



Hazardous Materials Storage Permit Application Underground Storage Tank (UST) Program

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For submittal and fee information, see austintexas.gov/digitaldevelopment

Please refer to pages 2, 4, and 7 through 9 for Instructions to complete the application.

Email completed application to UST@austintexas.gov.

General Information

UST Location Name: _____ **City of Austin UST ID:** _____

UST Location Address: _____

City, State, and Zip Code: _____ **Facility Phone:** _____

Fee Simple Owner (Land Owner) Name: _____

Fee Simple Owner Contact – Person Name (if different): _____

Mailing Street Address: _____

City: _____ Zip Code: _____ State: _____

Phone Number: _____ Email: _____

UST Owner - Business Name: _____ Same as Fee Simple Owner

UST Owner Contact – Person Name (if different): _____

Mailing Street Address: _____

City: _____ Zip Code: _____ State: _____

Phone Number: _____ Email: _____

UST Operator - Business Name: _____ Same as UST Owner

UST Operator Contact – Person Name (if different): _____

Mailing Street Address: _____

City: _____ Zip Code: _____ State: _____

Phone Number: _____ Email: _____

UST Regulatory Contact - Business Name: _____

Same as Fee Simple Owner Same as UST Owner Same as UST Operator

UST Regulatory Contact – Person Name (if different): _____

Mailing Street Address: _____

City: _____ Zip Code: _____ State: _____

Phone Number: _____ Email: _____

ADMINISTRATIVE USE ONLY

Date Submitted: _____ Fees Paid: _____

Responsibly Party (check all that apply): Same as Fee Simple Owner Same as UST Owner
Same as UST Operator Same as Regulatory Contact

Responsible Party – Printed Person Name: _____

Responsible Party – Title: _____

Responsible Party Signature: _____ Date: _____

Email Address Registered on [Austin Build + Connect \(AB+C\)](#): _____

Permit Applicant / Responsible Party agrees that the information contained in this Permit Application is true and correct to the best of his or her knowledge. Applicant agrees to abide by the requirements of this Permit and all related Codes of the City of Austin. **Applicant must keep a copy of this Application on file.**

Please be aware that in accordance with Section 6-2-18 of the City of Austin Code, 1992, this Permit may be suspended or revoked at any time where it is determined that the permittee is in violation of any provision of Chapter 6-2 of the City Code.

If at any time ownership of the Underground Storage Tank(s) is conveyed to a new owner, the Department must be notified. If at any time responsibility for the Permit will be transferred to a new Permit holder, an *Application for Transfer of a Hazardous Materials Storage Permit* form must be executed by both parties and submitted to the Department within 30 days of Permit transfer.

ONLINE PAYMENT INSTRUCTIONS

1. Use **Google Chrome** or **Internet Explorer** for your web browser (because these particular browsers work best for this process).
2. Create an Account through the **City of Austin Pay Portal** by first registering [here](#) for an account on [Austin Build + Connect \(AB+C\)](#). If you already have open/active cases/permits, or an existing online profile that you'd like to link to your new AB+C account, email UST@austintexas.gov and provide the emails address to link for the permit payment.
3. Once you have registered, email UST@austintexas.gov and provide us
 - (a) your Facility Name;
 - (b) the email address under which you registered;
 - (c) your UST Identification Number (if already assigned); and
 - (d) a copy in PDF of this completed Permit Application (if not already provided).
4. We will email you the invoice for you to make your online payment for specified permit(s).
5. After you have completed your online payment successfully, please notify us at UST@austintexas.gov. We will begin reviewing your Permit Application as soon as we confirm payment has been made.

If you encounter any technical difficulties navigating **Austin Build + Connect**, you may refer to the [Online Permit Application & Payment User Manual](#) or select the online Help button. Otherwise, please contact the UST Program at UST@austintexas.gov for assistance.

