

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

**TEXT OF REGULATIONS**

**CALIFORNIA CODE OF REGULATIONS**

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<b>Division 2.</b>	<b>Office of Emergency Services</b>
<b>Chapter 4.</b>	<b>Hazardous Material Release Reporting, Inventory, And Response Plans</b>
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## **Article 1. Definitions.**

### **Section 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.

### **Section 2650. 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.

## **Article 2. Reporting Requirements.**

### **Section 2701. 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.

### **Section 2703. 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 Office of Emergency Services\* 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 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 Office of Emergency Services, at telephone number (800) 852-7550 or (916) 262-1621, 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: Sections 25503, 25503.1 and 25520, Health and Safety Code. Reference: Sections 25503(b)(4), 25503.1, 25507, 25518 and 25520, Health and Safety Code.

### **Section 2705. 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 2800 Meadowview Road, Sacramento, CA 95832. 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.

**EMERGENCY RELEASE FOLLOW - UP NOTICE REPORTING FORM**

<b>A</b>	BUSINESS NAME	FACILITY EMERGENCY CONTACT & PHONE NUMBER (   )   -	
<b>B</b>	INCIDENT DATE	MO DAY YR	TIME OES NOTIFIED (use 24 hr time)
<b>C</b>	INCIDENT ADDRESS LOCATION		CITY / COMMUNITY COUNTY ZIP
<b>D</b>	CHEMICAL OR TRADE NAME (print or type)		CAS Number
<b>D</b>	CHECK IF CHEMICAL IS LISTED IN 40 CFR 355, APPENDIX A <input type="checkbox"/>		CHECK IF RELEASE REQUIRES NOTIFICATION UNDER 42 U.S.C. Section 9603 (a) <input type="checkbox"/>
<b>D</b>	PHYSICAL STATE CONTAINED <input type="checkbox"/> SOLID <input type="checkbox"/> LIQUID <input type="checkbox"/> GAS	PHYSICAL STATE RELEASED <input type="checkbox"/> SOLID <input type="checkbox"/> LIQUID <input type="checkbox"/> GAS	QUANTITY RELEASED
<b>D</b>	ENVIRONMENTAL CONTAMINATION <input type="checkbox"/> AIR <input type="checkbox"/> WATER <input type="checkbox"/> GROUND <input type="checkbox"/> OTHER	TIME OF RELEASE	DURATION OF RELEASE __ DAYS __ HOURS __ MINUTES
<b>E</b>	ACTIONS TAKEN		
<b>E</b>			
<b>E</b>			
<b>E</b>			
<b>F</b>	KNOWN OR ANTICIPATED HEALTH EFFECTS (Use the comments section for addition information)		
<b>F</b>	<input type="checkbox"/> ACUTE OR IMMEDIATE (explain) _____		
<b>F</b>	<input type="checkbox"/> CHRONIC OR DELAYED (explain) _____		
<b>F</b>	<input type="checkbox"/> NOT KNOWN (explain) _____		
<b>G</b>	ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS		
<b>G</b>			
<b>H</b>	COMMENTS (INDICATE SECTION (A - G) AND ITEM WITH COMMENTS OR ADDITIONAL INFORMATION)		
<b>H</b>			
<b>H</b>			
<b>H</b>			
<b>I</b>	CERTIFICATION: I 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.		
<b>I</b>	REPORTING FACILITY REPRESENTATIVE (print or type) _____		
<b>I</b>	SIGNATURE OF REPORTING FACILITY REPRESENTATIVE _____ DATE: _____		

**EMERGENCY RELEASE FOLLOW-UP NOTICE  
REPORTING FORM INSTRUCTIONS**

(This form may be reproduced, as needed)

**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 OES. The OES control number is provided to the caller by OES 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  
2800 Meadowview Road  
Sacramento, CA 95832**

NOTE: Authority cited: Sections 25503, 25503.1 and 25507.1, Health and Safety Code.  
Reference: Sections 25503(b)(4), 25503.1, 25507.1, 25518 and 25520, Health and Safety Code.

**Article 3. Minimum Standards for Area Plans**

**Section 2720. 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 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; and
- (c) a form providing information on the elements within the area plan, substantially equivalent to the following optional model reporting form for area plans.

NOTE: Authority cited: Sections 25503 and 25517.5, Health and Safety Code. Reference: Section 25503, Health and Safety Code.

