General Guidance and Performance Standards for the South Tacoma Groundwater Protection District

Tacoma - Pierce County Health Department
Healthy People in Healthy Communities

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CHAPTER 1

GENERAL PROVISIONS

I. INTRODUCTION
The South Tacoma groundwater aquifer system serves as a significant source of drinking water for the City of Tacoma. It supplies as much as 40 percent of the City’s total water demand during periods of peak summer usage. In 1988 the City of Tacoma adopted Tacoma Municipal Code (TMC) Chapter 13.09 - South Tacoma Groundwater Protection District (STGPD) to protect this important resource. This regulation was updated in 2006.

The STGPD program is managed by the Tacoma-Pierce County Health Department (Health Department). The focus of the STGPD program is pollution prevention. Facilities are generally regulated based upon their use or handling of hazardous substances (whether ‘product’ or ‘waste’). Facilities also may be regulated if they have drywells or stormwater infiltration systems on site.

Regulated facilities receive a permit and biennial site inspections from the Health Department. Compliance issues or complaints may trigger additional inspections. Whenever possible, inspections are meant to provide educational and technical assistance to businesses to achieve voluntary compliance. This document is designed to provide guidance regarding the requirements of the STGPD program.

II. INTERAGENCY AGREEMENTS
The Health Department has developed interagency agreements with the City of Tacoma Environmental Services Department, City of Tacoma Fire Department, and the Washington State Department of Ecology to ensure our agencies are providing adequate and up-to-date information to businesses. Facilities may be asked to provide proof of current and relevant permits required by other agencies (for example, a Department of Ecology permit for an underground storage tank, a mobile fueling permit from the City of Tacoma Fire Department, or an operating permit from Puget Sound Clean Air Agency for a paint booth). The Health Department does not enforce those agencies’ requirements.

III. DEFINITIONS
A. “Abandon” means left unused indefinitely, without being substantially emptied or permanently altered structurally to prevent reuse.
B. “Aboveground storage tank” (AST) means a device meeting the definition of “tank” in this Section and that is situated in such a way that the entire surface area of the tank is completely above the plane of the adjacent surrounding surface and the entire surface area of the tank (including the tank bottom) can be visually inspected.
C. “Aquifer” means a geological formation, group of formations, or part of a formation capable of yielding a significant amount of groundwater to wells or springs.
D. “Container” means any portable device in which a material is stored, transported, treated, disposed of, or otherwise handled.
E. “Contamination” means the degradation of any component of the environment by a release of hazardous substance in sufficient quantity to impair its usefulness as a resource.

F. “Closure” means to cease a facility’s operations related to hazardous substances by complying with the closure requirements in TMC 13.09 and the General Guidance and Performance Standards or to take an underground storage tank out of operation permanently, in accordance with Department of Ecology’s 173-360-385 Washington Administrative Code (WAC) as may be amended from time to time and the Health Department’s Underground Storage Tank regulation Board of Health (BOH) Resolution 88-1056 as may be amended from time to time.

G. “Development” means the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any building or structure; any use or change in use of any building or land; any extension of any use of land, or any clearing, grading, or other movement of land for which permission may be required pursuant to this Chapter.

H. “Disposal” means the discharging, discarding, or abandoning of hazardous wastes or the treatment, decontamination, or recycling of such wastes once they have been discarded or abandoned. This includes the discharge of any hazardous wastes into or on any land, air, or water.

I. “Environment” means any air, land, water, or groundwater.

J. “Facility” means all structures, contiguous land, appurtenances, and other improvements on the land used for recycling, reusing, reclaiming, transferring, storing, treating, disposing, or otherwise handling a hazardous substance which is not specifically excluded by the exemptions contained in TMC Section 13.09.090.

K. “Final Closure” means the proper permanent removal of an underground storage tank that is no longer in service.

L. “Groundwater” means water in a saturated zone or stratum beneath the surface of land or below a surface water body.

M. “Hazardous substance(s)” means any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, which may pose a present or potential hazard to human health or to the quality of the drinking water supply in the South Tacoma aquifer system when improperly used, stored, transported, or disposed of or otherwise mismanaged, including without exception:

1. Those materials that exhibit any of the physical, chemical or biological properties described in Department of Ecology’s 173-303-090 or 173-303-100 WAC as may be amended from time to time;

2. Those materials set forth in the General Guidance and Performance Standards hereinafter referred to;

3. Petroleum products and by-products, including crude oil or any fraction thereof such as gasoline, diesel, and waste oil which is liquid at standard conditions of temperature and pressure (60 degrees Fahrenheit and 14.7 pounds per square inch absolute);

4. Any substance or category of substance, meeting the definition of a hazardous substance under 173-340 WAC as may be amended from time to time; and
5. All solvents, petroleum products, antifreeze, waste petroleum products and antifreeze, paint other than latex, acids, bases, flammable chemicals, toxic chemicals, reactive chemicals, oxidative chemicals, and any solution or mixture that contains any of the previously listed substances.

N. “Health Department” means the Tacoma-Pierce County Health Department.

O. “Impervious surface” means natural or man-made material on the ground that does not allow surface water to penetrate into the soil. Impervious surfaces may consist of buildings, parking areas, driveways, roads, sidewalks, and any other areas of concrete, asphalt, plastic, etc.

P. “Manifest” means the shipping document, prepared in accordance with the requirements of Department of Ecology’s 173-303-180 WAC as may be amended from time to time, which is used to identify the quantity, composition, origin, routing, and destination of a hazardous waste while it is being transported to a point of transfer, disposal, treatment, or storage.

Q. “Operator” means the person responsible for the overall operation of a facility.

R. “Permeable surfaces” means sand, gravel, and other penetrable deposits on the ground that permit movement of groundwater through the pore spaces, or active or abandoned wells which permit the movement of fluid to the groundwater.

S. “Recharge areas” means areas of permeable deposits exposed at the surface that transmit precipitation and surface water to the aquifer.

T. “Regulated facility” means any facility with underground storage tanks, aboveground storage tanks, and/or hazardous substances at regulated quantities or a stormwater infiltration system.

U. “Release” means any intentional or unintentional spilling, leaking, pouring, emitting, emptying, discharging, injecting, pumping, escaping, leaching, dumping, or disposing of a hazardous substance, as defined in this section, into the environment and includes the abandonment or discarding of barrels, containers, and other receptacles containing hazardous substances and includes the definition of release in the 70.105D.020(20) Revised Code of Washington (RCW) as may be amended from time to time.

