Hayward Fire Department
Permit Application

Contractor

☐ I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Sec. 7000 of div. 3 of the Business and professions Code, B&P c) and my license is in full force and effect.

Owner/Builder

☐ I hereby affirm that I am exempt from the Contractor's License Law for the following reason: Sec. 703.5 B&PC. Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance also requires the applicant for such permit to file a signed statement that applicant is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 commencing with Sec. 7000 of Div. 2 of the B&PC) or is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by an applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars. ($500.00)

☐ I, as owner of the property, or my employees with wages as sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, B&PC). The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of providing that he did not build or improve for the purpose of sale.

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project in conformance with Sec. 7044, B&PC. Subject to certain limitations, the Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for each project with a contractor(s) licensed pursuant to the Contractor's License Law.

☐ I am exempt under Sec. ____B&PC for this reason:

_____

Worker's Compensation

☐ I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Workers' Compensation Insurance, or a certified copy thereof (Sec. 38000, Labor Code).
INSURANCE COMPANY _____
POLICY NUMBER _____

☐ Copy is filed with the City.

☐ Certified copy is hereby furnished.

Certificate of Exemption from Workers' Compensation Insurance

This section need not be completed if the permit is for one hundred dollars ($100.00) or less.

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California.

Fire Permit No.: _____
Bldg. Permit No.: _____
Project: _____
Job Address: _____ Apt/Suite _____
City: _____ State: _____ Zip Code: _____
Fee: _____

Description of Proposed Work:

_____
_____
_____
_____
_____
_____
_____

Property Owner: _____
Address: _____ Apt/Suite _____
City: _____ State: _____ Zip Code: _____

Is Owner Applicant? ☐ YES ☐ NO

Applicant : _____
Address: _____ Apt/Suite _____
City: _____ State: _____ Zip Code: _____
Phone: _____ FAX: _____

Contractor's Name: _____
Address _____ Apt/Suite _____
City: _____ State: _____ Zip Code: _____
California License No. / Class: _____
Hayward Business License No.: _____

I certify that I have read this application and state that all information provided is correct. I agree to comply will all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of the City of Hayward to enter upon the job location for inspection purposes

_____ _____
SIGNATURE OF APPLICANT **DATE**

Fire Prevention - Hazardous Materials
777 B. Street, Hayward, California 94541, 510-583-4900 FAX 510-583-3641

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 form (pages 1 and 2) per tank.

_____ One completed Application for a Fire Department Permit.

_____ One check for $1,817.00 payable to the City of Hayward to cover the fee for plan review and inspection (see **Note 1** below).

_____ Copy of Contractor's State License with Hazardous Waste Certificate (see **Note 2** below)

_____ Copy of Contractor's Workers Compensation Insurance Certificate (see **Note 2** below).

_____ Copy of Contractor's City of Hayward Business License (see **Note 2** below). Call the Revenue Office for requirements (510) 583-4600.

_____ Copy of Grading Permit from Engineering/Transportation Division (510) 583-4785 or an exemption from obtaining such permit. (Allow 5 weeks for the processing of a Grading Permit Application.) ***See Appendix*** to Underground Storage Tank Removal Plan for ***exemption requirements***.

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

Scheduling of the tank removal/closure ***is necessary***. Please call to schedule tank removal/closure at least 48 hours in advance at (510) 583-4910 or contact the inspector directly at (510) 583-4961 (Steve Lowe); or (510) 583-4909 (Gloria Arredondo).

NOTE 1: Four hours of inspection time are allotted each removal/closure project. If more time is necessary to complete the project, the contractor will be charged for additional inspector-hours. If only piping will be removed, the plan review and inspection fee is $1,156.00. Two hours will be allotted for removal/closure of piping only.

NOTE 2: If copies of current certificates are already on file with the Fire Department, Contractor need not submit them again.

