

CLOSURE GUIDELINES FOR ABOVEGROUND HAZARDOUS MATERIALS STORAGE FACILITIES

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

A. General Information

A facility closure plan demonstrates that hazardous materials at a closed facility have been transported, disposed of, or reused in a manner which eliminates the need for further maintenance and any threat to public health and safety or the environment. This document summarizes the requirements for closure of facilities where hazardous materials have been used, stored, or handled. *(Note: Remodels or partial facility closures may require submittal of elements of a Closure Plan.)*

1. A closure permit and payment of appropriate fees may be required for the closure of any storage system which has previously contained any hazardous material. Please contact your local agency regarding applicable closure fees.
2. A completed Closure Application for Aboveground Hazardous Materials Storage Facilities (Closure Application) must be submitted to the appropriate local agency at least 30 days prior to the start of closure activities. *(Note: Closure permits expire six months after local agency approval of the Closure Application.)*
3. A facility closure which includes underground storage tanks must also include an Underground Storage Tank System Closure Permit Application/Closure Plan.
4. A facility closure which includes aboveground storage tanks (any container equal to or greater than sixty gallons in capacity) may require additional submittals. Please contact your local agency for details.
5. Please note that local agency requirements (e.g. inspections which may be required, etc.) will be specified in the "Comments" section at the bottom of the approved Closure Application. If inspections are required please schedule them at least 48 hours in advance.
6. If a groundwater monitoring well is to be closed or destroyed, you must obtain a permit from the Santa Clara Valley Water District [phone no. (408) 927-0710].
7. Additional permits (e.g. demolition permits, electrical permits, plumbing permits, etc.) may be required by the Building Department or other state or federal agencies.

B. Submittals

The following must be submitted to the local agency before final closure sign-off:

- A completed Closure Application;
- A Closure Plan (if required), along with applicable fees;
- A Post Closure Report (if required), along with applicable supporting documentation.

C. Closure Plan Requirements

When required by the local agency, a Closure Plan would include but not be limited to:

- A schedule indicating projected start and completion dates;
- A description of the size and type of equipment being closed, and the proposed final disposition. (*Note: Equipment includes concrete, piping, duct work, tanks, and all other aboveground hazardous materials storage systems/areas*);
- A site plan showing the location of the equipment or area being closed. Include all piping and ducting to be removed;
- A list of the types of chemicals previously used or stored in the area to be closed (e.g. the facility's Hazardous Materials Inventory Statements, etc.);
- The procedures proposed to be used for decontamination of the facility and equipment (if required) and the proposed method of disposal for all hazardous wastes generated from cleaning operations. Decontamination procedures may include steam cleaning, rinsing, dismantling and removal of contaminated structural and non-structural portions of the building, etc. (*Note: Contact the local Building Department regarding their requirements*);
- A brief description of how all hazardous materials will be removed or properly disposed of in a manner which complies with all state and federal laws. A new owner/operator may take responsibility for the hazardous materials as long as documentation is submitted which indicates acceptance of responsibility by the new owner/operator;
- A description of the proposed sampling program (if required) including sample locations, constituents to be analyzed for, and test methods to be employed). Samples must be analyzed by laboratories certified by the State of California to perform the applicable test methods. (*Note: Sampling may be required by the local agency if contamination is suspected. An inspector from the local agency must be present at the time of any sampling unless prior arrangements have been made with the local agency.*);

D. Post-Closure Report Requirements

When required by the local agency, a Post-Closure Report would include but not be limited to:

- Documentation confirming compliance with all items in the approved Closure Plan;
- Confirmation of disposition of all hazardous materials, including virgin and waste products, through submittal of copies of bills of lading, bills of sale, TSDF-signed copies of hazardous waste manifests, etc.;
- For any sampling performed, copies of:
 1. Laboratory test results, including quality control/quality assurance data;
 2. Completed sample chains-of-custody;
 3. A site plan showing sample locations and, if applicable, depths;
 4. A written description of sample collection and handling procedures;