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Board*

**ENDORSED
FILED**
Superior Court of California
County of San Francisco

JUL 24 2015

CLERK OF THE COURT

By: ROSIE NOGUERA
Deputy Clerk

[Exempt from fees pursuant to
Government Code section 6103]

**IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SAN FRANCISCO**

**THE PEOPLE OF THE STATE OF
CALIFORNIA EX REL. STATE WATER
RESOURCES CONTROL BOARD**

PLAINTIFF,

v.

**CITY AND COUNTY OF SAN
FRANCISCO, A MUNICIPAL
CORPORATION**

DEFENDANT.

Case No. CGC-15-546708

~~[Proposed]~~ **FINAL CONSENT
JUDGMENT AND PERMANENT
INJUNCTION**

(Health & Saf. Code, Div. 20, Chapter 6.7;
Government Code, Title 2 Div. 1, Chapter
7.4.)

1 Plaintiff, the People of the State of California, ex rel. State Water Resources Control Board
2 (“People” or “State Water Board”) and Defendant City and County of San Francisco (“City”,
3 “SFMTA” or “Settling Defendant”), having consented pursuant to the entry of this Final
4 Judgment and Injunction (“Final Judgment”); and

5 The Court having considered the pleadings, which include, without limitation, the
6 Complaint, the parties’ Stipulation for Entry of Final Consent Judgment and Permanent
7 Injunction (“Stipulation”), and the proposed Final Consent Judgment and Permanent Injunction;

8 **IT IS HEREBY ORDERED, ADJUDGED AND DECREED** as follows:

9 **INTRODUCTION**

10 Concurrent with the filing of the Stipulation, the Plaintiffs filed a Complaint in this matter
11 alleging that the Settling Defendant violated various laws and regulations governing the operation
12 and maintenance of underground storage tanks (USTs) and UST systems. The Parties previously
13 stipulated to toll the statute of limitations as to the alleged violations so as to allow discussion of a
14 negotiated resolution. In these negotiations, both the State Water Board and the City were
15 represented by counsel.

16 **STIPULATION FOR ENTRY OF FINAL JUDGMENT**

17 Plaintiff and Defendant have entered into the Stipulation to settle this matter in order
18 to avoid prolonged and complicated litigation, and after opportunity for review by counsel, the
19 Plaintiff and Defendant consent to the entry by the Court of this Final Consent Judgment and
20 Permanent Injunction (“Final Judgment”) on the terms set forth below. As set forth in the
21 Stipulation, the parties have requested, and the Court has approved, that the Court retain
22 jurisdiction for the purpose of enabling any party to this Final Judgment to apply to the Court at
23 any time for such further order and directions as may be necessary and appropriate for the
24 enforcement or compliance with the Final Judgment.

25 **SETTLEMENT OF DISPUTED CLAIMS**

26 Plaintiff and Defendant have stipulated pursuant to a compromise and settlement of
27 disputed claims set forth in the Complaint. The Settling Defendant waived its right to a hearing
28 on any matter covered by the Complaint prior to the entry of this Final Judgment.

1 **1. DEFINITIONS**

2 1.1. Except where otherwise expressly defined in this Final Judgment, all terms shall be
3 interpreted consistent with Chapter 6.7 of Division 20 of the California Health and Safety Code
4 and Title 23, Division 3, Chapter 16 of the California Code of Regulations (collectively, the
5 “UST Regulations”).

6 1.2. “Covered Facilities” means the following five (5) facilities where SFMTA owns
7 and/or operates USTs used to store hazardous substances including petroleum based fuels, as set
8 forth more specifically in Exhibit B (attached hereto): Flynn Motor Coach Facility, Islais Creek
9 Motor Coach Facility, Kirkland Motor Coach Facility, Scott Non-Revenue Facility and the
10 Woods Motor Coach Facility, and any USTs that are installed at SFMTA’s facilities on or after
11 the date of entry of the Final Judgment.

12 1.3. “Certified Unified Program Agency” or “CUPA” is an agency certified by the
13 Secretary of the California Environmental Protection Agency pursuant to the requirements of
14 Chapter 6.11 of the Health and Safety Code and California Code of Regulations, Title 27 to
15 implement certain State environmental programs within a jurisdiction. As used in the Stipulation
16 and in the Final Judgment, “CUPA” includes any Participating Agency (as defined in Health and
17 Safety Code section 25501(e)(2)) or Unified Program Agency (as defined in Health and Safety
18 Code section 25501(e)(3)).

19 1.4. “Local Agency” means the local agency authorized, pursuant to Health and Safety
20 Code section 25283, to implement Health and Safety Code Chapter 6.7.

21 1.5. “Immediately” means directly and without undue delay.

22 1.6. “Promptly” means as soon as reasonably practicable.

23 1.7. “Suspended Penalty Conduct” shall mean a violation of one or more of the provisions
24 identified in Paragraph 5, below.

25 **2. JURISDICTION AND VENUE**

26 The Parties agree that the Superior Court of California, County of San Francisco, has
27 subject matter jurisdiction over the matters alleged in this action and personal jurisdiction over
28

1 the Parties to the Stipulation, and that the Superior Court for the County of San Francisco is the
2 proper venue of this action.

3 **3. PAYMENT FOR CIVIL PENALTIES AND INVESTIGATION AND**
4 **ENFORCEMENT COSTS**

5 3.1. On entry of the Final Judgment, SFMTA shall be liable for a total of ONE MILLION
6 THREE HUNDRED FIFTY THOUSAND DOLLARS (\$1,350,000) in civil penalties and costs to
7 be paid and/or suspended as set forth in Paragraphs 3.2 through 3.5, below.

8 3.2. Cash Civil Penalties

9 Within thirty (30) days of entry of the Final Judgment, SFMTA shall pay FOUR
10 HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$425,000) in civil penalties to the State
11 Water Board under Chapter 6.7 of Division 20 of the Health and Safety Code and the UST
12 Regulations. Payment shall be made by check, payable to the State Water Board's "State Water
13 Pollution Cleanup and Abatement Account." These funds may be used by the State Water Board,
14 at its discretion, to fund activities associated with the investigation and/or enforcement of UST
15 requirements, including those codified at Chapter 6.7 of the California Health and Safety Code
16 and its implementing regulations, and the investigation and/or protection of the Underground
17 Storage Tank Cleanup Fund. These activities may include, but are not limited to, training State
18 and local enforcement staff, hiring State enforcement staff, expert witness support, and criminal
19 investigation development and support.

20 3.3. Reimbursement of Costs of Investigation and Enforcement

21 Within thirty (30) days of entry of the Final Judgment, SFMTA shall pay ONE HUNDRED
22 THOUSAND DOLLARS (\$100,000) to the State Water Board for reimbursement of attorneys'
23 fees, costs of investigation and other costs of enforcement. Payment shall be made by check,
24 payable to the "State Water Board Underground Storage Tank Cleanup Fund."

25 3.4. Enhanced Compliance Actions

26 3.4.a. Of SFMTA's total liability of ONE MILLION THREE HUNDRED FIFTY
27 THOUSAND DOLLARS (\$1,350,000), THREE HUNDRED SEVENTY-FIVE THOUSAND
28 DOLLARS (\$375,000) shall be suspended provided that SFMTA completes and implements the

1 three (3) actions described further in this paragraph that exceed regulatory requirements
2 (“Enhanced Compliance Actions”):

3 (i) Development and implementation of an Underground Storage Tank
4 Compliance Management Program, described in Exhibit C, detailing the SFMTA’s Covered
5 Facilities and the procedures and processes in place to meet the underground storage tank
6 compliance requirements. As part of the Underground Storage Tank Compliance Management
7 Program the City shall employ and maintain an employee knowledgeable in Chapter 6.7 of
8 Division 20 of the California Health and Safety Code and other applicable UST laws and
9 regulations (“Storage Tank Program Compliance Manager”) as described further in Paragraph
10 4.18.b. and retain a non-SFMTA employee as the designated operator (“third-party designated
11 operator”);

12 (ii) Development and implementation of an Enterprise Asset Management
13 System (“EAMS”), described in Exhibit D, which will be used to store UST asset maintenance
14 records, tank and site information, records of regularly scheduled preventative maintenance
15 inspections, and that allows for the upload of documents containing spill reports, alarm reports,
16 violations and standard operating procedures, and that alerts SFMTA UST personnel of upcoming
17 inspection requirements for compliance purposes, and past-due inspections and related work
18 orders for SFMTA’s Covered Facilities; and

19 (iii) Removal of the single-walled USTs and installation of new USTs at the
20 Kirkland facility that meet the construction standards set forth in the UST Regulations, Health
21 and Safety Code section 25290.1, and any relevant statutes or regulations adopted after the
22 effective date of the Final Judgment.

23 3.4.b. SFMTA shall be liable to pay the amount of THREE HUNDRED SEVENTY-
24 FIVE THOUSAND DOLLARS (\$375,000) in its entirety under any of the following
25 circumstances during the period of five (5) years following the effective date of the Final
26 Judgment:

27 (i) Failure to fully implement to the reasonable satisfaction of the State Water Board
28 the Underground Storage Tank Compliance Management Program, attached as Exhibit C and any

1 amendments thereof, no later than thirty (30) days from the entry of the Final Judgment or within
2 the time period to remedy a deficiency as provided in a Notice of Deficiency described further in
3 Paragraph 3.4.f.

4 (ii) Failure to fully implement EAMS, attached as Exhibit D and any amendments
5 thereof, within six months from the effective date of the Final Judgment or within the time period
6 allowed to remedy a deficiency as provided in a Notice of Deficiency described further in
7 Paragraph 3.4.f.

8 (iii) Failure to permanently close the single-walled tanks at the Kirkland facility either
9 within two years from the effective date of the Final Judgment or by a later time period
10 authorized by the State Water Board in a Notice of Deficiency unless an earlier compliance date
11 is legally required.

12 (iv) Failure to demonstrate to the reasonable satisfaction of the State Water Board that
13 as of the third anniversary of the Effective Date of the Final Judgment, SFMTA has expended at
14 least THREE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$375,000) towards
15 completing and implementing the Enhanced Compliance Actions.

16 3.4.c. SFMTA shall document the progress of implementation for each Enhanced
17 Compliance Action in the Status Report described further in Paragraph 4.18.f. Included in the
18 Status Report, SFMTA shall describe the status of implementing the Underground Storage Tank
19 Compliance Management Program and EAMS, including how SFMTA is implementing the
20 Underground Storage Tank Compliance Management Program and EAMS in accordance with
21 Exhibits C and D, respectively, or any subsequent revisions or modifications to Exhibits C and D
22 as approved by the State Water Board. SFMTA shall also submit documentation evidencing the
23 expenditure of money associated with completing each Enhanced Compliance Action. Such
24 documentation may include photographs, invoices, receipts, certifications and other materials
25 reasonably necessary for the State Water Board to evaluate the status or completion of each
26 Enhanced Compliance Action and the costs incurred by SFMTA.

1 3.4.d. Documentation of the costs associated with completing the Enhanced
2 Compliance Actions must be submitted to the State Water Board no later than three (3) years
3 following entry of the Final Judgment.

4 3.4.e. After SFMTA demonstrates to the reasonable satisfaction of the Director of
5 State Water Board's Office of Enforcement that it has fully implemented the three (3) Enhanced
6 Compliance Actions required by the Final Judgment and SFMTA demonstrates that it has
7 expended at least THREE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$375,000) in
8 verifiable costs of completing the Enhanced Compliance Actions, the State Water Board will send
9 SFMTA a letter recognizing satisfactory completion of its obligation to complete the Enhanced
10 Compliance Actions. The letter shall terminate any further Enhanced Compliance Action
11 obligation of SFMTA and result in the permanent suspension of civil penalties in the amount of
12 THREE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$375,000).

13 3.4.f. If the State Water Board deems completion of any Enhanced Compliance
14 Action as not fully implemented with the terms of the Final Judgment, including deadlines set
15 forth in the Final Judgment, the State Water Board shall send a Notice of Deficiency to SFMTA
16 that, to the extent the information is available, (1) identifies the specific deficiency, (2) identifies
17 proposed action(s) that SFMTA may take to remedy the deficiency, and (3) requests that SFMTA
18 remedy the deficiency by a specified time period. If SFMTA disputes or disagrees with a
19 deficiency cited in a Notice of Deficiency, SFMTA shall promptly submit the necessary
20 documentation demonstrating compliance with UST laws and regulations which the State Water
21 Board will consider and, if warranted, modify the Notice of Deficiency. If SFMTA fails to
22 remedy a deficiency by the time period specified in the Notice of Deficiency, the entire THREE
23 HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$375,000) shall become due and
24 payable. If, after issuing the Notice of Deficiency, the State Water Board deems completion of
25 any Enhanced Compliance Action as not fully implemented, the State Water Board may elect to
26 assess and collect the cash penalty by noticed motion in accordance with Paragraph 7.

27 3.4.g. If the State Water Board obtains information that causes it to reasonably
28 believe that SFMTA has not expended money in the amounts claimed by SFMTA, the State

1 Water Board may require that SFMTA, at its sole cost, submit a report prepared by an
2 independent third party acceptable to the State Water Board, which acceptance shall not be
3 unreasonably withheld or denied, providing a professional opinion as to whether SFMTA has
4 expended money in the amounts claimed by SFMTA. The audit report shall be provided to the
5 State Water Board within three (3) months from the State Water Board's Director of the Office of
6 Enforcement notifying SFMTA of the need for an independent third party financial audit. In the
7 event the Parties disagree whether any expenditures by SFMTA are eligible as a cost of
8 completing an Enhanced Compliance Action, the State Water Board may seek resolution of the
9 dispute by filing a noticed motion in accordance with the provisions of Paragraph 7. In any such
10 proceeding, SFMTA shall have the burden of proving that each disputed expenditure qualifies
11 toward an Enhanced Compliance Action as set forth in Paragraph 3.4.a. If SFMTA fails to show
12 that it has expended at least THREE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS
13 (\$375,000), the entire amount shall become due and payable.

14 3.4.h. The Parties agree that none of the THREE HUNDRED SEVENTY FIVE
15 THOUSAND DOLLARS (\$375,000) in credit against the total liability of ONE MILLION
16 THREE HUNDRED FIFTY THOUSAND DOLLARS (\$1,350,000) shall be considered a
17 reimbursable cost by the Underground Storage Tank Cleanup Fund. SFMTA agrees not to seek
18 reimbursement from the Underground Storage Tank Cleanup Fund for any costs associated with
19 the Enhanced Compliance Actions.

20 3.5. Suspended Penalties

21 3.5.a. Of SFMTA's total liability of ONE MILLION THREE HUNDRED FIFTY
22 THOUSAND DOLLARS (\$1,350,000), FOUR HUNDRED AND FIFTY THOUSAND
23 DOLLARS (\$450,000) shall be suspended on the condition that: (1) SFMTA complies with its
24 payment obligation of cash civil penalties and investigative and enforcement costs as set forth in
25 Paragraphs 3.2 and 3.3 and (2) SFMTA does not engage in any suspended penalty conduct
26 specified in Paragraph 5 (Suspended Penalty Conduct) for a period of five (5) years, beginning
27 immediately upon entry of the Final Judgment.

28

1 3.5.b. If the State Water Board determines SFMTA has engaged in any Suspended
2 Penalty Conduct set forth in Paragraph 5, and the Suspended Penalty Conduct has been ongoing
3 for at least thirty (30) calendar days or had occurred for a period of thirty (30) or more calendar
4 days, then the State Water Board shall serve a Notice of Alleged Suspended Penalty Conduct
5 (Notice of Suspended Penalty) on SFMTA. The Notice of Suspended Penalty shall include the
6 following information: (1) the specific act or omission that constitutes the alleged Suspended
7 Penalty Conduct; (2) the dates of the alleged Suspended Penalty Conduct; and (3) if required, the
8 proposed action(s) that SFMTA must take to correct the alleged Suspended Penalty Conduct.

9 3.5.c. The State Water Board may initiate a new enforcement action and seek
10 appropriate relief as authorized by law, including but not limited to, injunctive relief and
11 assessment and collection of civil penalties, and/or serve a Notice of Suspended Penalty as herein
12 provided and move the Court by noticed motion to assess and collect suspended civil penalties as
13 provided herein. SFMTA shall retain all of its rights to contest the State Water Board's claim that
14 it has engaged in Suspended Penalty Conduct, including the right to assert that the alleged
15 violation was due to a *Force Majeure Event*, as described in Paragraph 6.

