

**County of Riverside
Community Health Agency
Department of Environmental Health
Hazardous Materials Management Branch**
www.rivcoeh.org



Hazardous Materials Business Emergency Plan and Chemical Inventory Forms

Federal, State and local laws require a Hazardous Materials Business Emergency Plan (HMBEP) to be prepared and submitted by owners and/or operators of facilities that store hazardous materials at or above reportable threshold quantities. The County of Riverside, as well as the Cities of Corona and Riverside are charged with the responsibility to oversee compliance of these laws.

For Businesses located in the following city jurisdiction, the completed Plan shall be submitted to the appropriate City Fire Agency below:

***City of Riverside Fire Dept.**

HAZMAT Section
3900 Main St., 4th Floor
Riverside, CA 92501
(951) 826-5737

www.riversideca.gov/fire

City of Corona Fire Dept.

HAZMAT Section
400 S. Vicentia Ave., #215
Corona, CA 92882-2187
(951) 736-2220

www.ci.corona.ca.us

****eFiling is now available for City of Riverside facilities only. Go to www.riversideca.gov/fire***

For locations within the County of Riverside, the completed Plan shall be submitted to the nearest County office below:

Riverside Office

HAZMAT Branch
P.O. Box 7600
Riverside, CA 92513-7600
(951) 358-5055

Indio Office

HAZMAT Branch
47-950 Arabia St., #A
Indio, CA 92201
(760) 863-8976

Hemet Office

HAZMAT Branch
800 S. Sanderson Ave., #102
Hemet, CA 92545
(951) 766-6524

Corona Office

HAZMAT Division
2275 S. Main St., #204
Corona, CA 92882
(951) 273-9143

The forms and other requested information are to be completed and returned. Instructions follow each form. **Retain the instructional pages for your file. Maintain a copy of the HMBEP on site, as required by law.** Failure to submit the HMBEP may result in substantial fines and/or prosecution. If you need further assistance or have any questions, please call the appropriate agency at the phone number listed above. **Note: The information requested in the attached documents is not optional and must be submitted to the appropriate agency. This is a legal document and the accuracy of information is critical to our emergency responders.**

Thank you for your cooperation.

Hazardous Materials Business Emergency Plan General Information

What is a Hazardous Materials Business Emergency Plan (HMBEP)?

- A HMBEP is a written set of procedures and information created to help minimize the effects and extent of a release or threatened release of a hazardous material. The intent of the HMBEP is to satisfy federal and state Community Right-To-Know laws and to provide detailed information for use by emergency responders.

What is a Hazardous Material?

- A hazardous material is defined as any material that because of its quantity, concentration, physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the work place or environment. **Hazardous materials** include, but are not limited to, hazardous substances, hazardous wastes, and any material that a business or the local implementing agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released. **Hazardous material** also includes any substance or chemical product for which the manufacturer or producer is required to prepare a **Material Safety Data Sheet (MSDS)**.

What are the reporting quantities?

Per the California Health and Safety Code (HSC), Chapter 6.95, Section 25500 - 25532, a HMBEP must be submitted by **any business that handles a hazardous material or a mixture containing a hazardous material** in quantities equal to, or greater than, those outlined below:

- A total weight of 500 pounds or a total volume of 55 gallons.
- 200 cubic feet at standard temperature and pressure for compressed gas.
- A radioactive material handled in quantities for which an emergency plan is required pursuant to Parts 30, 40 or 70 of Chapter 10, Title 10, Code of Federal Regulations (CFR), or equal to or greater than the amounts specified above, whichever amount is less.

City of Riverside Only: A HMBEP is required if the Threshold Planning Quantity for Extremely Hazardous Substances listed in 40 CFR, Sec. 355, Appendix A, or Regulated Substances as defined in Section 25532 of the HSC, is equal to or greater than the amounts listed above, whichever is less.

Additionally, a HMBEP is required for ten pounds or more of organic peroxides, any known or suspected carcinogen, radioactive or highly toxic material, or class 1.1, 1.2, or 1.3 explosives.

City of Corona and County of Riverside Plans Only: A HMBEP is required if there is any amount of an Extremely Hazardous Substance or Waste, any amount of a Regulated Substance or any amount of an Acutely Hazardous Material.

- Liquefied carbon dioxide used in the carbonation of beverages, equal to or greater than 200 cubic feet.

General Exemptions from Emergency Plan/Disclosure Requirements (complete the Statement of Exemption; indicate the exemption that applies.)

Check with your local jurisdiction for specific details. (See telephone numbers on first page.)

- Hazardous material contained solely in a consumer product for direct distribution to, and use by the general public is exempt from the HMBEP requirements. If the Administering Agency finds (and provides notice to the business handling the product) that handling of certain quantities of the product endangers the public health, safety, or the environment, the submission of a HMBEP, or any portion thereof, may be required (HSC 25503.5, 25505 and 40CFR 370.2)
- Any hazardous material contained in any rail car, rail tank car, rail freight container, marine vessel, or marine freight container remaining within the same railroad facility, marine facility, or business facility for less than 30 days is exempt from the HMBEP requirements. (HSC 25503.7)
- Oxygen, nitrogen, and nitrous oxide, ordinarily maintained by a physician, dentist, podiatrist, veterinarian, or pharmacist, at his or her office or place of business, stored at each office or place of business in quantities of not more than 1,000 cubic feet of each material at any one time is exempt from the HMBEP requirements. (HSC 25503.5, 25505)

- Lubricating oil is exempt from the HMBEP requirements for a single business facility if the total volume of each type of lubricating oil handled at that facility does not exceed 55 gallons, and the total volume of all types of lubricating oil handled at that facility does not exceed 275 gallons at any one time. (HSC 25503.5, 25505)
- A business operating an unstaffed, remote facility located in an isolated, sparsely populated area is exempt from the HMBEP requirements if the facility is not otherwise subject to the requirements of applicable federal law, and when approved by the local administrating agency. (HSC 25503.5, 25505)

How often do I have to update or recertify my Hazardous Materials Business Emergency Plan?

