



A Tradition of Stewardship
A Commitment to Service

**NAPA COUNTY
PLANNING, BUILDING, AND
ENVIRONMENTAL SERVICES**

Division of Environmental Health
1195 Third Street, Suite 210, Napa CA 94559
Telephone 707-253-4471

David Morrison
Director, PBES

Christine Secheli
Environmental Health Director

Dr. Karen Relucio
Health Officer

**2017 NAPA FIRE COMPLEX
HOUSEHOLD HAZARDOUS WASTE & DEBRIS AND ASH REMOVAL**

IMPORTANT: The owner of every property with any residential and/or residential accessory structure that burned must make a decision regarding debris and ash removal work by **5:00PM Monday, November 13, 2017** so please read this information carefully.

To participate in the Government Removal program, owners must submit a Right-of-Entry (ROE) form to PBES, no later than 5:00 pm on Monday, November 13, 2017. This program is time-limited. This deadline ensures that property owners can take advantage of this no-cost removal. Once USACE completes this work for those who have submitted an ROE, this government program ends, USACE will be leaving, and the County will be unable to accept any ROEs. Failure to submit an ROE will result in property owners having no option but to complete the private Debris and Ash Removal (DAR) Plan requirements indicated below.

Property owners who do not submit an ROE will need to privately complete this work and submit a DAR Plan and Application by 5:00 pm on Monday, November 20, 2017. Approval of the DAR Plan and Application by the County and completion of the work is required before any building permit to reconstruct damaged buildings will be issued. **All work to be done under an approved DAR Plan must be completed by January 15, 2018 or the property owner will be subject to enforcement action by the County.**

To protect public health, the County is required to take enforcement actions against those property owners not meeting the above deadlines. After 5 p.m on November 20, 2017 property owners will be subject to enforcement action by the County if they have not turned in a ROE form or a complete DAR application.

There are two phases needed to complete the debris and ash removal process: Phase I Household Hazardous Waste (HHW) Removal and Phase II Debris and Ash Removal.

PHASE I - HHW REMOVAL

There are two options for removing HHW. With either option, the US Environmental Protection Agency (USEPA) will confirm that HHW removal has been completed before work on Phase II may begin.

A. **Government Removal:** The USEPA will remove HHW at no cost to the owners.

- B. **Private Removal:** Alternatively, owners may hire a Hazardous Waste Operations Emergency Response (HAZWOPER) certified contractor to remove HHW at the owners' cost.

PHASE II – DEBRIS AND ASH REMOVAL – ACTION NEEDED BY NOVEMBER 13, 2017

There are two options for removing debris and ash:

- A. **Government Removal:** This program is being managed by the Governor's Office of Emergency Services (CalOES) and the work will be conducted in Napa and Sonoma Counties by the United States Army Corp of Engineers (USACE). There is no cost to anyone, but owners that have fire debris removal insurance are required to assign any insurance proceeds related to the cost of fire debris removal to the County.

The ROE form can be obtained by going to:

<http://www.countyofnapa.org/FireDebrisandHazardousWasteCleanUp/> and clicking on the link at the bottom of the page. **The ROE is due by November 13, 2017.**

This program is only available for residences and residential accessory structures. Business structural debris is not qualified for removal under this program. Debris from farm structures (e.g., sheds, fences, equipment) will be removed by the USACE, as long as they are accessory to the on-site residence. If you have structural damage to non-residential or non-residential accessory buildings, you will need to comply with Option B below.

- B. **Private Debris and Ash Removal:** Owners should thoroughly review all requirements before pursuing their own debris removal. There is **no** disaster funding or reimbursement available for privately completed debris and ash removal. If removal is not conducted under the terms of an approved Plan and Permit (see below), affected properties may be declared a public nuisance and the debris and ash will be removed by the County. The cost of County removal is subject to full recovery with a lien recorded on the property should expenses not be paid by the owner.

Debris and ash removal may be performed by owners or their qualified contractors (with a valid class A-General Engineering, Class B or C-21 Building Moving, Demolition license). Before any debris and ash removal work may begin, owners must obtain approval of the following from the County Planning, Building, and Environmental Services Department (PBES):

1. Debris and Ash Removal (DAR) Plan Application (Attachment A); and
2. Demolition Permit.

The DAR Plan must include the following information. Instructions regarding DAR Plan requirements are provided in the application. If an owner or their contractor has further questions about their DAR Plan, please contact PBES by phone at 707-299-1350 or by email at Environmental-FIRE@countyofnapa.org. **DAR Plan and application is due by November 20, 2017.**

- Descriptions of the property, including the structures, improvements, vehicles, debris areas, and other site features proposed for cleanup.

