#### 1. Permits and UPC Forms

Put copies of the Permit to Operate UST(s) and the following UPC forms here:

- BUSINESS ACTIVITIES form
- BUSINESS OWNER/OPERATOR IDENTIFICATION form
- OPERATING PERMIT APPLICATION FACILITY INFORMATION (Form A)
- OPERATING PERMIT APPLICATION TANK INFORMATION (One form per UST) (Form B)
- -The Permit is issued annually for the period from July 1 to June 30.
- -Resubmit UPC forms within 30 days if any information changes.
- -All forms are available on the web at: http://www.occupainfo.com/forms.htm

References: Permit to Operate - California Health & Safety Code (H&SC) Section 25284

UPC forms - California Code of Regulations (CCR) Section 2711

### 2. CUPA Inspection Reports

Put CUPA inspection reports here.

-The Orange County Health Care Agency serves as the CUPA for this geographic region. The CUPA, or Certified Unified Program Agency, is tasked by the Secretary for Environmental Protection to implement and enforce the underground storage tank codes set forth in Chapter 6.7 of the California Health & Safety Code. These regulations are further interpreted and made specific by the State Water Resources Control Board in Title 23 of the California Code of Regulations (CCR).

## 3. Financial Responsibility

Put the current Certification of Financial Responsibility form and other financial responsibility documents here.

Reference: H&SC Section 2807

### 4. Monitoring and Response Plans

Put UST Monitoring Plan (Form D, UST Leak Response Plan (Form E), and Facility Diagram or Plot plan of facility showing location of tank(s), piping and monitoring equipment here.

-Update the Monitoring Plan and Response Plan within 30 days if any information changes.

Reference: CCR 2634 (d)(2), CCR 2711 (a)(8), CCR 2634 (e)

#### 5. Facility Employee Training Records

Place all employee training records here.

- -The Designated Operator is required to provide training to facility employees every 12 months, or within 30 days of assignment for new employee.
- -The Owner/Operator shall maintain a list of employees trained by the designated operator. The list must be maintained on-site and include the following:
  - -Employee Name
  - -Date of Training
  - -Date of hire for all new employees

Reference: CCR 2715 (f)

### 6. Designated UST Operator

Put both the Designated Operator Checklists and current Owner Statements of Designated UST Operator and Understanding of and Compliance with UST Requirements form here.

-Designated Operator must complete onsite inspection and checklist monthly.

Reference: CCR 2715 (e), CCR 2715 (a)

### 7. UST System Testing and Certifications

- -Annual monitoring system certification results
- -Leak detector test results.
- Primary tank and components integrity test results
- Secondary containment test results
- Spill containment / bucket test results
- -Corrosion Protection test results
- -other test results and certifications
- -All testing results and reports must be made available for review for 3 years.
- -secondary containment testing must be conducted every 36 months

*References:*  $(CCR\ 2638), (H\&SC\ 2528.14\ (a)(4)(C)) - monitoring\ system\ certification$ 

(CCR 2636)(c) – testing of primary tank and components (CCR 2637) – testing of secondary tank and components

(H&SC 25294.2) - testing of spill buckets

### **8.** UST System Maintenance Records

Put records for maintenance and repair of tanks, piping and components and daily inspection log of monitoring system here.

Reference: (H&SC 25293, CCR 2712)

# 9. Alarm Logs, Spill Reports

*Reference:* (H&SC 25295(a)(1))

### 10. Hazardous Materials Business Plan

#### 11. Hazardous Waste Management Records

Put records for the management and disposal of hazardous waste here. All hazardous waste disposal records must be made available for review for three years.

#### <u>Hazardous Waste Labeling (Permanent- stencil, paint, or adhesive label)</u>

- 1) Words "Hazardous Waste"
- 2) Name & Address of Generator
- 3) Accumulation Start Date
- 4) Composition & Physical State
- 5) Hazardous Properties
- 6) Description of Contents