Within 30 days of any one of the following events, any business subject to the HMBEP requirements shall submit an amendment of their HMBEP to the local administrating agency:

- A 100 percent or more increase in the quantity of a previously disclosed hazardous material.
- Any handling of a previously undisclosed hazardous material subject to the inventory requirements.
- Change of business address.
- Change of ownership.
- Change of business name.
- Change of contact information; pay particular attention to contact phone numbers.

You are required to **certify** your inventory of hazardous materials handled at your business **every year**. If no changes have been made to your inventory, a written certification will suffice for the update. If changes have been made, new forms showing all changes must be submitted to the local agency.

You are required to **review your HMBEP at least once every three years** to determine if a revision is necessary. You must certify in writing to the local administrating agency that a review was conducted and all necessary changes were made. New forms showing all changes must be submitted as part of the certification.

Failure to Submit a Hazardous Materials Business Emergency Plan (HMBEP).

Failure to submit a HMBEP or annual certification form and annual permit fees may result in penalties, fine, and/or additional fees.

Violations and Fines

- Failure to disclose can result in fines up to \$2,000.00 per day.
- Violations occurring after reasonable notice has been given can result in fines of up to \$5,000.00 per day.
- Violation(s) of the HSC may be a misdemeanor or felony, punishable by fines and/or imprisonment.

What are the requirements for reporting a release or threatened release of a hazardous material?

- California Health and Safety Code, Chapter 6.95, Section 25507, states in part...the handler or any employee, authorized representative, agent, or designee of a handler shall, upon discovery, **immediately report any release or threatened release** of a hazardous material to the local administrating agency, and to the California Emergency Management Agency (Cal EMA). It may also be necessary to submit a written follow-up report to Cal EMA or report the release to other agencies. Contact your local jurisdiction for additional information.

Business Activities - Instructions

Please submit the **Business Activities** page, the **Business Owner/Operator Identification** page, and **Hazardous Materials Inventory - Chemical Description** pages for all submissions.

- Each box contains a small number in the upper right hand corner. These are data element numbers that refer to instructions, contained on the green pages. The data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, and the Business Section of the Unified Program Data Dictionary.
- Please **number all pages** of your submittal. This helps your Certified Unified Program Agency/Administering Agency (CUPA or AA) identify whether the submittal is complete and if any pages are separated.

I. Facility Identification

1. **FACILITY ID NUMBER** - Leave this blank. This number is assigned by the Certified Unified Program Agency (CUPA) or Administering Agency (AA). This is the unique number, identifying your business.
2. **EPA ID NUMBER** - If you generate, recycle, or treat hazardous waste, enter your facility's 12-character U.S. Environmental Protection Agency (U.S. EPA) or California Identification number. For facilities in California, the number usually starts with the letters "CA" you do not have a number, contact the Department of Toxic Substances Control (DTSC) Telephone Information Center at (800) 61-TOXIC or (800) 618-6942, to obtain information on EPA ID #'s. Applications available on web site **www.dtsc.ca.gov**.
3. **BUSINESS NAME** - Enter the full legal name of the business. This is the same as the terms "Facility Name" or "DBA" – "Doing Business As" that might have been used in the past.

II. Activities Declaration

A. Hazardous Materials

4. **HAZARDOUS MATERIALS ONSITE** - Check the box to indicate whether you have any hazardous materials or waste onsite. **You have a hazardous material onsite if:**
 - It is handled in quantities equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of compressed gas (calculated at standard temperature and pressure),
 - It is handled in quantities equal to or greater than the applicable federal threshold planning quantity for an extremely hazardous substance listed in 40 CFR Part 355, Appendix A,
 - Radioactive materials are handled in quantities for which an emergency plan is required to be adopted pursuant to Part 30, Part 40, or Part 70 of Chapter 10 of 10 CFR, or pursuant to any regulations adopted by the state in accordance with these regulations.

If you have any hazardous materials or waste onsite, complete the Business Owner/Operator Identification page and the Hazardous Materials Inventory - Chemical Description page, in addition to both the Emergency Response Plan and Training Plan.

- 4a. **REGULATED SUBSTANCES** – Refer to **www.oes.ca.gov**, hazardous materials, CalARP guidance documents for regulated substances. Check the box to indicate whether your facility has CalARP regulated substances stored onsite.

B. Underground Storage Tanks (USTs)

5. **OWN OR OPERATE UNDERGROUND STORAGE TANK (UST)** - Check the appropriate box to indicate whether you own or operate USTs containing hazardous substances as defined in Health and Safety Code (HSC) §25316. If "YES", then you must complete one UST Facility page and UST Tank pages for each tank. You must also submit a plot plan and a monitoring program plan.

