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Title 19. Public Safety

Division 2. California Emergency Management Agency

Chapter 4. Hazardous Material Release Reporting, Inventory, And Response Plans

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Article 1. Definitions.

§ 2620. Control.

"Control" means any actions necessary to stop, prevent, abate, or mitigate a release or threatened release thereby ensuring the elimination of a condition of substantial probability of harm to human health and safety, property, or the environment.

Note: Authority cited: Section 25520, Health and Safety Code. Reference: Sections 25503(b)(5), 25507 and 25520, Health and Safety Code.

§ ~~2650~~2621. Person.

"Person" means any employee, authorized representative, agent or designee of a handler.

Note: Authority cited: Section 25520, Health and Safety Code. Reference: Sections 25507, 25515 and 25520, Health and Safety Code.

§ ~~2660~~2622. Pesticide Drift Exposure Incident.

"Pesticide drift exposure incident" means an unintended airborne transport of a pesticide to non-target areas, potentially resulting in exposures that could affect public health and safety and the environment. For the purposes of this Chapter, the term "pesticide" has the same meaning as "pesticide", as defined in the Food and Agricultural Code, Section 12753.

Note: Authority cited: Section 25503, Health and Safety Code; and Section 12997.7, Food and Agricultural Code. Reference: Sections 12753 and 12997.7, Food and Agricultural Code.

Article 2. Reporting Requirements.

§ ~~2701~~2630. Applicability.

The provisions of this subchapter shall not, in any way, preempt more restrictive reporting requirements pursuant to other local, state, or federal ordinances, statutes, or regulations.

Pursuant to Section 23112.5 of the Vehicle Code, reporting of on-highway releases shall be made to the Department of the California Highway Patrol.

Note: Authority cited: Section 25520, Health and Safety Code. Reference: Section 25520, Health and Safety Code.

§ ~~2703~~2631. Immediate Reporting of a Release or a Threatened Release.

(a) A person shall provide an immediate, verbal report of any release or threatened release of a hazardous material to the administering agency and the California Emergency Management Agency* as soon as:

(1) a person has knowledge of the release or threatened release;

(2) notification can be provided without impeding immediate control of the release or threatened release;

(3) notification can be provided without impeding immediate emergency medical measures.

(b) The immediate reporting pursuant to subsection (a) of this section shall include, as a minimum:

(1) the exact location of the release or threatened release;

(2) the name of the person reporting the release or threatened release;

(3) the hazardous materials involved in the release or threatened release;

(4) an estimate of the quantity of hazardous materials involved; and

(5) if known, the potential hazards presented by the hazardous material involved in the release or threatened release;

(c) The immediate reporting pursuant to subsection (a) of this section shall not be required if there is a reasonable belief that the release or threatened release poses no significant present or potential hazard to human health and safety, property, or the environment.

(d) Immediate reporting pursuant to subsection (a) of this section shall be made to the California Emergency Management Agency, at telephone number (916) 845-8911 or (800) 852-7550, and to the local administering agency. The administering agency may designate a call to the 911 emergency number as meeting the requirement to call the administering agency.

(e) The notifications in subsection (d) shall constitute compliance with the requirements of subdivision (b) of section 11004 of title 42 of the United States Code (1989) regarding verbal notification of the State Emergency Planning Commission and the Local Emergency Planning Committee.

* For additional guidance on notification procedures, consult the State of California Hazardous Material Incident Contingency Plan (HMICP).

Note: Authority: Section 8585, Government Code; and Sections 25503, 25503.1 and 25520, Health and Safety Code. Reference: Section 8585, Government Code; and Sections 25503(b)(4), 25503.1, 25507, 25518 and 25520, Health and Safety Code.

§ ~~2705~~2632. Written Reporting of Emergency Releases.

(a) If required to submit a written emergency release follow-up notice pursuant to 42 U.S.C. section 11004(c) (1989), or as that section may be subsequently amended, a business shall prepare the written emergency release follow-up notice using the form specified in subsection (c) of this section.

(b) A written emergency release follow-up notice prepared pursuant to subsection (a) shall be sent to the Chemical Emergency Planning and Response Commission (CEPRC) at 3650 Schriever Avenue, Mather, CA 95655. This written report shall be sent as soon as practicable following a release, but no later than 30 days from the date of the release.

(c) The following reporting form (with instructions), the 'Emergency Release Follow-up Notice Reporting Form,' shall be used for filing the written emergency release follow-up notice required by subsection (a) of this section. This form may be reproduced, as needed.

EMERGENCY RELEASE FOLLOW–UP NOTICE REPORTING FORM

A

BUSINESS NAME	FACILITY EMERGENCY CONTACT & PHONE NUMBER ( )

B

INCIDENT DATE MO DAY YR	TIME Cal EMA NOTIFIED (use 24 hr time)	Cal EMA CONTROL NO

C

INCIDENT ADDRESS LOCATION	CITY/COMMUNITY	COUNTY ZIP

D

CHEMICAL OR TRADE NAME (print or type)	CAS Number
CHECK IF CHEMICAL IS LISTED IN 40 CFR 355, APPENDIX A ☐	CHECK IF RELEASE REQUIRES NOTIFICATION UNDER 42 U.S.C. § 9603(a) ☐

PHYSICAL STATE CONTAINED	PHYSICAL STATE RELEASED	QUANTITY RELEASED
☐ SOLID ☐ LIQUID ☐ GAS	☐ SOLID ☐ LIQUID ☐ GAS	

ENVIRONMENTAL CONTAMINATION	TIME OF RELEASE	DURATION OF RELEASE
☐ AIR ☐ WATER ☐ GROUND ☐ OTHER		_____ DAYS _____ HOURS _____ MINUTES

E

ACTIONS TAKEN

F

KNOWN OR ANTICIPATED HEALTH EFFECTS (Use the comments section for additional information)

☐ ACUTE OR IMMEDIATE (explain) _____

☐ CHRONIC OR DELAYED (explain) _____

☐ NOT KNOWN (explain) _____

G

ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS

H

COMMENTS INDICATE SECTION (A–G) AND ITEM WITH COMMENTS OR ADDITIONAL INFORMATION

I

CERTIFICATION: I hereby certify under penalty of law that I have personally examined and I am familiar with the information submitted and believe the submitted information is true, accurate, and complete.

