



FIRE DEPARTMENT

CITY OF BURBANK  
311 ORANGE GROVE AVENUE, BURBANK CALIFORNIA 91502-1221  
(818) 238-3473  
FAX (818) 238-3479

## ***BURBANK FIRE DEPARTMENT ABOVEGROUND STORAGE TANK PERMIT POLICY***

***PURPOSE:*** The purpose of this policy is to provide an avenue whereby businesses seeking to install aboveground tanks may be permitted to do so provided specific conditions are met. Public safety, security, protection of property and the environment are primary concerns.

***SCOPE:*** This policy applies only to businesses that fuel their own vehicles and not to retail facilities. Only Diesel fuel will be considered. This policy does not apply to rental businesses that fuel rental equipment. This policy is not applicable to farms, construction sites, airports, or special operations covered elsewhere in the fire code.

Safety requirements in the fire code supercede this policy.

***APPLICATION:*** This policy applies to applications for aboveground tanks utilizing Class II liquids, such as diesel and intended to be used to refuel motor vehicles at a fixed location at a single facility or business.

Section 2201 of the California Fire Code addresses motor vehicle fuel dispensing operations and will be utilized for aboveground tank installations for refueling operations.

***NOTE: This policy is not intended to diminish the requirements of existing code. It is to be used as guidance for the review of aboveground fuel storage tank applications only.***

***THE PROCESS:*** Applications for aboveground storage tank installations shall be reviewed for completeness. Additional information, if needed will be obtained. The following information will be used to determine whether the request for permit will be granted or denied.

The following restrictions apply to all aboveground fuel storage tank applications.

1. Retail or resale of fuel to the public will not be permitted to use aboveground tanks. This includes rent-a-car and equipment rental facilities.
2. Aboveground Tank locations are limited to areas not directly in public view.

## ***ABOVEGROUND STORAGE TANK PERMIT POLICY***

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3. Only storage and use of Class II flammable liquids, such as diesel, will be approved for above ground storage.
4. Tanks will not be permitted in residential/commercial zones where fire and life safety could be compromised.

The applicant must submit proof or obtain written verification that permits required from other agencies or city departments have been obtained or applied for prior to receiving an Aboveground Tank Installation Permit from the Burbank Fire Department. A verification form will be provided to each applicant.

At least three sets of plans, the permit application and any supporting information must be submitted for review.

Current code requirements and policy require that each permit application for an aboveground tank is reviewed on a case by case basis. When it is impossible for underground tanks to be installed, aboveground tanks may be permitted. When it is possible for an applicant to install underground tanks, but requests to install an aboveground tank, the following criteria shall be met:

1. The tank installation must meet CFC and NFPA Standards
2. The tank must be UL 142 listed.
3. The tank installation must not present a fire and life safety hazard to occupants and neighboring exposures.
4. The tank must be readily accessible by fire apparatus.
5. The tank must be located a safe distance from structures, property lines and hazardous materials storage.
6. The tank shall be double-walled and have proper secondary containment.
7. Barrier protections shall be provided.
8. The tank must be out of the public view.
9. The tank shall contain only diesel fuel. (Class II or III combustible liquid).
10. Spill control and secondary containment shall be specifically provided for the dispensing operation.
11. There shall be overfill and over spill protection.

***ABOVEGROUND STORAGE TANK PERMIT POLICY***

Continued

12. The tank and system shall be monitored for leaks and any releases.
13. Fuel shall be directly transferred into motor vehicles only.
14. Adequate fire protection shall be provided.
15. All appropriate seismic safeguards shall be included in the proposed design including fuel and electrical connections?

This policy including all restrictions and limitations supersedes any previous policy related to aboveground fuel storage tank applications, review and approval process.

BURBANK FIRE DEPARTMENT



By:

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Daniel King, Fire Inspection Manager  
Fire Prevention Bureau



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FIRE PREVENTION BUREAU
ABOVEGROUND STORAGE TANK UNIT

ABOVEGROUND STORAGE TANK PERMIT APPLICATION/FACILITY INFORMATION

Facility

Table with 5 columns: Business Name, Address, City (BURBANK), Zip, Phone

Tank Owner

Table with 6 columns: Business Name, Address, City, State, Zip, Phone

Tank Operator

Table with 6 columns: Business Name, Address, City, State, Zip, Phone

Product Classification

UL Listing

Date of Installation

Table with 3 columns: Product Classification, UL Listing, Date of Installation

Table with 6 columns: Tank Number, Tank Size, Tank Contents, Tank Age, Tank leak Detection, Piping Detection

MONITORING PROCEDURES

The information on this monitoring program are conditions of the operating permit. The permit holder must notify the City of Burbank Fire Department Aboveground Storage Tank Unit within 30 days of any changes to the monitoring procedures, unless required to obtain approval before making the change.