C. Above Ground Petroleum Storage Tanks (ASTs)

8. **OWN OR OPERATE ABOVEGROUND PETROLEUM STORAGE TANK (AST)** - Check the appropriate box to indicate whether there are ASTs onsite, which exceed the regulatory thresholds. (There is no page for ASTs.) This program applies to all facilities storing petroleum in aboveground tanks. Petroleum means crude oil, or any fraction thereof, which is liquid at 60 degrees Fahrenheit temperature and 14.7 pounds per square inch absolute pressure (HSC §25270.2 (g)). Total storage capacity greater than 1,320 gallons for all ASTs. An aboveground petroleum storage tank (AST) facility with one or more of the following (see HSC §25270.2 (k)) is not subject to this act and is exempt:
- A pressure vessel or boiler, which is subject to Division 5 of the Labor Code;
 - A storage tank containing hazardous waste if a hazardous waste facility permit has been issued for the storage tank by DTSC;
 - An aboveground oil production tank, which is regulated by the Division of Oil and Gas, certain oil-filled electrical equipment including but not limited to transformers, circuit breakers, or capacitors.

D. Hazardous Waste

9. **HAZARDOUS WASTE GENERATOR** - Check the appropriate box to indicate whether your facility generates hazardous waste. A generator is the person or business whose acts or processes produce a hazardous waste or who causes a hazardous substance or waste to become subject to State hazardous waste law. If your facility generates hazardous waste, you must obtain and use an EPA Identification number (ID) in order to properly transport and dispose of it. Report your EPA ID number in #2. Also, complete the County of Riverside, Hazardous Waste Generator form. Hazardous waste means a waste that meets any of the criteria for the identification of a hazardous waste adopted by DTSC pursuant to HSC §25141. "Hazardous waste" includes, but is not limited to, federally regulated hazardous waste. Federal hazardous waste law is known as the Resource Conservation and Recovery Act (RCRA). Unless explicitly stated otherwise, the term "hazardous waste" also includes extremely hazardous waste and acutely hazardous waste.
10. **RECYCLE** - Check the appropriate box to indicate whether you recycle more than 100 kilograms per month of recyclable material under a claim that the material is excluded or exempt per HSC §25143.2. Check "YES" and complete the Recyclable Materials Report pages, if you either recycled onsite or recycled excluded recyclable materials, which were generated offsite. Check "NO" if you only send recyclable materials to an offsite recycler. You do not need to report.
11. **ONSITE HAZARDOUS WASTE TREATMENT** - Check the appropriate box to indicate whether your facility engages in onsite treatment of hazardous waste. "**Treatment**" means any method, technique, or process which is designed to change the physical, chemical, or biological character or composition of any hazardous waste or any material contained therein, or removes or reduces its harmful properties or characteristics for any purpose. "Treatment" does not include the removal of residues from manufacturing process equipment for the purposes of cleaning that equipment. Amendments (effective 1/1/99) add exemptions from the definition of

“treatment” processes under specific, limited conditions. Refer to HSC §25123.5 (b) for these specific exemptions. Treatments of certain laboratory hazardous wastes do not require authorization. Refer to HSC §25200.3.1 for specific information. Please contact your CUPA to determine if any exemptions apply to your facility. If your facility engages in onsite treatment of hazardous waste then complete the Onsite Hazardous Waste Treatment Notification - Facility page and 1 set of Onsite Hazardous Waste Treatment Notification - Unit pages with waste and treatment process information for each unit.

12. **FINANCIAL ASSURANCE** - Check the appropriate box to indicate whether your facility is subject to financial assurance requirements for closure of an onsite treatment unit. Unless they are exempt, Permit by Rule (PBR) and Conditionally Authorized (CA) operations are required to provide financial assurance for closure costs (per 22 CCR §67450.13 (b) and HSC §25245.4). If your facility is subject to financial assurance requirements or claiming an exemption, then complete the Certification of Financial Assurance page.
13. **REMOTE WASTE CONSOLIDATION SITE** - Check the appropriate box to indicate whether your facility consolidates hazardous waste generated at a remote site. Answer “YES” if you are a hazardous waste generator that collects hazardous waste initially at remote sites and subsequently transports the hazardous waste to a consolidation site you also operate. Eligibility must be pursuant to the conditions in HSC §25110.10. If your facility consolidates hazardous waste generated at a remote site, complete the Remote Waste Consolidation Site Annual Notification page.
14. **HAZARDOUS WASTE TANK CLOSURE** - Check the appropriate box to indicate whether the tank being closed would be classified as hazardous waste after its contents are removed. Classification could be based on:
 - Knowledge of the tank and its contents;
 - The mixture rule;
 - Testing of the tank;
 - The listed wastes in 40 CFR 261.31 or 40 CFR 261.32;
 - Inability to remove hazardous materials stored in the tank.If the tank being closed would be classified as hazardous waste **after** its contents are removed, then you must complete the Hazardous Waste Tank Closure Certification page.
- 14a. **RCRA LQG** – Check the appropriate box to indicate whether your facility is a Large Quantity Generator (LQG). If YES, you must obtain a US EPA ID Number.
- 14b. **HOUSEHOLD HAZARDOUS WASTE COLLECTION** – Check the appropriate box to indicate whether you facility is a HHW Collection site.
15. **LOCAL REQUIREMENTS**
Note: if you have answered “NO” to question “A” listed above, complete and submit the **Statement of Exemption** page.

Statement of Exemption

Statement Of Exemption only to be completed if you do NOT have to prepare a plan. Verify exemption with the CUPA or Administering Agency (AA).

Business Name: _____

Business Address: _____

City _____ Zip Code _____

Business Telephone: () _____

I understand the requirements for submitting a Hazardous Materials Business Emergency Plan. I declare, under penalty for perjury, that a Hazardous Materials Business Emergency Plan is not required for this business.