REPORTING FACILITY REPRESENTATIVE (print or type) _____

SIGNATURE OF REPORTING FACILITY REPRESENTATIVE _____ DATE _____

EMERGENCY RELEASE FOLLOW–UP NOTICE
REPORTING FORM INSTRUCTIONS

GENERAL INFORMATION:

Chapter 6.95 of Division 20 of the California Health and Safety Code requires that written emergency release follow–up notices prepared pursuant to 42 U.S.C. § 11004, be submitted using this reporting form. Non–permitted releases of reportable quantities of Extremely Hazardous Substances (listed in 40 CFR 355, appendix A) or of chemicals that require release reporting under section 103(a) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 [42 U.S.C. § 9603(a)] must be reported on the form, as soon as practicable, but no later than 30 days, following a release. The written follow–up report is required in addition to the verbal notification.

BASIC INSTRUCTIONS:

- The form, when filled out, reports follow–up information required by 42 U.S.C § 11004. Ensure that all information requested by the form is provided as completely as possible.
- If the incident involves reportable releases of more than one chemical, prepare one report form for each chemical released.
- If the incident involves a series of separate releases of chemical(s) at different times, the releases should be reported on separate reporting forms.

SPECIFIC INSTRUCTIONS:

Block A: Enter the name of the business and the name and phone number of a contact person who can provide detailed facility information concerning the release.

Block B: Enter the date of the incident and the time that verbal notification was made to Cal EMA. The Cal EMA control number is provided to the caller by Cal EMA at the time verbal notification is made. Enter this control number in the space provided.

Block C: Provide information pertaining to the location where the release occurred. Include the street address, the city or community, the county and the zip code.

Block D: Provide information concerning the specific chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Check all categories that apply. Provide best available information on quantity, time and duration of the release.

Block E: Indicate all actions taken to respond to and contain the release as specified in 42 U.S.C. § 11004(c).

Block F: Check the categories that apply to the health effects that occurred or could result from the release. Provide an explanation or description of the effects in the space provided. Use Block H for additional comments/information if necessary to meet requirements specified in 42 U.S.C. § 11004(c).

Block G: Include information on the type of medical attention required for exposure to the chemical released. Indicate when and how this information was made available to individuals exposed and to medical personnel, if appropriate for the incident, as specified in 42 U.S.C. § 11004(c).

Block H: List any additional pertinent information.

Block I: Print or type the name of the facility representative submitting the report. Include the official signature and the date that the form was prepared.

MAIL THE COMPLETED REPORT TO:

Chemical Emergency Planning and Response Commission (CEPRC)
Local Emergency Planning Committee (LEPC)
Attn: Section 304 Reports
3650 Schriever Avenue
Mather, CA 95655

Note: Authority cited: Section 8585, Government Code; and Sections 25503, 25503.1 and 25507.1, Health and Safety Code. Reference: Section 8585, Government Code; and Sections 25503(b)(4), 25503.1, 25507.1, 25518 and 25520, Health and Safety Code.

Article 3. Minimum Standards for Area Plans

§ ~~2720~~2640. Proposed Area Plans.

The proposed area plan, as required by Section 25503(d) of the Health and Safety Code, shall include:

(a) a description of the extent to which the administering agency has met the requirements of this Article, and a schedule for implementing the final area plan, by December 29, 1987, to include the

provisions of Sections ~~2722-2736~~ 2642-2648 of this Article;

(b) provisions for integrating, in the final area plan, information from business plans submitted by handlers within the jurisdiction of an administering agency;

(c) protocols for responses to pesticide drift exposure incidents; and

(d) a form providing information on the elements within the area plan, substantially equivalent to the following optional model reporting form for area plans.

OPTIONAL MODEL REPORTING FORM - AREA PLAN

CHECKLIST for AREA PLAN ELEMENT and reference section	ELEMENT ATTACHED	ELEMENT NOT PROVIDED, JUSTIFICATION ATTACHED	PROPOSED DATE FOR COMPLETION
§ 2722-EMERGENCY RESPONSE PROCEDURES			
Approach, Recognition & Evaluation			
Personnel Monitoring & Decontamination			
Equipment Monitoring & Decontamination			
§2723 - PREEMERGENCY PLANNING			
Pre-incident Site Surveys			
Planning & Coordination			
Emergency Funding Access			
Disposal Facility Access			
Emergency Response Contractor Access			
Integrated Response Management System			
§2724-NOTIFICATION & COORDINATION			
Notification & Coordination			
Emergency Communications			
Responsibility Matrix			
OES Notification			
§2725 - TRAINING			
Emergency Response Personnel Training			
Training Documentation			
Training Exercises			
§2726-PUBLIC SAFETY & INFORMATION			
Site Perimeter Security			
Safety Procedure Information			
Information Release Responsibility			
Medical Notification			
Evacuation Plans			
§2727 - SUPPLIES & EQUIPMENT			
Listing & Description			
Testing & Maintenance			
§2728-INCIDENT CRITIQUE & FOLLOWUP			

Note: Authority cited: Sections 25503 and 25517.5, Health and Safety Code; and Section 12997.7, Food

and Agricultural Code. Reference: Section 25503, Health and Safety Code; and Section 12997.7, Food and Agricultural Code.

§ ~~2722~~2642. Procedures and Protocols for Emergency Rescue Personnel.

Area plans shall include procedures and protocols to ensure the health and safety of emergency response personnel, such as, but not limited to:

(a) guidelines for approach, recognition, and evaluation of releases and threatened releases of hazardous materials by emergency response personnel; and

(b) monitoring and decontamination guidelines for emergency response personnel and equipment.

Note: Authority cited: Section 25503, Health and Safety Code. Reference: Section 25503, Health and Safety Code.

§ ~~2723~~2643. Pre-Emergency Planning.

