

**UNDERGROUND STORAGE TANK SYSTEM
CLOSURE REPORT FORM**

Facility I.D.

Facility Name

Municipality

County

Date Prepared

Name of Person Submitting Report
(Please Print)

Company Name
(If Applicable)

Title

Closure Method (Check all that apply):

- ☐ UST Removal
- ☐ UST Closure-In-Place
- ☐ UST Change-In-Service

Site Assessment Results (Check all that apply):

- ☐ No Obvious Contamination - Sample Results Meet Standards/Levels
- ☐ No Obvious Contamination - Sample Results Do Not Meet Standards/Levels
- ☐ Obvious, Localized Contamination - Sample Results Meet Standards/Levels
- ☐ Obvious, Localized Contamination - Sample Results Do Not Meet Standards/Levels
- ☐ Obvious, Extensive Contamination

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS**

DATE RECEIVED: _____

UNDERGROUND STORAGE TANK SYSTEM CLOSURE REPORT FORM

Owners who are permanently closing underground storage tank systems may use this form to demonstrate that a storage tank system closure was performed in accordance with technical guidance document 263-4500-601 "Closure Requirements for Underground Storage Tank Systems". PLEASE PRINT OR TYPE. COMPLETE ALL QUESTIONS.

SECTION I. Owner/Facility/Tank/Waste Management and Disposal Information

1. Facility ID Number _____
2. Facility Name _____
3. Facility County _____
4. Facility Municipality _____
5. Facility Address _____
6. Facility Contact Person _____
7. Facility Telephone Number (____) _____
8. Owner Name _____
9. Owner Mailing Address _____
10. Description of Underground Storage Tank Systems (Complete for each tank system closed)

DATE OF TANK SYSTEM CLOSURE (Month/Day/Year)		-	-	-	-
Description of Underground Storage Tank System (Complete for each tank system undergoing closure)					
DEP Tank ID Number					
Total Capacity (Gallons)					
Substance(s) Stored Throughout Operating Life of Tank System (Check All That Apply)	a. Petroleum				
	Unleaded Gasoline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leaded Gasoline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Aviation Gasoline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pure Ethanol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Blended Ethanol _____%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Kerosene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Jet Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Diesel Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Biodiesel _____%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fuel Oil No. 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fuel Oil No. 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fuel Oil No. 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fuel Oil No. 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fuel Oil No. 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	New Motor Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Used Motor Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nonpetroleum Oil, Specify	_____	_____	_____	_____
	Other, Specify	_____	_____	_____	_____
	NOTE: If Hazardous Substance Block is Checked, Attach Safety Data Sheets (SDS)	b. Hazardous Substance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of Principal CERCLA Substance		_____	_____	_____	_____
AND					
Chemical Abstract Service (CAS) No.		_____	_____	_____	_____
	c. Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLOSURE METHOD(s):		DEP Tank ID Number:			
Partial Storage Tank System Closure		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tank <input type="checkbox"/> N/A	a. Removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Closure-in-Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Change-in-Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Piping <input type="checkbox"/> N/A	a. Removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Closure-in-Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Change-in-Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dispenser <input type="checkbox"/> N/A	a. Removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Closure-in-Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Change-in-Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	a. Removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Closure-in-Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Change-in-Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe Closure Activities:

Yes N/A

11. Briefly describe the storage tank facility and the nature of the operations which were conducted at the facility (both historical and present) **including use of the storage tank systems:**

- ☐ ☐ 12. A site location and sampling map of the site, drawn to scale, is attached. See page 11 of 11.
- ☐ ☐ 13. Original, color photographs of the closure process are attached (i.e., inside of excavation/piping runs, pit water, tanks showing condition).
- ☐ ☐ 14. An amended "Storage Tanks Registration/Permitting Application" Form was submitted to the DEP, Bureau of Environmental Cleanup and Brownfields, Division of Storage Tanks, P.O. Box 8762, Harrisburg, PA 17105-8762.

Date: ____ / ____ / ____

- ☐ ☐ 15. If a release was confirmed, the appropriate regional office of DEP was notified by the owner or operator.

