SAN MATEO COUNTY HEALTH
ENVIRONMENTAL HEALTH SERVICES

Environmental Health Services
Hazardous Materials Program (CUPA)
2000 Alameda de las Pulgas, Suite #100
San Mateo, CA 94403
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smchealth.org/cupa

UNDERGROUND STORAGE TANK (UST) PLAN CHECK

Plan Check Type: Facility Name:

Facility Address:

Authority #: FA#:

Scope/ Summary of Work:

GENERAL APPLICATION (ADMIN USE ONLY)

Status	General Application Requirements
	Service request updated
	Correct fee paid (Current fees are listed at smchealth.org/ehfees)
	Contractor information complete on application
	Contractor signed application
	Owner information complete
	Equipment list completed
	Scope of work completed
	Application signed by the Owner and Owner Signature Authority Form submitted
	Three sets of Plans submitted
	All subcontractors identified

CERTIFICATION

CSLB License is appropriate: Expiration Date:

C61-D40 is valid **only for calibration work** if issued after January 1, 2001. CSLB License #

☐ Hazardous Substance Removal Certification (required for installation and removal) Expiration Date:

☐ Active Worker's Compensation (attach copy) Expiration Date:

The following MUST be conducted by a **Qualified Installer:** Installation of an underground storage tank and/or connected piping, and completion of all work on the tank/piping manufacturer's installation checklist.

Qualified Installers must possess or work under the direct and personal supervision of an individual physically present at the work site who possesses of all the following: A valid, current contractor's license issued by the Contractor's State License Board, a valid, current certificate of training from the manufacturer(s) of the component(s) being installed, and a valid and current ICC UST Installation/Retrofitting certificate.

☐ ICC UST **Installer/Retrofitter or Other Required** Certification Submitted

Name	Required Certificate	Expiration Date

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The following MUST be conducted by a Qualified Service Technician: All work related to UST leak detection monitoring equipment, (installation, repair, replacement, maintenance and calibration), Annual Monitoring Certification, Secondary Containment Testing (including initial testing of newly installed secondary containment systems).

Qualified Service Technicians must possess or work under direct and personal supervision of an individual physically present at the work site who possesses all of the following: CSLB license as defined by 23 CCR 2715 (i)(1) or a Tank Tester's license issued to the individual by SWRCB, valid UST ICC Service Technician certificate, valid and current certificate of training from the manufacturer(s) of the component(s) being tested, repaired, or serviced. In the event that no training or certification exists, the local agency may approve comparable alternate training or certification.

☐ **ICC Service Technician Certification Submitted**

Name	Expiration Date

☐ Contractor License is Appropriate (admin use only) Expiration Date: CSLB License #

C61-D40 is valid **only for calibration work** if issued after January 18, 2001.

☐ **Monitoring Equipment Manufacturer** Certification Submitted

Manufacturer	Name	Expiration Date

☐ **Tank Manufacturer** Training Certificate Submitted

Manufacturer	Name	Expiration Date

☐ **Pipe Manufacturer** Training Certificate Submitted

Manufacturer	Name	Expiration Date

☐ **Under Dispenser Containment** Manufacturer Training Certification Submitted

Manufacturer	Name	Expiration Date

☐ **Containing Sump** Manufacturer Training Certification Submitted

Manufacturer	Name	Expiration Date

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☐ **Transition Sump** (vent, etc.) Manufacturer Training Certification Submitted

Manufacturer	Name	Expiration Date

☐ **Spill Containment** Manufacturer Training Certificate Submitted

Manufacturer	Name	Expiration Date

☐ **Other UST Component** Manufacturer Training Certificate Submitted

Manufacturer	Name	Expiration Date

Name(s) of Qualified Individual(s) with required certifications:

Status	Page #	Plan Requirement
		ELD Company Information Submitted
		Program for ELD Submitted
		Soil Sampling Program and Lab Information Submitted

Name of Lab: ☐ Certified Lab?

OVERHEAD/PLANS OF DRAWINGS (Overhead view of Site - Must be submitted for all applications. Drawn to scale and include the following:)

Status	Page #	Plan Requirement	Notes/Comments
		North arrow	
		Scale of drawing: Building(s), neighboring buildings, streets, and property lines - where applicable	
		Dispenser island(s)	
		Guard posts/bollards	

	Tank	Size		Tank	Size		Tank	Size
#1			#3			#5		
#2			#4			#6		

Status	Page #	Plan Requirements	Notes/Comments
		Indicate slope on piping toward tank (inches per foot and direction)	
		Location of monitoring panel	
		Location of overfill alarm	
		Location of emergency shut off(s)	
		Location of any proposed or existing well(s) (observation, monitor, etc)	

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PARTS LIST			
Status	**Page #**	**Plan Requirements**	**Notes/Comments**
		Parts list to be included on the drawings (must include make and model number and correspond to side view and/or end drawings by number or letter. Highlight exact part # in specs).	

