

CITY OF HAYWARD FIRE DEPARTMENT

UNDERGROUND STORAGE TANK REMOVAL/CLOSURE PLAN CHECKING PROCESSES

All underground storage tank removal plans will be accepted in the Fire Marshal's Office. The following are required for a complete submittal:

- _____ One completed Underground Storage Tank Removal/Closure Plan.
- _____ One Site-Safety Plan (specific to project).
- _____ One Underground Storage Tank – Facility form per site.
- _____ One Underground Storage Tank – Tank information forms (pages 1 and 2) per tank.
- _____ One completed Application for a Fire Department Permit.
- _____ If applicant is submitting on behalf of the contractor, then an acknowledgement letter between the two parties shall be submitted.
- _____ Payment for \$1,874.00 for projects up to 3 tanks. An Additional \$624.00 for each tank above 3 to be paid online to cover the fee for plan review and inspection. (See **Note** below).
- _____ Major deviations, unapproved work, or unsafe work concerns may cause the permit to be Revoked or have a **“Stop Work Order”** issued or both.
- _____ Copy of Contractor's State License with Hazardous Waste Certificate.
- _____ Copy of Contractor's Workers Compensation Insurance Certificate.
- _____ Copy of Contractor's City of Hayward Business License. Call the Revenue Office for requirements (510) 583-4600.
- _____ Copy of certifications for the person conducting the sampling
- _____ Copy of certifications for the professional certifying the tank as “Clean Close.”
- _____ Copy of Grading Permit from Engineering/Transportation Division (510) 583-4785 or an exemption from obtaining such a permit. (Allow 5 weeks for the processing of a Grading Permit Application.) ***See Attachment 2*** to Underground Storage Tank Removal Plan for ***exemption requirements***.

The applicant will need to submit this completed packet online at

- **Direct e-Permit Website:** www.hayward-ca.gov/epermits

Once a Hazardous Materials Inspector has reviewed the removal/closure plan, the applicant will be notified by telephone or email if further information is needed or if the plan is approved as submitted.

Scheduling of the tank removal/closure **is required**. Please call to schedule tank removal/closure at least 72 hours in advance at (510) 583-4910 or contact the inspector directly at (510) 583-4961 (Steve Lowe), (510) 583-4909 (Gloria Arredondo), or Tracey Nguyen at (510) 583-4927.

NOTE: Four hours of inspection time are allotted for each removal/closure project. If more time is necessary to complete the project, the contractor will be charged for additional inspector hours at \$170.00 per hour, minimum of 1 hour. If only piping will be removed, the plan review and inspection fee is \$1,193.00. Two hours will be allotted for removal/closure of piping only.

HAYWARD FIRE DEPARTMENT

A Certified Unified Program Agency
777 B Street, Hayward, CA 9441-5007
(510) 583-4910

UNDERGROUND STORAGE TANK REMOVAL/CLOSURE PLAN

For the purpose of this document, the term “tank” shall include underground or below-grade tanks, sumps, vaults, and other underground or below-grade storage facilities.

Major deviations, unapproved work, or unsafe work concerns may cause the permit to be revoked or have a “Stop Work Order” issued or both.

The cutting of tanks on-site, including tearing tanks open using excavation equipment is prohibited. Tanks shall be removed whole and intact.

Lifting of the tanks shall be done by a qualified operator and with the proper lifting equipment. Tanks shall not be dragged or scrapped along the ground.

Attachment 1 of this Removal/Closure Form contains the sampling guidelines Recommended sample locations and analyses, Sample summary issued by the California Regional Water Quality Control Board.

Attachment 2 of this Removal/Closure Form contains additional requirements and Grading permit application.

Attachment 3 of this Removal/Closure Form contains closure in place information.

Attachment 4 of this Removal/Closure Form contains Clean Closure information/requirements.

Attachment 5 of this Removal/Closure Form contains a BAAQMD Notification form Regulation 8 Rule 40 Removal and treatment for underground storage tanks.

