

## 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 phone (914-813-5161) or fax (914-813-4288) prior to permanent removal or closure in place of a tank. A representative of the Department will make an inspection of 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 you fax your notification, you must confirm your appointment by phone.**

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.

### Remove Tank.

- Updated PBS/GDS Application form.
- 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.

**Close Tank in Place.**

- Updated PBS/GDS Application form.
- 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.
- 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.

**Repair Tank.**

- 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 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.

**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 or Registered Architect (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) or Registered Architect (RA) 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 II test report must be submitted.
- As-Built plans signed by a Professional Engineer (PE) or Registered Architect (RA) 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) or Registered Architect (RA) 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.

**Changing product from #6 to #2**

- Remove fill port and fill line
- Clean tank of all sludge
- If underground tank perform an internal corrosion inspection
- Install Corrosion Protection
- Install fill line and associated piping with double wall piping that has leak detection and corrosion protection
- Install corrosion protection for the entire system
- 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) or Registered Architect (RA) 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.
- Manifests of legal disposal of tanks, petroleum products, cleaning materials, contaminated soil and water
- Tightness test reports.

### TANK CLOSURE NOTIFICATION

*Notify the Department at least 48 hours prior to the requested inspection time & confirm by telephone*

To: Westchester County Department of Health Date: \_\_\_\_\_

From: \_\_\_\_\_ Telephone: \_\_\_\_\_

FACILITY	CONTRACTOR
PBS No.	Company
Site Name	Contact
Address	Telephone
City	Closure Date
	Requested Inspection Time

TANK INFORMATION			
Tank ID	Capacity	Product Stored	Type
			<input type="checkbox"/> Removal <input type="checkbox"/> Closure in place
			<input type="checkbox"/> Removal <input type="checkbox"/> Closure in place
			<input type="checkbox"/> Removal <input type="checkbox"/> Closure in place
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**Note: You must call to confirm your requested inspection date**