERMIT - MATERIALS MANAGEMENT PLAN

PART II-A: FACILITY STORAGE MAP

Please provide a site map of your facility that includes the location of all underground storage tanks (numbered as on the inventory table on Page 4), piping, dispensers, vents (whether in or out of service); all buildings, structures, street and driveway locations, underground utilities, storm sewer drains, fire hydrants, and monitoring wells; and the location of the emergency shut-off switch, signs and fire extinguishers. If a scaled plan does not exist, an 8 1/2 x 11 inch drawn site map will be acceptable.

PART II-B: UNDERGROUND STORAGE TANK DESCRIPTION AND INVENTORY TABLE

Please fill out the UST System Description and Inventory Table on Page 4. If more than five tanks are present, please continue on Page 5. The instructions, which follow, will assist you in filling out this table.

INSTRUCTIONS FOR COMPLETING UST SYSTEM DESCRIPTION AND INVENTORY TABLE

TANKS as on Map

MAXIMUM TOTAL CAPACITY (Gallons) - Indicate the maximum total holding capacity of each tank. Provide the City of Austin with a copy of your tank calibration chart used for inventory control for each tank. Label the tank number on the site map.

MATERIAL STORED - Indicate the type of material stored in the tank: grade of gasoline, diesel, solvents, waste oil, etc. Additional detailed information on material properties may be requested to determine if the material is considered hazardous under the code.

TANK MATERIAL - Indicate what material the tank is made out of: steel, fiberglass, steel with fiberglass wrap, ACT 100, etc.

SECONDARY CONTAINMENT – (Required after 1986) Indicate whether the tank is single wall (SW) or double wall (DW) or has another type of secondary containment.

DATE INSTALLED - Indicate the month and year the tank was installed.

CORROSION PROTECTION - Indicate if the tanks have corrosion protection. Specify what type, such as impressed current, sacrificial anodes, fiberglass, fiberglass wrapped, ACT 100, etc.

STAGE I and STAGE II VAPOR RECOVERY - Indicate whether the tank has a vapor recovery system capable of recovering vapors when filling the tanks (Required) and/or when dispensing product.

SPILL CONTAINMENT BUCKET – (Required) Indicate whether the tank has a Spill Containment Bucket at the fill ports to catch any spill when tanks are filled. These buckets must also be sealed at the top and watertight.

OVERFILL PROTECTION - (Required) Indicate what Overfill Protection is present to prevent overfilling the tanks. Flapper valve on drop tube (auto shutoff at < 95%), ball float (auto restrict at < 90%), alarm, etc.

TIGHT FILL CONNECTION - (Required) Indicate whether the tank fill ports are equipped with a tight fill fitting which provides a liquid tight seal during the transfer of product to the tanks.

ELECTRONIC MONITOR CAPABILITY - Indicate whether the tank system has electronic leak detection monitoring capability.

ELECTRONIC MONITOR IN USE - Indicate whether any continuous electronic monitoring system is actually in use at the present time and specify the type of system (brand, model #, etc.). **A print out of the last test is required to be submitted with this application.**

OF MONITOR WELLS - Indicate whether the facility has groundwater/tank pit monitoring wells and the total number of wells present.

PIPING and DISPENSER

PIPING MATERIAL - Indicate the material the piping is made out of: steel, fiberglass, etc.

SECONDARY CONTAINMENT – (Required after 1986) indicate whether the piping is single wall (SW) or double wall (DW) or the type of another secondary containment method.

PUMP TYPE - Indicate whether the pump system is Pressure pumped (P) or Suction (S).

DATE INSTALLED - Indicate the month and year the piping was installed.

VERTICAL CHECK VALVES - FOR SUCTION SYSTEMS: Indicate whether your suction pump is equipped with a vertical check valve located at the dispenser. Foot valves at the tank must be removed.

CORROSION PROTECTION - Indicate whether the piping has any corrosion protection such as impressed current, sacrificial anodes, fiberglass, etc.

LINE LEAK DETECTORS – (Required for pressure pumped [P] systems) Indicate whether the piping has leak detectors installed.

ANCHORED IMPACT VALVES – (Required for pressure pumped systems) Indicate whether the dispensers have impact valves for automatic emergency shut off that are anchored and are flush with the ground surface.

DISPENSER CATCHMENT BASIN - Indicate if the dispenser has a spill catchment basin to catch all leaks and maintenance events.