1. FACILITY/SITE NAME: _____

Street Address: _____

Contact Person: _____ Tel. No. _____

Facility's EPA I.D. No. _____

2. PROPERTY OWNER: _____

Mailing Address: _____

Telephone No. _____

Applicant's Initials _____

3. CONSULTANT(S): _____

Mailing Address: _____

Professional Registration: _____

Phone No. _____

4. CONTRACTOR(S): _____

Address: _____

Contact Person: _____ Tel. No. _____

Contractor's License (Type and No.) _____

Hayward Business License No. _____ Expiration Date _____

Worker's Compensation Ins. No. _____ Expiration Date _____

Contractor's State License Board Haz. Waste Cert. YES _____ NO _____

NOTES: 1. *If any of the above listed licenses/certificates are not on file with the Hayward Fire Department, submit a copy of each with this Removal/Closure Plan.*

2. *The contractor is responsible for ensuring compliance with all applicable Industry Safety Standards; namely, OSHA Hazardous Waste Operations and Emergency Response Standard (29 CFR 1910.120 and OSHA Excavation Requirements. Please have on-site, available for review, a copy of the **Health and Safety Plan**. The inspector present may stop all work if the contractor fails to perform the specified work in accordance with the Health and Safety Plan and the provisions of this closure/removal plan.*

5. PROJECT MANAGER/PRIMARY CONTACT: _____

Emergency Telephone Number(s): _____

6. REMOVAL/CLOSURE

(a) Tanks to be removed

Tank No.	Capacity	Material(s) Stored
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(b) Why are tanks being removed?

() Facility is moving

() To avoid monitoring requirements

() Other _____

() Suspect tank/line leak

() Tanks not used anymore

NOTE: *If a leak is suspected, please attach documentary basis for this suspicion. (E.g., engineering reports, monitoring results, sample results)*

(c) Submit a timeline for the project for tank removal, piping removal, sampling etc. List start date/time.

Date: _____

Time: _____

(d) Attach a drawing showing the location of all tanks and associated underground pipes at the facility indicating which will be removed/closed, which will remain, the closest streets, the north direction, drawing scale, and buildings on the site. Include distances to landmarks, such as buildings, which will allow for exact location of tanks on the site.

(e) If the tank(s) are to be filled in-place, please fill out and submit **Attachment 3**, "Underground Tank Closure Form Supplement: In-Place Closures." Tanks may be allowed to be closed in-place only if they are directly adjacent to a building and removal of the tank(s) will impair the structural integrity of the building. **Facility shall obtain and submit a full engineering report from a State licensed Professional Engineer having expertise in the field. The report shall be signed and stamped by the engineer preparing the report and shall be submitted with this packet.**

(f) Notification of the Bay Area Air Quality Management District (BAAQMD) is required prior to tank removal activities. Proof of notification shall be submitted with this packet. Violators may be fined a minimum of \$500. Please complete **Attachment 5** carefully and submit it to the BAAQMD at least five (5) working days prior to removal of tanks.

Do not submit form to the Fire Department.

NOTE: *While this application is provided for your convenience, we recommend that you contact the BAAQMD for any recent changes in reporting that may have occurred.*

(g) Describe how the tank will be inerted. The methods used must lower both the flammable vapors and the oxygen content. A riser at least 5 feet high must be placed on all openings during inerting to help keep vapors from accumulating in the excavation.

(h) An explosion-proof combustible gas meter must be used to verify tank inertness. Flammable vapors concentration must be below 15% of the Lower Explosive Limit (LEL) prior to removal. Equipment required to calibrate instruments must be on site. Provide make and model number of instruments to be used.

7. SAMPLING

Soil and/or groundwater sampling should be done according to the guidelines in **Attachment 1**.

- (a) Briefly describe the sampling protocol to be used. Attach a sampling map and a sampling procedure outline. A completed Chain of Custody shall be verified by the Hazardous Material Inspector at the time of completed sampling.
- (b) All accessible pipings associated with underground tanks must be removed. Soil samples must be taken at least every 20 feet. Additional samples may be required if evidence of contamination is noted. If pipes are located under a building and if no other information exists which indicates that a leak may have occurred, it may be possible to use an inert gas pressure test to confirm the integrity of the pipes. The acceptability of this option will be determined on a case-by-case basis. A failed pressure test will necessitate further action.

How will pipelines, including fill, vent, vapor recovery, and delivery lines, be handled in accordance with the above requirements? (If removed, how will pipes be disposed of? If left in-place, how will pipes be tested, cleaned, and sealed?)

- (c) Complete the "Sampling Summary" in **attachment 1**. Provide all applicable information required.
- (d) Who will conduct the sampling?

Name: _____

Address: _____

- (e) Who will analyze the samples?

Name of Laboratory: _____

Address: _____

Is this analytical laboratory certified in California for all the analyses required?

