

WORK PERMIT INSTRUCTIONS

Work may begin after a valid Work Permit has been obtained. The Work Permit must be posted conspicuously at the facility while work is being performed. All work must be performed in accordance with Chapter 873, Articles XXV and XXVI. A report of the work performed must be submitted to the Department within 30 days after the expiration of the work permit.

For a tank or piping installation, the tank shall remain out of service until the appropriate documentation has been submitted to the Department (see Work Permit Closure Instructions) and an updated Petroleum Bulk Storage registration certificate has been issued. Piping installed after 12/27/86 cannot be upgraded, it must be replaced.

NOTIFICATIONS

The Department requires at least 48 hours advance notification by emailing Tank Closure Notification Form to DOH-Tanks prior to permanent removal or closure in place of a tank. You will receive written confirmation (email) of scheduled appointment. A representative of the Department will witness the tank and excavation in the case of a tank removal or, in the case of a closure in place, of the empty and cleaned tank awaiting filling with an inert material.

If unforeseen circumstances warrant changes in the work being performed, inform the Department immediately and obtain new permits if necessary. An example of this would be the discovery of previously unknown underground petroleum storage tanks while excavating. The removal of such tanks would require obtaining additional work permits.

No prior notification is necessary for installation of tanks, piping, non-stationary tank storage areas, or for repairs and reconditioning.

If the work permitted is not performed, submit written notification to the Department no later than 30 days after the permit expires.

WORK PERMIT CLOSURE INSTRUCTIONS

The Department requires that each work permit be closed by submitting a work permit closure report no later than 30 days after the expiration of the work permit. Each type of permitted work action on the permit has separate reporting requirements, as listed below. Work permit closure reports must be submitted regardless of the status of any ongoing remediation work due to a product release. See Product Release Reporting Requirements.

If there is an open New York State Department of Environmental Conservation (NYSDEC) Spill Number associated with the tank system which requires extra work extending past the 30-day reporting window, then the facility may submit a work permit closure report and refer to the future submission of a separate Spill Closure Report which should address soil and groundwater sampling results as well as disposal manifests and further actions required.

The required installation information must be submitted as a single package for review. Incomplete installation reports will be returned to the facility. Newly installed tanks cannot be put into service until properly registered.

LOCAL LAW 9014-2016

Local Law Intro #9014-2016 adopted on June 20, 2016 and approved by the County Executive on June 27, 2016 amends provisions of the Westchester County Sanitary Code to prohibit the use of fuel oil grade #6 on and after July 31, 2018 and fuel oil grade #4 on and after July 31, 2020 in stationary combustion installations.

Remove Tank.

- Description of the work performed (the associated piping and fill port must be removed or closed in place and the vent must be removed).
- Site Plan identifying the tank, soil and groundwater sampling locations and the extent of the excavation.
- End-point soil sampling results.
- Groundwater sampling results (if ordered).
- Any other work which may have been required by a Health Department inspector.
- Conclusions and recommendations.
- Manifests of legal disposal of tanks, petroleum products, cleaning materials, contaminated soil and water.
- Updated PBS/GDS Application form.

Close Tank in Place. (Underground Tank)

- Description of the work performed (the associated piping and fill port must be removed or closed in place and the vent must be removed).
- Any other work which may have been required by a Health Department inspector.
- Manifests of legal disposal of tanks, petroleum products, cleaning materials, contaminated soil and water.
- 1. As part of the closure of a tank abandon in place, after it is cleaned of any residuals:
 - (i) the tank should be inspected and any areas of questionable integrity including, without limitation, any cracks or corrosion or evidence of discharge, should be documented. Photographs should be submitted to document that the integrity of the system has not been breached,
 - (ii) soil sampling should be conducted by completing borings through the bottom of the tank, as follows:
 - (1) along the centerline, at a frequency equal to the total length of the tank divided by five (minimum of one sample);
 - (2) the samples should be collected to a depth of 10 feet below the tank bottom, to groundwater or bedrock;
 - (3) the samples should be spaced equidistantly with the outermost samples obtained no greater than 2.5 feet from each respective end of the tank; and
 - (4) if the total length of a tank is not evenly divisible by five, one additional sample should be obtained for any fraction remaining;
 - (iii.) if groundwater has been determined to be in contact with the tank , or if the product stored is gasoline and groundwater is within 20 feet of the surface, and there is no evidence of a discharge, sampling should be conducted in accordance with paragraph 3.9(a)4 (Refer to NYSDEC DER-10); and
 - (iv.) tank abandonment should comply with any state, federal and local laws, regulations and ordinances.
- 2. If the underground storage tank is located under a permanent structure or is physically inaccessible or a certification is submitted, signed and sealed by a licensed New York professional engineer, stating that the sampling requirements of subparagraphs 1.ii through iv, above, for closure of the underground storage tank will cause damage to an adjacent structure, an alternate method for documenting the integrity of the tank may be submitted for DER approval pursuant to subdivision 1.6(d).
- Results of Soil/Groundwater sampling should be submitted to the Department before tank closure inspection is requested
- Closure Report with Conclusions and recommendations.
- Site Plan identifying the tank, soil and groundwater sampling locations.
- Updated PBS/GDS Application form.

Close Tank in Place. (Aboveground Tank)

- Clean out Tank
- Seal all openings to prevent accidental filling
- Remove all associated piping
- Stencil date of permanent closure
- Submit manifests of legal disposal of petroleum products, cleaning materials, contaminated soil and water
- Updated PBS/GDS Application form.

Repair Tank.

