

Appendix C

Voluntary Assistance Program

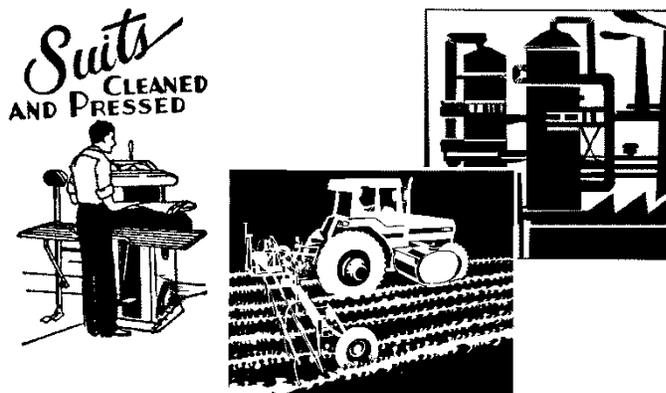
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County of San Diego
DEPARTMENT OF ENVIRONMENTAL HEALTH
LAND AND WATER QUALITY DIVISION
SITE ASSESSMENT AND MITIGATION PROGRAM



Voluntary Assistance Program



A Voluntary Approach for Resolution of Environmental Contamination Problems

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http://www.sandiegocounty.gov/content/sdc/deh/lwqd/sam_voluntary_assistance_program.html

County of San Diego
Department of Environmental Health
P.O. Box 129261
San Diego, CA 92112-9261

Program Overview

The Voluntary Assistance Program (VAP) provides staff consultation, project oversight, and technical and environmental report evaluation on projects pertaining to properties suspected or known to be contaminated with hazardous substances. The Department of Environmental Health (DEH) utilizes its experience and knowledge of environmental assessment, cleanup, and risk evaluation to facilitate the rapid and cost-effective resolution of soil and groundwater contamination problems.

Assistance is customized to meet the needs of the applicant. If a "No Further Action" letter or "Concurrence" letter is desired, the technical information, findings and recommendations in the reports submitted must demonstrate that human health and the environment are adequately protected.

Examples of Review Projects

- Property Phase I and Phase II reports for lenders and potential buyers;
- Phase II environmental assessment work-plans, prior to initiating work;
- Planning/Building Department requirements for review of potential contamination impact;
- Release of cleaning solvents from dry cleaning operations;
- Cleanup of fuel, waste oil, and other chemical spills;
- Conversion of gas stations to retail facilities (petroleum contamination); and
- Conversion of agricultural to residential land-use (pesticide concerns).

Brownfields

US-EPA defines Brownfields as abandoned, idled, or underused industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived hazardous chemical contamination. DEH provides regulatory overview and/or third party concurrence for Brownfield activities.

Site Designation Process

Some environmental cleanup projects can involve multiple sites overseen by several regulatory agencies. The CAL-EPA Site Designation Process allows one agency to act as the administering agency for the entire project, with the ability to issue a Certificate of Completion. DEH can serve as the administering agency through the Site Designation Process.

Conditions of Review

- Allow a minimum of 30 days for DEH to review the initial documents.
- DEH may refuse to accept an application for technical or legal reasons.
- The California Department of Toxic Substances Control (DTSC) and the San Diego, Regional Water Quality Control Board (RWQCB) will be notified of the review.
- All reports and project files submitted to this program will be available for public review.
- Copies of all DEH correspondence will be forwarded to the legal property owner.

- All documents containing geologic and/or contaminant migration interpretations must be signed by an experienced professional with the appropriate California registration or certification.
- Fees are established by the County of San Diego and invoices are sent monthly to the Financial Responsible Party. DEH requires the establishment of a trust account prior to review. The current review rate is \$142 per hour. An initial deposit of \$1420 (10 hours of review) is required with application.
- Staff assistance will not be provided on projects without sufficient funds in the trust account.
- Upon satisfactory completion of activities, a "no further action" letter or "concurrence" letter will be issued.
- The submitted package should contain all relevant documentation, data, and reports. The most commonly submitted documents are Work plans, Phase I Reports, Phase II Reports, and Health Risk Evaluations. All reports should include data interpretations and recommendations. Thorough documentation results in faster review.
- All work is to be in accordance with applicable regulatory requirements, industry practices, and the current version of the DEH Site Assessment and Mitigation Manual.
- DEH offers an expedited review of your project with a turnaround time of 10 working days. An initial payment of \$2,130.00 is required, which covers the first ten hours of staff review time (\$213/hour). If you would like your project expedited indicate so on the application form.

How to Apply

The following items must be submitted for DEH to begin the review process:

- **Application Form.** This form allows the applicant(s) to identify their specific project goals. The form should be signed by the property owner and Financial Responsible Party.
- **Initial Fee.** Include a check for \$1,420, payable to County of San Diego. This covers the first ten hours of staff time on the project.

An applicant may withdraw from the program through written notification. Other environmental agencies will be notified if significant contamination is present and/or the contamination may pose a threat to public health and safety. The file will remain available for public review.

