



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH
HAZARDOUS MATERIALS DIVISION
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HAZARDOUS MATERIALS BUSINESS PLAN

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HAZARDOUS MATERIALS BUSINESS PLAN OVERVIEW

CHAPTER 6.95-HEALTH AND SAFETY CODE, DIVISION 20, (AB 2185 & AB 2189)

A Hazardous Materials Business Plan (HMBP) contains basic information on the location, type, quantity, and health risks of hazardous materials stored, used, or disposed of by businesses operating in the state. Chapter 6.95 of the Health and Safety Code establishes minimum statewide standards for HMBPs.

The HMBP includes three elements covered in detail in this packet:

- I. Business Activities and Owner/Operator Identification**
- II. Chemical Inventory and Site Map**
- III. Emergency Response Plan and Employee Training**

The Hazardous Materials Division (HMD) of the Department of Environmental Health (DEH) is the local Certified Unified Program Agency (CUPA) responsible for implementing and enforcing California state hazardous materials laws and regulations related to the unified programs.

HMD periodically conducts inspections to:

- Ensure compliance with existing laws and regulations including HMBP requirements.
- Identify existing safety hazards that could cause or contribute to an accidental spill or release.
- Suggest preventive measures designed to minimize the risk of a spill or release of hazardous materials.

Each business shall prepare an HMBP using the California Environmental Reporting System (CERS) if that business uses, handles, or stores a hazardous material (including hazardous waste) or an extremely hazardous material in quantities greater than or equal to the following:

- 500 pounds of a solid substance
- 55 gallons of a liquid
- 200 cubic feet of compressed gas
- A hazardous compressed gas in any amount (highly toxic gases with a Threshold Limit Value (TLV) of 10 parts per million or less)
- Extremely hazardous substances in threshold planning quantities as defined in 40CFR Part 355
- See page 9 for exemptions

What is CERS?

The California Environmental Reporting System (CERS) is a statewide web-based system to support CUPAs and Participating Agencies (PAs) in electronically collecting and reporting various hazardous materials related data as mandated by the California Health and Safety Code and new 2008 legislation (AB 2286). Starting January 1, 2013, all businesses that have facilities regulated by a CUPA are required to submit unified program information to the CUPA through CERS. This includes information related to your:

- Unified Program Facility Permit
- Hazardous Materials Business Plan (HMBP)
- Hazardous Waste
- Hazardous Waste Onsite Treatment
- Hazardous Waste and Hazardous Materials Tank Closures
- Remote Waste Consolidation
- Recyclable Materials Reports
- Underground Storage Tanks (UST)
- Aboveground petroleum storage over 1,320 gallons (APSA/SPCC)

For more information or to report in CERS, go to <http://cers.calepa.ca.gov/> For more information about the Unified Program and CUPAs, please refer to www.sdcdeh.org or <http://www.calepa.ca.gov/CUPA/>.

HAZARDOUS MATERIALS BUSINESS PLAN

FREQUENTLY ASKED QUESTIONS

I have submitted my HMBP through CERS, what is next?

After the initial submission, the business must review and recertify the accuracy of the HMBP annually. This is accomplished by resubmitting current facility and HMBP information in CERS. During inspections, HMD will review the HMBP. If any element of the HMBP is found to be deficient, it must be amended and resubmitted through CERS within 30 days. The HMBP must also be amended and resubmitted through CERS within 30 days for any of the following changes:

- A 100% or greater increase in quantity of a hazardous material previously reported.
- Any handling of a discloseable quantity of a previously undisclosed hazardous material.
- Deleting a previously disclosed hazardous material.
- Any change in the storage, location or use of hazardous materials, which could affect an emergency response.
- Any change in business name, ownership or address.

The HMBP serves to better prepare emergency response personnel for handling emergencies which could occur at your facility. This packet contains instructions, samples and all the necessary information for the creation of an HMBP. When implemented, your HMBP will become a valuable tool, aiding you and your employees to manage emergencies. The current HMBP must be made available at the site where the hazardous materials are stored. For additional information, contact your Area HMD Specialist, refer to the HMD website at the link above or call the Hazardous Materials Duty Desk at 858-505-6880.

Is the HMBP related to the Emergency Planning and Community Right-to-Know Act (EPCRA)?

EPCRA was enacted by Congress to help local communities protect public health, safety, and the environment from chemical hazards. When properly completed and implemented, HMBPs meet EPCRA Tier II Reporting requirements. See page 8 of this packet for more information.

What is the California Accidental Release Prevention Program (CalARP)?

On January 31, 1994 the U.S. EPA promulgated a final rule, under provisions of the Clean Air Act (CAA) Amendments section 112(r) for the prevention of accidental releases of hazardous substances. The rule establishes a list of chemicals and threshold quantities that identify facilities subject to subsequent accidental prevention regulations. In October 1996, California passed Senate Bill 1889 (now known as Health & Safety Code, Sections 25531-25534.3). The incorporation of federal and state requirements became the California Accidental Release Prevention Program (CalARP). In addition to the HMBP requirements, an owner or operator of a stationary source (non-transportation), with more than the threshold quantity of a regulated substance in a process is required to prepare a risk management program and submit a risk management plan. Regulated substances are toxic chemicals (e.g., chlorine gas and ammonia) and flammable chemicals (e.g., methane and propane) listed on tables in the regulations. If you are subject to CalARP, or need additional information, please ask for the CalARP Specialist at 858-505-6880.

Does my HMBP fulfill the requirements of an Emergency Contingency Plan?

If you generate hazardous wastes in any quantity in California, you are required to prepare an emergency contingency plan. The complexity of the contingency plan will depend on the type and extent of the operations at your facility. Refer to pages 18 and 19 for guidance. Completion of the proper forms in this packet, along with any applicable attachments, meets the requirements of an emergency contingency plan.

What are the requirements of spill reporting? How and when do I report a release?