16 3.5.d. The State Water Board will not move the Court by noticed motion to assess
17 and collect suspended civil penalties and SFMTA shall not be assessed a civil penalty if the
18 alleged Suspended Penalty Conduct has been corrected within thirty (30) days from the issuance
19 date of the Notice of Suspended Penalty. However, the State Water Board may still take
20 enforcement action and seek any appropriate relief for such violations as authorized by law,
21 including but not limited to, the assessment and collection of civil penalties pursuant to Health
22 and Safety Code section 25299.

23 3.5.e. If the State Water Board elects to assess and collect suspended penalties, it
24 shall serve a Notice of Suspended Penalty on SFMTA and proceed by way of noticed motion in
25 accordance with Paragraphs 3.5 and 7.0. In any proceeding to assess and collect suspended civil
26 penalties, the State Water Board shall have the burden to prove by the preponderance of the
27 evidence that SFMTA engaged in the Suspended Penalty Conduct and the number of days over
28 which the alleged Suspended Penalty Conduct continued. If, in such proceeding, the Court finds

1 that SFMTA has engaged in Suspended Penalty Conduct for thirty (30) or more calendar days
2 from the specified time period in the Notice of Deficiency, the Court shall impose a NINETY
3 THOUSAND DOLLAR (\$90,000) civil penalty for each thirty (30) day calendar period that a
4 Suspended Penalty Conduct violation remains uncorrected. The civil penalty shall be payable to
5 the State Water Pollution Cleanup and Abatement Account. SFMTA shall pay the suspended
6 penalty within thirty (30) days of entry of an order finding that SFMTA has engaged in
7 Suspended Penalty Conduct. SFMTA shall have the burden of proof for establishing that the
8 alleged Suspended Penalty Conduct violation(s) has been corrected in accordance with all
9 applicable laws and the terms of the Stipulation. If the Court finds that SFMTA has engaged in
10 Suspended Penalty Conduct, the Parties agree that the Court shall have no discretion to reduce or
11 otherwise modify the amount of suspended penalties to be assessed and awarded to the State
12 Water Board pursuant to the Stipulation and this Final Judgment until the entire suspended
13 penalty amount of FOUR HUNDRED FIFTY THOUSAND DOLLARS (\$450,000) is exhausted.
14 The suspended penalties imposed under the Stipulation shall not exceed FOUR HUNDRED
15 FIFTY THOUSAND DOLLARS (\$450,000). If SFMTA complies with its payment obligations
16 set forth in Paragraphs 3.2 and 3.3 and does not engage in Suspended Penalty Conduct for a
17 period of five (5) years, beginning with the entry of the Final Judgment, the suspension of
18 penalties as herein provided shall become permanent. However, if a motion to assess and collect
19 suspended civil penalties as provided herein is still pending before the Court five (5) years after
20 the entry of the Final Judgment, the suspension of penalties shall not become final until a final
21 order has been issued and payment of civil penalties to the State Water Board has been made, if
22 required by such order.

23 3.5.f. The State Water Board shall have one hundred and eighty (180) calendar days
24 after the expiration of the five (5) year period from the effective date of the Final Judgment to file
25 a noticed Enforcement Motion for suspended civil penalties as herein provided.

26 3.5.g. The suspended penalties provided by Paragraphs 3.4.b. and 3.5.a. are in
27 addition to, and do not bar, any other remedies or sanctions that may be available for any
28 violations of Chapter 6.7 of Division 20 of the Health and Safety Code and the UST Regulations.

1 3.6. Late Payments: SFMTA shall be liable for a stipulated civil penalty of TWO
2 THOUSAND FIVE HUNDRED DOLLARS (\$2,500) for each day that a payment required
3 pursuant to the Stipulation and this Final Judgment is late.

4 3.7. Payments made pursuant to Paragraphs 3.2 and 3.3 of the Stipulation and the Final
5 Judgment shall be made by check and delivered to the State Water Resources Control Board:

6 Division of Administrative Services, Accounting Branch

7 1001 I Street, 18th Floor [95814]

8 P.O. Box 1888

9 Sacramento, CA 95812-1888

10 SFMTA shall send a photocopy of payments made pursuant to Paragraphs 3.2 and 3.3 to
11 the State Water Board's Notices identified in Paragraph 9.

12 4. **INJUNCTIVE RELIEF**

13 Pursuant to the provision of Health and Safety Code section 25299.01, but subject to
14 Paragraph 25 below, upon approval and entry of the Final Judgment by the Court, SFMTA, with
15 respect to the Covered Facilities, is enjoined to comply with Chapter 6.7 of Division 20 of the
16 Health and Safety Code and the UST Regulations. Specifically, SFMTA is enjoined to comply
17 with the following requirements at each of the Covered Facilities:

18 4.1. SFMTA shall comply with Chapter 6.7 of Division 20 of the Health and Safety Code,
19 and the regulations promulgated under that Chapter.

20 4.2. UST monitoring equipment shall be tested and certified every twelve (12) months in
21 accordance with Title 23, California Code of Regulations section 2638.

22 4.3. Secondary containment testing shall be conducted every thirty-six (36) months in
23 accordance with the requirements of Title 23, California Code of Regulations section 2637.

24 4.4. USTs shall be equipped with a spill container that will collect any hazardous
25 substances spilled during product delivery operations to prevent the hazardous substance from
26 entering the subsurface environment, as required by Health and Safety Code section 25284.2 and
27 Title 23, California Code of Regulations section 2635(b)(1).
28

1 4.5. The spill containment structure shall be tested annually in accordance with the
2 requirements of Health and Safety Code section 25284.2.

3 4.6. Where the UST system testing or certification set forth in Paragraphs 4.2, 4.3, 4.4, or
4 4.5. indicates a failure or necessary repair, SFMTA shall promptly take the appropriate corrective
5 action to return the UST into compliance with Chapter 6.7 of Division 20 of the Health and
6 Safety Code and the UST Regulations.

7 4.7. The UST monitoring equipment shall be capable of detecting an unauthorized release
8 from any portion of the UST system at the earliest possible opportunity, as required by Health and
9 Safety Code sections 25290.1(d), 25290.2(d), 25291(b) and 25292(a) and Title 23, California
10 Code of Regulations sections 2630(d) and 2641(a). SFMTA shall properly install and place all
11 leak-detecting sensors in a true vertical position and at the lowest point so that each is capable of
12 detecting a leak at the earliest possible opportunity as required by California Code of Regulations,
13 title 23, including but not limited to section 2630(d). SFMTA shall promptly replace or repair
14 any sensor that, for any reason, becomes incapable of detecting a leak at the earliest possibly
15 opportunity.

16 4.8. Underground pressurized piping that conveys a hazardous substance shall be
17 equipped with a functional automatic line leak detector, as required by Health and Safety Code
18 sections 25290.1(h), 25290.2(g), 25291(f) and 25292(e), and Title 23, California Code of
19 Regulations sections 2636(f)(2) and 2643(c)(1).

20 4.9. Automatic line leak detectors shall be tested in accordance with the requirements of
21 Health and Safety Code section 25293 and Title 23, California Code of Regulations sections
22 2636(f)(2), 2638(a) and/or 2643(c).

23 4.10. Monthly UST inspections shall be performed by the third-party designated operator.

24 4.11. The third-party designated operator shall record the results of the monthly UST
25 inspection in a monthly inspection report as required by Title 23, California Code of Regulations
26 section 2715(c).

27 4.12. SFMTA shall promptly address and bring into compliance any maintenance, repair,
28 or testing issues identified by the third-party designated operator during the monthly inspection.

1 4.13. Written monitoring and maintenance records shall be maintained as required by
2 Health and Safety Code section 25293 and Title 23, California Code of Regulations section
3 2712(b).

4 4.14. Approved monitoring and release response plans shall be updated and maintained as
5 required by Health and Safety Code section 25286(a) and Title 23, California Code of
6 Regulations sections 2632(b) and (d), 2641(g) and (h), and 2712(i).

7 4.15. USTs shall be equipped with an overfill prevention system, as required by Health and
8 Safety Code sections 25290.1(f), 25290.2(e), 25291(c), 25292(d), and 25292.1(a) and the overfill
9 prevention system shall not allow for manual override as required by Title 23, California Code of
10 Regulations section 2635(b)(2).

11 4.16. With respect to underground storage tanks used to store waste oil and waste coolant at
12 the Scott and Flynn facilities, SFMTA shall either: (a) install secondary containment on the
13 piping of underground storage tanks, as required by Health and Safety Code section 25291(a) and
14 (c) and by Title 23, California Code of Regulations section 2636(a), for the underground storage
15 tanks at the Scott and Flynn facilities, (b) equip the underground storage tanks at the Scott and
16 Flynn facilities with an overfill prevention system as required by Title 23, California Code of
17 Regulations sections 2635(b)(2)(B), 2635(b)(2)(C), 2636(a)(1), and 2665, or (c) close the
18 underground storage tanks in accordance with the requirements of the CUPA, Chapter 6.7 of
19 Division 20 of the California Health and Safety Code, including Health and Safety Code section
20 25298, and the California Code of Regulations sections 2670 and 2672, including obtaining
21 approval from the CUPA to permanently close the UST.

22 4.17. SFMTA shall ensure that UST primary and secondary containment at the Covered
23 Facilities is "product tight" as required by Health and Safety Code sections 25290.1(c),
24 25290.2(c) and 25291(a).

25 4.18. Additional Provisions

26 4.18.a. SFMTA shall implement its Underground Storage Tank Compliance
27 Management Program described in Exhibit C, and any revisions or modifications to Exhibit C as
28

1 approved by the State Water Board, within thirty (30) days from the entry of the Final Judgment
2 unless the State Water Board approves an extension of time.

3 4.18.b. Within thirty (30) days of entry of the Final Judgment, as part of SFMTA's
4 Underground Storage Tank Compliance Management Program, SFMTA shall employ and
5 maintain a corporate officer or employee knowledgeable in the California environmental laws
6 that are applicable to the USTs at the Covered Facilities as a "Storage Tank Program Compliance
7 Manager." The Storage Tank Program Compliance Manager's responsibilities shall include, in
8 addition to the matters specified in the Stipulation and this Final Judgment, the responsibility to
9 manage SFMTA's compliance with the terms in the Stipulation and this Final Judgment. The
10 duties of the Storage Tank Program Compliance Manager shall also include reviewing and
11 maintaining all advisements of violations and documentation of unauthorized releases of product
12 or hazardous substances or monitoring and testing failures that are out of compliance for more
13 than thirty (30) consecutive days at any Covered Facility, included, but not limited to, Notices of
14 Violation ("NOVs") and inspection reports issued or prepared by a Local Agency, relating to
15 USTs at the Covered Facilities. The Storage Tank Program Compliance Manager is responsible
16 for assessing compliance with applicable laws and regulations, advising SFMTA UST personnel
17 on compliance with all applicable environmental laws and regulations, and correcting any noted
18 deficiencies or violations. The Storage Tank Program Compliance Manager may not be the same
19 person, contractor or entity that SFMTA uses to meet UST monitoring and testing regulatory
20 requirements under Chapter 6.7 of Division 20 of the California Health and Safety Code and the
21 UST Regulations. In addition, as part of the Underground Storage Tank Compliance
22 Management Program, SFMTA is required to retain a third-party designated operator.

23 4.18.c. SFMTA shall implement the EAMS, described in Exhibit D, within six
24 months from the effective date of the Final Judgment or, if a Notice of Deficiency was issued,
25 within the time period to remedy the deficiency, whichever is later, unless the State Water Board
26 approves an extension of time.

27 4.18.d. SFMTA shall permanently close single-walled tanks at the Kirkland facility in
28 accordance with the requirements of the CUPA, Chapter 6.7 of Division 20 of the California

1 Health and Safety Code, including Health and Safety Code section 25298, and the California
2 Code of Regulations sections 2670 and 2672, including obtaining approval from the CUPA to
3 permanently close the UST when SFMTA is legally mandated by Senate Bill No. 445 (2014) or
4 any newly adopted statute or regulation to permanently close the single-walled tanks by a date
5 before the time specified in Paragraph 3.4.b.iii, herein.

6 4.18.e. SFMTA shall design and construct the new USTs at the Kirkland facility in
7 accordance with the standards for USTs set forth in the UST Regulations, Health and Safety Code
8 section 25290.1, and any relevant statutes or regulations adopted after the effective date of the
9 Final Judgment.

10 4.18.f. Within one year of entry of the Final Judgment, and continuing annually
11 thereafter, for as long as the Final Judgment remains in effect, SFMTA shall file an annual status
12 report ("Status Report") with the State Water Board. The Status Report shall summarize the
13 actions SFMTA has taken to comply with the terms of the Stipulation and Final Judgment,
14 including but not limited to, criteria outlined in Paragraph 3.4.c., actions taken related to the
15 permanent closure of the single-walled USTs and installation of new USTs at the Kirkland
16 facility, including documents demonstrating the new USTs meet the construction standards set
17 forth in the UST Regulations and in Chapter 6.7 of Division 20 of the California Health and
18 Safety Code and documents confirming the tanks were properly tested before the new USTs are
19 placed in use, any NOV issued to SFMTA related to USTs, actions taken in response to such
20 NOV, and penalties paid by SFMTA with respect to such NOV. Each Status Report shall contain
21 a summary of, and include as attachments thereto, at least the following: all annual monitoring
22 system certifications; including monitoring panel printouts, secondary containment testing
23 reports; tank lining inspection reports; monthly Designated Operator ("DO") inspection reports;
24 enhanced leak detection testing reports; and CUPA inspections performed at each Covered
25 Facility. Each Status Report shall be signed by the Storage Tank Program Compliance Manager,
26 or other management representative of SFMTA, under penalty of perjury. Each Status Report
27 shall contain the following certification:
28

1 “To the best of my knowledge, based on information and belief and after
2 reasonable investigation, I declare (or certify) under penalty of perjury that
3 the information contained in or accompanying this submission is true,
4 accurate, and complete. I am aware that there are civil and criminal
5 penalties for submitting false information.”

6 **5. SUSPENDED PENALTY CONDUCT**

7 The failure by SFMTA to comply with any one of the requirements in Paragraphs 4.1
8 through 4.17 and/or 4.18.e. and/or 4.18.f. shall constitute Suspended Penalty Conduct for which
9 SFMTA will be subject to the Suspended Penalties described in Paragraph 3.5, above.

10 **6. FORCE MAJEURE**

11 6.1. Any event that is beyond SFMTA’s control and that prevents SFMTA from timely
12 performing any obligations of the Final Judgment, despite SFMTA’s best efforts, is a “Force
13 Majeure” event. The requirement that SFMTA exercise its best efforts obligates SFMTA to use
14 reasonable efforts to anticipate any potential Force Majeure event and reasonable efforts to
15 address the effects of any potential Force Majeure event (1) as it is occurring and (2) following
16 the Force Majeure event, such that the delay is minimized to the greatest extent possible. Force
17 Majeure does not include SFMTA’s financial inability to fund or complete the obligation or
18 circumstances that SFMTA could have avoided if it had complied with preventative requirements
19 imposed by law, regulation or ordinance.

20 6.2. If any Force Majeure event occurs that may prevent or delay SFMTA’s performance
21 of any obligation of the Final Judgment, within five (5) business days of when SFMTA first
22 receives notice that the event may prevent or delay SFMTA’s performance, SFMTA shall provide
23 to the State Water Board a written explanation and description of the event; the anticipated
24 duration of any delay; all actions SFMTA has taken or will take to prevent or minimize the delay
25 and a schedule of such actions; and the rationale for categorizing the event as Force Majeure.

26 6.3. Within fourteen (14) days of receiving the written explanation set forth in Paragraph
27 6.2, Plaintiff shall notify SFMTA in writing whether it agrees with SFMTA’s assertion of Force
28 Majeure. If Plaintiff agrees that the delay or anticipated delay is attributable to Force Majeure,
SFMTA’s time for performance of its obligations under this Final Judgment that are affected by

1 Force Majeure will be extended for such time as the Parties agree is necessary to complete those
2 obligations.

3 6.4. If the Parties disagree about the existence or effect of Force Majeure, either Party
4 may petition the Court to resolve the dispute. If either Party petitions the Court to resolve the
5 Force Majeure dispute, it will neither preclude nor prejudice the People from bringing a motion to
6 enforce the Consent Judgment as provided in Paragraph 7.1, below. Alternatively, SFMTA may
7 raise Force Majeure as a defense to a motion to enforce. In all instances, SFMTA shall have the
8 burden of proof to demonstrate Force Majeure.

9 6.5. If the Court determines that a Force Majeure event has occurred, it will extend the
10 time for performance of the relevant obligations of the Final Judgment for such time as is
11 necessary to complete those obligations.

