



Appendix A

Work Plan Outline/Contents

1.0 Project Overview

1.1 Property and Property Owner(s) information

- Name and contact information
- Site address/APN

1.2 List of Contractors (name, license, contact information)

1.3 Scope of Work

- Description of property and proposed activities
 - Identify equipment and material staging area
 - Site Health and Safety
 - Traffic Control
- Footprint Measurements
 - Sketch footprint and describe type of foundation(s) and other hardscape
 - Photograph each site from all sides to document all aspects of the property
 - Sketch and record ash footprints
 - Identify and photograph other property-specific hazards (i.e., swimming pools, large vehicles)
- Water Lines / Wells (if applicable)
 - Identify water wells on properties
 - Identify water and electrical sources
- Septic Systems / Sewer Lines (If applicable)
 - Identify septic tank and leach field locations on each property

1.4 Statement of intent to notify and/or obtain required permits and to work within acceptable hours of operation

- Underground Service Alert (USA)
 - Check for underground utilities by alerting Underground Service Alert (USA) for public right of way
 - Check for underground utilities by using an independent private utility locator service for private right-of-way, if necessary
- Santa Cruz County Environmental Health Division Property Owner Application to Hire a Private Contractor for Fire Debris Removal and Work Plan approval
- Acceptable hours of operation:

Monday through Thursday and non- holidays	Sunrise to Sunset
Friday	Sunrise to 6 p.m.
Saturday and holidays	8 a.m. to 6 p.m.
Sunday	10 a.m. to 6 pm.

¹This document sometimes refers to property owners, owners, contractors, consultants or you. These terms all refer to the property owner and his or her duties, as an owner is required to use contractors and consultants to complete the cleanup process.

2.0 Background Site Assessment

2.1 Site Testing and Analysis Plan (Asbestos and Soil)

- Conduct surveys to identify, sample, and analyze results for suspected gross asbestos containing materials (ACM) including concrete foundations and mortar

2.2 Foundation Analysis and Plan (if foundation is to remain in place testing, certification and data is required, foundations are retained at the property owner's own risk, and may not be accepted by the County for reuse.)

3.0 Hazardous Waste and Asbestos Removal

3.1 Hazardous Waste and Household Hazardous Waste Removal

3.2 Asbestos Removal

- Initiate air monitoring protocol and fugitive dust controls

3.3 Air Monitoring Protocols for Fugitive Dust Control. Additional controls may be required if NOA is identified on the site.

3.4 Submit reports for hazardous waste and asbestos survey, analytical reports and disposal documentation to the Santa Cruz County Environmental Health Division for disposal authorization at a properly permitted landfill (Appendix C).

4.0 Debris Removal and Disposal / Recycling

4.1 Ash, Fire Debris and Soil

- Collect, consolidate, and remove ash, debris and soil for disposal
- A solid waste facility (Appendix C) will need to present a copy of the Property Owner Application to Hire a Private Contractor for Fire Debris Removal that has been stamped by the Santa Cruz County Environmental Health Division. The stamp indicates that the property has completed Phase I household hazardous waste and bulk asbestos removal and the property owner has submitted a private contractor workplan for Phase II debris removal that included qualified professionals assessing hazardous waste or asbestos had been identified and properly removed and disposed.
- All disposal-related document and receipts shall be retained for final report

4.2 Metals Including Vehicles and Appliances

- Remove vehicles for recycling or disposal
 - Name of Recycling Facility
 - Provide VIN information to DMV
- Collect, and remove metals for recycling
 - Name of Recycling Facility
 - Disposal Site

4.3 Concrete, Brick & Masonry

- Collect and remove concrete for recycling or disposal
- Track and log quantities and types of materials transported to landfill or recycling facility
 - All disposal-related document and receipts shall be retained for final report

5.0 Soil Grading and Erosion Control

5.1 Description of Grading Activities

- Finish grading/smoothing ground surface

5.2 Description of Erosion Controls

- Once cleanup goals have been met, the site will be prepared for final erosion control and

certification

- Implement storm water best management practices to control sediment runoff from each remediated property

6.0 Confirmation Sampling

- Prepare a site diagram or sketch that includes the anticipated soil sample locations
- Sample and analyze soil
- Compare soil analytical results to Government (CalOES) Program cleanup goals and background sample results, if necessary.
- If results exceed Government (CalOES) Program cleanup goals and cannot be explained by the soil consultant in connection with the background samples, another layer of soil must be removed, and confirmation samples must be collected.
- Acknowledge preparation of a site-specific final report per Appendix B for delivery to the County with the Private Contractor Fire Debris Removal Program Cleanup Completion Certification Form

7.0 Attachments (If applicable):

- Vicinity Map
- Plan Maps including former structure and burn debris footprint
- Photographs
- Laboratory Test Results