Business Owner/Operator Name: _____

Signature: _____ Date: _____

Title of Signer: _____

Emergency Telephone of Owner/Operator (24-hour contact): () _____

Reason you believe your business is exempt:

**UNIFIED PROGRAM CONSOLIDATED FORM
FACILITY INFORMATION
BUSINESS OWNER/OPERATOR IDENTIFICATION**

Page ___ of ___

I. IDENTIFICATION

FACILITY ID#												1	BEGINNING DATE	100	ENDING DATE	101	
BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As)													3	BUSINESS PHONE		102	
BUSINESS SITE ADDRESS													103	BUSINESS FAX		102a	
BUSINESS SITE CITY										104	CA	ZIP CODE		105	COUNTY		108
DUN & BRADSTREET										106	PRIMARY SIC		107	PRIMARY NAICS		107a	
BUSINESS MAILING ADDRESS																108 a	
BUSINESS MAILING CITY										108 b	STATE		108 c	ZIP CODE		108 d	
BUSINESS OPERATOR NAME													109	BUSINESS OPERATOR PHONE		110	

II. BUSINESS OWNER

OWNER NAME	111	OWNER PHONE		112				
OWNER MAILING ADDRESS					113			
OWNER MAILING CITY		114	STATE		115	ZIP CODE		116

III. ENVIRONMENTAL CONTACT

CONTACT NAME			117	CONTACT PHONE		118			
CONTACT MAILING ADDRESS			119	CONTACT EMAIL		119a			
CONTACT MAILING CITY			120	STATE		121	ZIP CODE		122

-PRIMARY-

IV. EMERGENCY CONTACTS

-SECONDARY-

NAME	123	NAME	128
TITLE	124	TITLE	129
BUSINESS PHONE	125	BUSINESS PHONE	130
24-HOUR PHONE	126	24-HOUR PHONE	131
PAGER #	127	PAGER #	132

ADDITIONAL LOCALLY COLLECTED INFORMATION: 133

Certification: Based on my inquiry of those individuals responsible for obtaining the information, I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

SIGNATURE OF OWNER/OPERATOR OR DESIGNATED REPRESENTATIVE		DATE	134	NAME OF DOCUMENT PREPARER		135
NAME OF SIGNER (print)			136	TITLE OF SIGNER		137

Business Owner/Operator Identification

Please submit the **Business Activities** page, the **Business Owner/Operator Identification** page, and **Hazardous Materials Inventory - Chemical Description** page(s) for all hazardous materials inventory submissions. For the inventory to be considered, the completed Business Owner/Operator Identification page must be signed and dated by the appropriate individual.

(Note: the numbering of the instructions follows the data element numbers that are on the pages. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.) Please number all pages of your submittal. This helps the Certified Unified Program Agency (CUPA) identify whether the submittal is complete and if any pages are separated.

1. **FACILITY ID NUMBER** – Leave this blank. This number is assigned by the CUPA or AA. This is the unique number, which identifies your business.

3. **BUSINESS NAME** - Enter the “Doing Business As” name.

100. **BEGINNING DATE** - Enter the beginning year and date of the report. (YYYYMMDD).

101. **ENDING DATE** - Enter the ending year and date of the report. (YYYYMMDD)

102. **BUSINESS PHONE** - Enter the phone number, area code first, and any extension.

- 102a. **BUSINESS FAX** – Enter the business fax number, area code first.

103. **BUSINESS SITE ADDRESS** - Enter the street address where the facility is located. No post office box numbers are allowed. This information must provide a means to geographically locate the facility.

104. **BUSINESS SITE CITY** - Enter the city or unincorporated area in which business site is located.

105. **ZIP CODE** - Enter the zip code of business site. The extra 4-digit zip may also be added.

106. **DUN & BRADSTREET** - Enter the Dun & Bradstreet number for the facility. The Dun & Bradstreet number may be obtained by calling (800) 237-3869 or on the web at www.dnb.com .

107. **PRIMARY SIC NUMBER** - Enter the primary **Standard Industrial Classification** system number. Required for EPCRA reporting.

- 107a. **NAICS NUMBER** – Enter the primary **North American Industrial Classification System** number.

108. **COUNTY** - Enter the county in which the business site is located.

- 108a. **BUSINESS MAILING ADDRESS** – Enter the mailing address to be used for all official business correspondence. This mailing address must be filled in.

- 108b. **BUSINESS MAILING CITY** – Enter the name of the city for the business mailing address.

- 108c. **STATE** – Enter the 2 character abbreviation of the state for the business mailing address.

- 108d. **ZIP CODE** – Enter the zip code for the business mailing address. The extra 4-digit zip may also be added.

