Petroleum Storage Tank Bureau
5500 San Antonio Drive, NE
Albuquerque, NM 87109
505.222.9558
505.222.9508 (fax)

30-Day Notification Form for Change-in-Service, Permanent Closure, Return-to-Service, or Temporary Closure.

I. Date: _____

II. Notification Type

☐ Change-in-Service ☐ Permanent Closure ☐ Return-to-Service ☐ Temporary Closure

III. Contractor Information

Contractor Name: Phone:

Address: City: State: NM Zip:

IV. Owner Information

Owner Name: **Owner ID:** Phone:

Address: City: State: NM Zip:

V. Facility Information

Facility Name: **Facility ID:**

Address: City: Zip:

County: Phone:

VI. Facility Information

A. Tanks: ☐ Above-ground ☐ Underground ☐ N/A; tank status will not change.

Tank #	Capacity	Material/Model (i.e. FRP, ACT-100, or Fireguard)	Content

B. Piping: ☐ N/A; piping status will not change.

☐ Fiberglass Reinforced Plastic ☐ Flexible ☐ Steel ☐ Unknown

VII. Tentative Date for this Project to Start: _____

VIII. Planned Actions during this Project

A.	☐ Yes	☐ No	☐ N/A	Contact Local or State Fire Marshall prior to removal of tanks or piping.
B.	☐ Yes	☐ No	☐ N/A	Sample the soil or water at least 3 feet below the bottom of the tanks listed in Section VI above if they're to be permanently closed or there is a change-in-service.
C.	☐ Yes	☐ No	☐ N/A	Sample the soil or water at least 1 foot below the piping where a release is most likely to have occurred including underneath the dispensers and unions along the piping runs if the piping is to be permanently closed or involved in a Change-in-Service.
D.	☐ Yes	☐ No	☐ N/A	Perform a tank tightness test along with a tightness test of all associated underground piping before a Return-to-Service of a storage tank system.
E.	☐ Yes	☐ No	☐ N/A	Follow all applicable requirements in Title 20 Chapter 5 of the New Mexico Administrative Code, as well as, all applicable national standards such as API 1604 for the permanent closure of UST systems.

IX. Close Tanks in Place: ☐ Yes* ☐ No

The tanks listed in Section VI are to be permanently closed and the removal of the tanks poses a threat to the stability of buildings that are either on top of or in close proximity to the tanks.

X. Close Piping in Place: ☐ Yes* ☐ No

The piping listed in Section VI is to be permanently closed and the removal of the piping poses a threat to the stability of buildings that are either on top of or in close proximity to the piping.

(***Note**: If you mark, yes, in either if the close in place sections above then your request to close the tanks and/or piping in place will be reviewed by the Bureau, and approval by the Bureau must be granted before the tanks and/or piping can be closed in place.)

XI. Signatures

Print Name _____ Title _____

Owner's or Authorized Representative's Signature _____ Date _____