HAZARDOUS MATERIALS PERMIT - MATERIALS MANAGEMENT PLAN

PART II-B: UST SYSTEM DESCRIPTION AND INVENTORY TABLE

(Note: Refer to guide on Page 2 and 3). For sites with more than 5 tanks, please continue on Page 5

TANK# AS ON MAP	1.	2.	3.	4.	5.
MAXIMUM TOTAL CAPACITY (GALLONS):					
MATERIAL STORED: (SPECIFY GRADE IF GASOLINE)					
TANK MATERIAL:					
SECONDARY CONTAINMENT Y/N, (SPECIFY TYPE):					
DATE (month/year) INSTALLED:					
CORROSION PROTECTION (SPECIFY TYPE):					
STAGE I / STAGE II VAPOR RECOVERY Y/N:					
SPILL CONTAINMENT BUCKET Y/N:					
OVERFILL PROTECTION Y/N (SPECIFY TYPE):					
TIGHT FILL CONNECTION Y/N					
ELECTRONIC MONITOR CAPABILITY Y/N:					
ELECTRONIC MONITOR IN USE Y/N & TYPE:					
# OF MONITOR WELLS:					
PIPING/DISPENSER	1.	2.	3.	4.	5.
PIPING MATERIAL:					
SECONDARY CONTAINMENT Y/N (SPECIFY TYPE):					
PUMP TYPE PRESSURE (P) / SUCTION(S):					
DATE INSTALLED:					
VERTICAL CHECK VALVE Y/N					
CORROSION PROTECTION (SPECIFY TYPE):					
LINE LEAK DETECTORS Y/N:					
ANCHORED IMPACT VALVES Y/N					
DISPENSER CATCHMENT BASIN					

HAZARDOUS MATERIALS PERMIT - MATERIALS MANAGEMENT PLAN

PART II-B Cont.: UST SYSTEM DESCRIPTION AND INVENTORY TABLE

(Note: Complete this page (tanks 6-10) if your site has more than 5 tanks.

TANK# AS ON MAP	6.	7.	8.	9.	10.
MAXIMUM TOTAL CAPACITY (GALLONS):					
MATERIAL STORED: (SPECIFY GRADE IF GASOLINE)					
TANK MATERIAL:					
SECONDARY CONTAINMENT Y/N, (SPECIFY TYPE):					
DATE (month/year) INSTALLED:					
CORROSION PROTECTION (SPECIFY TYPE):					
STAGE I / STAGE II VAPOR RECOVERY Y/N:					
SPILL CONTAINMENT BUCKET Y/N:					
OVERFILL PROTECTION Y/N (SPECIFY TYPE):					
TIGHT FILL CONNECTION Y/N					
ELECTRONIC MONITOR CAPABILITY Y/N:					
ELECTRONIC MONITOR IN USE Y/ N & TYPE:					
# OF MONITOR WELLS:					
PIPING/DISPENSER	6.	7.	8.	9.	10.
PIPING MATERIAL:					
SECONDARY CONTAINMENT Y/N (SPECIFY TYPE):					
PUMP TYPE PRESSURE (P) / SUCTION (S):					
DATE INSTALLED:					
VERTICAL CHECK VALVE Y/N					
CORROSION PROTECTION (SPECIFY TYPE):					
LINE LEAK DETECTORS Y/N:					
ANCHORED IMPACT VALVES Y/N					
DISPENSER CATCHMENT BASIN					

HAZARDOUS MATERIALS PERMIT - MATERIALS MANAGEMENT PLAN

PART III: MONITORING AND CONTINGENCY PLAN GUIDE

The Owner/Operator of underground storage tanks is responsible for providing safe storage of hazardous materials and regular monitoring for detection of leaks/releases of any hazardous material stored at the facility. The following monitoring methods must be used for underground storage tank systems:

1. DAILY INVENTORY CONTROL RECORDS

Daily inventory control records shall be kept by the owner/operator and will be reconciled and reviewed by the owner/operator on at least a monthly basis including a math, leak and water check. Please refer to the Sample Monthly Inventory Control Packet enclosed. The City of Austin's Development Services Department must be notified if your inventory control sheet shows a leak over the allowable 1% + 130 tolerance for two months in a row. **Daily inventory control must be kept and used in conjunction with one of the following monitoring options in #2 below.**

2. MONITORING / LEAK DETECTION OPTIONS

Underground storage tank systems at existing facilities are required to be tested or monitored for leaks on a regular basis. Tanks are required to be monitored with an approved leak detection method at a minimum of once per month. Pressurized lines and line leak detectors are required to be tested at a minimum of once per year and suction lines at least once every 3 years unless the suction line is exempt from testing.

