

STATE WATER RESOURCES CONTROL BOARD  
RESOLUTION NO. 91-47

DIRECTING THE EXECUTIVE DIRECTOR TO NEGOTIATE A COOPERATIVE AGREEMENT WITH THE U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) REGION 9, TO APPLY FOR AND ACCEPT A GRANT OF APPROXIMATELY \$1,100,000, AND TO NEGOTIATE A WORKPLAN TO ACCELERATE SOURCE INVESTIGATION ACTIVITIES IN THE SAN FERNANDO VALLEY

WHEREAS:

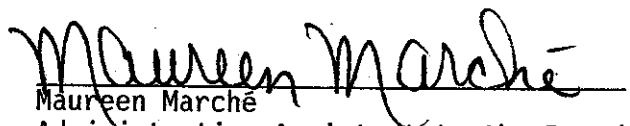
1. The San Fernando Valley ground water basin provides drinking water for over 600,000 people.
2. A portion of the San Fernando Valley and Verdugo ground water basins are polluted with volatile organic compounds and nitrates at concentrations exceeding State and Federal drinking water standards.
3. Four areas within the San Fernando Valley were placed on the U.S. Environmental Protection Agency's (EPA) National Priority List (NPL) in 1986. The four areas are: North Hollywood/Burbank, Crystal Springs, and Pollock well fields in the San Fernando Valley basin and the Crescenta Valley and Glorietta well fields in the Verdugo basin.
4. The California Regional Water Quality Control Board, Los Angeles Region (Los Angeles Regional Board) has been investigating sources of ground water contamination in the San Fernando Valley under its Underground Tank and Well Investigation Programs since 1984 in an attempt to identify sources contributing to ground water pollution.
5. EPA is making a grant available to the State Water Resources Control Board (State Board) which will continue funding for additional staff positions to accelerate source identification activities in the San Fernando Valley.

THEREFORE, BE IT RESOLVED THAT:

The State Board directs the Executive Director or his designee to: (1) negotiate a Cooperative Agreement with EPA to accelerate source investigation activities in the San Fernando Valley, (2) apply for and accept a Federal grant of approximately \$1,100,000, and (3) negotiate a workplan (attached) with EPA source identification activities in the San Fernando Valley.

CERTIFICATION

The undersigned, Administrative Assistant to the Board, does hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Resources Control Board held on June 20, 1991.

  
Maureen Marché  
Administrative Assistant to the Board

PROPOSED WORK PLAN  
FOR THE  
SAN FERNANDO VALLEY SOURCE  
IDENTIFICATION COOPERATIVE AGREEMENT  
JANUARY 1, 1992 - DECEMBER 31, 1992

LOS ANGELES COUNTY  
CALIFORNIA

STATE OF CALIFORNIA  
STATE WATER RESOURCES CONTROL BOARD  
CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD  
LOS ANGELES REGION

MAY 3, 1991

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SAN FERNANDO VALLEY SOURCE  
IDENTIFICATION COOPERATIVE AGREEMENT

The goals of the San Fernando Valley Source Identification Cooperative Agreement are:

1. To accelerate the identification, assessment and mitigation of sources of ground water pollution in the San Fernando Valley superfund sites.
2. To augment the Regional Water Quality Control Board's (RWQCB) existing source investigation program.
3. To coordinate and encourage local entities efforts to identify, assess, and mitigate sources of ground water contamination.

Environmental Protection Agency (EPA) has provided funding and will continue to provide funding to support the source identification portions of the RWQCB's existing source investigation program. This funding is meant to augment the existing program and free up state resources to conduct the site assessment portions of the program.

This program is an ongoing project. A reevaluation of the resource needs and expected outputs will be conducted each year to reflect the information gained during the previous year.

## TASK 1. POTENTIAL SOURCE IDENTIFICATION

### OBJECTIVE:

The objective of this task is to develop a list of potential sources of groundwater contamination in each study area.

