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HAZARDOUS MATERIALS BUSINESS PLAN FORMS



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HAZARDOUS MATERIALS BUSINESS PLAN FORMS
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UNIDOCs
FACILITY INFORMATION
BUSINESS OWNER/OPERATOR IDENTIFICATION PAGE

Page _____ of _____

I. IDENTIFICATION

FACILITY ID # <i>(Agency Use Only)</i>	3 8 — 0 0 0 —	1.	BEGINNING DATE	100.	ENDING DATE	101.		
BUSINESS NAME (<i>Same as Facility Name or DBA – Doing Business As</i>)					3.	BUSINESS PHONE ()	102.	
BUSINESS SITE ADDRESS					103.	BUSINESS FAX ()	102a.	
BUSINESS SITE CITY San Francisco		104.	CA	ZIP CODE	105.	COUNTY San Francisco	108.	
DUN & BRADSTREET			106.	PRIMARY SIC	107.	PRIMARY NAICS	107a.	
BUSINESS MAILING ADDRESS							108a.	
BUSINESS MAILING CITY				108b.	STATE	108c.	ZIP CODE	108d.
BUSINESS OPERATOR NAME					109.	BUSINESS OPERATOR PHONE ()	110.	

II. BUSINESS OWNER

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

III. ENVIRONMENTAL CONTACT

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

-PRIMARY-

IV. EMERGENCY CONTACTS

-SECONDARY-

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

ADDITIONAL LOCALLY COLLECTED INFORMATION:

133.

Billing Address:

Property Owner:

Phone No.: ()

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

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

Business Owner/Operator Identification Page Instructions

You must include the Business Owner/Operator Identification Page with all HMBP submittals where the Business Activities Page and/or hazardous materials inventory page(s) are submitted. [Note: Numbering of the following instructions follows the Unified Program Consolidated Form (UPCF) Data Element numbers on the form. These data element numbers are used for electronic submittal and are the same as the numbering used in the Unified Program Data Dictionary in 27 CCR, Division 3.] Please number all pages of your submittal.