V. “Release detection” means a method or methods of determining whether a release or discharge of a hazardous substance has occurred from a regulated facility into the environment.

W. “Retail business use,” means a use in which individually packaged products or quantities of hazardous substances are rented or sold at retail to the general public and are intended for personal or household use.

X. “On-site” means the same or geographically contiguous property which may be divided by public or private right of way, provided that the entrance and exit between the properties is at a cross-roads intersection, and access is by crossing as opposed to going along the right of way. Noncontiguous properties owned by the same person but connected by a right of way which they control and to which the public does not have access, are also considered on-site property.

Y. “Solid waste” means all putrescible and non-putrescible solid and semi-solid waste including, but not limited to, garbage, rubbish, ashes, industrial waste, swill, sewage
sludge, demolition and construction wastes, abandoned vehicles or parts thereof, contaminated soils and contaminated dredged material, and recyclable materials.

Z. “Stormwater” means water derived from a storm event or conveyed through a storm system.

AA. “Stormwater infiltration unit” means an impoundment, typically a basin, trench, or bio-infiltration swale whose underlying soil removes pollutants from stormwater.

BB. “Substantial modifications” means the construction of any additions to an existing facility, or restoration, refurbishment, or renovation which:
   1. Increases or decreases the in-place storage capacity of the facility;
   2. Alters the physical configuration;
   3. Impairs or affects the physical integrity of the facility or its monitoring systems; or
   4. Alters or changes the designated use of the facility.

CC. “Surface water” means water that flows across the land surface, in channels, or is contained in depressions in the land surface, including but not limited to ponds, lakes, rivers, and streams.

DD. “Tank” means a stationary device designed to contain an accumulation of hazardous substances, and which is constructed primarily of non-earthen materials to provide structural support.

EE. “Temporary closure” means to take a tank out of service for more than 1 month and less than 1 year. All permit, corrosion protection, and release detection requirements of this Chapter and the General Guidance and Performance Standards will be maintained.

FF. “Underground storage tank” (UST) means any one or a combination of tanks (including underground pipes connected thereto) which are used to contain or dispense an accumulation of hazardous substances, and the volume of which (including the volume of underground pipes connected thereto) is ten percent or more beneath the surface of the ground. Specific exemptions to this definition are contained in TMC Section 13.09.090. Some examples of underground storage tanks include, but are not limited to:
   1. Underground storage tanks storing gasoline, diesel fuel, or used oil;
   2. Underground storage tanks storing industrial solvents, herbicides, or fumigants;
   3. Underground storage tanks no longer in operation, but which stored a hazardous substance(s) any time after January 1, 1974; and
   4. Aboveground storage tanks that store or have stored a hazardous substance(s) anytime after January 1, 1974, if the connected underground piping comprises 10 percent or more of the overall storage system (e.g., tank(s) and connected piping).

The term underground storage tank does not include storage tanks situated in an underground area such as a basement, cellar, mine working, drift, shaft, or tunnel, if the tank is situated upon or above the surface of the floor.
IV. BOUNDARY MAP
V. **PERMIT APPLICATION & PROCEDURE**

Facilities that use, store, dispose or otherwise handle hazardous materials, have a stormwater infiltration unit on-site and are not categorically exempt must complete a STGPD permit application.

Applications can be obtained from the Health Department (253) 798-6470, the City of Tacoma Tax & License Department (253) 591-5252, or online at [tpchd.org/STGPD](http://tpchd.org/STGPD). Completed applications can be mailed to:

Tacoma-Pierce County Health Department
Environmental Health Division – STGPD
3629 South D St. MS: 1050
Tacoma, WA 98418-6813

The Health Department will review the application and schedule an inspection at the facility if necessary. If a facility is required to obtain a STGPD permit, they will be billed the current permit fee and Health Department staff will work with the facility to ensure compliance with the STGPD requirements as outlined in this document and the regulation. Compliance is required within 90 days of the application review date. A final permit will not be issued until the Health Department concludes that the Facility and all stormwater infiltration systems, containers and/or tanks are designed, constructed, maintained, and operated to minimize the possibility of any unanticipated release of hazardous substance, which could threaten human health or the environment. A final permit may be issued if a facility has not yet complied with all requirements of the STGPD, but staff has determined that the remaining issues are relatively minor and likely to be resolved.

Facilities are required to notify the Health Department of any change in ownership or operation, or any change in the hazardous substance that is being handled or stored.

Facilities that do not comply with the STGPD requirements are subject to enforcement action. Please refer to the TMC 13.09 for specific penalties and the appeal process.

VI. **REGULATED FACILITIES**

Regulated facilities are those handling, storing and/or disposing of hazardous substances or with on-site stormwater infiltration unit(s). (See Definitions for details.)

VII. **EXEMPT FACILITIES**

Exemptions from STGPD requirements include:

A. Any handling, storing, disposing, or generating of 220 pounds (100 kilograms) or less of a hazardous substance per month or batch, unless specifically ruled otherwise by the Health Department on a case-by-case basis.

B. Farm or residential tanks of 1,100 gallons or less capacity used for storing motor fuel for non-commercial purposes.

C. Existing on-site tanks of 1,100 gallons or less capacity which store heating oil, motor diesel, or new (non-waste) lubricating oils subject to documentation that the tank meets the integrity standards contained in the General Guidance and Performance Standards and Underwriters Laboratories or other nationally recognized independent testing organization.
D. Gasoline or diesel tanks attached to private or commercial motor vehicles and used directly in the propulsion of that vehicle, including tank trucks in transit.

E. All petroleum underground or aboveground storage tanks and/or other containers of 660 gallons or less capacity per tank, or 1,100 gallons total, which are privately stored and intended for personal use.

F. A pipeline facility (including gathering lines) regulated under: (1) the Natural Gas Pipeline Safety Act of 1968 reauthorized in 1996 as the Accountable Pipeline Safety and Partnership Act as may be amended from time to time, or (2) the Hazardous Liquid Pipeline Safety Act of 1979 as may be amended from time to time; or which is an interstate pipeline facility regulated under State laws comparable to the provisions of law referred to in (1) and (2) above.

G. The City’s municipal sewer system, in accordance with Chapter 12.08 TMC as may be amended from time to time.

H. Any municipal solid waste landfill, when permitted and operated in compliance with Chapter 173-351 WAC et seq. or 173-350 WAC et seq. as adopted locally by the Tacoma-Pierce County Board of Health, and as may be amended from time to time.

I. The application of fertilizer, plant growth retardants, and pesticides in accordance with label directions and requirements by Washington State Department of Agriculture.