System Description Table

TANKS [for <i>compartment</i> tanks, designate as "1A," "1B," etc.]	Tank # _____	Tank # _____	Tank # _____	Tank # _____	Tank # _____
Maximum Capacity (gallons)					
Substance Stored (fuel grade)					
Manufacturer (company)					
Material of Construction					
Secondary Containment (type used; e.g., DW)					
Installation Date (month/year)					
Spill Containment (Y/N)					
Overfill Protection Equipment (e.g., flapper valve, ball float, etc.)					
Tight Fill Connection (Y/N)					
Electronic Monitor (ATG) (Mfg. and model)					
30-day Tank Release-Detection Monitoring Method					
Tank Manifolder with Another Tank? (Y/N; tank numbers)					
PIPING (Product Lines)					
Manufacturer (company)					
Material of Construction					
Diameter(s) (A"/B")					
Secondary Containment (type used; e.g., DW)					
Pump Type (Pressure or Suction) & Manufacturer					
Line-Leak Detector Mfg. (Pressure only) MLLDs or ELLDs					
DISPENSERS					
Total Number of Dispensers					
Anchored Shear Valves (Pressure Systems only) (Y/N)					
Vertical Check Valve (Suction Systems only) (Y/N)					
Line Release-Detection Monitoring Method					
CATHODIC PROTECTION	Tanks	Piping	STP Sumps	UDC Sumps	
Cathodic Protection Type (e.g., NCM, Isolated, IP, Sac Anode)					
	← Please check HERE if you wish to use the Emergency Leak-Response Procedures we provide on page 5 of this Application. Alternatively, submit your company's own Procedures as Attachment A.				

Documentation – Attachments to Be Included with Application

- Attachment A: Submit a copy of your **Emergency Leak-Response Procedures**. This can be using the example form provided in this packet (Page 5), or on a form created by you. These procedures are to be posted so that employees can easily reference them in emergency situations.
- Check The Box on the bottom of page 3** if you wish to use the **Emergency Leak-Response Procedures** we provide on page 5 of this Application. Alternatively, submit your company's own Procedures as Attachment A.
- Attachment B: Submit a completed copy of your latest **30-day UST Visual Inspection Report**. This can be on the example form provided in this packet (Page 6) or on a form created by you. It should be used to document the 30-day inspections performed on the UST systems at your facility.
- Attachment C: Submit the most recent period of **30-day Inventory Control and Reconciliation** for each tank. This should include the 30-day leak calculation (1% of total sales + 130 gallons) and water check for each tank.
- Attachment D: Submit proof of **Pollution Liability Insurance** coverage. It must be a current, signed certificate, and show the Name, Address & Expiration Date of the insured party, as well as a listing of tanks and tank location(s). If you are self-insuring, please include a copy of documents furnished to TCEQ to demonstrate self-insurance.
- Attachment E: Submit proof of **TCEQ Class A/B Operator Training** certification. It must be a current certificate by a TCEQ-approved provider. TCEQ rules require that there must be at least one A/B Trained Operator to cover no more than 50 sites. Provide a list of all facility addresses covered by this A/B trained Operator.
- Attachment F: If you have an Impressed-Current Cathodic Protection System, submit a copy of the 60-day **Rectifier Log** covering the previous year's recorded readings. [Please Note: this does NOT apply to Cathodic-Protection Systems using Sacrificial Anodes].

Emergency Leak-Response Procedures

(Please post these 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**.

If You Have a Large Spill or Active, High-Volume Surface Leak:

- **Hit the EMERGENCY SHUT-OFF BUTTON** on the fuel console or outside the store. Shut off any circuit breakers in the main electrical panel for the fuel island. Be sure the fuel is stopped.
- **Clear customers from the spill area.**
- **Call 911**, Ask for the **Austin Fire Department**.
- Call the city's **24-hour Pollution Hotline** at (512) 974-2550.
- Notify your Store Manager / Store Owner, as applicable.
- Do not sell fuel again from the affected pump until approval is granted from the City of Austin / UST Team. Current contact telephone is (512) 974-2922.



Fire at the Fuel Island:



- **Hit the EMERGENCY SHUT OFF BUTTON** on the fuel console or outside the store. Shut off any circuit breakers in the main electrical panel for the fuel island. Be sure the fuel is stopped.
- **Evacuate the Store.**
- **Call 911**, Ask for the **Austin Fire Department**; and also call the City's 24-hour Pollution Hotline at (512) 974-2550, immediately.
- Notify your Store Manager / Store Owner.
- Do not sell fuel again until approval is granted from the City of Austin / UST Team. Current contact telephone is (512) 974-2922.