1. FACILITY ID NUMBER - This number is for agency use only. Leave this space blank.
3. BUSINESS NAME - Enter the complete Facility Name.
100. BEGINNING DATE - Enter the beginning year and date of the report.
101. ENDING DATE - Enter the ending year and date of the report.
102. BUSINESS PHONE - Enter the phone number, including area code and any extension.
- 102a. BUSINESS FAX - Enter the fax number, including area code.
103. BUSINESS SITE ADDRESS - Enter the street address where the facility is located, including building number, if applicable. Post office box numbers are not acceptable. This information must provide a means to locate the facility geographically.
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.
106. DUN & BRADSTREET - If the business has a D&B number, enter it here.
107. SIC CODE - Enter the 4 digit Standard Industrial Classification Code number for the facility's primary business activity.
- 107a. NAICS NUMBER - Enter the primary North American Industrial Classification System number.
108. COUNTY - Enter the name of the county in which the facility is located.
- 108a. BUSINESS MAILING ADDRESS - Enter the facility's street or P.O. box mailing address, if different from the site address.
- 108b. BUSINESS MAILING CITY - Enter the name of the city for the facility's mailing address.
- 108c. BUSINESS MAILING STATE - Enter the 2 character state abbreviation for the facility's mailing address.
- 108d. BUSINESS MAILING ZIP CODE - Enter the 5 or 9 digit zip code for the facility's mailing address.
109. BUSINESS OPERATOR NAME - Enter the name of the facility operator.
110. BUSINESS OPERATOR PHONE - Enter the operator's phone number, including area code and any extension.
111. OWNER NAME - Enter the name of the facility owner, if different from the operator.
112. OWNER PHONE - Enter the owner's phone number, including area code and any extension.
113. OWNER MAILING ADDRESS - Enter the owner's street or P.O. box mailing address, if different from the site address.
114. OWNER MAILING CITY - Enter the name of the city for the owner's mailing address.
115. OWNER MAILING STATE - Enter the 2 character state abbreviation for the owner's mailing address.
116. OWNER MAILING ZIP CODE - Enter the 5 or 9 digit zip code for the owner's mailing address.
117. ENVIRONMENTAL CONTACT NAME - Enter the name of the person, if different from the Business Owner or Operator, who will receive all environmental correspondence and will respond to enforcement activity.
118. CONTACT PHONE - Enter the environmental contact's phone number, including area code and any extension.
- 119a. CONTACT EMAIL ADDRESS - Enter the Environmental Contact's eMail address.
119. CONTACT MAILING ADDRESS - Enter the street or P.O. box mailing address where all environmental contact correspondence should be sent, if different from the site address.
120. CONTACT MAILING CITY - Enter the name of the city for the environmental contact's mailing address.
121. CONTACT MAILING STATE - Enter the 2 character state abbreviation for the environmental contact's mailing address.
122. CONTACT MAILING ZIP CODE - Enter the 5 or 9 digit zip code for the environmental contact's mailing address.
123. PRIMARY EMERGENCY CONTACT NAME - Enter the name of a representative (i.e. Emergency Coordinator) who can be contacted in case of an emergency involving hazardous materials at the facility. This person 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 Coordinator.
125. BUSINESS PHONE - Enter primary Emergency Coordinator's business phone number, including area code and any extension.
126. 24-HOUR PHONE - Enter a phone number that will be answered 24 hours a day. If not the primary Emergency Coordinator's home phone number, then the number of an answering service able to immediately contact the primary Emergency Coordinator must be provided. Please note that this is a public document, so any telephone number provided is available to the general public any time a review of your facility's records is conducted.
127. PAGER NUMBER - Enter the pager number for the primary Emergency Coordinator, if available.
128. SECONDARY EMERGENCY CONTACT NAME - Enter the name of a secondary Emergency Coordinator who can be contacted in the event that the primary Emergency Coordinator 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 Coordinator.
130. BUSINESS PHONE - Enter secondary Emergency Coordinator's business phone number, including area code and any extension.
131. 24-HOUR PHONE - Enter a phone number for the secondary Emergency Coordinator. See instructions for item 126, above.
132. PAGER NUMBER - Enter the pager number for the secondary Emergency Coordinator, if available.
133. ADDITIONAL LOCALLY COLLECTED INFORMATION - Enter the complete mailing address to which bills for permit fees should be sent, if different from items 119-122, above. Enter the name and phone number for the property owner.
- SIGNATURE OF OWNER/OPERATOR OR DESIGNATED REPRESENTATIVE - The Business Owner/Operator, or officially designated representative of the Owner/Operator, shall sign in the space provided. This signature certifies that the signer is familiar with the information submitted, and that based on the signer's inquiry of those individuals responsible for obtaining the information, it is the signer's belief that the submitted information is true, accurate, and complete.
134. DATE - Enter the date that the document was signed.
135. NAME OF DOCUMENT PREPARER - Type or print the full name of the person who prepared the Business Plan information.
136. NAME OF SIGNER - Type or print the full name of the person signing this document.
137. TITLE OF SIGNER - Enter the title of the person signing this document.

HAZARDOUS MATERIALS UNIFIED PROGRAM AGENCY (HMUPA)
BUSINESS ACTIVITIES/SUMMARY STATEMENT

Facility ID #: Business Name:	Street Address:			
--	------------------------	--	--	--

INSTRUCTIONS FOR THIS FORM -- Please review the information on file with the Department of Public Health about your business. For each statement, indicate if the information is correct by placing a check (✓) in the YES column or incorrect by indicating the correct information in the NO Updated Information column.

EPA Generator ID #: _____	Correct Y or N	Information on File	YES Correct Information	NO Updated Information	If No, please complete these pages
If NO, indicate correct #:					

HAZARDOUS MATERIALS BUSINESS PLAN

This business is registered to store liquid hazardous materials in the following amount:	Gallons	Gallons	Hazardous Materials Inventory Statement		
This business is registered to store solid hazardous materials in the following amount:	Pounds	Pounds			
This business is registered to store compressed gas hazardous materials in the following amount:	Cu Ft	Cu Ft			
This business has the following Regulated Substances Program designation (formerly acutely hazardous materials):					

ABOVEGROUND PETROLEUM STORAGE PROGRAM

This is an above ground petroleum storage tank facility: APS Quantity <u>10000000</u> .gal	Largest Container Size <u>12</u> .gal				
This is an APS Qualified Facility :	TIER:				
This APS facility HAS had a single discharge to navigable waters or adjoining shorelines exceeding 1,000 gallons and no two discharges exceeding 42 gallons each within any 12 month period over the last 3 years.					

