

# MARYLAND DEPARTMENT OF THE ENVIRONMENT

Land and Materials Administration Oil Control Program

1800 Washington Boulevard Suite 620 Baltimore Maryland 21230-1719

(410) 537-3442 800-633-6101 x3442 410-537-3092 (fax) [www.mde.maryland.gov](http://www.mde.maryland.gov)

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## INDIVIDUAL OIL OPERATIONS PERMIT APPLICATION – FORM A

### Storage, Delivery, and/or Transfer of Oil in Maryland Permit Category – OPT or OPV

Complete the GENERAL FORM, all sections of FORM A (i.e., this form) as indicated in the table below including the Certification and Signature (page 5), and all sections of FORMs E, F, and G.

Permit Application Type	General Form	FORM A Completion Requirements				FORM E, FORM F, & FORM G
		Sections 1 - 5	Section 6	Section 7	Section 8	
New						
Renewal						
Modification						

Complete Section 1 through Section 8 based upon the type of application being submitted. Incomplete applications will not be processed by MDE. It is your responsibility as an applicant to ensure that your application is complete.

#### 1. Type of Oil Operations

	Storage of oil in aboveground storage tanks (ASTs)	
	On-site consumptive use	
	Motor fuel dispensing	
	Other dispensing (lubricants, etc.)	
	Marina	
	Loading / unloading rack or transfer area used in the transfer of oil to or from a truck tank, transport, or tank car (i.e., rail car)	
	Transport, delivery, or transfer of oil using truck tank or transport with a cargo tank capacity of 500 gallons or greater, to or from any point within the State	
	Handling Used Oil (i.e., processor / re-refiner, transporter, and/or burning used oil as fuel)	EPA Identification Number:
	Other (specify):	

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## 2. Method of Transfer of Oil to / from ASTs

Check all that apply.						
	Vessel / barge		Truck		Rail	
	Other (specify): _____					

## 3. Nearest Body of Water

Name: \_\_\_\_\_ Tributary to: \_\_\_\_\_

Approximate distance from your facility: \_\_\_\_\_

## 4. Is your marine oil facility required to have an approved response plan under 33 CFR Part 154, Subpart F (COMAR 26.10.01.21)? YES \_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

If yes, provide a copy of the approved response plan with your **FORM E** submission

## 5. Provide a to-scale site plan of the facility showing dimensions and locations of:

	a. Aboveground storage tanks (ASTs) and secondary containment dikes.
	b. Loading/unloading racks or transfer areas.
	c. Oil/water separators.
	d. Buildings.
	e. Locations where trucks are parked overnight (domiciled).
	f. Storm drains.
	g. Stormwater discharge outfalls and/or treated groundwater discharge outfalls.
	h. Property lines.
	i. Names, physical address(es), and mailing address(es) of all adjoining property owners.

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**6. Modification Permit Applications.** Provide the following information:

	<ul style="list-style-type: none"><li>a. The sale, transfer of ownership, or change in ownership structure of the AST system or the oil storage facility or oil handling facility.</li></ul>
	<ul style="list-style-type: none"><li>b. The installation or removal of an AST system at the oil storage facility or oil handling facility.</li></ul>
	<ul style="list-style-type: none"><li>c. The addition of, or a change in the type of, secondary containment or diking used as containment for an AST system, loading/unloading rack, or transfer area at an oil storage facility or oil handling facility.</li></ul>
	<ul style="list-style-type: none"><li>d. A change in the type of oil stored in an AST system.</li></ul>
	<ul style="list-style-type: none"><li>e. The installation or removal of underground piping associated with an AST system.</li></ul>
	<ul style="list-style-type: none"><li>f. A change in status of the AST system from or to in-service, permanently closed, or out-of-service, including a change-in-service to store a non-oil product in the AST system.</li></ul>

