

COUNTY OF AMADOR

# Unified Program Inspection Plan

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Part 1 - Unified Program Inspection and Enforcement Plan  
(Health and Safety Code section 25404.2. (a) (3))

Amador County Environmental Health Department  
[ Revised 2015 ]

Developed by the Hazardous Materials Advisory Committee and Unified Program staff to achieve compliance with minimal impact on the regulated community. The inspection policy is education based with an emphasis on obtaining compliance through the education of hazardous materials handlers in the requirements of the program.

## Inspection Plan

### I. General Information

The Amador County Environmental Health Department (ACEHD) is responsible for all inspections of facilities eligible for regulation within the six CUPA programs listed below. On-site technical verification of CUPA program submittals and compliance is performed by ACEHD staff in concert with the Hazardous Materials Business Plan inspections.

- Hazardous Materials Release Response Plans and Inventories (Business Plans),
- California Accidental Release Prevention (CalARP) Program,
- Underground Storage Tank Program,
- Aboveground Petroleum Storage Act,
- Hazardous Waste Generator and Onsite Hazardous Waste Treatment (tiered permitting) Programs,
- California Uniform Fire Code: Hazardous Material Management Plans and Hazardous Material Inventory Statements

### II. California Environmental Reporting System (CERS) Data Submittals

- A. Data to be submitted by businesses (if applicable) via CERS shall include:
- B. Facility Information
  - 1. Lead User Authorization
  - 2. Business Activities
  - 3. Owner/Operator Identification
- C. Business Plan Information
  - 1. Hazardous Materials Inventory and Map
  - 2. Emergency Response/Contingency Plan
  - 3. Employee Training Plan
- D. Underground Storage Tanks
  - 1. UST Facility Operating Permit Application
  - 2. UST Tank Information/Monitoring Plan - Tank ID #
  - 3. UST Monitoring Site Plan
  - 4. UST Certification of Financial Responsibility
  - 5. UST Response Plan: Upload Document(s)
  - 6. UST Owner/Operator: Written Agreement
  - 7. UST Letter from Chief Financial Officer
  - 8. Owner Statement of Designated UST Operator Compliance
- E. Aboveground Petroleum Storage Act
  - 1. Aboveground Petroleum Storage Act Documentation/APSA Certification
- F. Recyclable Materials Report
- G. Tiered Permitting
- H. Remote Waste Site Annual Notification
- I. Hazardous Waste Tank Closure Certification
- J. California Accidental Release Program

CERS submittals shall be reviewed and either accepted or rejected by staff with program appropriate training and certification.

### **III. Frequency of Inspections**

- Hazardous Materials Business Plans - 3 years (H&SC, §25511(c))
- UST Facilities 1 year (H&SC, §25288(a))
- AST Facilities - 3 years (with HMBP inspections)
- Cal/ARP - 3 years (CCR Title 19, §2775.3) Audit of RMP
- Hazardous Waste Generators (SQG) - 3 years (with HMBP inspections)
- PBR – HHW Facilities - 3 years (H&SC, §25201.4(b) (2))
- CESQG – Combined with 3 year HMBP inspection, or change in ownership or activity, CESQG's that do not handle hazardous materials at HMBP threshold quantities are not inspected except on a complaint basis
- Silver Only CESQG are not inspected except on a complaint basis
- Tiered Permitting - 3 years
  - On-site HW Treatment (H&SC, §25201.4(b) (2))
  - PBR, CA, CE (H&SC, §25201.4(b) (2))
- Universal Waste – CESQUWG / SQUWG Combined with 3 year HMBP inspection, or change in ownership or activity, CESQUWG's that do not handle hazardous materials at HMBP threshold quantities are not inspected except on a complaint basis.

### **IV. Provisions to Promote Integrated Joint, Combined, and Multi-Media**

**Inspections** - HMBP inspections are combined with Hazardous Waste Generator and UST program inspections; HMBP, UST, and Food Facility inspections are combined at Convenience Stores where possible. The county agricultural commissioner is authorized to distribute, accept, forward business plan forms, and conduct Hazardous Materials Business Plan compliance inspections and verification of Conditional Exempt Small Quantity Generator (CESQG) documents of agricultural handlers (H&SC 25507.1(b) and 25511(c)). Documentation of compliance inspections by the Amador County Agricultural Commissioner will be submitted to ACEHD for handling in the same manner as CUPA inspection documentation.

### **V. Inspector Training**

CUPA staff will receive training, as available, in the following subject areas:

- Regulatory overview hazardous materials programs
- HazCat classification and identification procedures.
- Hazardous materials chemistry.
- Health and environmental effects of hazardous substances.
- Hazardous waste classification.
- Inspection procedures and techniques.
- Sampling and instrumentation.
- Enforcement actions.
- Interviewing techniques and case development.
- Collection and preservation of evidence.