HAZARDOUS WASTE GENERATOR PROGRAM

This business generates hazardous waste in the following quantity:			Tons/Yr	Hazardous Waste Inventory Statement
This business recycles more than 100 kg/mo of excluded or exempted recyclable materials.				Recyclable Materials Report (one per recycler)
The following number of Permit By Rule hazardous waste treatment units are operated at this facility:				On-Site Hazardous Waste Treatment-FACILITY
The following number of Conditionally Authorized hazardous waste treatment units are operated at this facility:				On-Site Hazardous Waste Treatment-UNIT (one per unit)
The following number of Conditionally Exempt hazardous waste treatment units are operated at this business:				Certificate of Financial Assurance
Hazardous waste treatment at this site is subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)				Remote Waste/Consolidation Site Annual Notification
Hazardous waste is generated at a remote site and consolidated				Hazardous Waste Tank Closure Certification
Need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site				Obtain federal EPA ID Number, file Biennial Report (EPA Form 8700-13A/B), and satisfy requirements for RCRA Large Quantity Generator
This facility generates in any single calendar month 1,000 kg (2,200 lbs) or more of federal RCRA hazardous waste, or generates in any single calendar month, or accumulates at any time, 1 kg (2.2 lbs) of RCRA acute hazardous waste; or generate or accumulate ay any time more than 100 kg (220 lbs) of spill cleanup materials contaminated with RCRA acute hazardous waste?				
This facility serves as a Household Hazardous Waste (HHW) Collection site?				

UNDERGROUND STORAGE TANK

This business owns/operates the following number of underground storage tanks: Total volume of USTs: <u>0</u> gal				UST Facility, UST Tank, Plot Plan, Monitoring Program Plan
---	--	--	--	--

LOCAL PROGRAMS

CHLOROFLUOROCARBON RECYCLING

This business operates a mobile air conditioning CFC recycling system.				
--	--	--	--	--

Please complete, sign and date reverse side of this form.

ANNUAL CERTIFICATION

Check applicable box:

- New Application** (*sign and date below*)
- Renewal Application** (*complete items 1 through 5, sign and date below*)

1. Hazardous Materials Inventory Statement

- There have been no changes in the quantity or identity of hazardous materials used, stored or handled at the facility. No hazardous materials subject to inventory requirements are being handled that are not listed on the most recently submitted inventory. The hazardous materials inventory most recently submitted is complete, accurate, and up to date. (**Note- if you have made changes to the inventory quantities on the summary page, you MAY NOT check this box**).
- Changes have been made to the hazardous materials inventory statement. A revised hazardous materials inventory statement MUST be attached.

2. Hazardous Waste Inventory Statement

- There have been no changes in the quantity or identity of hazardous waste generated, stored or handled at the facility. The hazardous waste inventory most recently submitted is complete, accurate, and up to date. (**Note- if you have made changes to the hazardous waste inventory quantities on the summary page, you MAY NOT check this box**)
- Changes have been made to the hazardous waste inventory statement. A revised hazardous waste inventory statement MUST be attached.

3. Facility Map

- No changes have been made to the facility map. The map most recently submitted is complete, accurate, and up to date.
- Changes have been made to the facility map. A revised map MUST be attached.

4. Emergency Response Plan/Contingency Plan

- No changes have been made to the Emergency Response Plan (ER Plan). The ER Plan most recently submitted is complete, accurate, and up to date.
- Changes have been made to the ER Plan. A revised ER Plan MUST be attached.

5. Training Plan

- No changes have been made to the Training Plan. The Training Plan most recently submitted is complete, accurate, and up to date.
- Changes have been made to the Training Plan. A revised Training Plan MUST be attached.