12 **7.0. ENFORCEMENT OF FINAL JUDGMENT**

13 **7.1. Procedure**

14 The State Water Board may move this Court to enjoin SFMTA from any violation of any
15 provisions of the Final Judgment and to award other appropriate relief, including penalties and
16 costs, including but not limited to, costs of litigation, investigation, enforcement, prosecution
17 relating to enforcement of the Final Judgment, by serving and filing a regularly noticed motion in
18 accordance with Code of Civil Procedure section 1005 (“Enforcement Motion”). SFMTA may
19 file an opposition, and the State Water Board may file a reply. At least fifteen (15) business days
20 before filing an Enforcement Motion, the State Water Board must meet and confer in good faith
21 with SFMTA to attempt to resolve the matter without judicial intervention. Notwithstanding any
22 other provisions in the Stipulation or the Final Judgment, the State Water Board may take
23 immediate action as authorized by law in order to respond to an immediate threat to human health
24 or the environment.

25 **7.2. Remedies and Sanctions**

26 The Court has the authority to enjoin any violation of the Final Judgment. On the State
27 Water Board’s Enforcement Motion and when the State Water Board has met its burden of proof
28 as required by Paragraph 3.5, if applicable, the payment amounts as provided in Paragraphs 3.4,

1 3.5, and 3.6 shall be binding on SFMTA. The Court retains, in addition, its power to enforce the
2 Final Judgment through contempt. Nothing in the Final Judgment shall restrict the authority of
3 any state or local agency to seek civil or criminal penalties and injunctive relief as provided by
4 law.

5 **8. MATTERS COVERED BY THE FINAL JUDGMENT**

6 8.1. This Final Judgment is a final and binding resolution and settlement of all claims,
7 violations, and causes of action alleged by the State Water Board in the Complaint, and of all
8 claims, violations or causes of action, known or unknown, which arise out of, are related, or could
9 have been asserted by the State Water Board based on the acts, omissions, and/or events that are
10 the subject of the Complaint ("Covered Matters"). The Parties reserved the right to pursue any
11 claim that is not a Covered Matter ("Reserved Claim") and to defend against any Reserved Claim.

12 8.2. Any claims, violations, or causes of action that are not based on facts alleged in the
13 Complaint are not resolved, settled or covered by the Stipulation. The Parties entered into pre-
14 filing tolling agreements in this matter. The Parties agreed that the tolling agreements were
15 intended to, and did, toll only those claims, violations or causes of action that are contained in the
16 Complaint and/or resolved by the Final Judgment. Other claims, violations or causes of action
17 against SFMTA by the Plaintiff, if any, were not tolled by the Parties' tolling agreements, and for
18 those claims, the tolling agreements had and have no force or effect.

19 8.3. The Covered Matters do not include and the Final Judgment does not apply to any
20 claims or causes of action for performance of cleanup, corrective action, or response action
21 concerning or arising out of actual past or future releases, spills, leaks, discharges or disposal of
22 motor vehicle fuels, hazardous wastes, or hazardous substances caused or contributed to by
23 SFMTA at locations at or from its Covered Facilities.

24 8.4. In any subsequent action that may be brought by the State Water Board based on any
25 Reserved Claim(s), SFMTA agreed that it will not assert that failing to pursue the Reserved
26 Claim(s) as part of this action constitutes claim-splitting, laches or is otherwise inequitable. This
27 Paragraph does not prohibit SFMTA from asserting any statute of limitations that may be
28 applicable to any Reserved Claim.

1 8.5. SFMTA shall and does release, discharge and covenant not to sue the State Water
2 Board and the State of California, including each and every constituent agency, board,
3 department, office, commission, fund or other entity thereof, as well as all past, present and future
4 political subdivisions, officers, agents, directors, employees, contractors, subcontractors,
5 attorneys, representatives, predecessors-in-interest, and successors and assigns of each and every
6 constituent of the State of California, for any and all claims or causes of action, of every kind and
7 nature whatsoever, in law and in equity, whether known or unknown, suspected or unsuspected,
8 foreseen or unforeseen, which arise out of or are related to any Covered Matters.

9 **9. NOTICE**

10 All submissions and notices required by the Stipulation and the Final Judgment shall
11 be sent to:

12 For Plaintiff:

13 Ross Hirsch
14 Deputy Attorney General
15 Office of the Attorney General
16 300 South Spring Street, Ste 1702
17 Los Angeles, California 90013

18 Vanessa Young
19 Staff Counsel
20 State Water Resources Control Board - Sacramento
21 Office of Enforcement
22 P.O. Box 100
23 Sacramento, CA 95812-0100

24 For SFMTA:

25 Stephanie Stuart
26 San Francisco City Attorney's Office
27 1390 Market Street, Ste 700
28 San Francisco, CA 94102

 Edward D. Reiskin
 Director of Transportation
 San Francisco Municipal Transportation Agency
 1 South Van Ness Avenue, 7th Floor
 San Francisco, CA 94103

1 Any Party may change its notice name and address by informing the other Party in writing,
2 but no change is effective until it is received. All notices and submissions required by the
3 Stipulation and the Final Judgment shall be sent to the following via personal delivery, overnight
4 mail using a reputable delivery courier, or United States Postal Service mail, certified or
5 registered mail, return receipt requested. Any Party may change the individual or address for
6 purpose of notice to that Party by written notice specifying the new individual or address, but no
7 such change is effective until the written notice is actually received by the party sought to be
8 charged with its contents.

9 **10. NECESSITY FOR WRITTEN APPROVALS**

10 All approvals and decisions of the State Water Board under the terms of the Final Judgment
11 shall be communicated to SFMTA in writing. No oral advice, guidance, suggestions or
12 comments by employees or officials of the State Water Board regarding submissions or notices
13 shall be construed to relieve SFMTA of its obligation to obtain any final written approval
14 required by the Final Judgment.

15 **11. EFFECT OF FINAL JUDGMENT**

16 Except as expressly provided in the Final Judgment or applicable statutory or common law,
17 nothing in the Final Judgment is intended nor shall it be construed to preclude the Plaintiff, or any
18 state, county, or local agency, department, board or entity, or any CUPA, Participating Agency, or
19 Local Agency from exercising its authority under any law, statute or regulation. Except as
20 expressly provided by the Final Judgment, SFMTA retains all of its defenses and rights to the
21 exercise of such authority.

22 **12. PLAINTIFF NOT LIABLE**

23 Plaintiff shall not be liable for any injury or damage to persons or property resulting from
24 acts or omissions by SFMTA in carrying out activities pursuant to the Final Judgment, nor shall
25 the Plaintiff be held as a party to or guarantor of any contract entered into by SFMTA, its
26 directors, officers, employees, agents, representatives or contractors, in carrying out the actions
27 required pursuant to the Final Judgment.

28 **13. NO WAIVER OF RIGHT TO ENFORCE**

1 The failure of the State Water Board to enforce any provision of the Final Judgment shall
2 neither be deemed a waiver of such provision nor in any way affect the validity of the Final
3 Judgment. The failure of the State Water Board to enforce any such provision shall not preclude
4 it from later enforcing the same or any other provision of the Final Judgment. Except as
5 expressly provided in the Final Judgment, SFMTA retains all defenses allowed by law to any
6 such later enforcement. No oral advice, guidance, suggestions or comments by employees or
7 officials of any Party regarding matters covered in the Final Judgment shall be construed to
8 relieve any Party of its obligations under the Final Judgment.

9 **14. REGULATORY CHANGES**

10 Nothing in the Final Judgment shall excuse SFMTA from complying with any more
11 stringent requirements that may be imposed by changes in applicable law. To the extent any
12 future regulatory or statutory changes make the obligations of SFMTA less stringent than as
13 provided for in Paragraphs 3, 4 and 5 of the Final Judgment and in the corresponding paragraphs
14 of the Final Judgment, SFMTA may apply to the Court, upon noticed motion, for modification(s)
15 of any of the obligations contained in Paragraphs 3, 4, and 5 hereof.

16 **15. APPLICATION OF FINAL JUDGMENT**

17 This Final Judgment shall apply to and be binding upon the State Water Board, and upon
18 SFMTA and each of their respective predecessors, subsidiaries, affiliates, successors and assigns.

19 **16. AUTHORITY TO ENTER STIPULATION**

20 Each signatory to the Stipulation certifies that he or she is fully authorized by the Party he
21 or she represents to enter into the Stipulation, to execute it on behalf of the Party, and to legally
22 bind that Party.

23 **17. RETENTION OF JURISDICTION**

24 This Court has jurisdiction to interpret and enforce the Final Judgment. The Court retains
25 continuing jurisdiction to enforce the terms of the Final Judgment and to address any other
26 matters arising out of or regarding the Final Judgment.

27 **18. NON-DISCHARGEABILITY OF OBLIGATIONS**

28

1 SFMTA agreed that it will not seek to discharge in bankruptcy any payment obligations
2 required by the Final Judgment.

3 **19. ABILITY TO INSPECT AND COPY RECORDS AND DOCUMENTS**

4 On reasonable notice and subject to all of the defenses SFMTA would have to requests for
5 documents made by subpoena or other formal legal process or discovery, SFMTA shall permit
6 any duly authorized representative of the State Water Board to inspect and copy SFMTA's
7 records and documents, and to enter and inspect SFMTA's UST facilities to determine whether
8 SFMTA is in compliance with the terms of the Final Judgment. Such documents include, but are
9 not limited to, SFMTA's designated UST operator reports. Nothing in this Paragraph is intended
10 to require access to or production of any documents that are protected from production or
11 disclosure by the attorney-client privilege, attorney work product doctrine or any other applicable
12 privilege afforded to SFMTA under law.

13 **20. PAYMENT OF LITIGATION EXPENSES AND FEES**

14 Except as otherwise provided in the Stipulation and in the Final Judgment, each of the
15 Parties shall bear and pay their own fees and costs, including, but not limited to, their attorney
16 fees, expert witness fees, and costs and all other costs of litigation, investigation, inspection,
17 enforcement, prosecution and suit incurred to date, in and regarding this action, although nothing
18 in this Paragraph is intended to abridge the allocation of payments made by SFMTA pursuant to
19 Paragraph 3, above.

20 **21. INTERPRETATION**

21 The Stipulation was drafted equally by all Parties. The Parties agreed that the rule of
22 construction holding that ambiguity is construed against the drafting Party shall not apply to the
23 interpretation of the Stipulation.

24 **22. COUNTERPART AND FACSIMILE SIGNATURES**

25 The Stipulation was executed by the Parties in counterparts and facsimiles, each of which
26 shall be deemed an original, and all of which, when taken together, shall constitute one and the
27 same document.

28 **23. INTEGRATION**

1 The Stipulation and the Final Judgment constitutes the entire agreement between the Parties
2 and may not be amended or supplemented except as provided for in the Stipulation and the Final
3 Judgment.

4 **24. MODIFICATION OF FINAL JUDGMENT**

5 The Final Judgment may be amended or modified only on a noticed motion by one of the
6 Parties with subsequent approval by the Court or upon written consent by the Parties and the
7 subsequent approval of the Court.

8 **25. TERMINATION OF INJUNCTIVE RELIEF PROVISIONS**

9 At any time after the Final Judgment has been in effect for five (5) years, and SFMTA has
10 paid any and all amounts due under the Final Judgment and complied with all requirements,
11 SFMTA may file a motion requesting that the Court order that the permanent injunctive
12 provisions of Paragraph 4 shall have no prospective force or effect based on SFMTA's
13 demonstrated history of compliance with the Final Judgment. If the State Water Board agrees
14 that SFMTA has substantially complied with the obligations set forth in Paragraph 4, it may file a
15 statement of non-opposition to SFMTA's motion. If the State Water Board disagrees, the State
16 Water Board may file an opposition setting forth its reasoning and recommending that the Final
17 Judgment, including the injunctive provisions, remain in effect. Within thirty (30) days of the
18 filing of SFMTA's motion, the State Water board may file either a statement of non-opposition, or
19 an opposition, and within forty-five (45) calendar days of the filing of SFMTA's motion, SFMTA
20 may file a reply. The Parties agree that the Court may grant SFMTA's request, provided that
21 SFMTA demonstrates that it has substantially complied with the obligations set forth in
22 Paragraph 4 and a determination by this Court that SFMTA has complied with the obligations set
23 forth in Paragraph 4 of the Final Judgment.

24 **26. ENTRY OF JUDGMENT**

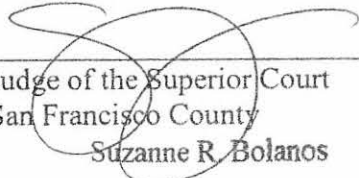
25 26.1. Pursuant to the Stipulation, the Parties have sought approval of the Final Judgment
26 and requested that the Court make a determination that the Final Judgment is fair and in the
27 public interest. The Court approves the Final Judgment and determines that it is fair and in the
28 public interest.

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26.2. This Final Judgment shall go into effect immediately upon entry. Entry has been authorized by stipulation of the parties.

IT IS SO ORDERED, ADJUDGED AND DECREED

Dated: 7/24, 2015



Judge of the Superior Court
San Francisco County
Suzanne R. Bolanos

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EXHIBIT A

There is no Exhibit A to this Final Consent Judgment and Permanent Injunction.

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EXHIBIT B

EXHIBIT B: SFMTA Underground Storage Tanks

	Site	Address	Volume (gallons)	Contents	Installation Date	Tank Construction	Piping Construction	Piping Type
1	Woods Motor Coach Facility	1095 Indiana St, San Francisco, CA	10,000	Gasoline	3/1/2001	Fiberglass – Double wall	Double Wall	Pressure
2			20,000	Diesel	3/1/2001	Fiberglass – Double wall	Double Wall	Pressure
3			20,000	Diesel	3/1/2001	Fiberglass – Double wall	Double Wall	Pressure
4			20,000	B20	3/1/2001	Fiberglass – Double wall	Double Wall	Pressure
5			20,000	B20	3/1/2001	Fiberglass – Double wall	Double Wall	Pressure
6			3,000	Motor Oil	3/1/2001	Fiberglass – Double wall	Double Wall	Pressure
7			4,000	Waste Motor Oil	3/1/2001	Fiberglass – Double wall	Double Wall	Pressure
8			1,000	ATF	3/1/2001	Fiberglass – Double wall	Double Wall	Pressure
9			1,000	Waste Coolant	3/1/2001	Fiberglass – Double wall	Double Wall	Pressure
10			600	Motor Oil	3/1/2001	Fiberglass – Double wall	Double Wall	Pressure
11	Islais Creek Motor Coach Facility	1301 Cesar Chavez, San Francisco, CA	25,000	Diesel	11/1/2011	Fiberglass – Double wall	Double Wall	Pressure
12			25,000	Diesel	11/1/2011	Fiberglass – Double wall	Double Wall	Pressure
13	Flynn Motor Coach Facility	1940 Harrison St, San Francisco, CA	20,000	B20	10/1/1989	Steel - Single wall	Single Wall	Pressure
14			20,000	B20	10/1/1989	Steel - Single wall	Single Wall	Pressure
15			20,000	B20	10/1/1989	Steel - Single wall	Single Wall	Pressure
16			2,000	ATF	10/1/1989	Steel - Single wall	Single Wall	Suction
17			6,000	Motor Oil	10/1/1989	Steel - Single wall	Single Wall	Suction
18			2,000	Waste Motor Oil	10/1/1989	Steel - Single wall	Single Wall	Gravity
19	Scott Non-Revenue Facility	1849 Harrison St, San Francisco, CA	2,500	Waste Motor Oil	3/1/1989	Steel - Single wall	Single Wall	Gravity
20	Kirkland Motor Coach Facility	151 Beach St, San Francisco, CA	20,000	Diesel	1/1/1982	Fiberglass – Single wall	Double Wall	Pressure
21			20,000	Diesel	1/1/1982	Fiberglass – Single wall	Double Wall	Pressure

EXHIBIT C

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Standard Operating Procedure (SOP) Title:	Storage Tank Management Program	
Division/Dept:	Office of the Director of Transit	Document Number:
Effective Date:	Type date here	Revision Number 0

UNDERGROUND STORAGE TANK MANAGEMENT PROGRAM

APPROVED BY:

DATE:

APPROVED BY:

DATE:

APPROVED BY:

DATE:

Original Date/Prior Revision Date: 09/01/14	Next Review Date:	Page 1 of 20
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Standard Operating Procedure (SOP) Title:	Storage Tank Management Program	
Division/Dept:	Office of the Director of Transit	Document Number:
Effective Date:	Type date here	Revision Number 0

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Standard Operating Procedure (SOP) Title:	Storage Tank Management Program	
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1.0 PURPOSE

The purpose of this SOP is to detail the practices and procedures put in place by the SFMTA to conduct underground storage tank (UST) operations in compliance with applicable laws, regulations and standards concerning UST environmental protection and provide a system of checks and balances to ensure compliance and continual improvement. Further, this SOP, in conjunction with our site specific UST Monitoring and Response Plans, details SFMTA Underground Storage Tank Management Program best management practices.