- Procedures for removal of any HHW and/or asbestos discovered during the cleanup of debris and ash.
- Agreement that required notifications will be made to utility companies, as applicable to the property, before work begins.
- Proposals for controlling dust during removal and transport.
- Procedures for disposal of all debris, ash, recycled materials, and green waste.
- Identification and protection of any on-site wells, water tanks, and septic systems.
- Proposed measures for storm water pollution prevention.
- Soil sampling and testing plan, including the name of the qualified professional who will be conducting the collection and testing.

If an owner intends to keep a foundation, it is strongly recommended that test(s) be conducted and that any foundation, footing, and soil removal be included as a part of the DAR Plan (See “Foundation” below).

Once the DAR Plan has been approved by the County, the Demolition Permit may be issued and work can begin. After debris and ash removal is complete and soil testing shows that the site has been cleaned to meet the local standard (See “Soil Confirmation Sampling” in the Instructions for Attachment A below), the owner must complete and submit a Debris and Ash Removal Self-Certification of Completion (Attachment B) to PBES.

Foundation: Please be advised that prior to issuance of any building permit for a property where a structure fire occurred, PBES will require a California Registered Civil or Structural Engineer to certify the existing concrete footings/foundations, slabs, and under-slab utilities proposed to be re-used. A heat/stress dynamic test will be required and the results must be submitted to PBES. The test must demonstrate that the foundation has not been impaired and is able to withstand the loads anticipated for new development based on a minimum 2500 lbs. per square inch of concrete strength. Soil sampling may also be required under the slab/ foundations if they, or any areas adjacent to them, were severely impacted by the fire. If the foundation and/or underlying soils cannot meet the test, the foundation, footings, and soil must be removed before a building permit can be issued.



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services
1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org
David Morrison
Director

ATTACHMENT A
2017 NAPA FIRE COMPLEX
DEBRIS & ASH REMOVAL (DAR) PLAN APPLICATION

Who needs to complete this Application?

- * Owners of damaged residential structures who choose not to participate in the USACE program; AND
- * Owners of agricultural and commercial structures who are not covered under the USACE program.

As indicated in the instructions, property owners must also submit a **DAR Plan** along with this Application. Once this Application and DAR Plan are accepted, a **Demolition Permit** may be obtained from the Building Division. Following completion of the removal work, documentation of proper disposal and a **Self-Certification of Completion** must be submitted.

Property Owner Name: _____

Property Address: _____

Assessor's Parcel #: _____

Property Owner's mailing address _____

Property Owner's phone # _____ email _____

Phase I. Hazardous Waste Removal (HHW)

Who performed or will perform the HHW?

() The USEPA

() Certified HAZWOPER Contractor (name) _____

Phase II. Debris and Ash Removal

Who will perform the debris and ash removal? () Owner () Licensed Contractor

If contractor please provide the following:

Name of Contractor: _____

License Number: _____

Start Date: _____

Soil Sampling

Name of consultant or qualified professional conducting the soil sampling

Name: _____

Address: _____

Phone: _____

Email: _____

*** DAR Plan Must Be Attached**

Property Owner Acceptance

I am aware that a local health emergency has been declared in Napa County. I understand the ash and debris on my property may still contain hazardous substances and can be a health hazard. I have reviewed the 2017 NAPA FIRE COMPLEX HOUSEHOLD HAZARDOUS WASTE & DEBRIS AND ASH REMOVAL document, Attachment A (Debris and Ash Removal Information & Requirements), and the requirements, specifications, and instructions to remove debris and ash from my property due to the 2017 Napa Fire Complex. I have also reviewed Attachment B (Debris and Ash Removal Self-Certification of Completion Form). I understand that I am assuming responsibility for HHW and/or debris and ash removal at the above-referenced property and this work will be completed at my own cost.

Property Owner

Date

For Official Use Only:

Work Plan is attached and accepted by PBES-Environmental Health on the _____ day of _____, 20_____.

Name: _____

Signature: _____

Building Permit #: _____

RETURN A COPY OF THIS SIGNED APPLICATION TO THE PROPERTY OWNER ALONG WITH THE DEMOLITION PERMIT. KEEP ORIGINAL.

DAR PLAN INSTRUCTIONS

The following instructions are provided to assist property owners in their debris and ash removal.

1. Site Description

A general description of the physical site where debris and ash removal will occur is required. Provide a description of the structures, improvements, vehicles, debris areas, and other site features to be addressed through this site cleanup effort. Include locations of septic and leach fields and wells, water tanks, or other water sources. Measure and record foundation areas. Identify any property-specific hazards, such as swimming pools, mine shafts, propane tanks, etc. Provide a detailed site map as an attachment.