**OPTIONAL MODEL REPORTING FORM - AREA PLAN**

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

### **Section 2722. 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.

### **Section 2723. 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;
- (d) provisions for access to state approved and permitted hazardous waste disposal facilities and emergency response contractors; and
- (e) 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.

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

### **Section 2724. 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; and
- (d) provisions for notification to the Office of Emergency Services of all reports received pursuant to Article 2 of this subchapter. These notifications shall be submitted, at least monthly, on forms specified by the Office of Emergency Services.

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

**Section 2725. 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;
  - (2) health and safety procedures for response personnel, including those procedures required by Section 2724 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;
  - (6) evacuation plans and procedures;
  - (7) monitoring and decontamination procedures for emergency response personnel and equipment;
  - (8) first-aid procedures for hazardous material incidents;
  - (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. Reference: Section 25503, Health and Safety Code.

### **Section 2726. 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) designation of responsibility for the coordinated release of safety information to the public and to the local Emergency Broadcast System;
- (d) provisions for informing medical and health facilities of the nature of the incident and the substance(s) involved in an incident; and
- (e) 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 (c) and (d) 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. Reference: Section 25503, Health and Safety Code.

**Section 2727. 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.

**Section 2728. 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. 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. Reference: Section 25503, Health and Safety Code.

**Article 4. Minimum Standards for Business Plans.**

**Section 2729 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 Sections 2729.2 - 2729.7;
  - (2) Emergency response plans and procedures in accordance with Section 2731; and
  - (3) Training program information in accordance with Section 2732.

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

### **Section 2729.1 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 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.

### **Section 2729.2 Hazardous Materials Inventory Reporting Requirements.**

- (a) A business subject to the requirements of Section 2729.1 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, OES Form 2730 (1/99)); and
  - (2) The Hazardous Materials - Chemical Description Page (Appendix A, OES Form 2731 (1/99)); and
  - (3) An Annotated Site Map if required by the CUPA or AA. An optional Annotated Site Map (Appendix A, OES Form 732 (map)(04/96)) 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: Sections 25503, 25503.1, 25503.3, and 25503.9, Health and Safety Code. Reference: Sections 25503.3, 25503.9, 25504, 25505(d), 25509, 25511, 25533(b), Health and Safety Code.

### **Section 2729.3 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), (e) and 25404.6 (c), 25503.3, Health and Safety Code.

### **Section 2729.4 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 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), 25510 Health and Safety Code.

### **Section 2729.5 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 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 and 2729.3 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 (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.
- (d) Businesses may submit data from the hazardous materials inventory to a CUPA or AA electronically, if the CUPA or AA agrees to accept it electronically, utilizing the means specified in CCR Title 27, Section 15187.

NOTE: Authority cited: Sections 25502 and 25503.3 (a), Health and Safety Code. Reference: Sections 25505 (b), (c) and (d) Health and Safety Code.

#### **Section 2729.6 Emergency Planning and Community Right to Know Act Compliance Requirements.**

- (a) Submittal of the inventory required in 2729.2 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.

#### **Section 2729.7 Uniform 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.

- (1) If the local fire chief requires submittal of a Hazardous Materials Inventory Statement (HMIS) as stated in the Uniform Fire Code Section 80.103 subdivision (c) (1991), then the fire code hazard classes shall be identified on the chemical description page.
- (2) The hazardous material inventory specified in section 2729.2 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

### **Section 2731. 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 State Office of Emergency Services 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: Sections 25503 and 25517.5, Health and Safety Code. Reference: Sections 25503(b)(2), 25504(b) and 25507, Health and Safety Code.

### **Section 2732. 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 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**

