



Department of Natural Resources
and Environmental Control
Tank Management Section
391 Lukens Drive
New Castle, DE 19720
302-395-2500 (phone)
302-395-2555 (fax)
www.dnrec.delaware.gov/Tanks/

NOTIFICATION AND SOIL SAMPLING REQUIREMENTS for CHANGE IN SERVICE FOR UNDERGROUND STORAGE TANKS

Effective Date: October 1, 2012

The Department of Natural Resources and Environmental Control, Tank Management Section (DNREC-TMS) has developed this guidance sheet to assist tank owners, operators and contractors in complying with DE Admin. Code 1351, Delaware's *Regulations Governing Underground Storage Tank Systems* (the UST Regulations) Part A, Sections 4.1.6., and 4.8.; Parts B and C, Section 3.; and Part D, Section 2., when changing the status of an UST. This is guidance only, the DNREC-TMS may impose additional requirements when deemed necessary.

NOTIFICATION

1. A completed UST Registration & Notification Form must be received by the DNREC-TMS office ten (10) days prior to making a change in service of any UST. The tank status *may not* be changed unless the DNREC-TMS has received the notification form as required in the UST Regulations, Part A, Section 4.8.2. A *Confirmation of Scheduled Tank Work* form will be faxed or emailed to the UST contractor upon approval of the notification form.
2. If the actual date of the change in service changes from the date noted on the notification form, the contractor or owner or operator must submit to the DNREC-TMS an amended UST Registration & Notification Form noting the new date.
3. When prior approval is requested for any deviation from the soil sampling recommendations in this guidance, including a tank pit containing multiple tanks, a site map showing all tanks, dispensers, vents, lines, and the dimensions of the tank(s) must be submitted with the notification. The DNREC-TMS will review this information and use it to determine the number of soil samples necessary to characterize the site

OUT OF SERVICE REQUIREMENTS

USTs may be placed Out of Service for up to twelve (12) months as long as several requirements are met. These requirements are detailed in Part B, Section 3.; Part C, Section 3.; and Part D Section 2. of the UST Regulations. A brief overview of these requirements is as follows:

1. Operation of corrosion protection must be maintained in accordance with Part B, Section 1. and 2.; Part C, Section 1. and 2. and Part D, Section 1.
 2. If the UST System is not empty, operation of release detection must be maintained in accordance with Part B, Section 1. and 2.; Part C, Section 1. and 2. and Part D, Section 1.
 3. Release detection is not required if the UST system is “empty.” The UST is empty when all regulated substances have been removed using commonly employed practices so that no more than one (1) inch or two and a half (2.5) centimeters of residue, or three tenths (0.3) percent by weight of the total capacity of the UST system, remains in the system.
 4. If the UST System is not empty, routine inspection requirements must be followed in accordance with Part B, Section 1.31. and 2.32.; Part C, Section 1.28. and 2.29.; and Part D 1.29.
 5. USTs that will be placed out of service for longer than three (3) months require the owner and operator to leave vent lines open and functioning and to cap and secure all other lines, pumps, manways, and ancillary equipment.
 6. At the start of the thirteenth (13th) month, if the UST system does not return to In Use status:
 - (a) the UST system must be permanently Removed or Closed in Place in accordance with applicable requirements of the UST Regulations (requires prior notification to DNREC-TMS);
- OR-**
- (b) the owner and operator must render the UST system empty and within thirty (30) days of emptying the tank complete a DNREC-TMS approved Site Assessment utilizing the soil sampling requirements below. The UST system must be emptied in accordance with the requirements stated above and the Site Assessment must be completed in accordance with Part B, Section 3.4.; Part C, Section 3.4. or Part D, Section 2.4., including any required hydrogeologic investigation and remedial action in accordance with Part E of the UST Regulations.

SOIL SAMPLING REQUIREMENTS for CHANGE IN SERVICE

You must receive approval *in advance*, from the DNREC-TMS, for *any* deviation from these requirements. Requests for deviation must be written, including reason for deviation and a sketch showing proposed sampling locations.