2. Household Hazardous Waste/Asbestos Removal

HHW on properties will have already been removed; however, any remaining HHW that is discovered during your work may be disposed of at the Napa-Vallejo Waste Management Authority Household Hazardous Waste Collection Facility: (800) 984-9661 (open Friday and Saturday 9:00AM - 4:00PM). HHW must be collected, transported, and disposed of by property owners or a certified hazardous materials contractor.

Clover Flat Landfill is not permitted to receive HHW. They have neither the trained staff nor the proper storage and processing facilities.

Proper handling and testing of asbestos will be based on the Building Division Demolition Permit requirements (See Demolition Permit application, which may be found on-line at <http://www.countyofnapa.org/PBES/BuildDocs/>). The Building Division will follow normal protocols associated with a demolition permit and will dictate the method of disposal of such materials. Asbestos removal must be assessed and removed by a licensed Asbestos Abatement Contractor.

3. Notification

Notification of debris and ash removal should be made to the following for safety and coordination:

- Underground Services Alert (USA) must be notified at least 48 hours prior to any excavation. <http://usanorth811.org/homeowners/>
- The local power provider must be notified prior to removal of any damaged structure to ensure the electrical power has been shut off.
- All local utilities should be contacted, if applicable, to obtain shut off plans for utilities at destroyed structures.

4. Operational Controls

a. Site Safety

All operations should be conducted to protect the health and safety of all personnel on site, consistent with Cal OSHA standards. If property owners are completing the removal, Cal

OSHA guidelines should be followed to protect themselves. Install new address signs, if needed.

b. Dust Control

- Property owners or their contractors must provide water or an approved dust palliative, or both, to prevent dust nuisance at each site. Dust resulting from performance of the work shall be controlled at all times.
- Each area of ash and debris to be removed must be pre-watered 48 to 72 hours in advance of the removal. Hoses with a fine spray nozzle are recommended. The water must be applied in a manner that does not generate runoff. Engineering controls for storm water discharges must be in place prior to dust control operations.
- All loads shall be covered with a tarp; this includes metal debris. Ash and debris loads shall be fully encapsulated with a tarp (“burrito wrap” method). Concrete loads are exempt from a tarp provided the loads are wetted prior to leaving. If concrete loads generate dust, then the loads must be wetted and covered.
- All waste material that is not unloaded at the end of each workday should be consolidated, sufficiently wetted, and/or covered to prevent the offsite migration of contaminants.
- All visibly dry disturbed soil surface areas of operation should be watered to minimize dust emissions during performance of work.
- Speeds must be reduced when driving on unpaved roadways.
- Procedures must be implemented to prevent or minimize dirt, soil, or ash contaminating roadways, neighboring parcels, or creating an airborne health hazard. The use of blower devices, dry rotary brushes, or brooms for removal of carryout and track out on public roads is strictly prohibited.

c. Vehicle and Roadway Safety

If removal activities on property owners’ parcels will create a roadway blockage or hinder traffic patterns, property owners or their contractors are responsible for obtaining any required local permits and shall post all warning signs, as required by local ordinances. As there may be many contractors actively working on remediation efforts in the burn area, it is in property owners’ best interests to identify removal and remediation efforts in adjacent areas that could impact the ability to locate, park, or transport equipment and materials.

5. Material Disposal

a. Debris and Ash Disposal

- Debris and ash may be disposed of at:
 - Clover Flat Landfill, 4380 Silverado Trail North, Calistoga, CA 94515
 - 707-963-7988
 - You must provide a copy of both your accepted Private Debris and Ash Removal Application and your Demolition Permit to be allowed to dispose of your debris. A receipt for waste disposal shall be obtained from the landfill operator and a copy provided to the Environmental Health Division as part of the private debris and ash removal completion certification process.

