



County of Riverside  
DEPARTMENT OF ENVIRONMENTAL HEALTH

[www.rivcoeh.org](http://www.rivcoeh.org)

## UST GUIDANCE LETTER

### DISPENSER, SOFTWARE AND/OR VAPOR RECOVERY UPGRADES

The Riverside County Department of Environmental Health Hazardous Materials Management Branch (RivCo DEH), does not require the submittal of plans for upgrades to underground storage tank (UST) systems which occur **above the emergency impact shear valves**, provided the change does not affect the under dispenser containment sump or piping. Examples of qualifying upgrades include the installation of new dispensers, vapor recovery systems and components, and/or software upgrades. Although the submittal of plans and plan check fees may not be required, owners, operators, and/or contractors are required to complete the following:

1. Notify RivCo DEH of the proposed upgrades, and if requested, submit a scope of work detailing the changes and/or upgrades prior to starting any work. A scope of work may be submitted via email, mail, or by hand-delivery to RivCo DEH.
2. Obtain additional approvals or permits, as necessary, from the local fire department, Department of Building and Safety, and/or Air Quality Management District.

Please be advised that certain requirements must be complied with, even though an official plancheck may not be required by RivCo DEH. These requirements must be detailed in the scope of work.

- A. **For the installation of new dispensers:** If the piping within the new dispenser extends beyond the footprint of the existing under dispenser containment sump opening, the installation of a State Water Board-approved spill containment dispenser conversion/deflector plates frame must be installed at each new dispenser. If dispenser conversion frames/deflector plates are necessary, A UST Plan Check permit is **required**. Provide details as to the manufacturer and model number of both the dispenser and conversion frame/deflector plates in the scope of work.
- B. **For monitoring system software upgrades:** The scope of work shall state that a Monitoring System Certification will be performed to verify proper functionality of all sensors as detailed in the site monitoring plan. This monitoring certification is in addition to the annual certification and shall not be used in lieu of the annual certification. (Refer to RivCo DEH Cold Start Guidance Letter)
- C. **For vapory recovery changes and/or upgrades:** Provide manufacturer and model numbers of equipment to be installed. This only applies to components **above the shear valves**. Any repairs, or upgrades to vapor recovery piping below the shear valves will require a plan check.

If you are not required to submit an Underground Storage Tank Plan Check Application and you follow the conditions listed above, you do not need to wait for the Department's approval to complete the UST system upgrades or have a RivCo DEH UST inspector present.

**Failure to follow the above permit conditions may result in enforcement action.**

Note: Any additional repairs may require the submittal of an Underground Storage Tank Plan Check Application and payment of any applicable fees.

**For our office locations call us at (888) 722-4234 or visit our website at [www.rivcoeh.org](http://www.rivcoeh.org)**