UST - 12 Closure Report Format

Within thirty (30) days after closure has been completed, a closure report following the UST-12 format below must be submitted to the appropriate Regional Office. A UST closure report must display the seal and signature of the certifying P.E. or L.G. on the title page [see 15A NCAC 2L .0103(e)] **when the sampling results indicate that a release has occurred.**

Minimum elements of the UST - 12 Closure report format are:

A. General Information

1. Facility information:
   - Facility name, ID number, telephone number, address and county;
   - Date of report;
   - UST owner name(s), address(es) and telephone number(s); and
   - UST operator name(s), address(es) and telephone number(s).
2. Contacts:
   - Name, address, telephone number, and job title of primary contact person;
   - Name, address, and telephone number of closure contractor;
   - Name, address, and telephone number of primary consultant; and
   - Name, address, telephone number, and State certification number of laboratory.
3. UST information in table format:
   - Tank number;
   - Installation date;
   - Size in gallons;
   - Tank dimensions;
   - Last contents of tank;
   - Previous contents of tank (if any).
4. Site characteristics:
   - Describe any past releases at the site;
   - Indicate if the facility is active or inactive. If inactive, note the last date that the USTs were in operation;
   - Describe the use of surrounding properties;
   - Describe site geology and hydrogeology;
   - If a release has occurred, describe the results of the receptor survey performed within 1,500 feet of the facility.

B. Closure Procedures

1. Describe preparations for closure including steps taken to notify authorities, permits obtained, and steps taken to clean and purge the tanks.
2. Note the amount of residual material pumped from the tank and describe the storage, sampling and disposal or the residual material.
3. Document soil excavation activities:
   - Describe excavation procedures noting the condition of the soil encountered and the dimensions of the excavation in relation to the tanks, piping, and/or pumps;
   - Note the depth from the land surface to the top of the tank;
   - Note the volume of soil excavated;
   - Describe the soil type(s) encountered;
   - Describe the type and source of backfill used;
   - Describe the condition of the UST system(s) (i.e., pitting, holes, etc.); and
   - Note if water, free product, or bedrock was encountered during the excavation process.

4. Document contaminated soil:
   - Describe how the extent of soil excavation was determined; and
   - Describe the method of temporary storage, sampling, and treatment/disposal of soil.
5. Document the location and method of disposal of the tanks.

C. Site Investigation

1. Field screening:
   - Describe the physical characteristics of the soil samples, as observed during collection;
   - Describe the field instrumentation used to screen soils; and
   - Describe the field instrument calibration procedures.
   - Screening results.
2. Document soil sampling information:
   - Location of samples;
   - Type of samples (from excavation, stockpiled soil, etc.);
   - Sample collection procedures (grab, split spoon, hand auger, etc.);
   - Depth of soil samples (below land surface);
   - Time/date collected.
   - Sample identification; and
   - Sample analyses.
3. Document groundwater sampling information:
   - Location of samples;
   - Sample collection procedures (grab, bailer, etc.);
   - Time/date collected.
   - Sample identification; and
   - Sample analyses.
4. Document quality-control measures:
   - Sample handling procedures including sample preservation techniques and sample transport procedures;
   - Decontamination procedures;
   - Time and date samples were submitted to lab (attach chain of custody);
   - Samples collected for quality control purposes (e.g., duplicates, field blanks, trip blanks, etc.);
5. Describe investigation results:
   - Methods of analyses (i.e., EPA method number);
   - Provide analytical results for samples; discuss the results in relation to the cleanup levels or action levels, as appropriate.
   - Discuss how the results of quality control samples may have affected the interpretation of soil, groundwater, or surface water analytical results.

D. Conclusions and Recommendation

Include definitive and probable sources of contamination, conclude the need for further investigation and recommend whether remediation or no further action is required.

E. Signature and seal of certifying Professional Engineer or Licensed Geologist

F. Figures

1. Provide an area map showing the site boundaries, buildings, adjacent streets, roads, highways, street names and numbers, surface water bodies, groundwater flow direction (if available), north arrow and scale.
2. Provide a site map illustrating the UST excavation area, drawn to scale, showing:
   - Buildings;
   - Underground utilities, such as sewer lines and other conduits;

- Orientation of current and former UST(s), pumps and product lines;
- Length, diameter and volume of current and former UST(s);
- Type of material(s) stored in UST(s) (currently and formerly);
- Sample locations (identified by letter or number);
- Groundwater monitoring and supply well locations;
- Groundwater flow direction, if available;
- Final limits of excavation;
- North arrow; and
- Scale.

4. Provide maps depicting the analytical results, to include:
   - Orientation of UST(s), pumps and product lines;
   - Sample locations, depths and identifications;
   - Analytical results; and
   - Final limits of excavation(s).

NOTE: *If possible, use a single base map to prepare site maps using a map scale of 1 inch = 40 feet (or a smaller scale for large sites, if necessary). Maps and figures should include conventional symbols, notations, labeling, legends, scales and north arrows and should conform to generally accepted practices of map presentation such as those enumerated in the USGS Geological Survey pamphlet, "Topographic Maps".*

G. Tables

1. Field screening results;
2. Sample identification, depths and analyses; and
3. Sample identifications with results and the dates that samples were taken.

H. Appendices

1.	Appendix A.	Notification of Intent: UST Permanent Closure or Change-in-Service (UST-3 form)
2.	Appendix B.	Site Investigation Report for Permanent Closure or Change-in-Service of UST (UST-2 form)
3.	Appendix C.	Site Specific Health and Safety Plan (HASP)
4.	Appendix D.	Certificate of UST disposal
5.	Appendix E.	Soil, water and sludge disposal manifests
6.	Appendix F.	Complete chain-of-custody records
7.	Appendix G.	Copy of all laboratory analytical records
8.	Appendix H.	Photographs of closure activities (optional)
9.	Appendix I.	Geologic logs for excavation(s)/borings