NOTE: Precision testing can no longer be used to meet the leak detection requirements as of December 22, 1998. At this time, owner/operators will have to use another approved leak detection method such as electronic monitoring and/or other leak detection methods listed below.

a. Electronic Monitoring

Continuous electronic monitoring installed in the tank secondary containment, in the tank or adjacent monitor wells may be used for leak detection if approved by the Development Services Department. Inventory control must continue to be administered and reconciled a minimum of once per month.

The monitoring equipment must be calibrated and checked, and the monitoring equipment must run a test on the tank system a minimum of once per month that can detect a release, which equals or exceeds a rate of 0.2 GPH. Once per year, a 0.1 GPH test must be run when the tank has a fuel level greater than 70%. A copy of the results of this test must be submitted to the City of Austin. If the tank is not filled above 70% capacity then an ullage test must be performed on the tank top and both results of the ullage (dry portion) and electronic monitoring (wet portion) tests must be submitted to the City of Austin at the same time.

b. Monitor Well Monitoring

If the monitoring well option is used, a complete description of the well(s) must be submitted for approval with a construction application prior to installation. The description should include:

1. The number, location, depth, and materials of construction.
2. The type of detection system used.
3. The depth to the water table from the well and gradient flow direction.
4. The surrounding soil permeability information and the geologic characteristics the wells are placed in.

Monitoring wells must be placed adjacent to the tank system with at least one (1) well placed in the backfill area and down gradient. Vapor and/or liquid grab samples can be obtained for laboratory analyses or they may be fitted with continuous electronic monitoring systems. Grab sampling and analyses must be performed at least once every month. The sampling and analysis schedule and the parameters that will be followed must be specified. Only EPA approved analytical methods should be used. The results of these analyses must be retained on file at the facility for a period of not less than three (3) years, and submitted to the City of Austin on a quarterly basis unless there is an indication of a test failure or a release. In this case the City of Austin must be notified immediately at 974-2715 and the test results submitted as soon as they are available.

Continuous monitoring systems must be capable of differentiating between product and water. The detection limits of any sensors must be noted, as well as the levels that will be set to trigger an alarm.

When monitoring wells are installed at existing facilities for the purpose of leak detection, core sample analyses or other approved baseline studies must be performed to detect any existing levels of contamination. If these baseline amounts of contamination are significant at minimum an immediate tightness test may be required to determine the current status of the tank system. Depending on the type of material being stored, the characteristics of the surrounding soils, the sensitivity of the environment in the area of the facility and any required compliance with other applicable state, federal or local regulations. Full cleanup and decontamination of the site may be required in accordance with Section 6-2-66 of the City Code, NFPA 329 or applicable State of Texas or EPA regulations.

Any alarms from these monitoring systems must be noted in a log maintained at the facility. This log should record the time and date of the alarm, the initials of the person responding to the alarm and a description of what actions were taken in response to the alarm incident. This log is required to be submitted with your permit application.

If other, approved leak detection systems such as sensor cables, tracer detectors, surface geophysical methods, etc. are used, the system must be described in enough detail to show how the system is designed to operate and to demonstrate that it will provide adequate leak detection capabilities.

c. Statistical Inventory Reconciliation (SIR)

The statistical analysis program which is utilized by a 3rd party certified, SIR vendor shall be developed and utilized under the direct supervision of a person or persons possessing a Ph.D. degree in statistics (or equivalent) from an accredited University.

The UST system operator shall supply inventory records for each SIR monitored UST system to the SIR vendor a minimum of once per week.

If analysis results indicate a release of over 0.1 GPH or any other result other than "Tight", for two consecutive months, then the results must be reported to the City of Austin within 24 hours of the receipt of the second report of analysis result and a precision tightness test performed immediately. (Said tightness test must be performed by a provider who has no business affiliation with the SIR vendor or owner/operator of the UST.

Operators must utilize tank specific product height vs. volume charts for each tank, either a factory chart or a chart obtained by strapping of the tank. In either case, tank volume must be provided for the full range of the tank's height at height increments no greater than 1/8th inch.

Each operator's inventory control procedures shall meet or exceed requirements stated in 30 TAC 334.50 (d)(1)(B) of the TCEQ rules (except 334.50 (d)(1)(B)(iv)).

If a tank facility has a problem with one of its tank systems, e.g., Investigate Leak, “IL”, In Process, “IP”, or anything other than Tight, “T”, than that sites’ SIR monthly monitoring report and the following months report for the tank will be required to be submitted to the City of Austin as soon as the reports are available. If an “IP” status code is issued, then the necessary data that is needed to establish a status call for the tank system needs to be submitted back to the SIR vendor within 30 days. If an “IL” status call is issued then the owner/operator must follow all recommended solutions to correct the problem and bring the site back into compliance. Once per year, the City of Austin requires SIR reports to be submitted. The report must show leak detection compliance for a 12-month period. If there is a span of 30 days that the tank system is not monitored, a tightness test will be required to be performed and submitted for review. If the site is shown to have multiple leak detection violations, another leak detection method may be required to be chosen for compliance or your permit to store fuel will not be granted.

