

LOS ANGELES FIRE DEPARTMENT



UNDERGROUND STORAGE TANK PROGRAM REPORT SUBMITTALS - GENERAL CRITERIA

A. Report Descriptions

Submittals document various phases in the identification and cleanup of a contaminated site. Each submittal should be titled with one of the following names AND the Division 5 Permit number from which it is generated (Permit # can be found in the center, first line of your permit). Reports titled with names not included in the following list may be returned unread:

- **“Soils Report”** - A report summarizing the laboratory results for testing of soil samples taken at a site during Division 5 permitted work for: Tank Abandonment, or Add To/ Alter work performed on any part of an Underground Storage Tank (UST) system.
- **“Community Health and Safety Plan”** - A report required by the California Occupational Safety and Health Administration (CALOSHA) covering all hazardous conditions and required protective equipment for assessment, remediation, and inspection at a site.
- **“Work Plan for Site Assessment”** - A plan for work to be completed to determine the vertical and horizontal extent of contamination at a site and the physical properties of the earth materials/groundwater in which it occurs.
- **“Site Assessment Report”** - A report documenting activities from approved Work Plan for Site Assessment which have been performed to determine the extent of contamination at a site, and characterize the subsurface materials.
- **“Remedial Action Plan”** - A plan for work to be completed to achieve the cleanup of site contamination. This plan must be submitted as a separate document from the Site Assessment.
- **“Quarterly Progress/Monitoring Report”** - A report documenting all activities that have taken place during a three month period (these reports are required when remedial activities continue for a time period longer than three months or when groundwater has been encountered).
- **“Remedial Action/Final Closure Report”** - A report documenting corrective activities which have been performed to remove the contamination from a site.
- **“Additional Requirements: (INSERT REPORT NAME AND ASSOCIATED PERMIT NUMBER)”** - A report, frequently a letter, submitted to satisfy deficiencies or discrepancies identified by the Unit’s review of a previous submittal (responses must address each question in the Unit’s review in an item-by-item format).
- **“No Further Action Letter Request”** – A letter or report requesting “No Further Action” by LAFD which was not generated by Division 5 permit work (Will be charged \$242 fee for services).

B. General Requirements

• **Unauthorized releases**

- 1) The owner or operator of the UST must notify the Los Angeles Fire Department within 24 hours of the detection of the unauthorized release
- 2) The owner or operator must take immediate measures to stop the release and remove any remaining substances from the UST

• **Names and addresses**

All submittals must clearly identify the **names and addresses of the site, the Responsible Party and the current property owner(s)**.

• The title page must contain the **associated Division 5 Permit Number**

• **Two copies** (double sided whenever possible) of each document must be submitted if groundwater contamination is suspected. If not, then only one copy is required.

• **Technical submittals must contain a wet ink signature in blue ink and seal** (including expiration date) by one of the following California licensed professionals:

- 1) Professional Civil Engineer (PE)
- 2) Professional Geologist (PG)
- 3) Certified Engineering Geologist (CEG)
- 4) Certified Hydrogeologist (CHG)
- 5) Professional Petroleum Engineer (PPE)

• **All work must be performed under the direct supervision of a PE, PG, CEG, CHG or PPE.**

A statement is required in the report indicating that the licensed professional in responsible charge supervised or personally conducted all work associated with the project within the purview of the professional as defined in the Professional Engineers Act or the Registered Geologists Act of the California Code of Regulations

• Reports shall contain **conclusions and recommendations** based on the submitted data and documented analyses (clearly state any assumptions and interpretations made to analyze the data)

• **Critical figures and tables** must be submitted in each report to justify the conclusions and recommendations, if any, set forth in the report

• **Workplans must be approved by the Unit** prior to conducting the work, unless a response is not received from the Unit within 60 days of submittal

• **The Unit must be notified 72 hours** prior to commencing any significant investigation, assessment, or remediation activities on-site (all attempts should be made to notify the Unit with respect to last minute changes)

• A **Community Health and Safety Plan** must be submitted prior to conducting any field work and must be available at the site

• Deviations from these Guidelines may be acceptable provided the alternative procedures are approved by the Unit as being equivalent to the standard provisions of the Guidelines

C. Streamlining the Submittal Process

In accordance with United States Environmental Protection Agency (EPA) directives to streamline the regulatory review (oversight) process, the following changes in the report submitting procedures have been adopted by the Unit effective with the issuance of the current Guidelines:

- **Submit an electronic copy of reports**, with the printed copy, on compact disc (CD). The format must be in Adobe Acrobat (.pdf).
- Upon notification, a **Work Plan for Site Assessment** which completely defines the extent of contamination must be submitted.
- Upon completion of site assessment, a **Site Assessment Report** shall be submitted, and if needed, a separate **Remedial Action Plan**.
- The **Remedial Action Plan** must describe in detail the proposed cleanup method.
- Upon completion of site remediation, a **Remedial Action/Final Closure Report** must be submitted.
- Unless directed otherwise by the Project Inspector/Engineer, **Quarterly Progress / Monitoring reports** are required when site assessment or remedial activities take longer than three months or groundwater is encountered.
- Protocol and procedures for all work must be specified and follow the report descriptions and requirements in these guidelines.

D. Mailing Address

All correspondence should be submitted to the following address:

City of Los Angeles Fire Department, UST Unit
200 N. Main St., Rm. 1700, Los Angeles, CA 90012

Correspondence should also include the Project Inspector/Engineer's name if it is known. Information submitted by facsimile (FAX) must be followed up with printed documents as soon as possible.

If you require additional information from the Los Angeles Fire Department, Please contact the Environmental Unit Plan Check at 213-482-7115.□