**7. New and Modification Permit Applications.** Provide the following information:

	<b>For the following items (a. through f.), check all that apply and provide documentation.</b>
	<ul style="list-style-type: none"><li>a. A scaled site plan showing AST locations with piping layout.</li></ul>
	<ul style="list-style-type: none"><li>b. Technical specifications of AST systems.</li></ul>
	<ul style="list-style-type: none"><li>c. Construction records, including records of:<ul style="list-style-type: none"><li>i. The AST name plate information;</li><li>ii. The original as-built specifications and drawings and any modifications made to the AST system during the operational life of the AST system. These include: tank specification, project design documents, piping layout, including underground piping if applicable. <b>Note:</b> As an intermediate step, the latest version of the duly signed and stamped project documents (i.e. “approved for construction”, “100% design specification”, etc.) may be submitted until the as-built documents are available;</li><li>iii. Applicable manufacturer’s documentation for ancillary equipment;</li><li>iv. Tests conducted upon completing an installation or repair of an AST system component, including hydrostatic testing and pressure tightness testing of the ASTs and piping;</li><li>v. Material tests and analyses; and</li><li>vi. The names of the companies performing construction activities and a description of the work performed.</li></ul></li></ul>

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	d. Cathodic protection system specifications and inspections records for impressed current and galvanic systems, including records of: <ol style="list-style-type: none"><li>i. Cathodic protection system design description;</li><li>ii. Inspection findings and conclusions;</li><li>iii. Recommendations; and</li><li>iv. Testing and repair records.</li></ol>
	e. Records of secondary containment dike testing and evaluation.
	f. Current ground photos of the newly installed AST systems and additional photos of the vertical AST tops.
MDE may ask for additional records as listed in COMAR 26.10.17.14 & 26.10.18.13	

**8. All Permit Applications.** Complete the following:

Pages	Description
5 / 6	Table 1 – Aboveground Storage Tank (AST) System Description
7	Table 2 – Transportation Description
8 / 9	Transportation Requirements
10	Certification and Signature

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**Table 1 – Aboveground Storage Tank (AST) System Description**

- Enter details for each AST system at the facility used for storage of oil and that is greater than 250 gallons in Table 1 (Sections 1 through 8).<sup>1</sup>
- Do not include tanks storing edible oils (unless used as bio-diesel), diesel exhaust fluid (DEF), propane, natural gas, antifreeze, or other non-petroleum liquids.
- See Notes 1 through 5 below.

MDE Tank ID <sup>2</sup>						
Compartment ID (Use separate column for each compartment)						
Owner / Alternate Tank ID						
<b>1. Status</b> (mark one)						
<b>1a.</b> In-Service						
<b>1b.</b> Out-of-Service						
<b>1c.</b> Permanently Closed						
<i>i.</i> Date AST System Closed (MM/YYYY)						
<b>2. Compartmented AST?</b> (Y / N)						
- If yes, complete 3. and 3a.						
- If no, complete 3.						
<b>3. Total Storage Capacity</b> (Gallons)						
<b>3a.</b> Compartment Storage Capacity (Gallons)						
- Use separate column for each compartment						
<b>4. Product Stored</b> <sup>3</sup>						
- Enter per compartment as applicable						
<b>5. Date of AST Installation</b> <sup>4</sup> (MM/YYYY)						
<b>6. Tank Construction</b>						
<b>6a.</b> Construction Standard (e.g., UL 142)						
<b>6b.</b> Material <sup>5</sup>						
<b>6c.</b> Single-Walled or Double-Walled (SW / DW)						

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**Table 1 – AST System Description (continued)**

MDE Tank ID <sup>2</sup>						
Compartment ID (Use separate column for each compartment)						
Owner / Alternate Tank ID						
<b>7. Date of Piping Installation <sup>4</sup> (MM/YYYY)</b>						
<b>8. Piping Construction</b>						
<b>8a. Aboveground Piping</b>						
i. Material <sup>5</sup>						
<b>8b. Underground Piping</b>						
i. Material <sup>5</sup>						
ii. Single- or Double-Walled (SW / DW)						
iii. Corrosion Protection (Y / N)						
iv. Release Detection (Y / N)						

**Notes:**

1. Attach additional sheets if necessary.
2. List MDE Tank ID if known. Indicate Compartment ID and Owner / Alternate Tank ID if applicable.
3. List type of oil / product stored from the following:

Additive	Diesel Fuel	Gear Oil	Jet Fuel	Motor Oil	Waste Oil (contaminated or not fit for reuse)
Asphalts	Gasohol E-10	Heating Oil #2	Kerosene	Oily Water	Other (specify)
Aviation Gasoline	Gasohol E-85	Heat Transfer Oil	Lubricating Oil	Transmission Oil	Mixture (specify)
Bio-Diesel	Gasoline	Hydraulic Oil	Mineral Oil	Used Oil	Empty

4. Indicate “Unknown” if installation date is not known.
5. List AST and piping construction material from the following:

AST		Piping			
S = Steel	O = Other	S = Steel	C = Copper	N = No Piping	
P = Polyethylene		G = Galvanized Steel	FRP = Fiberglass Reinforced Plastic	O = Other (specify)	
J = Jacketed Polyethylene		M = Approved Marina Pipe	F = Flexible Plastic		

# FORM A – Storage, Transfer, and Delivery of Oil within the State of Maryland

## Table 2 – Transportation Description<sup>1</sup>

Enter details for each truck tank or transport owned by you and used for transferring oil in Maryland. Pages 8 through 9 must be completed.

Truck Number	Truck Type	Tank Size	Product Type <sup>2</sup>
(e.g., tank #, vehicle #, trailer #, etc.)	Choose one: a) truck tank -less than 10 wheels b) transport - 10 wheels or greater (i.e., tractor trailer) c) vacuum tank-all sizes	(gallons)	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

**Notes:**

1. Attach additional sheet if necessary or provide a company schedule of your transports / truck tanks.
2. List type of oil / product transported from the following:

Additive	Diesel Fuel	Gear Oil	Jet Fuel	Motor Oil	Waste Oil
Asphalts	Gasohol E-10	Heating Oil #2	Kerosene	Oily Water	Other (specify)
Aviation Gasoline	Gasohol E-85	Heat Transfer Oil	Lubricating Oil	Transmission Oil	Use “various” if tank compartments are not dedicated to carry a single product
Bio-Diesel	Gasoline	Hydraulic Oil	Mineral Oil	Used Oil	

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## Transportation Requirements

If you have a transport or truck tank with a capacity greater than 500 gallons complete all the following sections:

	No	Yes	N/A	Question
<b>Zoning</b>				
1				<p>The property where vehicles are parked overnight (i.e., domiciled) is properly zoned for the parking of commercial truck tanks / transports?</p> <p>If the vehicle is parked at a property zoned as something other than commercial / industrial zoning, then a certificate of use, special exception, home occupation permit, or other documentation from the county or other applicable local government shall be provided with this application.</p>
2				<p>The location of the facility identified on the General Form is the address where all truck tanks / transports for your company are domiciled?</p> <p>If trucks are domiciled at multiple locations, list all Maryland addresses separately and provide truck tank / transport identifiers for each location.</p>
3				<p>Do you hire independent drivers to transport oil for your company?</p> <p>If yes, list addresses (if different from above) where drivers of truck tanks and/or transports are domiciled and provide documentation that these commercial vehicles are in approved zoning locations.</p>
4				<p>If Question #3 was marked “Yes”, provide the names and addresses of each driver along with their valid Individual Oil Operation Permit Number issued by MDE. If independent drivers are hired to transport and deliver oil in Maryland for the Permittee, for the purposes of this Permit, MDE considers the independent drivers to be agents of the Permittee. Therefore, the Permittee shall ensure the independent drivers comply with all special and general conditions of this permit. Alternatively, the Permittee shall ensure the independent drivers hired by the Permittee have a separate valid Individual Oil Operations permit issued by MDE during all time relevant to the transport and delivery of oil for the Permittee.</p>
5				<p>Truck tanks / transports are parked in accordance with Code of Federal Regulations (CFR) 49 CFR 397.7 (b)?</p> <p><a href="https://www.ecfr.gov/current/title-49 subtitle-B/ chapter-III/ subchapter-B/ part-397/ subpart-A/ section-397.7">https://www.ecfr.gov/current/title-49 subtitle-B/ chapter-III/ subchapter-B/ part-397/ subpart-A/ section-397.7</a></p>
<b>Insurance Coverage</b>				
6				<p>The minimum limits of insurance coverage are met in accordance with 49 CFR 387.1 — .17, .301 — .323, and .401?</p> <p>Provide a copy of Form MCS90 or Form MCS82 with this application.</p>