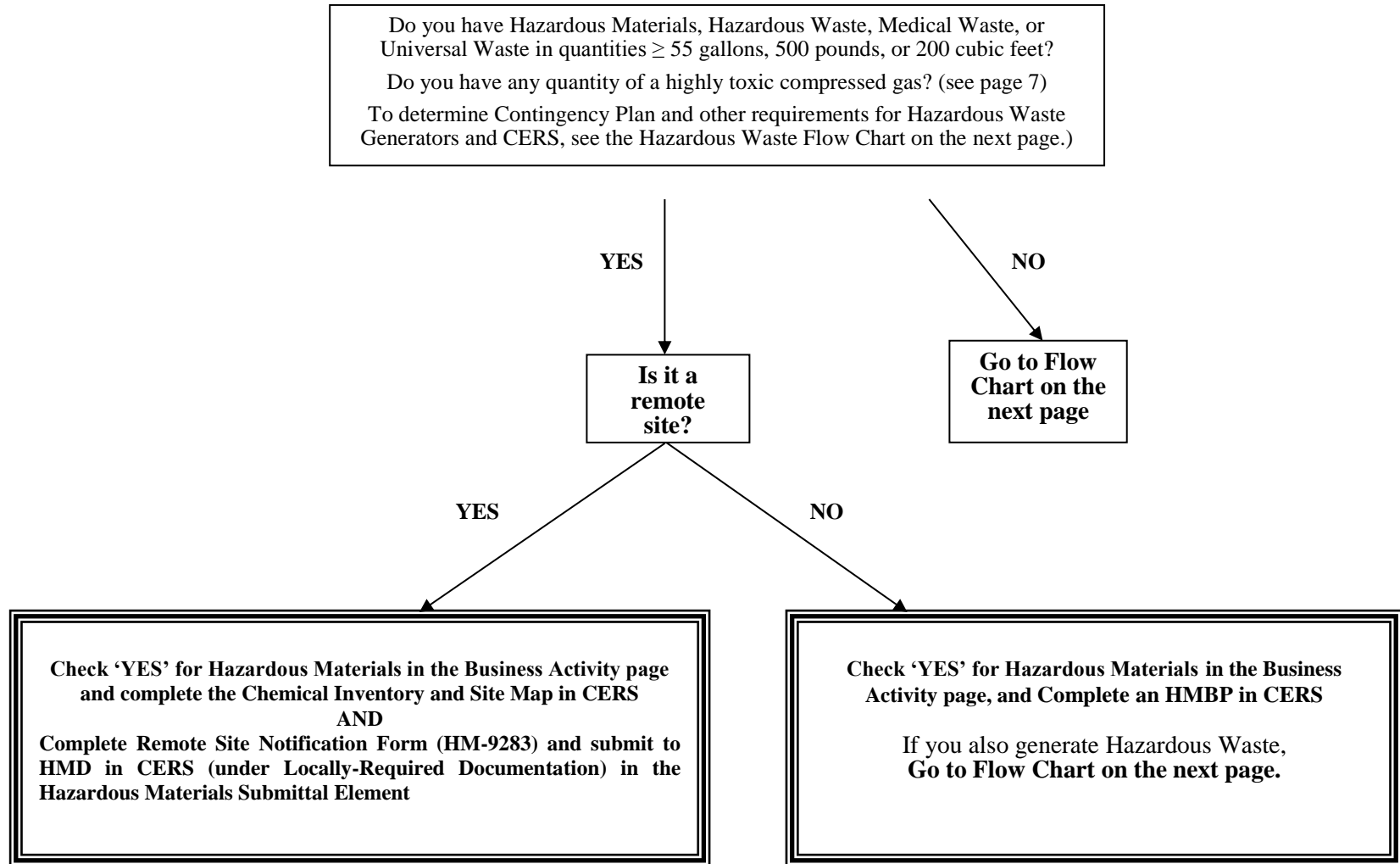
Release reporting is required by several state and federal laws. If there is a release at your facility, you are responsible for making an accurate report in a timely manner. For more information on what is considered a reportable release and how to make an accurate report, see page 17 and Form HM-951 on page 27 of this packet.

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HAZARDOUS MATERIALS BUSINESS PLAN FLOW CHART

Hazardous Materials

This diagram will assist you in determining if you are required to submit a Hazardous Materials Business Plan (HMBP) (includes site map, chemical inventory, emergency response and employee training plan, etc.) in the California Environmental Reporting System (CERS). To determine Contingency Plan requirements for Hazardous Waste generators, see the Hazardous Waste Flow Chart on the next page.

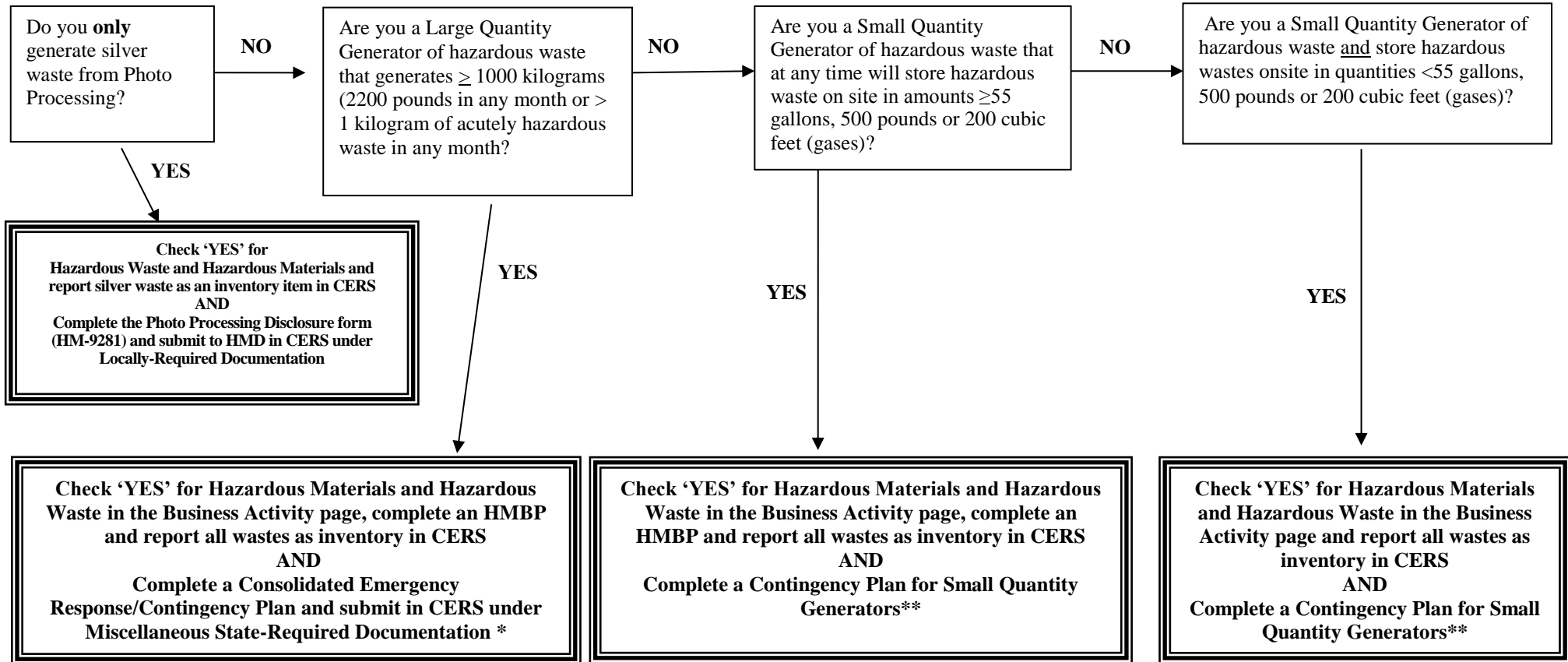


HAZARDOUS MATERIALS BUSINESS PLAN/CONTINGENCY PLAN FLOW CHART

Hazardous Waste

This diagram will assist you with the California Environmental Reporting System (CERS) reporting for Hazardous Waste, Contingency Plan requirements and in determining if you are required to prepare a HMBP (includes site map, chemical inventory, emergency response and employee training plan, etc.). Refer to Flow Chart on the previous page if you also have hazardous materials in quantities ≥ 55 gallons, 500 pounds or 200 cubic feet.

