



APPENDIX B



ADEC Storage Tank Program
Site Assessment & Release Investigation Summary Form

This document summarizes information from site assessments and release investigation reports that are required by Alaska's Underground Storage Tanks Regulations (18 AAC 78). It is intended to ensure minimum requirements are met when submitting full reports to ADEC. It cannot be substituted for comprehensive site assessment or release investigation reports. Site assessments (as defined in AS 46.03.450) are conducted to check for the presence or absence of petroleum contamination. If contamination of soil or groundwater is identified then a release investigation is required. Site assessments and release investigations must be conducted by a qualified impartial third party (as defined in 18 AAC 78) and in accordance with chapter two of the Underground Storage Tanks Procedures Manual (UST Manual).

How to fill out this form

Type or print in ink the requested information and sign in ink the "signature" blocks on page 7. Please attach this form to the comprehensive site assessment or release investigation report (or include it in the report introduction) and submit it to the nearest ADEC field operations office (Juneau, Anchorage, Fairbanks or Soldotna).

1. GENERAL INFORMATION

Purpose of Site assessment/ Release investigation:

(Closure, Change-in-service, Suspected or confirmed release, Compliance check, Other)

Owner of site:

Name of company/legal entity that owns the site Phone number

Mailing address City, State, Zip code

Operator of site:

Name of company/legal entity that operates the site Phone number

Mailing address of operator City, State, Zip code

Location of site:

Name of site (e.g. John Doe's Service Station) Phone number

Physical address of site (be as specific as possible) City, State, Zip code

Legal description of site Section/township/range

Type of business at site Facility ID # / Tank ID number(s)

<b>Financial Assistance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applications filed (this site only)	Site assessment/ tightness test	Tank cleanup	Tank upgrade	Tank closure
<b>Reports on file with ADEC:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Tightness test	Closure notice	Other _____	

## 2. SYSTEM AND TANK STATUS

Describe the status, size, and contents of the tanks that have been at the site:

Tank ID Number:	Tank No. ____	Tank No. ____	Tank No. ____	Tank No. ____	Tank No. ____
Tank status (check one)					
Currently in use	_____	_____	_____	_____	_____
Temporarily closure	_____	_____	_____	_____	_____
Closed/left in place	_____	_____	_____	_____	_____
Closed/removed	_____	_____	_____	_____	_____
Total capacity (gallons)	_____	_____	_____	_____	_____
Contents (diesel, etc)	_____	_____	_____	_____	_____

## 3. FIRM CONDUCTING SITE ASSESSMENT AND RELEASE INVESTIGATION

_____ Name of firm	_____ Phone number
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_____ Mailing address	_____ City, State, Zip code
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_____ Site assessment supervisor(s)	_____ Person(s) collecting samples
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#### 4. SITE HISTORY

Based on the best available knowledge, please check the appropriate box below:

Y    N

- Was soil contamination observed or identified?
- Was groundwater contamination observed or identified?
- Did inventory control or prior tank repairs indicate a possible release?
- Has a tank tightness test been performed on any USTs on the site?
- Have any of the facility's USTs or piping ever failed a tightness test?
- Have there been any previous site assessments performed at this site?
- Do previous site assessments indicate any contamination has occurred?

If the answer to any of these questions is yes, please describe (or attach copy of report discussion). Give dates and circumstances, use continuation sheet if necessary:

#### 5. FIELD SCREENING ANALYSIS

Date(s) of field screening: \_\_\_\_\_  
Temperature(s) during screening: \_\_\_\_\_  
Estimated wind speeds: \_\_\_\_\_  
Weather (clear, raining, etc): \_\_\_\_\_

Type of field detection instrument used: \_\_\_\_\_  
Brand: \_\_\_\_\_  
Model: \_\_\_\_\_  
Date calibrated: \_\_\_\_\_

Number of tests: \_\_\_\_\_  
Range of results: \_\_\_\_\_

If an instrument wasn't used, what field detection method was used? \_\_\_\_\_

Number of tests: \_\_\_\_\_  
Range of results: \_\_\_\_\_

## 6. COLLECTION OF SOIL SAMPLES

### For site assessments done for USTs remaining in place

Check the appropriate boxes below (if not applicable, leave blank):

- | Y                        | N                        |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Were samples taken from borings (or test pits) within 5 feet of the UST? |
| <input type="checkbox"/> | <input type="checkbox"/> | Were samples collected from within 2 feet below the bottom of the UST?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Were dispensers connected to the UST system?                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Were samples taken from borings (or test pits) adjacent to dispensers?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Were samples taken from borings (or test pits) adjacent to piping?       |

How many borings/pits were made? \_\_\_\_\_ How many samples were analyzed? \_\_\_\_\_

### For site assessments done at excavation and removal of USTs:

Check the appropriate boxes below (if not applicable, leave blank):

- | Y                        | N                        |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Were any areas of obvious contamination identified or observed?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Were samples taken from areas of obvious contamination?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Were at least two discrete analytical samples taken from excavated pit area?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Was at least one sample taken from below each dispensing island's piping?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Was at least one sample taken from the piping trench?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Were the samples referenced above collected taken from native soil within two feet below the bottom of the tank pit or dispenser/piping trench? |
| <input type="checkbox"/> | <input type="checkbox"/> | If multiple tanks were removed, were at least three samples collected?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Were additional samples collected for each 250 square feet of excavated pit over 250 square feet?   |

Number of distinct points sampled: \_\_\_\_\_ Estimated excavation's surface area: \_\_\_\_\_

### For all site assessments

Check the appropriate boxes below:

- | Y                        | N                        |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Were field duplicate samples collected and analyzed?                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Were all samples kept at the appropriate temperature until analysis?    |
| <input type="checkbox"/> | <input type="checkbox"/> | Were all samples extracted & analyzed within recommended holding times? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did chain-of-custody/transfer logs accompany samples to laboratory?     |