HAYWARD FIRE DEPARTMENT

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

UNDERGROUND STORAGE TANK REMOVAL/CLOSURE PLAN

This Section For Hazardous Materials Office Use Only

Date Received:_____ Date Reviewed:_____

Permit No.:_____ ( ) Approved ( ) Disapproved

Amount Paid: $_____ ( ) Approved with modifications/conditions

Received By:_____

Reviewer's Comments:_____

_____

Reviewed By:_____

NOTES: 1. *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.*

2. *Attachments 1, 2, 3, and 6 to this Removal/Closure Form contain the guidelines issued by the California Regional Water Quality Control Board – San Francisco Bay Region and the City of Hayward on the removal/closure of underground storage tanks for hazardous substances.*

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. No._____

Expiration Date_____

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). Please have on-site, available for review, a copy of the* ***Health and Safety Plan****. The inspector present may stop all work if 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant's Initials_____

(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) When do you propose to remove/close the tanks?

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 4, "Underground Tank Closure Form Supplement: In-Place Closures." Tanks are 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.

(f) Notification of the Bay Area Air Quality Management District (BAAQMD) is required prior to tank removal activities. 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.

_____

_____

Applicant's Initials_____

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. If necessary, attach a sampling map and a sampling procedure outline.

(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" on page 5. 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

Applicant's Initials_____

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

HYDROCARBON LEAK	SOIL ANALYSIS (SW-846 Method)		WATER ANALYSIS (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 --Optional--*	Total Lead	AA
	Organic Lead	DHS-LUFT	Organic Lead	DHS-LUFT
Unknown Fuel	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			
	Total Lead	AA --Optional--*	Total Lead	AA
	Organic Lead	DHS-LUFT	Organic Lead	DHS-LUFT
Diesel, Jet Fuel, Kerosene, and Fuel/Heating Oil	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			
Chlorinated Solvents	CL HC	8260	CL HC	524.2/624 (8260)
	BTEX	8260 or 8021	BTEX	524.2/624 (8260) or 502.2/602 (8021)
Nonchlorinated Solvents	TPHD	8015M or 8260	TPHD	8015M or 524.2/624 (8260)
	BTEX	8260 or 8021	BTEX	524.2/624 (8260) or 502.2/602 (8021)
Waste, Used, or Unknown Oil	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)
	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			
	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).

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* 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).

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:_____

T:\Departments\Fire\Support Services\FPO\Hazmat\HazMat Shared\Forms-Policies (Approved)\Forms\UST Program

Applicant's Initials ____

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.*

8. WASTE DISPOSAL

NOTES:

1. *Underground tanks and pipes, once removed, are a hazardous waste in California. They must be hauled to a certified waste site on certified trucks, accompanies by a Uniform Hazardous Waste Manifest.*

2. *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.*

3. *Rinsate from underground tanks is also considered hazardous waste and must be handled appropriately.*

4. *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

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

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

_____

Applicant's Initials_____

(c) Contaminated Soil Hauler:_____

Address:_____Phone No._____

Is hauler a California-registered hazardous waste hauler?
( ) Yes ( ) No

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.*

Applicant's Initials_____

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 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 6, 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

Applicant's Initials_____

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 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 inspection shall be documented in writing, with photographs where appropriate.

4. The number of soil samples to be analyzed and their locations are described in Attachment 2. 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.

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 in the Attachment 3 – "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.

Applicant's Initials_____

ATTACHMENT 2

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

Applicant's Initials_____

ATTACHMENT 4

UNDERGROUND TANK CLOSURE FORM SUPPLEMENT
IN-PLACE CLOSURES

FACILITY NAME:_____

FACILITY ADDRESS:_____

FIRE DEPARTMENT PERMIT NUMBER:_____

1. Geological Consultant:_____

   NAME:_____

   ADDRESS:_____

   REGISTRATION NUMBER:_____

   TYPE OF REGISTRATION:_____

2. Attach a letter from a *registered engineer* which states that removal of the tank(s) will impair the structural integrity of the adjacent building.