For Further Information

DEH File Review

Phone: (858) 505-6921

Deh.publicrecords@sdcounty.ca.gov (web)

Other DEH Services

Site Assessment Duty Specialist: (858) 505-6808

DEH Duty Specialist: (858) 505-6700

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County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH
LAND AND WATER QUALITY DIVISION

VOLUNTARY ASSISTANCE PROGRAM APPLICATION FOR ASSISTANCE

A. Site Information <u>Site Name:</u> _____ <u>Assessor's Parcel Number(s):</u> _____ <u>Site Address:</u> _____
B. Project Applicant <u>Contact Person:</u> _____ <u>Telephone:</u> _____ <u>Company Name:</u> _____ <u>E-mail:</u> _____ <u>Mailing Address:</u> _____
C. Financial Responsible Party <u>Name:</u> _____ <u>Telephone:</u> _____ <u>Mailing Address:</u> _____ <u>E-mail:</u> _____ Note: The Financial Responsible party is responsible for payment to the County for all costs associated with DEH review of this project. All invoices will be sent to the Financial Responsible Party at the mailing address listed above.
D. Property Owner <u>Name:</u> _____ <u>Telephone:</u> _____ <u>Mailing Address:</u> _____ <u>E-mail:</u> _____ Note: Property Owners have the ultimate responsibility to ensure that all environmental issues associated with their property are resolved in accordance with all applicable standards, guidelines and regulations.
E. <u>Brief project description and type of assistance requested:</u>
F. <u>Do you foresee your environmental cost to be higher than \$1,000,000.00?</u> No <input type="checkbox"/> Yes <input type="checkbox"/> <u>If yes, have you completed a CEQA report?</u> No <input type="checkbox"/> Yes <input type="checkbox"/> <u>Has public notification been conducted?</u> No <input type="checkbox"/> Yes <input type="checkbox"/>
G. <u>Would you like the project review expedited? (see Application Requirements on Page 2)</u> Yes <input type="checkbox"/> No <input type="checkbox"/>

The Financial Responsible Party accepts the application requirements and project review conditions listed on Page 2 of 2 and agrees to pay all costs associated with DEH staff time and services within 30 days of receiving an invoice.

Signature of Financial Responsible Party / Date

Property Owner Signature / Date

VOLUNTARY ASSISTANCE PROGRAM

The Voluntary Assistance Program (VAP) is designed to provide the applicant with staff consultation, project review, and public health assessment pertaining to properties suspected or known to be contaminated with hazardous substances. California Health and Safety Code Sections 101480-101490 authorize the Department of Environmental Health (DEH) to enter into voluntary agreements for the oversight of remedial action at sites contaminated by wastes.

The DEH staff will review and manage all projects in accordance with applicable regulatory requirements, industry practices, and the current version of the DEH Site Assessment and Mitigation Manual. Our goal throughout project review is the protection of human health, water resources and the environment. Upon completion of a project, DEH will issue a letter addressing the applicant's specific project goals. Open lines of communication between DEH and the applicant provide the best opportunities for expedient review and successful project resolution.

Application Requirements

- Sections A, B, C, D and E must be completed on the application form (Page 1 of 2), along with the Financial Responsible Party and Property Owner original signatures. Fully describe your project and your specific request(s) for DEH review and written response (Section E). If necessary, please include a cover letter to clarify your project needs. Submit all relevant documentation/reports with the application. All documents containing geologic and/or contaminant migration interpretations must be signed by an experienced professional with the appropriate California registration or certification.
- All work performed shall be in accordance with applicable regulatory requirements, industry practices, and the current version of the DEH Site Assessment and Mitigation Manual.
- As of January 1, 2010, DEH requires all applicants to electronically upload all reports, results of investigations, work plans, and data collected to the State Water Resource Control Board's GeoTracker geographic information system. For instructions and information on uploading contact, GeoTracker@waterboards.ca.gov.
- DEH requires that an initial deposit of \$1420 be submitted with the application. This deposit is made payable to the County of San Diego and will cover the first ten hours of staff review time (\$142/hour). When funds in the deposit account have been drawn down, the Project Manager will require an additional deposit be submitted. An invoice will be generated and the Financial Responsible Party will be directed to submit payment. When the work is completed and the case closed, any remaining balance in the deposit account will be refunded.
- DEH offers an expedited review of your project with a turnaround time of 10 working days. An initial payment of \$2,130.00 is required, which covers the first ten hours of staff review time (\$213/hour). If you would like your project expedited check "Yes" under Section G of the application.

Project Review Conditions

- Within five (5) workdays of DEH receipt of your complete application, the project is identified by a DEH Record ID and assigned to a DEH project manager.
- DEH will notify the Department of Toxic Substances Control (DTSC) and the Regional Water Quality Control Board (RWQCB) that the project has been submitted for DEH review. DEH has the option of referring the project to the DTSC or RWQCB at any time during the review process. If the applicant ceases work, or requests DEH to cease work on a project prior to resolving site contamination issues, DEH would refer the project to the appropriate agency and/or identify the project as unresolved in the DEH database.
- A copy of all written DEH correspondence will be sent to the applicant and forwarded to the legal property owner. Project files will be available for public review.