Date: ____ / ____ / ____ Office: _____

Yes N/A

- ☐ ☐ 16. If tanks were cleaned on-site:
- a. Briefly describe the disposition of usable product: _____

- b. Briefly describe the disposal of unusable product, sludges, sediments, and wastewater generated during cleaning. Provide the name and permit number of the processing, treatment, storage or disposal facility. (Attach documentation of proper disposal):

- c. If tank contents were determined/deemed to be hazardous waste, provide:
- (1) Generator ID Number: _____
- (2) Licensed Hazardous Waste Transporter Name and ID Number: _____

- ☐ ☐ 17. If tanks were removed from the site for cleaning:
- a. Provide the name and permit number of the processing, treatment, storage or disposal facility performing the tank cleaning: _____

- b. If tank contents were determined/deemed to be hazardous waste, provide:
- (1) Generator ID Number: _____
- (2) Licensed Hazardous Waste Transporter Name and ID Number: _____

18. Briefly describe the disposition of tanks/piping (Attach documentation of proper disposal):

- ☐ ☐ 19. If contaminated soil is excavated:
- a. Briefly describe the disposition and amount _____ (tons) of contaminated soil. Provide the name and permit number of the processing, treatment, storage or disposal facility. (Attach documentation of proper disposal):

- b. If contaminated soil is determined/deemed to be hazardous waste, provide:
- (1) Generator ID Number: _____
- (2) Licensed Hazardous Waste Transporter Name and ID Number: _____

Yes N/A

- ☐ ☐ 20. Briefly describe the disposition of and amount _____ (tons) of uncontaminated soil and debris (attach analyses):

- ☐ ☐ 21. If the tanks were "Closed-in-Place" provide information below:

a. Briefly describe the tank cleaning process: _____

b. Describe the inert, non-shrinking material placed into the tanks:

I, _____, hereby certify, under penalty of law as provided in 18 Pa. C.S. §4904 (relating
(Print Name)
to unsworn falsification to authorities) that I am the owner of the above referenced storage tank system(s) and that the information provided by me in this closure report (Section I) is true, accurate and complete to the best of my knowledge and belief.

Signature of Tank Owner / /
Date

Company Name
(If applicable)

Title

UNDERGROUND STORAGE TANK SYSTEM CLOSURE REPORT FORM

SECTION II. Tank Handling Information

Facility ID Number _____ - _____
DEP Tank ID Number(s) _____

Yes N/A

1. Briefly describe the excavation and initial on-site staging of uncontaminated/contaminated soil and debris:

2. Briefly describe the method of piping system closure and the closure of the piping systems, including the quantity and condition of the piping:

3. Briefly describe the condition of the tanks and any problems encountered during tank handling or tank removal activities:

4. Briefly describe the method used to purge the tanks of and monitor for hazardous or explosive vapors:

☐☐

5. If tanks were cleaned on-site:

a. Briefly describe the tank cleaning process: _____

- b. If subcontracted, name and address of company that performed the tank cleaning:

☐☐

6. If tanks were "Closed-in-Place", briefly describe the tank fill material: _____

☐☐

7. If contamination was suspected or observed, the "Notification of Contamination" form was submitted.

I, _____, hereby certify, under penalty of law as provided in 18 Pa. C.S. §4904 (relating to
(Print Name)
unsworn falsification to authorities) that I am the certified remover who performed the tank handling activities associated
with the closure of the above referenced storage tank system(s) and that the information provided by me in this closure
report (Section I) is true, accurate and complete to the best of my knowledge and belief.

_____ Signature of Certified Remover	_____ Date
_____ Remover Certification Number	_____ Company Certification Number
	_____ Company Name
	_____ Street
	_____ City/Town, State, Zip
	_____ Phone

UNDERGROUND STORAGE TANK SYSTEM CLOSURE REPORT FORM

SECTION III. Site Assessment Information

Tank Registration # _____ (complete one sheet for EACH tank system and attach ALL laboratory sheets pertaining to that system)

Facility ID Number _____ - _____

- A.** Provide depth of *BEDROCK* and *WATER* IF encountered during excavation or soil boring (write "N/A": if NOT encountered).

Bedrock _____ feet below land surface Water _____ feet below land surface

- B.** Provide Length of *PIPING* IF piping was closed-in-place (write "N/A" if NOT closed-in-place).

Length of piping _____ feet

C. TANK SYSTEM REMOVED FROM THE GROUND/SITE

- 1.) Was obvious contamination observed while excavating, sampling or removing the tank system?

☐ NO -----> Conduct confirmatory sampling -----> See end of this section for options on submission and maintenance of closure records -----> Do not complete item C.2. below.