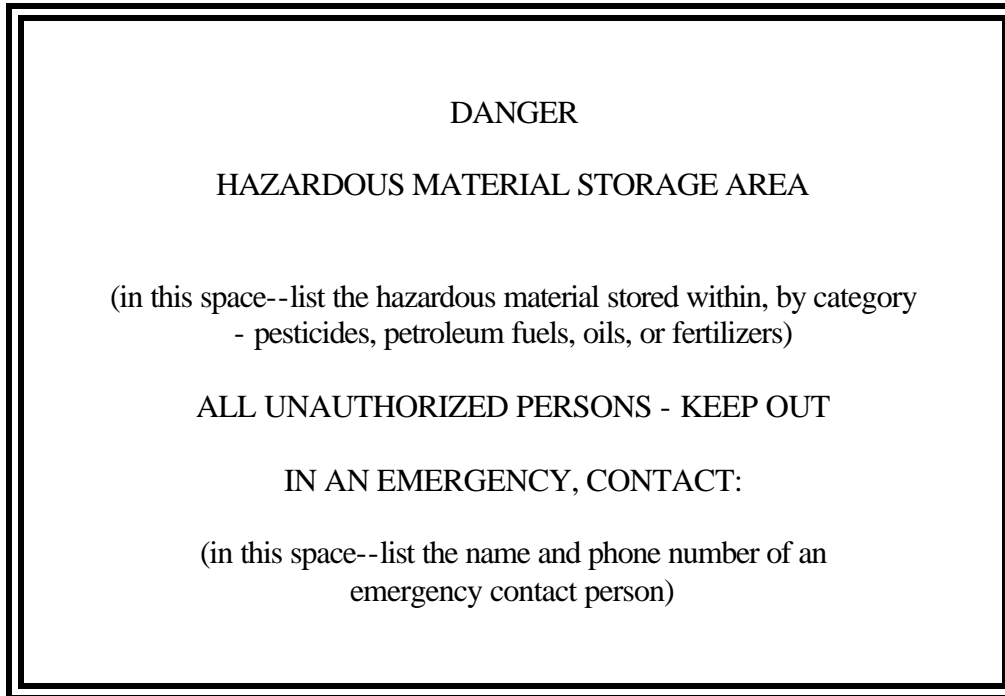
### **Section 2733. Applicability.**

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 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.

### **Section 2734. 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:



(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.

## 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 Inventory - Chemical Description Page
- IV.  Annotated Site Map

UNIFIED PROGRAM CONSOLIDATED FORM

FACILITY INFORMATION

BUSINESS ACTIVITIES

I. FACILITY IDENTIFICATION

FACILITY ID #		1.	EPA ID # (Hazardous Waste Only)	2.
---------------	--	----	---------------------------------	----

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

II. ACTIVITIES DECLARATION

**NOTE: If you check YES to any part of this list, please submit the Business Owner/Operator Identification page (OES Form 2730).**

Does your facility...	If Yes, please complete these pages of the UPCF...	
<p><b>A. HAZARDOUS MATERIALS</b></p> <p>Have on site (for any purpose) hazardous materials at or above 55 gallons for liquid, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); 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?</p>	<input type="radio"/> YES <input type="radio"/> NO 4.	† HAZARDOUS MATERIALS INVENTORY - CHEMICAL DESCRIPTION (OES 2731)
<p><b>B. UNDERGROUND STORAGE TANKS (UST)</b></p> <p>1. Own or operate underground storage tanks?</p> <p>2. Intend to upgrade existing or install new USTs?</p> <p>3. Need to report closing a UST?</p>	<input type="radio"/> YES <input type="radio"/> NO 5.  <input type="radio"/> YES <input type="radio"/> NO 6.  <input type="radio"/> YES <input type="radio"/> NO 7.	† UST FACILITY (Formerly SWRCB Form A) † UST TANK (one page per tank)(Formerly Form B) † UST FACILITY † UST TANK (one per tank) † UST INSTALLATION - CERTIFICATION OF COMPLIANCE (one page per tank)(Formerly Form C) † UST TANK (closure portion - on page per tank)
<p><b>C. ABOVE GROUND PETROLEUM STORAGE TANKS (AST)</b></p> <p>Own or operate ASTs above these thresholds:                      ?? any tank capacity is greater than 660 gallons, or                      ?? the total capacity for the facility is greater than 1,320 gallons?</p>	<input type="radio"/> YES <input type="radio"/> NO 8.	NO FORM REQUIRED TO CUPAS
<p><b>D. HAZARDOUS WASTE</b></p> <p>1. Generate hazardous waste?</p> <p>2. Recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC Section 25143.2)?</p> <p>3. Treat hazardous waste on site?</p> <p>4. Treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?</p> <p>5. Consolidate hazardous waste generated at a remote site?</p> <p>6. Need to report the closure/removal of a tank that was classified as hazardous waste and cleaned onsite?</p>	<input type="radio"/> YES <input type="radio"/> NO 9. <input type="radio"/> YES <input type="radio"/> NO 10.  <input type="radio"/> YES <input type="radio"/> NO 11.  <input type="radio"/> YES <input type="radio"/> NO 12. <input type="radio"/> YES <input type="radio"/> NO 13. <input type="radio"/> YES <input type="radio"/> NO 14.	† EPA ID NUMBER -- provide at the top of this page † RECYCLABLE MATERIALS REPORT (one per recycler) † ONSITE HAZARDOUS WASTE TREATMENT - FACILITY (Formerly DTSC Form 1772) † ONSITE HAZARDOUS WASTE TREATMENT - UNIT (one page per unit)(Formerly DTSC Forms 1772A, B, C D, and L) † CERTIFICATION OF FINANCIAL ASSURANCE (Formerly DTSC Form 1232) † REMOTE WASTE/CONSOLIDATION SITE ANNUAL NOTIFIATION (Formerly DTSC Form 1196) † HAZARDOUS WASTE TANK CLOSURE CERTIFICATION (Formerly DTSC Form 1249)
<p><b>E. LOCAL REQUIREMENTS</b></p> <p style="text-align: center;">(You may also be required to provide additional information by your CUPA or local agency.)</p>		15.