### ACTIVITIES:

The following is a description of the activities (subtasks) included in Task 1:

- A. A drive through survey will be conducted in each Investigation Area (IA) to generate a list of all facilities with the potential for onsite storage of chemicals.
- B. A master list of potential sources will be finalized by reviewing: 1) State and federal right-to-know chemical information and 2) facility lists maintained by other agencies.
- C. Where preliminary chemical use information is inadequate, facilities will be sent a request for chemical storage and use information (Appendix B).
- D. As completed questionnaires are received, information will be logged into the computerized data tracking system and a hard copy file will be created for each facility.
- E. Follow up for non-responding facilities will be conducted using one or all of the following; telephone call, second letter, site visit, administrative enforcement letter and/or formal enforcement action.

### COSTS:

Cost estimates are detailed in Table 1.

### PRODUCTS:

The number and location of IAs will be determined by EPA Project Officer and Regional Water Quality Control Board Program Manager. No new IAs are planned to be opened during the term of this contract.

### REPORTING:

Progress reports will be submitted quarterly, thirty days after the last day of the previous quarter. Broken down by IA, the report for this Task will contain a numeric summary and a detailed list of the following items:

1. Facilities contacted.

## TASK 2. WALK THROUGH SITE INSPECTIONS

### OBJECTIVE:

The objective of this task is to conduct site inspections at each of the potential sources identified in Task 1 and to evaluate the likelihood and potential of discharge from each to soil and/or groundwater.

### ACTIVITIES:

The following is a description of the activities included in Task 2:

- A. Walk through site inspections will be conducted at all facilities. The inspections will be used to confirm the information submitted in the questionnaires and to observe the facilities chemical storage, use and disposal practices.
- B. A walk-through site inspection check list will be completed and a narrative summary will be written describing the housekeeping practices observed at each facility.
- C. The potential for present and/or past discharge from each facility will be evaluated. The evaluation will be based on the type and amount of chemicals used at the site, the method and condition of chemical storage facilities, the methods used for chemical conveyance, and the onsite waste storage, treatment and disposal practices.
- D. Based on the evaluation described in subtask 2C, if a facility has a potential for discharge it will be included in discharge confirmation work (Task 3).
- E. Enforcement actions (CAO) if a serious problem is found during an inspection.

### COSTS:

Cost estimates are detailed in Table 1.

### PRODUCTS:

The projected number of facilities to be inspected during the period of this agreement is 777. This figure was derived using the Work Load Standards developed from the Regional Board's experience gained in the San Fernando Valley Cooperative Agreement. San Fernando is currently budgeted at 3.5 PYs for this task. We have estimated eight hours per potential source for each inspection.

REPORTING:

Progress reports will be submitted quarterly, thirty days after the last day of the previous quarter. Broken down by IA, the report for this Task will contain a numeric summary and a detailed list of the following items:

1. Facilities inspected.
2. Facilities recommended for inclusion in discharge confirmation (Task 3).
3. Facilities excluded from further work.
4. Facilities referred to other agencies.
5. Enforcement actions taken.

In addition, a map created using the GIS depicting the locations of the above facilities, when the system is operational.

### TASK 3. DISCHARGE CONFIRMATION

#### OBJECTIVE:

The objective of this task is to confirm or deny discharge at the sites identified in Task 2.

#### ACTIVITIES:

The following is a description of the activities included in Task 3:

- A. Facilities identified in subtask 2C will be requested to submit work plans for conducting initial soil and/or groundwater investigations.
- B. Staff will review the submitted work plans to ensure the work proposed will meet the minimum requirements needed to confirm or deny discharge (Appendix C).
- C. Staff will oversee field activities, as needed, to ensure that the work performed follows the procedures described in the approved work plan.
- D. Staff will collect soil and groundwater samples for analysis, as needed. All samples collected by staff will be sent to an EPA contracted laboratory or to the State contracted laboratory.
- E. Results from initial investigations will be reviewed to determine if discharge has occurred. Facilities with confirmed groundwater contamination will be required to conduct assessment.
- F. Appropriate enforcement action will be taken for un-cooperative facilities.
- G. Local entities will be notified of confirmed discharges.