The SFMTA owns and operates 16 underground storage tanks used to contain bio-diesel, gasoline, motor oil, coolant, automatic transmission fluid and other chemicals. Regulatory oversight is performed by the Environmental Protection Agency (EPA), the State Water Resources Control Board (State Water Board) and the San Francisco Department of Public Health (SFDPH).

This document details the structure, scope, and procedures of the oversight team charged with administering the proper operation, repair, maintenance, personnel training, and monitoring of the underground storage tanks. It also details the documentation and record keeping system for the USTMP, including the establishment of a central database as well as a physical documentation management protocol at SFMTA UST Facilities. The purpose of USTMP is to centralize and elevate the oversight of the SFMTA's UST program in order to best serve our public transportation system's operational needs and to ensure compliance with all applicable regulations and requirements.

2.0 SCOPE (PERSONNEL)

These procedures apply to the following SFMTA Divisions and Personnel and outside entities, as noted. Please see Appendix 7.1 for detailed USTMP organizational chart:

Transit Division

Storage Tank Program Manager

Storage Tank Program Engineer

Storage Tank Program Site Engineer

Storage Tank Program Designated UST Operator

Storage Tank Program Licensed UST Service Technician

Maintenance of Way Personnel

STORAGE TANK MANAGEMENT PROGRAM

Bus Maintenance Personnel
Storage Tank Program Job Order Contract (JOC) Contractor
Storage Tank Program Consultants

Human Resources Division
Industrial Safety Environmental Compliance (ISEC) Personnel

Finance and Information Technology Division
Materials Management Personnel

3.0 AUTHORITY

The Underground Storage Tank Management Program shall be implemented in accordance with the following requirements:

California Health and Safety Code, Division 20, Chapter 6.7, Underground Storage of Hazardous Substances.

California Code of Regulations (CCR), Title 23, Division 3, Chapter 16, Underground Tank Regulations.

City and County of San Francisco Department of Public Health Environmental Health Section's (SFDPH) Hazardous Materials and Waste Program.

4.0 DEFINITIONS

CERS: The California Environmental Reporting System (CERS) is a statewide web-based system to support California Unified Program Agencies (CUPAs) and Participating Agencies (PAs) in electronically collecting and reporting various hazardous materials-related data as mandated by the California Health and Safety Code and new 2008 legislation (AB 2286).

CalEPA: California Environmental Protection Agency

CUPA: California Unified Program Agencies. For the purposes of the SFMTA Storage Tank Management Program, the CUPA refers to the San Francisco Department of Public Health.

Designated UST Operator (DO): is an individual designated by the UST owner to be responsible for training facility employees and conducting a monthly visual inspection at the UST facility.

STORAGE TANK MANAGEMENT PROGRAM

EAMS: Enterprise Asset Management System. A permanent, electronic inventory management system. See section 6.4.10 for details.

Facility: any one, or combination of, underground storage tanks used by the SFMTA at a single location or site.

Facility Employee: any person who is both involved with the day-to-day operation of the UST Facility (e.g., Facility supervisor) and has a role related to the operation of the USTs (i.e., responding to spills, overfills, etc.).

Maintenance: the normal operational upkeep to prevent a storage tank system from releasing hazardous substances.

Service Technician: any licensed individual who installs or tests monitoring equipment, or provides maintenance, service, system programming or diagnostics, calibration, or trouble-shooting for underground storage tank system components.

SOP: SFMTA Standard Operating Procedure, a method established or prescribed to be followed routinely for the performance of designated operations.

Storekeeper: As defined by the SFMTA Department of Human Resources, a storekeeper is defined as the person performing responsible work involving the receipt, inspection, rotation, storage, inventory, ordering, and issuing of a wide variety of automotive and/or transit vehicle parts, and performs related duties as assigned. For the purposes of the USTMP, the Storekeeper is responsible for all aspects of receiving deliveries intended for storage within the UST System. This includes performance as a fuel observer.

Tank: a stationary device designed to contain an accumulation of hazardous substances which is constructed primarily of non-earthen materials, including, but not limited to, wood, concrete, steel, or plastic that provides structural support.

Underground Storage Tank (UST): any one or combination of tanks, including pipes connected thereto, that is used for the storage of hazardous substances and that is substantially or totally beneath the surface of the ground.

USTMP: Underground Storage Tank Management Program; program includes oversight over both underground and above ground storage tanks.

State Water Board: State Water Resources Control Board, a board within CalEPA

5.0 APPLICABILITY

5.1 Personnel

5.1.1 All personnel listed in Section 2.0 shall receive a copy of this SOP and all Appendices and maintain a familiarity with its contents.

5.2 Equipment

5.2.1 All equipment related to or involved in the storage of hazardous substances in underground storage tanks shall be subject to the contents and procedures of this document. See Appendix 7.2 for a full inventory of all USTs and appurtenant equipment.

6.0 PROCEDURES

6.1 Program Oversight

6.1.1 Personnel and Duties

6.1.1.1 Underground Storage Tank Program Manager

The USTP Manager is a direct report to the Director of Transit and is responsible for overseeing the entire operation of the UST program including SFMTA's compliance with the applicable regulations, supervising the Designated UST Operator, contract oversight, developing capital improvements in the UST system and overseeing the management, operation, repair, maintenance, reporting and record-keeping for the SFMTA's underground storage tanks.

Personnel from the following SFMTA Divisions will assist the USTP Manager: Transit (Maintenance, Maintenance of Way), Human Resources (Industrial Safety Environmental Compliance), Financial and Information Technology (Materials Management) and Government Affairs (Regulatory Affairs).

The following personnel will report directly to the USTP Manager:

Storage Tank Program Engineer

Storage Tank Program Site Engineer

Storage Tank Program Certified Designated UST Operator

STORAGE TANK MANAGEMENT PROGRAM

Storage Tank Program Licensed UST Service Technician

6.1.1.2 SFMTA Industrial Safety Environmental Compliance Specialist (ISEC)

The assigned ISEC specialist shall conduct a semi-annual audit of all procedures contained within this document to ensure that all procedures and practices are followed. Included within this audit shall be a review of:

- All on-site documentation, EAMS and CERS tank information
- SFMTA USTMP staffing, reporting procedures, and workflows
- Facility Employee Training Information
- Daily, Monthly, Annual, and Secondary Containment Inspection completion and record retention practices
- Alarm history records and record retention practices
- Designated UST Operator/UST Service Technician license status
- Capital Upgrade/Modifications status review and record retention
- SFDPH/CalEPA inspection reports and records
- Violations/Warning issued by any regulatory body and abatement procedures.
- UST Monitoring Plan and UST Release Response Plans
- Overall program review for any changes in management/performance practices.

A written report shall be composed and copies sent to the Storage Tank Program Manager, the Storage Tank Program Engineer and the Director of Transit. Any necessary corrective actions identified in the report shall be documented and uploaded to the EAMS.

6.2 Program Operation

6.2.1 Personnel and Duties

Individual and group accountability must be maintained in order for the program to succeed. The program's hierarchical

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organizational structure provides that accountability. Each position's responsibility is clearly defined. It allows for evaluation of each individual's performance as to the accomplishment of his or her role in regard to the program.

Note: In the temporary absence of any of the responsible parties listed below, the Storage Tank Program Manager will temporarily assign the listed duties to an alternate of the same qualifications listed below. In the event of a vacancy, the Storage Tank Program Manager shall appoint an acting replacement within 30 days.

6.2.1.1 Program Engineer

Shall provide in-depth engineering expertise on all aspects of the USTMP in support of the USTP Manager. The duties of the Program Engineer include: oversight of contractors and maintenance staff; UST system design review and control; program management assistance; and documentation quality control assurance with respect to physical record keeping, electronic data back-up and on CERS.

In addition the Program Engineer shall be responsible for ensuring that any violations, alarms, or issues of any kind are effectively resolved and that all work orders have been dealt with in a timely manner.

The Program Engineer must possess a Certificate of Registration as a Professional Engineer in the State of California and must be in good standing with the Board of Professional Engineers and Land Surveyors (PELS).

6.2.1.2 Program Site Engineer

Shall provide on-site facility observation and monitoring. The Program Site Engineer will also provide access, and provide on-site response in the event of alarms or emergencies. In the event of a triggered alarm or observed issue, the Program Site Engineer is responsible for an assessment of the issue's scope and required response. The Program Site Engineer shall be responsible for evaluation of routine site conditions and the facility Daily Reports. The Program Site Engineer shall also be present at all Monthly, Annual, and Secondary Containment Inspections.

In the event that the Program Site Engineer is not on duty or on premises at the time of an alarm or emergency, the SFMTA

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also employs Stationary Engineers and a rotating Watch Engineer who is on-call and responds to facility issues 24 hours per day. The Watch Engineer shall immediately notify the Program Site Engineer of any issues with the UST system during non-standard business hours.

6.2.1.3 Designated UST Operator (DO)

Shall perform monthly visual inspections, record results on an inspection report and submit the written report to the USTP Manager. The Designated UST Operator shall also be responsible for providing on-the-job training for Facility employee(s) within 30 days of hire (or change in responsibilities), and then on an annual basis.

The Designated UST Operator must comply with all applicable state, federal or local requirements, and must possess a current California UST System Operator certificate issued by the International Code Council (ICC).

For the purposes of the SFMTA USTMP, this position shall be held by a licensed individual employed by a third-party, non-SFMTA, contractor.

6.2.1.4 UST Service Technician

Shall install and/or test underground storage tank monitoring equipment, provide maintenance, service, system programming and/or diagnostics, calibration, and troubleshooting for UST system components.

The UST Service Technician must possess, or work under the direct and personal supervision of an individual physically present at the work site who possesses, a current California UST Service Technician certification issued by the ICC.

In addition, the UST Service Technician must obtain manufacturer training and certification. For secondary containment testing, this training should be provided by the developer of the testing equipment or test method being used, or through the manufacturer of the secondary containment component being tested. For annual monitoring system certification, this training should be provided by the monitoring equipment manufacturer. Re-certification is required at the time interval recommended by the manufacturer, or every 36 months, whichever is shorter. In the event that no training or

certification is provided by the manufacturer, the CUPA may approve comparable alternate training or certification.

For the purposes of the SFMTA USTMP, this position shall be held by a licensed individual employed by a third-party, non-SFMTA, contractor.

6.2.1.5 Maintenance of Way Personnel

The maintenance personnel under the Maintenance of Way department of the SFMTA may be called upon to act in the service of the UST system in the performance of duties not specified as to be completed by licensed storage tank personnel.

6.2.1.6 Bus Maintenance Personnel

The bus maintenance personnel at each facility may act at various times as the fuel observers. As such, any employee who may be asked to act as a fuel observer or to assist the delivery or removal of any product from the underground tanks shall be classified as a Facility Employee for the purposes of the Storage Tank Management Program and shall be trained in accordance with Title 23, Chapter 16. See section 6.3 for training details.

6.2.1.7 Human Resources

Members of the Industrial Safety and Environmental Compliance (housed under the Human Resources section of the SFMTA) shall act to ensure compliance of the Storage Tank Management Program. In addition to providing the Industrial Safety Environmental Compliance Specialist listed in section 6.1.1, members in the ISEC team will also provide input for the Annual Status report (Section 6.4.1) and review CERS submittals for accuracy.

6.2.1.8 Materials Management

The SFMTA Materials Management Division shall be responsible for providing Storekeepers as primary fuel delivery observers. As such, Storekeepers shall be classified as Facility Employees for the purposes of the Storage Tank Management Program and shall be trained in accordance with Title 23, Chapter 16. See section 6.3 for training details.

6.2.2 Reports and Inspections

6.2.2.1 Daily Reports

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Consist of the results from visual observation of overall facility conditions, monitoring panel readings, and alarm notification readings with appropriate follow-up, as defined in the site-specific UST Monitoring and Response Plans at each Facility and shall be performed three times per day for a total of three daily reports. See Appendix 7.14 for Daily Report Workflow.

Responsible Personnel: Program Site Engineer/Stationary Engineers

6.2.2.2 Monthly Inspections

Consist of evaluation and determination of compliance on all items (No. 1-16) contained within the current State Water Board issued Designated UST Operator Monthly Visual Inspection Checklist. Monthly inspections shall be performed once per calendar month by the Designated UST Operator, accompanied by the Site Engineer. See Appendix 7.14 for Monthly Inspection Workflow. (CCR Title 23, Section 2715)

Responsible Personnel: Designated UST Operator

6.2.2.3 Annual Inspection & Annual Monitoring Certification

Consist of evaluation and determination of compliance on all items contained in the current State Water Board issued Underground Storage Tank Compliance Inspection Report and The Underground Storage Tank Annual Monitoring Certification Form. Both shall be performed on an annual basis. See Appendix 7.14 for Annual Inspection Workflow. (CCR Title 23, Section 2638)

Responsible Personnel: Designated UST Operator & UST Service Technician

6.2.2.4 Secondary Containment Testing

Consist of evaluation and determination of compliance and soundness of secondary containment systems within the UST Program and shall be performed every three years. See Appendix 7.14 for Secondary Containment Inspection Workflow. (CCR Title 23, Section 2637)

Testing requires CUPA notification at least 48 hours in advance and testing must be done by International Code Council (ICC) certified tank tester or service technician.

The purpose of secondary containment testing (commonly referred to as SB989) is to determine whether the secondary

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containment system is capable of containing a release from the primary containment until the release is detected and cleaned up.

Secondary containment systems provide protection from releases from UST systems. Leaking sumps, piping, and dispenser pans could result in product being released into the environment. Testing of secondary containment reduces the risk of releases to the environment thus providing sound risk management as well as environmental compliance.

Responsible Personnel: UST Service Technician

6.2.3 Remote Monitoring

All UST sites shall be remotely monitored. The SFMTA has contracted with a UST Information Manager-Independent Contractor to perform 24/7 online monitoring of UST sites using an automated remote alarm monitoring program. This computerized, facility-based data management provides real-time alerts in the event of any triggered alarms within the UST system.

Responsible Personnel: USTP Manager

6.2.4 Maintenance

Maintenance of the storage tanks shall be performed as required and in response to issues identified during visual observations and formal inspections. Maintenance will be documented as described in section 6.4 of this document.

Responsible Personnel: UST Service Technician

6.2.5 Construction and System Modifications

The USTP Manager is responsible for implementing any tank construction or modifications, including repairs, capital projects, infrastructure maintenance and modifications. Any major modifications to the tanks or tank system shall be documented and permitted as required by Title 23, Chapter 16 and the CUPA.

Responsible Personnel: Any construction or system modification will be completed by licensed personnel as required by Title 23, Chapter 16.

6.2.6 Tank Cleaning:

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In addition to standard “pure” diesel fuel, the SFMTA stores biodiesel (B20) fuel in many of its storage tanks. In order to maintain high quality fuel products and prevent breakdown of other aspects of the system, the tanks shall be periodically cleaned. Frequency and scheduling shall be determined by the DO and Program Engineer. Any cleaning shall be recorded and included in the document package for each tank. Cleaning shall be noted on the Daily and Monthly inspection forms.

Responsible Personnel: UST Service Technician

6.3 Training of Applicable SFMTA Personnel

Pursuant to Title 23, Division 3, Chapter 16 of the California Code of Regulations, on-the-job training must be provided to all Facility Employees. All Facility Employees shall be trained within 30 days of being hired and annually thereafter.

The training shall include, but is not limited to:

- The operation of the UST system in a manner consistent with the SFMTA’s best management practices;
- The facility employee’s role in regards to the monitoring equipment as specified in the site Monitoring Plan;
- The facility employee’s role with regard to spills and overfills as specified in the site UST Response Plan;
- The name and phone number of the contact person(s) for emergencies and monitoring equipment alarms.