- Description of the work performed.
- A statement attesting that the repair complies with the standards for new and substantially modified facilities of Article XXV of the Westchester County Sanitary Code.
- Site Plan identifying the tank location.
- Passing system tightness testing; a pneumatic test may be substituted if the tank and piping are entirely aboveground.
- Manifests of legal disposal of petroleum products, cleaning materials, contaminated soil and water.

Recondition Tank.

- Updated PBS/GDS Application form.
- Description of the work performed.
- A statement attesting that the reconditioning was performed in accordance with 873.2525 of Article XXV of the Westchester County Sanitary Code.
- Passing system tightness testing; a pneumatic test may be substituted if the tank and piping are entirely aboveground.
- Manifests of legal disposal of petroleum products, cleaning materials, contaminated soil and water.
- Updated PBS/GDS Application form.

Repair/Replace Piping.

- Updated PBS/GDS Application form.
- Description of the work performed.
- A statement attesting that the repair complies with the standards for new and substantially modified facilities of Article XXV of the Westchester County Sanitary Code.
- Site Plan identifying the tank and piping location.
- Passing system tightness testing; a pneumatic test may be substituted if the tank and piping are entirely aboveground.
- Manifests of legal disposal of petroleum products, cleaning materials, contaminated soil and water.
- As-built plan signed by a Professional Engineer (piping replacement).

Install Aboveground Tank.

- Updated PBS/GDS Application form.
- Description of the work performed.
- A statement attesting that the installation complies with the standards for new and substantially modified facilities of Article XXV of the Westchester County Sanitary Code.
- Site Plan identifying the tank and piping location.
- Passing system tightness testing; a pneumatic test may be substituted if the tank and piping are entirely aboveground. Gasoline tanks: A Stage II test report must be submitted.
- As-Built plans signed by a Professional Engineer (PE) are required if the tank has associated piping or has a storage capacity over 1,100 gallons. As-built plans must include the statement that the tank and piping complies with the standards for new and substantially modified facilities of Article XXV of the Westchester County Sanitary Code. If the tank is part of a modular generator or modular waste oil heating unit or if there is no associated piping and the storage capacity is less than or equal to 1,100 gallons, then the manufacturer's specification sheets may be submitted in lieu of as-built drawings.
- List of materials used in the construction of the tank and piping system.

Install Underground tank.

- Updated PBS/GDS Application form.
- Description of the work performed.
- A statement attesting that the installation complies with the standards for new and substantially modified facilities of Article XXV of the Westchester County Sanitary Code.
- Site Plan identifying the tank and piping location.
- Passing system tightness testing. Gasoline tanks: A Stage I test report must also be submitted.

- As-Built plans signed by a Professional Engineer (PE) are required. The as-built plans must include the statement that the tank and piping comply with the standards for new and substantially modified facilities of Article XXV of the Westchester County Sanitary Code.
- List of materials used in the construction of the tank and piping system.

Install Piping.

- Updated PBS/GDS Application form.
- Description of the work performed.
- A statement attesting that the installation complies with the standards for new and substantially modified facilities of Article XXV of the Westchester County Sanitary Code.
- Site Plan identifying the tank and piping location.
- Passing system tightness testing; a pneumatic test may be substituted if the tank and piping are entirely aboveground.
- As-Built plans signed by a Professional Engineer (PE) are required if the piping is underground.
- List of materials used in the construction of the piping system.

Install Non-stationary Tank Storage Area.

- Description of the work performed.
- Site plan indicating the location of the newly installed storage area.

Product Substitution from #6 fuel to #2 fuel or #4 fuel* Underground Storage Tank

- Submit work permit
- Remove fill port and fill line
- Clean tank of all sludge
- If underground tank perform an internal corrosion inspection and tank integrity inspection
- Install fill line and associated piping with double wall piping that has leak detection and corrosion protection
- Install fill port containment bucket.
- Tightness test your system before filling
- Send Updated PBS/GDS Application form with the following:**
- Description of the work performed.
- A statement attesting that the installation complies with the standards for new and substantially modified facilities of Article XXV of the Westchester County Sanitary Code.
- Site Plan identifying the tank and piping location.
- As-Built plans signed by a Professional Engineer (PE) is required. The as-built plans must include the statement that the tank and piping comply with the standards for new and substantially modified facilities of Article XXV of the Westchester County Sanitary Code.
- List of materials used in the construction of the piping system.
- Manifests of legal disposal of tanks, petroleum products, cleaning materials, contaminated soil and water
- Tightness test reports.
- Change sign by fill port
- Updated PBS/GDS Application form.
- Yearly tightness testing is now required for this tank.

Product Substitution from #6 fuel to #2 fuel or #4 fuel* Above ground Storage Tank

- Submit work permit
- Submit Waste manifest documents
- Clean Tank of all sludge
- Submit tightness testing (one time only)
- Submit updated PBS/GDS application
- Change signs at fill port

Product Substitution from #4 fuel to #2 fuel

- Submit work permit
- Submit updated PBS registration form showing new product
- Change sign by fill port and tank label. Submit photo as proof.
- Submit updated PBS/GDS Application form.

**Please consider changing the tank when performing a product substitution especially if the tank has been installed before 1986.*

***Stationary combustion installations (boilers) equipped with burners with a maximum rating 1MMBTU/hr or greater that utilize fuel #2, #4 or #6 fuel oil to provide heat and hot water to a building for the comfort of occupants require permits (as sources of air contamination) from this department pursuant to Chapter 873 Article XIII Sections 873.1303 and 873.1306 of the Laws of Westchester County . The product substitution will require permits from the Air Quality Program 864-7278 or 79*

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