
**VENTURA COUNTY
ENVIRONMENTAL HEALTH DIVISION
VOLUNTARY CLEANUP PROGRAM**

Description and Process

The Ventura County Environmental Health Division (EHD) Voluntary Cleanup Program (VCP) was established to assist responsible parties (RP) obtain regulatory oversight and eventual "closure" on environmentally-impacted sites that do not qualify for oversight by the Leaking Underground Fuel Tanks (LUFT) Program. The Ventura County Board of Supervisors approved the VCP, authorized under Health and Safety Code Section 101480, on November 12, 1996.

The general process is as follows:

1. The Responsible Party (RP) informs EHD of their interest in entering the VCP, submits an application, and provides information necessary to adequately identify the site (correct address and assessor's parcel number), the contaminants involved, the magnitude of the problem, and a likely remediation scenario.
2. Copies of all documents describing assessment and/or remediation already completed at the site, including analytical results, must be included with the application.
3. Upon receipt of the application and acceptance of the case, EHD informs the Regional Water Quality Control Board (RWQCB) and the Department of Toxic Substances Control (DTSC) that the VCP plans to oversee the project. If either the RWQCB or DTSC considers the project within their area of responsibility, they will inform EHD that the project is not eligible for the VCP.
4. EHD prepares a Remedial Action Agreement (RAA) and a Scope of Work (SOW). These items are returned to the RP for signature. The RAA and SOW are the contract that allows the RP to perform the required work with EHD oversight. The wording of the RAA and SOW were reviewed and approved by County Counsel and approved by the Ventura County Board of Supervisors. Therefore, other than site-specific variables, e.g., names, addresses, substances of concern, etc., this wording cannot be changed by either EHD or the RP.
5. Both copies of the RAA must be signed and returned to EHD. No extraneous marks or comments may be added to the RAA or it will not be accepted.
6. A minimum deposit of \$1,000 must be submitted with the signed RAA. For more complex projects, a larger deposit may be submitted to reduce the need for additional billing and time delays. EHD oversight time will be billed against the deposit at the approved hourly rate until the deposit is expended or the project has been completed. If the deposit has been expended and the project has not

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yet been completed, no additional oversight can be conducted by EHD until additional monies have been deposited.

7. EHD highly recommends that workplans and remedial action plans be submitted for approval prior to conducting site work to allow communication of EHD site requirements and cleanup goals. All site assessment and remedial action reports must be submitted for review.
8. Either the RP or EHD may cancel the RAA and discontinue work at any time. However, upon cancellation of the RAA, EHD will report the unfinished project and scope of work to the appropriate State agency(ies).
9. When site conditions meet State and local guidelines and no longer pose a threat to human health or the environment, EHD will notify the RP or their agent that additional work is not required.
10. If charges for EHD time do not exceed the deposit, a check for the unexpended funds and a *Completion of Voluntary Cleanup Program Requirements* letter will be issued. If charges for EHD time exceed the deposit, an invoice will be mailed to the RP on a quarterly basis or near the end of the project. Upon receipt of full payment, EHD will issue the *Completion of Voluntary Cleanup Program Requirements* letter.

If you have any questions, please contact Erin O'Connell at (805) 662-6511 or Erin.O'Connell@ventura.org.