

Alberta Municipal Affairs

Tank Site Remediation Program

**Grant application package for municipalities and
small retail gas station operations**



INTRODUCTION

In 1992, the Government of Alberta introduced changes to the Alberta Fire Code that required all petroleum storage tanks to be upgraded to minimize the risk of leakage. The *Alberta Environmental Protection and Enhancement Act* requires owners of properties contaminated by petroleum products to remediate their properties to meet Alberta Environment standards.

In October 2000, the Government of Alberta introduced the Underground Petroleum Storage Tank Site Remediation Program to provide financial assistance to remediate contamination related to underground petroleum storage tanks. This program closed to new applicants in March 2002.

As there are more tank sites that may be contaminated, the Government of Alberta has allocated \$50 million to a new Tank Site Remediation Program that continues the important work started under the original program. This Program provides additional assistance to owners of outstanding sites from the original program and new funding to municipalities and owners of small retail gas station operations who would have been eligible under the original program.

PROGRAM OBJECTIVE

The primary objectives of the program are to protect the health, safety and environment of Albertans and to maintain a viable retail fuel distribution supply. The priority is to help complete the remediation of eligible sites that were accepted into the original program.

ELIGIBILITY

Municipalities or owners of five or fewer retail gas stations that did not receive grants under the original program for any of the site(s) for which they are applying for funding may be eligible. Eligible sites must have had a tank installed prior to the Alberta Fire Code amendments of September 1, 1992.

The program **does not** include:

- a) large retailers, (owners of more than five Retail Gas Stations as of August 25, 2006)
- b) non-retail operations (such as trucking operations, card/key lock fuel sales, bulk fuel plants and municipally owned and operated re-fuelling depots), or
- c) small retail gas stations that have been out of service for more than two years and still have tanks in the ground. These out of service retail sites can only be considered for eligibility if they are within:
 - 500 m of a water well; or
 - 200 m of surface water; or
 - 150 m of a major underground structure that has a subsurface depth of greater than five metres and is accessible to the public (e.g. a subway station or parking garage); or
 - one of the following municipalities with sensitive groundwater resources:

- | | |
|---------------------------|------------------------------------|
| 1. Village of Andrew | 13. Village of Chauvin |
| 2. Town of Canmore | 14. Town of Eckville |
| 3. Village of Cremona | 15. Village of Forestburg |
| 4. Village of Delburne | 16. Town of Hardisty |
| 5. Village of Entwistle | 17. Town of Killam |
| 6. Town of High River | 18. Village of Lougheed |
| 7. Village of Longview | 19. Town of Oyen |
| 8. Town of Okotoks | 20. Village of Sedgewick |
| 9. Village of Rosalind | 21. Town of Sundre |
| 10. Town of Smoky Lake | 22. Village of Fort Assiniboine |
| 11. Town of Turner Valley | 23. Municipality of Crowsnest Pass |
| 12. Village of Bon Accord | |

Applications for new sites will be processed in order of the date they are received. Applicants may be eligible for up to a \$110,000 base grant and up to an additional \$50,000 for a heavily contaminated site. Owners who have completed remediation at their own cost may be eligible for a retroactive claim. Eligibility can only be determined upon review of a formal written application.

SLIDING SCALE FOR OWNERS OF SMALL RETAIL GAS OPERATIONS

Maximum base grant for multiple sites is dependent on the number of sites owned by the applicant(s). The following table shows the maximum grant available for various site ownerships.

No. of Sites	Grant Amount Per Site	Additional for Heavy Contamination Per Site
1	\$110,000	\$50,000
2	\$99,000	\$45,000
3	\$88,000	\$40,000
4	\$77,000	\$35,000
5	\$77,000	\$35,000
6 and more	\$0	\$0

NOTE: Amount of the grant is based on the number of sites owned and not on the number of grant applications submitted.

ELIGIBLE WORK

Eligible work includes:

- Engineering costs for Environmental Site Assessments;
- Engineering costs associated with the remediation activities;
- Engineering costs for project management and contract administration associated with periodic site visits to the sites, negotiation of change orders preparation of progress claims and all other activities related to contract administration of eligible work;
- Remediation contractor costs for treatment or removal and disposal of contaminated soils and water, whether on- or off-site;
- Removal and disposal of old tanks and piping;
- Monitoring costs related to a risk management remediation plan;
- Initial tank and line leakage test for operating gas stations;
- Removal and disposal of paving or surface material covering underground tanks; and
- Non-refundable GST.

INELIGIBLE WORK

Ineligible Work includes, but is **NOT** limited to the following:

- Preparation of consultant proposals;
- Preparation of claim submittals;
- Legal fees;
- Second and subsequent tank and line leakage tests;
- Remediation to a level more stringent than the current environmental standards;
- Aboveground tanks;
- Waste oil tanks;
- Removal and/or replacement of fuel pumps and equipment;
- Upgrading and or replacement of tanks, piping, dispensing equipment or other items not related to remediation of contaminated material;
- Repairs and maintenance of tanks and lines;
- Remediation of contaminants other than hydrocarbons;
- Removal or treatment of soil or water that is not contaminated;
- Repaving, re-concreting and re-landscaping;
- Building demolition or reconstruction;
- Loss of business, interest payments;
- Remediation contractor's waiting charges and all other similar costs;
- Removal and/or support of canopies; and
- Third party claims.

APPLICATION PROCESS

Applications will be processed in the order they are received.

1. Submit the completed application form attached to the application kit to the program office.
2. The program office will review applications for eligibility and availability of funds, and advise applicants of the outcome.
3. Prior to entering into their CGAs, applicants may be required to attend a program orientation meeting.
4. Applicants are required to retain the services of an Accredited Consulting Engineer to act as a Project Manager on the owners' behalf in the remediation of their site(s).