SIGNATURE	DATE
PRINTED NAME	TITLE

I certify under penalty of perjury that the information provided on this form and other documents included in this application is complete and accurate to the best of my knowledge. I understand that disclosure of incorrect information or submission of required documents after my application due date will result in late fees and penalties.

EMERGENCY RESPONSE PLAN

Facility ID #	<i>(Complete this box or affix label here)</i>
Business Name	
Street Address	

This sample plan was prepared with small businesses in mind. Evaluate the sample plan to see if it would meet your needs. For example, if you operate a large business, you may need to expand some sections of this plan to include more details.

IF YOUR BUSINESS ALREADY HAS AN EMERGENCY RESPONSE PLAN, THAT AT A MINIMUM COVERS ALL OF THE ITEMS IN THIS EMERGENCY RESPONSE PLAN, YOU MAY SUBMIT THAT PLAN IN PLACE OF THIS ONE.

Directions: Check all boxes that are applicable. Provide all information on lines as directed. Use the continuation sheet (make copies as necessary) on page 33.17 to continue answers for which there is insufficient space. If a line is not applicable, write "NA".

This business will operate and maintain its facility in a way that reduces the possibility of accidents. To achieve this goal, every employee shall become familiar with the proper use, storage, and handling of hazardous materials and shall follow appropriate work practices. **In the event of an accident, employees will follow the procedures outlined in this plan.**

I. Emergency Coordinators

The Primary Emergency Coordinator is responsible for coordinating all emergency response actions at the facility. He/she is familiar with the operations of the business and has full access to the facility. In addition, he/she has the authority to make decisions during an emergency and will be available on a 24-hour basis. The Secondary Emergency Coordinator will work in conjunction with the Primary Emergency Coordinator or on his/her behalf.

The Emergency Coordinator will be responsible for notifying the hospital (listed in Section II of this plan) as often as is needed of any special medicine, equipment, or decontamination procedures that will be required to treat injuries and illnesses caused by the hazardous materials/wastes used at this business.

Spilled hazardous materials and dirty absorbents may be considered hazardous waste. Hazardous waste cannot be thrown out with regular trash. Hazardous waste must be removed by a licensed hazardous waste transporter/contractor. The Emergency Coordinator will contact the hazardous waste contractor listed in Section II of this plan to remove hazardous waste produced as a result of a spill or leak.

We suggest that the Emergency Coordinator invite Fire Department representatives from the nearest Fire Station to visit your business as often as is needed to become familiar with its operations and hazardous materials.

The Emergency Coordinators are listed in the Emergency Coordinator Section of the Business Owner Operator Identification Form (Form B).

II. Telephone Directory

A. Fire, Police, Medical, or Hazardous Materials Emergency: **911**

B. Hospital/Clinic used by business:

(Name) _____ (Address) _____ (24-Hour Phone) _____

C. Hazardous Waste Hauler/Emergency Clean-up Contractor used by business (if any):

(Contractor) _____ (24-Hour Phone) _____

D. Business Person/Position who will report spills/leaks of Hazardous Materials/Wastes

The law requires the business owner/designee to make oral and written reports of hazardous materials/hazardous wastes spills and leaks.

After an uncontrolled spill or leak of a hazardous material/waste:

(Name a person or a position within the business)

WILL CALL:	S. F. Department of Public Health California Emergency Management Agency National Response Center	(415) 252-3900 (800) 852-7550 (800) 424-8802
WILL CALL:	S.F. Department of Public Works When hazardous materials/waste spills/leaks into a sewer	(415) 695-2020
WILL WRITE REPORT TO:	Department of Toxics Substance Control 700 Heinz St Berkeley, CA 94704 Within 15 days of a hazardous waste spill/leak	(800) 852-7550
WILL CALL:	S. F. Department of Public Health Within 24 hours of an underground tank leak	(415) 252-3900
AND WRITE REPORT TO:	S.F. Department of Public Health Hazardous Materials Unified Program Agency 1390 Market St. Suite 210, S. F., CA 94102 Within 5 days of an underground tank leak	
MAY CONTACT:	Bay Area Air Quality Management District California Fish and Game California Highway Patrol CalTrans Environmental Protection Agency Poison Control Center U.S. Coast Guard	(800) 792-0836 (916) 445-0045 (707) 648-5550 (415) 923-4444 (415) 744-2000 (415) 476-6600 (415) 399-3545

Method of Alerting Employees and Others within the Facility

When there is an emergency at the site, employees and other people within the facility will be alerted by:

- Voice Intercom Telephone Siren, bell, buzzer, etc;
 other _____

Alerts may be vocal or mechanical but should be adequate to notify any area of the business. If available, describe location of mechanical alarms and how they work.

