



City of San José

Fire Department

Bureau of Fire Prevention

200 East Santa Clara St., Tower, 2nd Floor, San José, CA 95113-1905
(408) 535-7750, Fax (408) 292-6067



County of Santa Clara

Department of Environmental Health

Hazardous Materials Compliance Division (HMCD)

1555 Berger Drive, Suite 300, San José, CA 95112
(408) 918-3400, Fax (408) 280-6479, www.EHinfo.org/hazmat

May 11, 2011

Re: Transfer of Underground Storage Tank and Hazardous Materials Business Plan Programs

Dear Business Owner/Operator:

Effective July 1, 2011, the City of San José will no longer be a Participating Agency within the Unified Program. Responsibility for implementing the underground storage tank (UST) program, the Hazardous Materials Business Plan (HMBP) program, and Unified Program billing and permitting will all transfer to Santa Clara County Department of Environmental Health's Hazardous Materials Compliance Division (HMCD). The San Jose Fire Department (SJFD), Hazardous Materials Program will continue to administer the Fire Code operational compliance and construction permit requirements.

SJFD and HMCD are working together to ensure that this transition and ongoing coordination is as smooth as possible, with minimal impact on businesses. The following changes are effective July 1, 2011:

- All Unified Program permit fee billing will be done by the County on the billing cycle previously established by the City of San José. HMCD will issue new Unified Program Permits in alignment with this cycle.
- All HMBP certifications and submittals shall be made to HMCD.
- UST and HMBP compliance inspections will be handled by HMCD. Please notify your Designated UST Operator(s), monitoring system contractors, tank/line testers, and any other contractors you may use that HMCD is the new lead agency regarding these compliance issues, notifications and submittals.
- New construction, tenant improvements, installations, modifications and removals of hazardous materials systems including underground and aboveground storage tank projects, shall continue to be submitted to the City of San Jose [Development Services](#) (Planning, Building, and Fire Prevention at City Hall Tower, 1st floor) for plan check and permit approval. UST installations, modifications and removals shall also be submitted to HMCD. Coordination with HMCD will be done within the plan check/permitting process.
- SJFD will continue to perform hazardous materials occupancy, storage, use, and dispensing inspections for San Jose Fire Code compliance, including underground and aboveground storage systems. Related fees will be billed by SJFD.
- Hazardous waste compliance inspections will continue to be handled by HMCD.

Should you have any questions, please do not hesitate to call the San Jose Fire Department at (408) 535-7750 or the Santa Clara County Department of Environmental Health's Hazardous Materials Compliance Division at (408) 918-3400. Additional information may also be found at www.sjfd.org/permits.asp#HazMatProgram and www.EHinfo.org.

Sincerely,

Michael Murtiff
Hazardous Materials Program Manager
San José Fire Department

Jim Blamey
Hazardous Materials Program Manager
Santa Clara County HMCD