Area plans shall include, but not be limited to:

(a) provisions for pre-incident surveys of business sites by first responders for the purpose of site familiarization, if deemed necessary by the administering agency;

(b) provisions for pre-emergency planning and coordination among emergency responders within the jurisdiction of an administering agency. Pre-emergency planning shall include coordination of emergency response and emergency assistance between contiguous jurisdictions;

(c) procedures to access local, state and federal funding and emergency response assistance; and

(d) procedures, developed in consultation with the Local Health Officer, to inform medical providers

regarding eligibility for reimbursement pursuant to Section 12997.5 of the Food and Agricultural Code, where applicable;

(e) provisions for access to state approved and permitted hazardous waste disposal facilities and emergency response contractors;

(f) development of an integrated response management system providing standardized organizational structure, terminology, and procedures for use during any release or threatened release of hazardous materials, to include pesticide drift exposure incidents. The administering agency shall incorporate into the area plan specific agency roles within the Standardized Emergency Management System, including procedures for agency notification and responsibility for public safety and information pursuant to Section ~~2726~~ 2646 for all emergency responses, to include pesticide drift exposure incidents. The administering agency shall consult with the County Agricultural Commissioner and the Local Health Officer when incorporating their statutory duties into a pesticide drift response, and when assigning other specific agency responsibilities for pesticide drift exposure incidents; and

(g) procedures, established in consultation with the County Agricultural Commissioner and the Local Health Officer, with assistance from the Department of Pesticide Regulation, to provide immediate access to pesticide-specific information for responders to pesticide releases. This information will assist emergency response and emergency medical services personnel in identifying and characterizing any pesticides which have the potential to come into contact with one or more individuals as the result of a pesticide drift exposure incident within the jurisdiction.

Note: Authority cited: Section 25503, Health and Safety Code; and Section 12997.7(b)(1), 12997.7(b)(2) and 12997.7(b)(6), Food and Agricultural Code. Reference: Section 25503, Health and Safety Code; and Section 12997.7, Food and Agricultural Code.

§ ~~2724~~2644. Notification and Coordination.

Area plans shall include, but not be limited to:

(a) provisions for notification of, and coordination with, emergency response personnel, such as, but not limited to, law enforcement, fire service, medical and public health services, poison control centers, hospitals, and resources for the evacuation, reception and care of evacuated persons;

(b) identification and utilization of alternative forms of emergency communications (such as amateur

radio services), in the event of a loss of primary communications;

(c) a responsibility matrix or listing of specific emergency responsibilities of responding organizations. This matrix or listing shall be developed in coordination with the listed responding organizations;

(d) provisions for notification to the California Emergency Management Agency of all reports received pursuant to Article 2 of this subchapter. These notifications shall be submitted, at least monthly, on forms specified by the California Emergency Management Agency; and

(e) procedures, developed in consultation with the Local Health Officer, to ensure access to health care within 24 hours of an exposure resulting from a pesticide drift exposure incident and up to a week after the incident.

Note: Authority cited: Section 8585, Government Code; and Section 25503, Health and Safety Code; and Section 12997.7(b)(5), Food and Agricultural Code. Reference: Section 8585, Government Code; and Section 25503, Health and Safety Code; and Section 12997.7, Food and Agricultural Code.

§ ~~2725~~2645. Training.

(a) At a minimum, area plans shall establish provisions for training of emergency response personnel in the following areas:

(1) emergency procedures for first response to a release or threatened release of hazardous materials, to include pesticide drift exposure incidents;

(2) health and safety procedures for response personnel, including those procedures required by Section ~~2724~~ 2644 of this Article;

(3) use of emergency response equipment and supplies;

(4) procedures for access to mutual-aid resources;

(5) identification of medical facilities capable of providing treatment appropriate for hazardous material incidents, to include pesticide drift exposure incidents;

(6) evacuation plans and procedures;

(7) monitoring and decontamination procedures for emergency response personnel and equipment;

(8) first-aid procedures for hazardous material incidents, including pesticide exposure;

(9) procedures for informing the public during emergencies; and

(10) psychological stress that may be encountered during disaster operations.

(b) Area plans shall include, but not be limited to:

(1) provisions for documenting personnel training described in subsection (a) of this section; and

(2) provisions for joint field or table-top exercises, with affected organizations, with voluntary participation of business representatives.

Note: Authority cited: Section 25503, Health and Safety Code; and Section 12997.7, Food and Agricultural Code. Reference: Section 25503, Health and Safety Code; and Section 12997.7, Food and Agricultural Code.

§ ~~2726~~2646. Public Safety and Information.

Area plans shall include, but not be limited to:

(a) site perimeter security procedures for use during a release or threatened release of hazardous material;

(b) provisions for informing business personnel and the affected public of safety procedures to follow during a release or threatened release of a hazardous material;

(c) procedures, developed in consultation with the County Agricultural Commissioner, to notify residents of a pesticide drift exposure incident and a procedure to assist in the coordination of an evacuation, if deemed necessary by emergency response personnel;

(d) procedures to identify all languages known to be spoken in the administering agency's county or city, as the case may be, and ensure that any individual is able to access services in their native language as required by Section 11135 of the Government Code. The area plan will outline what these services are and how they will be provided in the languages identified;

(e) designation of responsibility for the coordinated release of safety information to the public and to the local Emergency Broadcast System;

(f) provisions for informing medical and health facilities of the nature of the incident and the substance(s) involved in an incident; and

(g) provisions for evacuation plans. Evacuation planning shall provide for the following elements:

(1) determination of the necessity for evacuation;

(2) centralized coordination of information with local law, fire, public health, medical, and other emergency response agencies;

(3) timely notification of the affected public, including release of messages prepared pursuant to subsections (e) and (f) of this section;

(4) properties of hazardous materials, such as quantity, concentration, vapor pressure, density, and potential health effects;

(5) possible release scenarios;

(6) facility characteristics, topography, meteorology, and demography of potentially affected areas;

(7) ingress and egress routes and alternatives;

(8) location of medical resources trained and equipped for hazardous material response;

(9) mass-care facilities, reception areas, and sheltering; and

(10) procedures for post-emergency period population recovery.

Note: Authority cited: Sections 25503 and 25517.5, Health and Safety Code; and Section 12997.7(b)(2) and 12997.7(b)(4), Food and Agricultural Code. Reference: Section 25503, Health and Safety Code; and Section 12997.7, Food and Agricultural Code.

§ ~~2727~~2647. Supplies and Equipment.