Responsible Personnel: Designated UST Operator

6.4 Documentation and Reporting

6.4.1 Annual Status Report

On an annual basis, beginning in January 2016, a report shall be prepared detailing the status of and progress toward meeting the compliance obligations of the SFMTA as well as meeting the agreed terms of the settlement agreement entered into between the State Water Board and the SFMTA (Settlement Agreement). This written report shall be sent to the State Water Board and SFDPH and shall be kept electronically in the STMP EAMS. The report shall, at a minimum:

- Describe compliance with terms of Settlement Agreement

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- Detail any changes made to the program infrastructure or organizational structure
- Detail any capital expenditures made toward improvement of the program
- Identify any Notice of Violation, including any corrective action taken
- Identify any penalties paid for violations
- Include the most recent Annual Monitoring Certifications
- Include the most recent Monitoring panel printouts
- Include latest Alarm History Report
- Include the most recent secondary containment testing reports
- Include the previous 12 months of weekly visual inspection logs (in accordance with H&S §25283.5(a)(3))
- Include the past 12 months of Monthly DO reports
- Include any CUPA inspection records

Responsible Personnel: USTP Manager, Program Engineer, SFMTA Industrial Safety/Environmental Compliance

6.4.2 California Environmental Reporting System (CERS)

The Storage Tank Program Engineer and SFMTA Industrial Safety/Environmental Compliance shall be responsible for updating and submitting the appropriate CERS documentation, including: hazardous materials management plans, chemical inventories, site maps, underground and aboveground tank data, and hazardous waste related data in addition to any other required documentation. CERS records shall be kept updated with any changes and confirmed and resubmitted no less than once per year in the event that no site changes otherwise require new data entry.

Responsible Personnel: Program Engineer, SFMTA Industrial Safety/Environmental Compliance

6.4.3 Maintenance Records

All performed maintenance, whether incidental or prompted by daily, monthly, annual, or secondary containment inspection must be documented. Original documentation shall be kept at

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the site Facility for a period of not less than one year. In addition, a record of any maintenance shall also be uploaded to the USTMP EAMS to be retained as described in Appendix 7.14.

Responsible Personnel: Program Site Engineer, Program Engineer, USTP Manager

6.4.4 Work Orders

Any maintenance not deemed incidental shall be performed through a work order. The work order shall be tracked by type, date and facility and all maintenance performed shall reference the assigned work order. The date and time of the creation of the work order shall be recorded along with the party responsible for the completion of the work order. At the time the work order is completed, a note shall be placed in the maintenance record of all maintenance performed and the date and time of close out. Upon the creation of a work order, such work order shall be uploaded to the USTMP EAMS. See Appendix 7.14 for Work Order Management Workflow .

Responsible Personnel: Designated UST Operator, Program Site Engineer, and Program Engineer

6.4.5 Inspection Reports

Daily reports shall be generated once per 8 hour shift (Day, Swing, Night) for a total of 3 daily reports. All Daily Reports shall be stored at each facility for a period of not less than one year. Monthly Inspection Reports, Annual Inspection and Monitoring Certifications, and secondary containment testing reports shall be generated and shall be uploaded to the USTMP EAMS, as well as stored at each facility for a period of not less than required by Title 23, Chapter 16, Section 2712 of the California Code of Regulations. See Appendix 7.13 for document retention schedule.

Responsible Personnel: Program Site Engineer, Program Engineer

6.4.6 Unauthorized Release Reports

Whenever an unauthorized release from a tank is discovered, personnel shall document and report the release and shall include all pertinent information including the individual discovering the leak, the location and facility name, the substances involved, the precise source, the cause, the

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current status, and any remedial action taken. This information shall be included along with all other information required on the State Water Board Unauthorized Release Form.

Responsible Personnel: USTP Manager, Program Engineer, Designated UST Operator, Program Site Engineer

6.4.7 Alarm Incident Reports

In the event of any alarm, appropriate personnel shall be notified and the date, time, location, and cause of alarm shall be noted. All methods of investigation, all findings, and all action taken to clear the alarm shall be recorded using the standard Alarm Activation Recording Form. All Alarm Activation logs shall be kept on site for a period not less than that required by Title 23, Chapter 16, Section 2712 of the California Code of Regulations and shall be noted on the monthly inspection report as required. See Appendix 7.14 for document retention schedule.

Responsible Personnel: Designated UST Operator, Program Site Engineer

6.4.8 Onsite Documentation

At each site an indexed UST Compliance Binder shall be maintained and contain the following documentation:

- UST Operating Permit Application
- Facility Information
- Tank Information
- Monitoring Plan
- Response Plan
- Daily Inspection Reports
- Monthly Inspection Logs
- Annual Monitoring System Certification (most recent) and Spill Containment Test Results
- Alarm History Log (if not printable by monitoring system)
- Unauthorized Release Record
- SB-989 Secondary Containment Testing Reports

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- Emergency Phone Numbers
- Designated UST Operator Agreement
- Financial Responsibility Documentation
- Maintenance and Monitoring Records

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6.4.9 Document Retention Schedule

At a minimum, documentation associated with City-owned UST systems shall be retained as required by applicable statutes and regulations and in accordance with Appendix 7.13.

6.4.10 EAMS (Enterprise Asset Management System)

The following documentation shall be kept in a permanent, time-stamped, searchable electronic format:

- All UST Management Program SOPs
- UST Management Program staffing records
- Tank and site information
- Tank related asset information
- Maintenance records
- Work orders
- Inspection reports
- Spill reports
- Alarm reports
- Violations
- All other tank-related documentation

In addition, this system shall be programmed to provide:

- Early warning of time-sensitive compliance obligations
- Warning of past due time-sensitive compliance obligation
- Notifications of activities that can trigger compliance obligations
- Warning of past due document or report upload

7.0 LIST OF APPENDICES

7.1 Underground Storage Tank Program Organization Chart

7.2 UST Equipment, Locations and Statistics

7.3 UST Facility Forms

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- 7.4 UST Tank Information Forms
- 7.5 UST Facility Site Plans
- 7.6 UST Monitoring Plans for the following Maintenance Facilities:
Woods, Kirkland, Flynn, Scott and Islais Creek
- 7.7 UST Response Plans for the following Maintenance Facilities:
Woods, Kirkland, Flynn, Scott and Islais Creek
- 7.8 Designated UST Operator Identification Form
- 7.9 Inspection Forms
- 7.10 Alarm Forms
- 7.11 Unauthorized Release Forms
- 7.12 Facility Employee Training Record Form
- 7.13 Document Retention Schedule
- 7.14 Underground Storage Tank Management Program Workflow
Diagrams

8.0 SUMMARY OF CHANGES

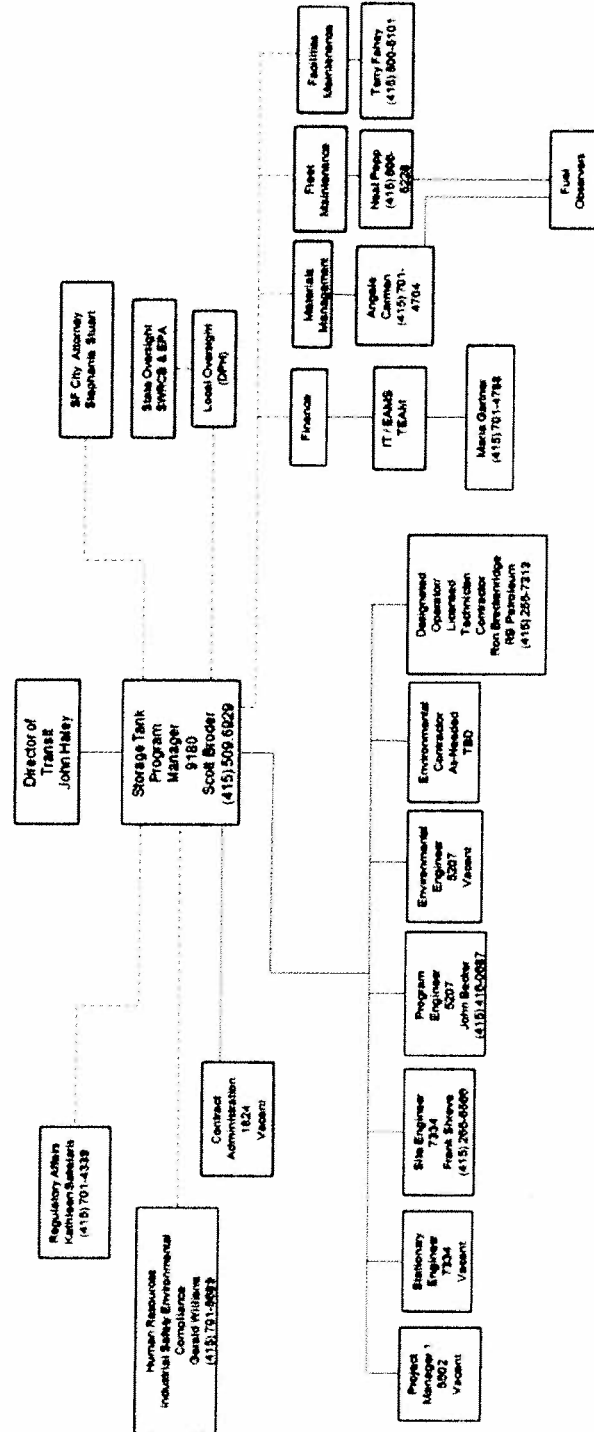
N/A

9.0 APPROVALS

Prepared by	Reviewed by	Approved by
Originator of SOP, Title & Unit:	Reviewer of SOP, Title & Unit:	

Standard Operating Procedure (SOP) Title: Appendix 7.1 – Storage Tank Management Program	Storage Tank Management Program Organizational Chart
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

SFMTA Storage Tank Management Program Organization Chart
2015



Update: 4/1/2015

Standard Operating Procedure (SOP) Title: Appendix 7.2 -- Storage Tank Management Program		UST Tank Inventory Summary
Division/Dept: Office of the Director of Transit	Document Number:	
Effective Date: Type date here	Revision Number 0	

Site	Quantity	Volume	Type	Contents	Tank ID#	Manufacturer	Install	Material/Construction	Piping	Piping Material	Pressure
Woods Motor Coach Facility 1095 Indiana St. SF, CA	1	10,000	UST	Gasoline	#007601001018	Fluid Containment	3/1/2001	Fiber Glass - Double Wall	Double Wall	Fiberglass	Pressure
	1	20,000	UST	Diesel	#007601001014	Fluid Containment	3/1/2001	Fiber Glass - Double Wall	Double Wall	Fiberglass	Pressure
	1	20,000	UST	Diesel	#007601001015	Fluid Containment	3/1/2001	Fiber Glass - Double Wall	Double Wall	Fiberglass	Pressure
	1	20,000	UST	B20	#007601001016	Fluid Containment	3/1/2001	Fiber Glass - Double Wall	Double Wall	Fiberglass	Pressure
	1	20,000	UST	B20	#007601001017	Fluid Containment	3/1/2001	Fiber Glass - Double Wall	Double Wall	Fiberglass	Pressure
	1	4,000	UST	Motor Oil	#007601001020	Fluid Containment	3/1/2001	Fiber Glass - Double Wall	Double Wall	Fiberglass	Pressure
	1	4,000	UST	Waste Motor Oil	#007601001021	Fluid Containment	3/1/2001	Fiber Glass - Double Wall	Double Wall	Fiberglass	Pressure
	1	1,000	UST	ATF	#007601001023	Fluid Containment	3/1/2001	Fiber Glass - Double Wall	Double Wall	Fiberglass	Suction
	1	1,000	UST	Waste Coolant	#007601001024	Fluid Containment	3/1/2001	Fiber Glass - Double Wall	Double Wall	Fiberglass	Suction
	1	2500	UST	Motor Oil	#007601001022	Fluid Containment	3/1/2001	Fiber Glass - Double Wall	Double Wall	Fiberglass	Pressure
Isais Creek Motor Coach Facility 1301 Cesar Chavez, SF, CA	1	25,000	UST	Diesel	#0011543001002	Containment Solutions	11/1/2011	Fiber Glass - Double Wall	Double Wall	Flex	Pressure
	1	25,000	UST	Diesel	#0011543001003	Containment Solutions	11/1/2011	Fiber Glass - Double Wall	Double Wall	Flex	Pressure
Flynn Motor Coach Facility 1940 Harrison St. SF, CA	1	2,000	UST	Waste Motor Oil	#001219001006	Stockton Manufacturing	10/1/1989	Steel - Single Wall	Single Wall	Steel	Gravity
	1	500	UST	Waste Coolant	#001219001007	Stockton Manufacturing	10/1/1989	Steel - Single Wall	Single Wall	Steel	Gravity
Scott Non-Revenue Facility 1849 Harrison St. SF, CA	1	2,500	UST	Waste Motor Oil	#009626001001	Perdins Welding	1/1/1989	Steel - Single Wall	Single Wall	Steel	Gravity
	1	1,000	UST	Waste Coolant	#009626001002	Perdins Welding	1/1/1989	Steel - Single Wall	Single Wall	Steel	Gravity
Kirkland Motor Coach Facility 151 Beach St. SF, CA	1	20,000	UST	Diesel	#000435001004	Owens-Corning	1/1/1982	Fiber Glass - Single Wall	Double Wall	Unknown	Pressure
	1	20,000	UST	Diesel	#000435001005	Owens-Corning	1/1/1982	Fiber Glass - Single Wall	Double Wall	Unknown	Pressure

Standard Operating Procedure (SOP) Title: Appendix 7.3 – Storage Tank Management Program	UST Facility Information Forms
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.3a – Woods Division Facility Information Form

UNIFIED PROGRAM CONSOLIDATED FORM UNDERGROUND STORAGE TANK OPERATING PERMIT APPLICATION - FACILITY INFORMATION <small>(One form per facility)</small>			
TYPE OF ACTION <input type="checkbox"/> 1. NEW PERMIT <input checked="" type="checkbox"/> 2. CHANGE OF INFORMATION <input type="checkbox"/> 7. PERMANENT FACILITY CLOSURE <small>(Check one item only)</small> <input type="checkbox"/> 3. RENEWAL PERMIT <input type="checkbox"/> 4. TEMPORARY FACILITY CLOSURE <input type="checkbox"/> 9. TRANSFER PERMIT			
I. FACILITY INFORMATION			
TOTAL NUMBER OF USTs AT FACILITY 10	FACILITY ID # <small>(Agency Use Only)</small>		
BUSINESS NAME <small>(Use as FACILITY NAME or DBA - Using Business Act)</small> SPMTA - John M. Woods Motor Coach Facility			
BUSINESS SITE ADDRESS 1095 Indiana St		CITY San Francisco	
FACILITY TYPE <input type="checkbox"/> 1. MOTOR VEHICLE FUELING <input type="checkbox"/> 2. FUEL DISTRIBUTION <input type="checkbox"/> 3. FARM <input type="checkbox"/> 4. PROCESSOR <input type="checkbox"/> 6. OTHER		Is the facility located on Indian Reservation or Trust land? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
II. PROPERTY OWNER INFORMATION			
PROPERTY OWNER NAME San Francisco Municipal Transportation Agency		PHONE (415) 509-6929	
MAILING ADDRESS 1 South Van Ness Ave.			
CITY San Francisco	STATE CA	ZIP CODE 94103	
III. TANK OPERATOR INFORMATION			
TANK OPERATOR NAME RB Petroleum		PHONE (415) 846-6279	
MAILING ADDRESS 361 Geuzero St.			
CITY San Francisco	STATE CA	ZIP CODE 94103	
IV. TANK OWNER INFORMATION			
TANK OWNER NAME San Francisco Municipal Transportation Agency		PHONE (415) 509-6929	
MAILING ADDRESS 700 Pennsylvania Ave			
CITY San Francisco	STATE CA	ZIP CODE 94107	
OWNER TYPE: <input checked="" type="checkbox"/> 4. LOCAL AGENCY/DISTRICT <input type="checkbox"/> 5. COUNTY AGENCY <input type="checkbox"/> 6. STATE AGENCY <input type="checkbox"/> 7. FEDERAL AGENCY <input type="checkbox"/> 8. NON-GOVERNMENT			
V. BOARD OF EQUALIZATION UST STORAGE FEE ACCOUNT NUMBER			
TY (TK) HQ 44-	Call the State Board of Equalization, Fuel Tax Division, if there are questions.		
VI. PERMIT HOLDER INFORMATION			
Issue permit and send legal notifications and mailings to:		<input type="checkbox"/> 1. FACILITY OWNER <input type="checkbox"/> 4. TANK OPERATOR <input checked="" type="checkbox"/> 3. TANK OWNER <input type="checkbox"/> 5. FACILITY OPERATOR	
SUPERVISOR OF DIVISION, SECTION, OR OFFICE <small>(Required For Public Agencies Only)</small> Scott Broder			
VII. APPLICANT SIGNATURE			
CERTIFICATION: I certify that the information provided herein is true, accurate, and in full compliance with legal requirements.			
APPLICANT SIGNATURE	DATE	PHONE	
APPLICANT NAME (print)	APPLICANT TITLE		