PIPING			
Status	**Page #**	**Plan Requirements**	**Notes/Comments**
		Location of product piping and termination of pipe	
		Location of vapor recovery piping and termination of pipe	
		Location of vent piping and termination of pipe	
		Location of chase piping	
		Vent termination (must be 5 feet from any building or buildable property line)	
		Method(s) and location(s) of monitoring for piping	
		Type of piping labeled (e.g. rigid RFP, Enviroflex, etc.)	
		Piping trench show the distances between pipes to **bottom**, **sides**, and **surface** of trench.	
		Backfill material and type/thickness of cap over trench	
		Necessary piping detail or crossover detail	
		Piping is UL listed	
		Piping monitoring application is approved	
		Monitoring equipment approved for application	

SIDE/TOP VIEW OF TANK AND EXCAVATION			
Status	**Page #**	**Plan Requirements**	**Notes/Comments**
		Tank manufacturer identified	
		Size of tank(s) in gallons on plans	
		Dimensions of excavation and tank(s)	
		Distance from ends and sides of tank(s) to sidewalls of excavation	
		Depth of backfill beneath tanks and type of backfill material	
		Type and thickness of cap above tank(s)	

Plan Check Type: _____

Facility Name: _____

Status	Page #	Plan Requirements	Notes/Comments
		Location of sumps and/or bungs	
		Location of spill containment and lids	
		Risers	
		ATG(s) (tank level probe)	
		Turbine(s)	
		Compartments in tank	
		Drop tube	
		Overfill prevention device(s)	
		Any slab or deadman with location and type of the tie down straps	
		Level or slope of tank	
		Hold down calculations for UST if water present in area (calculations can be listed in a separate letter)	
		Adapters	
		Sump lids and clamps (or other method of securing to lid)	
		Sealant between sump and manway skirt (if used)	
		Fill riser caps	
		VR phase 1 riser caps	
		Location of interstitial sensor, reservoir, riser and, where applicable, at grade access box	
		Tank(s) is/are UL listed	
		Monitoring equipment approved for application	

SIDE/TOP VIEW OF SUMPS

Status	Page #	Plan Requirements	Notes/Comments
		Method of attachment of sump to tank	
		Termination of sump secondary wall	
		Penetrations in sumps (boots, flanges, fittings - depict type)	
		Piping as it goes through penetrations	
		Penetrations are approved for use with proposed piping	
		Termination of secondary walls of pipe	
		Location of test boots	
		All piping and connections inside pump	
		Location and type of sensor	
		Location and type of liquid sensor	
		Location and type of interstitial sensor	
		Hydrostatic double wall monitoring: Type of liquid in interstice and directions for labeling	
		Communication testing apparatus location and type identified (ball valve, manometer, etc.)	
		Monitoring sensors are correct for application	

Plan Check Type:

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Status	Page #	Plan Requirements	Notes/Comments
		Line leak detector	
		Line detector approved for application	
		Location of spill containment	
		All other equipment inside sump	
		Lid to manways	
		Type and depth of fill material and cap	
		Sump(s) are UL listed	
		Monitoring equipment approved for application	

INSTALLATION - INCLUDE BLOW UP DRAWING OF THE FOLLOWING:

Status	Page #	Plan Requirements	Notes/Comments
		Manway lid	
		Manway skirt	
		Sump	
		Sump lid	
		Spill containment	
		Spill containment meets requirements	
		Sump top hat	
		Interface between the manway skirt and sump top hat	
		Interface or connection between spill buckets	

SIDE/TOP VIEW OF UNDER DISPENSER CONTAINMENT (UDC)

Status	Page #	Plan Requirements	Notes/Comments
		Type of UDC (FRP, Shallow, Deep, etc.)	
		Termination of UDC secondary wall (if a double wall UDC)	
		Penetration into UDC (depict type of penetration fitting)	
		All piping and conduits as they go through penetrations	
		Termination of secondary walls of pipe inside the UDC	
		Attachment of pipes inside the UDC	
		Location of UDC liquid sensor	
		Location of UDC intersititial sensor	
		Hydrostatic double wall monitoring: Type of liquid in interstice and directions for labeling	
		Communication testing apparatus location and type identified (ball valve, manometer, etc.)	
		Flex connectors	
		Shear valves	
		Adequate labeling of components in plans	
		UDC is UL listed	
		Monitoring sensors are approved for application	

SIDE/TOP VIEW OF PIPE TRANSITIONS AND PENETRATIONS

Status	Page #	Plan Requirements	Notes/Comments
		Penetrations of underground piping into basement or to ground surface - include pipe or collar that provides a conduit for the double wall pipe.	

SIDE/TOP VIEW OF VENT RISER/SUMP

Status	Page #	Plan Requirements	Notes/Comments
		Tank vent termination is a minimum of 12 feet above grade	
		Depict the flex connectors and secondary boots	
		Location of vent sump annular sensor	
		Monitoring sensors are approved for application	
		Location of vent sump liquid sensor	
		Hydrostatic double wall monitoring: Type of liquid in interstice and directions for labeling	
		Communication testing apparatus location and type identified (ball valve, manometer, etc.)	
		Transition from flexible or fiberglass piping to above ground piping - include protection from sunlight and elements, as well as construction of aboveground piping.	
		Vent sump UL listed	
		Monitoring sensors are approved for application	

SIDE VIEW OF GUARD POSTS/BOLLARDS

Status	Page #	Plan Requirements	Notes/Comments
		Bollards or guard posts to include: Construction diameter, height, distance between posts, distance from dispensers, depth and diameter in footing	

VPH LAYOUT

Status	Page #	Plan Requirements	Notes/Comments
		New installations: Drawing and/or table of proposed monitored zones (vacuum pressure, hyrdostatic). Include volume for each vacuum monitored zone.	