(a) Area plans shall contain a listing and description of available emergency response supplies and equipment specifically designated for the potential emergencies presented by the hazardous materials which are handled within the jurisdiction of the administering agency. This information shall be presented to reflect response capability.

(b) Area plans shall outline the provisions for regular testing, if applicable, and proper maintenance of emergency response equipment under the direct control of the county or city, as the case may be.

Note: Authority cited: Section 25503, Health and Safety Code. Reference: Section 25503, Health and Safety Code.

§ ~~2728~~2648. Incident Critique and Follow-Up.

Area plans shall describe provisions for the critique and follow-up of major incidents of a release or threatened release of hazardous material, including pesticide drift exposure incidents. The critique shall include an interagency meeting to evaluate the response, to improve future response, and to determine if any area plan revisions are required.

Note: Authority cited: Section 25503, Health and Safety Code; and Section 12997.7, Food and Agricultural Code. Reference: Section 25503, Health and Safety Code; and Section 12997.7, Food and Agricultural Code.

19 CCR T. 19, Div. 2, Chap. 4, Refs & Annos – no change

Article 4. Minimum Standards for Business Plans.

§ ~~2729~~2650. Purpose.

(a) This article provides minimum standards for the hazardous materials business plan. A hazardous materials business plan includes the following:

(1) Hazardous material inventory in accordance with Section ~~2729.2-2729.7~~ 2652-2657;

(2) Emergency response plans and procedures in accordance with Section ~~2731~~ 2658; and

(3) Training program information in accordance with Section ~~2732~~ 2659.

Note: Authority cited: Section 25503, Health and Safety Code. Reference: Section 25504, Health and Safety Code.

§ ~~2729.1~~2651. Business Plan General Requirements.

(a) A business that handles a hazardous material or a mixture containing a hazardous material shall establish and implement a business plan if the hazardous material is handled in quantities:

(1) equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of gas (gas calculated at standard temperature and pressure), or

(2) equal to or greater than the applicable federal threshold planning quantity (TPQ) for an extremely hazardous substance (EHS) listed in Appendix A, Part 355, Title 40, of the Code of Federal Regulations.

(3) radioactive materials that are handled in quantities for which an emergency plan is required to be adopted pursuant to Part 30 (commencing with Section 30.1), Part 40 (commencing with Section 40.1), or Part 70 (commencing with Section 70.1), of Chapter 10 of Title 10 of the Code of Federal Regulations (54 Federal Register 14051), or pursuant to any regulations adopted by the state in accordance with those regulations.

(b) If a business handles a hazardous material pursuant to (a)(2) above, the business is subject to the Federal Emergency Planning and Community Right-to-Know Act (EPCRA) and shall also comply with Section ~~2729.6~~ 2656 of this article.

Note: Authority cited: Sections 25503, Health and Safety Code. Reference: Sections 25503.5(a) and 25503.8(a), Health and Safety Code.

§ ~~2729.2~~2652. Hazardous Materials Inventory Reporting Requirements.

(a) A business subject to the requirements of Section ~~2729.1~~ 2651 shall complete and submit to the Certified Unified Program Agency (CUPA) or Administering Agency (AA) the following to satisfy the inventory reporting requirement:

(1) The Business Activities page of the Unified Program Consolidated Form as required by California Code of Regulations (CCR) Title 27, Section 15600(a); and Business Owner/Operator Identification page (Appendix A, UPCF (Rev. 12/07)); and

(2) The Hazardous Materials-Chemical Description Page (Appendix A, UPCF (Rev. 12/07)); and

(3) An Annotated Site Map if required by the CUPA or AA. An optional Annotated Site Map (Appendix A, Cal EMA Form 732 (map) (12/09)) is provided. CUPA's or AA's may modify the optional Annotated Site Map.

(b) Forms described in (a) of this section and their completion instructions are in Appendices A and B of this article.

(c) Hazardous materials considered to be trade secrets shall be clearly marked as such on the Chemical Description Page and are bound by Health and Safety Code, Section 25511.

(d) Businesses shall report mixtures that are hazardous materials by their common name (the common name or trade name of the mixture as a whole). Hazardous components in the mixture shall be identified by chemical name, percent weight, and Chemical Abstract Service (CAS) numbers (refer to Material Safety Data Sheet (MSDS) or, in case of trade secrets, refer to manufacturer).

(e) Public availability of the hazardous materials inventory required by this section is subject to Section 25506(a) of the Health and Safety Code.

Note: Authority cited: Section 8585, Government Code; and Sections 25503, 25503.1, 25503.3 and 25503.9, Health and Safety Code. Reference: Section 8585, Government Code; and Sections 25503.3, 25503.9, 25504, 25505(d), 25509, 25511 and 25533(b), Health and Safety Code.

§ ~~2729.3~~2653. Alternative Hazardous Materials Inventory Requirements.

(a) A CUPA or AA may create alternative versions of the hazardous materials inventory forms for local purposes.

(b) Alternative versions shall:

(1) Be developed in consultation with all agencies within the CUPA's or AA's jurisdiction that are responsible for fire protection, emergency response and environmental health; and

(2) Meet the requirements of 27 CCR, Section 15400.3(c).

(c) The CUPA or AA shall accept the inventory as shown in the appendices from any regulated business that chooses to use it, even if the CUPA or AA adopts one or more alternative versions.

Note: Authority cited: Section 25503, Health and Safety Code. Reference: Sections 25404(b), (c), (d) and (e), 25404.6(c) and 25503.3, Health and Safety Code.

§ ~~2729.4~~2654. Hazardous Materials Inventory Submittal.

(a) A business shall submit a hazardous materials inventory to the appropriate CUPA or AA and local fire agency.

(b) The hazardous materials inventory shall be submitted annually on or before March 1.

(c) Businesses may choose to submit an inventory utilizing the forms specified in Section ~~2729.2~~ 2652 of this article or an alternate version developed by the CUPA or AA for their jurisdiction.

(d) Businesses shall submit an amendment to the inventory within 30 days of the following events:

(1) A 100 percent or more increase in the quantity of a previously disclosed material.

(2) Any handling of a previously undisclosed hazardous material subject to the inventory requirements of this chapter.

(3) Change of business address.

(4) Change of business ownership.

(5) Change of business name.

