

## INDIVIDUAL OIL OPERATIONS PERMIT APPLICATION – FORM C

### Oil-Contaminated Soil (OCS) Facility Permit Category – OPS

**Instructions:**

1. **New, Renewal, and Modification Applicants:** Complete the GENERAL FORM, all sections of FORM C (i.e., this form), and all sections of FORMS E, F, and G.
2. **Modification Applicants.** Provide the following information:

	Check all that apply.
	a. The sale, transfer of ownership, or change in ownership structure of the AST system or the oil storage facility or oil handling facility.
	b. A change in the methods, processes, or operations for the treatment of OCS.

3. Attach a signed letter from the county verifying the OCS storage and treatment operations at this location meet all zoning and land use requirements (see FORM G).
4. Provide the following information:

	Make sure your permit application includes all of the following.
	a. Briefly describe the proposed OCS storage and treatment activity including treatment process, anticipated production volume, acceptance procedures, etc. (comprehensive description of these processes must be provided in the Operations Manual)
	b. Name(s), physical address(es), and mailing address(es) of the owner(s) of the OCS facility.
	c. Name(s), physical address(es), and mailing address(es) of the property owner(s) on which the OCS facility will be located if different than 4.b.
	d. The size of property on which the OCS facility will be located.
	e. Names, physical address(es), and mailing address(es) of all adjoining property owners.

## FORM C – Oil-Contaminated Soil (OCS) Facility

5. Submit **one copy** of the following information:

	<b>Make sure your permit application includes all of the following.</b>
	a. A USGS 7½ or 15½ minute map that delineates the property and the surrounding ¼ mile area, identifying: i. location of all potable wells, wetlands, floodplains, special flood hazard areas, and intermittent; and ii. each property owner identified in 4.e.
	b. A to-scale site plan of the OCS facility that depicts: i. treatment and storage areas for OCS and post-treatment soil; ii. storm drains and stormwater retention ponds located at the facility; iii. roads located within the property boundaries of the OCS facility; and iv. existing and proposed structures.
	c. Description of the following features and utilities at the OCS facility: i. vehicle weighing facilities; ii. both wired and wireless communications equipment, including telephones and radios; iii. maintenance facilities; iv. equipment storage facilities; v. location of the OCS facility site supply well, if one is present; and vi. location of the sewerage system.
	d. Description of the proposed soil types and sources of OCS to be accepted and rejected by the OCS facility.
	e. Description of how the OCS facility will control dust, petroleum vapors, and odors.
	f. Description of the manner in which OCS and post-treatment soil will be stored at the facility to prevent the contamination of waters of the State while maintaining compliance with the storage requirements of COMAR 26.10.13.07.
	g. Name, physical address, and mailing address of the laboratory to be used to test OCS and post-treatment soil samples, and a description of the sampling and analytical protocols to be used for testing OCS and post-treatment soil.
	h. The maximum and anticipated average quantity of: i. OCS to be accepted or stored at the OCS facility at any one time; and ii. post-treatment soil to be stored at the OCS facility at any one time.
	i. Proposed method of controlling unauthorized access to the OCS facility.

## FORM C – Oil-Contaminated Soil (OCS) Facility

	Make sure your permit application includes all of the following.
	<p>j. Proposed operating procedures, including:</p> <ul style="list-style-type: none"><li>i. hours and days of operation;</li><li>ii. type and number of pieces of equipment to be used;</li><li>iii. number of employees and description of individual employee duties;</li><li>iv. provisions for fire prevention and control;</li><li>v. provisions for wet weather operations;</li><li>vi. methods for controlling stormwater run-off from the OCS facility and stormwater run-on onto the OCS facility from adjoining areas; and</li><li>vii. erosion and sediment control provisions approved by the appropriate approving authority.</li></ul>
	<p>k. A comprehensive copy of the facility's Operations Manual that includes:</p> <ul style="list-style-type: none"><li>i. standard operating procedures for the OCS facility;</li><li>ii. OCS acceptance procedures;</li><li>iii. sample collection, storage, and analytical procedures;</li><li>iv. names and duties of key personnel;</li><li>v. facility maintenance procedures; and</li><li>vi. a quality assurance/quality control plan to ensure OCS is properly treated and post-treatment soil meets the requirements of COMAR 26.10.13.10.</li></ul>
	<p>l. A closure plan for the proposed OCS facility that includes, at a minimum:</p> <ul style="list-style-type: none"><li>i. location and installation details of monitoring wells that will allow for the determination of groundwater flow and that are placed in areas that are most likely to detect a spill, release, or discharge from the OCS facility;</li><li>ii. procedures for the removal of all OCS from the OCS facility;</li><li>iii. procedures for the removal of post-treatment soil from the OCS facility; and</li><li>iv. procedures, schedules, and methods for monitoring the waters of the State at the OCS facility for 5 years after the closure of the facility</li></ul>
	<p>m. Written consent from property owner, if other than the applicant, allowing the use of the property for the purpose described above.</p>

## FORM C – Oil-Contaminated Soil (OCS) Facility

### 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.