J. A retail business use, as defined in Section 13.09.040, unless otherwise included as a regulated facility, with aboveground storage tanks, underground storage tanks, bulk storage, or incidental processing that involves the use of hazardous substances.

K. Any small quantity of hazardous substance intended solely for personal use, unless specifically ruled otherwise by the Health Department on a case-by-case basis, in accordance with the General Guidance and Performance Standards.

L. Existing stormwater infiltration units (installed before December 31, 2006) unless there is a change of use or change of ownership in which case there will be a review of the facility and operations and the facility may be regulated at that time.

No portion of this regulation shall exclude any person from properly handling and/or disposing of any quantity of hazardous substance that poses a potential or actual human threat or leads to the contamination of the environment, nor shall it relieve them of the responsibilities of properly cleaning up and/or disposing of any accidentally or intentionally discharged quantity of such substance.

VIII. FACILITY CLOSURE

When a regulated facility is closing, either moving or going out-of-business, all hazardous substances, containers and/or tanks (AST & UST) must be removed, transported, treated, and/or disposed in accordance with applicable federal and state environmental laws.

In cases where soil and/or groundwater contamination is suspected the facility may be required to conduct sampling to demonstrate whether and to what extent contamination exists. Any soil and/or groundwater contamination must be immediately addressed. Activities may include further soil investigation, decontamination or removal of contaminated soils, installation of a groundwater monitoring system, or installation of a cover system.
IX. **TEMPORARY CLOSURE**

Temporary closure means the non-use of an underground or aboveground storage tank, hazardous substance container or bulk storage area for a period greater than 1 month and not exceeding 1 year. Any regulated facility with a tank, container and/or area temporarily closed must:

A. Continue maintenance and inspection of all release detection monitoring systems;
B. Remove all hazardous substance from the tank, containers or bulk storage areas;
C. Seal any fill lines, and leave vent lines open in tanks;
A. Secure the area to prevent unauthorized tampering; and
B. Any other measures deemed necessary to protect human health and the environment.

If a Facility has not reestablished operation of the tanks, containers, or bulk storage areas, within the 1-year period, then it must notify the Health Department. After such notification, the Health Department, in consultation with the owner or operator, will determine whether to implement final closure of the facility operation or to allow another 1-year period of temporary closure. Temporary closure can only occur for a maximum of 2 years.

X. **FINAL CLOSURE OF UNDERGROUND STORAGE TANKS**

Final closure means the decommissioning and proper permanent removal of an underground storage tank. Requirements for this process can be found in the 173-360-385 WAC and the Health Department’s Underground Storage Tank regulation Board of Health (BOH) Resolution 88-1056. These requirements may be amended from time to time. Copies of the Underground Storage Tank regulations are located at [http://www.tpchd.org/page.php?id=74](http://www.tpchd.org/page.php?id=74). You can also receive a copy by contacting the Health Department at (253) 798-6470.
CHAPTER 2

HAZARDOUS SUBSTANCE HANDLING, SPILL PREVENTION AND MANAGEMENT

I. PURPOSE AND BACKGROUND

All facilities must be designed, constructed, operated, and maintained to minimize the possibility of fire, explosion, or any unanticipated release of hazardous substances that could threaten human health or the environment.

The STGPD program is designed to control and prevent the release of hazardous substances into the environment by requiring, among other things, compliance with spill or leak prevention and management practices. All regulated facilities must adopt the following practices. By adopting these practices, the occurrences and severity of hazardous substance releases and spills will be minimized.

II. PERFORMANCE STANDARD REQUIREMENTS

A. HAZARDOUS SUBSTANCE STORAGE & MANAGEMENT SPILL PREVENTION

Owners and operators of regulated facilities that store containers of hazardous substances will:

1. Store hazardous substances in containers that are in good condition, structurally sound and void of any defects. Containers must be designed to withstand normal operations and expected site conditions. If a container is found to be leaking, the hazardous substance shall immediately be transferred to a structurally sound container.

2. Handle containers in a manner that will not cause rupture or leakage of the hazardous substance.

3. Label containers in a manner that adequately identifies the contents and associated hazards of the material (i.e. Petroleum Solvent – Flammable). Labels will not be obscured, removed, or otherwise unreadable. Warning signs must be posted, where necessary, to inform people of the existence of (potentially) hazardous conditions. The owner or operator must destroy or otherwise remove labels from empty containers that will no longer be used for hazardous substance storage.

4. Use a container made of or lined with materials that will not react with, and are otherwise compatible with, the hazardous substance being stored.

5. Always have containers closed, except when it is necessary to add or remove substances.

6. Have a minimum 30-inch separation between aisles of containers holding hazardous substances and a row of drums must be no more than two drums deep.

7. Provide secondary containment for container storage areas that are capable of collecting and holding spills and leaks with sufficient capacity to contain ten percent of the volume of all containers, or one-hundred percent of the volume of the largest container, whichever is greater. Containment areas must consist of an impervious...
base surrounded by an impervious wall or dike. Containment areas must have an approved sealant as necessary. Liquids that accumulate in the containment area must be removed in a timely manner to prevent overflow. This includes areas where temporary bulk storage occurs.

8. Store all hazardous substance containers in a covered area where they will not be degraded by the weather.

9. At the time of facility closure, remove all hazardous substances and residues from the containment system. Remaining containers, liners, bases, and soil containing or contaminated with hazardous substances or residues must be decontaminated or removed to the satisfaction of the Health Department.

The Health Department may require additional storage and management requirements on a case-by-case basis.

B. SPILL MANAGEMENT PLAN
Facility owners or operators must prepare and submit a written Spill Management Plan, approved by the Health Department, that describes the procedures to be followed in response to a release of hazardous substances. The Spill Management Plan must contain facility information; spill response procedures and the inventory and location of spill response equipment. See page 28 for a ‘Spill Management Plan’ template that can be adapted for use by your facility. At a minimum the facility Spill Management Plan shall include the following:

1. Facility Information:
   a. The address and location of the facility in relation to local storm and sanitary sewers, and any local surface waters;
   b. The location(s) of the hazardous substance in the facility (to the degree practical);
   c. A list of hazardous substances (or characteristics of the substances) in the Facility, (for example, pesticide, spent solvent, or flammable, corrosive, reactive, or any other appropriate hazard class characterization);
   d. The quantity and method of storage of hazardous substance in the facility (for example, if there are five 55 gallon drums or 10 five-gallon buckets);
   e. The type of facility, (for example a retail facility using hazardous substance as part of normal business operations, a wholesale business storing hazardous substance for an extended period of time, a facility that processes or manufactures hazardous substances);
   f. The name(s) and telephone number(s) of person(s) responsible for coordinating emergency response procedures at the facility;
   g. A list of emergency response agencies, the locations of the agencies, and their telephone numbers (this can be provided by the Health Department).

