SANTA CLARA FIRE DEPARTMENT
DIVISION OF FIRE PREVENTION
1675 LINCOLN STREET
SANTA CLARA, CALIFORNIA 95050
(408) 615-4970 Schedule Inspection Appointments
(408) 615-4987 Code Requirement Information

Hazardous Materials Closure Plan
(Partial or Complete Business Closure)

REQUIRED at time of submittal: **Payment of fees, two completed copies** of this application, **including a short cover letter** describing the work you plan to do, timing for the project and **a site plan**. Include a description of the size and type of facility to be closed. Indicate the nearest cross streets and adjacent buildings. Indicate the chemicals used, the processes involved, equipment piping, ductwork, tanks, etc., to be removed, and structural modifications, repairs or resurfacing to be conducted.

A SITE REVIEW INSPECTION WILL BE SCHEDULED AT THE TIME OF APPLICATION

Facility Address:		(For office use Only) Fire Permit #: **FIR -**
Facility Name:		Permit Type: **HMC/**
Contact Person:	Phone Number:	Station #:
Closure Type: ☐ Complete Facility ☐ Partial Facility		Date:
Proposed Date of Closure:		Permit Fee:
If partial closure, specify Name and Location of Closed Area(s):		Check #:

Property Owner Information

Property Owner's Name:		Phone Number: ( )
Street Address:	City:	State: Zip:
Name of Property Owner's Representative:		Has Owner Been Notified of Closure: ☐ Yes ☐ No

Closure Contractor Information

Closure Contractor Name:		Phone Number: ( )
Street Address:	City:	State: Zip:
Contact Person:		Phone Number: ( )
Santa Clara Business License Number:		Date of Expiration:

Applicant Information

Company / Person Paying for Permit:	Phone Number: ( )
Address:	Contact Person:
City:	State: Zip:

Sampling and Sample Analysis Information

Name of Firm That Will Take Samples, If Necessary:	Phone Number: ( )
Name of Laboratory That Will Analyze Samples, If Necessary: (California EPA Certified)	Phone Number: ( )

Hazardous Materials or Waste Disposition

Disposition of Hazardous Materials or Waste at Site: ☐ Intended Reuse ☐ Shipped Offsite (Hazardous Waste Hauler) ☐ Other Method of Disposal (Provide Description Below)		
Name of Hazardous Waste Hauler:	Permit Number:	Phone Number: ( )

Other Agency Submittals

Was a Closure Plan Submitted to Any Other Agency? ☐ Yes ☐ No	If Yes, Name of Agency:	
Street Address:	City:	State: Zip:
Contact Person:		Phone Number: ( )

Fire Department Fees
(Payable at time of submittal)

Hazardous Materials Closure Plan for Facilities that handle, use and/or store hazardous materials in quantities that exceed the maximum allowable quantities per control area as listed in Tables 2703.1.1(1), 2703.1.1(2), 2703.1.1(3) and 2703.1.1(4). **H-Occupancies.**	Number of Buildings ( ) X	$839.00 Per Building	=
Hazardous Materials Closure Plan for Facilities that handle, use and/or store hazardous materials in quantities that exceed the quantities listed in Table 105.6.8 and 105.6.20 of the Santa Clara Municipal Fire and Environmental Code and less than the maximum allowable quantities as listed in Tables 2703.1.1(1), 2703.1.1(2), 2703.1.1(3) and 2703.1.1(4). **Non-H-Occupancies**	Number of Buildings ( ) X	$488.00 Per Building	=
Businesses that handle, store and/or use hazardous materials in quantities less than the quantities listed in Table 105-C of the Santa Clara Municipal Fire and Environmental Code and are required to be permitted for hazardous waste shall provide documentation (waste manifests) to the Santa Clara Fire Department that demonstrates the proper disposal of all hazardous waste and materials associated with the business.			
Total Fire Department Fee: Make Checks Payable to Santa Clara Fire Department			=

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to the closure of the facility and disposal of hazardous waste and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.	
Signature of Applicant:	Date:

SCOPE

This document summarizes the Fire and Life Safety requirements for the closure of facilities that used, stored or handled hazardous materials in excess of the quantities specified in the 2000 Uniform Fire Code (UFC), Section 105 and as amended in the Santa Clara Municipal Fire and Environmental Code. The closure plan shall demonstrate that hazardous materials that were stored, dispensed, handled or used in the facility, have been transported, disposed of or reused in a manner that eliminates the need for further maintenance and minimizes any threat to public health and safety. All of these requirements shall be completed before final approval of the closure.

CLOSURE PROCEDURES

1. At the time of application a Site Review inspection will be scheduled. See plan review comments for additional inspection requirements. The closure plan will not be finaled until all requirements have been completed.

2. Hazardous materials piping shall be removed. Prior to removal, underground product piping should be tested to determine piping integrity. Testing methods shall conform to the Uniform Plumbing Code or be approved in advance by the Fire Marshal, (e.g., 24-hour hydrostatic test, air pressure test, etc.) <u>If integrity testing is not performed, then soil samples shall be taken at 20-foot intervals along the length of piping.</u> For long pipe runs, where there is no sign of contamination, up to three separate samples may be composited.

3. Verify that all tanks, vessels, process equipment, piping, etc., are emptied of product and vapors <u>prior to removal</u>. Provide proof of proper disposal. (Fuel tank removals require a <u>separate</u> fire permit.)

4. Surface, soil or groundwater samples are often required. Justification should be submitted with the closure plan to support requests to not take these samples.

5. When samples are required, a report shall be submitted to the Fire Department prior to closure that includes:
    a. Copies of laboratory test results from a certified lab. Provide level of detection. State limits listed as acceptable by California EPA.
    b. Sample locations and depths on a site plan.
    c. Sample collection and handling procedures.
    d. Laboratory test procedures used, including appropriate quality control/quality assurance data.
    e. Any comments concerning contamination of the site.
    f. **<u>Completed</u>** chain of custody form.

6. Submit appropriate amendments to the Hazardous Materials Business Plan, if applicable.

7. If a groundwater-monitoring well is being abandoned, you must obtain a permit from the Santa Clara Valley Water District, prior to the Fire Department closure; call (408) 265-2600.

8. If contamination of the soil or groundwater is present, a remedial action report shall be submitted to the Santa Clara County Health Department, Regional Water Quality Control Board or California EPA, as appropriate, with a projected completion date.

9. A new owner or operator of the property may take responsibility for hazardous materials and equipment being transferred as long as the necessary knowledge, resources, a plan of action and a letter signed by the new owner or operator accepting responsibility for the hazardous materials are presented to the Fire Department before transfer.

10. Confirmation of compliance to all items in the approved closure plan shall be presented before closure plan will be finaled. Include laboratory results, manifests, bills of sale (for equipment and virgin chemicals), etc.

For assistance call: **Chemical issues: (408) 615-4960 and ask to speak with a Chemist or**
Fire Prevention issues: (408) 615-4987 and speak with a Fire Prevention Specialist