START HERE:



* **CONSOLIDATED EMERGENCY RESPONSE/ CONTINGENCY PLAN TEMPLATE IN CERS. PLEASE PRINT A COPY FOR YOUR RECORDS**

** **CONTINGENCY PLAN FOR SMALL QUANTITY HAZARDOUS WASTE GENERATORS CAN BE PREPARED BY COMPLETING THE TEMPLATE PROVIDED IN THIS PACKET (page 25).**

HAZARDOUS MATERIALS BUSINESS PLAN

I. Business Activities and Owner/Operator Identification

The Facility Information, which includes the Business Activities and Owner/Operator Identification elements of the HMBP provide notification to the CUPA of the unified programs the facility is subject to and business information details such as name, address, phone numbers and facility contacts. These forms must be completed and submitted through CERS in the Facility Information section.

II. Chemical Inventory and Site Map

Chemical Inventory

The chemical inventory is a list of the hazardous materials subject to reporting that are stored and handled at the facility. Chemical inventory forms must be completed and submitted through CERS in the Hazardous Materials section. A hazardous material is 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 the environment. The following hazardous materials must be listed in the inventory:

Hazardous Substances or Compounds

Includes hazardous substances or compounds which are at your establishment at any time in the following quantities (see page 9 for exemptions):

- a. 55 gallons of a liquid
- b. 500 pounds of a solid substance
- c. 200 cubic feet of a compressed gas (at standard temperature and pressure)

Hazardous substances include hazardous materials and hazardous waste, including hazardous substances stored in underground storage tanks. Hazardous substances include all chemicals or products for which a manufacturer or producer is required by law to prepare a **Safety Data Sheet (SDS)**. An SDS is a document containing the following information: chemical composition, fire and explosive potential, health hazard, reactive characteristics, emergency procedures, special protection and precautions. An SDS can be obtained from the supplier or manufacturer. A hazardous substance also includes materials requiring placard warnings during transportation and radioactive materials as referenced in the California Health and Safety Code, Division 20, Chapter 6.95.

Extremely Hazardous Substances

You must report extremely hazardous substances in quantities equal to or greater than the Threshold Planning Quantities, as established in the Federal Register, on April 22, 1987 and as amended on February 25, 1988. A list of [Extremely Hazardous Substances](#) is available upon request from this office or on the EPA website. See 40 CFR part 355.

Highly Toxic Compressed Gases

Highly Toxic gases are gases with a Threshold Limit Value of 10 ppm or less. You must report **any quantity** of all gases with a Threshold Limit Values-Time Weighted Averages (TLV-TWA) or Threshold Limit Value-Short Term Exposure Limit (TLV-STEL) of 10 parts per million (ppm) or less. Review the Safety Data Sheet or contact the distributor of the gases to verify these values. For a list of toxic gases refer to the [County of San Diego Disclosure of Hazardous Materials Information Bulletin HM-9243](#).

HAZARDOUS MATERIALS BUSINESS PLAN

II. Chemical Inventory and Site Map (continued)

Federal Reporting Requirements-Tier II Reporting EPCRA

The Emergency Planning Community Right to Know Act (EPCRA) requires industry to disclose chemical storage, chemical use, and chemical releases. Local government must develop emergency response plans incorporating information provided by industry. For more information about EPCRA, see <http://www.epa.gov/oem/content/epcra/index.htm> and read Subchapter III, Section 11023.

EPCRA requires businesses to report, to state and local agencies, the quantities and type of toxic chemicals stored at their facilities and releases of chemicals into the environment; the notification for certain chemicals is then published in the Toxic Release Inventory. Businesses that do not comply with EPCRA may be subject to civil penalties and be required to cover costs of litigation and/or environmental remediation actions.

EPCRA has four provisions important to businesses; **most of these are addressed through proper submittal of an HMBP to the CUPA:** hazardous chemical storage reporting requirements, emergency planning, emergency planning notification and toxic release inventory reporting.

Hazardous Chemical Storage Reporting Requirements-- EPCRA facilities must submit emergency contacts and hazardous chemical inventory annually through CERS. This information includes: hazardous chemicals at or above 10,000 pounds, extremely hazardous substances above 500 pounds or above a defined threshold planning quantity (TPQ) (whichever is less); and chemicals at or above TPQs handled during the last calendar year.

Emergency Planning-- The emergency planning section of the law is designed to help communities prepare and respond to emergencies involving hazardous substances. Every community in the United States must be part of a comprehensive plan. These plans are based on information provided in reports from EPCRA facilities. In San Diego County, the Hazardous Incident Response Team (HIRT) is an integral part of emergency planning and includes members from the County of San Diego, DEH and City of San Diego, Fire and Rescue Department. The information provided by businesses allows HIRT to respond efficiently to chemical emergencies and protect human health and the environment.

Emergency Planning Notification-- EPCRA facilities must immediately notify the Local Emergency Planning Committee (LEPC) and the State Emergency Response Commission (SERC) if there is a release into the environment of a hazardous substance that is equal to or exceeds the minimum reportable quantity set in the regulations. This requirement covers the 356 extremely hazardous substances and more than 700 hazardous substances subject to the emergency notification requirements under CERCLA Section 103(a) (40 CFR 302.4). Some chemicals are common to both lists. Initial notification can be made by telephone, radio, or in person. Emergency notification requirements involving transportation incidents can be met by dialing 911. **In California, a release or threatened release requires immediate reporting.** For more information on spill reporting visit the Office of Emergency Services (OES) website, or see pages 17 and 27 of this packet.

Toxic Release Inventory Reporting-- Toxic Release Inventory Report must be reported to the Federal Environmental Protection Agency by July 1, each year. This requirement applies to facilities that manufacture, process, or otherwise use a listed toxic chemical above the TPQ, and have 10 or more employees.

More information on EPCRA can be found at: <http://www.epa.gov/oem/content/lawsregs/epcraover.htm>.

HAZARDOUS MATERIALS BUSINESS PLAN

II. Chemical Inventory and Site Map (continued)

How to comply with HMBP, Chemical Inventory and EPCRA Tier II reporting requirements

In order to avoid multiple reports to the various federal, state and local agencies, the California Health and Safety Code (HSC) requires businesses to provide the CUPA an inventory of their chemicals as part of the HMBP through CERS.

The Business Activities page, the Business Owner/Operator Identification page, the Hazardous Materials Inventory/Chemical descriptions and site map indicating the locations of hazardous substances must be submitted initially and re-certified annually through submittals in CERS. Update and resubmit a business plan within 30 days when there are changes to your facility as described on page 3.

Compliance with EPCRA Tier II reporting requirements occurs when a business has a valid Unified Program Facility Permit (UPFP) and maintains a current submittal of the HMBP, including the chemical inventory and site map to the CUPA.

State and Local Exemptions to HMBP Reporting

The following items are exempt from reporting if below conditions are met:

- Propane for heating, cooking, or cooling in quantities up to and including 1000 gallons
- New Lubricating Oils: up to 55 gallons of any grade of oil, not to exceed 275 gallons total volume combined
- Carbon Dioxide for beverages: Cryogenic ≤ 3500 cubic feet. Non-cryogenic ≤ 6000 cubic feet
- Portable Breathing Air & Oxygen for emergency response by government agencies including fire
- Medical Gases (Oxygen, Nitrogen and Nitrous Oxide) in a medical office ≤ 1000 cubic feet
- Compressed Gases used in Closed Fire Suppression Systems
- Compressed Gases used in Closed Refrigeration Systems (except Anhydrous Ammonia)
- Solids or liquid that are classified as hazardous solely as an irritant or sensitizer: < 5000 pounds
- Inert, non-cryogenic gasses (Nitrogen, Helium, Argon, Xenon, Krypton, Neon and Non-enriched air) that are classified as hazardous only for release of pressure and as a simple asphyxiate: < 1000 cubic feet
- Oil filled electrical equipment that is not contiguous to an electrical facility if the aggregate capacity does not exceed 1,320 gallons.
- Hazardous Materials contained solely in consumer products for direct distribution and use by the general public. These materials are typically packaged and available to the public in a retail outlet in small packages (e.g., supermarket, nursery or hardware store).