#### COSTS:

Cost estimates are detailed in Table 1.

#### PRODUCTS:

Experience gained from the existing source investigation program shows that approximately 20% of all facilities inspected are required to conduct investigations. This information, combined with the number of inspections estimated in Task 2, indicates that 155 initial investigations will be initiated in this year of the agreement.



REPORTING:

PROGRESS REPORTS: Will be submitted quarterly, thirty days after the last day of the previous quarter. Broken down by IA, the report for this Task will contain a numeric summary and a detailed list of the following items:

1. Facilities conducting initial soil investigations.
2. Facilities with confirmed soil contaminants.
3. Facilities conducting initial groundwater investigations.
4. Facilities with confirmed groundwater pollution.
5. Facilities required to conduct further assessment work.
6. Enforcement actions taken.

FACILITY REPORTS: One (1) copy of all facility reports will be submitted to EPA and one (1) copy to the specified EPA contractor.

FACILITY MAP: A map created using the GIS depicting the locations of the above facilities will be submitted, when the system is operational.

WORKPLANS: One (1) copy of all workplans will be submitted to EPA and one (1) copy to the specified EPA contractor.

CORRESPONDENCE: One (1) copy of all Well Investigation facility related correspondence will be sent to the EPA.

#### TASK 4. PROGRAM MANAGEMENT

##### OBJECTIVE:

The objective of this task is two-fold: (1) to provide coordination between the EPA, SWRCB and RWQCB, and (2) to administer the program.

##### ACTIVITIES:

The following is a description of the activities included in Task 4:

- A. Plan and oversee overall program schedule and budget.
- B. Program analysis and development.
- C. The Division of Water Quality will act as the lead to coordinate activities between Division of Administrative Services, Office of Chief Counsel, Division of Water Quality, State Board management, Regional Board and EPA. The Division of Water Quality will also maintain duplicate files on progress and expenditures of the CA.
- D. Recruit staff.
- E. Coordinate data and graphic information exchanges between EPA, SWRCB and RWQCB.
- F. Maintain computerized tracking system that will meet the reporting requirements of the EPA, SWRCB and the RWQCB. This system tracks the progress of the facilities through both source identification, funded under this agreement, and site assessment, funded under the existing state Well Investigation Program.
- G. Maintain investigations area GIS. Specific responsibilities for this activity will be described in GIS workplan to be jointly developed by the EPA and RWQCB.
- H. Maintain all records regarding timekeeping, traveling and expenditures.
- I. The Division of Administrative Services (DAS) will maintain all Superfund cost recovery documentation. Both original Files and Area Files will contain time sheets, invoices, quarterly summaries of indirect and direct cost, dates and amounts of drawdown. DAS will reconcile files with expenditures every six months and prepare Financial Status documents to facilitate the agreement.
- J. Office of Chief Counsel will provide legal assistance to the State and Regional Boards.
- K. Prioritization of IA's to be coordinated between EPA and RWQCB.

ACTIVITIES CON'T.

- L. Involvement in meetings as part of Interagency Coordinating Committee and Sub-Committee to discuss program implementation priorities and enforcement strategies.
- M. Analysis of information gathered during the program's current year will be submitted in a year end report.

COSTS:

Cost estimates are detailed in Table 1.

PRODUCTS:

The products of this task will be the successful initiation, management and reporting of all tasks identified in this agreement.

REPORTING:

Cost reports will be submitted quarterly, thirty days after the last day of the previous quarter. The report for this task will contain the following items:

1. Expenditures to date (directly from Division of Administrative Services).
2. Expenditures during the previous quarter (directly from Division of Administrative Services).
3. Staff resources expended by IA and Task.

TASK 5. DATA ENTRY

OBJECTIVE:

The objective of this task is to track all aspects of the program with an automated data management system and provide for the reporting needs of the RWQCB, SWRCB and EPA.