() Yes () No

If yes provide California certification number _____

NOTE: *Soil and water samples to be tested for organic compounds must be preserved in ice at 4 °C. An adequate quantity of “wet” ice is preferred. “Blue Ice” is not allowed; dry ice is acceptable. Samples should be protected from directly coming into contact with dry ice or “wet” ice. A Chain of Custody shall be completed at the completion of sampling and verified by the Hazardous Materials Inspector*

8. WASTE DISPOSAL

- NOTES:**
- Underground tanks and pipes, once removed, are a hazardous waste in California. They must be hauled to a certified waste site on certified trucks, accompanied by a Uniform Hazardous Waste Manifest.*
 - Appropriate measures must be taken to keep the concentration of flammable gases in the tank below 15% of the Lower Explosive Limit (LEL) during and after excavation. Tanks must be removed from site on the same day that they are substantially exposed. While on site, after removal from the ground, tanks must be monitored a minimum of once per hour for “% LEL” and oxygen level readings. Tanks must leave the City of Hayward on the same day they are removed from site.*
 - Rinsate from underground tanks is also considered hazardous waste and must be handled appropriately.*
 - Contaminated soils also have restrictions related to their proper storage on site, transportation, and disposal.*

(a) Tank Hauler: _____

Address: _____

Is hauler a California-registered hazardous waste hauler?

☐ Yes ☐ No

If yes provide state hauler registration number _____

Was hauler advised that tanks must leave Hayward on the day they are removed from site?

☐ Yes ☐ No

Name and address of treatment/disposal facility for tanks:

(b) Product/Rinsate Hauler: _____

Address: _____ Phone No. _____

Is hauler a California-registered hazardous waste hauler?

☐ Yes ☐ No

If yes provide state hauler registration number _____

Name and address of treatment/disposal facility for product/rinsate: _____

(c) Contaminated Soil Hauler: _____

Address: _____ Phone No. _____

Is hauler a California-registered hazardous waste hauler?

() Yes () No

If yes provide state hauler registration number _____

Name and address of treatment/disposal facility for soil:

NOTES: 1. *Excavated backfill and soil may be removed from the site and taken to a Class I disposal site using a licensed hazardous waste hauler and Uniform Hazardous Waste Manifest without being required to be tested for contamination.*

2. *Soil may be stockpiled on site, tested per California Regional Water Quality Control Board – San Francisco Bay Region requirement, and depending on the results of the analyses, may be –*

(a) replaced in the excavation;

(b) taken to a Class III disposal site;

(c) used as a clean fill elsewhere;

(d) taken to a class I dump; or

(e) treated on-site, prior to disposal as in (1) or (2) above.

The California Regional Water Quality Control Board – San Francisco Bay Region determines which of (1) through (5) above is appropriate, given the analytical results.

3. *Any excavation can be filled as soon as the tanks are removed, as long as –*

(a) it is refilled only with clean, imported fill; and

(b) it is understood that it may be necessary to re-excavate the area based upon the results of the analyses.

9. CERTIFICATION

I, _____, DECLARE THAT:
(Name of Applicant)

- (a) If any contamination is found during this tank removal/closure, I will immediately notify the Hayward Fire Department.
- (b) If there is any change which would affect any of the information given in the foregoing, I will immediately inform the Hayward Fire Department.
- (c) I will file, within thirty (30) days after the tank removal/closure, a post-closure report in accordance with the attached instruction (#17 of **Attachment 2**, Additional Requirements); and
- (d) I currently hold a valid proper license and a hazardous substance removal certification from the Contractors State License Board (California) which qualify me to remove underground storage tank(s) of the capacity(ties) and use(s) specified in this application.

I FURTHER DECLARE, under the penalty of perjury, that the foregoing information I gave in this removal/closure plan and all attachments thereto is true and correct.

Executed this _____ day of _____, 20____, in _____
(Date) (Month) (Year) (City, State)

Name of Business

Address

Printed Name and Title of Applicant

Signature of Applicant

Completed forms should be submitted to:

**CITY OF HAYWARD FIRE DEPARTMENT
HAZARDOUS MATERIALS OFFICE
777 "B" STREET
HAYWARD, CA 94541-5007**

ATTACHMENT 1

GUIDELINES FOR REMOVAL OF UNDERGROUND FUEL TANKS California Regional Water Quality Control Board – San Francisco Bay Region

When any subsurface fuel tank is removed, whether for permanent site closure or tank replacement, the owner shall demonstrate that no unauthorized release of fuel has occurred. The following activities shall be the minimum required to demonstrate the above:

1. Review of product inventory records for the three-month period immediately preceding the tank removal.
2. Visual inspection of the tank upon removal. All external tank surfaces and fittings shall be inspected for evidence of holes or leakage. The results of such an inspection shall be documented in writing, with photographs where appropriate.
3. Visual inspection of excavation. All excavation surfaces shall be inspected for evidence of leakage. Evidence of leakage would include stained soil, floating product, etc. The results of such an inspection shall be documented in writing, with photographs where appropriate.
4. The number of soil samples to be analyzed and their locations are described on page 3 of this attachment. If obviously stained or contaminated areas exist, then additional soil samples from these areas shall be collected and analyzed.
5. Soil samples shall be collected from the native soil at, or just below the interface of the backfill with the native soil. Samples shall be taken using a driven-tube type sampler, capped, and sealed with inert materials, and extruded in the lab in order to reduce the loss of volatile materials. Formal, signed, chain-of-custody records shall be maintained for each sample and submitted with the results to the regulatory agency.

To expedite the process of tank removal, the following alternative sampling method may be used:

- Immediately upon removal of the tank a backhoe bucket of native soil shall be taken from the native soil/backfill interface. This soil shall be rapidly brought to the surface.
 - Approximately three inches shall be rapidly scraped away from the surface of this soil, then a clean brass tube (at least three inches long) shall be driven into the soil with a suitable instrument (wooden mallet, etc.).
 - The ends of the brass tube shall be covered with aluminum foil, then plastic end caps, and finally wrapped with a suitable tape.
 - The samples shall be immediately placed on ice, or dry ice, for transport to a laboratory. Again, formal chain-of custody records shall be maintained and submitted for each sample. A Chain of Custody shall be completed and verified by the Hazardous Materials Inspector.
6. If the bottom of the tank is below the groundwater table, then soil samples will be collected from the excavation walls at the soil/groundwater interface. In this case, a water sample shall also be collected as soon as possible from the surface of the groundwater in the excavation. A check shall initially be made for any free-floating product. If no floating product is detected, then a water sample shall be taken with a

device designed to reduce the loss of volatile components. A bailer is a suitable sampling device. The water sample shall be immediately poured into a volatile organic analysis (VOA) vial with as little agitation as possible. A Teflon-lined septum shall be used to seal the vial.

7. Soil and water samples shall be analyzed for total hydrocarbons by the methods outlined on page 4 of this Attachment – “Recommended Minimum Verification Analyses for Underground Tank Leaks.”
8. The Regional Board may, in the future, approve a limited number of alternatives “quick screening: methods (e.g., the use of field G.C. or calibrated combustible gas meters) for determination that unacceptable levels of fuel do not remain after excavation, particularly at sites which are not Confirmed Release or Suspected Leak sites. Such methods may not require sampling and analytical protocols as listed above. Such methods may presently be useful in guiding field decisions, but sampling and analysis as specified above are ***presently required*** for confirmation in all instances.

GUIDELINES FOR SAMPLING DURING ROUTINE TANK REMOVALS
California Regional Water Quality Control Board – San Francisco Bay Region

CASE A: WATER NOT PRESENT IN TANK PIT

1. Remove a maximum of two feet of native soil before sampling.
2. If areas of obvious contamination are observed, they are to be sampled.

TANK SIZE	MINIMUM NUMBER OF SOIL SAMPLES	LOCATION OF SOIL SAMPLES
Less than 1,000 gal.	One per tank	Fill or pump end of tank
1,000-10,000 gal.	Two per tank	One at each end of tank
Greater than 10,000 gal.	Three or more Per tank	Ends and middle or generally spaced along the length of the tank
Piping	One	Every 20 lineal feet

CASE B: WATER PRESENT IN TANK PIT

1. The tank pit may be purged and allowed to refill before sampling. The purged water is to be handled appropriately.
2. The water is to be representative of water in the tank pit.

TANK SIZE	MINIMUM NUMBER OF SOIL SAMPLES	LOCATION OF SOIL SAMPLES	MINIMUM NUMBER OF WATER SAMPLES
10,000 gal. or less (single tank)	Two	From wall next to tank ends at soil/ground water interface	One
Greater than 10,000 gal. Or tank cluster	Four	From wall next to tank ends at soil/ground water interface	One