☐ YES -----> Report release to DEP within 24 hours -----> Describe contamination observed and likely source(s) (tank, piping, dispenser, spills, overfills): _____

_____ -----> Complete item C.2. below.

- 2.) Was contamination localized (within three feet of the tank system in every direction with no obvious water contamination)?

☐ YES -----> Remove or remediate contaminated soil -----> Conduct confirmatory sampling -----> See end of this section for options on submission and maintenance of closure records -----> Call Indemnification Fund (717-787-0763).

☐ NO -----> Continue Interim Remedial Actions -----> See end of this section for options on submission and maintenance of closure records -----> Call Indemnification Fund (717-787-0763).

D. TANK SYSTEM CLOSED-IN-PLACE OR CHANGED-IN-SERVICE

Was obvious contamination observed during sampling, boring or assessing water depths?

☐ NO -----> Conduct confirmatory sampling -----> See end of this section for options on submission and maintenance of closure records.

☐ YES -----> Report release to DEP within 24 hours -----> Describe contamination observed and likely source(s) (tank, piping, dispenser, spills, overfills): _____

Continue with corrective action -----> See end of this section for options on submission and maintenance of closure records -----> Call Indemnification Fund (717-787-0763).

- E.** If the answer to C.1. is "no", the answer to C.2. is "yes" or the answer to D. is "no", confirmatory samples are required. Use the sample/analysis information sheet on page 10 of 11 to provide the information on confirmatory sampling and complete the diagram on Page 11 of 11.

Options for Submission and Maintenance of Closure Site Assessment Records

Records of the site assessment must be maintained for at least three years after completion of permanent closure or change-in-service in one of the following ways:

- (a) By the owners and operators who took the tank system out of service;
- (b) By the current owners and operators of the tank system site; or
- (c) By mailing these records to the DEP regional office responsible for the county in which the tank is located if they cannot be maintained at the closed facility.

Where the results of the site assessment indicate that obvious, localized soil contamination was encountered and the analytical results of the confirmatory sampling show levels below the statewide standard/action levels, this closure report form (Sections I, II, and III) or some other acceptable site characterization report must be received by the Department within 180 days of verbally reporting the release.

Where the results of the site assessment indicate that no obvious contamination or obvious, localized contamination was encountered, but the analytical results of the confirmatory sampling show levels above the statewide standard/action levels, or where there is obvious, extensive contamination, Section 245.310(a)(8) of the Corrective Action Process (CAP) regulations requires that details of removal from service be included in the site characterization report. A copy of the completed closure report form should be submitted as part of the site characterization report to satisfy the requirements of Section 245.310(a)(8) of the CAP regulations.

I, _____, hereby certify, under penalty of law as provided in 18 Pa. C.S. §4904 (relating to unsworn
(Print Name)
falsification to authorities) that I am the person who performed the site assessment activities associated with the closure of the above referenced storage tank system(s) and that the information provided by me in this closure report (Section III) is true, accurate and complete to the best of my knowledge and belief.

_____ Signature of Person Performing Site Assessment	_____/_____/_____ Date
_____ Title of Person Performing Site Assessment	_____ Name of Company Performing Site Assessment
_____ Telephone Number of Person Performing Site Assessment	

UNDERGROUND STORAGE TANK SYSTEM CLOSURE REPORT FORM

Sample/Analysis Information (Attachment for Section III.)

Facility ID Number _____ - _____

[illegible]

¹ Where EPA Method 5035 is used, indicate sample collection option in the right-hand box of this column using the following codes:

P - Samples placed in a soil sample vial with a preservative present.

E - Samples collected and stored in a soil collection device which is airtight and affords little to no headspace.

N - Samples placed in soil sample vial without a preservative present.

Site Location and Sampling Map - Use this page or suitable facsimile to provide a large-scale map of the site where storage tank systems were closed. Scales between 1" = 10 and 1" = 100 feet frequently work well. Include the following information as each applies to the site: facility name and I.D., county, township or borough, property boundaries or area of interest, buildings, roads and streets with names or route numbers, utilities, location and ID number of storage tank systems removed including piping and dispensers, soil stockpile locations, excavations or other locations of product recovery, north arrow, approximate map scale and legend. Also, show depth and location of samples with sample ID numbers cross-referenced to the same ID numbers shown on Page 10 of 11.

Facility Name and ID: -

County:

Township/Borough: