



# Syracuse University Environmental Health and Safety Services

## Guidance Document for the Installation of Petroleum Bulk Storage Tanks

This guidance document provides a general summary of the requirements for the installation of petroleum bulk storage tanks at Syracuse University.

### Prior to Installation of Tank

- 1) Environmental Health and Safety Services (EHSS) must be notified prior to the procurement of any new tanks or product piping to assess whether the proposed equipment meets the specifications of applicable regulatory requirements and University standards.
  - a) For new aboveground storage tanks, the attached checklist must be completed and submitted to EHSS.
- 2) The University's Fire and Life Safety Services (FLSS) must also be notified to assess whether the construction and proposed location of the tank and/or piping comply with University policies and applicable building and fire codes.
  - a) A hot work permit must be obtained from FLSS if any spark or flame producing equipment is to be used.
- 3) EHSS must provide at least 30 days advance notice to the New York State Department of Environmental Conservation (NYSDEC) regarding the proposed installation of any tank at a regulated facility.
  - a) If the tank is to be installed within the City of Syracuse, city code requires that the installation be performed by a contractor that has a valid flammable and combustible liquid mechanical license issued by the city (also known as a "tank & pipe license").
  - b) The licensed tank contractor must submit a permit application to the City's Division of Code Enforcement and file a notice to the Syracuse Fire Department's Fire Prevention Bureau.
  - c) The proposed tank installation cannot proceed until the permit application has been approved via the issuance of a permit from the Division of Code Enforcement and copies of the following documents have been submitted to EHSS: a copy of the tank contractor's tank & pipe license, a copy of the permit, and copies of all of the permit application documents.

### After the Tank Installation

- 4) EHSS will evaluate the registration requirements and if necessary, once the installation is complete, will submit an application to NYSDEC for a new or revised tank registration.
  - a) For regulated facilities, EHSS must receive the new or revised registration certificate from NYSDEC and it must be properly displayed/posted at the facility prior to any petroleum being stored in the tank.
- 5) EHSS will collaborate with SU Facilities personnel to confirm that all applicable posting and labeling requirements are satisfied for the tank system.
- 6) SU Facilities personnel are responsible for maintaining the as-built information records, required site diagrams, and installer certifications for each tank system (as applicable). SU Facilities personnel must provide copies of this information/documentation to EHSS for secondary backup recordkeeping.
- 7) SU Facilities personnel must inspect the new tank at least once per month and complete the required monthly inspection form. Copies of the completed monthly inspection form must be submitted to EHSS on a monthly basis.