**7. LABORATORY ANALYSIS OF SOIL SAMPLES**

(see Table 1 of UST Procedures Manual or Table G of 18 AAC 78.800(b))

Identify the possible contaminants (gasoline, BTEX, diesel, etc.): \_\_\_\_\_

Please list the analytical methods used to detect these contaminants in the soil samples, the number of samples analyzed by each method, and the range of results for each method:

Possible product	Analytical method	Number of samples	Range of results	Location(s) of sample point(s) w/ highest level of contamination
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**8. GROUNDWATER INVESTIGATION**

Check the appropriate boxes below:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| Y                        | N                        |   |
| <input type="checkbox"/> | <input type="checkbox"/> | Was groundwater encountered during the excavation or drilling work?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Were borings drilled/pits dug at least five feet below the USTs bottom?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Is groundwater or seasonal high water table known or suspected to exist within five feet of the bottom of the USTs? |
| <input type="checkbox"/> | <input type="checkbox"/> | Were samples taken from borings drilled/test pits dug to this water level?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Were all these samples analyzed within recommended holding times?   |

How many groundwater/saturated-soil samples were collected & analyzed? \_\_\_\_\_

How many of these samples were taken from the top 6" of water table? \_\_\_\_\_

How many field QC samples were analyzed? \_\_\_\_\_  
Trip blanks      Duplicates      Decon blanks

## 9. LABORATORY ANALYSIS OF GROUNDWATER SAMPLES

(see Table 1 of UST Procedures Manual or Table G of 18 AAC 78.800(b))

Identify the possible contaminants at the site: \_\_\_\_\_

Identify the analytical methods used to detect these contaminants in the water samples, the number of samples analyzed by each method, and the range of results for each method:

Analytical method	Number of samples	Range of results (ppm)	Location(s) of sample point with highest level of contamination
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## 10. DISPOSAL OF MATERIALS

Check the appropriate boxes below (if not applicable, leave blank):

Y    N

    Were tanks cleaned in accordance with API 2015 (Cleaning Petroleum Storage Tanks)?

    Were the tanks and piping removed and disposed in accordance with API 1604 (Removal and disposal of used petroleum Storage tanks)?

Where were the tanks and piping disposed? \_\_\_\_\_

Where was the tank sludge and rinsewater disposed? \_\_\_\_\_

## 11. STOCKPILES

Check the appropriate boxes below:

Y    N

    Is any soil stockpiled at the site?

    Are soils stockpiled in accordance with 18 AAC 78.311?

**12. RELEASE INVESTIGATION**

Check the appropriate box below:

Y    N

\_\_\_    \_\_\_ Was any petroleum contamination identified during site assessment?

(Answer "yes" if any evidence a release occurred; if no, proceed to item 13)

If contamination was found, what was matrix score for site? \_\_\_\_\_

(Attach completed matrix score sheet to this form)

When did release occur? \_\_\_\_\_    When was release confirmed? \_\_\_\_\_

(Date & time)

(Date & time)

When was ADEC notified? \_\_\_\_\_    List ADEC staff notified: \_\_\_\_\_

(Date & time)

(Name)

What is status of UST that prompted the investigation?    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
In use    Out-of-use, product    Out-of-use;    Permanently  
still in system    system empty    closed

Briefly describe ( or attach copy of report discussion) the steps taken to prevent further migration of the release and steps taken to monitor and mitigate fire and safety hazards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**13. SITE SKETCH**

Sketch the site in the space below. Alternatively, attach a site map to the back of the form. The sketch (or accompanying narrative) should include the following information:

- locations of all USTs, piping, and dispensers
- distances from tanks to nearby structures
- property line locations
- location and dimensions of excavation(s)
- type of backfill used to surround system
- locations of any known historical releases
- locations of any observed contamination
- location of any boreholes and test pits
- soil types
- field screening locations and readings
- sampling locations, depths, & sample ID numbers
- water wells and monitoring wells (if present)
- depth to groundwater/seasonal high groundwater
- locations of any stockpiled soils
- north arrow
- bar scale (specify feet or meters)

For release investigations, in addition to the above information, show the groundwater gradient; surface drainages (including potential hydraulic connections with groundwater) and utility trenches.

**14. QUALITY ASSURANCE**

Check the appropriate boxes below:

- |     |     |   |
|-----|-----|---|
| Y   | N   |   |
| ___ | ___ | Were there deviations from Chapter 2 of the UST Procedures Manual? (Note that any deviations must be documented in a section of the comprehensive report) |
| ___ | ___ | Is a field quality control summary included in the reports?   |
| ___ | ___ | Is a laboratory QC summary included in the report for all samples used to verify cleanup levels have been met?  |

**15. CERTIFICATION**

The following certification is to be signed by the assessment firm's principal investigator or Quality Assurance Officer:

I certify that except as specifically noted in this report, all statements and data appearing in this report are in conformance with the provisions of Chapter 2 of the UST Procedures Manual.

_____	_____
(Print name)	(Title)
_____	_____
(Signature)	(Date)

The following certification is to be signed by the UST owner/operator (or designated representative):

I certify that I have personally examined and am familiar with the information in this and all attached documents and based on my inquiry of the individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.

_____	_____
(Print name)	(Specify if owner, operator, representative)
_____	_____
(Signature)	(Date)
_____	_____
(Street Address)	(City, State, Zip)

**16. ATTACHMENTS**

Please check the boxes showing any comprehensive reports attached to this summary:

- \_\_\_ Site Assessment Report (include if no release investigation is needed)
- \_\_\_ Release Investigation Report (include if release investigation is needed)