UCP/UST-A Rev. (1/2007)

Standard Operating Procedure (SOP) Title: Appendix 7.3 -- Storage Tank Management Program	UST Facility Information Forms
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.3b – Flynn Division Facility Information Form

UNIFIED PROGRAM CONSOLIDATED FORM UNDERGROUND STORAGE TANK OPERATING PERMIT APPLICATION - FACILITY INFORMATION <small>(One form per facility)</small>			
TYPE OF ACTION <small>(Check one item only)</small>		<input type="checkbox"/> 1. NEW PERMIT <input checked="" type="checkbox"/> 3. CHANGE OF INFORMATION <input type="checkbox"/> 7. PERMANENT FACILITY CLOSURE <input type="checkbox"/> 2. RENEWAL PERMIT <input type="checkbox"/> 4. TEMPORARY FACILITY CLOSURE <input type="checkbox"/> 8. TRANSFER PERMIT	
I. FACILITY INFORMATION			
TOTAL NUMBER OF USTs AT FACILITY 2	FACILITY ID # <small>(Agency Use Only)</small>		
BUSINESS NAME <small>(Name as FACILITY NAME or DBA - Check One/None/All)</small> SPMTA -- Flynn Motor Coach Facility			
BUSINESS SITE ADDRESS 1940 Harrison St.		CITY San Francisco	
FACILITY TYPE <input type="checkbox"/> 1. MOTOR VEHICLE FUELING <input type="checkbox"/> 2. FUEL DISTRIBUTION <input type="checkbox"/> 3. FARM <input type="checkbox"/> 4. PROCESSOR <input type="checkbox"/> 5. OTHER		Is the facility located on Indian Reservation or Trust land? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
II. PROPERTY OWNER INFORMATION			
PROPERTY OWNER NAME San Francisco Municipal Transportation Agency		PHONE (415) 509-6929	
MAILING ADDRESS 1 South Van Ness Ave.			
CITY San Francisco	STATE CA	ZIP CODE 94103	
III. TANK OPERATOR INFORMATION			
TANK OPERATOR NAME RB Petroleum		PHONE (415) 846-6279	
MAILING ADDRESS 361 Guerrero			
CITY San Francisco	STATE CA	ZIP CODE 94103	
IV. TANK OWNER INFORMATION			
TANK OWNER NAME San Francisco Municipal Transportation Agency		PHONE (415) 509-6929	
MAILING ADDRESS 700 Pennsylvania Ave			
CITY San Francisco	STATE CA	ZIP CODE 94107	
OWNER TYPE: <input checked="" type="checkbox"/> 4. LOCAL AGENCY/DISTRICT <input type="checkbox"/> 5. COUNTY AGENCY <input type="checkbox"/> 6. STATE AGENCY <input type="checkbox"/> 7. FEDERAL AGENCY <input type="checkbox"/> 8. NON-GOVERNMENT			
V. BOARD OF EQUALIZATION UST STORAGE FEE ACCOUNT NUMBER			
TY (TC) HQ 44-		Call the State Board of Equalization, Fuel Tax Division, if there are questions.	
VI. PERMIT HOLDER INFORMATION			
Issue permit and send legal notifications and mailings to:		<input type="checkbox"/> 1. FACILITY OWNER <input type="checkbox"/> 4. TANK OPERATOR <input checked="" type="checkbox"/> 3. TANK OWNER <input type="checkbox"/> 5. FACILITY OPERATOR	
SUPERVISOR OF DIVISION, SECTION, OR OFFICE <small>(Required For Public Agencies Only)</small> Scott Broder			
VII. APPLICANT SIGNATURE			
CERTIFICATION: I certify that the information provided herein is true, accurate, and in full compliance with legal requirements.			
APPLICANT SIGNATURE		DATE	PHONE
APPLICANT NAME (print)		APPLICANT TITLE	

UCP OST-4 Rev. (12/2007)

Standard Operating Procedure (SOP) Title: Appendix 7.3 – Storage Tank Management Program	UST Facility Information Forms
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.3c – Kirkland Division Facility Information Form

UNIFIED PROGRAM CONSOLIDATED FORM UNDERGROUND STORAGE TANK OPERATING PERMIT APPLICATION - FACILITY INFORMATION <small>(One form per facility)</small>			
TYPE OF ACTION <input type="checkbox"/> 1. NEW PERMIT <input checked="" type="checkbox"/> 2. CHANGE OF INFORMATION <input type="checkbox"/> 3. PERMANENT FACILITY CLOSURE <small>(Check one box only)</small> <input type="checkbox"/> 4. RENEWAL PERMIT <input type="checkbox"/> 5. TEMPORARY FACILITY CLOSURE <input type="checkbox"/> 6. TRANSFER PERMIT			
I. FACILITY INFORMATION			
TOTAL NUMBER OF USTs AT FACILITY	FACILITY ID #		
2			
BUSINESS NAME <small>(Same as FACILITY NAME on USTs - Check Transfer Act)</small>			
SFMTA - Kirkland Motor Coach Facility			
BUSINESS SITE ADDRESS		CITY	
151 Beach St.		San Francisco	
FACILITY TYPE		Is the facility located on Indian Reservation or Trust lands?	
<input type="checkbox"/> 1. MOTOR VEHICLE FUELING <input type="checkbox"/> 2. FUEL DISTRIBUTION <input type="checkbox"/> 3. FARM <input type="checkbox"/> 4. PROCESSOR <input type="checkbox"/> 5. OTHER		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
II. PROPERTY OWNER INFORMATION			
PROPERTY OWNER NAME		PHONE	
San Francisco Municipal Transportation Agency		(415) 509-6929	
MAILING ADDRESS			
1 South Van Ness Ave.			
CITY	STATE	ZIP CODE	
San Francisco	CA	94103	
III. TANK OPERATOR INFORMATION			
TANK OPERATOR NAME		PHONE	
JB Petroleum		(415) 846-6279	
MAILING ADDRESS			
361 Guerrero St.			
CITY	STATE	ZIP CODE	
San Francisco	CA	94103	
IV. TANK OWNER INFORMATION			
TANK OWNER NAME		PHONE	
San Francisco Municipal Transportation Agency		(415) 509-6929	
MAILING ADDRESS			
700 Pennsylvania Ave			
CITY	STATE	ZIP CODE	
San Francisco	CA	94107	
OWNER TYPE: <input checked="" type="checkbox"/> 4. LOCAL AGENCY/DISTRICT <input type="checkbox"/> 5. COUNTY AGENCY <input type="checkbox"/> 6. STATE AGENCY <input type="checkbox"/> 7. FEDERAL AGENCY <input type="checkbox"/> 8. NON-GOVERNMENT			
V. BOARD OF EQUALIZATION UST STORAGE FEE ACCOUNT NUMBER			
TY (TK) HQ 44-		Call the State Board of Equalization, Fuel Tax Division, if there are questions.	
VI. PERMIT HOLDER INFORMATION			
Issue permit and send legal notifications and mailings to:			
<input type="checkbox"/> 1. FACILITY OWNER <input type="checkbox"/> 4. TANK OPERATOR <input checked="" type="checkbox"/> 2. TANK OWNER <input type="checkbox"/> 5. FACILITY OPERATOR			
SUPERVISOR OF DIVISION, SECTION, OR OFFICE <small>(Required For Public Agencies Only)</small> Scott Broder			
VII. APPLICANT SIGNATURE			
CERTIFICATION: I certify that the information provided herein is true, accurate, and in full compliance with legal requirements.			
APPLICANT SIGNATURE	DATE	PHONE	
		()	
APPLICANT NAME (print)	APPLICANT TITLE		

UCPF UST-A Rev. (2/2007)

Standard Operating Procedure (SOP) Title: Appendix 7.3 – Storage Tank Management Program	UST Facility Information Forms
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.3d – Islais Creek Division Facility Information Form

UNIFIED PROGRAM CONSOLIDATED FORM UNDERGROUND STORAGE TANK OPERATING PERMIT APPLICATION - FACILITY INFORMATION <small>(One form per facility)</small>			
TYPE OF ACTION <input type="checkbox"/> 1. NEW PERMIT <input checked="" type="checkbox"/> 2. CHANGE OF INFORMATION <input type="checkbox"/> 3. PERMANENT FACILITY CLOSURE <small>(Check one item only)</small> <input type="checkbox"/> 4. RENEWAL PERMIT <input type="checkbox"/> 5. TEMPORARY FACILITY CLOSURE <input type="checkbox"/> 6. TRANSFER PERMIT			
I. FACILITY INFORMATION			
TOTAL NUMBER OF USTs AT FACILITY 2	FACILITY ID # <small>(Agency Use Only)</small>		
BUSINESS NAME <small>(Name as FACILITY NAME or OSM - Doing Business As)</small> SFMTA -- Islais Diesel Bus Maintenance Facility			
BUSINESS SITE ADDRESS 1301 Cesar Chavez St.		CITY San Francisco	
FACILITY TYPE <input type="checkbox"/> 1. MOTOR VEHICLE FUELING <input type="checkbox"/> 2. FUEL DISTRIBUTION <input type="checkbox"/> 3. FARM <input type="checkbox"/> 4. PROCESSOR <input checked="" type="checkbox"/> 5. OTHER		Is the facility located on Indian Reservation or Trust land? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
II. PROPERTY OWNER INFORMATION			
PROPERTY OWNER NAME San Francisco Municipal Transportation Agency		PHONE (415) 509-6929	
MAILING ADDRESS 1 South Van Ness Ave.			
CITY San Francisco	STATE CA	ZIP CODE 94103	
III. TANK OPERATOR INFORMATION			
TANK OPERATOR NAME RB Petroleum		PHONE (415) 846-6279	
MAILING ADDRESS 361 Geunero St.			
CITY San Francisco	STATE CA	ZIP CODE 94103	
IV. TANK OWNER INFORMATION			
TANK OWNER NAME San Francisco Municipal Transportation Agency		PHONE (415) 509-6929	
MAILING ADDRESS 700 Pennsylvania Ave			
CITY San Francisco	STATE CA	ZIP CODE 94107	
OWNER TYPE: <input checked="" type="checkbox"/> 4. LOCAL AGENCY/DISTRICT <input type="checkbox"/> 5. COUNTY AGENCY <input type="checkbox"/> 6. STATE AGENCY <input type="checkbox"/> 7. FEDERAL AGENCY <input type="checkbox"/> 8. NON-GOVERNMENT			
V. BOARD OF EQUALIZATION UST STORAGE FEE ACCOUNT NUMBER			
TY (TK) HQ 44-	Call the State Board of Equalization, Fuel Tax Division, if there are questions.		
VI. PERMIT HOLDER INFORMATION			
Issue permit and send legal notifications and mailings to:		<input type="checkbox"/> 1. FACILITY OWNER <input type="checkbox"/> 4. TANK OPERATOR <input checked="" type="checkbox"/> 2. TANK OWNER <input type="checkbox"/> 5. FACILITY OPERATOR	
SUPERVISOR OF DIVISION, SECTION, OR OFFICE <small>(Required For Public Agencies Only)</small> Scott Broder			
VII. APPLICANT SIGNATURE			
CERTIFICATION: I certify that the information provided herein is true, accurate, and in full compliance with legal requirements.			
APPLICANT SIGNATURE		DATE	PHONE
APPLICANT NAME (print)		()	
		APPLICANT TITLE	

UPCF UST-A Rev. (12/2007)

Standard Operating Procedure (SOP) Title: Appendix 7.4 -- Storage Tank Management Program	UST Tank Information Forms
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.4 – UST Tank Information Forms (All Facilities)

See attached.

Standard Operating Procedure (SOP) Title: Appendix 7.6-- Storage Tank Management Program	UST Monitoring Plans
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.5 – UST Site Plans (All Facilities)

See attached.

Standard Operating Procedure (SOP) Title: Appendix 7.6-- Storage Tank Management Program	UST Monitoring Plans
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

UST Monitoring Plans to be included in final package

Standard Operating Procedure (SOP) Title: Appendix 7.7 -- Storage Tank Management Program	UST Response Plans
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

UST Response Plans to be included in final package

Standard Operating Procedure (SOP) Title: Appendix 7.8 -- Storage Tank Management Program	Designated Operator Identification Forms
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.8 – Designated Operator Identification Forms (All Facilities)

See attached.

Standard Operating Procedure (SOP) Title: Appendix 7.9 -- Storage Tank Management Program	Inspection Forms
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.9a – Daily Inspection Report Form

DAILY STORAGE TANK REPORT

Today's Date: _____

Time of Readings: _____ (pls. use military time)

Shifts (please circle one): GRAVE DAY SWING

1. Division or Site Name: _____
2. Any warnings or alarms present (please circle one) YES NO (proceed to #6)
3. If YES, what is in alarm or warning: (please write legibly) _____

4. Is there liquid in the UDC or turbine sump? _____
YES → Press emergency stop, call your supervisor.
NO → Proceed to #5
5. What corrective action is needed or to be taken to clear the warning or alarm:

(i.e. Paper out, Delivery needed, etc.)
6. Initial and staple PRINT OUT to upper right hand corner of this form.
7. Complete Visual Inspection (check boxes upon completion)
 - Visually inspect dispensers
 - Visually inspect fuel dispensing area
 - Visually inspect Tanks area
 - Manually test overfill alarm horn and strobe

COMMENTS: (Please write legibly)

8. SIGNATURE: _____

PRINT NAME: _____

9. Place in folder – "DAILY STORAGE TANK READINGS"

CONTACT NUMBERS: Frank Shreve – Tank Program Site Engineer 415-285-6566
Scott Border – Tank Program Manager 415-509-6929
Central Control – 415-759-4321
Ron Breckenridge – UST Operator 415-848-6279

Standard Operating Procedure (SOP) Title: Appendix 7.9 – Storage Tank Management Program	Inspection Forms
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.9b – Monthly Inspection Checklist

Designated Underground Storage Tank (UST) Operator
Monthly Visual Inspection Checklist

Facility Name		Date						
Facility Address								
City		Zip Code						
Designated UST Operator Conducting the Inspection								
International Code Council Certification #		Expiration Date: / /						
Signature		Phone ()						
Y = Yes, N = No, NA = Not Applicable								
Item	MONITORING PANEL / ALARM HISTORY			Y	N	NA		
1	Monitoring system is powered on and in proper operating mode.							
2	Monitoring system is set currently showing any alarms or warnings.							
3	Alarm history report/log for the previous month is available, and has been reviewed by the Designated UST Operator. (Attach a copy of the alarm history report/log to this form if available.)							
4	Each alarm for the previous month has been responded to appropriately.							
5	Sensors located in tank-top containment sumps have not alarmed in the past month.							
5a	List all tank-top sumps where alarms occurred in the past month:							
<small>Note: Sumps where an alarm has occurred in the past month must be inspected unless a qualified service technician responded to, and properly addressed, the cause of the alarm. Attach documentation verifying appropriate service to this report. If sump inspection is required, record results on item 6 below.</small>								
UST SYSTEM INSPECTION								
6	Tank-top containment sumps are free of water, debris, and hazardous substance. Sensors are located properly.							
<small>Note: Visual inspection of sumps is only required in sumps where an alarm has occurred in the past month for which there is no service record.</small>								
	Sump Location:	Y	N	NA	Sump Location:	Y	N	NA
	Sump Location:				Sump Location:			
	Sump Location:				Sump Location:			
7	Spill containment structures are free of water, debris, and hazardous substance.							
	Tank 1 – Content:	Y	N	NA	Tank 3 – Content:	Y	N	NA
	Tank 2 – Content:				Tank 4 – Content:			
8	Under-dispenser containment areas are free of water, debris, and hazardous substance. Sensors are located properly.							
	Dispenser 1/2	Y	N	NA	Dispenser 9/10	Y	N	NA
	Dispenser 3/4				Dispenser 11/12			
	Dispenser 5/6				Dispenser 13/14			
	Dispenser 7/8				Dispenser 15/16			
PAPERWORK INSPECTION								
9	Monitoring system certification has been completed within past 12 months.							
10	Secondary containment tests have been completed within the required timeframe.							
11	Spill containment structure (bucket) testing was completed within the past year.							
12	Tank tightness testing was completed within required timeframe.							
13	Line tightness testing was completed within required timeframe.							
14	Other required testing/maintenance was completed within required timeframe. (List test/maintenance items below.)							
	Test/Maintenance:							
	Test/Maintenance:							
	Test/Maintenance:							
FACILITY EMPLOYEE TRAINING								
15	All facility employees have received the required on-the-job training within the past year.							
16	All facility employees hired within the past 30 days have received the required on-the-job training.							