RECOMMENDED MINIMUM VERIFICATION ANALYSES FOR UNDERGROUND STORAGE TANK LEAKS

For use by Unidocs Member Agencies or where approved by your Local Jurisdiction

TABLE #2

Revised March 1, 1999

<u>HYDROCARBON LEAK</u>	<u>SOIL ANALYSIS</u> (SW-846 Method)		<u>WATER ANALYSIS</u> (Water/Waste Water Method)	
Gasoline (Leaded and Unleaded)	TPHG	8015M or 8260	TPHG	8015M or 524.2/624 (8260)
	BTEX	8260	BTEX	524.2/624 (8260)
	EDB and EDC	8260	EDB and EDC	524.2/624 (8260)
	MTBE, TAME, ETBE, DIPE, and TBA by 8260 for soil and 524.2/624 (8260) for water			
	Total Lead	AA	Total Lead	AA
	--Optional-- ¹			
Unknown Fuel	Organic Lead LUFT	DHS-LUFT	Organic Lead	DHS-
	TPHG	8015M or 8260	TPHG	8015M or 524.2/624 (8260)
	TPHD	8015M or 8260	TPHD	8015M or 524.2/624 (8260)
	BTEX	8260	BTEX	524.2/624 (8260)
	EDB and EDC	8260	EDB and EDC	524.2/624 (8260)
	MTBE, TAME, ETBE, DIPE, and TBA by 8260 for soil and 524.2/624 (8260) for water			
Diesel, Jet Fuel, Kerosene, and Fuel/Heating Oil	Total Lead	AA	Total Lead	AA
	--Optional--*			
	Organic Lead LUFT	DHS-LUFT	Organic Lead	DHS-
	TPHD	8015M or 8260	TPHD	8015M or 524.2/624 (8260)
	BTEX	8260	BTEX	524.2/624 (8260)
	EDB and EDC	8260	EDB and EDC	524.2/624 (8260)
Chlorinated Solvents	MTBE, TAME, ETBE, DIPE, and TBA by 8260 for soil and 524.2/624 (8260) for water			
	CL HC	8260	CL HC	524.2/624 (8260)
Nonchlorinated Solvents	BTEX	8260 or 8021	BTEX	524.2/624 (8260) or 502.2/602 (8021)
	TPHD	8015M or 8260	TPHD	8015M or 524.2/624 (8260)
Waste, Used, or Unknown Oil	BTEX	8260 or 8021	BTEX	524.2/624 (8260) or 502.2/602 (8021)
	TPHG	8015M or 8260	TPHG	8015M or 524.2/624 (8260)
	TPHD	8015M or 8260	TPHD	8015M or 524.2/624 (8260)
	O&G	9070	O&G	418.1
	BTEX	8260	BTEX	524.2/624 (8260)
	CL HC	8260	CL HC	524.2/624 (8260)
Waste, Used, or Unknown Oil	EDB and EDC	8260	EDB and EDC	524.2/624 (8260)

¹ Optional per Regional Water Quality Control Board (Board), but local agency that regulates UST system may require analysis for Organic Lead. Check with your local agency regarding their requirements. * If found, analyze for dibenzofurans (PCBs) or dioxins (PCP).

MTBE, TAME, ETBE, DIPE, and TBA by 8260 for soil and 524.2/624 (8260) for water

Metals (Cd, Cr, Pb, Ni, Zn) by ICAP or AA for soil water

PCB, [†] PCP, [†] PNA, CREOSOTE by 8270 for soil and 524/625 (8270) for water

NOTES:

1. 8021 replaces old methods 8020 and 8010.
2. 8260 replaces old method 8240.
3. Reference: Table B-1 in Appendix B of "Expedited Site Assessment Tools for Underground Storage Tank Sites: A Guide for Regulators" (EPA 510-B-97-001).

SAMPLING SUMMARY

FACILITY NAME: _____

ADDRESS: _____

Tank	Capacity	Former Contents	Construction Material	Age	Material to be Sampled (sludge, soil, etc.)	Preparation and Analytical Method Numbers
Tank #1						
Tank #2						
Tank #3						
Tank #4						

ANY PIPING AND DISPENSERS TO BE REMOVED:

Additional Piping	Type (vapor, product, etc.)	Material Conveyed	Construction Material	Age	Material to be Sampled (sludge, soil, etc.)	Preparation and Analytical Method Numbers
Pipe #1						
Pipe #2						
Pipe #3						
Disp #1						
Disp #2						
Disp #3						

NOTE: *Regional Board Guidelines for sampling and analysis must be followed. (See Attachments 1, 2, and 3)*