3. PREVENTATIVE MAINTENANCE – LINE LEAK DETECTORS / IMPACT VALVES

If a pressurized pump system is used, the system must have a line leak detector to monitor for leaks in piping and have anchored impact valves for automatic emergency shut-off. Proper operation of these devices should be checked on an annual basis and submitted to the City of Austin for review.

4. SPILL PREVENTION AND CONTINGENCY PLAN

All facilities with underground storage tank systems must include in their monitoring plan an emergency leak response procedure for operations at the facility. This procedure must be posted at the facility in such a way that any employee will know what actions to take when a leak detector, alarm or other release has occurred. The procedures will indicate:

- a. Name and phone number of who to contact; maintenance office, tank and pump repair service, area manager, regulatory agency, etc.
- b. What measures to take until the responding party arrives; discontinue service from that system, shut off the pump, evacuation plan, etc.

In addition, the owner/operator must be prepared to respond to accidental surface spills and releases by containment, clean up, and disposal by approved methods. If a spill occurs, contact the Fire Department’s Hazardous Materials Unit at 911. Refer to Page 12 or this application for an example of spills and leak response procedures.

5. FINANCIAL RESPONSIBILITY METHOD

All owners/operators of underground storage tank systems must demonstrate financial responsibility for taking corrective action and for compensating third parties for bodily injury and property damage caused by accidental releases arising from the operation of the underground storage tanks. An owner/operator may use any one or combination of the following: Financial Test of Self-Insurance, Guarantee, Insurance and Risk Retention Group Coverage, Surety Bond, Letter of Credit, Trust Fund, or Standby Trust Fund.

6. NOTIFICATION / DOCUMENTATION

The City of Austin’s Development Services Department must be given 24 hours notification of all testing performed by a testing company by calling 974-2715. Copies of the test and results must be submitted to the City of Austin within 20 days after the test is performed, unless there is a test failure, in which case, the Development Services Department should be notified immediately and results submitted within 3 days after the date of the test. Those tanks and/or lines, which fail a tank test, will be immediately taken out of service until approved repairs and assessments have been completed.

HAZARDOUS MATERIALS PERMIT - MATERIALS MANAGEMENT PLAN

PART III: MONITORING AND CONTINGENCY PLAN Cont.

1. Daily Inventory Control Records

- a. All Underground Storage Tank sites must have a tank gauge conversion chart on site. You must record daily measurements **and meter readings.**
- b. Inventory records will be reconciled on a (required at least monthly):

____ Daily ____ Weekly ____ Monthly

Please submit the last completed monthly inventory control form for each tank including a math, leak and water checks completed on the form. **Inventory Control Form = Attachment # _____**

place # here

2. Monitoring / Leak Detection Options

The tank system will be tested at a frequency of **daily, weekly, monthly** using the following method:

Tank test method to be used: _____

Line test method to be used: _____

PROVIDE A COPY OF THE LAST TANK, LINE AND LEAK DETECTOR TEST RESULTS

NOTE: Precision testing is no longer approved as the **primary** method of leak detection for your tank(s).

3. Preventive Maintenance

- a. Leak detectors will be tested (req'd annually): ____ Annually ____ Monthly ____ N/A
- b. Impact valves will be tested (req'd annually): ____ Annually ____ Monthly ____ N/A
- c. Dispenser meters will be calibrated (req'd every 3 years): ____ 3rd year ____ Annually
- d. Cathodic protection system will be tested (req'd every 3 years) ____ 3rd year ____ Annually ____ N/A
Provide a copy of the last test report and rectifier log in Attachment # _____.
- e. Operator visual inspections will be conducted on a ____ Daily ____ Weekly ____ Monthly
Provide a copy of the last completed inspection form in Attachment # _____ See page 10.
- f. All sumps, overspill protection and catch basins inspected ____ Weekly ____ Monthly ____ BiMonthly

4. Spill Prevention and Contingency Plan

- a. The following emergency equipment is present at the facility (monitoring devices, alarm systems, spill sorbents, neutralizers, fire extinguishers, etc.) Please indicate your equipment below.