GRANT DISBURSEMENT

Grant funds will first be allocated to the current owner(s) of the site. Previous owners may be eligible for reimbursement of any remaining unused funds up to the maximum \$110,000 base grant.

PROGRAM OFFICE

Submit enquiries of completed application form to:

The Tank Site Remediation Program
Alberta Municipal Affairs
16th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4

Tel: 1-866-833-3300 (toll free)
Fax: 1-866-833-1100 (toll free)

DEFINITIONS

Accredited Consulting Engineer	<p>Either: (1) a consulting engineering company that has no vested interest in the Remediation Project and provides the services of a member of the Association of Professional Engineers, Geologists and Geophysicists of Alberta (“APEGGA”). The APEGGA members shall have a minimum of two (2) years of experience in the remediation of petroleum hydrocarbon contamination;</p> <p>OR</p> <p>(2) an individual consulting engineer who has no vested interest in the Remediation Project and has a minimum of two (2) years of experience in the remediation of petroleum hydrocarbon contamination.</p>
Small Retail Gas Station	<p>A retail fuel site having at least one underground petroleum tank installed before September 1, 1992, and where gasoline is or was sold to the general public for use in motor vehicles. It does not include non-retail operations, for example trucking operations, bulk fuel plants, card lock facilities, and municipally owned-and-operated refueling depots.</p>
Alberta Fire Code	<p>The regulation governing the installation and operation of underground petroleum storage tanks.</p>
Conditional Grant Agreement	<p>An agreement between the Minister and the applicant stipulating the conditions of the grant.</p>
Contamination	<p>Pollution that is associated with the leakage of a petroleum product from an underground petroleum tank of any or all of the following:</p> <ul style="list-style-type: none">▪ Soil▪ Water▪ Air
Current Owner	<p>Owner as identified in the latest records of Alberta Land Titles.</p>
Environmental Site Assessment	<p>An investigation(s) to determine the extent and severity of any and all contamination on and/or originating from the Site, including a detailed report incorporating results of investigation(s) and laboratory report(s).</p>
Minister	<p>Minister of Alberta Municipal Affairs.</p>

Orphan Site	Any underground petroleum tank site for which a municipality has become the owner through tax recovery and for which Remediation is required. A municipality acquires a site by tax recovery pursuant to Part 10, Division 8 of the <i>Municipal Government Act</i> , 1994, c. M-26.1.
Petroleum Product	Fuel that is required for the operation of a motor vehicle and is available for retail sale to the public.
Petroleum Tank	A vessel used for storing a petroleum product.
Previous Owner	An immediate previous owner before the current owner.
Project Manager	An Accredited Consulting Engineer, or an individual designated by the Accredited Consulting Engineer, who acts as the liaison between the Accredited Consulting Engineer and the Minister, has attended an orientation course recognized by the Minister, and who signs and seals the appropriate documents.
Remediation	The reduction of contamination in soil and groundwater on and off a site so as to comply with Alberta Environment's Risk Management Guidelines for Petroleum Storage Tank Sites October 2001 for prevention or minimization of any adverse effects on human health or safety, the environment or property.

Name of Applicant			
Mailing Address	Street	City/Town	Province
			Postal Code
Name of Contact Person	Telephone Number	Facsimile Number	Email

Applicant Status: Individual Partnership Corporation Estate/Trust Other

How many service station properties do you own for which you are the landowner? One Two Three Four Five More Than Five

Are you the service station owner and the owner of the land where service station is/was located? Yes No

Are you registered for the G.S.T.? Yes No If Yes, G.S.T. Registration Number is: _____

Is this a new application? Yes No

Have you previously received a government remediation grant? Yes No If Yes, please provide Site No. _____

Is this to claim costs spent to clean up your site? Yes No

Petroleum Storage Tank Information

Site Registration Number *	<i>* Issued by the Petroleum Tank Management Association of Alberta applicable for sites active since 1993 under the scope of the Alberta Fire Code</i>			
Business Name of Service Station				
Street Address	Street	City/Town	Province	Postal Code
County/MD/SA				

Legal Land Description	Lot	Block	Plan				
	LSD			Section	Twp	Range	W of M

Type of Facility Retail (Gas Station) Card/Keylock Bulk Plant Commercial Non Retail (Company Use Only)

Municipally owned/tax default (Former Gas Station or Tanks under Street)

Facility Status Active (Tanks Operating) Inactive (Tanks not Operating) Inactive (Tanks Removed)

Petroleum products are/were stored at the facility:

Gasoline Diesel Waste Oil Aviation Fuel Other

Additional Information:

Is the facility within: 500 metres of a water well? Yes No

200 metres of a lake, river or stream? Yes No

I, the undersigned declare that the facts and statements set forth as part of this grant application are true and correct to the best of my knowledge and belief.

Executed at _____ on _____

City/Town/Municipality

Date (month/day/year)

Signature of Applicant

Print Name

This information is being collected for the purposes of determining eligibility, administration and evaluation of the Tank Site Remediation Program. For more information contact the Manager, Tank Site Remediation Program, 16th Floor, Commerce Place, 10155 -102 Street, Edmonton AB T5J 4L4, toll-free at 1-866-833-3300.

INFORMATION MANAGEMENT
POLICY STATEMENT

Any information that is provided to Municipal Affairs as part of the application process for the Tank Site Remediation Program is subject to the *Freedom of Information and Protection of Privacy Act*.

If the application for the program is approved, any information that is submitted to Municipal Affairs or created through this program will be publicly available upon request. Information related to applicants that are not eligible will be subject to the disclosure provisions set out in the *Freedom of Information and Protection of Privacy Act*.

I have read and acknowledge that I understand the terms and conditions related to the eligibility for the program and how information will be handled.

Signature of Applicant

Date

Print Name