109. **BUSINESS OPERATOR NAME** - Enter the name of the business operator.
110. **BUSINESS OPERATOR PHONE** - Enter business operator phone number, if different from business phone, area code first, and any extension.
111. **BUSINESS OWNER NAME** - Enter name of business owner, if different from business operator.
112. **BUSINESS OWNER PHONE** - Enter the business owner's phone number if different from business phone, include area code and any extension.
113. **BUSINESS OWNER MAILING ADDRESS** - Enter the owner's mailing address if different from business mailing address.
114. **BUSINESS OWNER CITY** - Enter the name of the city for the owner's mailing address, if different from business mailing address.
115. **OWNER STATE** - Enter the 2 character state abbreviation for the owner's mailing address, if different from business mailing address.
116. **OWNER ZIP CODE** - Enter the zip code for the owner's address, if different from business mailing address. The extra 4-digit zip may also be added.
117. **ENVIRONMENTAL CONTACT NAME** - Enter the name of the person who receives all environmental correspondence.
118. **CONTACT PHONE** - Enter the phone number, if different from Owner or Operator, for the environmental contact, include area code and any extension.
119. **CONTACT MAILING ADDRESS** - Enter the mailing address where all environmental contact correspondence should be sent.
- 119a. **CONTACT EMAIL** – Enter the email address of the environmental contact in item 117, if the contact has one.
120. **CONTACT MAILING CITY** - Enter the name of the city for the environmental contact's mailing address.
121. **STATE** - Enter the two character state abbreviation for the environmental contact's mailing address.
122. **ZIP CODE** - Enter the zip code for the environmental contact's mailing address. The extra 4-digit zip may also be added.
123. **PRIMARY EMERGENCY CONTACT NAME** - Enter the name of a representative that can be contacted in case of an emergency involving hazardous material at the business site. The contact shall have FULL facility access, site familiarity, and authority to make decisions for the business regarding incident mitigation.
124. **TITLE** - Enter the title of the primary emergency contact.
125. **BUSINESS PHONE** - Enter the business number for the primary emergency contact, area code first, and any extensions.

126. **24-HOUR PHONE** - Enter a 24-hour phone number for the primary emergency contact. The 24-hour phone number must be one that is answered 24 hours a day. If it is not the contact's home or cell phone number, then the service answering the phone must be able to immediately contact the individual stated above.
127. **PAGER NUMBER** - Enter the pager number for the primary emergency contact, if available.
128. **SECONDARY EMERGENCY CONTACT NAME** - Enter the name of a secondary representative that can be contacted in the event that the primary emergency contact is not available. The contact shall have FULL facility access, site familiarity, and authority to make decisions for the business regarding incident mitigation.
129. **TITLE** - Enter the title of the secondary emergency contact.
130. **BUSINESS PHONE** - Enter the business telephone number for the secondary emergency contact, area code first, and any extension.
131. **24-HOUR PHONE** - Enter a 24-hour phone number for the secondary emergency contact. The 24-hour phone number must be one, which is answered 24 hours a day. If it is not the contact's home or cell phone number, then the service answering the phone must be able to immediately contact the individual stated above.
132. **PAGER NUMBER** - Enter the pager number for the secondary emergency contact, if available.
133. **ADDITIONAL LOCALLY COLLECTED INFORMATION** - This space may be used for local agencies to collect any additional information necessary to meet the requirements of their individual programs. Provide a description of the business and an e-mail address if available.
134. **DATE** - Enter the date that the document was signed. (YYYYMMDD)
135. **NAME OF DOCUMENT PREPARER** - Enter the full name of the person who prepared the inventory submittal information.
136. **NAME OF SIGNER** - Enter the full printed name of the person signing the page. The signer certifies to a familiarity with the information submitted and that based on the signer's inquiry of those individuals responsible for obtaining the information, all the information submitted is true, accurate and complete. **SIGNATURE OF OWNER/ OPERATOR OR DESIGNATED REPRESENTATIVE** - The Business Owner/Operator, or officially designated representative of the Owner/Operator, shall sign in the space provided. This signature certifies that the signer is familiar with the information submitted and that based on the signer's inquiry of those individuals responsible for obtaining the information it is the signer's belief that the submitted information is true, accurate and complete.
137. **TITLE OF SIGNER** - Enter the title of the person signing the page.

Hazardous Materials Inventory - Chemical Description - Instructions

You must complete a separate Hazardous Materials Inventory - Chemical Description page for each hazardous material (hazardous substances and hazardous waste) that you handle at your facility in aggregate quantities equal to or greater than 500 pounds, 55 gallons, 200 cubic feet of gas (calculated at standard temperature and pressure) or the federal threshold planning quantity for Extremely Hazardous Substances, whichever is less. Also complete a page for each radioactive material handled over quantities for which an emergency plan is required to be adopted pursuant to 10 CFR Parts 30, 40, or 70. The completed inventory should reflect all reportable quantities of hazardous materials at your facility, reported **separately** for each building or outside adjacent area, with **separate** pages for unique occurrences of physical state, storage temperature and storage pressure. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary. Please number all pages of your submittal. This helps your CUPA or AA identify whether the submittal is complete and if any pages are separated.

200. **ADD/DELETE/ REVISE** - Indicate if the material is being added to the inventory, deleted from the inventory, or if the information previously submitted is being revised. NOTE: You may choose to leave this blank if you resubmit your entire inventory annually.
3. **BUSINESS NAME** - Enter the full legal name of the business.
201. **CHEMICAL LOCATION** - Enter the building or outside/ adjacent area where the hazardous material is handled. A chemical that is stored at the same pressure and temperature, in multiple locations **within a building**, can be reported on a single page. NOTE: This information is not subject to public disclosure pursuant to HSC §25506.
202. **CHEMICAL LOCATION CONFIDENTIAL** - EPCRA - All businesses that are subject to the Emergency Planning and Community Right-To-Know Act (EPCRA) must check "Yes" to keep chemical location information confidential. If the business does not wish to keep chemical location information confidential check "No".
1. **FACILITY ID NUMBER** - This number is assigned by the CUPA or AA. This is the unique number, which identifies your business.
203. **MAP NUMBER** - If a map is included, enter the number of the map on which the location of the hazardous material is shown.
204. **GRID NUMBER** - If grid coordinates are used, enter the grid coordinates of the map that correspond to the location of the hazardous material. If applicable, multiple grid coordinates can be listed.
205. **CHEMICAL NAME** - Enter the proper chemical name associated with the Chemical Abstract Service (CAS) number of the hazardous material. This should be the International Union of Pure and Applied Chemistry (IUPAC) name found on the Material Safety Data Sheet (MSDS). NOTE: If the chemical is a mixture, do not complete this field; complete the "COMMON NAME" field instead.
206. **TRADE SECRET** - Check "Yes" if the information in this section is declared a trade secret, or "No" if it is not. State requirement: If yes, and business is not subject to EPCRA, disclosure of the designated trade secret information is bound by HSC §25511.
Federal requirement: If yes, and business is subject to EPCRA, disclosure of the designated Trade Secret information is bound by 40 CFR and the business must submit a "Substantiation to Accompany Claims of Trade Secrecy" form (40 CFR §350.27) to USEPA.
207. **COMMON NAME** - Enter the common name or trade name of the hazardous material or mixture containing a hazardous material.