Smaller, Non-Continuous Spills and ALL Spills:

- If a spill is present, **and where safety allows**, use sorbent material (e.g., kitty litter, sand, etc.) 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. Contact the City's 24-Hour Pollution Hotline at (512) 974-2550 for disposal options.
- Never pour water on the fuel to try to dilute it or wash it away. The spilled fuel could unintentionally enter the storm sewer system or a waterway, which is a violation of City Code.

This document is provided by the City of Austin's Development Services Department as a courtesy. These initial spill-response and notification procedures are recommended guidelines to follow, however, they are intended to be general in nature and not intended to represent an all-inclusive, comprehensive list for every spill or emergency scenario, or to represent what may be your individual company's spill response plan.

30-Day UST Visual Inspection Report

FACILITY NAME: _____ DATE: _____

FACILITY ADDRESS: _____

OPERATOR / INSPECTOR NAME: _____

The City of Austin requires that a visual inspection of the facility be performed and documented at least once every 30 days. Use this form to document the status of the listed equipment every 30 days. 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 30-day inspection report if you do not want to use this one.

Submersible Turbine Pump (STP) Sumps: (report if there are fuel leaks; report if sumps are clear or liquids and debris, or cathodically protected; report if sensor bottoms lie no more than 2 inches off sump bottoms; report if any cracks in sump walls)

Fill Caps: (report if all fill caps are present, functioning properly, and tightly sealed with gaskets)

Spill buckets: (report if all spill buckers are clear of liquids and debris; report if you find any cracks in walls or bottoms)

Dispensers: (report if there are fuel leaks; broken cradles; missing breakaways; cracks or tears in long or "whip" hoses)

Under Dispenser Containment (UDC) Sumps: (report if there are fuel leaks; report if sumps are clear of liquids and debris, or cathodically protected; report if sensor bottoms lie no more than 2 inches off sump bottom; report if any cracks in sump walls or bottoms)

Spills or Leaks Found: (report any leaks found in STP or UDC sumps; report any spills from transport truck; report any spills beneath hoses, nozzles, or hose connections)

Liquid Sensors and ATG Probes Functioning: (report if ATG is able to read all liquid sensors; report if ATG has any active alarms or warnings)

Spill Kit ready: (report if your facility has a complete spill kit, including kitty litter or other absorbents; charged fire extinguisher, etc.; and note the location of the spill kit)

Hazardous Materials Storage Permit Application Instructions

Section 1 – GENERAL INFORMATION:

UST Location Name – This is the Business Name of your fuel facility. This is the name that will appear on your Permit, when issued.

UST Location Address – This is the street address of the fuel facility this Permit will apply to.

City, State, Zip Code – Zip code of the fuel facility.

Facility Phone – The phone number that will be answered at the business location whenever the fuel facility is open for business.

Fee Simple Owner (Land Owner) – This is the Personal or Business Name & Contact Information for the *fee simple owner* of the surface estate of the tract of land on which the UST System is located (aka the land owner).

UST Owner – This is the Business Name & Contact Information for the legal owner of the facility's underground storage tanks (USTs).

UST Operator – This is the Business Name & Contact Information for the person(s) responsible for the day-to-day operation of the USTs.

UST Regulatory Contact – This is the Business Name & 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 you do NOT have a third party hired as the UST Regulatory Contact, then either the Owner or Operator is the UST Regulatory Contact.

Responsible Party – This will be the Fee Simple Owner and/or the UST Owner and/or the UST Operator, depending on which one is legally responsible for compliance with Federal and State regulations, and City of Austin Code.

Responsible Party Printed Name and Title –PRINT the Name and Title of the individual who is signing the application.

Responsible Party Signature – Signature, and signature Date of the declared Responsible Party.

Email Address under which Applicant Registered on [Austin Build + Connect \(AB+C\)](#).

Section 2 – SYSTEM DESCRIPTION TABLE:

(NOTE: On Page 3 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," "1C," etc.).

