



Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555
(540) 658-8648 · www.staffordfirerescue.com/fm



Guidelines and Specifications For:

Hazardous Materials Facility Closure Plan

Applicable Codes and Standards:

VSFPC - Virginia Statewide Fire Prevention Code (2018)

A facility closure plan demonstrates that hazardous materials which are stored, handled, or used in the facility will be transported, disposed of or reused in a manner that eliminates the need for further maintenance and any threat to public/employee health and safety or the environment. A facility closure plan is to be submitted to the Fire Marshal's Office at least 30-days prior to facility closure per VSFPC 5001.6.

The following sections are provided to help guide the documentation process of a typical Facility Closure Plan and Post Closure Report. A current facility site plan as well as Hazardous Material Inventory Statement is often included for reference as part of the plan. Additional documentation may be provided where necessary or required.

General Information

Facility Name: _____ Facility Phone: _____

Site Address: _____

Property Owner: _____ Owner Phone: _____

Property Owner Mailing Address: _____

Primary/Emergency Point of Contact: _____

Phone: _____ Email: _____

Estimated Date of Closure: _____

As the responsible party for this facility I hereby affirm that all information in this plan is complete and accurate to my best knowledge and ability. The facility closure plan, as described below, will be conducted in accordance the Fire Prevention Code and any other applicable State or Federal regulations. Deviations from this plan will not be authorized unless otherwise approved by the Fire Marshal's Office. At the conclusion of this closure process the facility will have eliminated the need for any further hazardous material maintenance and any threat to public/employee health and safety.

Responsible Party Name

Signature

Date



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Closure Plan Information

Describe the proposed closure activity and estimated timeline. Indicate the area(s) to be closed and the types of hazardous materials involved. Include equipment, tanks, piping, containers or other systems and the proposed final disposition of any materials removed.

Describe the disposition of any hazardous materials or waste on site listed by product:

	<i>Product Name</i>	<i>Estimated Quantity</i>	<i>Disposition & Est. Completion Date</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

For hazardous materials that will be shipped off site, provide the destination and contact information of the agency/contractor that will be transporting and disposing of the product:

Identify the qualified agency/contractor and process selected for facility, system, piping or container decontamination and cleaning. Identify any testing or sampling to be conducted and the associated testing agencies to confirm a completed process and clean/safe facility.

List any additional agencies involved in the review or approve the closure process including the Virginia DEQ, EPA, etc.

Post Closure Report Information Required

- Once the hazardous materials facility has been completely closed, decontaminated and all products properly removed, submit a Post Closure Report. The report, signed and dated by the Responsible Party, is to be on company letterhead and include any supporting documentation such as any testing or sample results.