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.

Applicant's Initials_____

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

COMPLIANCE & ENFORCEMENT DIVISION

Notification Form
Regulation 8
Rule 40

REMOVAL OF UNDERGROUND STORAGE TANKS *OR* TREATMENT OF CONTAMINATED SOIL

SITE OF ACTIVITY

Site Address:	**City & Zip:**	**Site#:**
Specific Location of Project within Address:		
Owner/Operator:		

Check any that apply (400 numbers refer to regulation section requiring reporting):

- ☐ Tank Removal or Replacement ***(401)***
- ☐ Contaminated Soil Excavation and Removal ***(402)***
- ☐ Aeration of Soil < 50 ppmw organic content, but does not meet Section 118 Exemption ***(403)***
- ☐ Section 114 Exempt; Date Pipeline Leak ***Started:*** _____ Vol. Of Soil: _____ ***(403)***
- ☐ Section 115 Exempt; Date Contamination Unrelated to UST Activities ***Discovered:*** _____ ***(405)***

If only Tank Removal is selected, attach results showing soil is not contaminated

CONTRACTOR INFORMATION

Name:	**Site Contact:**	**Phone:**
Address:		

TANK REMOVAL *(Section 401)*

Scheduled Start Date:	**Number and Size of Tank(s):**

Explain Methods of:

Piping drainage or flushing ***(310.1)*** _____

Liquid and sludge removal ***(310.2)*** _____

Vapor removal *(310.3)* **[Check One]** ☐ Water Displacement ☐ Vapor Freeing* ☐ Ventilation*

* Emission controls required for vapor freeing or ventilation if tank size greater than 250 gallons.

COMPLETE INFORMATION BELOW OR ATTACH SAMPLE RESULTS SHOWING SOIL IS UNCONTAMINATED (310.4)

CONTAMINATED SOIL EXCAVATION AND REMOVAL *(Section 402)*

Scheduled Start Date:	**Scheduled Completion Date:**

Purpose of Excavation: _____

Quantity of Soil: _____ **Organic Content & Type:** _____

Methods used to quantify and analyze soil: _____

Method of Stockpile Control *(304-306)*

☐ Water Spray ☐ Covered ☐ Vapor Suppressant (List Material Used): _____

Method of Site Closure *(306)*

☐ Backfilled ☐ Contaminated Soil Removed

☐ Onsite Treatment (Describe): _____ A/C or P/O #: _____

Loaded Trucks Covered? *(306.2)* ☐ Yes ☐ No

AERATION OF SOIL < 50 PPMW ORGANIC CONTENT *(Section 403)*

You must submit a Permit Application and Risk Screening Analysis *(Forms will be sent to you)*

FOR BAAQMD USE ONLY

Fax/PM Date:	By:	Disp to I#:	Area:	Date:	By:
Inv Req Date:	By:	Fwd to Supv.		Date:	By:

See Page Two to Complete This Form

OTHER PUBLIC AGENCY CONTACTED (Fire District, Hazardous Materials, City or County)?	
Agency Name:	Contact Name:
Address:	Phone:

EMERGENCY REMOVAL ORDER APPLICABLE?	
Agency Name:	Contact Name:
Address:	Phone:

GENERAL INFORMATION

- This notification form shall be used to notify the BAAQMD of any projects subject to the reporting requirements in Regulation 8, Rule 40, Sections 401 through 405. Notifications may be faxed to (415) 928-0338 or mailed to the address listed at the bottom of this form.
- An invoice for payment will be sent to the person listed under "Contractor Information" as the person responsible, unless the project is exempt from fee payment (see next item).
- See "Frequently Asked Questions" (FAQ) for definition of projects, change procedures, permit requirements, emergency conditions, project exemptions, and fee exemptions. For any questions not answered in the FAQ, contact the Compliance Assistance Counselor at (415) 749-4999.

