

Appendix D.1 – Closure Plan and Report Forms

These closure plans, report forms, and guidance documents have been created to clarify the data that must be collected and to improve consistency in the data received which should lead to reduced staff time for report reviews by excluding what is often extraneous information found in reports. These forms should be utilized when submitting the corresponding plans or reports required by the Agency. The forms should be fully completed prior to submittal. If there is additional information about a site that a tank owner/operator believes it is important for the Agency to know to fully understand the site conditions, nothing precludes them from submitting additional information as a supplement to these forms; however, any additional information provided should be concise. The Agency believes that the forms are self-explanatory; however, a brief description is provided below.

UST Closure Documents

- UST-LUST Closure Memo – This document combines and replaces the Closure Memo and the LUST Managing Contaminated Soils Memorandum. Please note that this guidance was updated July 2018 and has several significant changes from the previous guidance. Consult this guidance for the proper closure requirements for USTs.
- Intent to Close form – This one-page document should be used to submit request for closures at UST facilities. Upon review and approval, a closure number will be issued and entered on the bottom of the form which will then be returned to the tank owner and certified worker for their records.
- UST Closure Report – The UST report form must be utilized for submitting the closure report. The report template consists of 3 files: the main UST closure report; the tank information form; and the piping information form. The tank and piping information forms replace the previously used UST-22 form. The completed UST closure report including the tank/piping information forms, analytical data table, and all required attachments cited in the report form shall be submitted no later than 60 days after closure to dep.ast@wv.gov.
- Analytical Tables – Tier 1, Tier 2, and Tier 3 analytical tables are provided. Analytical data from the closure samples should be entered into the appropriate analytical table and submitted with the UST Closure Report. The Tier 1 standard is the most conservative and is considered the default table to be utilized. The Tier 2 or Tier 3 analytical table may be utilized if the site meets the conditions described in Section 12 of the CAGD. You may also utilize the flowchart in Appendix A to determine the applicability of the various Tiers.

AST Closure Documents

- AST-LAST Closure Memo – This document provides guidance for the proper closure requirements for ASTs.
- AST Closure Plan – The AST closure plan form must be utilized for submitting the closure report. The plan template consists of 2 files: the main AST closure plan and the AST spreadsheet. Both the main AST closure plan and spreadsheet must be submitted for a complete AST Closure Pln. Where appropriate the spreadsheet has dropdown boxes (see spreadsheet example below) that allow the owner/operator to select some of the most common AST characteristics that we see normally see for tanks. However, you don't have to use a selection from the dropdown because the information can be typed into the cell. You can enter numerous tanks on the spreadsheet. After you enter the data for first tank, if all other tanks are like it, you can simply copy and paste information from the first tank to other tanks on the list.

| B | C | D | E | F | G | H | |
|------------------|---------------|-----------------------------|---------------------|----------------------------------|-----------------------|------------------------------------|---|
| WVDEP Tank ID | Tank Level | Tank Owner ID (optional) | Substance Stored | Tank Construction Material | Capacity (gallons) | Secondary Containment Design | |
| 001-00001401 | Level 1 | T1 | Biodiesel | Steel | 4,000 | Double walled tank | C |

- AST Closure Report – The AST report template must be utilized for submitting the closure report. The completed AST closure report including analytical table and all required attachments cited in the report form shall be submitted no later than 60 days after closure to dep.ast@wv.gov.
- Analytical Tables – Tier 1, Tier 2, and Tier 3 analytical tables are provided; however, the list of chemicals in these tables are limited. WVDEP will be adding tables and other forms to the website as they are developed. If a table has not yet been developed for your chemicals of concern, the owner/operator may create an appropriate data table and submit it. At a minimum, the owner/operator generated table must include the following information: Sample description, sample depth, analytical parameter, units, sample concentration, and action level.