Additional Local Reporting Requirement-- Carcinogens and Reproductive Toxins

Businesses that are subject to HMBP requirements that also handle carcinogens and reproductive toxins in **amounts below 55 gallons, 500 pounds or 200 cubic feet of gas at standard temperature and pressure**, are **not required** to report these carcinogens and reproductive toxins as a chemical inventory item. Instead, they must submit to the HMD, a list of each of these materials handled during the previous year. For details see [Disclosure of Hazardous Materials Information Bulletin HM-9243](#).

HAZARDOUS MATERIALS BUSINESS PLAN

II. Chemical Inventory and Site Map (continued)

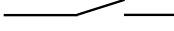
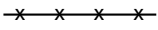







Site Map Instructions

A site map using the following instructions and standardized format must be developed and submitted to the CUPA through CERS as part of the HMBP to assist response personnel in locating hazardous materials and responding to emergencies at your facility. Site Maps are required to be uploaded in PDF format.

SITE MAP LAYOUT - Use the Standardized Site Map Symbols and the Standardized Hazard Category Symbols only. Provide the following information on your site map:


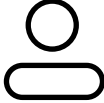






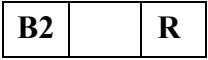
1. **Use 8-1/2 x 11 size paper ONLY.** For large facilities, consider using an overall layout on one page, followed by additional 8-1/2 x 11 pages showing individual buildings. (Exceptions to paper size must be approved by the HMD) MAPS ARE NOT REQUIRED TO BE DRAWN TO SCALE.
2. Site Map must be in ink or capable of making legible black and white photocopies. Do not use color coded legends. Do not scale down large documents (such as blue prints) unless the final product is clearly legible.
3. At the top of the Site Map, enter the business name; business site address; and zip code. 4. Use a straight-edge, ruler or template to draw the map and symbols. All information (labels, symbols, writing, printing) placed on the site map must be legible and oriented in the same direction as the header.
5. Show structures in plan view from an overhead perspective. Show only the exterior walls of the structures. Indicate all exits and entrances to the structures. (Note: Diagramming of interior walls may be necessary for complex facilities).
6. In the upper left corner, indicate the direction of North by drawing an arrow through the N.
7. For rural areas, include an inset vicinity map of the area.
8. Diagram the streets or roads that provide access to the facility. Include driveway entrances and the nearest cross street.
9. Label internal roads, parking lots, and loading docks.
10. Label adjacent property usages (e.g., school, park, industrial, residential, commercial, vacant, etc.).

USE OF SITE MAP SYMBOLS - Include all applicable site map symbols on site map. Refer to standardized Site Map Symbols as provided in this packet.

- | | |
|--|---|
| 1. <u>Entrances/Exits:</u> Use this symbol for all exterior doors of structures, including roll-up doors. |  |
| 2. <u>Fences:</u> Use this symbol for fences (e.g. chain link, wood, etc.), block walls, or any other barriers that act as a fence. (Note: Include both external and internal fences) |  |
| 3. <u>Safe Refuge Area (Evacuation Area, Staging Area):</u> Use this symbol to indicate the location that has been designated as the assembly area where plant or business personnel will assemble in the event of an emergency evacuation. |  |
| 4. <u>Sewer Drain:</u> Use this symbol to show all sewer drains, including floor drains to sewer, sewer sumps, etc. (Note: Do not include toilets and sinks). |  |
| 5. <u>Fire Hydrants:</u> Use this symbol to identify all fire hydrants in the vicinity of your facility. |  |
| 6. <u>Storm Drain or Culvert:</u> Use this symbol to indicate the location of all storm drain inlets, culverts, drainage ditches, etc. |  |
| 7. <u>F.D. Sprinkler System Connection:</u> Use this symbol to identify the building/structure fire department (F.D.) sprinkler system connections. (Note: Always located outside of a building accessible to the Fire Department. Do not include landscape sprinkler connections). |  |
| 8. <u>F.D. Standpipe Outlet:</u> Use this symbol to identify the fire department standpipe fire hose connection. (Note: These connections are typically found inside buildings and in stairwells). |  |
| 9. <u>Knox Box (F.D. Key Box):</u> Use this symbol to indicate the location of the Knox Box (a locked box containing keys and/or pertinent information for the Fire Department). |  |

HAZARDOUS MATERIALS BUSINESS PLAN

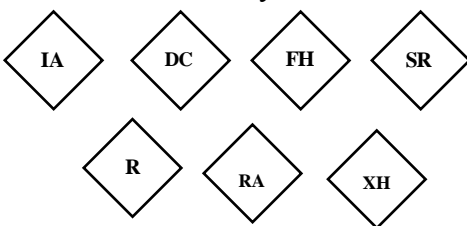
II. Chemical Inventory and Site Map (continued)

10. **Underground Storage Tank and Capacity:** Use this symbol for underground storage tanks and include the tank capacity within the symbol with the appropriate unit of measure as recorded on the hazardous materials inventory form. 
11. **Aboveground Storage Tank and Capacity:** Use the correct symbol for aboveground storage tanks and include the tank capacity within the symbol with the appropriate unit of measure as recorded on the hazardous materials inventory form. 
Use this symbol for all plating and process tanks. 
12. **Electric MAIN Shut Off:** Use this symbol to indicate only the electric **main** shut-off for the entire facility, structure, or building. 
13. **Gas MAIN Shut Off:** Use this symbol to indicate only the natural gas **main** shut-off for the entire facility, structure, or building. 
14. **Water MAIN Shut Off:** Use this symbol to indicate only the water **main** shut-off for the entire facility, structure, or building. 
15. **Annunciator Panel:** Use this symbol to indicate the location of the Annunciator Panel within the facility. An annunciator is equipment which indicates the zone or area of a building from which an alarm has been initiated or the location of an alarm-initiating device and the operational condition of the alarm circuits of the system. 
16. **Stairwell - Range of Floors (e.g., B thru 5):** Use this symbol to indicate stairwells in the interior of a structure or building. Indicate the floor the stairwells begin and end on. For roof access use the abbreviation R. For basement access use the abbreviation B and include the number of basement floors. 
17. **Elevator - Range of Floors (e.g., B thru R):** Use this symbol to indicate the elevators in the interior of a structure or building. Indicate the floor the elevator begins and ends on. For roof access use the abbreviation R and include the beginning floor level. For basement access use the abbreviation B and include the number of basement floors. 

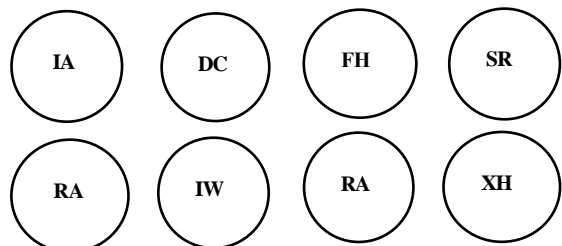
USE OF HAZARD CATEGORY SYMBOLS - Use these symbols to identify the location of hazardous materials stored in inventory quantities and hazardous wastes stored within your facility. (See Map Symbols Page 12).

