



# Environmental Health & Safety

## Policy & Procedure #21

**TITLE**

**REGULATED STORAGE TANKS**

**OBJECTIVE AND PURPOSE**

To ensure that regulated storage tanks are installed, inspected, and maintained in accordance with applicable state and county regulations and ordinances.

**DEFINITIONS**

- ◆ Regulated Underground Storage Tank (UST) – a buried tank with a capacity of greater than 110 gallons that contains or contained fuels, pollutants or other hazardous materials. Heating oil tanks, for use on site and less than 30,000 gallons, are not regulated (i.e. Bldg 5 UST).
- ◆ Regulated Aboveground Storage Tank (AST) – a tank located above the ground with a capacity greater than 550 gallons that contains or contained fuels, pollutants or other hazardous materials. Liquid propane tanks are not regulated.

**RESPONSIBILITY**

**ACTION**

**FACILITIES PLANNING**

- ◆ In combination with EH&S, ensure that any regulated storage tank to be installed on any FAU campus is properly specified in all construction documents and that the tank meets the applicable requirements of F.A.C. 62-761 (USTs) or F.A.C 62-762 (ASTs).
- ◆ Notify EH&S at least 45 days in advance of the installation of any regulated storage tank and provide EH&S with all tank specifications and drawings at that time.
- ◆ Immediately on receipt of a new regulated storage tank, perform a visual inspection, verify tank volume, and notify EH&S of any deviations from specifications and/or drawings.
- ◆ Notify EH&S at least 7 days in advance of a regulated tank being placed into service, i.e. having any fuel, pollutant, or hazardous material placed in it.
- ◆ Notify EH&S at least 14 days before commencing any closure, or closure assessment of a regulated storage tank.
- ◆ Seek clarification from EH&S any time there are questions regarding regulated storage tanks.

**DEPARTMENTS RESPONSIBLE FOR REGULATED STORAGE TANK OPERATIONS**

- ◆ Notify EH&S at least 14 days before commencing any internal inspection or change in service status of a regulated storage tank.
- ◆ Notify EH&S at least 3 days before performing any tightness test of a regulated storage tank.
- ◆ Conduct and document monthly tank inspections of all regulated storage tanks using FAU's Monthly Visual Inspection Checklist (***Attachment "A"***).
- ◆ Provide EH&S with copies of monthly tank inspection documents, internal inspection results, or tightness test results as soon as such inspections or tests are completed.
- ◆ Complete required annual certifications of electronic leak detection systems for tanks not equipped with other means of leak detection such as gate valves, sight tubes, or Krueger gauges.
- ◆ Provide EH&S with copies of certification reports as soon as such reports are received.
- ◆ Complete any maintenance request or work order involving regulated storage tanks with the highest priority and notify EH&S upon completion of any maintenance.
- ◆ Seek clarification from EH&S any time there are questions regarding regulated storage tanks.

Issued By: T. Bradley	Date Issued: 3/2008	Date Revised: 6/12/13	Effective Date: 3/2008
<b>APPROVED:</b>	Vice President	Associate VP	Director

**ENVIRONMENTAL  
HEALTH AND  
SAFETY**

- ◆ In combination with Facilities Planning, ensure that any regulated storage tank to be installed on any FAU campus is properly specified in all construction documents and that the tank meets the applicable requirements of F.A.C. 62-761 (USTs) or F.A.C 62-762 (ASTs).
- ◆ Act as the primary contact with regulatory agencies for issues related to regulated storage tanks.
- ◆ Maintain and pay for regulated storage tank registrations.
- ◆ Make all required notifications to regulatory agencies related to regulated storage tank installations, repairs, modifications, incidents, leaks, changes in status, or closures.
- ◆ Initiate a Work Order Request through the responsible department when a review of inspection reports or other inspections reveal a need for repairs or corrections.
- ◆ Track the status of requested repairs or corrections through completion.
- ◆ In the event that requested repairs or corrections are not completed in a timely fashion, arrange for outside contractors to perform the necessary work and bill the charges for that work to the responsible department.
- ◆ Conduct periodic audits to determine whether maintenance requests and proper procedures have been followed.
- ◆ Provide regulated storage tank inspection training to those who will be inspecting such tanks.
- ◆ Clarify any questions from Facilities Planning or responsible departments related to regulated storage tanks.

**REFERENCE**

- ◆ [F.A.C. 62-761](#) "Underground Storage Tanks"
- ◆ [F.A.C. 62-762](#) "Aboveground Storage Tanks"
- ◆ [Palm Beach County Petroleum Storage Systems Ordinance No. 2003-020](#)

**ATTACHMENTS**

- ◆ Monthly Visual Inspection Checklist - ***Attachment "A"***

## Above Ground Storage Tank Monthly Visual Inspection Checklist\*

Facility ID# **8623245**

Tank # \_\_\_\_\_

Tank Location Bldg.# \_\_\_\_\_

Checklist Items	Yes/No	Comments
<b>Tank Condition</b>		
Is the tank corroded, cracked, or structurally damaged?		
Are there any signs of petroleum product (stains, free product) on or around the tank?		
Do hoses or dispensers show any evidence of damage?		
Is the tank gauge damaged or malfunctioning?		
Is the "Release Detection Response Level Description" document missing or illegible?		
<b>Secondary Containment Systems</b>		
If the tank is equipped with a release detection alarm, is it sounding or indicated?		
If the tank is equipped with a release detection alarm, does the test light and/or horn fail to work?		
If the tank is equipped with a valve on the drain port, does anything come out when the valve is opened?		
If the tank is equipped with a leak detection sight tube or inspection port, is petroleum product visible?		
Is petroleum product or water present in the overfill protection chamber (spill bucket)?		
If the tank is not equipped with a valve for inspection purposes, is the tank drain plug missing or loose?		
Is the "diesel" label, located in close proximity to the tank fill port, missing or faded?		
<b>Additional Comments</b>		

**Instructions**

Complete this checklist on the 15<sup>th</sup> of each month and send the completed form to EH&S, CO69, Room 112; fax it to 7-2210; or email it to [ehs@fau.edu](mailto:ehs@fau.edu). If the 15<sup>th</sup> falls on a weekend, complete the form the preceding Friday.

All answers should be "No" or "N/A". Explain any "Yes" answers in the "Comments" section, and notify EH&S immediately at 7-3129. Any "Yes" answer requires corrective action.

**If there is a visible leak of petroleum product, immediately notify EH&S at 7-3129** and determine the origin of the leak (i.e. filling operations, tank leakage, etc.). An incident or discharge report form may have to be completed by EH&S.

Inspection Completed by: \_\_\_\_\_  
(Printed Name) (Signature)

Date Completed: \_\_\_\_\_

**\*Keep this completed form on file for at least 3 years.**

**ATTACHMENT "A"**