

**UNDERGROUND STORAGE TANK  
RESPONSE PLAN – PAGE 1**

(One form per facility)

TYPE OF ACTION     1. NEW PLAN                       2. CHANGE OF INFORMATION

R01.

**I. FACILITY INFORMATION**

FACILITY ID # (Agency Use Only)

BUSINESS NAME (Same as FACILITY NAME)

R02.

BUSINESS SITE ADDRESS

R03.

CITY

R04.

**II. SPILL CONTROL AND CLEANUP METHODS**

This plan addresses unauthorized releases from UST systems and supplements the emergency response plans and procedures in the facility's Hazardous Materials Business Plan.

- If safe to do so, facility personnel will take immediate measures to control or stop any release (e.g., activate pump shut-off, etc.) and, if necessary, safely remove remaining hazardous material from the UST system.
- Any release to secondary containment will be pumped or otherwise removed within a time consistent with the ability of the secondary containment system to contain the hazardous material, but not greater than 30 calendar days, or sooner if required by the local agency. Recovered hazardous materials, unless still suitable for their intended use, will be managed as hazardous waste.
- Absorbent material will be used to contain and clean up manageable spills of hazardous materials. Absorbent material may be reused until it becomes too saturated to be effective. It will then be managed properly. Used absorbent material, reusable or waste, will be stored in a properly labeled and sealed container.
- Facility personnel will determine whether any water removed from secondary containment systems, or from clean-up activity, has been in contact with any hazardous material. If the water is contaminated, it will be managed as hazardous waste. If the water has a petroleum sheen (i.e., rainbow colors), it is contaminated. A thick floating petroleum layer may not necessarily display rainbow colors. Water (hazardous or non-hazardous) from sumps, spill containers, etc. will not be disposed to storm water systems.
- We will review secondary containment systems for possible deterioration if any of the following conditions occur:
  1. Hazardous material in contact with secondary containment is not compatible with the material used for secondary containment;
  2. Secondary containment is prone to damage from any equipment used to remove or clean up hazardous material collected in secondary containment;
  3. Hazardous material, other than the product/waste stored in the primary containment system, is placed inside secondary containment to treat or neutralize released product/waste, and the added material or resulting material from such a combination is not compatible with secondary containment.

**III. SPILL CONTROL AND CLEAN-UP EQUIPMENT**

**PERIODIC MAINTENANCE:** Spill control and clean-up equipment kept permanently on-site is listed in the facility's Hazardous Materials Business Plan. This equipment is inspected at least monthly, and after each use, supplies are replenished as needed. Defective equipment is repaired or replaced as necessary.

**EQUIPMENT NOT PERMANENTLY ON-SITE, BUT AVAILABLE FOR USE IF NEEDED:** (Complete only if applicable)

EQUIPMENT	LOCATION	AVAILABILITY
R10.	R20.	R30.
R11.	R21.	R31.
R12.	R22.	R32.
R13.	R23.	R33.
R14.	R24.	R34.
R15.	R25.	R35.

**IV. RESPONSIBLE PERSONS**

**THE FOLLOWING PERSON(S) IS/ARE RESPONSIBLE FOR AUTHORIZING ANY WORK NECESSARY UNDER THIS RESPONSE PLAN:**

NAME	R40.	TITLE	R50.
NAME	R41.	TITLE	R51.
NAME	R42.	TITLE	R52.
NAME	R43.	TITLE	R53.

**V. INDIRECT HAZARD DETERMINATION**

This information is required only when the presence of the hazardous substance can not be verified directly by the monitoring method used (e.g., where liquid level measurements in a tank annular space or secondary piping are used as the basis for leak determination).

THE FOLLOWING STEPS WILL BE TAKEN TO VERIFY THE PRESENCE OR ABSENCE OF HAZARDOUS SUBSTANCE IN THE SECONDARY CONTAINMENT IF MONITORING INDICATES A POSSIBLE UNAUTHORIZED RELEASE:

R60.