INSTRUCTIONS

- **SITE OF ACTIVITY:** Give the site street address and indicate if it has any existing BAAQMD site number, for either a plant or GDF. Identify the specific project location if the site contains more than one building. Indicate all applicable activity types by checking appropriate boxes. For reporting requirements under Sections 401 through 403, additional information is required, as below.
- **CONTRACTOR INFORMATION:** Identify the contractor that is responsible for performing the work at the site location listed. This contractor is also responsible for payment of the applicable notification fee, if the project is not exempt.
- **SECTION 401 - TANK REMOVAL/REPLACEMENT:** All soils disturbed and/or excavated as part of the tank removal shall be subject to the requirements of Sections 304 through 306, unless the soil has been determined not to be contaminated by measurement of organic content using the procedures in Sections 601 and 602. Complete requirements for Section 402 or submit sample results showing that the soil is not contaminated.
- **SECTION 402 - CONTAMINATED SOIL EXCAVATION AND REMOVAL:**
  - Be as accurate as possible for the Scheduled Start and Completion Dates. Specific requirements apply for excavation projects triggered within either 45 or 90 days (Reg. 8-40-306.4) and Authority to Construct requirements for projects lasting longer than three months (Reg. 2-1-128.16).
  - If a vapor suppressant is used, attach a product data sheet or MSDS.
  - If Method of Site Closure used is Onsite Treatment, describe specific method, (e.g., bioremediation, vapor extraction, air sparging, thermal desorption, etc.).
  - If Onsite Treatment is used, indicate whether an Authority to Construct was obtained by providing the Application No. or attach copy of BAAQMD Certification of Exemption.
- **SECTION 403 – AERATION OF SOIL < 50 PPMW ORGANIC CONTENT:** Section 301 exempts from control the aeration of soil containing less than 50 ppmw of organic compounds, but Section 403 still requires reporting of **ANY** soil aeration. If such a project does not meet the exemption criteria of Section 118, then a Permit Application and Risk Screening Analysis must be submitted.
- **EMERGENCY REMOVAL INFORMATION (IF APPLICABLE):** The rule defines an emergency tank removal or excavation of contaminated soil as "carried out pursuant to an order of a state or local government agency issued because the contaminated soil poses an imminent threat to public health and safety." If the project(s) meet this definition, then identify the agency that issued the order. Under Section 402 requirements, on line two, identify the purpose as indicated in the order.

ATTACHMENT 6

ADDITIONAL REQUIREMENTS

1. Call for an inspection a minimum of **48 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 $108.00 per hour in excess of four (4) hours will be assessed. The charge will be $148.00 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 ($108 or $148).

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. A site-specific Health and Safety Plan should be on site on the day the tanks are to be removed, and available for inspection by the Hazardous Materials Investigator.

4. All tanks and connecting lines must be emptied of product.

5. Provide minimum rated 20 BC fire extinguisher at tank site.

6. Disconnect piping and all openings, except vent pipe.

7. Render tanks inert with ~~1.5~~ 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 removal.

8. Prohibit welding, smoking and ignition source at tank site; post "No Smoking" signs.

9. Remove pipelines and cap openings.

10. 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.)

11. Load tank on highway carrier, positioning the pressure relief hole at the top of the tank.

12. 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," ***AND*** a "Hazardous Substance Removal and Remedial Action" Certification.

    b. City of Hayward Business License Number.

    c. Certificate of Workers' Compensation Insurance.

13. If during initial work, prior to the arrival of the Fire Department, contamination is discovered, contact the Fire Department immediately.

14. 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.

15. 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," and Attachment 2 – "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.

16. Personnel will not be allowed to enter unshored excavations for any purpose, nor enter any contaminated excavation without adequate protective equipment (as determined by 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).

17. 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

Applicant's Initials _____

- 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 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.

18. ***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.

Applicant's Initials _____

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	