



HAYWARD FIRE DEPARTMENT
A Certified Unified Program Agency

FACILITY CLOSURE GUIDELINES

Closure Plan

The information in the Facility Closure Notification and the Closure Plan should be consistent with the most current Hazardous Materials Inventory Statement (HMIS) on file with the CUPA for the facility. The Closure Plan should describe the procedures to be used for terminating the storage of hazardous materials / hazardous waste in each storage facility in a manner that:

- a. Demonstrates the appropriate removal, disposal, neutralization, reuse, recycling and/or treatment of all regulated materials on-site.
- b. Controls any threat to the community, human health and safety, or to the environment; and
- c. Eliminates or minimizes the need for further maintenance or monitoring of the facility as a hazardous materials/waste facility.

If underground tanks are being closed, a separate underground tank closure permit must be obtained. Building department permits may also be required for some types of demolition work. Closure of groundwater or vadose wells is to be permitted by the Alameda County Public Works Agency.

It is the responsibility of the party closing the facility to meet all requirements set forth by the CUPA or by any other city, county, state, or federal agency.

Contents of Facility Closure Plan

The following is an outline of elements that are to be included in a Closure Plan:

1. A completed Closure Notification form.
2. General site and facility maps.
3. A site history describing all past and current chemical usage and/or storage of hazardous materials/waste. A diagram must be provided showing past uses for each room/building/area and listing all chemicals which have at some time been located in each area.
4. A history of all soils and/or groundwater sampling which has been performed at the site.
5. A description of specific steps that will be taken with respect to all items/areas, identified as hazardous, potentially hazardous, or contaminated in order to remove, dispose of, neutralize, or reuse them. Include steps to be taken to characterize items/areas.
6. A description of how many soil, groundwater, or other required samples will be collected and handled (sampling protocols). Certified labs must be used for all analyses. Include a statement that all sampling will be conducted with a Fire Department inspector present. A State-Certified Geologist or State-Registered Civil Engineer shall oversee and sign off on all soil or groundwater sampling plans. Indicate the name, address and phone number of the sampler, environmental consultant and analytical laboratory to be used.

7. Certification that disposal of hazardous wastes will meet the requirements of the Fire Department, Cal/EPA, San Francisco Regional Water Quality Control Board, San Francisco Bay Area Air Quality Management District, U.S. EPA, and other local, State or Federal agencies.
8. A statement that all receipts for all hazardous waste disposal, and/or hazardous materials sales will be kept and made available for inspection and will be included in the final closure report. (An index identifying which chemicals or pieces of equipment are associated with receipts must be included in the final closure report if identification is not clear from the receipts.)
9. A contingency and site-safety plan that covers the closure activities.
10. Location Diagrams and Inventory Statement that address any of the following items of interest, that are applicable to the facility:

chemicals and other hazardous or potentially hazardous materials; ventilation and exhaust systems such as fans, scrubbers, and ducts; sanitary sewer and storm sewer systems including inlets, piping, cleanouts, and vents; other contaminated or potentially contaminated equipment; and contaminated or potentially contaminated areas such as walls, ground surfaces, subfloors, and floors.

The City of Hayward Fire Department may provide/require regulatory oversight, including but not limited to, specialized investigative efforts and/or facility inspection(s) by a Hazardous Materials Inspector or qualified consultant(s), for any stage of the closure process.

Post-Closure Report

A post-closure report must be submitted to the Fire Department within 30 days of completion of closure activities. The report shall include the following:

1. Confirmation of compliance with all items in the approved closure plan.
2. Details of any modifications to the approved closure plan.
3. Copies of all analytical laboratory reports.
4. Copies of all manifests, bills-of-lading, receipts, and/or other disposal documentation.

If soil or groundwater contamination is present or suspected, a completed Contamination Site Report form shall also be included.

For partial facility closures, a modified HMBP for the facility shall be submitted through the California Environmental Reporting System (CERS).

Fee

The HFD charges a Facility Closure Fee for the review of the closure plan, the verification inspection of the facility (post-closure), and the issuance of a closure letter for the facility. The fee varies with the size of the facility and whether closure is full or partial. Current fees are listed in the City's Master Fee Schedule. For more information call the Hazardous Materials Office at (510) 583-4910.