



## DEPARTMENT OF ENVIRONMENTAL HEALTH County of Riverside

INFORMATIONAL BULLETIN NO. 114-16-EPO

### UST GUIDANCE LETTER DISPENSER, SOFTWARE AND/OR VAPOR RECOVERY UPGRADES

Plans for upgrades to underground storage tank (UST) systems **above the emergency impact shear valves** shall not be required by this Department's Hazardous Materials Management Branch (HMM), provided those changes do not affect under dispenser containment sump or piping. Examples of these possible upgrades include the installation of new dispensers, vapor recovery systems and components, and/or software upgrades. Although the submittal of plans and plan check fees may not be required, owners, operators, and/or contractors **are** required to complete the following:

- 1) Notify HMM of the proposed upgrades, and if requested, submit a scope of work detailing the changes and/or upgrades prior to starting any work. A scope of work may be submitted via email, mail, or by hand-delivery. The following shall be included in the scope of work where applicable:

**a. For the installation of new dispensers:** Provide details as to the manufacturer and model number of the dispensers in the scope of work.

**Note:** If the piping within the new dispenser extends beyond the footprint of the existing under dispenser containment sump opening, the installation of a State Water Board-approved spill containment dispenser conversion frames must be installed at each new dispenser which is considered a modification and a permit will be required.

**b. For monitoring system software upgrades:** The scope of work shall state that a Monitoring System Certification will be performed to verify proper functionality of all sensors as detailed in the site monitoring plan. (Refer to HMM: Cold Start Guidance Letter)

**c. For vapory recovery changes and/or upgrades:** Provide manufacturer and model numbers of equipment to be installed. This only applies to components **above the shear valves**. Any repairs or upgrades to vapor recovery piping below the shear valves will require a plan check.

- 2) Obtain additional approvals or permits as necessary, from the local Fire Department, Department of Building and Safety, and/or Air Quality Management District.
- 3) If your UST upgrade is above the emergency impact shear valves and does not affect under containment sump or piping, provided you follow the instructions listed above:
  - a. You will not be required to submit an Underground Storage Tank Plan Check Application.
  - b. You will not be required to wait for the Department's approval to complete the UST system upgrades.
  - c. You will not be required to have an Environmental Health UST inspector present.
- 4) Any additional repairs apart from the above may require the submittal of an Underground Storage Tank Plan Check Application and payment of any applicable fees. Failure to follow these instructions can result in enforcement action.

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OFFICES IN: RIVERSIDE, BLYTHE, CORONA, HEMET, INDIO, MURRIETA AND PALM SPRINGS

For more information call (888) 722-4234

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