- Landfills may be unable to take your waste; it is therefore recommended that you call ahead.
- Debris and ash must be wetted within 48 to 72 hours before being fully encapsulated with a tarp (“burrito wrap” method) and transported for disposal.
- All HHW should have already been removed during Phase 1 prior to this Phase 2 debris and ash removal. If, however, during debris removal additional HHW are found, such as compressed gas cylinders, propane tanks, drums, batteries, paint, and other chemicals, etc., those shall be set aside for later collection and not placed in the debris or ash waste stream. HHW may be taken to the Napa-Vallejo WMA Household Hazardous Waste Collection Facility. Call (800) 984-9661 for details.

b. Metal Recycling

- Contractors, metal recycling contractors, and/or owners are encouraged to recycle as much metal as possible. The Work Plan must provide an estimate of metal recycled from the property. This estimate must document the nature and types of metals, such as passenger vehicle, recreational vehicles, farm equipment, metal waste, etc.
- Metal may be taken to:
 - Devlin Road Transfer Station, 889 Devlin Road, American Canyon
707- 256-3500 x1220
 - Clover Flat Landfill, 4830 Silverado Trail North, Calistoga
707-963-7988
 - Steel Mill Supply of Napa, 465 Napa Junction Road, American Canyon
707-226-3950
- Regardless of where you take your metal, final documentation of recycling must be included as part of the Self-Certification of Completion.

c. Inert Waste (Concrete and Masonry)

- Inert debris includes concrete from foundations, building slabs, pathways and driveways, cured asphalt, ceramics, plaster, and brick may be disposed of in the same locations as the debris and ash; however, it is strongly recommended that clean concrete be taken to an approved concrete recycling facility. Contact Syar Industries, 707-252-8711 or Devlin Road Transfer Station, 707-256-3500 x1220. Regardless of where you take your concrete and masonry, final documentation of recycling must be included as part of the Self-Certification of Completion.
- The Building Division will advise on disposal of concrete containing asbestos.

d. Green Waste/Trees

- Green waste will be accepted at the Napa Materials Diversion Facility, 820 Levitin Way, off Hwy 29 & Tower Rd on the border of Napa and American Canyon.
- Trees that pose a hazard to the home site or to workers during debris removal activities, or that will pose a hazard during reconstruction activities, shall be removed. Trees may be cut and set aside for firewood or taken off site and recycled as desired by property owners.

6. Well and Septic Protection

a. Well Safety

- Contact Environmental Health at 707-253-4471 for water safety questions or to obtain information on well repair permits. If you will be rewiring electrical lines to your well you will also need to contact the Building division at 707-253-4417.
- Identify wells and water tanks on the property and take steps to protect them during debris removal.
- Owners may also want to review a publication provided by the Public Works Department entitled: "[Well Owners Guide, A guide for private well owners in Napa County.](#)" The document may be found on-line at <http://www.countyofnapa.org/groundwater/>.

b. Septic Systems

- Contact Environmental Health at 707-253-4471 for questions regarding your system location. Any electrical work will require a permit from the Building division.
- Identify septic tank and leach field locations and take steps to protect them during debris removal. Any immediate hazard involving the septic tank or septic system shall be mitigated prior to debris removal.

7. Storm water Pollution Prevention

- Follow best management erosion and sediment control practices (BMPs) to prevent ash, soil, and other pollutants from washing into the street, drainage courses and culverts, or onto neighboring properties. A copy of the County's storm water BMPs may be found at: <http://www.countyofnapa.org/WorkArea/DownloadAsset.aspx?id=4294989677>. BMPs shall be to the satisfaction of the Planning, Building and Environmental Services, Engineering Division.
- Stockpiled materials that are not immediately loaded for transport shall be handled and stored on site in such a manner as to avoid offsite migration. Stockpiles may be stored for up to 180 days. This may include wetting and covering the waste until it is loaded and transported. Locate stockpiles away from drainage courses, drain inlets or concentrated flows of storm water.
- If a stockpile is classified as hazardous, it must be transported to a hazardous landfill. Hazardous materials and refuse must be kept in closed containers that are covered and utilize secondary containment, not directly on soil. If the stockpile is non-hazardous, it can be sent to a Class Three (3) landfill.

➤ Hazardous landfill:

Kettleman Hills Hazardous Waste Facility
Address: 35251 Skyline Road, Kettleman City, CA 93239
Phone: (866) 909-4458

Local Class Three (3) landfills:

- Clover Flat LandFill
Address: 4380 Silverado Trail N, Calistoga, CA 94515
Phone: (707) 963-7988
 - Redwood Landfill
Address: 8950 Redwood Hwy, Novato, CA 94595
Phone: (866) 909-4458
 - Potrero Hills Landfill
Address: 3675 Potrero Hills Lane, Suisun City, CA 94585
Phone: (707) 432-4627
- During the project rainy season, cover non-active soil stockpiles and contain them within temporary perimeter sediment barriers, such as berms, dikes, silt fences, or sandbag barriers. A soil stabilization measure may be used in lieu of cover.
 - Implement appropriate erosion control measures during debris removal and provide final site stabilization after debris removal is completed. PBES staff will assist applicants with the scope of these minimum requirements with submittal of the Demolition Permit.

