



## City of Palo Alto

### Fire Department

250 Hamilton Ave., Palo Alto, CA 94301  
(650) 329-2184, Fax (650) 327-6951



## County of Santa Clara

### Department of Environmental Health

1555 Berger Drive, Suite 300, San Jose, CA 95112  
(408) 918-3400, Fax (408) 280-6479

December 17, 2008

### Re: Transfer of Underground Storage Tank Permitting and Inspection Responsibility

Dear Business Owner/Operator:

Effective January 1, 2009, the City of Palo Alto will transfer responsibility for implementing the underground storage tank (UST) portion of the Unified Hazardous Waste and Hazardous Materials Management Program (Unified Program) to Santa Clara County Department of Environmental Health's Hazardous Materials Compliance Division (HMCD). Unified Program billing and permitting will also be transferred to the County.

Palo Alto Fire Department (PAFD) and HMCD are working closely together to ensure that this transition goes as smoothly as possible, with minimal impact on businesses. Here are a few things you should know:

- You do not have to worry about being double-billed for fees. Effective January 1, 2009 all Unified Program permit fee billing will be done by the County on the existing billing cycle established by the City of Palo Alto. The County will issue new Unified Program Permits.
- UST compliance inspections, and UST system installation, upgrade, and closure plan checking and inspections will be handled by HMCD as of January 1, 2009. Please notify your Designated UST Operator(s), monitoring system certification contractor, and any contractors and tank/line testers you may use so they will know that HMCD is the new lead agency regarding UST permit issues, test notifications, submittal of test reports, and coordinating inspections.
- HMCD requires that facility owners/operators coordinate annual UST monitoring system certification testing to coincide with the required annual UST compliance inspection. To facilitate this, they require 14 day advance notification. Please inform your testing contractor of this requirement.
- PAFD will continue to be the agency to which Hazardous Materials Business Plans should be submitted, and will continue to perform aboveground hazardous materials storage and Fire Code compliance inspections. Hazardous waste compliance inspections will continue to be handled by HMCD.

Should you have any questions, please do not hesitate to call Gordon.Simpkinson at (650) 329-2347 or send him an eMail at [Gordon.Simpkinson@cityofpaloalto.org](mailto:Gordon.Simpkinson@cityofpaloalto.org).

Sincerely,

Gordon Simpkinson  
Acting Fire Marshal  
Palo Alto Fire Department

Greg Breshears  
Senior Hazardous Materials Specialist  
Santa Clara County HMCD