Note: Authority cited: Sections 25503, Health and Safety Code. Reference: Sections 25505(a) and (d) and 25510 Health and Safety Code.

§ ~~2729.5~~2655. Hazardous Material Inventory Submission Options.

(a) If no change in an inventory has occurred, a business subject to the hazardous materials reporting requirements may comply with the annual inventory reporting requirements of Section ~~2729.4~~ 2654 by submitting a certification statement to the CUPA or AA if all the following apply:

(1) The business has previously filed the hazardous materials inventory pursuant to Section ~~2729.2~~ 2652 and ~~2729.3~~ 2653 requirements.

(2) The business owner or officially designated representative signs and attests to these statements:

(A) The information contained in the hazardous materials inventory most recently submitted to the CUPA or AA is complete, accurate, and up to date.

(B) There has been no change in the quantity of hazardous materials reported in the most recently submitted inventory.

(C) No hazardous materials subject to inventory requirements are being handled that are not listed on the most recently submitted inventory.

(3) The business is not utilizing the submission of this certification to meet the annual inventory submission requirements of EPCRA (Section 11022 of Title 42, United States Code).

(b) If a change in the hazardous materials inventory has occurred, a business subject to the hazardous materials reporting requirements may comply with the annual inventory reporting requirements by submitting the following:

(1) Signed Business Owner/Operator page for the current reporting year.

(2) Updated Chemical Description pages showing additions, deletions, or revisions to previously submitted hazardous materials inventory.

(c) Notwithstanding Section ~~2729.5~~ 2655 (a) and (b), facilities subject to EPCRA must~~,~~ annually submit the following, whether a change has occurred or not:

(1) Business Activities page of the Unified Program Consolidated Form.

(2) Signed Business Owner/Operator page for the current reporting year.

(3) Chemical Description page for each federally listed Extremely Hazardous Substance (EHS) handled in quantities equal to or greater than applicable Federal Threshold Planning Quantities or 500 pounds, whichever is less.

§ ~~2729.6~~2656. Emergency Planning and Community Right to Know Act Compliance Requirements.

(a) Submittal of the inventory required in ~~2729.2~~ 2652 shall meet EPCRA if the following additional requirements are met.

(1) Business Activities page of the Unified Program Consolidated Form.

(2) All businesses which are subject to EPCRA and wish to claim trade secrecy must comply with the requirements of Code of Federal Regulations (CFR) Title 40 Part 350 and submit a "Substantiation to Accompany Claims of Trade Secrecy" form (40 CFR 350.27) to the United States Environmental Protection Agency (USEPA).

(3) If the hazardous material being reported is an EHS as identified in 40 CFR Part 355, Appendix A, the Chemical Description page, for that material, must contain an original signature, a photocopy of the original signature, or a signature stamp. This signature may be placed in the box for locally collected information.

Note: Authority cited: Sections 25503, 25503.8, 25509(d) and (e), Health and Safety Code. Reference: Section 25506, Health and Safety Code.

§ ~~2729.7~~2657. California Fire Code Compliance Requirements.

(a) The requirement of Section 25503.9 of the Health and Safety Code to obligate administering agencies to require businesses to submit an addendum with the inventory of hazardous materials when complying with Sections 13143.9(b) and (c) and Section 25509(b) of the Health and Safety Code shall be met by complying with the requirements of Section ~~2729.2~~ 2652.

(1) If the local fire chief requires submittal of a Hazardous Materials Inventory Statement (HMIS) as stated in the California Fire Code Section 2701.5.2, then the fire code hazard classes shall be identified on the chemical description page.

(2) The hazardous material inventory specified in section ~~2729.2~~ 2652 shall be submitted in lieu of an HMIS.

Note: Authority cited: Sections 25503, 25503.9, 25509(b), and 25509.2(a), (b), and (c), Health and Safety Code. Reference: Sections 25509(b), and 25509.2(d) and (e), Health and Safety Code

Appendix A

Article 4 - Minimum Standards for Business Plans Hazardous Materials Inventory - Forms

I. Unified Program Consolidated Form - Business Activities Page

II. Business Owner/Operator Identification Page

III. Hazardous Materials - Chemical Description Page

IV. Annotated Site Map

Business Activities

UNIFIED PROGRAM CONSOLIDATED FORM
FACILITY INFORMATION

BUSINESS ACTIVITIES

Page 1 of

I. FACILITY IDENTIFICATION

FACILITY ID # (Agency Use Only)	1	EPA ID # (Hazardous Waste Only)	2
BUSINESS NAME (Same as Facility Name of DBA-Doing Business As)			3
BUSINESS SITE ADDRESS			103
BUSINESS SITE CITY	104	CA / ZIP CODE	105

II. ACTIVITIES DECLARATION

NOTE: If you check YES to any part of this list, please submit the Business Owner/Operator Identification page.

Does your facility...	If Yes, please complete these pages of the UPCF....	
A. HAZARDOUS MATERIALS Have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in AST's and UST's); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?	☐ YES ☐ NO 4	HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION
B. REGULATED SUBSTANCES Have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP)?	☐ YES ☐ NO 4a	Coordinate with your local agency responsible for CalARP.
C. UNDERGROUND STORAGE TANKS (USTs) Own or operate underground storage tanks?	☐ YES ☐ NO 5	UST FACILITY (Formerly SWRCB Form A) UST TANK (one page per tank) (Formerly Form B)
D. ABOVE GROUND PETROLEUM STORAGE Own or operate ASTs above these thresholds: Store greater than 1,320 gallons of petroleum products (new or used) in aboveground tanks or containers.	☐ YES ☐ NO 8	NO FORM REQUIRED TO CUPAs
E. HAZARDOUS WASTE Generate hazardous waste?	☐ YES ☐ NO 9	EPA ID NUMBER – provide at the top of this page
Recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC 25143.2)?	☐ YES ☐ NO 10	RECYCLABLE MATERIALS REPORT (one per recycler)
Treat hazardous waste on-site?	☐ YES ☐ NO 11	ON-SITE HAZARDOUS WASTE TREATMENT – FACILITY ON-SITE HAZARDOUS WASTE TREATMENT – UNIT (one page per unit)
Treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?	☐ YES ☐ NO 12	CERTIFICATION OF FINANCIAL ASSURANCE
Consolidate hazardous waste generated at a remote site?	☐ YES ☐ NO 13	REMOTE WASTE / CONSOLIDATION SITE ANNUAL NOTIFICATION
Need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site?	☐ YES ☐ NO 14	HAZARDOUS WASTE TANK CLOSURE CERTIFICATION
Generate in any single calendar month 1,000 kilograms (kg) (2,200 pounds) or more of federal RCRA hazardous waste, or generate in any single calendar month, or accumulate at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or generate or accumulate at any time more than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste.	☐ YES ☐ NO 14a	Obtain federal EPA ID Number, file Biennial Report (EPA Form 8700-13A/B), and satisfy requirements for RCRA Large Quantity Generator.
Household Hazardous Waste (HHW) Collection site?	☐ YES ☐ NO 14b	See CUPA for required forms.