8. Soil Confirmation Sampling

After the removal of debris and ash is complete, soil will need to be removed from the impacted area until the area is visually clean (typically to a depth of 3-6 inches, or as needed). Representative soil samples should be collected and analyzed to determine compliance with clean-up goals as established by government agencies in the region, including the USACE and CalRecycle. A sample of soil shall be collected from outside the debris and ash impacted area and analyzed to establish background levels of metals. Sample collection shall be performed by a Licensed Soil Consultant. Soil samples shall also be collected from the impacted area. A report of analytical results shall be prepared by the contractor and a copy provided to Environmental Health.

Confirmation samples shall be collected from the impacted area in native soil, including under any impacted slabs and foundations, at random locations. The selection of the random samples shall be based on a 10 by 10 foot grid overlay of the impacted area, with the number of samples to be collected based on the square footage of the area impacted as follows (in square feet):

| Estimated Area of Ash Footprint | Number of Grid Squares |
|---------------------------------|------------------------|
| 0-100 square feet | 1 |
| 101-1,000 square feet | 2 |
| 1,001-1,500 square feet | 3 |
| 1,501-2,000 square feet | 4 |
| 2,001-5,000 square feet | 5 |
| More than 5,000 square feet | Must Consult with PBES |

All samples should be collected from a depth of 0-3 inches using a dedicated 4-ounce plastic scoop and placed in 8-ounce jars. The samples **must** be submitted to a California State Certified laboratory and analyzed for Title 22 metals (antimony, arsenic, barium, beryllium, cadmium, chromium, cobalt, copper, lead, mercury, molybdenum, nickel, selenium, silver, thallium, vanadium, and zinc) by either EPA Method 6010 or 6020 and mercury by EPA Method 7471A.

9. Protection and Perpetuation of Survey Monuments

The perpetuation of survey monuments is required and intended to protect both public and private property rights in accordance with federal and state law. Survey monuments are at risk during debris and ash removal. All governmental agencies, private contractors, organizations, landowners, and/or other persons engaged in ash and burn debris cleanup and removal shall be aware of and adhere to the requirements of Business and Professions Code Section 8771 relating to survey monument protection and perpetuation.

It is recommended that property boundaries are marked during debris and removal and heavy equipment be avoided near property boundaries.



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services

1195 Third Street, Suite 210

Napa, CA 94559

www.countyofnapa.org

David Morrison

Director

**ATTACHMENT B
2017 NAPA FIRE COMPLEX
SELF-CERTIFICATION OF COMPLETION FORM**

What is the purpose of this form? To confirm that your property has been cleared of household hazardous waste HHW and/or debris and ash. This form is used to self-certify completion of cleanup before a building permit may be issued for new and replacement structures.

Who needs to complete this form?

- * Owners of damaged residential structures who choose not to participate in the USACE program; AND
- * Owners of agricultural and commercial structures who are not covered under the USACE program.

| | |
|----------------------|------------------------|
| Owner: | Street Address: |
| Parcel#: | City: |
| Phone Number: | Email: |

A. Phase 1. Household Hazardous Waste (HHW)

HHW was removed and disposed of by:

- USEPA HAZWOPER Certified Contractor

Contractor name and license number: _____

HHW was properly handled and disposed of at an appropriate hazardous materials disposal facility. Disposal receipt is attached.

If you checked more than one box above, please explain: _____

B. Phase 2. Debris and Ash Removal and Disposal

Debris and Ash was removed and disposed of by:

Myself Licensed contractor

Contractor name and license number: _____

The debris and ash from my property was disposed at the following facility:

Facility Name: _____

Date(s) of Delivery: _____

Date of Completion (attach disposal receipts): _____

List disposal location of any material disposed of at a recycling facility. Include type of material, location of disposal and attach disposal receipts:

C. Soil Confirmation Sampling Results

Soil samples were collected. Yes

Consultant name and license#: _____

Samples meet the Napa County cleanup goal Yes

If no, please explain _____

A copy of the sampling results and a map of the sampling locations (both background sampling locations and sample locations) are attached. Yes

D. Property Owner Certification

I hereby certify that the burn ash and debris generated by the 2017 Napa Fire Complex has been identified, removed, and disposed of as described in the PBES 2017 NAPA FIRE COMPLEX HOUSEHOLD HAZARDOUS WASTE & DEBRIS AND ASH REMOVAL document, including all Attachments.

The above mentioned HHW and/or debris and ash removal was performed under my direction, and not by Napa County or the State of California.

Property Owner Signature

Date