2. Spill Response Procedures
   The Spill Management Plan must contain written procedures, appropriate to the facility that will ensure effective responses to emergency spills or releases. Owners or operators must ensure that facility employees are familiar with these procedures as
part of the employee-training program. The spill response procedures must contain the following references:

a. For a spill or a release that is likely to endanger public health or the environment, immediately contact 9-1-1, the Health Department, the Tacoma Fire Department, the Tacoma Police Department, or other specified emergency responders. The telephone numbers of these agencies shall be posted near all telephones;

b. In the event of any spill or release of hazardous substance, the person or persons designated as the facility contact shall direct all activities and coordinate with emergency response teams as needed;

c. Employees and others on-site should be evacuated from the facility as necessary for their safety; the source of the leak should immediately be stopped, all free liquids should be contained, drains in the immediate area should be sealed off, blocking or other drainage control should be placed around storm drains, and measures should be taken to prevent overland flow;

d. The spilled hazardous substance should immediately be collected or absorbed and disposed of in accordance with all applicable laws and regulations;

e. For spills occurring on the ground surface, the spill area should be covered with plastic to prevent precipitation from forcing contaminants deeper into the soil or spreading contaminants over a wider area; the contaminated soil should be removed and disposed of in accordance with all applicable laws and regulations;

f. Owners or operators must report to the Health Department and Department of Ecology, within 24 hours, any
   i. spill, release or overfill of a hazardous substance that exceeds 25 gallons;
   ii. spill, release or overfill of a hazardous substance that causes a sheen on any surface water;
   iii. spill, release or overfill of a hazardous substance of 25 gallons or less, which cannot be immediately contained or cleaned up; or
   iv. condition that may, in any way, indicate that a release of a hazardous substance may have occurred (UST-Inventory reconciliation records)

3. Response Equipment

The Spill Management Plan must also contain the location and list of the equipment stored on site that may be used to respond to a spill. At a minimum the plan shall include:

a. Portable fire extinguishers; or

b. Spill control equipment, such as absorbent materials, diking materials, etc.

The Health Department may require additional information on a case-by-case basis. This may include information on local hydrology, operational records of the facility, or additional site inspections.
C. EMPLOYEE TRAINING AND INSPECTIONS
At a minimum, each facility is required to perform the following:

1. Employees must complete training designed to ensure that they are familiar with emergency response procedures, emergency equipment, and emergency systems. The training must inform employees of the safe handling practices appropriate for the hazardous substance used, stored, disposed, or handled at the facility as described in “Hazardous Substance Storage & Management” along with details of the facility’s Spill Management Plan (See page 28 for a Spill Management Plan template).

2. All owners or operators must prepare, follow a schedule, and record inspections of monitoring equipment, emergency response equipment, underground and aboveground storage tanks, containers, and operating equipment. The frequency of inspection may vary and should be based on consideration of the possible rate of deterioration of materials, the location and hazard potential of the hazardous substance, and the probability of a release of hazardous substance. At a minimum, facility inspections should occur monthly. Areas subject to spills, such as loading, unloading, or transfer areas should be inspected on a daily basis. (See page 30 for a Facility Inspection Form template). This format is sufficient for many facilities, but is not required. Equivalent alternative forms of record keeping are acceptable.

D. RECORD KEEPING
The Health Department recommends that all facility owners keep all records for as long as the facility is in operation. However, facility owners are only required to maintain records as follows:

1. Retain for 1 year:
   a. Results of storage tank testing or monitoring including: calibration, maintenance, and repair of release detection equipment;
   b. Facility inspection forms for hazardous substance storage areas and spill response equipment locations, etc.; and
   c. All facility and underground storage tank records showing samples collected during a temporary closure.

2. Retain for 5 years:
   a. All hazardous waste records documenting proper recycling or disposal. Records may include but are not limited to manifests, bills of lading, and receipts;
   b. All storage tank release detection method records documenting the equipment manufacturer or installer’s leak detection devices performance; and
   c. All stormwater infiltration unit records of operation and maintenance inspections by the owner or stormwater management professionals.

3. Retain until superseded:
   a. Facility’s Spill Management Plan and supporting documentation.
4. Retain Permanently:
   a. Documentation on hazardous substance spills or releases.

5. Retain for the operating life of any storage tank:
   a. All storage tank repair records demonstrating that the storage tank was properly repaired and passed ultrasonic and vacuum tests; and
   b. All cathodic protection system inspection records, signed by a certified UST supervisor, demonstrating compliance with performance standards listed in 173-360-320 WAC.

6. Retain for 3 years after closure
   a. All facility and underground storage tank records showing samples collected during the closure process. (These records must be kept for one year in the case of a temporary closure.)

Records must be kept at the facility and be immediately available for inspection or at a readily available alternative location and be provided to the Health Department for inspection within 24 hours.
CHAPTER 3

STORMWATER INFILTRATION UNITS

I. PURPOSE AND BACKGROUND

Stormwater infiltration units, either basin or trench systems, used to receive stormwater from any street, paved parking area, or property are prohibited.

However, if a business requires stormwater infiltration, a request may be made under the exceptions process outlined in the City of Tacoma Surface Water Management Manual Volume I, Chapter 3.1. New construction will be permitted upon review and approval by the City of Tacoma Environmental Services Department and the Health Department. Facilities that have stormwater infiltration units will be subject to STGPD regulations and permitting regardless if hazardous substances are stored or used on site.

Biennial inspections by the Health Department will verify maintenance of the infiltration unit, acceptable business practices, and other requirements outlined below. Additional requirements may apply on a case-by-case basis.

The approved size, placement, and composition of the stormwater infiltration unit may not be changed without written approval from the City of Tacoma Environmental Services Department and the Health Department. Existing stormwater infiltration units (installed before December 31, 2006) are exempt from the requirements of this section, except that a change of use or change of ownership shall trigger review that could result in the facility being required to obtain a STGPD permit and meet the requirements of the TMC Chapter 13.09.

II. PERFORMANCE STANDARD REQUIREMENTS

The following are minimum compliance requirements for the maintenance of a stormwater infiltration unit. There may be additional requirements for compliance with the City of Tacoma Environmental Services Department or the City of Tacoma's Surface Water Manual as may be amended from time to time.