208. **EHS** - Check "Yes" if the hazardous material is an Extremely Hazardous Substance (EHS), as defined in 40 CFR, Part 355, Appendix A. If the material is a mixture containing an EHS, leave this section blank and complete the section on hazardous components below.
209. **CAS #** - Enter the Chemical Abstract Service (CAS) number for the hazardous material. For mixtures, enter the CAS number of the mixture if it has been assigned a number distinct from its components. If the mixture has no CAS number, leave this column blank and report the CAS numbers of the individual hazardous components in the appropriate section below.
210. **FIRE CODE HAZARD CLASSES** - Fire Code Hazard Classes describe to first responders the type and level of hazardous materials which a business handles. This information shall be provided if the local fire chief deems it necessary and requests the CUPA or AA to collect it. A list of the hazard classes and instructions on how to determine which class a material falls under are included in the appendices of Article 80 of the Uniform Fire Code. If a material has more than one applicable hazard class, include all. Contact CUPA or AA for guidance. This information is required for the Corona Fire Department.
211. **HAZARDOUS MATERIAL TYPE** - Check the one box that best describes the type of hazardous material: pure, mixture or waste. If waste material, check only that box. If mixture or waste, complete hazardous components section.
212. **RADIOACTIVE** - Check "Yes" if the hazardous material is radioactive or "No" if it is not.
213. **CURIES** - If the hazardous material is radioactive, use this area to report the activity in curies. You may use up to nine digits with a floating decimal point to report activity in curies.
214. **PHYSICAL STATE** - Check the one box that best describes the state in which the hazardous material is handled: solid, liquid or gas.
215. **LARGEST CONTAINER** - Enter the total capacity of the largest container in which the material is stored.
216. **FEDERAL HAZARD CATEGORIES** - Check all categories that describe the physical and health hazards associated with the hazardous material.

PHYSICAL HAZARDS	HEALTH HAZARDS
Fire: Flammable Liquids and Solids, Combustible Liquids, Pyrophorics, Oxidizers	Acute Health (Immediate): Highly Toxic, Toxic, Irritants, Sensitizers, Corrosives, other hazardous chemicals with an adverse effect with short term exposure
Reactive: Unstable Reactive, Organic Peroxides, Water Reactive, Radioactive	
Pressure Release: Explosives, Compressed Gases, Blasting Agents	Chronic Health (Delayed): Carcinogens, other hazardous chemicals with an adverse effect with long-term exposure.

217. **AVERAGE DAILY AMOUNT** – Enter the total amount of the material that is on site on a typical day (in storage and/or in use). Note: This amount should not exceed the maximum daily amount.
218. **MAXIMUM DAILY AMOUNT** - Enter the maximum amount of each hazardous material or mixture containing a hazardous material, which is handled at any one time over the course of the year. This is a projected amount for the current year; calculations may be based on the previous year's inventory. This amount should be consistent with the units reported in box 221. Note: This quantity cannot be less than the size of the largest container.

219. **ANNUAL WASTE AMOUNT** - If the hazardous material being inventoried is a waste, provide an estimate of the annual amount handled.
220. **STATE WASTE CODE** - If the hazardous material is a waste, enter the appropriate California 3-digit hazardous waste code as listed on the back of the Uniform Hazardous Waste Manifest.
221. **UNITS** - Check the unit of measure that is most appropriate for the material being reported on this page: gallons, pounds, cubic feet or tons. NOTE: If the material is a federally defined Extremely Hazardous Substance (EHS), all amounts must be reported in pounds. If material is a mixture containing an EHS, report the units that the material is stored in (gallons, pounds, cubic feet, or tons).
222. **DAYS ON SITE** - List the total number of days during the year that the material is on site.
223. **STORAGE CONTAINER** - Check all boxes that describe the type of storage containers in which the hazardous material is stored. NOTE: If appropriate, you may choose more than one.
224. **STORAGE PRESSURE** - Check the one box that best describes the pressure at which the hazardous material is stored.
225. **STORAGE TEMPERATURE** - Check the one box that best describes the temperature at which the hazardous material is stored.
226. **HAZARDOUS COMPONENTS 1-5 (percentage BY WEIGHT)** - Enter the percentage weight of the hazardous component in a mixture. If a range of percentages is available, report the highest percentage in that range. (Report for components 2 through 5 in 230, 234, 238, and 242.)
227. **HAZARDOUS COMPONENTS 1-5 NAME** - When reporting a hazardous material that is a mixture, list up to five chemical names of hazardous components in that mixture by percent weight (refer to MSDS or, in the case of trade secrets, refer to manufacturer). All hazardous components in the mixture present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, should be reported. If more than five hazardous components are present above these percentages, you may attach an additional sheet of paper to capture the required information. When reporting waste mixtures, mineral and chemical composition should be listed. (Report for components 2 through 5 in 231, 235, 239, and 243.)
228. **HAZARDOUS COMPONENTS 1-5 EHS** - Check "Yes" if the component of the mixture is considered an Extremely Hazardous Substance as defined in 40 CFR, Part 355, or "No" if it is not. (Report for components 2 through 5 in 232, 236, 240, and 244.)
229. **HAZARDOUS COMPONENTS 1-5 CAS** - List the Chemical Abstract Service (CAS) numbers as related to the hazardous components in the mixture. (Repeat for 2-5.)
246. **LOCALLY COLLECTED INFORMATION** - Refer to Material Safety Data Sheet for hazardous material to complete this section. If available, enter the NFPA Hazard Identification information, the UN# and the hazard Class or Division that corresponds to the hazardous material. Contact the CUPA or AA for guidance.

