



Petroleum Storage Tank Bureau
 2905 Rodeo Park Drive East, Bldg. 1
 Santa Fe, NM 87505
 (505) 476-4397
 (505) 476-4374 (fax)

**30-Day Notification Form for Change-in-Service,
 Permanent Closure, and Return-to-Service.**

I. Date: _____

II. Notification Type

Change-in-Service Permanent Closure Return-to-Service

III. Contractor Information

Contractor Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

IV. Owner Information

Owner Name: _____ Owner ID: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

V. Facility Information

Facility Name: _____ Facility ID: _____

Address: _____ City: _____ Zip: _____

County: _____ Phone: _____

VI. Facility Information

A. Tanks: Above-ground Underground N/A; tank status will not change.

Tank #	Capacity	Material/Model (i.e. FRP, ACT-100, or Fireguard)	Content

B. Piping: N/A; piping status will not change.

Fiberglass Reinforced Plastic Flexible Steel Unknown

VII. Tentative Date for this Project to Start: _____

VIII. Planned Actions during this Project

- A. Yes No N/A Contact Local or State Fire Marshall prior to removal of tanks or piping.
 - B. Yes No N/A Sample the soil or water at least 3 feet below the bottom of the tanks listed in Section VI above if they're to be permanently closed or there is a change-in-service.
 - C. Yes No N/A Sample the soil or water at least 1 foot below the piping where a release is most likely to have occurred including underneath the dispensers and unions along the piping runs if the piping is to be permanently closed or involved in a Change-in-Service.
 - D. Yes No N/A Perform a tank tightness test along with a tightness test of all associated underground piping before a Return-to-Service of a storage tank system.
 - E. Yes No N/A Follow all applicable requirements in Title 20 Chapter 5 of the New Mexico Administrative Code, as well as, all applicable national standards such as API 1604 for the permanent closure of UST systems.
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IX. Close Tanks in Place: Yes* No

The tanks listed in Section VI are to be permanently closed and the removal of the tanks poses a threat to the stability of buildings that are either on top of or in close proximity to the tanks.

X. Close Piping in Place: Yes* No

The piping listed in Section VI is to be permanently closed and the removal of the piping poses a threat to the stability of buildings that are either on top of or in close proximity to the piping.

(*Note: If you mark, yes, in either if the close in place sections above then your request to close the tanks and/or piping in place will be reviewed by the Bureau, and approval by the Bureau must be granted before the tanks and/or piping can be closed in place.)

XI. Signatures

Print Name

Title

Owner's or Authorized Representative's Signature

Date