



Underground Storage Tank (UST) Removal Plan Submittal Requirements

Introduction

Thank you for your role in supporting development, environmental protection, and life safety within the City of Bryan. The expertise, coordination, and technical judgment provided by owners, contractors, and design professionals involved in underground storage tank (UST) removal are critical to preventing fire hazards, protecting public safety, and ensuring compliance with applicable codes and environmental regulations.

The purpose of this Underground Storage Tank (UST) Removal Plan Submittal Requirements document is to assist applicants in navigating the City of Bryan's plan review and permitting process efficiently. This guide is intended to clearly communicate submittal expectations, coordination requirements, and documentation standards necessary for a complete and compliant UST removal project. Consistent and thorough submittals help reduce review cycles, minimize delays, and support safe removal, site restoration, and final approval.

By following the guidance outlined in this document, along with applicable adopted codes, state and federal regulations, and the resources available through Development Services, applicants can help facilitate a streamlined review process and a smoother progression through permitting, removal activities, and project closeout.

We appreciate your commitment to safe and compliant UST removal practices within Bryan and look forward to working collaboratively throughout the review and permitting process to support the long-term safety and success of each project. Sincerely,

Bryan Fire Marshal's Office

414 Lawrence St, Bryan Tx, 77801
979.209.5960 Ext. 1

Disclaimer:

Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

Contents

Referenced Codes and Standards	3
Contractor Licensing Requirements.....	4
Site Safety Plan.....	4
Site Plan Drawings.....	5
Procedures for removing flammable or combustible liquids from the tank and associated piping	5
Tank cleaning, vapor control, and inerting procedures	5
Excavation and removal procedures for the underground storage tank(s)	6
Disconnection and removal or abandonment of associated piping and equipment	6
Environmental sampling or contamination assessment procedures, where required.....	7
Handling, transportation, and disposal of tanks, sludge, rinsate, and contaminated materials	7
Backfilling and site restoration following tank removal.....	8
UST Removal Inspection.....	8
Post-Removal Documentation	9

Disclaimer:

Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

Applicants shall submit a UST Removal Plan as part of the permit application. This document shall clearly describe the scope of work and the methods and procedures that will be used for the removal of the underground storage tank (UST) system.

At a minimum, the UST Removal Plan shall address the following sections:

- Site Safety Plan
- Site Plan Drawings
- Procedures for removing flammable or combustible liquids from the tank and associated piping
- Tank cleaning, vapor control, and inerting procedures
- Excavation and removal procedures for the underground storage tank(s)
- Disconnection and removal or abandonment of associated piping and equipment
- Environmental sampling or contamination assessment procedures, where required
- Handling, transportation, and disposal of tanks, sludge, rinsate, and contaminated materials
- Backfilling and site restoration following tank removal

The UST Removal Plan shall identify the contractor or responsible party performing each portion of the work. Where multiple contractors are involved, the plan shall clearly indicate which company is responsible for each activity associated with the tank removal process. All contractors performing work under the permit shall be registered with the City through Citizenserve as a contractor prior to permit approval. For assistance with contractor registration or questions regarding this requirement, applicants may contact the Fire Marshal's Office for guidance.

Referenced Codes and Standards

Underground Storage Tank (UST) removal activities shall comply with all applicable requirements of 30 TAC Chapter 334 (TCEQ), the 2021 International Fire Code (as adopted by the City of Bryan), NFPA 30, API Recommended Practice 2016, and OSHA 29 CFR Part 1926, as well as applicable TCEQ environmental guidance. These codes and standards establish the minimum requirements for notification, removal procedures, safety controls, environmental protection, waste handling, and site restoration, and form the basis for the submittal, plan review, and inspection requirements outlined in this guide.

Disclaimer:

Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

Contractor Licensing Requirements

All contractors performing work associated with the removal, installation, repair, modification, or closure of underground storage tank (UST) systems shall comply with the applicable Texas Commission on Environmental Quality (TCEQ) licensing and registration requirements.

Contractors performing regulated UST work shall hold the appropriate TCEQ UST Contractor Registration in accordance with 30 TAC Chapter 334, Subchapter I, and shall ensure that all work is performed under the supervision of personnel holding the required TCEQ UST Installer License or On-Site Supervisor License, as applicable.

Contractors shall be prepared to provide documentation of their current TCEQ registration and licenses upon request by the Authority Having Jurisdiction (AHJ). Copies of applicable licenses or registrations may be required as part of the permit submittal.

Where multiple contractors are involved in the project, each contractor performing regulated UST work shall maintain the appropriate TCEQ credentials for the work being performed and shall comply with all applicable state requirements governing UST system work.