F. LOCAL REQUIREMENTS 15

(You may also be required to provide additional information by your CUPA or local agency.)

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Business Owner/Operator Identification

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 103a		
BUSINESS SITE CITY 104	CA	ZIP CODE 105	COUNTY 106
DUN & BRADSTREET 106	PRIMARY SIC 107	PRIMARY NAICS 107b	
BUSINESS MAILING ADDRESS 108a			
BUSINESS MAILING CITY 108b	STATE 108c	ZIP CODE 108d	
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

IV. EMERGENCY CONTACTS

-PRIMARY-	-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	

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Hazardous Materials

UNIFIED PROGRAM CONSOLIDATED FORM
HAZARDOUS MATERIALS
HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION
(one page per material per building or area)

☐ADD ☐DELETE ☐REVISE 200 Page ___ of ___

I. FACILITY INFORMATION

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As) 3

CHEMICAL LOCATION 201 | CHEMICAL LOCATION CONFIDENTIAL EPCRA ☐ YES ☐ NO 202

FACILITY ID # | MAP# (optional) 203 | GRID# (optional) 204

II. CHEMICAL INFORMATION

CHEMICAL NAME 205 | TRADE SECRET ☐ Yes ☐ No 206
If Subject to EPCRA, refer to instructions

COMMON NAME 207 | EHS* ☐ Yes ☐ No 208

CAS# 209 | *If EHS is "Yes", all amo unts below must be in lbs.

FIRE CODE HAZARD CLASSES (Complete if required by CUPA) 210

HAZARDOUS MATERIAL TYPE (Check one item only) ☐ a. PURE ☐ b. MIXTURE ☐ c. WASTE 211 | RADIOACTIVE ☐ Yes ☐ No 212 | CURIES 213

PHYSICAL STATE (Check one item only) ☐ a. SOLID ☐ b. LIQUID ☐ c. GAS 214 | LARGEST CONTAINER 215

FED HAZARD CATEGORIES (Check all that apply) ☐ a. FIRE ☐ b. REACTIVE ☐ c. PRESSURE RELEASE ☐ d. ACUTE HEALTH ☐ e. CHRONIC HEALTH 216

AVERAGE DAILY AMOUNT 217 | MAXIMUM DAILY AMOUNT 218 | ANNUAL WASTE AMOUNT 219 | STATE WASTE CODE 220

UNITS* (Check one item only) ☐ a. GALLONS ☐ b. CUBIC FEET ☐ c. POUNDS ☐ d. TONS 221 | DAYS ON SITE: 222
* If EHS, amount must be in pounds.

STORAGE CONTAINER
☐ a. ABOVE GROUND TANK ☐ b. UNDERGROUND TANK ☐ c. TANK INSIDE BUILDING ☐ d. STEEL DRUM
☐ e. PLASTIC/NONMETALLIC DRUM ☐ f. CAN ☐ g. CARBOY ☐ h. SILO
☐ i. FIBER DRUM ☐ j. BAG ☐ k. BOX ☐ l. CYLINDER
☐ m. GLASS BOTTLE ☐ n. PLASTIC BOTTLE ☐ o. TOTE BIN ☐ p. TANK WAGON
☐ q. RAIL CAR ☐ r. OTHER
223

STORAGE PRESSURE ☐ a. AMBIENT ☐ b. ABOVE AMBIENT ☐ c. BELOW AMBIENT 224

STORAGE TEMPERATURE ☐ a. AMBIENT ☐ b. ABOVE AMBIENT ☐ c. BELOW AMBIENT ☐ d. CRYOGENIC 225

%WT	HAZARDOUS COMPONENT (For mixture or waste only)	EHS	CAS #
1 226	227	☐ Yes ☐ No 228	229
2 230	231	☐ Yes ☐ No 232	233
3 234	235	☐ Yes ☐ No 236	237
4 238	239	☐ Yes ☐ No 240	241
5 242	243	☐ Yes ☐ No 244	245

If more hazardous components are present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, attach additional sheets of paper capturing the required information.

