Hazardous Materials Storage Permit

Current Fees and Application Instructions

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for Permit submitted completely before or on expiration date:</td>
<td>$1,296.88</td>
</tr>
<tr>
<td>Fee for Permit submitted or resubmitted after the expiration date:</td>
<td>$1,521.52</td>
</tr>
</tbody>
</table>

Explanation of General Information items on HazMat Application

**UST Location Name** – This is the business name of the facility. It appears on the permit.

**UST Location Address** – the street address of the facility.

**Zip** – Zip code of the facility.

**Facility Phone** – A phone number that will be answered at the business location during operating hours

**UST Owner** – business name and contact information for the legal owner of the facility’s underground storage tanks (USTs).

**UST Operator** – business name and contact information for the person(s) responsible for the day to day operation of the USTs.

**UST Regulatory Contact** – This is the business name and contact information for a third party (not the Owner or Operator) contracted by the UST owner or operator to manage compliance for the facility’s UST(s). If there is not a third party hired as the UST Regulatory Contact, then either the owner or operator is the UST regulatory contact.

**Preferred Method of Contact** – Please select the preferred method for communicating UST-compliance related matters.

**Responsible Party** – This is either the operator or the owner depending on which one is legally responsible for compliance with federal, state, and local UST regulations.
Explanation of System Description & Inventory Table

On Page 3 of the application, please use a separate column to document each tank system located at this site. If a tank has more than one compartment, then document each compartment of that tank in separate columns. Label each column using the same tank number and different letters for each compartment (i.e.: 1A, 1B, etc.).

**Maximum Total Capacity** (in gallons) – Enter the maximum total holding capacity of each tank or compartment.

**Substance Stored** – Enter the type of material stored in the tank (gasoline, diesel, solvents, waste oil, etc.) and the grade (super, plus, regular) stored in each tank as appropriate.

**Tank Material/Type** – Enter the material of tank construction (steel, fiberglass, ACT100, etc.).

**Secondary Containment** – Indicate whether the tank is single wall (SW), double wall (DW), or has another type of secondary containment.

**Date Installed** – Month and year of installation if available.

**Spill Containment** – Indicate whether the tank has a Spill Containment Bucket at the fill ports to catch any spill when tanks are filled.

**Overfill Protection** – Indicate what Overfill Protection is present to prevent overfilling the tanks. Flapper valve, ball float, alarm, etc.

**Tight Fill Connection** – 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 Monitoring** – Indicate whether electronic monitoring is installed and what type, such as Interstitial Monitoring, CSLD/SCALD, monthly 0.2 tests with one (1) annual 0.1 test.

**Electronic Monitoring Used** – Is any electronic monitoring currently in use? If so, what kind?

**Manifolded** – Are any of these tanks manifolded together? If so, which ones?

**Piping Material** – Indicate the material the piping is made from (steel, FRP, etc.).

**Secondary Containment** – Indicate type of pipe: single wall (SW), double wall (DW) or another type of secondary containment.

**Pump Type** – Indicate whether the pump system is Pressure (P), Suction (S), or Gravity (G).

**Vertical Check Valve** – Suction systems only. Is there a vertical check valve located at the dispenser?

**Line Leak Detector** – Pressure systems only. Are line leak detectors present and functional?

**Anchored Impact Valves** – Pressure systems only. Are impact valves installed & anchored?

**Dispenser Catchment Basin** – Is there a spill catchment basin under the dispensers?

**Cathodic Protection** – Please enter type of cathodic protection for each piece of equipment listed. (IC=Impressed Current, SA=Sacrificial Anode, NA=Not Applicable) for each item.
Emergency Leak Response Procedures
(Please post at your facility)

**Fuel Leaks & Spills:**
Follow these procedures if there is a fuel leak or spill caused by a delivery transport driver, a customer, or a vehicle accident / drive-off:

Make sure every employee knows where these procedures are posted, as well as the location of the Emergency Shut Off button.

Hit the **EMERGENCY SHUT OFF** button on the fuel console or outside the store and shut off any circuit breakers for the fuel island. Be sure the fuel is stopped.

Clear customers from the spill area.

If a spill is present and where safety permits, use sorbent material to contain liquids to prevent the fuel from entering any adjacent storm drains or waterways (including oil/grit separators). Pick up the used sorbent material for disposal. Call the City at 512-974-2550 for disposal options.

If the spill is large, call the Fire Department at 911.

Call the city’s 24-hour Environmental Hotline at 512-974-2550.

Call your Store Manager, if applicable.

Do not sell fuel again from the affected pump until City of Austin approval is granted.

Do not pour water on the fuel to try to dilute it or wash it away. The fuel could enter the storm sewer system or a waterway, which is a violation of City Code.

**Fire at the Fuel Island:**
Hit the **EMERGENCY SHUT OFF** button on the fuel console or outside the store. Shut off any breakers in the main electrical panel marked for the dispenser island. Be sure fuel is stopped.

Evacuate the store.

Call the Fire Department at 911 and the City’s 24-hour Environmental Hotline at 512-974-2550 immediately.

Call your Store Manager if applicable.

Do not sell fuel again until you have received City of Austin Approval. Contact Craig Carson at 512-974-3024 for approval.

*This document is provided by the City of Austin’s Development Services Department. This 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 MONTHLY INSPECTION REPORT

FACILITY NAME: ______________________________ DATE: __________
FACILITY ADDRESS: ________________________________
OPERATOR / INSPECTOR NAME: ______________________________

The City of Austin requires that a monthly inspection of the facility be performed and documented. Use this form to document the status of the listed equipment on a monthly basis. The results of your inspection must be documented in writing and should list anything that needs to be fixed. If something is found that is broken or not working properly then use this form to document the problem and what was done to fix it. You may also come up with your own monthly inspection report if you do not want to use this one.

Submersible Turbine Pump (STP) Sumps:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Fill Caps (present and tight seal with gasket):
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Spill buckets:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Dispensers (including hoses, whips, and nozzles):
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Under Dispensers:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Spills or Leaks Found:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Sensors and Probes Functioning:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Spill Kit (have enough absorbents, charged fire extinguisher, kitty litter, etc.):
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________