



## **UNDERGROUND STORAGE TANK PROGRAM**

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### **IMPORTANT INFORMATION ABOUT NEW INSTALLATIONS**

This bulletin is to inform you of important changes in the Program's inspection process during the installation of underground storage tank (UST) systems.

This is not a Permit to Install a UST system. A Permit to Install will be issued when the application has been reviewed and all requirements have been met.

Beginning in January 2000, the inspection process for new UST systems requires program inspectors to be present at critical stages of the installation. The new process focuses on ensuring systems are installed in accordance with state regulations and industry standards. Also, an *As-built* site map must be submitted at the completion of the installation.

#### **The Installation And Inspection Process**

The installation process is divided into three phases. Each phase has specific activities that must be observed by a UST inspector. An UST inspector must observe one activity in its entirety from each phase for each UST and associated piping system.

##### **Phase One**

1. Soap test of UST.
2. Placement of UST in excavation prior to backfilling.
3. For anchored USTs (either pad or deadman), placement and strapping on UST verified prior to backfilling.

##### **Phase Two**

4. Piping soap test.
5. Installed piping prior to covering with backfill.
6. For piping installed in a chase, chase pipe prior to backfilling & piping soap test.

##### **Phase Three**

7. Verification of overfill prevention devices for each UST.

At the conclusion of each inspection, the inspector will leave a checklist with the results of the inspection. The checklists must be submitted with the Application for Permit to Operate.

An inspector will verify the site map (discussed below) during the Phase Two or Three inspection.

### **Site Map**

An *As-built* scaled site map (not exceeding 8" x 17") showing site buildings, dispenser islands, canopy footings, USTs, product piping, and vent piping must be submitted. The map must be accurate to within one foot and be submitted with the Application for Permit to Operate.

## Scheduling An Inspection

It is the responsibility of the UST owner or their representative to insure all inspections are scheduled and completed.

The Program will communicate with the UST owner or, if instructed, the owner's representative. A minimum of two full business days prior to beginning any Phase One activity, a written schedule with requested inspection dates must be submitted. Two business days prior to a scheduled inspection, the Program will verify the date and time.

Saturday inspections will be available from 8:00 A.M. to noon. Sunday and holiday inspections are not available.

If the Program is unable to conduct an inspection that has been previously scheduled, a written exception for that phase (only) will be provided, and the inspection does not need to be rescheduled.

### What Happens If I Miss An Inspection?

A Permit to Operate will not be issued for any UST system that has not successfully completed all three inspections or received a written exception. UST systems that have missed an inspection may be required to be uncovered for inspection prior to a Permit to Operate being issued.

To Schedule An Inspection For	Call By This Day And Time
Monday morning	Wednesday, 4:30 P.M.
Monday afternoon	Thursday, 11:30 A.M.
Tuesday morning	Thursday, 4:30 P.M.
Tuesday afternoon	Friday, 11:30 A.M.
Wednesday morning	Friday, 4:30 P.M.
Wednesday afternoon	Monday, 11:30 A.M.
Thursday morning	Monday, 4:30 P.M.
Thursday afternoon	Tuesday, 11:30 A.M.
Friday morning	Tuesday, 4:30 P.M.
Friday afternoon	Wednesday, 11:30 A.M.
Saturday morning	Wednesday, 4:30 P.M.