- b. Your facility must have an emergency leak response procedure (contingency plan) *see Page 8, #4, a copy of which is included as Attachment # _____*

- 5. **Financial Responsibility Method:** Please submit the method of responsibility, financial institution name, address, phone number, coverage amount and expiration date. ***Please attach a copy of certificate as Attachment # _____ (see page 8, #5)***

OPERATOR MONITORING REPORT

FACILITY NAME: _____ DATE: _____

FACILITY ADDRESS: _____

OPERATOR / INSPECTOR NAME: _____

The following are the results of the inspections performed at the above location.

I. TANKS

- a. Inspect all sumps and spill catchment basins for liquids at least once every 60 days. Drain all products into the tank. If water is in basin, correct the problem to prevent water intrusion. Clean out all debris, double bag it, and dispose of in a dumpster.

Result: _____

- b. Inspect the tanks for drop tubes. Gauge tank for water. Record results. Verify that correct tank chart(s) are in use. Inspect tank gauge stick for wear.

Result: _____

- c. Inspect each submersible pump for leakage from gaskets, flexible connectors, or other points.

Result: _____

- d. Inspect for evidence of product in monitoring wells, nearby underground utilities and secondary containment annular space and sumps.

Result: _____

- e. Check for the presence of line leak detectors on pressure pump systems. Check your corrosion protection device and log the results.

Result: _____

II. PIPING

- a. Check for the presence of anchored impact valves installed flush with the concrete surface on all pressure pumped systems. Check that the dispensers are anchored to the concrete.

Result: _____

- b. Inspect piping at each dispenser for leakage at couplings, flex hoses, unions, meters, impact valves and other points. Inspect dispenser sumps for liquids and/or debris and dispose of properly. Inspect all hoses and nozzles. Break-away couplings on hoses. Inspect wire seals.

Result: _____

- c. Reconcile the inventory control form for each tank. If needed, calibrate all pumps or dispensers, record the meter variations BEFORE adjustment and the amount of product used for calibration. Compare console readings with dispenser totalizer reading for agreement of gallons dispensed.

Result: _____

- d. Inspect for charged up fire extinguishers, spill absorbents and all required emergency signs.

Result: _____

HAZARDOUS MATERIALS PERMIT - MATERIALS MANAGEMENT PLAN

PART IV: CLOSURE PLAN GUIDE

The Closure Plan Guide is included with the Materials Management Plan to insure that the owner/operator is informed and properly prepared to close underground storage tanks (USTs) in a safe and environmentally responsible manner should their use be permanently discontinued.

Permanently out-of-service underground storage tanks may not be abandoned and must be permanently closed by removal from the ground or closure-in-place.

Prior to the date of the permanent closure, a completed Underground Storage Tank Construction Permit Application/Closure Plan must be submitted for review and approved by the City of Austin's Development Services Department along with the required \$75.00 fee. Please call (512) 974-2715 for information on Closure Plan submittal, when necessary.

The Closure Plan provides the City with general site information, inspection notification, and ensures the UST owner is aware of all the basic requirements of a UST closure operation. UST closures must follow all applicable City, State, and Federal construction management, safety, hazardous materials disposal and clean-up requirements. Contractors performing closure operations must be registered with the Texas Commission on Environmental Quality (TCEQ) as UST construction contractors.

Prior to closure, all residual and hazardous materials must be removed from the tank and piping and all ignitable vapors purged/inerted. All piping must be removed or capped in place. Residual hazardous materials as well as any contaminated soil or water must be removed, stored, transported, and disposed of in a manner which is permissible under City, State, and Federal laws.

Tank excavation, removal, and disposal is the most common approved closure method. Upon removal, the tank is inspected visually for leaks, and soil samples (and groundwater samples, if it is present) are taken from the tank pit and piping/dispenser areas for lab analysis. Samples are then analyzed for residual hazardous materials by an independent laboratory registered with the TCEQ, using EPA approved analytical methods. Analysis for total petroleum hydrocarbons (TPH) and benzene, toluene, ethyl benzene, and xylenes (BTEX) is required, as well as analysis for other materials specified. If there is site contamination, the tank owner is required to clean up the site to acceptable levels to ensure the contamination no longer presents a threat or harm to public health and the environment. The clean up must follow all City requirements as well as the TCEQ's Guidance Manual for Leaking Petroleum Storage Tank Cleanups in Texas.