Note: Any answer of "N" should be explained in the comment section on the following page, and will require follow-up action.

Standard Operating Procedure (SOP) Title: Appendix 7.9 -- Storage Tank Management Program	Inspection Forms
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.9c – Annual Inspection Checklist

See attached.

Standard Operating Procedure (SOP) Title: Appendix 7.9 -- Storage Tank Management Program	Inspection Forms
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.9d – Secondary Containment Testing Form

See attached

Standard Operating Procedure (SOP) Title: Appendix 7.10 -- Storage Tank Management Program	Alarm Forms
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

MUNI Underground Storage Tank (UST), Above Ground Storage Tank (AST) Alarm Activation Recording Form

Note: Please record all UST/AST alarm incidents on this form, file the original recording in your on-site UST/AST log and submit a copy of the alarm incident record to the MUNI Occupational and Environmental Health Section, 949 Presidio, room 238. If an actual release occurs, please complete the MUNI Underground Storage Tank Unauthorized Release/Overfill Site Report and submit a copy of the report to MUNI OEHU and make the appropriate verbal contacts as instructed in the MUNI Guide for Reporting and Recording Unauthorized Releases/Overfills.

Alarm Activation Incident Record
Specific Location of Facility:
Name of person who observed the alarm:
<i>(Name of person recording/reporting the alarm if different from person indicated above)</i>
Recorded by:
Date and Time of the alarm:
UST/AST System/systems causing the alarm activation: UST/AST #
Initial causal investigation date and time:
Please list all suspect and actual factors that may have contributed to the alarm activation:
Name and title of person(s) contacted re. alarm incident:
Action (s) Taken:

Original Facility File Copy MUNI OEHS File Copy To: MUNI Work Control Central File

If actual release occurs, please complete the UST Spill Information Form.

Standard Operating Procedure (SOP) Title: Appendix 7.11 -- Storage Tank Management Program	Unauthorized Release Form
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.12 – UST Unauthorized Release Form

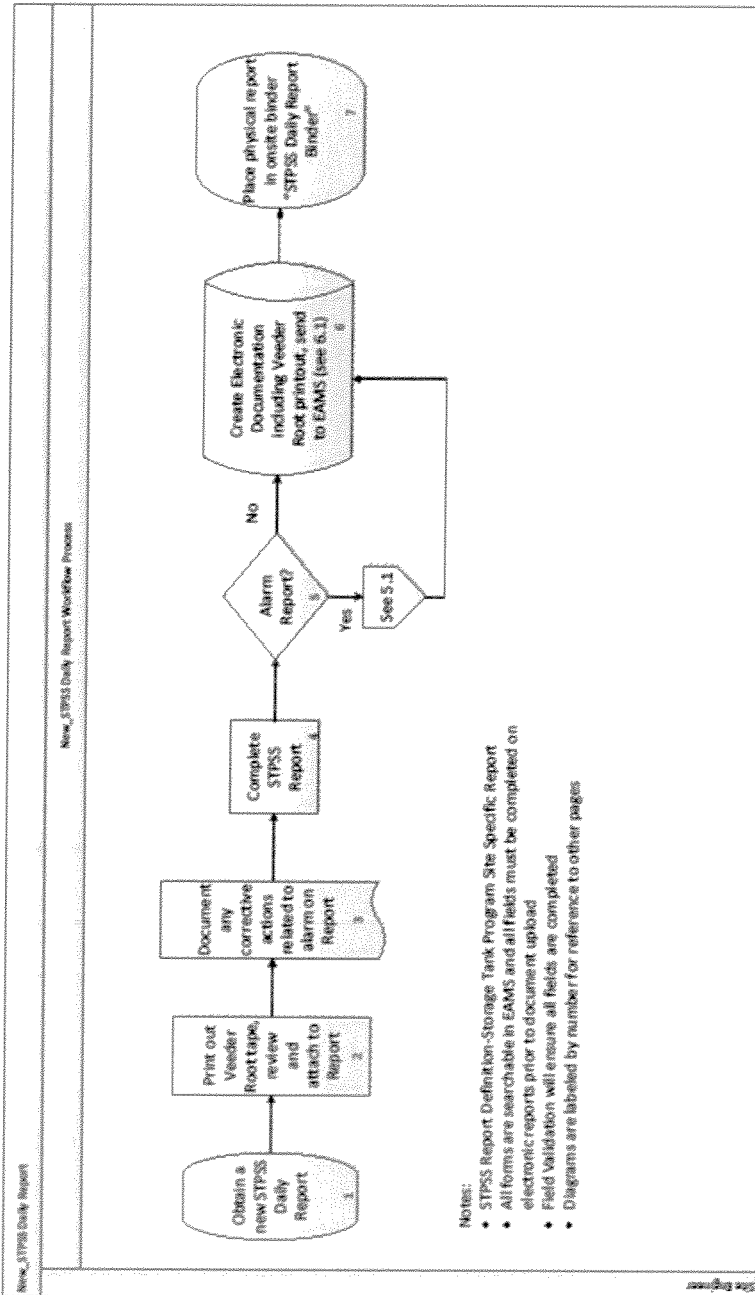
See attached.

Standard Operating Procedure (SOP) Title: Appendix 7.13 -- Storage Tank Management Program	Document Retention Schedule
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Document	Onsite Retention Period	EAMS Retention Period
Permits	Until Renewed or Five years after the site is permanently closed	Five years after the site is permanently closed
UST Operating Permit Application- Facility Information	Five years after the site is permanently closed	Five years after the site is permanently closed
UST Operating Permit Application- Tank Information	Five years after the site is permanently closed	Five years after the site is permanently closed
Pilot Plan	Five years after the site is permanently closed	Five years after the site is permanently closed
Monitoring Plan	Five years after the site is permanently closed	Five years after the site is permanently closed
Emergency Response Plan	Five years after the site is permanently closed	Five years after the site is permanently closed
Unauthorized Release Record	Five years after the site is permanently closed	Five years after the site is permanently closed
Daily Inspection Checklist (completed)	One Year	Five years after the site is permanently closed
Emergency Phone Numbers	Until Updated	Five years after the site is permanently closed
Designated UST Operator Agreement	Five years after the site is permanently closed	Five years after the site is permanently closed
Financial Responsibility Documentation	Until Updated or Five years after the site is permanently closed	Five years after the site is permanently closed
Monthly Designated UST Operator Inspection Reports	One year, or if the site closes, retain the final 12 reports	Five years after the site is permanently closed
Annual CUPA Inspection Reports	Five years after the site is permanently closed	Five years after the site is permanently closed
Annual Monitoring System	Five years after the site is permanently closed	Five years after the site is permanently closed
Certification and Spill Containment Test Results	Five years or if the site closes, retain the final test results	Five years after the site is permanently closed
Secondary Containment Test Results	Five years or if the site closes, retain the final test results	Five years after the site is permanently closed
Facility Employee Training Log	Five years after the site is permanently closed	Five years after the site is permanently closed
UST Construction, Upgrade, and Repair Records	Five years after the site is permanently closed	Five years after the site is permanently closed
Maintenance and Monitoring Records	Five years after the site is permanently closed	Five years after the site is permanently closed

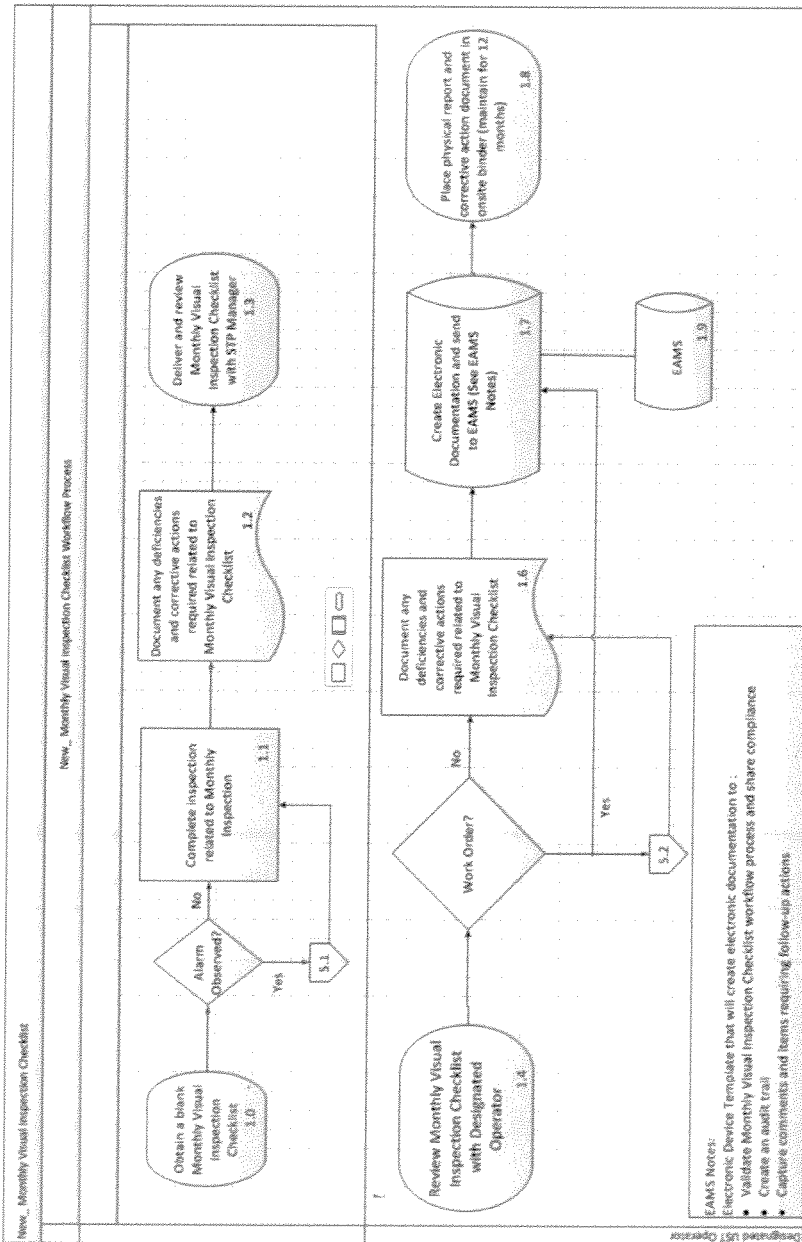
Standard Operating Procedure (SOP) Title: Appendix 7.14 -- Storage Tank Management Program	STMP Workflow Diagrams
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.14a – Daily Report Workflow



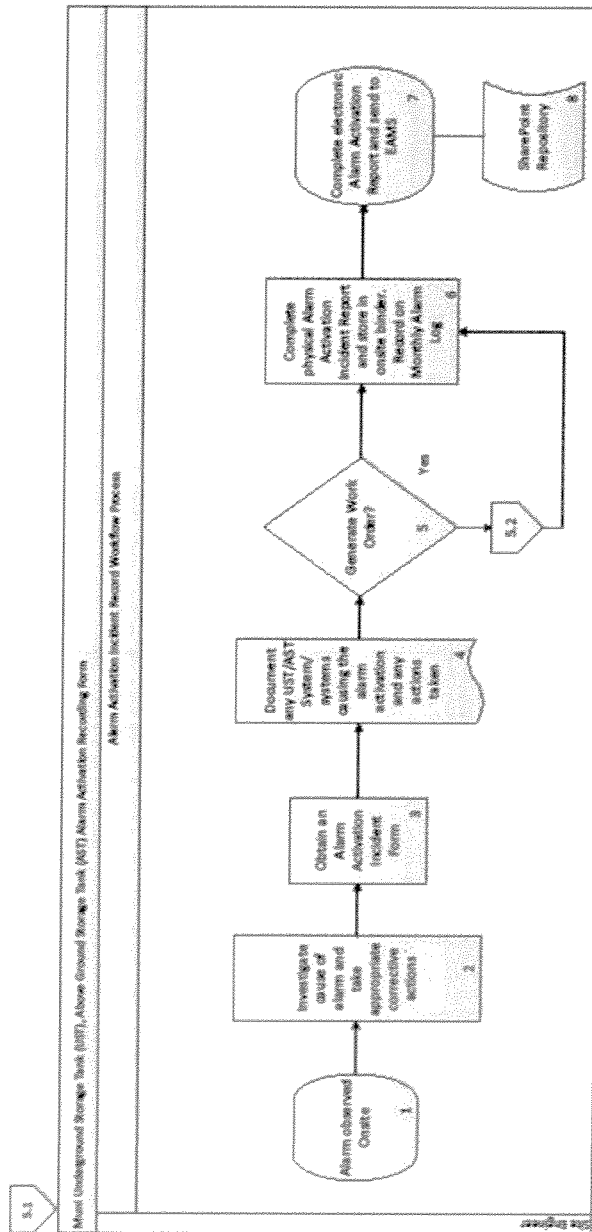
Standard Operating Procedure (SOP) Title: Appendix 7.14 -- Storage Tank Management Program	STMP Workflow Diagrams
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.14b – Monthly Inspection Workflow



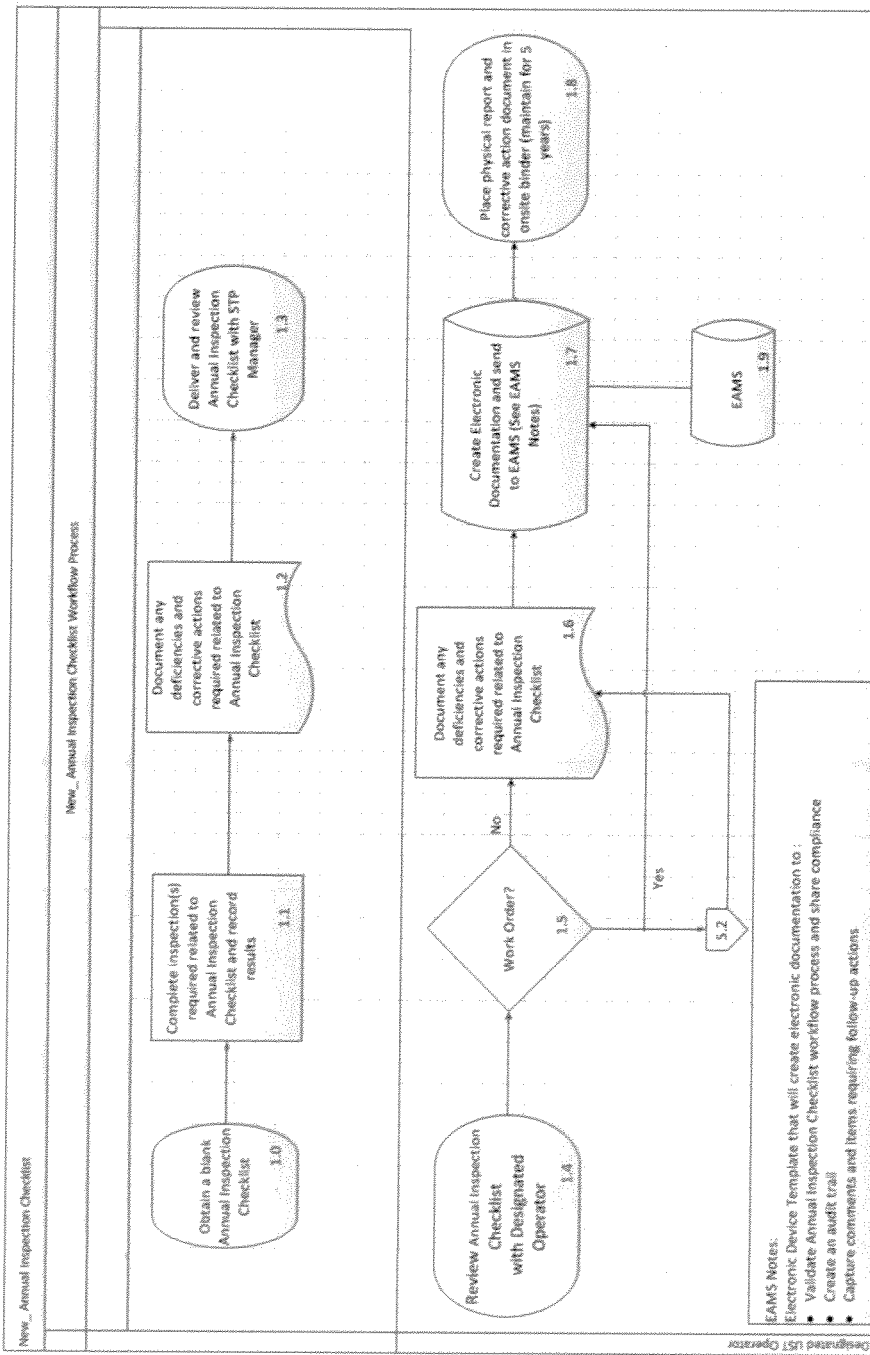
Standard Operating Procedure (SOP) Title: Appendix 7.14 -- Storage Tank Management Program	STMP Workflow Diagrams
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.14c – Alarm Activation Workflow



