

Tank System Closure Checklist

Facility: _____ Facility ID: _____	Code References	Trainer	Date	Supervisor	Date
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A. Type of service: Closure Repair/upgrade Change-in-service

1) Indicate portion of system being serviced if a repair, upgrade or change-in-service is being performed: <input type="checkbox"/> Remote fill <input type="checkbox"/> Tank <input type="checkbox"/> Piping <input type="checkbox"/> Transition/containment sump <input type="checkbox"/> Spill bucket <input type="checkbox"/> Dispenser				
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B. Tank system detail (Complete for all service activities)

1) Tank ID #				
2) Type of Closure				
3) Tank Material of Construction				
4) Piping Material of Construction				
5) Tank Capacity (gallons)				
6) Contents				
7) Release - System Integrity Compromised If "Yes" go to "g", Then Specify Source & Cause of Release				
a. Source of Release				
b. Cause of Release				
c. Indicate type of closure: P= Permanent, TOS= Temporarily out-of-service, CIP= Closure in-place				
d. Indicate type of product: DL= Diesel, LG= Leaded Gasoline, UG= Unleaded Gasoline, FO= Fuel Oil, GH= Gasohol, AF= Aviation Fuel, K= Kerosene, PX= Premix, WO= Waste/Used Motor Oil, FCHZW= Flammable/Combustible Hazardous Waste, OC= Other Chemical (indicate the chemical name(s):				
e. CAS number(s):				
f. Source of release: T= tank, P= piping, D= dispenser, STP= submersible turbine pump, DP= delivery problem, O= other, UNK= Unknown				

g. Cause of release: S= spill, O= overfill, POMD= physical or mechanical damage, C= corrosion, IP= installation problem, O= other, UNK= Unknown				
h. Has release been reported to the Department of Natural Resources? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Release not evident at this time				

C. Closures (Check applicable box at right in response to all statements in section)

1) Written notification was provided to the local agent 5 days in advance of closure date. <input type="checkbox"/> Y <input type="checkbox"/> N				
2) All local permits were obtained before beginning closure. <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA				
3) UST Form TR-WM-137 or AST Form TR-WM-118 filed by owner with the DATCP indicating closure. <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA				
Note: Tank inventory form TR-WM-137 or TR-WM-118 signed by the owner must be submitted with each closure or change-in-service checklist				

D. Temporarily out-of-service

1) Product removed.				
2) Product lines drained into tank (or other container) and liquid removed, and;				
a. All product removed to bottom of suction line, OR				
b. All product removed to within 1" of bottom.				
3) Fill pipe, gauge pipe, tank truck vapor recovery fittings, and vapor return lines capped.				
4) All product lines at the islands or pumps located elsewhere are removed and capped, OR				
5) Dispensers/pumps left in place but locked and power disconnected.				
6) Vent lines left open.				
7) Inventory form filed indicating temporarily out-of-service (TOS) closure.				

E. Closure by removal or in-place

1) General Requirements				
a. Product from piping drained into tank (or other container).				
b. Piping disconnected from tank and removed.				
c. All liquid and residue removed from tank using explosion-proof pumps or hand pumps.				

d. All pump motors and suction hoses bonded to tank or otherwise grounded.				
e. Fill pipes, gauge pipes, vapor recovery connections, submersible pumps and other fixtures removed.				
f. Vent lines left connected until tanks purged.				
g. Tank openings temporarily plugged so vapors exit through vent.				
h. Tank atmosphere reduced to 10% of the lower flammable range (LEL)				

F. Specific Closure-by-Removal Requirements

1) Tank removed from excavation after PURGING/INERTING; placed on level ground and blocked to prevent movement.				
2) Tank cleaned before being removed from site.				
Note: Complete tank labeling should include warning against reuse; former contents; vapor state; vapor freeing treatment; date				
3) Tank vent hole (1/8" in uppermost part of tank) installed prior to moving the tank from site.				
4) Site security is provided while the excavation is open.				

G. Specific Closure-In-Place Requirements

Note: Closures in-place are only allowed with the prior written approval of the Department of Agriculture, Trade And Consumer Protection (DATCP)				
1) Tank properly cleaned to remove all sludge and residue.				
2) Solid inert material (sand, cyclone boiler slag, or pea gravel recommended) introduced and tank filled.				
3) Vent line disconnected or removed.				
4) Inventory form filed by owner with the DATCP indicating closure in-place.				

H. Repair, upgrade or change-in-service

1) Written notification was provided to the local agent 5 days in advance of service date.				
2) All local permits were obtained before beginning service.				
3) Form TR-WM-137 or TR-WM-118 filed by owner with the DATCP indicating change in service				

I. Method of vapor freeing of tank

1) Displacement of vapors by eductor or diffused air blower.				
2) Eductor driven by compressed air, bonded and drop tube left in place; vapors discharged minimum of 12 feet above ground.				
3) Diffused air blower bonded and drop tube removed. Air pressure not exceeding 5 psig.				
4) Inert gas using dry ice or liquid carbon dioxide.				
5) Inert gas using CO2 or N2				
Note: Inert gasses produce an oxygen deficient atmosphere. LEL meters may not function accurately. The tank may not be entered in this state without special equipment.				
6) Gas introduced through a single opening at a point near the bottom of the tank at the end of the tank opposite the vent.				
7) Gas introduced under low pressure not to exceed 5 psig to reduce static electricity. Gas introducing device grounded.				
8) Readings of 10% or less of the lower flammable range (LEL) or 0% oxygen obtained before removing tank from ground.				
9) Tank atmosphere monitored for flammable or combustible vapor levels prior to and during cleaning and cutting.				
10) Calibrate combustible gas indicator and/or oxygen meter prior to use. Drop tube removed prior to checking atmosphere. Tank space monitored at bottom, middle and upper portion of tank.				