**Department of Licensing and Regulatory Affairs, Bureau of Fire Services, Storage Tank Division**
P.O. Box 30033, Lansing, MI 48909
Phone 517-241-8847, Fax 517-332-1428

# UNDERGROUND STORAGE TANK SYSTEM SITE ASSESSMENT REPORT AND CLOSURE OR CHANGE-IN-SERVICE REGISTRATION FORM

*This information is required under Part 211, Underground Storage Tank Regulations, of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended (Act 451) being Sections 324.21101 to 324.21113 of the Michigan Compiled Laws Annotated. Any owner who knowingly fails to notify or submits false information shall be subject to a misdemeanor and/or civil penalties not to exceed $5000 per violation.*

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|---|---|
| **INSTRUCTIONS:** For permanent closure and change-in-service, complete all the information on this form and submit with the site assessment analytical results, chain-of-custody which indicates temperature and method of preservation, and site sketch which indicates the location and depths of tanks, piping, and samples. This form must be received within 45 days of the samples being taken. The owner is required to keep a copy of the site assessment report for a minimum of three years. See page 2 of this form for additional information. | **FACILITY ID NUMBER** |

## I. OWNERSHIP OF TANKS

| | | |
|---|---|---|
| NAME OF OWNER (CORPORATION, INDIVIDUAL, ETC.) | | |
| STREET ADDRESS | | |
| CITY | STATE | ZIP CODE |
| AREA CODE & TELEPHONE NUMBER | | |

## II. LOCATION OF TANKS

| | | |
|---|---|---|
| FACILITY NAME OR COMPANY SITE IDENTIFIER | | |
| STREET ADDRESS (P.O. BOX NOT ACCEPTABLE) | | |
| CITY | STATE **MI** | ZIP CODE |
| CONTACT PERSON FOR LOCATION | AREA CODE & TELEPHONE NUMBER | |

## III. TANK INFORMATION

| | | | | | |
|---|---|---|---|---|---|
| TANK NUMBER | | | | | |
| TANK SIZE | | | | | |
| SUBSTANCE STORED | | | | | |
| DATE LAST USED | | | | | |
| DATE CLOSED | | | | | |
| REMOVED FROM GROUND | | | | | |
| CLOSED IN PLACE (INDICATE TYPE OF FILL) | | | | | |
| CHANGE-IN-SERVICE | | | | | |

| | | |
|---|---|---|
| OWNER'S NAME | OWNER'S SIGNATURE | DATE |

## IV. SUBMITTER INFORMATION

| | | |
|---|---|---|
| SUBMITTED BY (COMPANY NAME) | NAME (INDIVIDUAL) | |
| SIGNATURE | DATE | AREA CODE & TELEPHONE NUMBER |

**DO NOT WRITE BELOW THIS LINE (FOR BFS OFFICE USE ONLY)**

## SITE ASSESSMENT REVIEW REPORT

The Storage Tank Division staff has reviewed your site assessment and the following determination has been made:

- ☐ The contamination concentration is below the threshold detection levels, and there is no evidence of a confirmed release.
- ☐ The test methodology or level of detection is faulty. The data submitted is not considered valid. Please perform another site assessment and forward a copy of the results to this office within 45 days.
- ☐ The number of sampling points analyzed are considered inadequate to make a determination of the cleanliness of the site. Please perform another site assessment and forward a copy of the results to this office within 45 days.
- ☐ The contaminant concentrations are greater than the threshold detection levels and there is evidence of a confirmed release. A confirmed release report is being generated. Follow reporting requirements in accordance with 451 PA 1994, Part 213, as amended.
- ☐ The soils excavated and removed from the site were greater than allowable volumes. A confirmed release was not reported to this office within 24 hours per the Michigan Underground Storage Tank Rules (MUSTR) prior to excavation of contaminated soil. A confirmed release report is being generated. Follow reporting requirements in accordance with Part 213 of Act 451.

| | |
|---|---|
| SIGNATURE OF REVIEWER | DATE OF REVIEW |

**MAIL TO:** Department of Licensing and Regulatory Affairs, BFS, Storage Tank Division, P.O. Box 30033, Lansing, MI 48909
**OVERNIGHT MAIL TO:** Department of Licensing and Regulatory Affairs, BFS, Storage Tank Division, 3101 Technology Blvd, Suite H, Lansing, MI 48910