# BUSINESS OWNER/OPERATOR IDENTIFICATION

FACILITY INFORMATION

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
BUSINESS SITE ADDRESS			103
CITY	104	CA	ZIP CODE
DUN & BRADSTREET	106	SIC CODE (4 digit #)	
COUNTY			108
BUSINESS OPERATOR NAME		109	BUSINESS OPERATOR PHONE
II. BUSINESS OWNER			
OWNER NAME		111	OWNER PHONE
OWNER MAILING ADDRESS			113
CITY	114	STATE	115
		ZIP CODE	
III. ENVIRONMENTAL CONTACT			
CONTACT NAME		117	CONTACT PHONE
CONTACT MAILING ADDRESS			119
CITY	120	STATE	121
		ZIP CODE	
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	
NAME OF SIGNER ( <i>print</i> )		136	TITLE OF SIGNER

# HAZARDOUS MATERIALS INVENTORY - CHEMICAL DESCRIPTION

**HAZARDOUS MATERIALS**

*(one form 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 <input type="checkbox"/> YES <input type="checkbox"/> NO
FACILITY ID #	1	MAP # (optional) 203                      GRID # (optional) 204

## II. CHEMICAL INFORMATION

CHEMICAL NAME	205	TRADE SECRET	206
COMMON NAME	207	EHS*	208
CAS #	209	*If EHS is "Yes," all amounts below must be in lbs.	
FIRE CODE HAZARD CLASSES (Complete if required by CUPA) 210			
HAZARDOUS MATERIAL TYPE (Check one item only)	211	RADIOACTIVE	212
PHYSICAL STATE (Check on item only)	214	LARGEST CONTAINER	215
FED HAZARD CATEGORIES (Check all that apply) 216			
AVERAGE DAILY AMOUNT	217	ANNUAL WASTE AMOUNT	219
UNITS* (Check one item only)	221	STATE WASTE CODE	220
STORAGE CONTAINER (Check all that apply) 223			
STORAGE PRESSURE 224			
STORAGE TEMPERATURE 225			

% WT	HAZARDOUS COMPONENT <small>(for mixture or waste only)</small>	EHS	CAS #
226		227	228
1		<input type="checkbox"/> YES <input type="checkbox"/> NO	229
230		231	232
2		<input type="checkbox"/> YES <input type="checkbox"/> NO	233
234		235	236
3		<input type="checkbox"/> YES <input type="checkbox"/> NO	237
238		235	240
4		<input type="checkbox"/> YES <input type="checkbox"/> NO	241
242		243	244
5		<input type="checkbox"/> YES <input type="checkbox"/> NO	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
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If EPCRA please sign here

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

? North

Scale:  
1" = \_\_\_\_\_

**CCLIX.**

Y X ?

## **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 Inventory - Chemical Description
- IV.  Annotated Site Map



## I. The Unified Program Consolidated Form - Activities Instructions

Please submit the Business Activity page, the Business Owner/Operator page, and the Chemical Description page for all hazardous materials inventory submissions. (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 as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.)

Please number all pages of your submittal. This helps your CUPA or AA identify whether the submittal is complete and if any pages are separated.