Use your Safety Data Sheet or other available technical resources (i.e., 49 CFR 171.101) to determine the appropriate hazard class for each of your hazardous materials and hazardous wastes you handle on site.

Use the diamond symbol for hazardous materials



Use the circle symbol for hazardous wastes



HINTS FOR A BETTER SITE MAP:

- When drawing streets/intersections, use rounded corners.
- When drawing buildings, use right angles.

HMBP STANDARDIZED SITE MAP SYMBOLS*

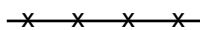
SITE MAP SYMBOLS

HAZARDOUS MATERIALS STORAGE/USE AREA SYMBOLS

ENTRANCE/EXIT



FENCE



SAFE REFUGE

(Evacuation Area,
Staging Area)



SEWER DRAIN



FIRE HYDRANT



STORM DRAIN OR
CULVERT



FIRE DEPT.
SPRINKLER
SYSTEM
CONNECTION



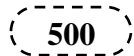
F.D. STANDPIPE
OUTLET



KNOX BOX
(FIRE DEPT. KEY BOX)



STORAGE TANKS AND CAPACITY
UNDERGROUND



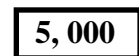
ABOVE GROUND



OR



OR



MAIN UTILITY SHUT OFFS

ELECTRICAL



GAS



WATER



ANNUNCIATOR
PANEL



STAIRWELL
(i.e. 1 thru 3)



ELEVATOR
Range of Floors



IMMEDIATE (ACUTE) HEALTH HAZARD

An adverse effect resulting from a short-term exposure to a chemical. Includes highly toxic, toxic, irritant, sensitizers, corrosive chemicals. Examples: cyanide, hydrochloric acid, sodium hydroxide, chlorine gas.

DELAYED (CHRONIC) HEALTH

An adverse health effect resulting from long-term exposure to a substance. The effects could be a skin rash, bronchitis, cancer or any other medical condition. Examples include carcinogens such as benzene, formaldehyde, and methylene chloride.

FIRE HAZARD

Includes flammable liquids and solids, combustible liquids, pyrophorics and oxidizers. Examples include solvents like acetone and alcohol, solvent based paints, gasoline, naphtha solvent, acetylene gas cylinders, propane gas.

SUDDEN RELEASE OF PRESSURE

This category includes explosives, blasting agents and compressed gases. Examples: nitrogen, oxygen, acetylene, helium, carbon dioxide, etc.

REACTIVE

This category includes unstable air reactive, water reactive or shock materials. Examples: organic peroxides, fine metal dusts like magnesium, aluminum, phosphorous, cyanides, sulfides and picric acid.

MEDICAL (INFECTIOUS) WASTE

Medical (Infectious) wastes generated in medical, dental and lab settings. Typically needles and syringes in sharps containers, infectious materials in biohazard bags, clinical and microbiological lab specimens and some pharmaceutical waste.

RADIOACTIVES

Includes mixed waste and radioactive sources used in labs and industrial settings. Examples include: Scintillation materials, nuclear medicine waste and R & D materials and waste.

EXTREMELY HAZARDOUS

Includes materials listed in Appendix A of Part 355 of Subchapter J of Chapter 1 of Title 40 of the Code of Federal Regulations. Examples include: Fluorine gases, Silane, Fumigation gases.

MATERIALS

WASTE



Use the
appropriate
symbol from
this column.



NOTE: Only use the above listed symbols on the site map. These symbols have been standardized throughout San Diego County and are meaningful to the local Fire Departments and Public Health Officials that will be responding in the case of an emergency.

SITE MAP (Page ___ of ___)

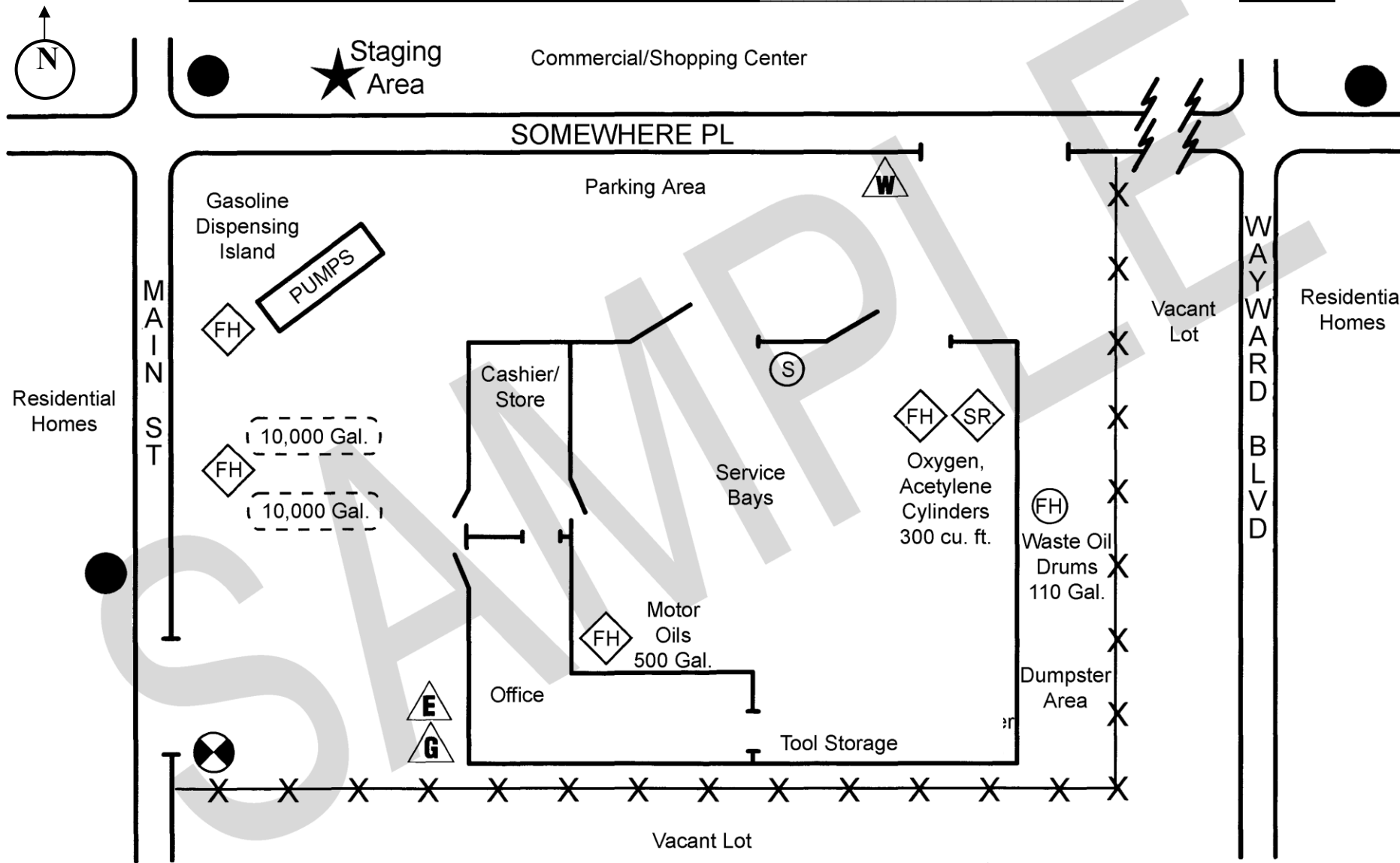
BUSINESS NAME Joe's Automotive Repair

DATE 12-15-2009

BUSINESS ADDRESS 1234 Somewhere Pl., Anywhere, CA

ZIP CODE 91904

NOT FOR PUBLIC DISCLOSURE



HAZARDOUS MATERIALS BUSINESS PLAN

III. Emergency Response Plan and Employee Training

Health and Safety Code (HSC) §25504(b) requires that Hazardous Materials Business Plans (HMBP) contain Emergency Response Plans and Procedures in the event of a reportable release or threatened release of a hazardous material. HSC §25504(c) requires that HMBPs address training of employees in safety procedures in the event of a reportable or threatened release.