There should be regular maintenance of the infiltration unit and adequate access to a sampling location or port(s) where City of Tacoma Environmental Services Department can perform periodic sampling. Sampling will be dependent upon the land use, infiltration unit, length of time the infiltration unit has been utilized, history or releases or spills, and other circumstances deemed necessary by the City of Tacoma or the Health Department.

STGPD-regulated facilities with approved infiltration units on-site must:

A. Provide the Health Department with a copy of their “Operations & Maintenance Plan” as also required by the City of Tacoma.

B. All facilities with infiltration units will develop and follow a maintenance schedule. The facility owner or operator must keep a log recording all inspection dates, observations, and maintenance activities. Required activities include:
1. Remove accumulated debris/sediment in the unit every six months or as needed to prevent clogging, if there are two inches of soil or more, or when water remains in the pond for greater than 24 hours at or less than design storm conditions.

2. Remove any poisonous or nuisance vegetation or noxious weeds as defined by the State or local regulations that may constitute a hazard to maintenance personnel, the public, or the environment.

3. Respond immediately to any evidence of hazardous substance contamination. Emergency contacts and spill clean-up procedures can be found in the facility's Spill Management Plan.

4. Ensure all parts of the infiltration unit are working properly and repair or replace any equipment as needed. For example, all filter bags contain enough sediment and debris to fill them more than half full and there is enough gravel in the rock filters that water flows at an acceptable rate during a heavy rainstorm.

5. All holes in the ground in and around the infiltration unit should be filled and compacted to prevent the harboring of insects and rodents.

Note that each of these specific requirements may not apply to every stormwater infiltration unit installation. Please contact the Health Department with any questions.

III. MAINTENANCE CRITERIA FOR INFILTRATION BASINS

A. Maintain basin floor and side slopes to promote dense turf with extensive root growth. This enhances infiltration, prevents erosion and consequent sedimentation of the basin floor and prevents invasive weed growth. All bare spots must be immediately stabilized and re-vegetated.

B. Vegetation growth should not be allowed to exceed 18 inches in height. Mow the slopes periodically and check for clogging and erosion. Mowing twice a year is generally satisfactory.

C. Fertilizers should be avoided to reduce the risk of groundwater contamination. An option is to test the soil for nitrogen, phosphorous and potassium and consult with a landscape professional on other options. If fertilizer use is the only option, use a slow-release fertilizer formulation in the least amount needed.

IV. MAINTENANCE CRITERIA FOR INFILTRATION TRENCHES

A. Sediment buildup in the top foot of stone aggregate or the surface inlet should be monitored regularly. Sediment accumulation of more than 4 inches thick should be removed with minimum damage to vegetation using proper erosion control measures.

B. If there are low infiltration rates, the infiltration trench shall be excavated and cleaned, and gravel or soils shall be replaced.

For additional information on installation and maintenance of a stormwater infiltration unit, contact the City of Tacoma Environmental Services Department - Surface Water Management at (253) 591-5588 or visit their website at www.cityoftacoma.org.
CHAPTER 4
UNDERGROUND STORAGE TANK SYSTEMS

I. PURPOSE AND BACKGROUND
Underground storage tank (UST) systems must be designed, located, operated, and maintained in such a manner that they do not endanger human health or the environment. As mentioned in the introduction, the Health Department has an interagency agreement with Department of Ecology’s UST program to work together providing information and technical assistance to facilities within the STGPD.

Most facilities with USTs must obtain a permit from the Department of Ecology. If all requirements of the Department of Ecology permit are being met, the facility will be in compliance with the STPGD requirements. For more information on UST requirements see the Department of Ecology’s Underground Storage Tank Statute & Regulations 173-360 WAC at http://www.ecy.wa.gov. Contact information is listed on page 31.

Requirements for spill prevention, spill management plans and response procedures, and recordkeeping can be found in Chapter Two of this Guidance Document.

II. PERFORMANCE STANDARD REQUIREMENTS
UST systems, the storage tank and connected piping, must be operated and maintained in accordance with proper engineering principles and the manufacturer’s recommendations. The Health Department requires all UST systems to meet the minimum standards listed below.

A. New Underground Storage Tanks

Owners or operators of new UST systems must submit information demonstrating compliance with these design standards to the Health Department for review. This information must include a written report by a professional engineer with a description and information on the overall integrity of the new UST system.

1. Design & Construction

The design and construction of all new UST systems must be approved by Underwriters Laboratories or other recognized national testing organization. In addition to being constructed and designed to contain the intended hazardous substance, the tank must be chemically compatible with the intended hazardous substance.

2. Handling

All new UST systems must be handled properly to prevent damage prior to installation. To ensure proper handling, a professional engineer or other professional Washington State licensed and bonded installer experienced in the installation of USTs, must inspect each UST prior to installation to determine the presence of weld breaks, punctures, scrapes of protective coating, cracks, corrosion, or other damage indicating inadequate tank integrity. New UST systems that were
not tested at the factory must be tested to determine whether they are tight or leaking before they are installed. Further, each new UST system must again be tested for tightness upon installation. If the UST is found to be leaking, it must be repaired and retested before the Health Department will authorize its use. The American Society of Mechanical Engineers code stamp or listing mark of Underwriters Laboratories or other nationally recognized independent testing organization will usually be evidence of any prior factory testing for tightness.

3. Installation:

All new UST systems must be properly installed by an UST supervisor who is certified in tank system installation in accordance with a code of practice developed by a nationally recognized association or independent testing laboratory and in accordance with the manufacturer’s instructions. Installation information must be recorded and retained on-site to ensure proper installation.

B. New and Existing Underground Storage Tanks

1. Spill & Overfill Prevention:

Releases due to spilling or overfilling USTs must not occur. The owner or operator must ensure that adequate volume is available and that the transfer operation is monitored at all times to prevent overfilling and spillage.

a. All USTs must be equipped with spill prevention equipment that will prevent release of hazardous substances to the environment when the transfer hose is detached from the fill pipe and overfill prevention equipment that will:

   i. Automatically shut off flow into the tank when the tank is no more than 95 percent full;

   ii. Alert the transfer operator when the tank is no more than 90 percent full by restricting the flow into the tank or triggering a high-level alarm; or

   iii. Restrict flow 30 minutes prior to overfilling, alert the operator with a high level alarm one minute before overfilling, or automatically shut off flow into the tank so that none of the fittings located on top of the tank are exposed to hazardous substances due to overfilling.

b. All owners or operators must prepare an inventory control program for each tank. This inventory control program must be capable of identifying, on a daily basis:

   i. All inflows into the tank;

   ii. All outflows out of the tank;

   iii. Volumes of hazardous substance in the tank; and

   iv. Reconciliation between inflows, outflows, and volumes of hazardous substance in the tank.
2. Corrosion Protection

All steel UST systems must have corrosion protection to prevent any hazardous substance releases due to corrosion for the life of the UST system.

