

# LOS ANGELES FIRE DEPARTMENT



## UNDERGROUND STORAGE TANK PROGRAM SITE ASSESSMENT WORK PLAN REQUIREMENTS

A work plan (proposal) must be submitted and approved prior to conducting any site assessment activities; the Responsible Party shall modify the work plan, as necessary, at the direction of the Los Angeles Fire Department (LAFD), pursuant to Article 11, Section 2722 (c) and (d) of the California Code of Regulations, July, 2001, and Division 31 of the City of Los Angeles Fire Code, 1998 Edition. The work plan must describe all activities to be undertaken and appropriate protocols to be used. All reported data shall be properly referenced as applicable. All analytical results shall be tabulated by sampling point name and number and presented in chronological order.

A work plan must contain a **wet ink signature in blue ink and a seal** indicating expiration date of one of the following California licensed professionals:

- Professional Civil Engineer (PE)
- Professional Geologist (PG)
- Certified Engineering Geologist (CEG)
- Certified Hydrogeologist (CHG)
- Professional Petroleum Engineer (PPE)

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

### **A. Site Information**

1. Name and address of the site and Responsible Party.
2. Name and telephone number of the appropriate contact person.
3. LAFD case number.
4. Complete mailing list of all record fee title owners and written certification that the landowner notification requirement has been met.

### **B. Site History**

1. Current and previous type(s) of business activities on site.
2. Hazardous material(s) spill/release history at the site.
3. Location, capacity, content, and construction material of existing and removed tank systems.

4. Current site conditions including summary of all previous site investigations, soil vapor study, remedial actions, etc.

### **C. Maps**

1. Site Map to include the following:
  - The location of all tanks (past and present) with associated product piping; chemical storage and processing areas; and transfer/drain lines.
  - The location of all previous sampling points, borings, and monitoring wells.
  - The location of surface and subsurface features and structures (buildings, pump islands, and planters).
  - The location of utilities (sewer, water, gas and power lines).
  - Tank excavations (past, existing, and proposed).
  - The location of proposed sampling points, borings, trenches, and monitoring wells.
  - Scale, legend, date, and compass direction.
2. Vicinity Map to include the following:
  - An index map showing the regional area and site boundaries. U.S. Geological Survey topographic map or a street guide map is recommended.
  - The location of geographic features (surface waters, water wells, schools, and hospitals).
  - The location of topographic features (depressions, slopes, cliffs, etc.)
  - Scale, legend, date, and compass direction.

### **D. Regional and Site-Specific Geology**

1. Describe lithology of soil and any bedrock formations using the United Soil Classification System.
2. Include color, grain distribution, and general characteristics of the subsurface soil and/or bedrock.

### **E. Regional and Site-Specific Hydrogeology**

1. Indicate both the current depth to shallowest groundwater and the historic high groundwater level. If LAC DWP Hydraulic/Water Conservation Division records are used, indicate the depth of the well and screening interval.
2. Provide groundwater basin information including known and potential beneficial uses.

### **F. Description of Proposed Work**

1. Provide a brief summary of the objectives of the proposed site assessment activities and demonstrate how these goals will be accomplished through the proposed activities.

2. Provide a sampling and analysis plan including the locations and number of samples to be obtained and analyzed, type(s) of drilling and sampling equipment, soil and/or groundwater sampling procedures, and sample collection and field handling protocol.
3. Indicate the analytical methods to be performed on the soil and/or groundwater samples collected.
4. Include equipment decontamination procedures.
5. Include waste disposal procedures.

### **G. Schedule of Proposed Work**

Provide a detailed schedule for implementation and completion of proposed work.

### **H. Interim Remedial Actions**

1. Treatment system design, type of equipment, and operation specifications.
2. Description of monitoring method and schedule to evaluate system effectiveness and to ensure receptors are protected.
3. Remedial waste determination and management of remedial wastes.
4. Verification sampling plan.

### **I. Community Health and Safety Plan**

LAFD has the responsibility to promote a safe and healthy environment for the public in areas where soils and other materials contaminated with hazardous substances are excavated, removed, or handled. It is the legal responsibility of property owners, RPs, contractors, and consultants to conduct all on-site activities so as not to create public health and safety hazards or nuisances. Every precaution must be taken to prevent impacts to the surrounding community. RPs (and their consultants and contractors) are expected to comply with applicable fire, health and safety, building, and construction laws and regulations.

To promote public health and safety, corrective actions must be performed in accordance with a site-specific Community Health and Safety Plan (Plan) that has been approved by LAFD. A Plan must be submitted as part of any work plan.

The primary objective of the Plan is to promote a safe and healthy environment for the public by:

- Minimizing community exposures to hazards from site activities and/or releases which may migrate off-site, and
- Assuring community awareness.

The Plan should be developed in close coordination with the RPs. All persons conducting on-site activities should be familiar with the content and responsibilities described in the Plan. The community (or public) refers to anyone who is not an RP

for the release and/or is not conducting specific activities relative to the site investigation or remediation.

Please be advised that LAFD has no authority to regulate worker health and safety. While there are similarities between a "worker health and safety plan" and a Community Health and Safety Plan, one should not be substituted for the other, and both should be kept separate. Do not submit "worker health and safety plans" to LAFD. They are not required by LAFD and will not be reviewed by LAFD.

A Plan should adequately address the following topics. If any of the following informational requirements are not relevant to the work being proposed, please state that fact clearly in the Plan. While this section discusses a Plan as though it were a stand-alone document, it may actually be incorporated into a work plan, depending on the scope of work performed.

1. Evaluation of potential public health hazards and exposure pathways.
2. Site monitoring protocol and equipment.
3. Administrative and/or engineering controls to prevent or minimize public exposure to chemical and physical hazards:
  - Site security
  - Vapors
  - Dust
  - Noise
  - Open excavations
  - Stockpiled soil.
4. Site Safety Manager: name and 24-hour emergency telephone number.
5. Emergency planning.
6. Public notification program.

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