Title 22 California Code of Regulations (22 CCR) §66262.34 requires facilities that generate 1,000 kilograms or more of hazardous waste per month, or accumulate more than 6,000 kilograms of hazardous waste on-site at any one time, prepare a Contingency Plan. Facilities that generate in any month more than 1 kilogram of acutely hazardous waste (AHW), or more than 100 kilograms of debris resulting from the spill of an AHW, or which treat hazardous waste onsite under the Permit by Rule (PBR) onsite treatment tier must also prepare a Contingency Plan. Refer to Section I of the form for additional training record requirements for Large Quantity Generators.

CERS Consolidated Emergency Response/Contingency Plan

Cal/EPA developed a statewide unified form in CERS to assist businesses in addressing the Emergency Response Plan, Employee Training and hazardous waste contingency plan requirements all in one comprehensive document: Consolidated Emergency Response/Contingency Plan Form.

The CERS Consolidated Emergency Response/Contingency Plan has been prepared to: unify emergency response and contingency plan requirements for hazardous materials and hazardous wastes; provide for basic contingency planning for an average small to mid-size facility; and incorporate minimal regulatory requirements. Other supplements or amendments may be required for facilities of exceptional size or having exceptional operations or processes that warrant additional contingency planning. The CERS format is not mandatory. You may instead substitute another emergency planning document [e.g., Spill Prevention Control and Countermeasure (SPCC) Plan], provided that it satisfies the HSC and 22 CCR requirements for content.

General Instructions

- This plan applies to both your non-waste hazardous materials and hazardous waste so please keep both in mind as you address each plan section.
- The required forms are on the CERS website under the Emergency Response and Training Plans tab. The forms must be completed electronically and uploaded to CERS.
- Mark sections that do not apply to your facility with “N/A” for not applicable. For example, some sections may not be applicable if you do not any generate hazardous waste.
- Be as specific as possible.
- Facilities with unusual employee turnover (e.g., gas stations) may substitute position titles for specific employee names when identifying emergency coordinators or emergency response team members to avoid having to constantly revise the plan due to personnel turnover.
- Review the specific line item instructions before completing your plan to avoid common errors.
- After it is completed and signed/certified, the plan or its equivalent should be scanned and uploaded to CERS as a PDF-format document. Your HMBP submission will not be complete until it includes this information.

HAZARDOUS MATERIALS BUSINESS PLAN

III. Emergency Response Plan and Employee Training (continued)

Specific Line Item Instructions for CERS Consolidated Emergency Response/Contingency Plan

1. FACILITY ID NUMBER – Enter the “Agency Facility ID” number found in CERS.
- A1. CERS ID – Enter the 8-digit identification number assigned to this facility in CERS.
- A2. DATE OF PLAN PREPARATION/REVISION – Enter the date the plan was prepared or most recently revised.
3. BUSINESS NAME – Enter the name used to identify the facility in CERS.
103. BUSINESS SITE ADDRESS – Enter the site address where the facility is located.
104. CITY – Enter the city or unincorporated area in which the facility is located.
105. ZIP CODE – Enter the 5 or 9 digit zip code for the facility.
- A3. TYPE OF BUSINESS – Briefly describe the type of business (e.g., Drycleaner, Auto Repair, Gas Station).
- A4. INCIDENTAL OPERATIONS – Briefly describe any operations at the facility that are associated with hazardous materials storage or hazardous waste generation, but are not obvious from the description in A2.
- A5. THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING – Check box 2 “HAZARDOUS WASTES” if the facility generates hazardous waste. (Note: Box 1 should always be checked since both waste and non-waste hazardous chemicals are hazardous materials.)
- B1. INTERNAL RESPONSE – Check one or more of the three boxes to indicate how the facility will respond internally to emergency incidents.
- C1. INTERNAL FACILITY EMERGENCY COMMUNICATIONS OR ALARM NOTIFICATION WILL OCCUR VIA – Check one or more of the boxes to indicate how internal alarm notification will occur.
- C2. NOTIFICATIONS TO NEIGHBORING FACILITIES THAT MAY BE AFFECTED BY AN OFF-SITE RELEASE WILL OCCUR BY – Check one or more of the boxes to indicate how neighboring facilities will be notified of off-site releases.
- C3. LOCAL UNIFIED PROGRAM AGENCY PHONE – Enter the phone number of the local UPA that implements the Hazardous Materials Business Plan (HMBP) and hazardous waste generator Unified program elements. If there is more than one UPA, identify the second agency in C4.
- C4. OTHER AGENCY NAME – If applicable, use this space to enter the name of another emergency response agency.
- C5. OTHER AGENCY PHONE – If applicable, enter the phone number of the agency named in C4.
- C6. NEAREST MEDICAL FACILITY / HOSPITAL NAME – Enter the name of the hospital or emergency medical facility closest to your facility.
- C7. NEAREST MEDICAL FACILITY / HOSPITAL PHONE – Enter the phone number of the hospital or emergency medical facility named in C6.
- C8. REGIONAL WATER QUALITY CONTROL BOARD PHONE – Enter the phone number of the local RWQCB.
- C9. OTHER AGENCY NAME – If applicable, use this space to enter the name of another agency requiring notification.
- C10. OTHER AGENCY PHONE – If applicable, enter the phone number of the agency named in C9.
- C11. OTHER AGENCY NAME – If applicable, use this space to enter the name of another agency requiring notification.
- C12. OTHER AGENCY PHONE – If applicable, enter the phone number of the agency named in C11.
- D1. SPILL PREVENTION, CONTAINMENT, AND CLEANUP PROCEDURES – Check all applicable boxes to identify procedures used by your facility.

