

AST Closure Report Template



Environmental Enforcement
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West Virginia Department of Environmental Protection

Owners who have permanently closed an aboveground storage tanks must use this form to notify DEP that closure is complete. The AST Closure Report must be submitted to WVDEP by emailing to dep.ast@wv.gov no later than sixty (60) days after the closure has been completed.

Please submit via the AST electronic submission system found at this link: <https://apps.dep.wv.gov/astlast/Portal/Index.aspx>.

1. This Closure Report is being submitted for AST's located in the following county: _____

Submit one report per each approved Closure Plan.

2. DEP Tank ID #: _____

3. Closure Number: _____

4. Date of Closure: _____

5. Owner Information

Name:		Company Name:	
Address:			
County:		Phone:	
State:	Zip:	E-Mail:	

6. Operator Information *same as owner*

Name:		Company Name:	
Address:			
County:		Phone:	
State:	Zip:	E-Mail:	

7. Facility Information

Name:			
Address:			
County:		Phone:	
State:	Zip:		

8. Certified Person Performing Closure Information

Name:	*PE: <input type="checkbox"/>	API: <input type="checkbox"/>	STI: <input type="checkbox"/>
Phone:	Certification #		
E-mail:	Issued on:	Expires on:	

*PE "Professional engineer" means a person who has been duly registered or licensed as a professional engineer by the West Virginia Board of Registration for Professional Engineers, as set forth in W. Va. Code § 30-13-1, et seq.

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I. AST Background Information

Describe the background information regarding the AST.

1. What substance was stored within the AST prior to closure activities.

- | | | | |
|---|-----------------------------------|--|---|
| <input type="checkbox"/> Brine | <input type="checkbox"/> Gasoline | <input type="checkbox"/> Oil (new) | <input type="checkbox"/> Methanol |
| <input type="checkbox"/> Crude | <input type="checkbox"/> Diesel | <input type="checkbox"/> Aviation fuel | <input type="checkbox"/> Distillates |
| <input type="checkbox"/> Condensates | <input type="checkbox"/> Kerosene | <input type="checkbox"/> Ethanol flex fuel | <input type="checkbox"/> Sodium hydroxide |
| <input type="checkbox"/> Other produced fluids | <input type="checkbox"/> Used Oil | <input type="checkbox"/> Biodiesel | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Other (specify): _____ | | | |

2. What was the construction material of the AST?

- | | | |
|---|--|-------------------------------|
| <input type="checkbox"/> Steel | <input type="checkbox"/> Fiberglass reinforced plastic (FRP) | <input type="checkbox"/> Poly |
| <input type="checkbox"/> Other (specify): _____ | | |

3. What was the construction material of the secondary containment?

- | | | |
|--|---|---|
| <input type="checkbox"/> Earthen dike (unlined) | <input type="checkbox"/> Gravel | <input type="checkbox"/> Solid concrete |
| <input type="checkbox"/> Earthen dike (lined) | <input type="checkbox"/> Double walled tank | <input type="checkbox"/> Vault |
| <input type="checkbox"/> Other (describe): _____ | | |

II. General Emptying and Cleaning Requirements

What tank emptying and cleaning procedures were used during closure?

1. What was the method used for tank emptying and cleaning during closure?

Attach procedure when selecting other.

- | | | |
|--|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> API 2015 | <input type="checkbox"/> API 2016 | <input type="checkbox"/> NFPA 326 |
| <input type="checkbox"/> Other (specify & attach): _____ | | |

2. Describe disposal of the residual material from the tank(s).

- | | | |
|--|---|--|
| <input type="checkbox"/> Reused | <input type="checkbox"/> Sent for recycling | <input type="checkbox"/> Sent for disposal |
| <input type="checkbox"/> Other (describe): _____ | | |

If disposed of, provide the location of disposal. _____

3. Describe disposal of substance(s) used to clean the tank(s)

- | | |
|--|--|
| <input type="checkbox"/> Sent for recycling | <input type="checkbox"/> Sent for disposal |
| <input type="checkbox"/> Other (describe): _____ | |

If disposed of, provide the location of disposal. _____

4. Describe what you did with the tank (including piping and ancillary equipment).

- | | | |
|---|---|-------------------------------|
| <input type="checkbox"/> Left on site/closed in place | <input type="checkbox"/> Moved to inventory | <input type="checkbox"/> Sold |
| <input type="checkbox"/> Scrapped/recycled | <input type="checkbox"/> Moved out of state | |
| <input type="checkbox"/> Other (specify): _____ | | |