**HAZARDOUS MATERIALS BUSINESS EMERGENCY PLAN
EMERGENCY PROCEDURES**

Emergency response plans and procedures are an integral part of the HMBEP. By taking the time to develop plans and procedures for your business, you will avoid complications resulting from inaction or misguided action during an emergency. Once the plans and procedures are developed, your employees will have an informative guide to follow in the event of an emergency. You must address each of the following items, however, the amount of detail you provide will depend upon the size and nature of the business, the damage potential of the hazardous materials handled and the location of the business with respect to residential or other populated areas.

1. EMERGENCY RESPONSE PLANS AND PROCEDURES

A. If you have a release or threatened release of hazardous materials, your business is required by state law to provide immediate notification to the following agencies:

Immediately call:

Local emergency response personnel
(Fire, paramedics, police or sheriff).....911

California Emergency Management Agency.....(800) 852-7550
or (916) 845-8911

Immediately call the appropriate jurisdiction:

County of Riverside
Hazardous Materials Management Branch.....(951) 358-5055

City of Corona Fire Department.....(951) 736-2220

City of Riverside Fire Department.....(951) 826-5737

Person(s) within the business responding to a hazardous materials incident:

Name: _____ **Telephone:** () _____

Name: _____ **Telephone:** () _____

B. Identify the local emergency medical facility that will be used by your business in the event of an injury caused by the release of a hazardous material:

Name: _____

Address: _____

City: _____

Phone: _____

2. PREVENTION

Describe the kind of hazards associated with the materials present at your business. Provide information on the steps taken at your business, or the policies or procedures now in place, to **help prevent** an accidental release of a hazardous material. Issues for discussion may include safety, storage, and containment procedures. Be specific for each type of hazardous material at your business.

3. MITIGATION

Describe the procedures to be followed to **reduce the severity** of a release or threatened release of a hazardous material at your business. The procedures should detail the actions to be taken by employees to stop a release, contain a release, or to reduce the problems associated with a release. What is your immediate response to a spill, fire, explosion or airborne release at your business? Do not write procedures that exceed the capabilities of employees or equipment at your business or that violate any worker safety laws.

4. ABATEMENT

Describe what you would do to **stop** and **remove** each hazard. How do you handle the complete process of stopping a release, cleaning up, and disposing of released materials at your business? What aspects of the response are beyond your ability and need to be handled by others? Who would you call to handle the release?

5. EVACUATION

Describe the procedures to be followed for immediate notification and evacuation of your business:

6. EARTHQUAKES

Identify the areas and equipment in your business, which would require **immediate inspection or isolation** due to their vulnerability to earthquake related ground motion. Check for equipment such as gas cylinders, piping, drums, etc., that may need to be secured or spillage that may require mitigation or abatement.

7. HAZARDOUS WASTE CONTINGENCY

Specific procedures for prevention, mitigation and abatement of a release of **hazardous waste** generated at your business. This section only applies to hazardous waste generators.

8. UNAUTHORIZED RELEASE RESPONSE PLAN

Specific procedures for mitigation, abatement and reporting of an unauthorized release from an **underground storage tank (UST)**. The plan must address a release from a single wall or a double wall tank system as applicable. This plan should cover the entire UST system. This section only applies to UST owner/operators.

9. SITE SECURITY

As applicable on an individual facility basis, you should assess the security and vulnerability of your business from intentional acts both from within your business (sabotage) and from the outside (vandalism and terrorist acts). This assessment should consider testing your security system and procedures on a regular basis.

Details of this assessment should not be included in this plan as it is a public document.

Employee Training Plan

Businesses that handle hazardous materials are required to have a program that provides employees with initial and refresher training. The HMBEP shall include a training program, which is reasonable and appropriate for the size of the business and the nature of the hazardous materials handled. The training program shall take into consideration the responsibilities of the employees to be trained. The training program shall, at a minimum, include:

- A. Methods for safe handling of hazardous materials stored at your business, including familiarity with the characteristics and hazards of each material and measures employees can take to protect themselves from chemical hazards;
- B. Procedures for coordination with local emergency response organizations;
- C. Proper use of personal protective equipment;
- D. The prevention, abatement and mitigation procedures you have developed for your business and explained in the HMBEP, including proper use of emergency equipment and supplies;
- E. The emergency evacuation plans you have developed, the notification procedure used to alert people to evacuate, and the closest location to obtain appropriate emergency medical care;
- F. Procedures to coordinate with and assist the local emergency personnel that may respond to your business;
- G. Who and how to call for immediate assistance in the event of an accident involving hazardous materials;
- H. Procedures for ensuring that appropriate personnel receive initial and annual refresher training.

