

# Information sheet - IS001

## Recommended Site Decommissioning Procedures

**These procedures are to be followed if you temporarily decommission or permanently remove underground tanks that store flammable and combustible liquids (dangerous substances) from service.**

First, ask yourself:

- Will use of the facility be either temporarily or permanently suspended?
- Do you intend to sell or change the use of a property that contains a dangerous substances storage facility?

If you answered YES to either of these questions, then you will need to follow the procedures detailed below.

Temporary decommissioning (no longer than 12 months)

If you are not going to use the facility as an active storage facility for up to 12 months (for example you might be waiting to finalise the sale of the property or are preparing for a change of use), then you should:

- Secure all tank openings and ancillary equipment. It is recommended that fill and dip points are blanked off, pumps are padlocked and the power to pumps is disconnected.
- Secure the site against public entry, as far as reasonably practicable.
- Electrically isolate the site equipment at the switchboard.
- Make regular inspections of the site (at least monthly) – including dipping of tanks to ensure liquid levels are maintained and tanks are not leaking or being tampered with.

If the site is a Large Dangerous Substances Location (LDSL) then you should:

- Notify Workplace Standards Tasmania of your intentions and the altered location conditions. (Use form GF014 available at [www.wst.tas.gov.au](http://www.wst.tas.gov.au))

### Permanent decommissioning or if temporary decommissioning has exceeded 12 months

If a tank is to be permanently decommissioned, or if it has been temporarily decommissioned and has exceeded the 12 month period, then you should:

- Notify Workplace Standards by e-mail: [wstinfo@justice.tas.gov.au](mailto:wstinfo@justice.tas.gov.au) fax: (03) 6233 8338, or mail: PO Box 56, Rosny Park, Tas 7018
- Notify the Department of Environment, Parks, Heritage and the Arts by e-mail: [environmentenquiries@environment.tas.gov.au](mailto:environmentenquiries@environment.tas.gov.au) phone: (03) 6233 6518, fax: (03) 6233 3800 or mail: 134 Macquarie Street Hobart Tas 7000
- Remove the tank in accordance with Australian Standard AS1940 - The storage and handling of flammable and combustible liquids, having regard for clauses dealing with gas-freeing of tanks and packages and disused tanks. The removal of tanks may be done in accordance with AS4976 - The Removal and Disposal of Underground Petroleum Storage Tanks, or equivalent.
- Once the tank is removed, provide a statutory declaration to that effect with Workplace Standards within 30 days.

## Dangerous substances location requirements

If a location stores, or is capable of storing, flammable (class 3) and combustible liquids (generally diesel), then the occupier is to comply with the following at all times:

- *Dangerous Substances (Safe Handling) Act 2005*
- *Dangerous Substances (Safe Handling) Regulations 2009*
- AS 1940-2004 The storage and handling of flammable and combustible liquids
- AS4897- The design, installation and operation of underground petroleum storage systems

If the quantity of flammable and combustible liquids capable of being stored on a site exceeds the quantity specified in schedule 1 of the *National Standard for the Storage and Handling of Workplace Dangerous Goods* NOHSC: 1015, then the occupier **must** notify Workplace Standards (form GF014).

- The occupier must ensure that the location complies with the above legislation, and is maintained in accordance with AS1940, having particular regard for operational and personnel safety

If you have any queries concerning these procedures, contact Workplace Standards Helpline on 1300 366 322.

For further details, please go to the Workplace Standards Tasmania website:

[www.wst.tas.gov.au](http://www.wst.tas.gov.au)

For information about the safe storage and handling of dangerous substances search for the following Guidance publications:

- GB179 Guide for occupiers - Dangerous Substances Locations.
- IS038 Managing health, safety, security and environment risks.
- GB187 FAQs on Safe Handling.