ADDITIONAL LOCALLY COLLECTED INFORMATION 246

If EPCRA, Please Sign Here

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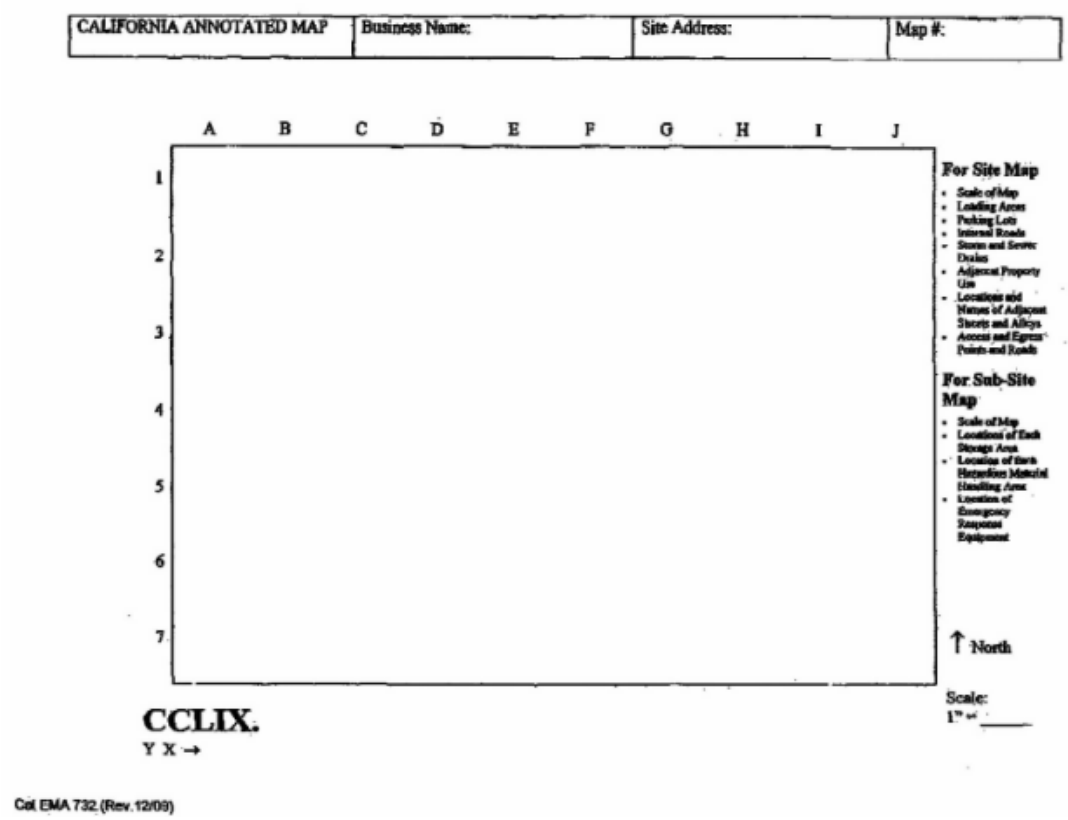
Annotated Site Map



Appendix B

Article 4 - Minimum Standards for Business Plans Hazardous Materials Inventory - Instructions

I. Unified Program Consolidated Form - Business Activities

II. Business Owner/Operator Identification

III. Hazardous Materials - Chemical Description

IV. Annotated Site Map

Business Activities

Please submit the Business Activities page, the Business Owner/Operator Identification page, and Hazardous Materials Inventory - Chemical Description pages for all submissions. (Note: the numbering of the instructions follows the data element numbers that are on the Unified Program Consolidated Form (UPCF) pages. These data element numbers are used for electronic submission and are the same as the numbering used in Division 3, Electronic Submittal of Information). 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.

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 which identifies your facility.
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□. If you do not have a number, contact the Department of Toxic Substances Control (DTSC) Telephone Information Center at (916) 324-1781, (800) - 61-TOXIC or (800) 61-86942, to obtain one.
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.

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.

4. HAZARDOUS MATERIALS –

Check the box to indicate whether you have a hazardous material 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 a hazardous material onsite, then you must complete the Business Owner/Operator Identification page and the Hazardous Materials Inventory - Chemical Description page, as well as an Emergency Response Plan and Training Plan.

Do not answer □YES□ to this question if you exceed only a local threshold, but do not exceed the state threshold.

4a. REGULATED SUBSTANCES – Refer to 19 CCR 2770.5 for regulated substances. Check the box to indicate whether your facility has CalARP regulated substances stored onsite.

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.

8. OWN OR OPERATE ABOVEGROUND PETROLEUM STORAGE TANK OR CONTAINER - Check the appropriate box to indicate whether there are ASTs onsite which exceed the regulatory thresholds. (There is no UPCF 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)). The facility must have a cumulative storage capacity greater than 1,320 gallons for all ASTs. NOT Subject to the Act (exemptions):

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.

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. 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□ for certain processes under specific, limited conditions. Refer to HSC 25123.5 (b) for these specific exemptions. Treatment 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 one 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. You must be eligible pursuant to the conditions in HSC 25110.10. If your facility consolidates hazardous waste generated at a remote site, then 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:

- Your knowledge of the tank and its contents
- Testing of the tank
- Inability to remove hazardous materials stored in the tank.
- The mixture rule
- The listed wastes in 40 CFR 261.31 or 40 CFR 261.32.

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. If YES, you must have or obtain a US EPA ID Number.

14b. HOUSEHOLD HAZARDOUS WASTE COLLECTION - Check the appropriate box to indicate whether your facility is a HHW Collection site.

15. LOCAL REQUIREMENTS - Some CUPAs or AAs may require additional information. Check with your CUPA before submitting the UPCF to determine if any supplemental information is required.

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Business Owner/Operator Identification

Please submit the Business Activities page, the Business Owner/Operator Identification page, and Hazardous Materials Inventory - Chemical Description pages for all hazardous materials inventory submissions. For the inventory to be considered complete this page must be signed by the appropriate individual. (Note: the numbering of the instructions follows the data element numbers that are on the Unified Program Consolidated Form (UPCF) pages. These data element numbers are used for electronic submission and are the same as the numbering used in Division 3, Electronic Submittal of Information.) Please number all pages of your submittal. This helps Unified Program Agency (UPA) 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 UPA. This is the unique number which identifies your facility.
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 – If subject to EPCRA, enter the Dun & Bradstreet number for the facility. The Dun & Bradstreet number may be obtained by calling (610) 882-7748 or on the web at www.dnb.com.
107. SIC NUMBER - Enter the primary Standard Industrial Classification System Number. Required for EPCRA.
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 two 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, area code first, 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. BUSINESS OWNER STATE - Enter the 2 character state abbreviation for the owner's mailing address, if different from business mailing address.
116. BUSINESS OWNER ZIP CODE - Enter the zip code for the owner's address, if diff erent 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, area code first, 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 117, if the contact has one.
120. CONTACT MAILING CITY - Enter the name of the city for the environmental contact's mai ling address.
121. STATE - Enter the 2 character state abbreviation for the environmental contact's mai ling address.
122. ZIP CODE - Enter the zip code for the environmental contact's ma iling address. The extra 4 digit zip may also be added.
123. PRIMARY EMERGENCY CONTACT NAME - Enter the name of a representative to be contacted in case there is an emergency involving hazardous materials 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 which is answered 24 hours a day. If it is not the contact's home 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 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 UPA to collect any additional information necessary to meet the requirements of their individual programs. Contact UPA for guidance.
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 inqu iry 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 inqu iry of those individuals responsible for obtaining the information it is the signer's bel ief that the submitted information is true, accurate and complete.