All employee training shall be documented and updated annually:

1. Personnel

- A. Are there any specially trained hazardous materials emergency response personnel at your business? Yes _____ No _____ Number Trained _____
- B. Do you have decontamination capabilities for victims of exposure to hazardous materials at your business? Yes _____ No _____ Type of Decon _____
- C. Do you have personnel that will provide site security at your business during and after a hazardous materials incident? Yes _____ No _____

2. Equipment

- A. List the type and location of equipment that can or will be used for response to hazardous materials incidents at your business.

Facility Site Map and Storage Map Instructions

A Site Map and Storage Map must be included with your HMBEP. For relatively small facilities, these documents may be combined into one drawing. Since drawings are intended for use in emergency response situations, larger facilities (generally those with complex and/or multiple buildings) should provide an overall site map and a separate storage map for each building/storage area. All maps must be drafted in black ink on 8½" X 11" map grid, which has been provided on the last page. All lines must be neatly ruled and all writing, symbols, and notations must be clearly legible.

1. Provide a Facility Site Map, which includes the following elements:

- A. Scale of drawing (e.g., 1 inch = 10 feet);
- B. Site orientation (north, etc);
- C. All streets bordering the facility;
- D. Access and egress points and roads;
- E. Internal roads and parking areas;
- F. Storm drains and sanitary sewer drains;
- G. Indicate locations of floor drains, sewers and sumps;
- H. Locations of all buildings and other structures;
- I. Location and names of adjacent streets and alleys;
- J. Hazardous materials loading and unloading areas;
- K. Outside hazardous materials storage or use areas;
- L. Primary and alternate evacuation routes;
- M. Primary and alternate staging areas;
- N. Location of any on-site fire hydrants and/or fire protection equipment;
- O. Adjacent property use.

2. Provide a Storage Map, which includes the following elements:

- A. Building floor plan including entrances, exits, interior walls, partitions, and doors;
- B. General purpose of each area within each building (e.g., office area, manufacturing, etc);
- C. Location of each hazardous material/waste storage, dispensing, use, or handling area. Each area shall be identifiable by a grid number, to be used in item #204 on the Hazardous Materials Inventory - Chemical Description pages of the HMBEP;
- D. Location of each emergency utility shut-off point (i.e., gas, water, and electric);
- E. Location of emergency response equipment. For example, equipment for fire suppression, approach and mitigation, protective clothing, medical response, etc.



Stairs Vertical



Stairs Horizontal



Guard Shack



Elevator



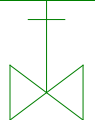
Partially Sprinklered



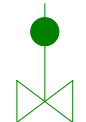
Fully Sprinklered



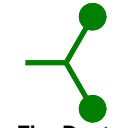
Fire Alarm Panel



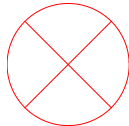
OS&Y Valve



PI Valve



Fire Dept. Sprinkler Connection



Riser



Water On/Off



Electric On/Off



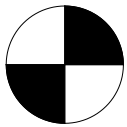
Gas On/Off



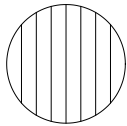
704 Hazard Label



Hazard Location



Sewer Drain



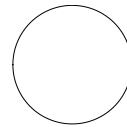
Floor Drain



DS MS



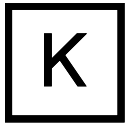
Below Ground Tank



Above Ground Tank



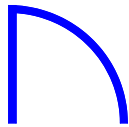
NORTH Direction



Knox Box



Access



Single Door



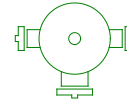
Double Door



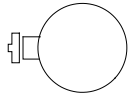
Rollup Door



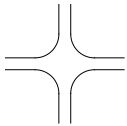
Hydrant 2 outlet



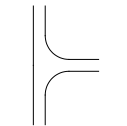
Hydrant 3 outlet



Hydrant 1 outlet



Intersection



Intersection

ANNOTATED SITE MAP Business Name:

Site Address:

Map #:

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									

Y ↑ X →

Scale: 1"= ___ Feet North ↑

POST FOR EMPLOYEES

HAZARDOUS MATERIALS BUSINESS EMERGENCY PLAN: EMERGENCY NOTIFICATION

During an emergency involving a release or a threatened release of a hazardous material you must notify appropriate agencies. Information you should be prepared to supply includes:

1. Name and telephone number of the reporting party;
2. Name and address of business;
3. Time and type of release (e.g., damaged containers, malfunctioning equipment, etc.);
4. Name and quantity of material(s) involved;
5. Extent and number of injuries;
6. Actions taken or being taken to mitigate or reduce emergency;
7. Potential hazards to human health or the environment surrounding the business.

AGENCY NOTIFICATION:

Fire Department	911
Ambulance/Paramedic	911
Police/Sheriff	911

Hospital _____ Phone # _____

Primary Facility Emergency Contact Person

Name _____ Phone # _____

County of Riverside,	
Hazardous Materials Management Branch	(951) 358-5055
City of Corona Fire Department	(951) 736-2220
City of Riverside Fire Department	(951) 826-5737

California Emergency Management Agency	(800) 852-7550
National Response Center	(800) 424-8802
Poison Control Center	() _____
Hazardous Materials Cleanup Contractor	() _____

Name of Contractor (if applicable):

Other Contacts: _____

