

Certified Mail: 7015 1730 0001 0036 4448

January 22, 2019

Mr. Hugh Murphy
Hazardous Materials Program Coordinator
City of Hayward Fire Department
777 B Street, 4th Floor
Hayward, California 94541-5007

Dear Mr. Murphy:

Your Certified Unified Program Agency (CUPA) performance evaluation is scheduled to occur the week of May 13, 2019. CalEPA will conduct the evaluation remotely with pre-assessment of specific documents not otherwise available to the Unified Program evaluation team.

To facilitate the pre-assessment process, the CUPA is to electronically submit documents requested in Enclosure 1 and Enclosure 2 to CalEPA by **March 26, 2019**.

CalEPA's secure file transfer protocol (SFTP) site is available to enable the CUPA to electronically provide the information requested above. The CalEPA Team Lead, Christopher Moon, will provide information on how to access the SFTP site. If for any reason the SFTP site is not compatible with the local CUPA electronic information system, the requested documentation may be submitted via email to Christopher.Moon@calepa.ca.gov or by mailing electronic storage media (thumb drives or DVDs) to:

CalEPA Unified Program
Attention: Christopher Moon
1001 I Street, 2nd Floor, MS 2D
Sacramento, California 95814-2828

If necessary, evaluators from the Department of Toxic Substances Control (DTSC) and the State Water Resources Control Board (State Water Board) may contact you to schedule oversight inspections associated with your CUPA evaluation.

Should you have any questions regarding the remote CUPA evaluation process, please contact me at (916) 327-5092 or email John.Paine@calepa.ca.gov.

Sincerely,

Original signed by John Paine

John Paine
Unified Program Manager

Enclosures (2)

cc sent via email:

Mr. Miles Massone
Fire Marshal
City of Hayward Fire Department
777 B Street, 4th Floor
Hayward, California 94541-5007

Mr. Miles Perez
Environmental Specialist
City of Hayward Fire Department
777 B Street, 4th Floor
Hayward, California 94541-5007

Ms. Laura Fisher
Senior Environmental Scientist, Supervisor
State Water Resources Control Board
P.O. Box 2231
Sacramento, California 95812-2231

Ms. Diana Peebler
Senior Environmental Scientist, Supervisor
Department of Toxic Substances Control
700 Heinz Avenue, Suite 210
Berkeley, California 94710-2721

Mr. James Hosler, Chief
CAL FIRE - Office of the State Fire Marshal
P.O. Box 944246
Sacramento, California 94244-2460

Mr. Hugh Murphy
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cc sent via email:

Mr. Larry Collins, Chief
California Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655-4203

Mr. Jack Harrah
Senior Emergency Services Coordinator
California Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655-4203

Ms. Denise Gibson
Environmental Scientist
California Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655-4203

Ms. Joann Lai
Environmental Scientist
CAL FIRE - Office of the State Fire Marshal
P.O. Box 944246
Sacramento, California 94244-2460

Ms. Asha Arora
Senior Environmental Scientist, Specialist
Department of Toxic Substances Control
700 Heinz Avenue, Suite 210
Berkeley, California 94710-2721

Ms. Lisa Jensen
Environmental Scientist
State Water Resources Control Board
P.O. Box 100
Sacramento, California 95812-0100

Mr. Christopher Moon
Unified Program Evaluation Team Lead
California Environmental Protection Agency

Please provide the following CUPA documentation electronically to CalEPA:

Administrative Documents:

- Inspection and Enforcement Plan
- Self Audit Reports [last three Fiscal Years (FYs)]
- Surcharge Transmittal Reports (last three FYs and through current quarter of this FY)
- Single Fee Invoices (last three FYs and through current quarter of this FY)
 - For each FY, ensure at least one invoice is provided for each program element: California Accidental Release Prevention (CalARP), Underground Storage Tank (UST), Aboveground Petroleum Storage Act (APSA), Hazardous Materials Business Plan, Hazardous Waste Generator
- Fee Accountability Program Documents
 - Record/budget spreadsheet (last two FYs), including revenue and expenditures (itemized direct and indirect costs)
- Staff Education and Training Records (last three FYs)
 - Health and Safety Training Certification with current refresher
 - International Code Council Certifications
 - APSA Inspector Training Certificates
 - Ongoing training documentation
- Three Formal Enforcement case files (closed within the last two years)
- CUPA Organization Chart

Administrative/Standard Operating Procedures:

- Public Participation
 - Records Maintenance
 - Information Request Response
 - Financial Management (including the single fee system and surcharge collection and reimbursement program)
 - Memorandum of Understanding with each Participating Agency, including procedures for Withdrawal or Removal, if applicable
 - Data Management
 - Fee Dispute Resolution
 - Permitting Procedures
 - Business Plan Information Forwarding
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Program Element Specific Documents:

- Area Plan
- CalARP Program Dispute Resolution Procedure
- CalARP Program Performance Audit Reports (last three FYs)

Please submit the following documentation for each facility file listed on Enclosure 2:

- Last two routine inspection reports, including summaries of violations, notices to comply, and notices of violation
- Return to Compliance documentation
- Correspondence related to returning the facility to compliance
- Current Unified Program Facility Permit(s)
- For CalARP facility files requested by CalOES, please also include:
 - CalARP Program Level
 - Current Risk Management Plan (RMP) date
 - Statement of whether or not an RMP audit was conducted
- For Tiered Permit facility files requested by DTSC, please also include:
 - Applicable Tiered Permit notifications
- For APSA facility files requested by OSFM, if not in CERS, please also include:
 - Most recent "Tank Facility Statement" or Business Plan
 - If including the Business Plan, include the most recent site map and most recent Emergency Response and Training Plans
- For UST facility files requested by the State Water Board, please also include:
 - Last three Annual Inspection Reports
 - Last three Monitoring Certification Reports
 - Last three Spill Bucket Tests
 - Last two Secondary Containment Test Reports
 - Tank Lining Certifications, as appropriate
 - Last three Tank and Piping Integrity Tests, as appropriate
 - Enhance Leak Detection test results, as appropriate
 - UST closure documentation, as appropriate

**City of Hayward Fire Department CUPA
Facility File Request**

CalARP Facility Files Requested by Cal OES

- 10314085 Berkeley Farms
- 10314991 Kamps Propane
- 10153047 Rohm & Haas Chemicals LLC – Hayward Plant
- 10315363 Pepsi Bottling Group LLC
- 10315759 Thermionics Metal Processing
- 10152325 Electro Plating Specialties
- 10315429 Produce World Inc
- 10170131 Russell City Energy Center
- 10314349 Columbus Manufacturing Inc
- 10314355 Columbus Foods LLC (Warehouse)

Facility Files Requested by DTSC

- 10153991 California State East Bay
- 10152325 Electro Plating Specialties
- 10152217 Teikuro Corp
- 10315759 Thermionics Metal Processing
- 10315588 Semano Inc
- 10152327 AIRC Recycling Solutions
- 10313839 All Star Service Inc
- 10314208 Central Transport LLC
- 10314496 Durham School Services
- 10331506 Impax Laboratories Bldg 1
- 10315150 Koch Biological Solutions LLC, dba Mendel Biological Solutions
- 10315471 Quick Tune and Brake
- 10483645 SA recycling
- 10315636 SJ Valley Plating Inc, dba Farben
- 10600345 Valero Complete Auto Body
- 10157759 Wheel Works
- 10315198 Mission Shell
- 10315474 Quick Gas N' Shop Inc
- 10417393 Costco Wholesale #1061
- 10169867 Alameda County Household Hazardous Waste (HHW)
- 10315012 Kleen Blast & Kleen Industrial Services

Please also provide complaint records for the following DTSC referred complaints:

- Comp – 23594
- Comp – 33771

- Comp - 33406

Facility Files Requested by OSFM

- 10747927 Economy Trucking Maintenance Shop
- 10653259 A100 US LLC SF011 Data Center
- 10417294 Alameda Contra Costa Transit District
- 10484995 Pacific Coast Petroleum
- 10442872 Hayward Hall of Justice, Judicial Council of California #01-D1
- 10153047 Rohm & Haas Chemicals LLC – Hayward Plant
- 10423600 345 Hyward Area
- 10002298 EKC Technology
- 10314511 East Bay Oil Company, dba Gold Shield
- 10688290 18 Trucking Inc

Facility Files Requested by State Water Board

- 10000909 Caltrans-San Mateo/Hayward Bridge
- 10152223 PG&E: Hayward Service Center
- 10166173 7-Eleven Inc #35341
- 10313887 Tennyson Valero
- 10314514 East Bay Regional Park District – Air Support
- 10314517 East Winton Valero
- 10314730 H A R D Administration Office & Corp Yard
- 10315183 Mission 76
- 10315198 Mission Shell
- 10315537 Roadstar Trucking Inc
- 10315615 Tennyson Shell
- 10315909 Whipple Road Union 76
- 10402882 Arco 01319
- 10417294 D6 – Hayward Division
- 10458493 Crest 76