Required by California Fire Code Section 105.6

A. Describe the frequency of performing the monitoring:

Tank \_\_\_\_\_
Piping \_\_\_\_\_

B. What method and equipment, identified by name and model, will be used for performing the monitoring:

Tank \_\_\_\_\_
Piping \_\_\_\_\_

- C. Describe the location(s) where the monitoring will be performed, include plot plan.  
\_\_\_\_\_  
\_\_\_\_\_
- D. List name(s) of responsible person(s) performing the monitoring and/or maintaining the equipment.  
\_\_\_\_\_  
\_\_\_\_\_
- E. Explain the reporting format for all monitoring performed.  
Tank \_\_\_\_\_  
Piping \_\_\_\_\_
- F. Provide the preventative maintenance schedule for the monitoring equipment (Minimum of a 12-month interval).  
\_\_\_\_\_  
\_\_\_\_\_
- G. Describe the training necessary for the operation of AST system, including piping, and the monitoring equipment.  
\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY RESPONSE PLAN  
ABOVEGROUND STORAGE TANK MONITORING PROGRAM**

This monitoring program must be kept at the AST location at all times. The information on this monitoring program are conditions of the operating permit. The permit holder must notify the City of Burbank Fire Department Aboveground Tank Unit within 30 days of any changes to the monitoring procedures, unless required to obtain approval before making the changes.  
Required by California Fire Code Section 105.6

- 1. If an unauthorized release occurs, how will the hazardous substance be cleaned up?  
\_\_\_\_\_  
\_\_\_\_\_

Note: The City of Burbank Fire Department Aboveground Storage Tank Unit must be notified within 24 hours, if the released hazardous substances impact the environment, increase the fire or explosion hazard, are not cleaned up from the secondary containment system within 8 hours, or deteriorate the secondary containment.

- 2. Describe the proposed methods and equipment to be used for removing the properly disposing of any hazardous substances.  
\_\_\_\_\_  
\_\_\_\_\_
- 3. Describe the location and availability of the required cleanup equipment in item 2 above.  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Describe the maintenance schedule for the cleanup equipment.  
\_\_\_\_\_  
\_\_\_\_\_
- 5. List name(s) and title(s) of the person(s) responsible for authorizing any work necessary under the response plan.  
\_\_\_\_\_  
\_\_\_\_\_

THIS FORM HAS BEEN COMPLETED UNDER PENALTY OF PERJURY, AND TO THE BEST OF MY KNOWLEDGE,  
IS TRUE AND CORRECT.

APPLICANT'S NAME (PRINTED AND SIGNATURE)	DATE



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## FIRE DEPARTMENT

The business receiving this letter has been identified as a hazardous materials handler due to the installation of an Aboveground Storage Tank located at the facility. In accordance with the Health and Safety Code, as of January 2013 Hazardous Materials Business Plan information shall be submitted electronically to the California Environmental Reporting System (CERS): <http://cers.calepa.ca.gov>. The Burbank Fire Department (BFD) is currently ready to receive and review information entered into this website. Submittals to CERS by new hazardous material businesses are due one month from the date of the Installation Permit.

The following are required in order to access CERS:

1. **An e-mail address:** Websites such as [www.google.com](http://www.google.com), [www.yahoo.com](http://www.yahoo.com), and [www.hotmail.com](http://www.hotmail.com) provide free e-mail addresses. Please send an e-mail to [BurbankCERS@burbankca.gov](mailto:BurbankCERS@burbankca.gov) with the above business' e-mail address information.
2. **Access to a computer:** If a personal computer is not available, computers at all Burbank libraries are free to use for those with a Burbank Library card or a valid photo identification card. Access to a computer will also be provided at the BFD during designated hours for a fee.
3. **Web browser:** CERS supports many common current browsers - Internet Explorer 8+, FireFox 3.6+, current versions of Google Chrome and Safari.
4. **Current, accurate, and detailed inventory of chemicals** that meet California Code of Regulations - Title 27 threshold quantities: *weight of 500 pounds, volume of 55 gallons, or a volume of 200 cubic feet or 1,000 cubic feet depending on the gas.*

As a new hazardous materials handler, the above listed business will need to be added to CERS as a New Facility. Consolidated Contingency Plans and Site Maps will NOT need to be uploaded online. The BFD requires these documents readily available onsite at the business, for inspections by a BFD Inspector.