Standard Operating Procedure (SOP) Title: Appendix 7.14 -- Storage Tank Management Program	STMP Workflow Diagrams
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

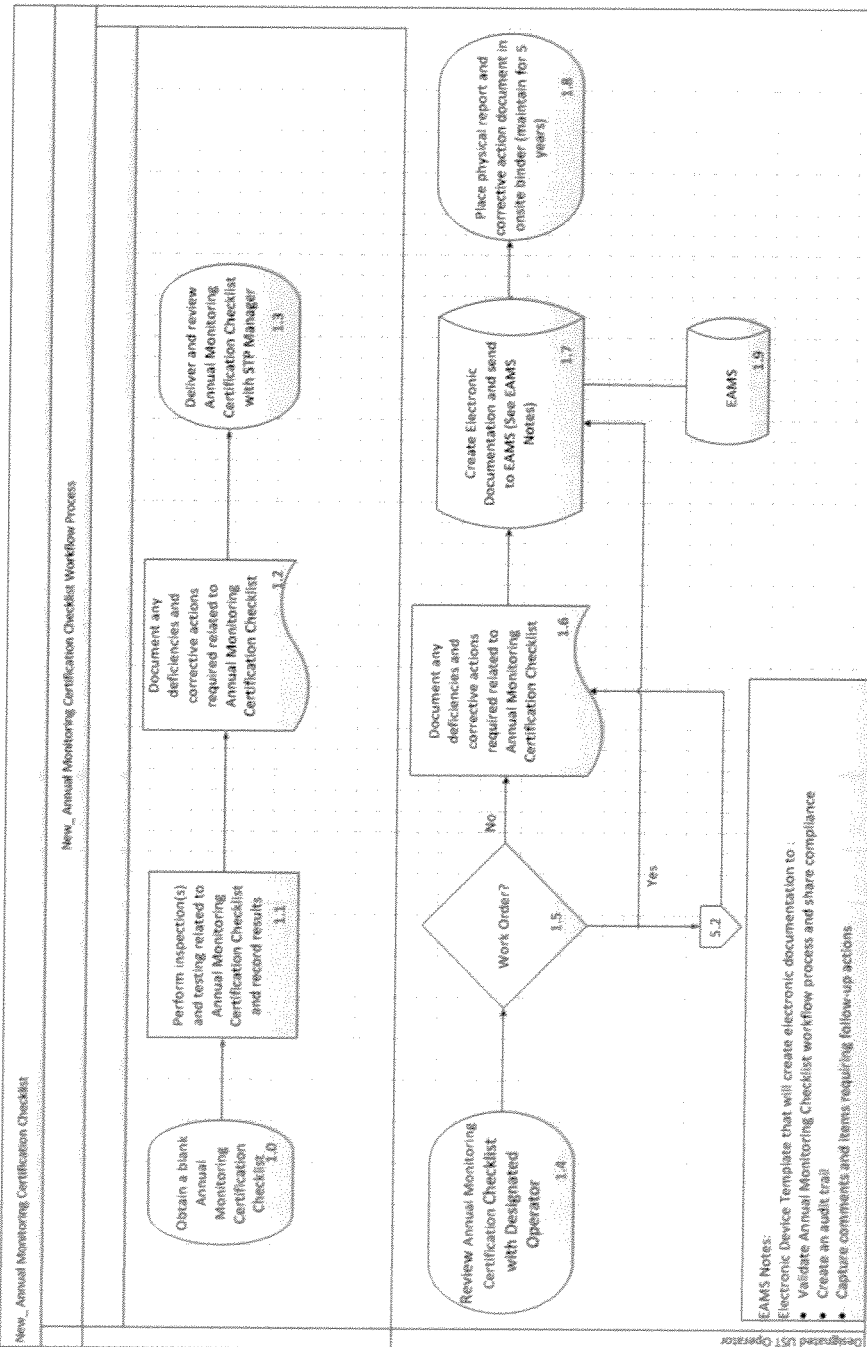
Appendix 7.14d – Annual Inspection Workflow



Appendix 7.14

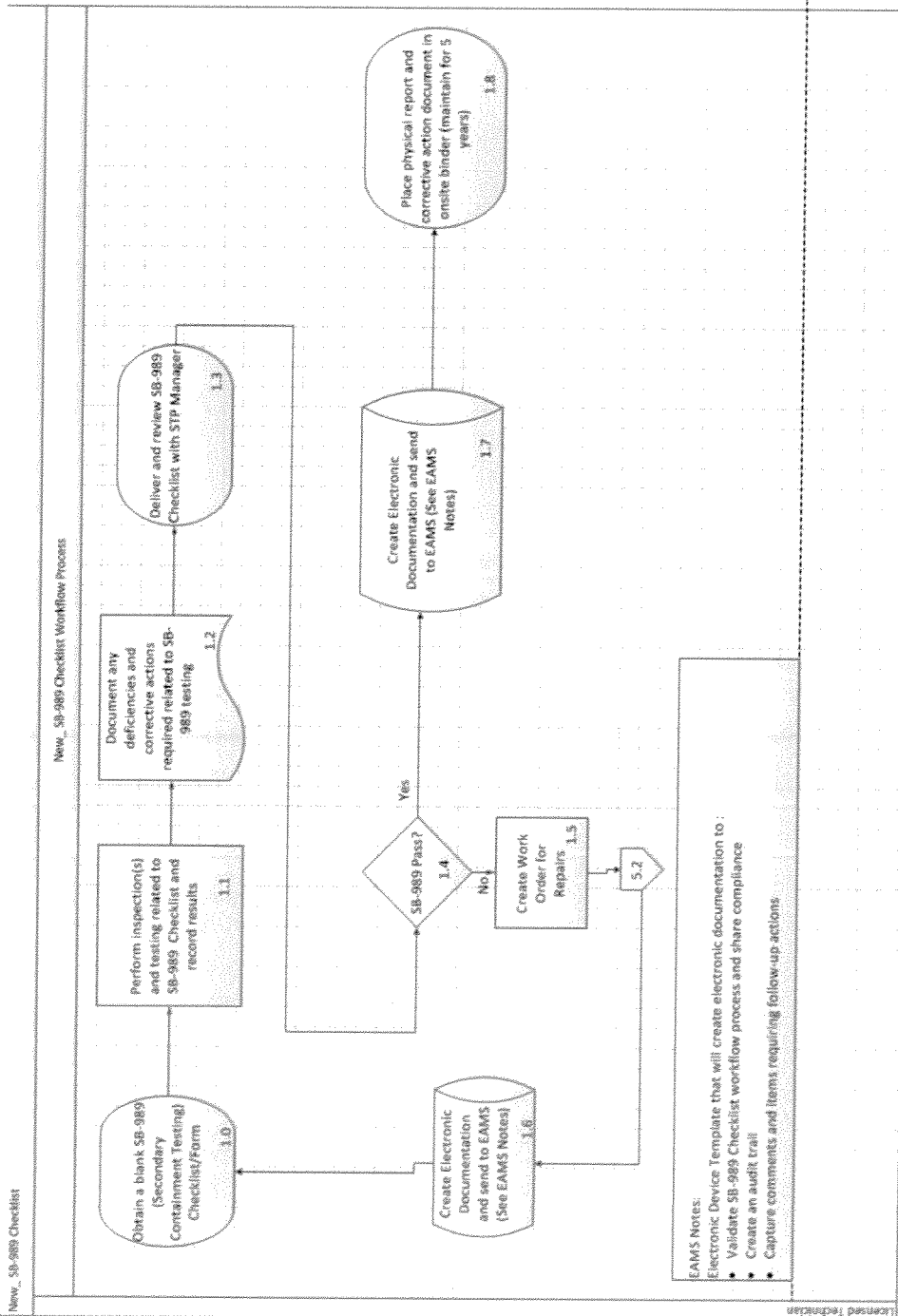
Standard Operating Procedure (SOP) Title: Appendix 7.14 -- Storage Tank Management Program	STMP Workflow Diagrams
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.14e – Annual Monitoring Certification Workflow



Standard Operating Procedure (SOP) Title: Appendix 7.14 -- Storage Tank Management Program	STMP Workflow Diagrams
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.14f – SB-989 Secondary Containment Testing Workflow



Standard Operating Procedure (SOP) Title: Appendix 7.14 -- Storage Tank Management Program	STMP Workflow Diagrams
Division/Dept: Office of the Director of Transit	Document Number:
Effective Date: Type date here	Revision Number 0

Appendix 7.14g – Work Order Workflow

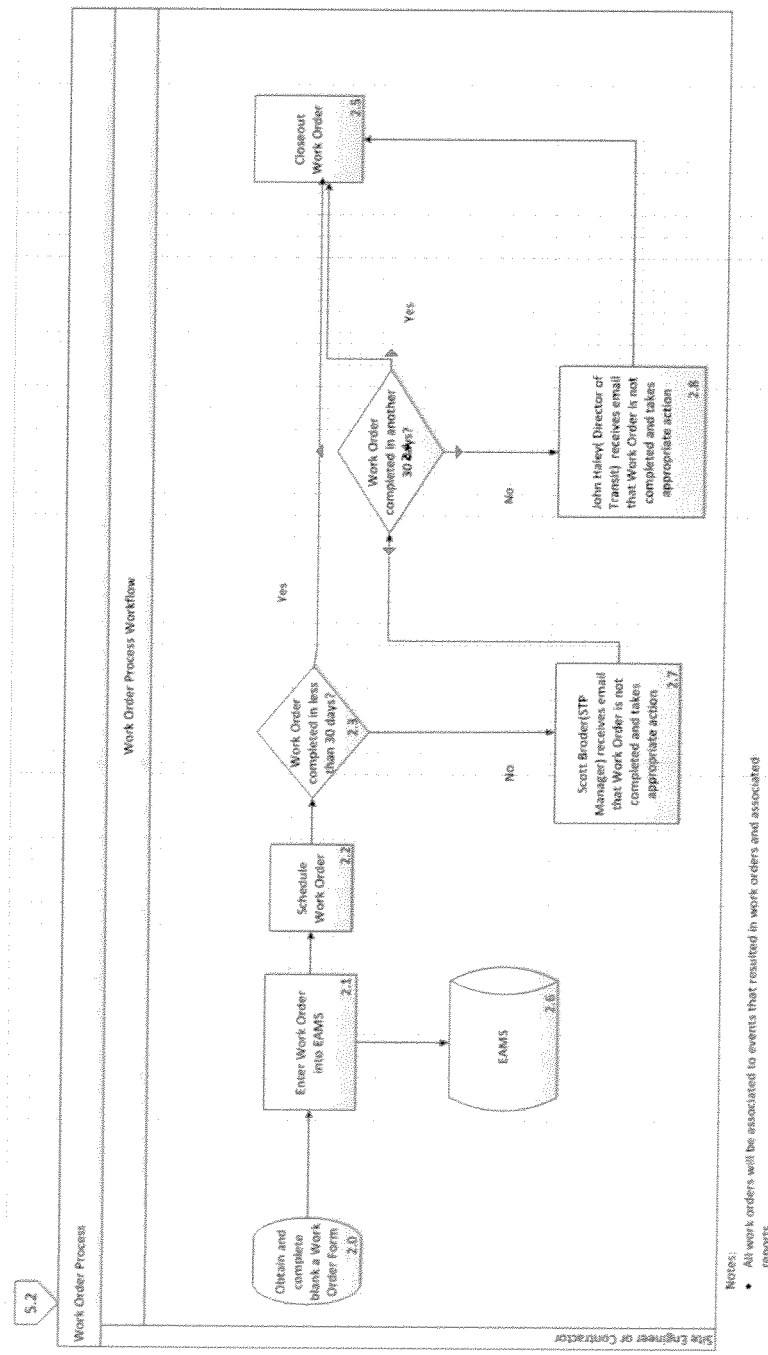


EXHIBIT D

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SFMTA's Enterprise Asset Management System ("EAMS") is an agency-wide tool that is being implemented to provide visibility of the current and historical state of SFMTA assets. EAMS is a software package and its primary functionality includes asset management, work order management, and materials management. SFMTA's Underground Storage Tank unit will utilize EAMS to maintain complete and accurate data related to SFMTA's underground storage tank systems, schedule preventive maintenance inspections, track system-generated reports and store uploaded documents containing various reports and notices of violation. In particular, the Underground Storage Tank unit will use EAMS to enhance SFMTA's management of the inspection, maintenance and repair of its underground storage tanks as follows:

The information here reflects procedural requirements laid out in the Storage Tank Compliance Management SOP (Standard Operating Procedure).

Work Management

- Capture inspection/preventive maintenance schedules and labor for each UST location. All performed maintenance, whether incidental or prompted by daily, monthly, annual, or secondary containment inspection must be documented. Any record of any non-incidental maintenance shall also be uploaded to the Underground Storage Tank Management Program (USTMP) EAMS.
- Enable preventive maintenance scheduling for equipment.
- Provide computing capability to capture work requests, inspections and work orders.
 - Inspections: Daily reports shall be generated once per 8 hour shift (Day, Swing, Night) for a total of 3 daily reports. All Daily Reports shall be stored at each facility for a period of not less than one year. Monthly Inspection Reports, Annual Inspection and Monitoring Certifications, and secondary containment testing reports shall be generated and shall be uploaded to the USTMP EAMS.
 - Work Orders: Any maintenance not deemed incidental shall be performed through a work order. The work order shall be tracked by type, date and facility and all maintenance performed shall reference the assigned work order. The date and time of the creation of the work order shall be recorded along with the party responsible for the completion of the work order. At the time the work order is completed, a note shall be placed in the maintenance record of all maintenance performed and the date and time of close out. Upon the creation of a work order, such work order shall be uploaded to the USTMP EAMS.
- Capture images of Veeder-Root print outs and upload to EAMS.
- Provide ability to track changes, versions, or additions to identify person(s) modifying data in EAMS and the substance of those changes.
- Require and protect certain field entries that should not be modified (e.g., date fields should be required and protected).
- Send email alerts to the Requestor and Supervisor after a work request/work order has been created. All work orders shall be tracked via an EAMS utility allowing for a scheduled completion date to be entered. If the Work Order has not been completed and closed-out email notifications begin to be sent out demanding immediate response from the Storage Tank Program Manager. If the Work Order is still outstanding 60 days from the time of creation, an email will be sent to the Director of Transit including all details of dates, required action, updates, and names of responsible parties.

Asset Management

- For the purposes of the USTMP an "asset" shall refer to:
 - Tanks, including all pumps, ports, spill buckets, and covers
 - Piping, including all test boots and secondary containment
 - Dispensers, including all filters, meters, hoses, nozzles, pumps, and under

dispenser containers

- Monitoring Systems, including all monitoring panels and printers, sensors, wiring, and alarms (strobe and horn)
- Capture asset and equipment information; e.g., cost of the asset, the useful life of the asset and date in service, tank IDs and attributes.
- Store and catalog all pertinent information required by the Title 23, Chapter 16 of the California Code of Regulations and the CUPA, such as:
 - Storage Tank Compliance Management Program Organizational Chart
 - UST Tank Asset Inventory
 - UST Site Plans
 - UST Site Information and Tank Information Forms
 - UST Monitoring Plans
 - UST Response Plans
 - D.O. Identification Forms
 - All UST Inspection Forms
 - Daily Inspection Forms
 - Monthly D.O. Inspection Forms
 - Annual Inspection Forms
 - Annual Monitoring Certification Forms
 - SB-989 Triennial Secondary Containment Testing and Certification
 - Monitoring System Alarm Form and Log
 - Unauthorized Release Form
 - Facility Employee Training Records
 - Document Retention Schedules
 - N.O.V. tracking and completion information

Performance Management

- Provide a report of required inspections to ascertain all requisite inspections/certifications and completion of work orders has been completed at all sites and all documentation uploaded to satisfy requirements laid out above.
- Report information regarding the time it takes to respond to a Veeder-Root alarm.
- Provide reporting about condition of all equipment and time of expected equipment replacement.