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# County of San Diego

**AMY HARBERT**  
DIRECTOR

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**HEATHER BUONOMO, REHS**  
DIRECTOR OF ENVIRONMENTAL HEALTH

## VOLUNTARY ASSISTANCE PROGRAM APPLICATION FOR ASSISTANCE AND REMEDIAL ACTION AGREEMENT

<b>A. Site Information</b> <u>Site Name:</u> _____ <u>Assessor's Parcel Number(s):</u> _____ <u>Site Address:</u> _____
<b>B. Project Applicant</b> <u>Contact Person:</u> _____ <u>Telephone:</u> _____ <u>Company Name:</u> _____ <u>E-mail:</u> _____ <u>Mailing Address:</u> _____
<b>C. Financial Responsible Party</b> <u>Contact Person:</u> _____ <u>Telephone:</u> _____ <u>Company Name:</u> _____ <u>E-mail:</u> _____ <u>Mailing Address:</u> _____  <b>Note: The Financial Responsible party is responsible for payment to the County for all costs associated with DEHQ review of this project. All invoices will be sent to the Financial Responsible Party at the mailing address listed above.</b>
<b>D. Property Owner</b> <u>Name:</u> _____ <u>Telephone:</u> _____ <u>Mailing Address:</u> _____ <u>E-mail:</u> _____  <b>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.</b>
<b>E. Project description and type of assistance requested:</b> <u>Proposed scope of investigation:</u> _____ <u>Proposed remedial actions and cleanup goals:</u> _____
<b>F. Do you foresee your environmental cost to be higher than \$1,000,000.00?</b> 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"/>

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 DEHQ staff time and services within 30 days of receiving an invoice.

\_\_\_\_\_  
Signature of Financial Responsible Party / Date

\_\_\_\_\_  
Property Owner Signature / Date

\_\_\_\_\_  
Signature of Division Director of Environmental Health / 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 and Quality (DEHQ) to enter into voluntary agreements for the oversight of remedial action at sites contaminated by wastes.

The DEHQ staff will review and manage all projects in accordance with applicable regulatory requirements, industry practices, and the current version of the DEHQ Site Assessment and Mitigation Manual. Our goal throughout project review is the protection of human health, water resources, and the environment. Upon determination that the actions required by this agreement have been completed, DEHQ will issue a letter certifying that the cleanup goals were accomplished. Open lines of communication between DEHQ 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, your specific request(s) for DEHQ review, the proposed scope of the investigation, proposed remedial actions, and proposed cleanup goals in Section E. If necessary, please include a cover letter. 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.
- DEHQ requires that an initial deposit of \$5,420 be submitted with the application. This deposit is made payable to the County of San Diego and will cover the first twenty hours of staff review time (\$271/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 is closed, any remaining balance in the deposit account will be refunded.

### Project Review Conditions

- Within five (5) workdays of DEHQ receipt of your complete application, the project will be identified by a DEHQ Record ID and assigned to a DEHQ project manager. The project manager will establish a global identification number and public record in GeoTracker.
- DEHQ will notify the Department of Toxic Substances Control (DTSC) and the Regional Water Quality Control Board (RWQCB) that the project has been submitted for DEHQ review. These agencies have 30 days to indicate whether DEHQ may provide oversight. Upon notification of DEHQ oversight and the signature of the DEHQ Director of Environmental Health, this remedial action agreement will be in effect.
- DEHQ has the option of referring the project to the DTSC or RWQCB at any time during the review process. If the applicant is not in compliance with this agreement, e.g., ceases work or requests DEHQ to cease work on a project prior to resolving site contamination issues, DEHQ may refer the case to the appropriate agency for enforcement.
- All work performed shall be in accordance with applicable regulatory requirements, industry practices, and the current version of the DEHQ Site Assessment and Mitigation Manual.
- As of January 1, 2022, all applicants are required to comply with the electronic reporting requirements in Chapter 30 (commencing with Section 3890) of Division 3 of Title 23 of, and Subdivision 2 of Division 3 of Title 27 of, the California Code of Regulations. For instructions and information on uploading required reports and data to GeoTracker, contact [GeoTracker@waterboards.ca.gov](mailto:GeoTracker@waterboards.ca.gov).
- A 30-day public notification period is required prior to issuance of the certification letter, and must be sent to DTSC, the RWQCB, the permitting agency, site owners and occupants, and adjacent site owners and occupants. The notification must be posted on GeoTracker.
- A copy of all written DEHQ correspondence will be sent to the applicant and forwarded to the legal property owner. Project files will be available for public review.