COMMENTS: _____

ATTACHMENT 2

ADDITIONAL REQUIREMENTS

1. Call for an inspection a minimum of **72 hours** in advance. The more advance the notice given to the Fire Department, the more likely it will be that an inspection can be scheduled on the date and time of your choice. If an inspector must spend more than four (4) hours on site during normal working hours, a fee of \$170.00 per hour in excess of four (4) hours will be assessed. The charge will be \$255.00 per hour if an inspector's presence is necessary after 5:00 p.m., on holidays, or weekends. The need for more than one normal inspection is charged at the same hourly rates (\$170.00 or \$255.00).
2. If the project will potentially impact Public Works (streets, sidewalks, utility lines, etc.), the Public Works Department (510) 583-4705 must be notified 48 hours in advance. In addition, any required Building Department or Public Works Department permits must be obtained.
3. **The cutting of tanks on-site, including tearing tanks open using excavation equipment, is prohibited. Tanks shall be removed whole and intact.**
4. If the tank is damaged or punctured during removal operations the contractor shall immediately notify this office at 510-583-4910
5. A site-specific Health and Safety Plan shall be on site on the day the tanks are to be removed, and available for inspection by the Hazardous Materials Investigator.
6. Depending on site conditions a Traffic (encroachment) plan may be required by Public Works.
7. All tanks and connecting lines must be emptied of product.
8. Provide minimum rated 20 BC fire extinguisher at tank site.
9. Disconnect piping and all openings, except vent pipe.
10. Render tanks inert with 2.5 lbs. of solid carbon dioxide (dry ice) for each 100 gallons of tank volume. Allow one (1) hour for oxygen displacement. Combustible/flammable gas concentration must be 15% of LEL or less, prior to tank transportation. Receipt for the dry ice shall be provided to the Hazardous Materials Inspector for verification.
11. Prohibit welding, smoking and ignition source at tank site; post "No Smoking" signs.
12. Remove pipelines and cap openings.
13. Equipment used to hoist tanks must be adequate to do the work. (If the equipment is strained or tanks are dragged, the job will be halted until adequate equipment is obtained.)
14. Load tank on highway carrier, positioning the pressure relief hole at the top of the tank.
15. Contractor must have the following current information on file at the Hazardous Materials Office:
 - a. California State Contractor's License Number and Type. The contractor shall have one of the following licenses: General Engineering "A", Plumbing Contractor (C-36), Limited Specialty

C-61/D40, or General Building “B if with a large project,” **AND** a “Hazardous Substance Removal and Remedial Action” Certification.

- b. City of Hayward Business License Number.
 - c. Certificate of Workers’ Compensation Insurance.
16. If during initial work, prior to the arrival of the Fire Department, contamination is discovered, contact the Fire Department immediately.
 17. Tanks must be removed from the City of Hayward the same day they are substantially exposed. It is acceptable to break the asphalt or concrete cover in advance as long as the lines are kept intact and sealed.
 18. Sampling should be consistent with California Regional Water Quality Control Board – San Francisco Bay Region Guidelines as described in Attachment 1 – “Removal of Underground Fuel Tanks,” – “Sampling for Routine Tank Removal.” An adequate cooler with ice or dry ice must be on site prior to sampling. Do not use blue ice for sample preservation.
 19. **Personnel will not be allowed to enter unshored excavations for any purpose**, nor enter any contaminated excavation without adequate OSHA approved shoring and protective equipment (as determined by OSHA or a licensed industrial hygienist). Personnel may be allowed to stand on top of the tank while they are in the excavation if they are secure (i.e., not floating, etc.) and if access is safe (i.e., ramp, etc., not jumping).
 20. A written report must be submitted within 30 days of the closure of the tank(s). This report must include the information listed below. ***Each topic must be addressed.*** If an item or subject is unknown or not applicable, say so, ***do not omit it.***
 - a. A brief description of the site and the scope of work performed, including at a minimum:
 - Number, size, age, and contents of tanks
 - Pipe configuration
 - Tank configuration
 - How tank(s) closed
 - How excavation or boring(s) were backfilled
 - How pipes closed
 - How sampling performed
 - Changes to original closure plan
 - Copies of other permits, i.e., well permits, building permits
 - b. A site map, including at a minimum:
 - Dimensions of excavation or borings
 - Location of excavation or borings by measurements to buildings or other landmarks
 - Locations of tanks and piping, with measurements
 - Locations of samples and identification of samples, including measurements and depth
 - c. A description of geological conditions, including at a minimum:
 - Boring, logs if applicable
 - Type of soils encountered, (native and backfill)
 - Depth to and location of groundwater, if encountered
 - Limits of the backfill