Tank closure-in-place may be approved if site constraints and/or site excavation access is limited, providing it is demonstrated that there is no significant site contamination present. Bore drilling samples of the soil and groundwater of the tank pit area are necessary to demonstrate this. Proposed sample location points must be indicated on the closure site plan and approved prior to this work. Closure-in-place follows the same guidelines as removal, and is accomplished by first removing all hazardous materials from the tank and from all connecting piping. All piping is then disconnected and capped or removed. The tank is filled with concrete slurry or other inert material capable of filling all voids and hardening to solid material. All remaining piping underground shall be removed, capped or plugged and records shall be retained which record the size and location of the tank, and the date of abandonment.

All tank system closures are required to submit analytical results to the City of Austin for review and final acceptance prior to backfilling the tank system. Once the tank closure report is complete by the tank contractor/consultant, the City of Austin requires a copy of the report to be submitted for review and final approval.

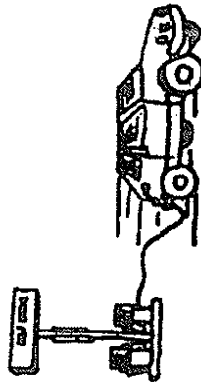
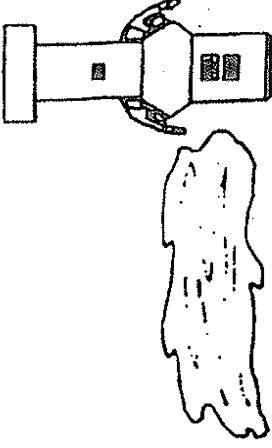
EMERGENCY LEAK RESPONSE PROCEDURES

(PLEASE POST AT YOUR FACILITY)

GAS LEAKS AND SPILLS:

Follow these procedures if there is a gas leak or spill caused by a delivery transport driver, a customer or a vehicle accident/drive-off:

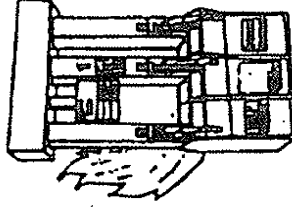
1. Make sure every employee knows where these procedures are posted, as well as the location of the emergency shut off button.
2. Hit the **EMERGENCY SHUT OFF** button on the gas console or outside the store and shut off any circuit breakers for the gas island. Be sure the fuel is stopped.
3. Clear customers from the spill area.
4. If a spill is present and where safety permits, use sorbent material to contain liquids to prevent the gas from entering any adjacent storm drains or waterways (including oil/grit separators). Pick up the used sorbent material for disposal. Call the City at 911-2550 for disposal options.
5. If the spill is large, call the Fire Department at 911.
6. Call the City's 24-hour Environmental Hotline at 911-2550
7. Call your Store Manager, if applicable.
8. Do not sell gas again from the affected pump until City of Austin approval is granted.
9. Do not pour water on the gas to try to dilute it or wash it away. The gas could enter the storm sewer system or a waterway, which is a violation of City Code.



FIRE AT THE GASOLINE ISLAND:

Follow these procedures if there is a fire at the gas island:

1. Hit the **EMERGENCY SHUT OFF** button on the gas console or outside the store. Shut off any breakers in the main electrical panel marked for the gas island. Be sure fuel is stopped. Evacuate the store.
2. Call the Fire Department at 911 and the City's 24-hour Environmental Hotline at 911-2550 immediately.
3. Call your Store Manager, if applicable.
4. Do not sell gas again until you have received City of Austin approval. Contact Schuyler Schwarting at 911-2175 for approval.



This document is provided by the City of Austin's Watershed Protection Department. This represents the recommended initial spill response and notification procedures, but it does not represent all of the elements that could be included in your company's spill response plan.

UST SYSTEM CRISIS CHECKLIST

FOR USE AT SITE, DO NOT TURN IN

I. Preventative Measures:

- _____ 1. Make sure you are in full compliance with leak detection regulations.
- _____ 2. Make sure all employees know how to operate and maintain leak detection systems to minimize false alarms.
- _____ 3. Keep accurate product inventory records.
- _____ 4. Know what to do if a leak in an underground storage system occurs.
- _____ 5. Get to know members of local fire departments and their emergency response systems.
- _____ 6. Shop around for environmental consultants and engineers to expedite your response to a system leak.

II. Warning Signals of a Leaking UST System:

- _____ 1. Dispensing equipment and/or leak detection system indicates a leak.
- _____ 2. Inventory discrepancies in excess of 1 percent of monthly throughput, plus 130 gallons.
- _____ 3. Neighborhood reports of petroleum odors in homes, drinking water or sewage systems. The problem is severe at this stage.