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III. Hazardous Waste Information

1. Was tank contents handled as hazardous waste (HW)? (If yes, answer questions 2 & 3 below)

Yes No

Amount: _____

Provide the EPA number. _____

2. Provide the facility information where the waste is being taken.

Name: _____

Address: _____

3. Provide the transporter information.

Name: _____

EPA ID (HW): _____

IV. Site Description and History

1. Are there any existing leak ID's associated with the site or facility?

Yes No

If yes, provide the leak ID(s) below.

_____, _____, _____.

2. Is there any free product associated with the above leak ID(s)?

Yes No

If yes, indicate location(s) and indicate if product is at the water table.

V. Site Geology

1. General topography/terrain of the site. Mark all that apply.

Flat terrain Hilly terrain Karst terrain

Other (identify): _____

2. What is the predominate native soil type at the site?

Native soil type: _____

3. Briefly provide any additional information on geological features you believe that is important for the Agency to understand the site.

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VI. Site Hydrology

1. Adjacent to waterway?

- Yes No

If yes, identify the type of waterway.

Stream

River

Pond

Lake

Wetland

Other (identify): _____

If yes, provide name (if applicable) of the waterway: _____

2. Briefly provide any additional information on hydrological features you believe that is important for the Agency to understand the site.

VII. Property Information

1. Are there any on or off-property building foundations that are within 30 lateral feet and/or 5 vertical feet from the on-property contaminated soil? *(if yes, show location on site map)*

- Yes No Not applicable Unknown

2. Are there any significant building foundation openings (e.g. dirt floor, sump, etc.) within 30 lateral feet and/or 5 vertical feet of contaminated soil?

- Yes No Not applicable Unknown

3. Are there any preferential pathways (e.g. crawlspace under buildings, underground culverts or utility lines)?

- Yes No Not applicable Unknown

If yes, please describe the building foundation openings and/or preferential pathways below.

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VIII. Data Presentation and Documentation

1. Generally, describe the contaminants found in the soil (or groundwater) above action levels. (select all that apply)

No contamination above action levels

BTEX

TBA

MTBE

PAHs

RCRA 8 metals

Other (identify): _____

2. Which tier is the closure data being compared to? *Tier 1 is default for all sites. To use Tiers 2 or 3, site must meet requirements in the CAGD.*

Tier 1

Tier 2

Tier 3

3. Please provide justification below if tier 2 or 3 are selected. Attach the appropriate analytical table to the closure report.

4. Briefly provide any additional information on the soil sampling that you believe is important. Do not explain the data results in detail (that information can be obtained from the data tables and site maps); however, feel free to provide a general summary of the data such as "all samples were above action levels", "only outfall sample was above action levels", etc.

5. Was there any deviations from the approved plan?

Yes

No

If yes, please describe below.

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IX. Conclusions and Recommendations

1. Do soil samples indicate that contamination is above soil action levels?

Yes No

If applicable, does water sample indicate that contamination is above ground water action levels?

Yes No

2. Is an NFA being requested?

Yes No Not applicable

3. Briefly describe any interim measures that should be taken or mark none, if applicable. None

4. Briefly provide any additional information that you believe is important for the Agency to know.

X. Attachments

Please indicate all attachment being submitted with this document. *(Note: Required attachments are highlighted in red.)*

Analytical table

Tier 1

Tier 2

Tier 3

Other: _____

Site Map

Other (list below)

Waste manifests

Disposal certificate

Cleaning certificate

Photos

Laboratory analytical with chain of custody

Field data collection sheets

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XI. Site Map

All site maps must be drawn to scale, show North arrow, and map legend.

Site map(s) drawn to scale illustrating the following:

- a. Location of all present and former AST's in the area of the closure;
- b. Direction of surface gradient;
- c. Known locations of sewer and utility line, basements, and other subsurface structures (if applicable);
- d. Show any excavation location and dimensions (if applicable);
- e. Sample location(s);
- f. Footprint of other structures (buildings, canopies, roads, utilities, etc.);
- g. Roads, rivers, streams, springs, water wells, etc.;
- h. If applicable, locations free product was discovered;
- i. Location of bio-piles (if applicable)