- d. Observations relating to the presence of contaminants, including at a minimum:
- Condition of the backfill or cuttings and disposition of the backfill or cuttings
 - Staining of soil
 - Free product
 - Odors
 - Results of visual inspection of each tank and pipe
- e. Soil/groundwater sampling, including at a minimum:
- Chain of custody
 - Lab results (including analysis methods – EPA method number), detection limits, copies of original signed lab data sheets
 - Describe methods used to collect and handle samples
- f. Copy of the State of California “Underground Storage Tank Unauthorized Release (Leak)/Contamination Site Report,” if contamination is detected.
- g. Copy of the Hazardous Waste Tank Closure Certification form for each tank if clean closed.
- h. Copy of the Uniform Hazardous Waste Manifest (UHWM) returned to Generator (from disposal TSDF), confirming wastes shipped and received or papers related to the proper disposal of materials and wastes.
- i. Dry Ice receipt.
21. ***Duration of Permit*** – The Permit for removal/closure is valid for six months. A Removal/Closure Plan is normally reviewed within three days of its receipt by the Fire Marshal’s Office. A copy of the Permit Application form and a cash-register receipt for the plan-checking fee will be given to the applicant. Approval of the plan, or additional requirements, are directly communicated to the applicant by the reviewer. The removal/closure of the subject tank(s) should be accomplished within six months of the date stamped on the cash register receipt. If, after six months, work described on the application has not begun, the plan and all the appurtenant documents will be withdrawn from active file and returned to the applicant. The fee will not be refunded. Subsequent removal/closure plans submitted for the same tank(s) will be evaluated as new and distinct applications.
22. **If it is determined that work being performed is unsafe or has not been approved the Hazardous Materials Inspector shall stop work and issue a “Stop Work Order”. All work shall stop until the issues have been corrected.**
23. Storm drains shall be protected to prevent entry of contamination and excessive sediments/soil/solids. The site shall also be protected to prevent construction runoff and contamination.

City of Hayward Fire Department Hazardous Materials Office

APPENDIX TO UNDERGROUND STORAGE TANK REMOVAL/CLOSURE PLAN OR TO WORK PLAN FOR SITE CONTAMINATION CLEANUP

REQUIREMENT TO OBTAIN A GRADING PERMIT

When removing or installing tanks in Hayward, or when excavating to clean up site contamination, a grading permit is required. (Planning, Zoning and Subdivision, Ordinance, Hayward Municipal Code, Section 10- 8.10 Grading/Clearing Permit Required)

A grading permit normally requires a 5-week processing period because it entails the preparation of an initial environmental study by the Engineering/Transportation Division of the Department of Public Works who reviews all grading permit applications and issues grading permits. The application and processing fee is based on actual "time and material" cost incurred by the Public Works Department on a given application.

Tank removal and contamination site clean up, however, may qualify as minor grading activities where the volume of soil to be moved will not exceed 300 cubic yards or the total cost of the cleanup project will not exceed \$1,000,000. In such cases, a grading permit may be issued without the required initial environmental study by Public Works. The 5-week processing period is therefore reduced considerably (up to less than one week).

The project owner's signature in the declaration below will help determine if a project qualifies as a "minor grading activity."

DECLARATION

Project Name or Description:

Site Address:

I CERTIFY UNDER PENALTY OF LAW THAT:

I am familiar with the information referred to or submitted in this declaration and the principal document it is attached to. Based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.

I FURTHER CERTIFY THAT:

☐

The total volume of soil that will be moved during this tank removal project is not expected to exceed 300 cubic yards.

☐

The total cost of this clean up project is not expected to exceed \$1,000,000.00

Name of Project Owner:

Signature/Date:

ATTACHMENT 3

UNDERGROUND TANK CLOSURE FORM SUPPLEMENT CLOSURE IN PLACE

FACILITY NAME: _____

FACILITY ADDRESS: _____

FIRE DEPARTMENT PERMIT NUMBER: _____

1. Geological Consultant: _____

NAME: _____

ADDRESS: _____

REGISTRATION NUMBER: _____

TYPE OF REGISTRATION: _____

2. Attach a full engineering report from a State licensed Professional Engineer having expertise in the field. The report shall be signed and stamped by the engineer preparing the report and shall be submitted with this packet.
3. On the site map accompanying the closure plan indicate the proposed location of the soil borings.
4. Attach the consulting company's proposal for accomplishing the borings – i.e. a description of how the work will be accomplished.
5. Attach a spill contingency plan which addresses the possibility of slurry displacing and pushing remaining product from the tank. At a minimum, the following items must be on-site: One 50-pound bag absorbent; one open head 55-gallon drum; one push broom; and one sparkless shovel.
6. Attach a statement explaining how it is known where the borings will be with respect to the tank – i.e. site plans, tank locator results, etc. A boring permit must be obtained for any borings which are not entirely confined within the backfill. The permit can be acquired through Alameda County Flood Control, Zone 7 at (510) 659-1970. A copy of this permit must be submitted to this office prior to any boring(s) being made.
7. Describe how the tanks will be cleaned. ***At a minimum***, the tanks must be pumped empty of product then rinsed, steam cleaned and rinsed. More extensive cleaning procedures may be necessary in some cases. Describe the condition of the tanks as it relates to the cleaning procedure.