HAZARDOUS MATERIALS BUSINESS PLAN

III. Emergency Response Plan and Employee Training (continued)

Specific Line Item Instructions for CERS Consolidated Emergency Response/Contingency Plan

- D2. SPECIFY – Briefly specify other spill prevention, containment, and cleanup procedures if you checked Box D1-21.
- E1. THE FOLLOWING ALARM SIGNAL(S) WILL BE USED TO BEGIN EVACUATION OF THE FACILITY – Check all applicable boxes to indicate how facility evacuation will be communicated.
- E2. SPECIFY – Briefly specify other evacuation signals if you checked Box E1-4.
- E3. THE FOLLOWING LOCATION(S) IS/ARE EVACUEE ASSEMBLY AREA(S) – Briefly identify or describe the assembly area(s).
- E4. EVACUATION ROUTE MAP(S) POSTED AS REQUIRED – Check the box to indicate that the evacuation routes have been posted as required.
- F1. ADVANCE ARRANGEMENTS FOR LOCAL EMERGENCY SERVICES – Check the box to indicate if advance arrangements have been made or they have been determined not to be necessary.
- F2. SPECIFY – If you checked Box F1-2, briefly describe the advance arrangements.
- G1. EQUIPMENT AVAILABLE – Check all applicable boxes in the second column of the table to identify emergency equipment available at your facility.
- G2. LOCATION – Briefly describe the location(s) where the emergency equipment is kept. (Repeat for other rows in table.)
- G3. CAPABILITY – Where applicable, briefly describe the capability of the emergency equipment. (Repeat for other rows in table.)
- H1. VULNERABLE AREAS – Check all applicable boxes to identify areas at risk of hazardous materials releases or spills due to earthquakes.
- H2. LOCATIONS – If you checked Box H1-1, briefly describe the location. (Repeat for H3 through H5, if applicable).
- H6. VULNERABLE SYSTEMS – Check all applicable boxes to identify areas at risk of mechanical systems vulnerable to hazardous materials releases or spills due to earthquakes.
- H7. LOCATIONS – If you checked Box H6-1, briefly describe the location. (Repeat for H7 through H12, if applicable).
- I1. INDICATE HOW EMPLOYEE TRAINING PROGRAM IS ADMINISTERED – Check all applicable boxes to identify how your employee training program is administered.
- I2. SPECIFY – If you checked Box I1-4, list the titles of the study guides or manuals.
- I3. SPECIFY – If you checked Box I1-5, briefly describe the other ways training is administered.
- J1. ATTACHMENTS – Check one of the boxes to indicate whether or not additional pages/documents are attached as part of this Emergency Response/Contingency Plan.
- J2. SPECIFY – If you checked Box J1-2, list the attachments in the section.
- K1. DATE SIGNED – Enter the date that the certification section was signed by the owner/operator or authorized representative.
- K2. NAME OF SIGNER – Type or print the full name of the person signing/certifying the plan.
- K3. TITLE OF SIGNER – Enter the title of the person signing/certifying the plan.

HAZARDOUS MATERIALS BUSINESS PLAN

III. Emergency Response Plan and Employee Training (continued)

Reporting Releases of Hazardous Materials

Release reporting is required by several state and federal laws. The Hazardous Materials Division, as the local CUPA, is responsible for ensuring businesses required to report a release, make an accurate report in a timely manner.

What is a reportable release of hazardous materials?

There are two types of hazardous materials releases that must be reported; a threatened release and a significant release.

A **threatened release is not a release**. It is a condition that creates a substantial probability of a release that may cause harm and makes it reasonably necessary to take immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment. For example:

- *A hazardous material or waste storage tank becomes unstable, and it begins to tilt off center or lean to one side. The tank is in danger of falling over and releasing its contents to the floor or ground.*
- *A valve on a tank or on piping has corroded and it could fail under normal operating conditions.*

A **significant release is subjective. All significant releases must be reported.**

Whether a release is significant depends on a variety of factors, including the following: *the amount, the hazardousness of the material or waste, and/or the proximity of sensitive receptors such as schools, nursing homes, etc.* See checklist below for examples of reportable and non-reportable releases.

Immediately reporting a release

After the initial immediate measures have been taken to protect human health and the environment, * immediately report the release to the following agencies in accordance with State and Federal law. For guidance on information to report, use form on page 27 of this packet.

Call 911 for emergency assistance. This usually results in a fire department and the local CUPA response Call Office of Emergency Services (OES), 800-852-7550, 916-845-8911

1. Call the local CUPA at 858-505-6657

If a release exceeds the federal reportable quantity (RQ), call the National Response Center (NRC), 800-424-8802. RQs are listed in the CERCLA “List of Lists”. This document is maintained by the United States Environmental Protection Agency and is available at <http://www.epa.gov/ceppo/pubs/title3.pdf>. Another way to determine if a RQ has been exceeded is to use the Department of Energy’s RQ calculator, an online tool at <http://homer.ornl.gov/rq/>.

NOTE: Ensure that adequate and appropriate spill containment and mitigation equipment is on hand. It is advisable to periodically check all the hazardous materials stored or used at a facility. Determine the RQs and likely release reporting scenarios in advance. This information could be included in the facility release reporting notification procedures. Flow charts or a list of questions might aid facility personnel in this task.

Determining if a release is reportable. These sample questions can be used to determine if a release is reportable:

- Is it a hazardous material?**

This can be any hazardous substance used in your business or any hazardous waste that is generated by your business.

- Is there a threatened release?**

Was it necessary to take immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment?

- Is there an actual significant release?**

- Is the release reportable per federal or state laws and/or regulations?**

Examples of significant releases	Examples of Releases <u>within</u> a facility’s boundaries that that may not be significant:
<ul style="list-style-type: none"> <input type="checkbox"/> <i>Hazardous material releases that exceed reportable quantities, or</i> <input type="checkbox"/> <i>Result in an emergency response, or</i> <input type="checkbox"/> <i>Cause injury, or</i> <input type="checkbox"/> <i>Go offsite, or</i> <input type="checkbox"/> <i>Are released into the environment</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Present no health or safety hazard, or</i> <input type="checkbox"/> <i>Do not harm environment, or</i> <input type="checkbox"/> <i>Do not enter atmosphere, or</i> <input type="checkbox"/> <i>Are completely contained onsite</i> <input type="checkbox"/> <i>Are completely recovered or removed quickly, or</i> <input type="checkbox"/> <i>Do not require additional PPE to be worn</i>

How to follow up after a release:

- Revise the initial release report as necessary to accurately portray the situation.
- Review and revise release response plans if they were not completely effective tools during the emergency.

*For more information, review the 2012 California Emergency Management Agency’s Hazardous Materials Spill/Release Notification Guidance or call the Hazardous Materials Duty Desk at 858-505-6880.

HAZARDOUS MATERIALS BUSINESS PLAN

Hazardous Waste Generators

Every hazardous waste generator is required to have an emergency contingency plan. A written Hazardous Waste Contingency Plan is a program designed to minimize hazards to human health and the environment from an unplanned sudden release of a hazardous waste, fires, or explosions. The type of contingency plan depends on the amount and types of waste generated at the facility. **Note: A contingency plan can be prepared by creating a document that addresses the state requirements summarized below, or by completing the Consolidated Emergency Response/Contingency Plan template in CERS. Be sure to print a copy for your records.**

Contingency Plan Requirements for Large Quantity Generators (≥ 1000 kilogram/2200 pounds per month or > 1 kilogram of acutely hazardous waste in a month)

A Large Quantity Generator (LQG) must complete a Contingency Plan as described in Title 22 of the California Code of Regulations, including the following components:

1. Emergency Procedure to be initiated by Emergency Coordinator including Spill Notification
2. Coordination with Emergency Responses agencies such as HMD
3. List of Emergency Coordinators
4. List of Emergency Equipment and required Maintenance/Testing
5. Evacuation Plan
6. Current phone of the Office of Emergency Services **(916) 845-8911; 800-852-7550**
7. A written Employee Training Program, including documentation.

