# WHAT IS AN INACTIVE PROCESS UNIT AND TANK?

Inactive process tank is defined "as any tank that has been removed from service and is going to be temporarily stored or will no longer be used to store a process material." This does not mean that the tank is removed from its location but it can include removal. A tank is defined “as a stationary device, designed to contain a material, and constructed of non-earthen materials (e.g., wood, concrete, steel, plastic)”.

When possible, material that is remaining in the tanks must be utilized in the process prior to discontinuing the use of a tank. If this is not possible, Environmental Services must be immediately contacted to evaluate the remaining material for recycling and/or disposal options. Residues must also be considered during this process.

For all petroleum tanks regulated by the Spill Prevention, Control, and Countermeasure Plan (SPCC), these tanks must be permanently closed so as not to be included in the SPCC plan. Permanently closed means any container or facility for which:

1. all liquid and sludge has been removed from each container and connecting lines

1. all connecting lines and piping have been disconnected from the container and blanked off, all valves (except for ventilation valves) have been closed and locked

3) visible signs have been posted on each container stating that it is a permanently closed container and noting the date of closure.

Any tanks closed in this manner would not need to be included in the site’s SPCC plan, nor would the capacity of such tanks need to be included when determining oil storage capacity for SPCC purposes. Contact Environmental Services for more information regarding the SPCC plan.

**PROCEDURE: WHAT DO I DO WHEN I DISCONTINUE THE USE OF A PROCESS TANK?**

* **Contact Environmental Services for specific procedures, a Management of Change (MOC) will be required.**
* **Inactive tanks must be permanently closed according to the above guidelines and signed.**
* **Under no circumstances should an inactive tank be placed back into service until it has been cleared through the MOC process**.
* **Under no circumstances should any tanks be transported until Environmental Services and Safety have been notified.**

**QUESTIONS OR NEED HELP? CONTACT:**

**Contact your Environmental Rep or the Environmental Services Office 865-6000.**