Corrosion protection systems must provide continuous corrosion protection to metal components of the UST system that is in contact with the soil or water. Corrosion protection systems must be inspected for proper installation and operation. A certified UST supervisor who performed the maintenance must sign all maintenance records. These records must be retained to demonstrate compliance with requirements of 173-360-320 WAC. This and other UST information may be found at the Washington State Department of Ecology’s website located at: [http://www.ecy.wa.gov/programs/tcp/ust-lust/tanks.html](http://www.ecy.wa.gov/programs/tcp/ust-lust/tanks.html). Any external corrosion protection system must be designed to take into account the potential for corrosion. Adequate external corrosion protection includes:

a. Corrosion resistant coating (such as epoxy, fiberglass, etc.);
b. Cathodic protection (such as impressed current or sacrificial anodes);
c. Electrical isolation devices (such as insulating joints, flanges, etc.); and
d. Other means of protection acceptable to the Health Department.

If any metal component of an UST system will be in contact with the soil or water, then owners or operators must account for the potential for corrosion in the design of the tank system. Factors that affect the potential for corrosion include soil moisture, conductivity, salinity, pH, sulfide or sulfate concentrations, existence of stray electrical current, influence of nearby metallic structures, and other factors affecting corrosion potential.

 Owners or operators may be required to submit an assessment by a corrosion specialist documenting that the corrosion protection provided is appropriate, considering the corrosion potential of the surrounding soil. The corrosion specialist requirement will be evaluated on a case-by-case basis considering the UST system design, nature, quantity of hazardous substance stored, and all other conditions related to the tank sitting.

3. Hazardous Substance Compatibility

All UST systems must be compatible with the intended hazardous substance. To meet this requirement, the owners or operators must submit an assessment of the hazardous substance compatibility to the Health Department. This assessment must discuss the chemical and hazardous characteristics of the hazardous substance and the materials used in the construction of the UST system. The American Society of Mechanical Engineers code stamp or listing mark of Underwriters Laboratories or other nationally recognized independent testing organization might be used as evidence of compliance with this requirement.
4. Secondary Containment

All UST systems must have some method of secondary containment such as secondary containment systems, double-walled tanks, or external liners such as a pit or excavation. Secondary containment must be capable of collecting and containing leaks of either ten percent of the volume of all USTs, or 100 percent of the volume of the largest UST, whichever is greater.

Secondary containment systems must be capable of collecting and containing any hazardous substance release until it is detected and removed, prevent the release of hazardous substances to the environment, and be checked for evidence of a release at least every 30 days.

Double-walled tanks must be able to contain any hazardous substance release from the inner wall within the outer wall and be able to detect the failure of the inner wall.

External liners such as vaults or pits must be able to contain 110 percent of the capacity of the largest tank within the liner, prevent groundwater or precipitation from entering the external liner, and surround the tank completely.

5. Repairs

The Health Department must approve the adequacy of all UST system repairs planned or conducted. A certified UST supervisor must perform all repairs to UST systems. Owners and operators of UST systems shall ensure that repairs will prevent releases due to structural failure or corrosion as long as the UST system is used to store hazardous substances. All repair records must be maintained for the operational life of the UST system. Refer to Department of Ecology’s 173-360-325 WAC for more details on UST repair requirements.

6. Methods of Release Detection

All UST systems must be equipped with a release detection monitoring system with a probability of detection of 0.95 and a probability of false alarm of 0.05. The release detection system required is dependent upon the Department of Ecology UST permit. For example, if the tank is 1,000 gallons or less, weekly tank gauging may be used as the sole method of release detection. Weekly tank gauging involves recording tank liquid level measurements at the beginning and ending of a period of at least 36 hours during which no liquid is added to or removed from the tank. The measurements must meet the weekly or monthly standards in the Department of Ecology’s 173-360 WAC. The Health Department will require the same release detection system as the Department of Ecology, although tank tightness testing may be an additional requirement of the Health Department.

7. Actions for a leaking UST

If the UST system is found to be leaking:

a. The Health Department must be notified immediately;
b. All inflows of hazardous substances into the UST must be stopped, and existing hazardous substances must be removed; and

c. A spill or leak assessment must be performed to determine the nature and extent of soil and/or groundwater contamination that has resulted from the spill or leak. Corrective actions must be in accordance with all applicable local, state, or federal laws and should include an analysis of feasible corrective actions. At a minimum, the spill or leak assessment must address local soil, surface water, groundwater, structural conditions and the properties or characteristics of the leaked or spilled hazardous substance.

If the Health Department is unable to issue a permit based on submission of the above information, then additional information may be required to determine if a permit can be issued or if site remediation or other action is warranted. Such additional information might include:

a. Information on local hydrogeology;

b. Further soil and/or groundwater tests;

c. Historical operation records of the facility;

d. Consultations with the professional engineer, corrosion specialist, or other inspector performing the assessment;

e. Additional site inspections by the Health Department; and

f. Explanations by the owners or operators to account for the inadequate results.
**STGPD Underground Storage Tank Checklist**

Facility Name:
Facility Address:
Contact person & phone:
Date:
Number of USTs:

Please indicate if these STGPD requirements have been met for all of the USTs on-site by checking the box next to the statement. For more information on each of these requirements please see Chapter 4. Please provide any additional information that will be useful to the Health Department along with plans to complete any requirements if necessary.

**New Underground Storage Tank Systems:**
- All new UST systems have been designed and constructed to meet requirements of Underwriters Laboratories or other recognized national testing organizations.
- A description of the UST system has been submitted to the Health Department.
- All new UST systems have been inspected prior to installation by a professional engineer to determine the presence of weld breaks, punctures, scrapes of protective coating, cracks, corrosion, or other damage indicating inadequate tank integrity.