- Initial HAZWOPER and subsequent refreshers.
- Report writing
- Penalty calculation
- Witness training
- International Code Council (ICC) training and certification shall be required for all staff performing UST inspections or reviewing and either accepting or rejecting CERS submittals relative to the UST program

## **VI. Facility Inspection Procedures**

- A. General Protocols. Routine inspections (Section III) are conducted on an announced basis. All other inspections including but not limited to complaints, inspections of observed noncompliance, and re-inspections are on an announced or unannounced basis as appropriate observing the following policies:
1. Always maintain a professional, courteous, and respectful demeanor.
  2. Inspector and facility personnel safety is the primary consideration and the use of appropriate clothing and safety equipment is required. Some facilities may require specialized safety training.
  3. Always be aware of your surroundings, if safety issues arise, discontinue the inspection, document the situation, withdraw, and confer with your supervisor.
  4. Always show proper County-issued identification.
  5. A facility specific Health and Safety Plan may be prepared as appropriate.
- B. Pre-inspection Procedures.
1. Each quarter the list of facilities will be reviewed and a priority placed on those facilities with the oldest date of last completed inspection. UST inspections may be scheduled or announced in response to a contractor request.
  2. Prior to an on-site facility inspection, an office file review of the facility will be conducted noting:
    - i. Nature and type of operation including industry and regulatory information
    - ii. Fee status and contact information
    - iii. Open violations or a pattern of repeat discrepancies.
    - iv. Completion and adequacy of Business Plans, Emergency Response and Monitoring Plans, and financial responsibility forms.
- C. On-site Procedures.
1. Before entering facility note any unusual activity or condition such as evidence of liquid discharge to storm drain or unsafe storage/disposal of hazardous materials.
  2. Provide a business card and show photo identification to facility representative, state nature of inspection (complaint, routine inspection, incident), and obtain consent for inspection. If refused, leave premises and report refusal to Supervisor for follow up with written request and possible inspection warrant.
  3. Request accompaniment by facility manager or other representative.

4. Perform facility walk-through following the program-specific inspection checklists and record inspection observations on inspection form. Blank inspection forms will be made available to the public at the ACEHD office and website.
  5. Confirm and document chemical inventory: types, location, and quantities and hazardous waste generation, quantities, and storage, including labeling of containers and length of storage on facility premises. Private residences located on the grounds of a facility are not considered part of the facility, if the residence is not used in the generation, storage, and treatment of hazardous wastes, and are not to be included in a facility inspection.
  6. Request review of any required site-specific environmental permits (industrial waste discharge, Aboveground Petroleum Storage spill prevention control and countermeasure plan, Underground Storage Tank operating permit).
  7. Document any noted violations with photographs and samples as authorized by H&SC §25185(a). Provide the facility with copies of all photographs taken and offer splits of all samples collected.
  8. Review violations with representative and complete the Notice to Comply section recording noted violations, required corrective actions, and the date by which corrective action is required for each violation. A Notice to Comply should be issued for minor violations that are corrected at the time of the inspection. The violation should be noted on the inspection form as corrected during inspection. (HSC, section 25187.8(d)).
  9. Typical compliance timeline is thirty (30) calendar days from the date of inspection [H&SC §25508(a) (2), Bus. Plan],; [19 CCR §2775.2(h) Cal/ARP], [and minor violations H&SC §25187.8 - HWG; and §25404.1.2(c)(1)]. The compliance timeline is sixty (60) calendar days from the date of inspection for UST facilities to file a corrective action workplan [H&SC §25288(d), UST].
  10. Schedule a date for any required re-inspection fourteen (14) calendar days from the date of the initial inspection.
  11. Obtain representative's signature on the inspection form, sign and date the inspection form, and issue a copy of the inspection form to the representative. If staff is unable to issue the inspection form at the time of inspection, the completed inspection form will be sent to the business via First Class Mail, certified mail, or delivered in person.
- D. UST Inspections. Staff performing inspections of UST facilities shall be ICC trained and certified. They shall remain current with information provided via local guidance (LG) letters pertaining to inspection techniques as well as information provided via training events reasonably available to staff. The inspector shall verify functionality of leak detection equipment during the annual compliance inspection. The inspector shall have access to a copy of the UST facility monitoring plan to verify that the equipment on-site matches the equipment specified in the plan. The preferred verification method is to observe the testing of the monitoring equipment during the annual monitoring system certification. If this is not feasible, the inspector can review the current or most

recent annual monitoring certification form to verify that the equipment works as intended. In the latter case, the inspector must still conduct an on-site inspection and shall schedule for a service technician or designated operator to be present at the time of the on-site inspection so they can provide access to all containment areas for visual inspection.

- E. Inspection Follow-up. After completing the on-site inspection, complete file notes, print out digital photos, update permit application as appropriate, and track facility's compliance time for violations follow-up. If Class I or II (Hazardous Waste Generator) or other significant violations were observed during the inspection confer with Supervisor about potential enforcement action. Review all corrective action documentation when submitted by the facility owner/operator for completeness and adequacy and close out violations.