Site Safety Plan

Applicants shall submit a Site Safety Plan as part of the UST Removal submittal package. The Site Safety Plan shall identify the general site hazards associated with the removal operation and the safety measures that will be implemented to protect workers, the public, and nearby property during the work.

At a minimum, the plan shall address:

- Site access control and security of the work area
- Traffic control or pedestrian protection, where applicable
- Emergency contact information and emergency response procedures
- Communication procedures for workers and supervisors on site
- Location of emergency equipment and first aid supplies
- General hazard awareness and worker safety responsibilities
- Procedures for maintaining a safe work environment during removal operations

Where multiple methods, techniques, or safety practices could be used to address a hazard, the Site Safety Plan shall clearly identify the specific method(s) that will be implemented at the site.

Disclaimer:

Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

The Site Safety Plan shall be maintained on site and made available for review during removal operations.

Site Plan Drawings

Applicants shall submit a Site Plan Map as part of the UST Removal submittal package. The Site Plan shall clearly depict the location of the underground storage tank(s) and the surrounding site conditions relevant to the removal operation. The map shall be drawn to scale or in a clear diagrammatic format that allows reviewers to understand the layout of the site.

At a minimum, the Site Plan shall identify:

- Location of the underground storage tank(s) to be removed
- Location of associated piping, dispensers, and fill ports, if applicable
- Property lines and adjacent streets or rights-of-way
- Nearby buildings, structures, and utilities
- Excavation area and anticipated limits of disturbance
- Access points for equipment and removal operations
- Location of staging areas, spoil piles, and equipment placement
- Areas where safety controls, barriers, or fencing will be installed

The Site Plan shall provide sufficient detail to evaluate potential hazards, access constraints, and site conditions associated with the tank removal operation.

Procedures for removing flammable or combustible liquids from the tank and associated piping

Tank cleaning, vapor control, and inerting procedures

The UST Removal Plan shall include procedures for tank cleaning, vapor control, and inerting prior to tank entry, cutting, removal, or transportation. The procedures shall describe the methods used to remove sludge, residues, and vapors from the tank and associated piping, and the measures used to control flammable vapors during the removal process.

The plan shall identify the specific vapor control or inerting method(s) that will be used, such as inerting, purging, ventilation, or other approved techniques, and shall describe the monitoring procedures used to verify that vapor concentrations are maintained at safe levels during removal operations.

Disclaimer:

Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

Where tank entry is required for cleaning or sludge removal, the procedures shall identify the entry methods and safety controls used for confined space entry.

Where applicable, the procedures shall reference the applicable approved standards, codes, or industry-recognized methods that will be followed, such as API RP 2016 or other recognized tank cleaning and entry procedures.

Excavation and removal procedures for the underground storage tank(s)

The UST Removal Plan shall include procedures describing how the underground storage tank(s) will be excavated and removed from the site. The procedures shall identify the methods, equipment, and sequence of operations that will be used to safely expose, disconnect, and lift the tank(s) from the excavation.

The plan shall describe the measures used to protect workers, surrounding structures, utilities, and adjacent property during excavation and removal operations, including any excavation protection, equipment placement, or site access considerations.

Where applicable, the procedures shall reference the approved standards, codes, or industry-recognized practices that will be followed during excavation and removal operations.

Disconnection and removal or abandonment of associated piping and equipment

The UST Removal Plan shall include procedures describing how associated piping, dispensers, fill connections, vent lines, and other related equipment will be disconnected and addressed as part of the tank removal project.

The plan shall identify whether piping and equipment will be removed or abandoned in place, and shall describe the methods used to safely disconnect, cap, plug, or otherwise secure the system components to prevent the release of flammable or combustible liquids or vapors.

Where piping or equipment is proposed to be abandoned in place, the procedures shall describe the measures used to cap, seal, and safeguard the abandoned components in accordance with applicable code requirements.

Where applicable, the procedures shall reference the approved standards, codes, or industry-recognized practices that will be followed when disconnecting or removing piping and associated equipment.

Disclaimer:

Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

Environmental sampling or contamination assessment procedures, where required

Where required, the UST Removal Plan shall include procedures for evaluating the excavation area for evidence of environmental contamination during and after tank removal operations. The plan shall describe the methods used to observe and assess site conditions, including indicators such as soil staining, petroleum odors, free product, or other signs of a release.

Where sampling is required, the plan shall identify the methods used to collect soil and/or groundwater samples, the locations where samples will be collected, and the laboratory or environmental consultant responsible for performing the analysis.