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# INSTRUCTIONS FOR FORM EQP3881 SITE ASSESSMENT PROCEDURES

The Michigan Underground Storage Tank Rules (MUSTR), 2012 AACS R 29.2101 et seq., require a site assessment when an underground storage tank (UST) or associated piping is removed, closed in place (when permitted), or undergoes a change-in-service. If you report a confirmed release, this site assessment report is not required. Samples must be taken by personnel qualified in the sampling and preservation protocols using generally accepted sampling procedures. For most owners and operators, an environmental consultant will be needed to perform this assessment. To locate a qualified person in your area, look in the Yellow Pages under Engineers: environmental or geotechnical. The following is a guide for performing a site assessment as required in the MUSTR. The section numbers below refer to the MUSTR sections.

## TANK SAMPLE LOCATIONS--Section 280.72(d).

Two soil borings shall be taken as close as practical to the tank, but not more than 5 feet from the tank. One boring shall be taken at each end of the tank, but not more than 2 feet below the bottom of the tank and boring shall be taken at the bottom of each end of the tank; OR

One discrete sample shall be taken from the excavation floor underneath the fill pipe area for each tank removed and one discrete sample shall be taken from the excavation floor underneath the opposite end of the tank. One water sample shall be taken if the entire floor of the excavation is covered with water. If the excavation is partially covered with water, take one water sample and one soil sample.

## PIPING AND DISPENSER SAMPLE LOCATIONS--Section 280.72(f).

A site assessment for piping shall be performed after emptying and purging the piping run or after the removal of piping. The site assessment shall consist of one discrete sample for every 30 feet of the underground piping run, starting at the dispenser location or the furthest point from the tank and moving towards the tank.

## SAMPLE ANALYSES--Section 280.72(g).

Samples shall be analyzed using an appropriate method listed in the United States Environmental Protection Agency standard entitled “Test Methods for Evaluating Solid Waste”; Physical/Chemical Methods, “SW-846” document or other method approved by the Remediation Division. Note the following:

- Gasoline, JP4, and jet B shall be tested for BTEX (benzene, toluene, ethylbenzene, and xylenes). Methods include, but are not limited to: 8021 and 8260.
- Diesel, fuel oil, kerosene, virgin motor oil, jet A, and JP5 shall be tested for PNAs (polynuclear aromatic hydrocarbons). Methods include, but are not limited to 8310 and 8270. Chlorinated solvents, ketones, ethers, mineral spirits, stoddard solvents, and naphthas may use Method 8260. Azeotropic distillation or closed-system vacuum distillation introduction may be necessary for certain compounds.
- Waste oils and heavier oils shall use Method 8015 or 8270 for DRO with an appropriate standard based on the analyte. If solvents comprise part of the waste oil, Method 8260 shall also be applied.
- Preservation in accordance with SW-846 Method 5035 shall be utilized for volatile soil samples in conformity with STD Informational Memorandum No. 13.
- Analytical results shall include the method used for the analysis and the chain of custody of the sample(s) with the temperature of the samples when received at the laboratory.

For regulated and hazardous substances not listed above, please contact the Bureau of Fire Services, Storage Tank Division, at 517-241-8847 for guidance in choosing appropriate analytical methods.

## REPORTING CONTAMINATION

If you find visible or olfactory evidence of contamination in the UST excavation or along pipe runs, or if your analytical results show contamination, you must report a confirmed release to the Bureau of Fire Services, Storage Tank Division, by telephone to 517-335-7279 or by fax using form BFS-3826 to 517-332-1428 within 24 hours of discovery of the contamination. If you report a confirmed release, this site assessment report is not required.

“Visible evidence” means presence of a product sheen on water or stained soils. “Olfactory evidence” means the smell of product odors in soils or water within the tank or pipe excavation. Positive indication from field monitoring equipment such as H-Nu meters, organic vapor analyzers, or combustible gas detectors constitutes a suspected release. However, you must report a confirmed or suspected release anytime you believe one has occurred.

After confirmation of a release, the liable owner/operator has obligations pursuant to Part 213, Leaking Underground Storage Tanks, of the 1994 PA 451 (Act 451), as amended, for initial response actions, site investigations and cleanup (corrective action). For corrective action activities you must use a Qualified Underground Storage Tank Consultant defined in Part 213 of Act 451.