137. TITLE OF SIGNER - Enter the title of the person signing the page.

UPCF (Rev. 12/2007)

Hazardous Materials Inventory - Chemical Description

Hazardous Materials Inventory - Chemical Description

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. (Note: the numbering of the instructions follows the data element numbers that are on the Unified Program Consolidated Form (UPCF) pages. These data element numbers are used for electronic submission and are the same as the numbering used in Division 3, Electronic Submittal of Information.) 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.

1. FACILITY ID NUMBER - This number is assigned by the CUPA or AA. This is the unique number which identifies your facility.
3. BUSINESS NAME - Enter the full legal name of the business.
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.
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 which 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".
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 only 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 Appendix H of Title 24, Part 9 of the California Fire Code. (See section 2701.5.2 of Title 24, Part 9, of the California Fire Code). If a material has more than one applicable hazard class, include all. Contact CUPA or AA for guidance.
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	Chronic Health (Delayed): Carcinogens, other hazardous chemicals with an adverse effect with long term exposure
Pressure Release: Explosives, Compressed Gases, Blasting Agents	

217. AVERAGE DAILY AMOUNT - Calculate the average daily amount of the hazardous material or mixture containing a hazardous material, in each building or adjacent/ outside area. Calculations shall be based on the previous year's inventory of material reported on this page. Total all daily amounts and divide by the number of days the chemical will be on site. If this is a material that has not previously been present at this location, the amount shall be the average daily amount you project to be on hand during the course of the year. This amount should be consistent with the units reported in box 221 and should not exceed that of maximum daily amount.
218. MAXIMUM DAILY AMOUNT - Enter the maximum amount of each hazardous material or mixture containing a hazardous material, which is handled in a building or adjacent/outside area at any one time over the course of the year. This amount must contain at a minimum last year's inventory of the material reported on this page, with the reflection of additions, deletions, or revisions projected for the current year. This amount should be consistent with the units reported in box 221.
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 (% 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 6 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 2-6.)
246. LOCALLY COLLECTED INFORMATION - This space may be used by the CUPA or AA to collect any additional information necessary to meet the requirements of their individual programs. Contact the CUPA or AA for guidance.

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IV. California Annotated Site Map - Instructions

Attach a map of the facility using the standard grid. As a minimum, the map should show the following:

1. Site Layout

• Scale of map

• Site Orientation (north, south, etc.)

• Loading areas

• Parking lots

• Internal roads

• Storm and sewer drains

• Adjacent property use

• Locations and names of adjacent streets and alleys

• Access and egress points and roads

2. Facility

• Location of each storage area

• Location of each hazardous material handling area

• Location of emergency response equipment. For example, equipment for fire suppression, approach and mitigation, protective clothing, medical response, etc.

§ ~~2731~~2658. Emergency Response Plans and Procedures.

The business plan shall include the following emergency response procedures for a release or threatened release of hazardous materials, scaled appropriately for the size and nature of the business, the nature of the damage potential of the hazardous materials handled, and the proximity of the business to residential areas and other populations:

(a) immediate notification of:

(1) local emergency response personnel;

(2) the administering agency and the California Emergency Management Agency pursuant to article 2 of this subchapter;

(3) persons within the facility who are necessary to respond to an incident;

(b) identification of local emergency medical assistance appropriate for potential accident scenarios;

(c) mitigation, prevention, or abatement of hazards to persons, property, or the environment;

(d) immediate notification and evacuation of the facility; and

(e) identification of areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.

Note: Authority cited: Section 8585, Government Code; and Sections 25503 and 25517.5, Health and Safety Code. Reference: Section 8585, Government Code; and Sections 25503(b)(2), 25504(b) and 25507, Health and Safety Code.

§ ~~2732~~2659. Training.

(a) The business plan 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:

(1) methods for safe handling of hazardous materials;

(2) procedures for coordination with local emergency response organizations;

(3) use of emergency response equipment and supplies under the control of the handler, and

(4) all procedures required by Section ~~2731~~ 2658 of this Article.

(b) The business plan shall include provisions for ensuring that appropriate personnel receive initial and refresher training.

Note: Authority cited: Section 25503, Health and Safety Code. Reference: Section 25504(c), Health and Safety Code.

Article 5. Warning Signs for Agricultural Handlers

§ ~~2733~~2670. Applicability.

Each building which is subject to the requirements of Section 25503.5(b)(5)(B) of Chapter 6.95 of the Health and Safety Code, and in which any pesticides, petroleum fuels or oils, or fertilizers are stored shall be conspicuously posted with warning signs as described in Section ~~2734~~ 2671 of this Article.

Note: Authority cited: Sections 25503, 25503.5, and 25517.5, Health and Safety Code. Reference: Sections 25503, 25503.5, and 25504, Health and Safety Code. (New section filed as an emergency 9-12-86, operative 9-12-86; Certificate of Compliance must be transmitted no later than 1-12-87, or section will be repealed by operation of law (Gov. C.s 11346.1(g)); Register 86, No. 37).

§ ~~2734~~2671. Warning Signs.

(a) Warning signs shall be conspicuous and visible from any direction of probable approach.

(b) Each sign shall be of such a size that it is readable from a distance of 25 feet and shall be

substantially as follows:

DANGER

HAZARDOUS MATERIAL STORAGE AREA

(in this space--list the hazardous material stored within, by category - pesticides, petroleum fuels, oils, or fertilizers)

ALL UNAUTHORIZED PERSONS - KEEP OUT

IN AN EMERGENCY, CONTACT:

(in this space--list the name and phone number of an emergency contact person)

(c) The sign shall be repeated in an appropriate language other than English when it may reasonably be anticipated that persons who do not understand the English language may enter the posted building.

Note: Authority cited: Sections 25503, 25503.5, and 25517.5, Health and Safety Code. Reference: Sections 25503, 25503.5, and 25504, Health and Safety Code. (New section filed as an emergency 9-12-86, operative 9-12-86; Certificate of Compliance must be transmitted no later than 1-12-87, or section will be repealed by operation of law (Gov. C.s 11346.1(g)); Register 86, No. 37).