The procedures shall demonstrate compliance with applicable state environmental requirements, including TCEQ guidance and 30 TAC §334.55, and shall describe the steps that will be taken if contamination is discovered during removal activities.

Handling, transportation, and disposal of tanks, sludge, rinsate, and contaminated materials

The UST Removal Plan shall include procedures describing how removed tanks, sludge, rinsate, contaminated soils, and other waste materials generated during the removal process will be handled, transported, and disposed of.

The plan shall identify the methods used to safely manage and contain these materials on site, including any temporary storage, spill prevention, or containment measures used during the removal operation. The procedures shall also describe how the removed tank will be prepared for transport, including any purging, inerting, or securing of tank openings prior to transportation.

Where materials are transported off site, the plan shall identify the receiving facility or permitted recycler, and describe the methods used to ensure proper characterization, documentation, and disposal of waste materials in accordance with applicable regulations.

Where applicable, the procedures shall reference the applicable approved standards, codes, or regulatory requirements governing the handling, transport, and disposal of tanks and associated waste materials.

Disclaimer:

Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

Backfilling and site restoration following tank removal

The UST Removal Plan shall include procedures describing how the excavation area will be backfilled and the site restored following the removal of the underground storage tank(s). The plan shall identify the materials and methods used to backfill the excavation, including any compaction procedures or grading necessary to stabilize the area and prevent settlement.

The procedures shall also describe the steps that will be taken to secure the site after tank removal, including any temporary safety barriers, fencing, or other measures used to protect the public and maintain a safe work area until restoration is complete.

Where applicable, the plan shall identify any additional site restoration activities, such as replacement of pavement, landscaping, or other surface improvements, and shall reference the applicable standards or regulations governing site restoration following tank removal.

UST Removal Inspection

A UST Removal Inspection shall be conducted by the Fire Marshal's Office during or after removal operations to verify that the work has been performed in accordance with the approved UST Removal Plan and applicable code requirements. The primary purpose of this inspection is to confirm that the procedures and safety measures identified in the approved plan have been followed during the tank removal process.

During the inspection, the Fire Marshal's Office will verify, at a minimum, the following:

- The tank has been emptied of product and vapor-freed prior to removal
- Excavation conditions are safe and consistent with the approved procedures
- Associated piping has been properly disconnected or addressed in accordance with the approved plan
- Ignition control measures have been implemented within the work area
- The tank has been removed safely using appropriate equipment and procedures
- Removed tanks are properly labeled to indicate they have been removed from service
- The site has been secured following removal operations

The inspection will focus on confirming that the approved steps outlined in the UST Removal Plan have been reasonably followed to the best of the contractor's ability. Where the work deviates from the approved plan without prior coordination, the Fire Marshal's Office may issue citations or require corrective actions.

Disclaimer:

Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.

If conditions arise that require deviation from the approved UST Removal Plan, contractors are strongly encouraged to contact the Fire Marshal's Office as soon as possible to discuss the situation and obtain guidance before proceeding.

Contractors shall be prepared to provide supporting documentation or other evidence demonstrating that all approved procedures have been followed. Where portions of the approved removal procedures were not directly witnessed by the inspector, the inspector may require photographic documentation demonstrating compliance with the approved plan. Photographs should clearly show the work performed and are preferably time and location stamped. The requirement for photographic documentation shall be at the discretion of the inspector.

Where sufficient documentation has not been provided and the component or work area in question has been covered or backfilled, the contractor shall be prepared to uncover or expose the area upon request by the inspector so that compliance can be verified.

Post-Removal Documentation

Following completion of underground storage tank (UST) removal activities, the owner or operator shall ensure that all required post-removal documentation and regulatory notifications are completed in accordance with applicable state requirements.

At a minimum, the following documentation shall be completed:

- Tank registration records shall be updated to reflect the closure or removal of the UST system, in accordance with 30 TAC §334.7.
- A closure report documenting the removal of the tank system and any associated site conditions shall be submitted to the Texas Commission on Environmental Quality (TCEQ) within 30 days of tank removal, in accordance with 30 TAC §334.55(e).
- Site restoration activities and any required corrective actions shall be completed following tank removal, including addressing any contamination or environmental conditions identified during the removal process, in accordance with 30 TAC §334.55(e)(2).

Applicants shall maintain documentation of these actions and provide copies upon request by the Authority Having Jurisdiction (AHJ).

Disclaimer:

Submittal guides are subject to revision and update as adopted codes, local amendments, and departmental procedures change. Applicants are responsible for ensuring they are using the most current version of each submittal guide at the time of application. Always download the latest version of this document or reference the online version associated with the project to verify current requirements.