## UST Response Plan – Instructions

Complete one UST Response Plan for each UST facility. This form must be submitted with your initial UST Operating Permit Application and within 30 days of changes in the information it contains. It supplements the Emergency Response Plans and Procedures in the facility's Hazardous Materials Business Plan. (Note: Numbering of these instructions follows the data element numbers on the form.)

R01. TYPE OF ACTION – Check the appropriate box to indicate why this plan is being submitted.

FACILITY ID NUMBER – This space is for agency use only.

R02. BUSINESS NAME – Enter the complete Facility Name.

R03. BUSINESS SITE ADDRESS – Enter the street address where the facility is located, including building number, if applicable. Post office box numbers are not acceptable. This information must provide a means to locate the facility geographically.

R04. CITY – Enter the city or unincorporated area in which the facility is located.

R10. EQUIPMENT – If you have spill control or clean-up equipment kept off-site, list that equipment in sections R10 through R15. If no equipment is kept off-site, leave this section blank.

R20. LOCATION – If you have spill control or clean-up equipment kept off-site, list the equipment location(s) sections R20 through R25. If no equipment is kept off-site, leave this section blank.

R30. AVAILABILITY – If you have spill control or clean-up equipment kept off-site, list the equipment availability in sections R30 through R35. If no equipment is kept off-site, leave this section blank.

R40. NAME – At least one person responsible for authorizing any work necessary under this UST Response Plan must be identified. Use sections R40 through R43 to list the name(s) of the responsible person(s).

R50. TITLE – At least one person responsible for authorizing any work necessary under this UST Response Plan must be identified. Use sections R50 through R53 to list the job title(s) of the responsible person(s).

R60. INDIRECT HAZARD DETERMINATION – This section applies only when the presence of the hazardous substance can not be verified directly by the monitoring method used (e.g., hydrostatic monitoring of a tank annular space, where liquid level measurements are used as the basis for leak determination). Briefly describe the steps that will be taken to verify the presence or absence of hazardous substance in the secondary containment if monitoring indicates a possible unauthorized release.

OWNER/OPERATOR SIGNATURE – The owner/operator shall sign in the space provided. This signature certifies that the signer believes that all information submitted is true, accurate, and complete.

R70. DATE – Enter the date the plan was signed.

R71. OWNER/OPERATOR NAME – Print or type the name of the person signing the plan.

R72. OWNER/OPERATOR TITLE – Enter the title of the person signing the plan.

# UNDERGROUND STORAGE TANK RESPONSE PLAN – PAGE 2

## VI. LEAK INTERCEPTION AND DETECTION SYSTEM

This information is required only for motor vehicle fuel UST systems constructed per the Alternate Construction Requirements of 23 CCR §2633, and only if the Leak Interception and Detection System (LIDS) does not meet the volumetric requirements of 23 CCR §2631(d)(1) through (5) (i.e., when accounting for rainfall and backfill material, the secondary containment volume is less than 100% of primary tank volume for a single UST; or in the case of multiple USTs in shared secondary containment, 150% of the largest primary tank volume or 10% of aggregate primary tank volume, whichever is greater).

ATTACH AN ADDITIONAL PAGE TO THIS PLAN CONTAINING THE FOLLOWING INFORMATION:

- The volume of the LIDS in relation to the volume of the primary container;
- The amount of time the LIDS shall provide containment related to the time between detection of an unauthorized release and cleanup of the leaked substance;
- The depth from the bottom of the LIDS to the highest anticipated level of groundwater;
- The nature of the unsaturated soils under the LIDS and their ability to absorb contaminants or to allow movement of contaminants;
- The methods and scheduling for removal of all hazardous substances which may have been discharged from primary containment and are located in the unsaturated soils between the primary containment and groundwater, including the LIDS sump.