III. What to Do When a UST System Leak is Suspected:

- _____ 1. Contact your company-designated environmental coordinator: Phone # _____
- _____ 2. Check dispensing and leak detection systems for malfunctions. (Contact the City of Austin @ 974-2715)
- _____ 3. If equipment is malfunctioning, have it fixed or replaced. Accurate records are also required for each repair of the UST system as long as it is in service.
 - _____ a. If equipment responds well to repairs or replacement and, as a result, there are no more inventory discrepancies, stop here.
 - _____ b. If inventory discrepancies and erratic equipment behavior continue after equipment has been repaired or replaced, chances are you have a leak. If so, immediately report the suspected leak to the state and local regulatory agency (record the name of the person that you spoke to). Name: _____ Phone #: 974-2715
- _____ 4. The environmental coordinator should contact other company-selected environmental specialist, engineers, insurance company, etc.
- _____ 5. Conduct tightness tests, or other appropriate tests, on all suspect tanks and piping.
- _____ 6. If test indicates a leak, report it immediately to state and local regulatory agencies within 24 hours.
- _____ 7. Keep a daily log documenting all actions taken on the leaking system. The first entry should be notification of state & local regulators.

IV. Actions To Take For a Confirmed Leak:

A. Immediate Actions

- _____ 1. Take immediate action to stop and contain the leak or spill.
- _____ 2. Call the local fire department (911) and let them evaluate if explosive conditions are present.
- _____ 3. Remove explosive vapors and fire hazards to ensure the spill or leak poses no immediate hazard to human health or safety.

B. Short Term Actions

- _____ 1. Determine the phase of the leaked free-product floating on the water table, absorbed by the soil, dissolved in groundwater or vapors in the subsurface soil-and assess how far the product has migrated
- _____ 2. If excavation is required, handle contaminated soil property so that there is no human hazard from direct contact with soil or vapors. Place all materials on poly sheeting and cover.
- _____ 3. Remove as much free product as possible and submit a free product report to the state and local regulatory agencies within 45 days of confirmed leak.
- _____ 4. Within 20 days after a leak or spill is confirmed, submit a progress report on all initial abatement performed, including all relevant information about the spill or leak and a risk assessment.
- _____ 5. Conduct a thorough site investigation to determine the quality of product leaked, the extent and cause of the leak, and all other pertinent site-specific information. Submit these findings to the state and local regulatory agencies within 45 days confirming a leak or a spill.
- _____ 6. Submit a report to the state and local regulatory agency outlining plans to remove leaked products from contaminated groundwater and/or water wells, if applicable, within 45 days of a confirmed leak.

C. Long Term Actions:

- _____ 1. Based on the information provided to the state and city, regulatory authorities will determine if further remediation must take place.
- _____ 2. If further cleanup is needed, operators must develop and submit a Corrective Action Plan to the State and Local regulatory authority outlining a long term remediation plan.
- _____ 3. Once the plan is approved, begin remediation in compliance with the state approved plan.



City of Austin Development Services Department

Good Cleaning Practices

We understand the necessity in your business of maintaining clean surfaces for safety and aesthetics; however, when water is used for pavement cleaning, it is flushed to our storm sewers, creeks and lakes. This water very often contains waste and other polluting materials (petroleum products, antifreeze, sediment, cleaning agents, etc.) at levels, which exceed the maximum limits allowed by law. We ask your help in keeping our drinking water safe and our environment clean by instructing your employees or contracted cleaners to incorporate these general methods into their pavement cleaning procedures:

Spills and puddles: absorb and pick up with granular clay (kitty litter), rags, mop and bucket, etc. At this time, up to 220 lbs. of dry, oil contaminated waste may be disposed of in dumpsters per month. Contact the Development Services Department for information on larger quantities or other types of spilled materials.

Stains or slick spots: brush/grind in a mixture of granular clay, detergent and a small amount of water on to the area and allow drying, then sweeping up and disposing of in dumpster. Do not flush chemical agents.

Hazardous Material Interceptors: the use of hot water, chemicals (soaps, detergents, solvents), or any process, which would cause oil or sediment to pass through the separator, is strictly prohibited. In addition, hazardous material interceptors must be maintained in an operational condition at all times.

Steam or pressure washing: discharges from steam or pressure washing must meet all City of Austin discharge requirements. This includes no discharge of materials causing foaming or frothing and limits on oil, grease and solids.

Drains: please be aware that most exterior and some interior drains are connected to our city's storm sewer system, which drains directly to area creeks and rivers. **Any discharge, which enters these drains,** must meet all City of Austin discharge requirements. If you have questions as to what system a particular drain on your property is connected to, please contact us and we may be able to assist you.

Good cleaning practices for pavement, vehicles and equipment by individuals, business, and government will significantly improve the quality of Austin's water and related natural resources. We hope you will do your share.

