

Instructions for Completing the Incident Notification Form

This form must be completed to notify the County of the following incidents:

- (a) The following positive responses of release detection devices or methods described in Rules 62-761.600, 62-762.601, and 62-762.602, F.A.C.:
 - 1. Any visual observation of regulated substances in a piping, dispenser, or sump;
 - 2. Any visual inspection of a storage tank system that reveals uncontrolled pitting corrosion, structural damage, leakage, or other similar problems;
 - 3. Any alarm that indicates that liquid, vacuum, or pressure monitoring levels are not being maintained, or that liquid has been detected by a sensor in a normally dry interstice or sump;
 - 4. Any visual observation that indicates that liquid monitoring levels are not being maintained;
 - 5. Any 50% pressure change from one month to the next, or any change in pressure exceeding 50% of the initial level or of a pressure level that is reestablished at the time of an incident investigation or annual testing of the gauge, and for vacuum systems, any complete loss of vacuum or positive pressure reading;
 - 6. Any visual inspection that indicates the presence of groundwater or surface water (other than condensate), or regulated substances in the interstice;
 - 7. Any instance where a mechanical line leak detector is restricting flow;
 - 8. Any instance where an electronic line leak detector has shut off power to the pump;
 - 9. Any instance where a monitoring device has shut off the pump; and
 - 10. Liquid in excess of one inch in an out-of-service storage tank (USTs).
- (b) A failed integrity test for the following components:
 - 1. Double-walled storage tanks;
 - 2. Double-bottomed field erected storage tanks;
 - 3. Double-walled integral piping;
 - 4. Piping sumps;
 - 5. Dispenser sumps;
 - 6. Spill containment systems; and
 - 7. Hydrant sumps.
- (c) Other unusual operating conditions, such as the erratic behavior of product dispensing equipment, the sudden loss of product from a storage tank system, or any unexplained presence of groundwater or surface water in a tank or an interstitial space;
- (d) The presence of odors of a regulated substance from surface water or groundwater, soil, basements, sewers and utility lines at a facility or in the surrounding area from which it could be reasonably concluded that a release or discharge may have occurred;
- (e) The loss of a regulated substance exceeding 500 gallons inside a dike field area with secondary containment (ASTs);
- (f) The loss of a regulated substance from a storage tank system exceeding 100 gallons on impervious surfaces, other than secondary containment, such as driveways, airport runways, or other similar asphalt or concrete surfaces, provided that the loss does not come in contact with pervious surfaces; and
- (g) A failed Closure Integrity Evaluation.

A copy of this form must be delivered, emailed, or faxed to the County within 72 hours of the discovery of an incident or before the close of the next business day. It is recommended that the original copy be sent in the mail. If the incident occurs at a county-owned facility, the form must be delivered, emailed, or faxed to the local DEP District Office. *However, if the investigation of the incident concludes within 72 hours of the discovery of the incident that a*

discharge did not occur (for example, the investigation shows that the situation was the result of a malfunctioning electronic release detection sensor); this form is not required to be submitted to the County.

An investigation shall be completed within 14 days of the date of discovery of the incident to determine if a discharge has occurred. Incident investigations that require additional time can be extended with the written approval of the Department or the County. However, if the investigation goes beyond 45 days of the date of discovery, the storage tank system shall be placed out-of-service until such time the investigation is completed and resolved.

Also, please remember to properly notify your insurance company of the incident in accordance with any reporting requirements outlined in your insurance policy.

This form, including test results and reports which support the investigation findings, must be maintained until storage tank system closure.