SOIL SAMPLING PROTOCOL

Composite Soil Sampling

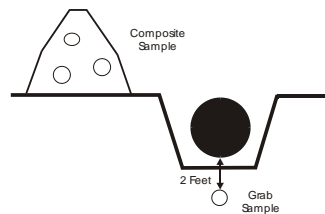
At least one composite soil sample per tank must be collected by taking several discrete samples from soil in each soil boring/test pit and mixing them together. (Fig. 1.) Soil samples should be field screened and samples collected from the area where the contamination appears to be the greatest. To prevent volatilization of any contamination, composite samples should be collected as soon as the sample locations become accessible. The number of required composite soil samples per tank is described in *Table 1*.

Grab Soil Sampling

Grab soil samples must be collected from specific spots along the sides or bottom of the tank excavation and below the product dispensers per the diagram below (Fig. 1.). The location of the grab samples depends on the elevation of the water table and the presence of contamination, i.e. staining. Samples must be collected from the area where the contamination appears to be the greatest. To prevent volatilization of any contamination, grab samples should be collected as soon as the sample locations become accessible. The number of required grab soil samples per tank is described in *Table 1*.

Tanks Above the Water Table

If groundwater is not present in the tank pit, soil borings/test pits must be installed to a total depth equal in elevation to two (2) feet below the bottom of the tank undergoing a change in service. Grab samples must be collected from two (2) feet below the bottom of the tank.



Tanks Below the Water Table

If the tank is submerged, soil borings/test pits must be drilled to the top of the water table. Grab soil samples must be collected from the soils directly above the soil/groundwater interface.

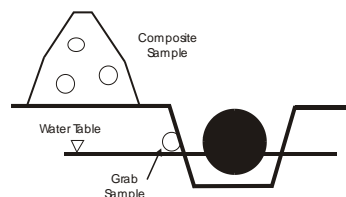


TABLE 1.
REQUIRED NUMBER OF SOIL SAMPLES BY TANK CAPACITY
for 1 TANK in a PIT*

UST Capacity (gallons)	# of Samples per Tank
0 – 1,100	2 Borings (4 samples) 1 grab & 1 composite from each boring Plus Dispenser samples
1,101 – 15,000	4 Borings (8 samples) 1 grab & 1 composite from each boring plus Dispenser samples
15,001 – 30,000	6 borings (12 samples) 1 grab & 1 composite from each boring plus Dispenser samples
30,001 – above	Call DNREC-TMS

***For sites with more than one tank deviation from the above requirements may be requested via a written request to the DNREC-TMS. See #3 under Notification above.**

UST Systems 1,100 Gallons or Less in Capacity – 4 total samples

Unless site conditions limit access to the tank, the DNREC-TMS requires a minimum of two (2) soil boring/test pits, to be installed *along opposite corners of the tank* undergoing a change in service. One (1) composite and one (1) grab sample must be collected from each soil boring/test pit. (Fig. 2.)

UST Systems 1,101 Gallons -15,000 in Capacity - 8 total samples

Unless site conditions limit access to the tank, the DNREC-TMS requires a minimum of four (4) soil boring/test pits; at least one (1) soil boring/test pit is to be installed *along each side of the tank* undergoing a change in service. One (1) composite sample and one (1) grab sample must be collected from each soil boring/test pit. (Fig. 2.)

UST Systems 15,001 – 30,000 in Capacity - 12 total samples

Unless site conditions limit access to the tank, the DNREC-TMS requires a minimum of six (6) soil boring/test pits; at least two (2) soil borings/test pits is to be installed *along each long side of the tank* and at least one (1) soil boring/test pit to be installed *along each short side of the tank* undergoing a change in service. One (1) composite sample and one (1) grab sample must be collected from each soil boring/test pit. (Fig. 2.)

UST Systems Greater than 30,000 Gallons in Capacity – call DNREC-TMS

For UST Systems greater than 30,000 gallons in capacity a site map showing the area around the tank and the dimensions of the tank must be submitted with the notification. The DNREC-TMS will review this information and use it to determine the number of soil samples necessary to characterize the site, prior to commencement of change in service activities.

Below Product Dispensers

If the product dispenser(s) are beyond the tank field area, one grab sample per dispenser must be collected from an elevation of five (5) feet below each dispenser or at the top of the water table, whichever is encountered first. If the product dispensers are within the tank field area, additional grab samples are not required. (Fig. 1.)

QA/QC PROTOCOL

All samples must be submitted in clean sealed containers provided by the analytical laboratory and kept at $\leq 6^{\circ}\text{C}$ until delivered to the laboratory for analysis. The laboratory must receive samples within twenty-four (24) hours of collection. If sample delivery within twenty-four (24) hours is not possible (for example, samples are collected late on a Friday after the laboratory is closed) proper storage of the samples must be documented on the chain of custody form. A chain of custody form must be maintained at all times for all samples and submitted to the DNREC-TMS.

For sampling events where volatile organic compounds (BTEX, GRO, EDB, EDC, MTBE, etc.) are to be analyzed, a trip blank must accompany the cooler from pickup to delivery. The trip blank must be analyzed for the same volatile organic compounds as the collected soil samples.

For soil sampling events where volatile organic compounds are to be analyzed, methanol preservation or Encore™® sampling must be conducted. NOTE: Encore™® Samplers **should not** be used when sampling pea gravel. When sampling pea gravel, methanol preservation of the sample in the field is required. Coordinate with your laboratory in advance to determine best sample volume and appropriate bottle/ware size for representative samples and ease of sample collection.

To minimize the risk of cross-contamination the use of disposable/dedicated sampling equipment is highly recommended when collecting samples. If reusable sampling equipment is preferred, proper decontamination procedures must be employed. The collection of an equipment blank is recommended, not required, when reusable/non-dedicated sampling equipment is used.

To maintain sample integrity, a DNREC-TMS Representative on-site may apply a custody seal to the sample container at the time of sample collection. If the seals are applied a separate chain-of-custody will be provided. This chain of custody must accompany the sample to the laboratory and a copy must be returned to the DNREC-TMS along with the sample results. If a sample is received by the laboratory with a damaged custody seal the DNREC-TMS may not accept the sample results and will request additional samples be collected.

Call the DNREC-TMS for more specific information about sampling methods, including proper procedures to assure QA/QC of samples and decontamination of tools.

REPORTING REQUIREMENTS

1. Site Map noting the sample locations.
2. Results of the soil sample analyses with chain-of-custody.
3. Custody seal chain-of-custody, if applicable.
4. All appropriate disposal documentation (e.g. disposal of product, sludge)
5. If sampling deviation is approved in the field an amended UST Registration and Notification form must be submitted. The name of the DNREC-TMS project officer who approved the deviation must be clearly indicated and the sampling locations must be noted on the site map.

The UST owner, operator or contractor must forward the required documentation to the DNREC-TMS within sixty (60) days of the tank change in service activity. The sample results must be labeled with the full site name, address, and date of the closure in place. It is the responsibility of the UST owner and operator to ensure that all required documentation is sent to the DNREC-TMS.

ANALYTICAL PARAMETERS

All soil samples from petroleum tank Change in Service activities must be analyzed according to the following **DERBCAP Tier 0** table below:

Analyte	Tier 0 Action Level	Gasoline	Kerosene/ Jet Fuels	Diesel/ Heating Fuels	Used Oil ^{1,2}	Aviation Gas	New Oil	Heavy Oils	Other
BTEX ^{5,7}	Benzene 230 ppb, Total BTEX 10 ppm	X	X		X	X			
GRO ⁷	100 ppm	X	X		X	X			
DRO	1000 ppm		X	X	X		X		
HRO	Site by Site				X		X	X	
Lead, EDB ⁷ , EDC ⁷	400 ppm, 10 ppb, 400 ppb	X ⁴			X	X			
MTBE ^{3,7}	130 ppb	X	X		X	X			
Ethanol ^{7,8}	None	X							
Other ⁶	Site by Site								X ⁶

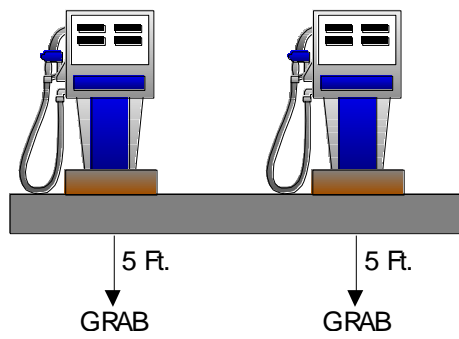
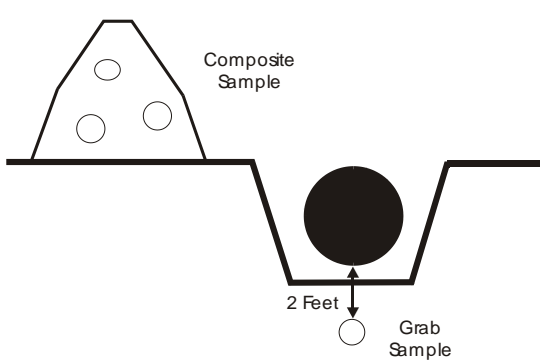
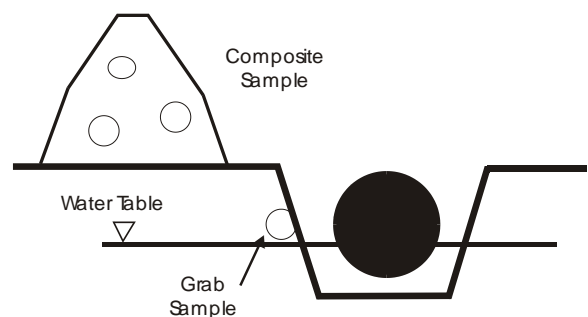
Footnotes:

1. Used oil as defined in the Delaware *Regulations Governing Underground Storage Tank Systems*, Part A, Section 2. and the Delaware *Regulations Governing Hazardous Waste*.
2. Used oil USTs may also be required to analyze for metals, volatiles, semi-volatiles or any other analyte as required on a site specific basis depending on the tank contents. Contact the DNREC-TMS for determination.
3. MTBE analysis is required, unless conclusive documentation is submitted and pre-approved by the DNREC-TMS that no portion of the tank system was in service after January 1, 1978.
4. For gasoline USTs only, Lead, EDB and EDC analysis is required, unless conclusive documentation is submitted and pre-approved by the DNREC-TMS documenting that all portions of the tank system were installed after January 1, 1996.
5. In addition to total BTEX, benzene must be reported separately.
6. If the tank system contained anything other than petroleum products or if the tank system contained Racing Fuel, contact the DNREC-TMS for information on sampling procedures and analytical requirements prior to any on site activities.
7. Samples collected for the analysis of volatile organic compounds must be preserved with methanol. Encore™ samplers are acceptable provided the preservative is methanol. Encore™ Samplers **should not** be used when sampling pea gravel. When sampling pea gravel, methanol preservation of the sample in the field is required.
8. Ethanol analysis is required, unless conclusive documentation is submitted and pre-approved by the DNREC-TMS that no portion of the tank system was in service after April 1, 2006.

SOIL SAMPLING FOR CHANGE IN SERVICE

Any deviation from the following **must** be approved in advance by the DNREC-TMS:

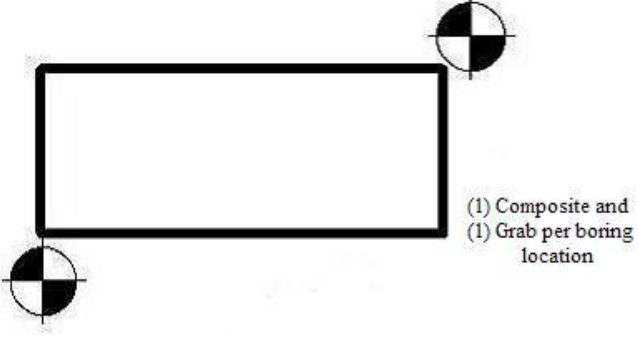
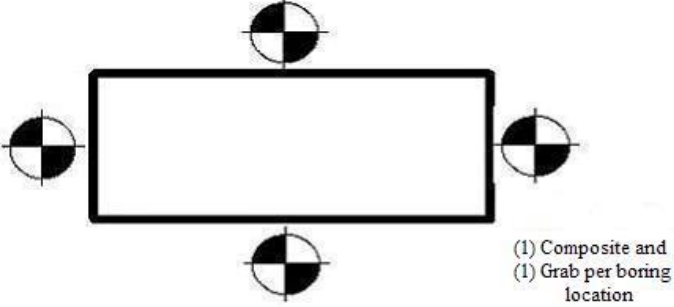
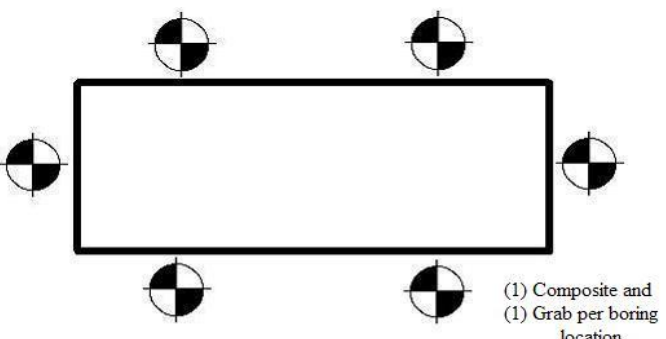
Figure 1

<p style="text-align: center;">DISPENSERS</p> <p>All dispensers associated with the removed tank(s) must be sampled.</p> <p>One grab sample taken 5' below each dispenser is required unless the dispenser is located in the tank field.</p>	
<p style="text-align: center;">TANKS ABOVE THE WATER TABLE</p> <p>Collect grab samples at a depth equal in elevation to two (2) feet below the bottom of the tank.</p> <p>Composite soil samples must be collected by taking several discrete samples from the soil in each boring/test pit and mixing them together.</p>	
<p style="text-align: center;">TANKS BELOW THE WATER TABLE</p> <p>Collect grab samples from the sidewall of the excavation immediately above the water table level in the pit.</p> <p>Composite soil samples must be collected by taking several discrete samples from the soil in each boring/test pit and mixing them together.</p>	

SOIL SAMPLING FOR CHANGE IN SERVICE

Any deviation from the following **must** be approved in advance by the DNREC-TMS:

Figure 2

UST Capacity (gallons)	# of Samples per Tank	Illustration
0 – 1,100	Install soil borings at opposite corners of the tank to a depth equal in elevation to two (2) feet below the bottom of the tank. Collect a grab sample from soils at the bottom of each boring or just above the soil/groundwater interface. Collect a composite sample by taking several discrete samples from the backfill materials generated during installation of the boring. (Total: 4 soil samples)	
1,101 – 15,000	Install one soil boring along each side to a depth equal in elevation to two (2) feet below the bottom of the tank to be closed in place. Collect a grab sample from soils at the bottom of each boring or just above the soil/groundwater interface. Collect a composite sample by taking several discrete samples from the backfill materials generated during installation of the boring. (Total: 8 soil samples)	
15,001-30,000	Install two soil borings along each long side and one soil boring along each short side to a depth equal in elevation to two (2) feet below the bottom of the tank to be closed in place. Collect a grab sample from soils at the bottom of each boring or just above the soil/groundwater interface. Collect a composite sample by taking several discrete samples from the backfill materials generated during installation of the boring. (Total: 12 soil samples)	
Greater than 30,000	Call DNREC-TMS	For tanks greater than 30,000 gallons, the DNREC-TMS will determine the number of soil samples necessary to characterize the site prior to commencement of closure in place activities. Soil borings and sample collection should follow the protocol described above.