Attachment 4

Clean Closure of Tanks

All work shall be done in accordance with all applicable codes, regulations, and laws.

Only the following professionals will be accepted to certify that the tank as clean closed.

- Certified Industrial Hygienist (CIH).
- Certified Safety Professional (CSP).
- Certified Marine Chemist (CMC).
- Professional Engineer (PE) having expertise in the field of closing hazardous substance tanks.

The only tanks that can be clean on-site are those where the owner/operator has first-hand knowledge of the material last stored in the tank and certifies the identity of the material, or where the residuals inside the tank are analyzed by a State-certified laboratory.

The cutting of tanks on-site, including tearing tanks open using excavation equipment, is prohibited.

If the tank is damaged or punctured during removal operations the contractor shall immediately notify this office at 510-583-4910.

All atmosphere testing, cleaning, and visual inspection shall be witnessed by the Hazardous Materials Inspector.

All sludge, loose scale, residue, rinsate, and debris generated during the tank cleaning process shall be managed as hazardous waste.

After cleaning, the tank systems shall meet all of the following requirements:

- a. All tanks, piping, and appurtenances shall be free of product, sludge, rinsate, and debris to the extent that no material can be poured or drained from them when held in any orientation (e.g. tilted, inverted, etc.);
- b. Tanks shall be free of product, sludge, scale, rinsate, and debris, except that residual staining (i.e. light shadows, slight streaks, or minor discolorations) caused by soil or waste, or small amounts of waste in cracks, crevices, and pits may be present. **A thorough visual inspection of the entire tank interior shall be performed** to confirm this;
- c. If the tank(s) previously contained flammable/combustible material having the potential to generate flammable vapors, the cleaning standard shall be zero percent of the Lower Explosive Limit (LEL) for the material(s) previously held and oxygen concentration equal to that of ambient air (i.e. approximately 20.8%). To confirm this, oxygen and LEL readings, measured at the top, center, and bottom of the tank shall be taken with a properly calibrated combustible gas indicator (CGI). These readings shall be recorded in the Tank Closure Certification form (see below).

After completion of the required visual inspection and, if applicable, interior atmosphere readings, the tank shall be certified as non-hazardous by a qualified professional. The following professionals, certified or registered in the State of California, are qualified to certify tanks as meeting Title 22 standards for rendering tanks non-hazardous:

- Certified Industrial Hygienist (CIH).
- Certified Safety Professional (CSP).
- Certified Marine Chemist (CMC).
- Professional Engineer (PE) having expertise in the field of closing hazardous substance tanks.

The qualified professional shall prepare a separate Unified Program Consolidated Form (UPCF) Hazardous Waste Tank Closure Certification form to document each tank cleaned and rendered non-hazardous. A copy of the Hazardous Waste Tank Closure Certification form shall accompany each tank to the recycling or disposal facility.

The facility is required to electronically submit the closure information within 30 days of the date of certification via the California Environmental Reporting System (CERS) website.

The following transportation requirements apply to tanks that previously contained flammable or combustible materials.

1. Any cleaned tank on-site, that is intended for transportation off-site and has the potential to generate flammable vapors shall be inerted with a minimum 2.5 pounds of dry ice per each 100 gallons of tank volume (i.e., 22.2 pounds per 1,000 gallons).
2. Before the tank(s) is/are loaded onto the transport vehicle, oxygen and LEL readings, measured at the top, center, and bottom of the tank shall be taken with a properly calibrated CGI meter. Readings shall be less than 10% oxygen or less than 20% LEL.
3. All openings in the tank shall be plugged except for a 1/8" vent.

All cracks, holes, and other damaged sections of the tank(s)/piping shall be plugged. If a release of hazardous material could occur, the tank(s), piping, and appurtenances shall be wrapped in plastic sheeting or another appropriate barrier compatible with and capable of containing a release. If the barrier becomes contaminated, it shall be managed as hazardous waste