Training Requirements: The written employee training program must include: a written outline or agenda of the type and amount of both introductory and continuing training that will be given to persons filling each job position having responsibility for the management of hazardous waste (e.g., labeling, manifesting, compliance with accumulation time limits, etc.); the name, job title, and date of training for each hazardous waste management training session given to an employee filling such a job position; a written job description for each of the above job positions that describes job duties and the skills, education, or other qualifications required of personnel assigned to the position; current employee training records retained until closure of the facility; former employee training records retained at least three years after termination of employment.

This plan must be maintained at your facility. During routine inspections this plan will be reviewed. It is your responsibility to ensure that the plan is kept current and that emergency coordinator changes are uploaded to CERS within 30 days of the change. The DEH-HMD works in conjunction with first response agencies integrating the information provided into the area emergency response plan.

Contingency Plan Requirements for Small Quantity Generators (< 1000 kilogram/2200 pounds per month and < 1 kilogram of acutely hazardous waste in a month)

Small Quantity Generators must post the following information next to the telephone: (form on next page)

1. The name and telephone number of the emergency coordinator
2. Location of fire extinguishers and spill control material, and, if present, fire alarm
3. The telephone number of the fire department, unless the facility has an alarm that goes directly to their local fire department.

Training Requirements: To meet the contingency plan requirements, SQGs must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities during normal facility operations and emergencies.

Emergency Response Requirements: The Emergency Coordinator or the Emergency Coordinator's designee must respond to any emergencies that arise. The applicable responses are as follows:

1. In the event of a fire, use fire extinguisher if appropriate or contact the fire department.
2. In the event of a spill, contain the flow of hazardous waste to the extent possible, and as soon as it is safe, arrange for proper clean up the hazardous waste and any contaminated materials or soil.
3. For all significant releases, fires or explosions follow release reporting procedures use guidance on page 17 to ensure report is complete. The spill notification form is on page 27.

SAMPLE CONTINGENCY PLAN FOR SMALL QUANTITY GENERATORS

EMERGENCY PROCEDURES - POST NEAR TELEPHONE

In case of a fire, spill, or other emergency involving hazardous chemicals or waste, do the following:

Major Emergency

- Evacuate the affected areas per the facility Evacuation Plan
- Call 911** and report the emergency to DEH-HMD and OES
- Report the emergency to the facility Emergency Coordinator

Minor Emergency

- Try to control the emergency if you are trained to do so and can do it safely
- Report the emergency to the facility Emergency Coordinator (EC)

For Release Reporting see Emergency Contacts below

Facility Emergency Coordinators	NAME	WORK PHONE	CELLULAR PHONE/PAGER	HOME PHONE
Primary	John Jones	619-123-4567	619-123-4570	619-123-4573
Alternate #1	Charlie Smith	619-123-4568	619-123-4571	619-123-4574
Alternate #2	Gladys Johnson	619-123-4569	619-123-4572	619-123-4575

EMERGENCY CONTACTS

AGENCY	Telephone Number
Fire Department, Ambulance, Police	9 1 1
San Diego County Hazardous Materials Division	(858) 505-6657
Office Of Emergency Services (California State Warning Center)	(800) 852-7550 (916) 845-8911
Local Non-emergency Police/Sheriff/Fire (Optional)	(619) 000-0000
Hazardous Waste Clean-Up Contractor (Optional)	(619) 111-1111
Medical Facility (Optional - Hospital, Urgent Care Clinic, etc.)	(619) 222-2222

EMERGENCY EQUIPMENT

Locations of fire extinguishers, fire alarms (if any), and equipment for controlling chemical spills are shown on the facility site plan posted with this notice. Locations (optional) of electrical gas and water shut-offs, are also shown on the posted facility plan.

NOTE:

Ensure that employees are familiar with these emergency and evacuation procedures. An emergency coordinator must be available 24-hours to assist emergency response personnel.

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HAZARDOUS MATERIALS BUSINESS PLAN

BLANK FORMS

- **SITE MAP – Required to be uploaded to CERS and must use San Diego County HMD standardized site map symbols, see pages 10 -12.**

- **CONSOLIDATED EMERGENCY RESPONSE/CONTINGENCY PLAN & EMPLOYEE TRAINING – Required to be uploaded to CERS**
Note: This form must be downloaded from the CERS website and completed electronically.

- **CONTINGENCY PLAN FOR SMALL QUANTITY GENERATORS – Required to be posted by the telephone**

- **SPILL OR RELEASE NOTIFICATION- Complete if there is a release or a spill at your facility**

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BUSINESS NAME _____ DATE _____

BUSINESS ADDRESS _____ ZIP CODE _____



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CONTINGENCY PLAN FOR SMALL QUANTITY GENERATORS

EMERGENCY PROCEDURES - POST NEAR TELEPHONE

In case of a fire, spill, or other emergency involving hazardous chemicals or waste, do the following:

Major Emergency

- Evacuate the affected areas per the facility Evacuation Plan
- Call 911** and report the emergency to DEH-HMD and OES
- Report the emergency to the facility Emergency Coordinator

Minor Emergency

- Try to control the emergency if you are trained to do so and can do it safely
- Report the emergency to the facility Emergency Coordinator (EC)

For Release Reporting see Emergency Contacts below

Facility Emergency Coordinators	NAME	WORK PHONE	CELLULAR PHONE/PAGER	HOME PHONE
Primary		()	()	()
Alternate #1		()	()	()
Alternate #2		()	()	()

EMERGENCY CONTACTS

AGENCY	Telephone Number
Fire Department, Ambulance, Police	9 1 1
San Diego County Hazardous Materials Division	(858) 505-6657
Office of Emergency Services (OES) (California State Warning Center)	(800) 852-7550 (916) 845-8911
Local Non-emergency Police/Sheriff/Fire (Optional)	()
Hazardous Waste Clean-Up Contractor (Optional)	()
Medical Facility (Optional-Hospital, Urgent Care Clinic, etc.)	()

EMERGENCY EQUIPMENT

Locations of fire extinguishers, fire alarms (if any), and equipment for controlling chemical spills are shown on the facility site plan posted with this notice. Locations (optional) of electrical gas and water shut-offs, are also shown on the posted facility plan.

NOTE: Ensure that employees are familiar with these emergency and evacuation procedures. An emergency coordinator must be available 24-hours to assist emergency response personnel.

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SPILL OR RELEASE NOTIFICATION

In the event of a spill, have the following information available

State and Local Notification:

1. Name of business: _____

2. Identity of caller: _____

3. Chemical name and quantity released (if known):

4. Description of what happened: _____

5. Was the release contained? Yes No

Please describe if release entered any waterway or storm drains:

6. Information about the spill, release or threatened release:

a. Location: _____

b. Date: ____ / ____ / ____

c. Time: _____

d. Injuries or Fatalities? _____

e. Evacuation conducted? _____

f. Clean-up by: _____

Federal Notification:

Federal Notification required additional information for spills (CERCLA chemicals) that exceed federal reporting requirements, which includes:

- a. Medium or media impacted by the release
- b. Time and duration of the release
- c. Proper precautions to take
- d. Known or anticipated health risks
- e. Name and phone number for more information

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