**All Underground Storage Tank Systems:**
- The UST system is operated and maintained in accordance with proper engineering principles and the tank manufacturer’s recommendations.
- All transfer operations of hazardous substances in and out of the UST system are monitored constantly to prevent overfilling and spilling.
- The UST system is adequately protected against corrosion and information on the corrosion protection has been submitted to the Health Department.
- The UST system is chemically compatible with the intended hazardous substance and information on the materials of the UST system and the hazardous substances have been submitted to the Health Department.
- The UST system is inspected regularly for tank integrity and leaks.
- The UST system is located within a secondary containment area that can hold 110 percent of the largest tank or ten percent of the total tanks or the UST is a double-walled tank.
- A certified UST supervisor performs repairs to the UST system and records are maintained for the operational life of the UST system.
- The UST system is equipped with a release detection monitoring system.

**Additional Information:**
CHAPTER 5

ABOVEGROUND STORAGE TANK SYSTEMS

I. PURPOSE AND BACKGROUND

Aboveground storage tanks (AST) must be designed, located, installed, operated, and maintained in such a manner that they do not endanger human health or the environment. This chapter explains the requirements for meeting and maintaining this performance standard. Requirements for spill prevention, spill management plans and response procedures, and recordkeeping can be found in Chapter Two of this Guidance Document.

The National Fire Protection Association (NFPA) regulations address safety hazards associated with flammable and combustible liquids in aboveground storage tanks. The STPGD program does not supersede the NFPA regulations. Rather, it provides additional requirements to prevent the migration of hazardous substances into the environment.

II. PERFORMANCE STANDARD REQUIREMENTS

AST systems, tank and connecting piping, must be operated and maintained in accordance with proper engineering principles and the manufacturer’s recommendations. The Health Department requires all AST systems to meet the minimum design standards listed below.

A. New Aboveground Storage Tank Systems

Owners or operators of new AST systems must submit information demonstrating compliance with these design standards to the Health Department for review. In addition to being constructed and designed to contain the intended hazardous substance, the tank must be chemically compatible with the intended hazardous substance. The information must be submitted in writing by a professional engineer and include a description and information on the overall integrity of the new AST system.

1. Design & Construction

The design and construction of all new AST systems must be approved by Underwriters Laboratories or other recognized national testing organization. In addition to being constructed and designed to contain the intended hazardous substance, the tank must be chemically compatible with the intended hazardous substance.

2. Handling

Owners or operators must ensure that all new AST systems are handled properly to prevent damage prior to installation. To ensure proper handling, a professional engineer or other professional Washington State licensed and bonded installer experienced in the installation of AST systems, must inspect each tank prior to installation to determine the presence of weld breaks, punctures, scrapes of protective coating, cracks, corrosion, or other damage indicating inadequate tank integrity. In addition, all new AST systems must be tested to determine whether they are tight or leaking after installation. If the AST is found to be leaking, it must be repaired and retested before the Health Department will authorize its use.
3. Installation

All new AST systems must be properly installed on foundations designed to maintain the design loads of the AST system and to prevent uneven settling. To ensure that these conditions are met, all owners or operators of new AST systems must submit information, reviewed by a professional engineer, indicating that the new tank and foundation system are designed and installed in accordance with these standards.

B. New and Existing Aboveground Storage Tanks

1. Spill & Overfill Prevention

Releases due to spilling or overfilling ASTs must not occur. The owner or operator must ensure that adequate volume is available in the AST and that the transfer operation is monitored at all times to prevent overfilling and spillage.

2. Corrosion Protection

All AST systems must have corrosion protection to prevent any hazardous substance releases due to corrosion for the life of the AST system. Owners or operators must submit information that documents the effectiveness of the existing corrosion protection. In addition, if any metal component of an AST system is in contact with soil or water, then owners or operators must determine the potential for soil corrosion and demonstrate that the corrosion protection provided is adequate considering the soil corrosion potential. Factors affecting the potential for soil corrosion include: conductivity or resistivity, pH, sulfide or sulfate concentration, soil moisture content or other factors affecting corrosion potential.

The Health Department shall be provided this data as a part of a corrosivity assessment prepared by a corrosion specialist. This assessment shall include a discussion of the effectiveness of existing corrosion protection, considering the observed corrosive characteristics of the soil system.

3. Hazardous Substance Compatibility

The tank and connected piping must be chemically compatible with the intended hazardous substance. To meet this requirement, owners or operators must submit an assessment of the hazardous substance compatibility to the Health Department. This assessment must discuss the chemical and hazardous characteristics of the hazardous substance and the materials used in the construction of the AST system. The American Society of Mechanical Engineers code stamp or listing mark of Underwriters Laboratories or other nationally recognized independent testing organization might be used as evidence of compliance with this requirement.

4. Secondary Containment Areas

All AST systems must have some method of secondary containment, such as a secondary containment system or double-walled tank that prevents the migration of hazardous substance into the soil or groundwater in the event of a leak. A double-walled AST tank does not usually require an additional secondary containment area.
The AST must be located within a secondary containment system that is capable of collecting and containing spills and leaks of ten percent of the volume of all ASTs or 100 percent of the volume of the largest AST, whichever is greater. Secondary containment areas must be covered to prevent the accumulation of rainwater and consist of an impervious base surrounded by an impervious wall or dike. Containment areas may require an approved sealant. Any liquids that accumulate in the containment area must be removed and properly disposed in a timely manner.

5. Structural Integrity of AST Supporting System

All AST systems must rest on a foundation designed to prevent uneven settling or other damage to the tanks, connected piping, and drainage control or spill prevention system. Owners or operators must demonstrate to the Health Department that the foundation provides a suitable support for the AST system.

6. Release Detection

All AST systems must be designed to prevent hazardous substance releases to the environment. To make this determination, a professional engineer, or other professional experienced in the operation of AST systems, must inspect each existing tank and piping system to determine the possible presence of weld breaks, punctures, loose joints, scrapes of protective coating, cracks, corrosion, or other damage indicating potential leakage. In addition, the inspector must check the premises around the AST system for signs of spills, such as saturated or darkened soil, stained concrete, or disintegrated asphalt.