If you have any questions or need more information, please call the Watershed Protection Department at 974-2550.

HAZARDOUS MATERIALS PERMIT - MATERIALS MANAGEMENT PLAN

PART V: HAZARDOUS MATERIALS PERMIT FEE CALCULATION SHEET

TO CALCULATE YOUR THREE-YEAR HAZARDOUS MATERIALS PERMIT FEE, ADD THE TOTAL MAXIMUM STORAGE CAPACITY OF THE TANKS ON THE SITE IN GALLONS AND FIND THE APPLICABLE FEE FOR THAT NUMBER BELOW.

(Example: Two 10,000 gallon tanks = 20,000 gallon maximum capacity, which requires a \$250 fee if paid on time or \$275 if not.)

TOTAL MAXIMUM CAPACITY OF ALL TANKS (GALLONS)	PERMIT FEE	/	FEE if LATE *
Less than 500 gallons	\$65	/	\$75
500 to 999 gallons	\$125	/	\$140
1,000 to 9,999 gallons	\$190	/	\$210
10,000 to 24,999 gallons	\$250	/	\$275
25,000 to 49,999 gallons	\$315	/	\$350
50,000 gallons and over	\$375	/	\$415

NOTE: Waste oil is exempt from fees.

TOTAL MAXIMUM CAPACITY OF TANKS: _____

Amount Submitted: _____

Checks should be made payable to the "CITY OF AUSTIN"

** Permit Application Fees are Non-Refundable **

* **LATE FEE:** Permit renewal submittals which are not received by the Development Services Department by the expiration date of the existing permit shall be subject to a late fee.

Incomplete submittals are also subject to the late fee.

In accordance with Section 6-2-18 of the Code of the City of Austin, 1992, this permit may be suspended or revoked where it is determined that the permittee is in violation of any provision of Chapter 6-2 of the City Code.

Completed Permit Applications may be mailed to: OR Sent by certified mail or hand carried to:

City of Austin
Development Services Department
Attn: Craig Carson
P.O. Box 1088
Austin, Texas 78767-1088
Telephone #512-974-3024

505 Barton Springs Rd.
4th Floor Receptionist
Austin Tx. 78704



City of Austin

Founded by Congress, Republic of Texas, 1839
Watershed Protection Department
One Texas Center, 505 Barton Springs Road
P.O. Box 1088, Austin, Texas 78767

HAZARDOUS MATERIALS STORAGE AND REGISTRATION ORDINANCE

TRANSFER OF HAZARDOUS MATERIALS STORAGE PERMIT

In accordance with the Hazardous Materials Storage and Registration Ordinance 841220, Chapter 6-2-11 of the City of Austin Code, underground storage tank owners/operators are required to obtain and maintain a Hazardous Materials Permit with the City of Austin, renewable every three years.

In accordance with Chapter 6-2-17 of the City of Austin Code the Hazardous Materials Permit may be transferred to a new owner of the business only if the new owner amends the permit, accepts responsibility for all obligations under this Code and documents such transfer and such acceptance on the form attached.

Existing owners please complete the attached transfer form and return to the City of Austin within 30 days from the date of the business transfer.

If the permit is not received by the City of Austin by the required date, the existing permit to store fuel will not be transferred. The existing permit will be terminated and a new permit will be required by the new owner. The existing permit holder will remain the responsible party to uphold the requirements of this City Code until the permit is transferred or the tank system is removed and the site is issued a clean closure.

Please contact Craig Carson, Underground Storage Tank Program Manager at 512-974-3024 for information and assistance in complying with these requirements.



City of Austin
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Watershed Protection Department
One Texas Center, 505 Barton Springs Road
P.O. Box 1088, Austin, Texas 78767

HAZARDOUS MATERIALS STORAGE AND REGISTRATION ORDINANCE

TRANSFER OF HAZARDOUS MATERIALS STORAGE PERMIT

Original Permit Holder Info:

Facility Name: _____
Facility Address: _____
Previous Business Owner: _____
Mailing Address: _____

New Owner Info:

New Facility Name: _____
New Owner Business Name: _____
New Owner Contact Name: _____
New Owner Mailing Address: _____
New Owner Business Phone: _____

Effective Date of Transfer: _____, 200_
Signature: _____ **Date:** _____
Printed Name: _____
Title: _____

Please return this completed transfer form to:

City of Austin
Watershed Protection Department
Attn: Craig Carson
PO Box 1088
Austin, TX. 78767
Tele: 512-974-3024
Fax: 512-974-3010
Craig.carson@austintexas.gov