A few important things to note:

1. If unable to log-in or navigate the website, the BFD will charge a fee of \$97 per hour (minimum 1 hour) to help businesses setup their account and learn how to navigate the website. These one-on-one trainings are limited to the following business days and hours:

**Tuesday through Thursday, 9am – 12pm and 1 – 3pm.**

Please call the BFD at 818-238-3473 to set up an appointment.

2. Questions and comments regarding CERS should be sent to the following e-mail address: [BurbankCERS@burbankca.gov](mailto:BurbankCERS@burbankca.gov).

3. For phone inquiries, contact the BFD Fire Prevention Bureau at 818-238-3473.
4. Additional CERS training materials and CERS information can be found on BFD's Fire Prevention Bureau website at <http://www.burbankca.gov/index.aspx?page=1028> and on Los Angeles County Fire Department's website at [http://fire.lacounty.gov/HealthHazMat/cers\\_calendar.asp](http://fire.lacounty.gov/HealthHazMat/cers_calendar.asp).

Sincerely,

A handwritten signature in blue ink that reads "Daniel J. King". The signature is written in a cursive style with a horizontal line underneath it.

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Daniel King, Fire Inspection Manager  
Fire Prevention Bureau

## CERS Guidance Document

### Establish CERS Account

1. Go to <http://cers.calepa.ca.gov>
2. Under the green “Businesses” heading, click on “Business Portal Sign In”.
3. Select “Create New Account” under the “New to CERS” heading.
4. Complete the form to create your account and select the “Create my Account” in the lower right corner of the form.
5. You will be brought to the “Account Status” page, with notification that your account activation is pending.
6. You will receive an email from the CERS Administrator to the e-mail address you provided containing instructions to follow in order to complete the activation.
7. To verify your email address and complete this account request, select the link contained in the CERS Administrator email for authorization and completion of the activation process.
8. You will be brought to the “Account Status” page, with notification that your account activation is completed.

### Log-in to CERS

1. Go to <http://cers.calepa.ca.gov> and click on “Business Portal Sign In”.
2. Enter your CERS account Username, click “Next”, then enter your password.
3. You will be brought to the CERS “Business Home” page.

**NOTE: Your facility has not been populated to CERS. You will need to “Create a New Facility”.**

**To Start Submittal, click on the green “Start/Edit Submittal” button**

### To Add Facility Information

1. Click on the green “Start” button in the Facility Information grey bar.
2. CERS will open the Business Activities form. Click the green “Edit” button to edit information, and the “Done” button when complete.
3. Next, CERS will open the Business Owner/Operator Identification page. Complete all information by clicking the “Edit” button to edit information, and the “Done” button when complete.

### To Add Chemical Inventory

1. Click on the green “Start” button in the Hazardous Materials Inventory grey bar.
2. Then click on “Add Material” button on right-hand side of screen.
3. Search for chemical by chemical name or CAS#. Do not “Add Chemical” unless the chemical cannot be found by searching.
4. When chemical is found, click on chemical link to begin adding to inventory.
5. Click “Done” when complete, or “Add Another Material” to add more.

### To Add Site Map

1. Site maps can either be uploaded in PDF or Word format to CERS, or can be Stored at the business. Please select one of these two options in CERS. If Stored at Facility is selected, be prepared to present the map to a Burbank Fire Department inspector upon request.

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### **To Add Emergency Response/Contingency Plan & Employee Training Plan**

1. Businesses who handle hazardous waste must upload their Emergency Response/Contingency Plan & Employee Training Plan. Please upload these documents in PDF or Word formats.
2. Businesses who do not handle hazardous waste will select the Stored at Facility option. Be prepared to present these documents to a Burbank Fire Department inspector upon request.

### **Ready to Submit**

1. Select the green “Submittal” button on either the Facility Information or Hazardous Materials Inventory grey bar.
2. You will be taken to the Business Submittal Verification page. Review the Submittal completeness Verification, and once it has been verified that all items are complete, select the “Electronically Submit Inventory” icon. If you realize you have submitted your data in error, **please call the BFD at 818-238-3473** immediately to let us know and we will reject your submission so you may continue to work on your submittal.