ID	ELEMENT	INFORMATION DESCRIPTION
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.
4.	Hazardous Materials Onsite	<p>Check the appropriate box to indicate whether you have a hazardous material onsite. You have a hazardous material onsite if:</p> <ul style="list-style-type: none"> <li>?? It is handled in quantities equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of gas (calculated at standard temperature and pressure),</li> <li>?? 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,</li> <li>?? 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.</li> </ul> <p>If you have a hazardous material onsite, then you must complete the Business Owner/Operator Identification (OES Form 2730) and the Hazardous Materials Inventory-Chemical Description page (OES Form 2731), as well as an Emergency Response Plan and Training Plan.</p> <p>Do not answer "YES" to this question if you exceed only a local threshold, but do not exceed the state threshold.</p>

ID	ELEMENT	INFORMATION DESCRIPTION
5.	Own or Operate Underground Storage Tank (UST)	Check the appropriate box to indicate whether you own or operate USTs containing hazardous substances (HS) as defined in Health and Safety Code (HSC) §25316. If “YES”, then you must complete one UST Facility page (formerly State Water Resources Control Board (SWRCB) Form A) and UST Tank pages (formerly SWRCB Form B) for each tank.
6.	Upgrade/Install UST	Check the appropriate box to indicate whether you intend to install or upgrade UST’s containing hazardous substances as defined in HSC §25316. If “YES”, then you must complete the UST Installation-Certificate of Compliance page (formerly SWRCB Form C) in addition to UST Facility and Tank pages.
7.	UST Closure	Check the appropriate box if you are closing an UST and complete the closure portion of the UST Tank pages (formerly SWRCB Form B) for each tank. (CUPAs may require additional information.)
8.	Own or Operate Aboveground Petroleum Storage Tank (AST)	<p>Check the appropriate box to indicate whether there are AST’s on-site which exceed the regulatory thresholds. (There is no state AST form.)</p> <p>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 single tank greater than 660 gallons, or cumulative storage capacity greater than 1,320 gallons for all AST’s.</p> <p>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:</p> <ul style="list-style-type: none"> <li>?? A pressure vessel or boiler which is subject to Division 5 of the Labor Code.</li> <li>?? A storage tank containing hazardous waste if a hazardous waste facility permit has been issued for the storage tank by the Department of Toxic Substances Control.</li> <li>?? An aboveground oil production tank which is regulated by the Division of Oil and Gas.</li> <li>?? Certain oil-filled electrical equipment including but not limited to, transformers, circuit breakers, or capacitors.</li> </ul>
9.	Hazardous Waste Generator	Check the appropriate box to indicate whether your facility generates hazardous waste (HW). A generator is the person or business whose acts or processes produce a HW or who causes a hazardous substance or waste to become subject to state HW law. If your facility generates HW, 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.

ID	ELEMENT	INFORMATION DESCRIPTION
		<p>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.</p>
10.	Recycle	<p>Check the appropriate box to indicate whether your facility recycles 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.</p>
11.	Onsite Hazardous Waste Treatment	<p>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 section 25123.5(b) for these specific exemptions.</p> <p>Treatment of certain laboratory hazardous wastes do not require authorization. Refer to HSC section 25200.3.1 for specific information.</p> <p>Please contact your CUPA to determine if any exemptions apply to your facility. Triggers requirement for onsite hazardous waste treatment data elements.</p> <p>If your facility engages in onsite treatment of hazardous waste then complete the Onsite Hazardous Waste Treatment Notification- Facility page (formerly DTSC Form 1772) and one set of Onsite Hazardous Waste Treatment Notification-Unit pages (formerly DTSC Forms 1772A, B, C, D, E, and L) with waste and treatment process information for each unit.</p>
12.	Financial Assurance	<p>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).</p>

ID	ELEMENT	INFORMATION DESCRIPTION
		If your facility is subject to Financial Assurance requirements or claiming an exemption, then complete the Certification of Financial Assurance page (formerly DTSC Form 1232).
13.	Remote Waste Consolidation Site	<p>Check the appropriate box to indicate whether your facility consolidates hazardous waste generated at a remote site.</p> <p>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.</p> <p>If your facility consolidates hazardous waste generated at a remote site, then complete the Remote Waste Consolidation Site Annual Notification page (formerly DTSC Form 1196).</p>
14.	Hazardous Waste Tank Closure	<p>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:</p> <ul style="list-style-type: none"> <li>?? Your knowledge of the tank and its contents</li> <li>?? Testing of the tank</li> <li>?? Inability to remove hazardous materials stored in the tank</li> <li>?? The mixture rule</li> <li>?? The listed wastes in 40 CFR 261.31 or 40 CFR 261.32</li> </ul> <p>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 (formerly DTSC Form 1249).</p>
15.	Local Requirements	Some CUPA’s or AA’s may require additional information. Check with your CUPA before submitting the UPCF to determine if any supplemental information is required.