TANKS

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

Substance Stored - Enter the type of material or fuel grade stored in the tank (e.g., Regular Unleaded gasoline, Super Unleaded gasoline, Diesel, solvents, waste oil, etc.).

Manufacturer – Enter the name of the company that manufactured the tank, if known.

Material of Construction - Enter the material that the tank is made of (e.g., FRP, ACT100, sti-P3, steel, etc.).

Secondary Containment (e.g., DW) - Indicate whether the tank is double-walled (DW), single-walled (SW), or what type of secondary containment it has.

Installation Date - Month and Year of tank installation, if known.

Spill Containment - Indicate whether the tank has a Spill-Containment Bucket at each Fill Port to catch any spill when tanks are being filled.

Overfill Protection Equipment (e.g., flapper valve, ball float, etc.) – Indicate what Overfill Protection feature is present to prevent overfilling the tank (e.g., 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 Monitor (ATG) (Manufacturer and model)- Indicate whether an Electronic Monitor (i.e., Automatic Tank Gauge, or ATG) is installed and what manufacturer and model type (e.g., Veeder Root, model TLS-350; Franklin TS-550; etc.). If no electronic monitor, put “Stick.”

30-day Tank Release-Detection Monitoring Method – Indicate what primary 30-day tank release-detection monitoring method you are currently using or intend to use (e.g., Interstitial Monitoring; CSLD; SIR; ATG static 0.2gph test; 30-day Tank Gauging; etc.).

Tank Manifolded with Another Tank? - Are any of these tanks manifolded together? If so, which ones?

PIPING (Product Lines)

Manufacturer - Enter the name of the company that manufactured the lines, if known.

Material of Construction - Indicate the material the piping is made of (FRP, Steel, etc.).

Diameter(s) (A"/B") – Indicate the diameter of the primary pipe, and secondary pipe (if applicable), in inches (e.g., 3"/2").

Secondary Containment – Indicate whether the piping is double-walled (DW), single-walled (SW), or what type of secondary containment it has.

Pump Type (Pressure or Suction) & Manufacturer - Indicate whether the pump system is Pressure (P); Suction (S); or another type, and the name of the pump manufacturer.

Line-Leak Detector Manufacturer (Pressure only) MLLD/ELLD – If the UST system has pressurized piping, indicate the name of the manufacturer of the automatic line-leak detector and whether it is a mechanical line-leak detector (MLLD) or an electronic line-leak detector (ELLD).

DISPENSERS

Total Number of Dispensers – provide the total number of dispensers at your fuel facility.

Anchored Shear Valve (Pressure Systems Only) – Are shear valves (also called impact valves) installed and securely anchored?

Vertical Check Valve (Suction Systems only) - Is there a vertical check valve located directly below the inlet of the suction pump in the dispenser?

Line Release-Detection Monitoring Method - Name the method that is being used for line release-detection monitoring.

CATHODIC PROTECTION

Cathodic Protection Type - Please enter type (acronym) of cathodic protection for each major component of the individual UST systems. Choices include:

- **Non-corrosive material (NCM)** – examples include Tanks made of FRP or lines made of FRP.
- **Isolation (ISO)** – examples include STPs installed in liquid-tight, completely enclosed sumps made of non-corrosive material; and UDC sumps which are liquid tight, completely enclose piping connections beneath the dispenser, and are made of non-corrosive material. [Required by regulation for post-2008 STP and UDC sumps].
- **Impressed Current (IC)** – examples include Steel Tanks, Steel Piping, or STPs which are protected by an external power source (called a “Rectifier”) which converts alternating current (AC) to direct current (DC) which is then discharged off of anodes and onto the metal component(s) to prevent corrosion.
- **Sacrificial Anodes (SA)** – examples include STP sumps and UDC sumps (installed before 2009) which have dirt bottoms, or those with proper containment sumps which experience chronic water infiltration and liquid accumulation. A sacrificial anode is typically installed in each sump where corrosion is likely to affect system components which are in contact with soil or accumulated liquids.
- **Not Applicable (N/A)** – one example would be aboveground, elevated, steel piping which can be visually checked for any onset of corrosion.