ACTIVITIES:

The following is a description of the activities included in Task 5:

- A. Data entry for all of the above tasks.
- B. Dual entry for quality control.
- C. Printing of standard reports.

COSTS:

Cost estimates are detailed in Table 1.

PRODUCTS:

The products of Task 5 will be the successful tracking of all Tasks in this agreement, dual entry for quality control and the production of the reports listed for Tasks 1-3.

REPORTING:

Ground water data will be dual entry (entered twice) for quality control. No specific reports will detail the progress of this task, but all reports will be dependent on the accuracy and timeliness of this task.

TABLE I

COST ESTIMATE FOR SAN FERNANDO VALLEY SOURCE IDENTIFICATION  
COOPERATIVE AGREEMENT

JANUARY 1, 1992 - DECEMBER 31, 1992

<u>TASK</u>	<u>STAFF LEVEL</u>	<u>STAFF PY'S</u>
1. POTENTIAL SOURCE IDENTIFICATION	SENIOR WRC	0.1
	ENV. SPEC. IV	0.1
	ASSOC. ENG. GEOLOGIST	<u>0.1</u>
		0.3
2. WALK THROUGH SITE INSPECTIONS	SENIOR WRC	0.3
	ENV. SPEC. IV	0.3
	ASSOC. ENG. GEOLOGIST	0.8
	ENV. SPEC. III	1.0
	ASSOC. WRCE	0.9
	OFFICE ASST. II	<u>0.2</u>
	3.5	
3. DISCHARGE CONFIRMATION	SENIOR WRC	0.3
	ENV. SPEC. IV	0.3
	ENV. SPEC. III	1.0
	ASSOC. WRCE	1.0
	ENV. SPEC. II	1.0
	ASSOC. ENG. GEOLOGIST	1.0
	OFFICE ASST. II	<u>0.2</u>
	4.8	
4. PROGRAM MANAGEMENT	SUPV. WRCE	1.0
	SENIOR WRC	0.5
	ENV. SPEC. IV	0.2
	INFORMATION SYS. TECH.	0.5
	SENIOR ENG. GEOLOGIST	0.3
	ASSOC. ENG. GEOLOGIST	0.2
	ASSOC. G.P. ANALYST	0.9
	STAFF COUNSEL	0.1
	ACCT. I	0.4
	MGMT. SVCS. TECH.	0.5
	W.P. TECHNICIAN	0.2
	OFFICE TECH.	1.0
	OFFICE ASST. II	<u>0.3</u>
	6.1	
5. DATA ENTRY	OFFICE ASST. II	1.1
	TOTAL:	15.8

## APPENDIX A: EXPENSES

Following are the descriptions and estimated costs of the equipment required to meet the objectives of this Cooperative Agreement. All equipment described below will be used solely for superfund related activities.

### EQUIPMENT

The Cooperative Agreement staff has expanded and now comprises over one-third of the Regional Board staff. In order to accommodate existing staff and potential new hires the Board must expand. The only usable office space is the basement. The objective is to upgrade the basement for staff housing.

### ESTIMATED COST

Remodeling Basement	\$75,000
Office Furniture (5 staff)	<u>\$20,000</u>
	\$95,000

Both Cooperative Agreements will be requesting a total of four computers for chemical analysis of soil and ground water data. The existing computers for each unit are utilized for tracking data. The volume of soil and ground water data is too large for the existing computer system. In addition, the entire file system will be computerized for accuracy and quality control.

### COMPUTERS

1 Personal Computer (File Clerk)	\$ 3,500
1.5 Personal Computer (Data Entry)	\$10,500
Network	<u>\$ 1,000</u>
	\$15,000

### GIS

Software	\$10,000
Training	\$10,000
Maintenance	<u>\$15,000</u>
	\$35,000

### OTHERS

5 Fire Proof File Cabinets	\$ 5,000
5 Vertical Files	\$ 1,700
Out of State Travel	<u>\$ 3,000</u>
	\$ 9,700

QUALITY/ASSURANCE/QUALITY CONTROL

TO BE SUBMITTED BY EPA