## II. Business Owner/Operator Identification - Instructions

Please submit the Business Owner/Operator Identification page, the Business Activity page, and the Chemical Description page 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 form pages. These data element numbers are used for electronic submission and is the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.)

Please number all pages of your submittal. This helps your CUPA or AA identify whether the submittal is complete and if any pages are separated.

ID	ELEMENT	INFORMATION DESCRIPTION
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.
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.
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.
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.	City	Enter the city or unincorporated area in which business site is located.
105.	Zip Code	Enter the zip code of business site. The extra 4 digit zip may also be added.
106.	Dun & Bradstreet	Enter the Dun & Bradstreet number for the facility. The Dun & Bradstreet number may be obtained by calling (610) 822-7748 or by Internet.
107.	SIC Code	Enter the primary Standard Industrial Classification Code number for primary business activity. NOTE: If code is more that 4 digits, report only the first four.
108.	County	Enter the county in which the business site is located.
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.	Owner Name	Enter name of business owner, if different from business operator.
112.	Owner Phone	Enter the business owner's phone number if different from business phone (area code first) and any extension.
113.	Owner Mailing Address	Enter the owner's mailing address if different from business site address.

ID	ELEMENT	INFORMATION DESCRIPTION
114.	Owner City	Enter the name of the city for the owner's mailing address.
115.	Owner State	Enter the 2 character state abbreviation for the owner's mailing address.
116.	Owner Zip Code	Enter the zip code for the owner's address. The extra 4 digit zip may also be added.
117.	Environmental Contact Name	Enter the name of the person, if different from the Business Owner or Operator, who receives all environmental correspondence and will respond to enforcement activity.
118.	Contact Phone	Enter the phone number, if different from Owner operator, at which the environmental contact can be contacted (area code first) and any extension.
119.	Mailing Address	Enter the mailing address where all environmental contact correspondence should be sent, if different from the site address.
120.	City	Enter the name of the city for the environmental contact's mailing address.
121.	State	Enter the 2 character state abbreviation for the environmental contact's mailing address.
122.	Zip Code	Enter the zip code for the environmental contact's mailing address. The extra 4 digit zip may also be added.
123.	Primary Emergency Contact Name	Enter the name of a representative that can be contacted in case of an emergency involving hazardous 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 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 the 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-hour 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.

ID	ELEMENT	INFORMATION DESCRIPTION
133.	Additional Locally Collected Information	This space may be used for CUPA's or AA's to collect any additional information necessary to meet the requirements of the their individual programs. Contact your local agency for guidance.
134.	Date	Enter the date that the form was signed. (YYYYMMDD)
135.	Name 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 form. The signer certifies to a familiarity with the information submitted and that based on their inquiry of those individuals responsible for obtaining the information, all the information submitted is true, accurate and complete.
	Signature of Owner/ Operator or Designated Representative	The Business Owner/Operator, or officially designated representative of the Owner/Operator, shall sign in the space provided. This signature certifies that the signer is familiar with the information submitted and that based on their inquiry of those individuals responsible for obtaining the information it is the signer's belief that the submitted information is true, accurate and complete.
137.	Title of Signer	Enter the title of the person signing the form.

### 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 as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.)

Please number all pages of your submittal. This helps your 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.
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 Safety Data Sheet (MSDS). NOTE: If the



ID	ELEMENT	INFORMATION DESCRIPTION
		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><b>Fire:</b> Flammable Liquids and Solids, Combustible Liquids, Pyrophorics, Oxidizers  <b>Reactive:</b> Unstable Reactive, Organic Peroxides, Water Reactive, Radioactive  <b>Pressure Release:</b> Explosives, Compressed Gases, Blasting Agents</p> <p>HEALTH HAZARDS</p> <p><b>Acute Health (Immediate):</b> Highly Toxic, Toxic, Irritants, Sensitizers, Corrosives, other hazardous chemicals with an adverse effect with short term exposure.  <b>Chronic Health (Delayed):</b> 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	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 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	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.

## 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.