

CALIFORNIA ANNOTATED MAP

Business Name:

Site Address:

Map #:

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										

For Site Map

- Scale of Map
- 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

For Sub-Site Map

- Scale of Map
- Locations of Each Storage Area
- Location of Each Hazardous Material Handling Area
- Location of Emergency Response Equipment

↑
Y

↑ North

X →

Scale:
1" = _____

III. Hazardous Materials Inventory - Chemical Description Instructions

You must complete a **separate** 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 form pages. These data element numbers are used for electronic submission and is the same numbering system used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.)

Please number all pages of your submittal. This helps your Certified Unified Program Agency (CUPA) or Administering Agency (AA) identify whether the submittal is complete and if any pages are separated.

ID	ELEMENT	INFORMATION DESCRIPTION
1.	Facility ID Number	This number is assigned by the CUPA or AA. This is the unique number which identifies your facility. (See your Mailing Address Label)
3.	Business Name	Enter the full legal name of the business as entered on the Business Owner/Operator identification page.
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 Section 25506 of the Health and Safety Code.
202.	Chemical Location Confidential - EPCRA	All businesses which are subject to the Emergency Planning and Community Right to Know Act (EPCRA) must check "Y" to keep chemical location information confidential. If the business does not wish to keep chemical location information confidential check "N".
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

ID	ELEMENT	INFORMATION DESCRIPTION
		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 "Y" for yes if the information in this section is declared a trade secret, or "N" for 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 Health and Safety Code, Section 25511. Federal Requirement: If yes, and business is subject to EPCRA, disclosure of the designated Trade Secret information is bound by Title 40 Code of Federal Regulations (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 "Y" for 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 the appendices of Article 80 of the Uniform Fire Code. If a material has more than one applicable hazard class, include all. Contact the 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 "Y" for yes if the hazardous material is radioactive or "N" for 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	<p>Check all categories that describe the physical and health hazards associated with the hazardous material.</p> <p>PHYSICAL HAZARDS</p> <p>Fire: Flammable Liquids and Solids, Combustible Liquids, Pyrophorics, Oxidizers Reactive: Unstable Reactive, Organic Peroxides, Water Reactive, Radioactive Pressure Release: Explosives, Compressed Gases, Blasting Agents</p> <p>HEALTH HAZARDS</p> <p>Acute Health (Immediate): Highly Toxic, Toxic, Irritants, Sensitizers, Corrosives, other hazardous chemicals with an adverse effect with short-term exposure. Chronic Health (Delayed): Carcinogens, other hazardous chemicals with an adverse effect with long term exposure.</p>
217.	Average Daily Amount	<p>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.</p>
218.	Maximum Daily Amount	<p>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.</p>
219.	Annual Waste Amount	<p>If the hazardous material being inventoried is a waste, provide an estimate of the annual amount handled.</p>
220.	State Waste Code	<p>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.</p>
221.	Units	<p>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).</p>
222.	Days on Site	<p>List the total number of days during the year that the material is on site.</p>
223.	Storage Container	<p>Check all boxes that describe the type of storage containers in which the hazardous material is stored. NOTE: If appropriate, you may choose more</p>

	Container	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 box that best describes the temperature at which the hazardous material is stored.
226, 230, 234, 238, 242	Hazardous Component 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.
227, 231, 235, 239, 243	Hazardous Component (1 - 5) Name	When reporting hazardous material that is a mixture, list up to five chemical names of hazardous components in a 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.
228, 232, 236, 240, 244	Hazardous Component 1 - 5 EHS	Check "Y" for yes if the component of the mixture is considered an Extremely Hazardous Substances as defined in 40 CFR, Part 355, or "N" for no, if it is not.
229, 233, 237, 241, 245	Hazardous Component 1 - 5 CAS	List the Chemical Abstract Service (CAS) numbers as related to the hazardous component in the mixture.
246	Additional Locally Collected Information	Please add your E-mail address or enter NONE if you do not have an E-mail address.

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.