7. Actions for a leaking AST

If the AST system is leaking:

a. All inflow of hazardous substance into the part of the tank that is leaking must be stopped, and the hazardous substance be removed from the part of the tank that is leaking.

b. Barricades must be installed as necessary to prevent any overland migration of hazardous substance.

c. A spill or leak assessment must be performed to determine the nature and extent of soil and/or groundwater contamination that has resulted from the spill or leak. Corrective actions must be in accordance with all applicable local, state, or federal laws and should include a cost/benefit analysis of feasible corrective action alternatives. At a minimum, the spill or leak assessment must address the local soil, surface water, groundwater, and structural conditions, which can influence hazardous substance migration as well as the properties of the leaked or spilled hazardous substance, which can promote migration.
If the Health Department is unable to issue a permit based on submission of the above information, then additional information may be required to determine if a permit can be issued or if site remediation is warranted. Such additional information may include:

a. Information on local hydrogeology;
b. Further soil and/or groundwater tests;
c. Operation records of the facility;
d. Age and projected use of the tank;
e. Consultations with the professional engineer, corrosion specialist, or other inspector performing the assessment;
f. Additional site inspections by the Health Department; and
g. Any explanations by the owner or operator accounting for the inadequate results.
STGPD Aboveground Storage Tank Checklist

Facility Name:
Facility Address:
Contact person & phone:
Date:
Number of ASTs:

Please indicate if these STGPD requirements have been met for all of the AST systems onsite by checking the box next to the statement. For more information one each of these requirements please see the AST section above. Please provide any additional information that will be useful to the Health Department along with plans to complete any requirements if necessary.

New Aboveground Storage Tank Systems:
 All new AST systems have been designed and constructed to meet requirements of Underwriters Laboratories or other recognized national testing organizations.
 A description of the AST system has been submitted to the Health Department.
 All new AST systems have been inspected prior to installation by a professional engineer to determine the presence of weld breaks, punctures, scrapes of protective coating, cracks, corrosion, or other damage indicating inadequate tank integrity.

All Aboveground Storage Tank Systems:
 The AST system is operated and maintained in accordance with proper engineering principles and the AST manufacturer’s recommendations.
 All transfer operations of hazardous substances in and out of the AST system are monitored constantly to prevent overfilling and spilling.
 The AST system is adequately protected against corrosion and information on the corrosion protection has been submitted to the Health Department.
 The AST system is chemically compatible with the intended hazardous substance and information on the materials of the tank and the hazardous substances have been submitted to the Health Department.
 The AST system is inspected regularly for tank integrity and leaks.
 The AST system is located on a flat and reliable foundation.
 The AST system is located within a secondary containment area that can hold 100 percent of the largest tank or ten percent of the total tanks or the AST is a double-walled tank.
 The AST system is equipped with a release detection monitoring system.

Additional Information:
Spill Prevention & Management Plan

Business Name
Site Address
Tacoma, WA ZIP
Phone Number

Spill Prevention

1) Facility inspections are conducted (Daily, Weekly, or Monthly)
   - Facility inspection form is attached.

2) When loading, unloading or transferring hazardous substances, employees will:
   - Inspect drums and containers for leaks
   - Ensure all containers are labeled and have lids
   - Ensure all containers are placed within secondary containment when necessary

3) Employee Training includes:
   - Proper handling of hazardous substance
   - Spill prevention
   - Spill clean up, etc.

4) Hazardous Substances currently on-site:

<table>
<thead>
<tr>
<th>Hazardous Substances</th>
<th>Quantity (in gallons)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5) Warning signs are posted in areas containing hazardous substance. The signs display the dangers of the hazardous substance, for example, toxic or flammable.

6) Spill prevention for hazardous substance:
   - All hazardous substance are stored in proper containers and regularly checked during the facility inspections.
   - Hazardous substance containers are stored in secondary containment where a spill would be contained and would not get outside the building or run off an impervious surface, such as asphalt or concrete.

7) Any temporary storage of hazardous substance in bulk:
   - Hazardous substance containers are stored in secondary containment where a spill would be contained and would not get outside the building or run off an impervious surface, such as asphalt or concrete.
   - Any outside storage will be stored in a covered secondary containment area.
**Spill Management**

The site drawing is attached and placed within the business.

A site drawing should be available to all employees that displays where the hazardous substance are stored and the location of all the storm drains, sewer lines, local surface waters, and spill kits.

**Response Actions in the Case of a Spill**

1) Notify an emergency contact.
2) Try to contain the spill and keep it from going outside the building.
3) Cover any drains in the building or storm drains where the spill could potentially run.
4) Use the spill kits to clean up the spill and properly dispose of the materials. For example, if there is a used oil spill, kitty litter can be used to clean up small spills and the absorbent diapers for larger spills.

**Emergency Contacts**

<table>
<thead>
<tr>
<th>Owner’s Name</th>
<th>Phone/Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager’s Name</td>
<td>Phone/Cell Number</td>
</tr>
<tr>
<td>Other Emergency Contact</td>
<td>Phone/Cell Number</td>
</tr>
<tr>
<td>Other Emergency Contact</td>
<td>Phone/Cell Number</td>
</tr>
</tbody>
</table>

**Emergency Response Agencies**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone/Cell Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Police</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td>Department of Ecology Spill Response</td>
<td>(360) 407-6300</td>
<td>(For spills over 25 gallons)</td>
</tr>
<tr>
<td>Tacoma-Pierce County Health Dept Environmental Health Division</td>
<td>(253) 798-6470</td>
<td>(For spills over 25 gallons)</td>
</tr>
<tr>
<td>City of Tacoma Stormwater</td>
<td>(253) 591-5595</td>
<td>(For spills that reach a storm drain)</td>
</tr>
</tbody>
</table>

**Procedures for Evacuation**

1) All customers will be safely led out of the building(s).
2) All employees will meet in the front of the building to be accounted for.
3) No one will return to the buildings until emergency responders arrive on-site and the building is cleared for entrance.
Facility Inspection Form

Business Name
Site Address
Tacoma, WA ZIP
Phone Number
Date & Time of Inspection

Acceptable Unacceptable

- All hazardous substance containers are properly labeled
- All hazardous substance containers have lids
- All hazardous substance containers are stored in their proper areas
- Hazardous substance containers are not leaking or have cracks
- The spill kit(s) is (are) stocked
- Any spills have been properly cleaned up
- MSDS are available for all hazardous substance on-site
- Other inspection areas
Additional Contact & Regulatory Information

- For additional information on the South Tacoma Groundwater Protection District contact the Tacoma-Pierce County Health Department's STGPD Program at (253) 798-3589 or Environmental Health Division at (253) 798-6470 or tpchd.org/stgpd.


- For information on stormwater infiltration units visit the City of Tacoma's Surface Water Manual at http://cityoftacoma.org/Page.aspx?hid=951 and read Volume 5 Chapter 7 “Infiltration and Bio-infiltration Treatment Facilities”.

- For information on Department of Ecology's Underground Storage Tank requirements or for a copy of their regulation 173-360 WAC, visit www.ecy.wa.gov/biblio/wac173360.html.

- For information on the Tacoma-Pierce County Health Department's Underground Storage Tank Removal and Abandonment Rules and Regulations visit http://www.tpchd.org/page.php?id=74 or call (253) 798-6470.