



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

**Environmental Protection & Oversight Division
Hazardous Materials Management Branch**

REQUEST FOR RECORDS INFORMATION SHEET

The Hazardous Materials Management Branch (HMMB) is responsible for processing all requests for records maintained by the HMMB. The following information is designed to assist the public in the access of those records.

Before submitting a request, please review Cal EPA's Site Portal (<https://siteportal.calepa.ca.gov>) for readily accessible information to assist with common reasons for public records requests, including for Phase I/II environmental site assessments, current inspection records, and compliance status.

1. All requests must be in writing and may be submitted by mail, fax, or email on the DEH Request for Records form. Requests made on the requestor's company letterhead may be delayed if not all required information is included.
2. Please provide **ONE RECORDS REQUEST** form per street address (one street per request).
3. Provide a legal mailing address. All correspondences are sent by Environmental Health via US mail or by email as needed.
4. Access to Hazardous Materials Management Branch records is by **street address only**. We are currently unable to provide information about sites based on Assessor's Parcel Numbers (APN) or similar geographic site information.
5. After the initial determination of public records within 10 days, the processing period is approximately 2–4 weeks, based on file availability, location and preparation time.
6. All requests are processed on a first come, first serve basis.
7. Some information contained in records is of a sensitive nature and is not available to the public.
8. There is a clerical records research fee of **\$.50 for the first page, plus \$.10 per additional page**, although other fees may apply. **Records will not be made available until this fee is paid.**
9. There is a **\$18.48** flat-rate charge (per list) for information available in list form.
10. Files can be viewed in person by appointment only. A copy service can be utilized. DEH is unable to provide copies at the time of the appointment. However, the requestor is welcome to take photos, scan, or make copies with their own equipment.
11. Appointments are scheduled in 1 hour intervals, not to exceed 2 hours. Rescheduling is available.
12. Request for copying and scanning of files are limited to size, availability and time needed. Additional fees apply, including for **reproduction of records at a rate of \$10.00 per each quarter hour or any portion thereof.**
13. Requestors should note that **NO INFORMATION REGARDING THE CONTENTS OF FILES IS PROVIDED VIA TELEPHONE.**

For our office locations call us at (888) 722-4234 or visit our website at www.rivcoeh.org