

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

INDIVIDUAL OIL OPERATIONS PERMIT APPLICATION FORM C Oil-Contaminated Soil Storage and Treatment

Instructions:

- A. New Applicants: Complete the General Application Form and all sections of Form C.
- B. Renewal Applicants: Complete the General Application Form; Section C; Section D, items 1 – 4; and any changes to Section E of Form C.
- C. Attach a signed letter from the county verifying the oil-contaminated soil storage and treatment operations at this location meet all zoning and land use requirements (See FORM G).
- D. Provide the following information:
 1. Name(s) and address(es) of the owner(s) of the oil-contaminated soil storage and treatment facility.
 2. Name(s) and address(es) of the property owner(s) on which the oil-contaminated soil treatment facility will be located if different than D.1.
 3. Names and addresses of all adjoining property owners.
 4. Briefly describe the proposed oil-contaminated soil storage and treatment activity including treatment process, production volume, acceptance procedures, etc. (comprehensive description of these processes must be provided in the Operations Manual)

INDIVIDUAL OIL OPERATIONS PERMIT APPLICATION
FORM C (continued)

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

1. A USGS 7½ or 15½ minute map that delineates the property and the surrounding ¼ mile area, including the location of all potable wells, wetlands, floodplains, intermittent and other surface waters. The adjacent property owners must be identified on this map.
2. A to-scale diagram of the facility that depicts treatment and storage areas for oil- contaminated soils and post-treated soils, storm drains, stormwater retention ponds, on-site roads, and existing and proposed structures.
3. Description of vehicle weighing facilities, communications equipment (including telephones and radios), maintenance facilities, equipment storage facilities, and location of water supply and sewerage systems.
4. Description of the soil types and sources of the oil-contaminated soil proposed to be accepted and rejected by the facility.
5. Description of how this facility will control vapors.
6. Description of the type of storage to be provided for oil-contaminated soil and post-treatment soil to prevent contamination of waters of the State.
7. Name of the laboratory to be used and a description of the sampling and analytical protocols to be used for analyzing oil-contaminated soil.
8. Maximum and anticipated quantity of oil-contaminated soil to be accepted or stored at the facility at any one time, including the maximum quantity of soil to be stored at the facility after treatment.
9. Proposed method of controlling unauthorized access to the treatment facility.
10. Proposed operating procedures including: hours and days of operation; type and number of pieces of equipment to be used; number of employees and description of individual employee duties; provisions for fire prevention and control; provisions for wet weather operation; method of controlling the drainage from the facility and drainage onto the facility from adjoining areas; and erosion and sediment control provisions that shall be approved by the appropriate authority.
11. A comprehensive copy of the facility's Operations Manual that includes standard operating procedures for the oil-contaminated soil storage and treatment facility; acceptance procedures; sample collection, storage and analytical procedures; key personnel; maintenance procedures; and a quality assurance/quality control plan to insure oil-contaminated soils are properly treated and will meet the requirements of COMAR for post-treatment.

INDIVIDUAL OIL OPERATIONS PERMIT APPLICATION
FORM C (continued)

12. A closure plan specifying:
- a) Location and installation of monitoring wells;
 - b) Procedures for removal of all oil-contaminated soil from the oil-contaminated soil treatment facility.
 - c) Procedures for removal of all post-treated soil from the oil-contaminated soil treatment facility.
 - d) Procedures, schedules, and methods for monitoring the waters of the State at the oil-contaminated soil treatment facility for 5 years after closure.
13. Written consent from property owner, if other than the applicant, allowing the use of the property for the purpose described above.

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 am providing, with this Application, written 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 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, 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 or leaks, 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: _____

Notice: Collection of Personal Records – State Government Article § 10-624

This Notice is provided pursuant to § 10-624 of the State Government 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 (“The Department”) is a public agency and subject to the Maryland Public Information Act. This form may be made available on the Internet via the Department’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.