Santa Clara Fire Department

Hazardous Materials
Closure Plans

PURPOSE

The 2010 Edition of the California Fire Code, Section 2701.6.3 requires businesses that use, handle or store hazardous materials in quantities requiring a fire permit to file a Hazardous Materials Closure Plan with the Santa Clara Fire Department 30 days prior to closing the facility.

The Hazardous Materials Closure Plan shall demonstrate that hazardous materials which are stored, dispensed, handled or used in the facility will be transported, disposed of or reused in a manner that eliminates the need for further maintenance and any threat to public health and safety.

SCOPE

This guideline 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 2010 International Fire Code (IFC), Section 105 and as amended in the Santa Clara Municipal Fire and Environmental Code (SCMFEC).

Facilities that treat hazardous waste under permit by rule or conditional authorization are also required to submit a Hazardous Materials Closure Plan with the Santa Clara Fire Department for each treatment unit being closed. The closure plans for treatment units are separate plans and may not be combined with facility closure plans.

Please Note: Businesses that handle, store and/or use hazardous materials in quantities less than the quantities listed in Table 105-C of the SCMFEC 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.

SUBMITTAL REQUIREMENTS

1. **GENERAL:**

   A. Hazardous Materials Closure Plans shall be submitted to SCFD for review.

   B. Submit a site plan. Site plan shall be legible, scaled to nationally recognized standards, and blue or black lined.

   C. Submit two completed copies of the SCFD Permit Application for the Hazardous materials Closure Plan, which can be obtained at the Fire Marshal's Officer which is located at 1675 Lincoln Street, Santa Clara of on the City of Santa Clara website at www.santaclaraca.gov.

   D. Submit appropriate fees according to the following:

      i. 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) of the 2010 California Fire Code. **H-Occupancies: Please reference SCFD Plan Check Fees document.**

Office of The Fire Marshal ▪ 1675 Lincoln St ▪ Santa Clara, CA 95050 ▪ Tel: (408) 615-4970 ▪ Fax: (408) 241-3006
Hazardous Materials Division ▪ Tel: (408) 615-4960 ▪ Fax: (408) 241-3006

ii. 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) of the 2010 California Fire Code. **Non-H-Occupancies: Please reference SCFD Plan Check Fees document.**

iii. Submit a cover letter that includes the following information:

iv. The scope of the hazardous materials closure plan;

v. A timeline for the closure;

vi. Describe the disposition of any hazardous materials or waste on site (Intended Reuse, Shipped offsite or other method of disposal).

vii. If materials were shipped offsite provide the following:

a. Name of the Hazardous Waste Hauler;

b. Hazardous Waste Hauler's State Permit Number.

c. Hazardous Waste Hauler's phone number.

viii. If another method of disposal was used for the disposal of hazardous material or waste, provide a description of the method used.

ix. If you intend to conduct environmental sampling (The Fire Department may require samples to be taken as a result of the site review inspection), provide the following information:

a. Name of the firm that will take the samples and their phone number.

b. Name of the California Environmental protection Agency Certified Laboratory that will analyze the samples and their phone number.

x. If you intend to submit this closure plan to another agency, submit the follow for each agency:

a. Name of Agency;

b. Address;

c. Contact Person's Name and phone number.

E. Submittals may be mailed or hand delivered to Santa Clara Fire Department, Division of Fire Prevention at 1675 Lincoln Street, Santa Clara, CA 95050. All fees must be paid at the time of plan submittal.

F. Hazardous Material Closure Plans not conforming to these minimum requirements will be returned as incomplete and will delay the approval process.

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 receive final approval 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.) If integrity testing is not performed, then soil samples shall be taken at 20-foot intervals along the length of piping. 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 prior to removal. Provide proof of proper disposal. (Fuel tank removals require a separate 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. **Completed** 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 receives final approval. Include laboratory results, manifests, bills of sale (for equipment and virgin chemicals), etc.

SCHEDULING INSPECTIONS

1. Inspection appointments can only be made by the permit applicant or listed contractor.
2. It is the responsibility of the permit applicant or listed contractor to have a representative on the job site during the inspection with a set of approved plans. Failure to do so will result in the cancellation of the inspection and an assessment of a re-inspection fee will be assessed.
3. Call (408) 615-4970 at least one business day prior to the desired date of the inspection. Inspections are assigned on a first come first served basis. The inspection request line is open Monday through Friday between 8:00 a.m. and 5:00 p.m.

APPROVAL OF HAZARDOUS MATERIALS CLOSURE PLANS

Hazardous Material Closure Plans will only be deemed approved after all work prescribed by the Santa Clara Fire Department is satisfactorily completed and the permit card is signed. Approval will only be granted after a review of all analyses done on samples that are taken as part of the closure plan.

SMART PERMIT INFORMATION SYSTEM

The City of Santa Clara offers you the opportunity to check the status of you fire permits on-line. To access the Smart Permit Information System please log onto the system at:

http://santaclaraca.gov/index.aspx?page=1015

You can search the system using your Case Number (Permit number: FIR2008-00001), Project Name, Applicant Name or the address of the project.