



City of Anaheim
Fire Department
Fire Prevention Bureau



Specifications and Requirements

Subject: HAZARDOUS SUBSTANCE FACILITY CLOSURE GUIDELINES

References: California Fire Code, 2007 Edition; California Health & Safety Code, Chapter 6.5 and 6.95; California Code of Regulations, Title 19 and Title 22, Division 4.5

These guidelines are applicable to all facilities within the City of Anaheim that, at any time, were required to submit a Hazardous Materials Business Plan (Contingency Plan). These guidelines will ensure hazardous substances are safely handled and disposed of prior to the permanent cessation of business operations.

Obtaining a Permit

A permit must be obtained from the Anaheim Fire Department prior to the start of closure activities and is issued after the Facility Closure Work Plan is approved. Failure to obtain the permit or abide by these guidelines may result in an enforcement action brought by this agency under the authority of Anaheim Municipal Code, Section 6.11.080.

To obtain a permit, submit the following to the Anaheim Fire Department, Hazardous Materials Section (HMS) located at 201 S. Anaheim Blvd., #300, Anaheim, CA 92805:

1. Permit Application
2. Appropriate Permit Fee
3. Facility Closure Work Plan

Procedures

1. The Permit Application, Permit Fee and Facility Closure Work Plan must be submitted at least thirty (30) days prior to the commencement of any covered closure activities.
2. The Facility Closure Work Plan shall include:
 - a. Business name and address
 - b. Facility contact person's name and phone number
 - c. A detailed description of the type of facility, previous uses, types and total quantities of all hazardous substances, number and capacity of all tanks and containers, description of waste treatment unit and previous spill history.
 - d. A site map showing the location of the facility in relation to the immediate surrounding community and sensitive receptors, i.e., hospitals, day-care centers, schools, parks, environmentally sensitive areas and storm drain access points.
 - e. A complete list of all equipment to be removed from the facility and the proposed final disposition. For the purpose of this closure, equipment shall include: concrete, piping, ducts, tanks, sumps, clarifiers, treatment units and all other equipment associated with hazardous substances.
 - f. The procedures used for decontamination of the facility and the method of disposal for all contaminated by-products of the cleaning operation. Decontamination procedures may include, but are not limited to, pressure wash cleaning of floors, and dismantling and removal of contaminated structural and non-structural portions of the building. The Anaheim Building Division must approve any work done to the structure itself.
 - g. A list of laboratory analysis methods, with respective sampling procedures, and the name of the laboratory to be used for the determination of the presence or absence of contamination.
 - h. If the plan is for a partial closure, than an amended Hazardous Materials Business Plan must be included. If full closure is to be performed, then submission of a copy of the current plan with the Chemical Inventory pages "delete" box marked at the top.
 - i. Additional permits may be required from various regulatory agencies and must be identified in the closure plan.
 - j. A statement from the building owner confirming that all fire alarm and suppression systems will be maintained in compliance with applicable requirements.

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3. A Hazardous Materials Specialist will review the work plan, issue the permit and perform on-site inspection(s) to confirm compliance with this procedure. Please schedule inspections at least 48-hours in advance. A Correction Notice will be issued for any unsatisfactory items or deficiencies in the work plan.
4. A post-closure report shall be submitted to the HMS within thirty (30) days after completion of the closure activities. The Specialist will review this report that must include all of the following:
 - a. Confirmation of adherence to all items included in the approved Facility Closure Work Plan. If any modifications occurred during the closure operations, a detailed explanation must be provided.
 - b. Analytical laboratory results for all sampling performed.
 - c. Proof of proper disposition of all product and waste hazardous substances with photocopies of shipping papers, sales receipts, disposal certificates, hazardous waste manifests, etc.
 - d. Request for release of Financial Assurance mechanism (Tiered Permitting PBR and CA units only).
 - e. Recommendation addressing whether further work is required or that closure is complete and no additional activities are necessary.
5. The Specialist issues the letter of completion of closure activities (including release of Financial Assurance mechanism, if applicable).

For further information regarding these requirements contact: Hazardous Materials Section at (714) 765-4040 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.