## VII. REPORTING AND RECORD KEEPING

We will report/record any overflow, spill, or unauthorized release from a UST system as indicated in this plan.

**Recordable Releases:** Any unauthorized release from primary containment which the UST operator is able to clean up within eight (8) hours after the release was detected or should reasonably have been detected, and which does not escape from secondary containment, does not increase the hazard of fire or explosion, and does not cause any deterioration of secondary containment, must be recorded in the facility's monitoring records. Monitoring records must include:

- The UST operator's name and telephone number;
- A list of the types, quantities, and concentrations of hazardous substances released;
- A description of the actions taken to control and clean up the release;
- The method and location of disposal of the released hazardous substances, and whether a hazardous waste manifest was or will be used;
- A description of actions taken to repair the UST and to prevent future releases;
- A description of the method used to reactivate interstitial monitoring after replacement or repair of primary containment.

**Reportable Releases:** Any overflow, spill, or unauthorized release which escapes from secondary containment (or primary containment if no secondary containment exists), increases the hazard of fire or explosion, or causes any deterioration of secondary containment, is a reportable release. Reportable releases are also recordable.

Within 24 hours after a reportable release has been detected, or should have been detected, we will notify the local agency administering the UST program of the release, investigate the release, and take immediate measures to stop the release. If necessary, or if required by the local agency, remaining stored product/waste will be removed from the UST to prevent further releases or facilitate corrective action. If an emergency exists, we will notify the State Office of Emergency Services.

Within five (5) working days of a reportable release, we will submit to the local agency a full written report containing all of the following information to the extent that the information is known at the time of filing the report:

- The UST owner's or operator's name and telephone number;
- A list of the types, quantities, and concentrations of hazardous materials released;
- The approximate date of the release;
- The date on which the release was discovered;
- The date on which the release was stopped;
- A description of actions taken to control and/or stop the release;
- A description of corrective and remedial actions, including investigations which were undertaken and will be conducted to determine the nature and extent of soil, ground water or surface water contamination due to the release;
- The method(s) of cleanup implemented to date, proposed cleanup actions, and a schedule for implementing the proposed actions;
- The method(s) and location(s) of disposal of released hazardous materials and any contaminated soils, groundwater, or surface water.
- Copies of any hazardous waste manifests used for off-site transport of hazardous wastes associated with clean-up activity;
- A description of proposed methods for any repair or replacement of UST system primary/secondary containment systems;
- A description of additional actions taken to prevent future releases.

We will follow the reporting procedures described above if any of the following conditions occur:

- A recordable unauthorized release can not be cleaned up or is still under investigation within eight (8) hours of detection;
- Released hazardous substances are discovered at the UST site or in the surrounding area;
- Unusual operating conditions are observed, including erratic behavior of product dispensing equipment, sudden loss of product, or the unexplained presence of water in the tank, unless system equipment is found to be defective and is immediately repaired or replaced, and no leak has occurred;
- Monitoring results from UST system monitoring equipment/methods indicate that a release may have occurred, unless the monitoring equipment is found to be defective and is immediately repaired, recalibrated, or replaced, and additional monitoring does not confirm the initial results.

**Record Retention:** Monitoring records and written reports of unauthorized releases must be maintained on-site (or off-site at a readily available location, if approved by the local agency) for at least 3 years. Hazardous waste shipping/disposal records (e.g., manifests) must be maintained for at least 3 years from the date of shipment.

## VIII. OWNER/OPERATOR SIGNATURE

**CERTIFICATION:** I certify that the information provided herein is true and accurate to the best of my knowledge.

OWNER/OPERATOR SIGNATURE	DATE <span style="float: right;">R70.</span>
OWNER/OPERATOR NAME (print) <span style="float: right;">R71.</span>	OWNER/OPERATOR TITLE <span style="float: right;">R72.</span>

(Agency Use Only)      This plan has been reviewed and:       Approved       Approved With Conditions       Disapproved

Local Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_