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	No	Yes	N/A	Question
7				If #6 is N/A, then the minimum limits of insurance coverage are met in accordance with the Transportation Article, Title 17, Annotated Code of Maryland?
<b>Preventative Maintenance</b>				
8				<p>All truck tanks / transports have Preventative Maintenance (PM) performed annually or every 25,000 miles in accordance with 49 CFR 396.1 — .25; Transportation Article §23-302, Annotated Code of Maryland; and Code of Maryland Regulations (COMAR) 11.14.01, .04, and .05?</p> <p>COMAR may be accessed here:  <a href="https://dsd.maryland.gov/Pages/COMARSearch.aspx">https://dsd.maryland.gov/Pages/COMARSearch.aspx</a></p>
<b>Vehicle Tank Inspection and Testing</b>				
9				<p>(Required only for companies operating US Department of Transportation (DOT) specification truck tanks, transports, or vacuum trucks used for transporting flammable petroleum liquids.)</p> <p>Tanks inspected and tested in accordance with 49 CFR 180.407 by the following methods and frequencies:</p> <ul style="list-style-type: none"> <li>a. visual / annual;</li> <li>b. leakage / annual;</li> <li>c. internal / 5 years; and</li> <li>d. pressure / 5 years</li> </ul>
<b>Identification Number(s)</b>				
10				US DOT identification number(s) obtained for interstate truck tanks, transports, and vacuum trucks?
11				Maryland State Highway Administration (SHA) identification number(s) obtained for intrastate vehicles?
<b>Hazardous Material (HM) Registration and Training</b>				
12				<p>All placarded truck tanks / transports registered in accordance with 49 CFR 107?</p> <p>(Vehicles strictly hauling used oil are exempt.)</p>
13				Current with HM training requirements as specified in 49 CFR 172.700?
14				Current with annual driver safety training requirements as required by MDE and specified in COMAR 26.10.01.16D?

# FORM A – Storage, Transfer, and Delivery of Oil within the State of Maryland

## Certification and Signature

Application is hereby made to the State of Maryland, Department of the Environment, Land and Materials Administration for an Individual Oil Operations Permit for the operations and activities described on the forms being submitted. I certify that I am familiar with the information contained in this application, and that this information is true, complete, and accurate. I further certify that, in accordance with Environment Article § 4-405(b), Annotated Code of Maryland, I have requested and received confirmation from the county that the oil operations business at the location identified on the *Individual Oil Operations Permit Application General Form* meets all zoning and land use requirements for that county. I certify, under penalty of law, that I have personally examined and am familiar with the information submitted in this application form, and that the information provided is true, accurate, and complete. I understand that the inclusion of any false or misleading information, or the exclusion of required information in this application, may cause the Administration to issue an Administrative Complaint seeking civil penalties in accordance with Environment Article § 4-412 and § 4-417<sup>1</sup>, Annotated Code of Maryland, and may include the suspension or revocation of any permit or license issued. I further understand that failure to notify the Administration of oil spills, leaks, or discharges regardless of size, is a violation of Sections 4-401 through 4-420 of the Environment Article, Annotated Code of Maryland, which may also subject me to an Administrative Complaint and civil penalties.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Applicant/Agent: \_\_\_\_\_

Printed name of Authorized Applicant/Agent: \_\_\_\_\_

Title of Authorized Applicant/Agent: \_\_\_\_\_

1. Penalties for False Statements: Any person who makes any false statement, representation, or certification herein is subject to criminal penalties of a fine and imprisonment and to civil monetary penalties, pursuant to §4-417 of the Environment Article of the Annotated Code of Maryland.

### **Notice: Collection of Personal Records – General Provisions Article § 4-501**

This Notice is provided pursuant to § 4-501 of the General Provisions Article of the Maryland Code. The personal information requested on this form is intended to be used in processing your application. Failure to provide the information requested may result in your application not being processed. You have the right to inspect, amend, or correct this form. The Maryland Department of the Environment (MDE) is a public agency and subject to the Maryland Public Information Act. This form may be made available on the internet via the MDE's website and is subject to inspection or copying, in whole or in part, by the public and other governmental agencies, if not protected by federal or State law.