



PLANNING FOR PERMANENT CLOSURE CHECKLIST UNDERGROUND STORAGE TANKS

- ☐ "Underground Storage Tank System Installation/Closure Notification Form" sent to appropriate DEP regional office with copy sent to Pennsylvania Department of Labor and Industry (or appropriate office in Philadelphia or Allegheny County) at least 30 days prior to initiating permanent closure."
- ☐ "Storage Tanks Registration/Permitting Application Form" submitted to appropriate DEP regional office, if the USTs are required to be registered and they are not."
- ☐ Pennsylvania "One-Call" contacted (800-242-1776) to have utilities mark their lines.
- ☐ Local municipality contacted to obtain any necessary permits or approvals for UST system closure.
- ☐ DEP certified installer hired to perform tank handling activities.
- ☐ Arrangements made for site assessment and laboratory analysis of samples collected.
- ☐ Material Safety Data Sheets (MSDS) obtained for all hazardous substances stored in the USTs to be closed.
- ☐ Arrangements made for treatment/disposal of any contaminated soils encountered.
NOTE: Unless this item is specified in the contract, it can remain a continuing burden of the owner/operator.
- ☐ "Storage Tanks Registration/Permitting Application Form" obtained to amend facility status and submit to the Division of Storage Tanks after UST system closure is performed.
NOTE: Unless an amended registration form is sent to the Division of Storage Tanks, Registration fees and USTIF billing will continue.