Unaccompanied visitors will be informed of the business' s emergency alarm system:

- Upon entry into building Upon entry into hazardous area
 other _____

VI. Method of Alerting Neighbors

When a hazardous material/waste accident at the business site may affect neighbors (residences or businesses), employees will alert them by:

- voice after going to neighbors' premises; telephone
 other _____

Employees responsible for contacting neighbors are:

Nearest neighbors: (*List all residences and businesses in physical contact with the business site*):

1. _____
(Residence or Business Name) (Address) (Phone #)
2. _____
3. _____
4. _____

VIII. Procedures For Shutting Off Gas, Electricity, and Water

Natural Gas is usually shut off at a valve near the meter. If the valve stem is aligned with the piping, the valve is open, if crossways to the piping, the valve is closed. A wrench should be kept near the gas shutoff valve.

All electricity is shut off at the main electrical service box. This box is often close to the meter. Individual circuits can be shut off at panel boxes. The shutoff may be by switch or breaker. Switch positions are marked "On" or "Off" next to the switch handle.

Water can be turned off at the main water valve. The main water valve may be located in the street, next to the water meter, or inside the building. Many water valves need a wrench to be changed.

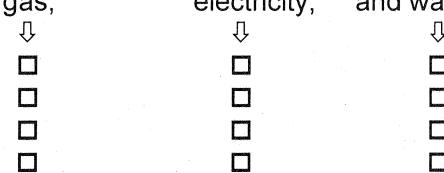
Location of gas shutoff valve: _____

Location of main electrical service box: _____

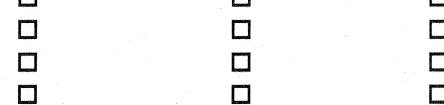
Location of main water valve: _____

Situations when gas, electricity, and water should be shut off.

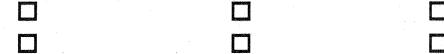
Earthquake:



Fire:



Flood:



Other: _____



Who will be responsible for shutoffs? Any employee Managers

Other _____

After a problem where gas and/or electricity, and/or water has been turned off; care must be taken when the utility is turned back on. Who will be responsible for turning utilities back on?

Any employee Managers

Other _____

IX. Facility Evacuation Procedure

In the event of an emergency at or near your facility, people within your facility shall:

- leave the building and assemble at: _____ or
 remain in the building at: _____

The person(s) responsible for accounting for all employees and others after an emergency is/are:

Evacuation maps can provide guidance in emergencies, especially for visitors. The facility building:

- is basically a single room,
 has posted maps at strategic facility locations,
 other _____

During an evacuation, will there be any employees who have to stay behind in the building to operate critical operations before they evacuate? no yes

Use a continuation sheet to tell who will stay and what their responsibilities and procedures are.

During an earthquake it is best to duck, cover, and hold before evacuation. The best places in the facility are: under desks under tables in doorways

other _____

The areas that are most easily damaged during an earthquake and must be inspected or isolated immediately after an earthquake (before employees return into the building) are:

walls ceilings and roof floors foundation central pillars
 other

X. Safety Information, Medical Duties, And Rescues

Material Safety Data Sheets (MSDS) for hazardous materials used at the facility must be accessible in areas where employees may review them.

- MSDS are hung on walls, where? _____
 MSDS are kept in binders, where? _____
 Other, where? _____

MSDS should not be kept in inaccessible areas such as file cabinets or offices.

Only trained individuals should perform rescues, first aid or CPR. The facility

- has employees trained as a rescue team
 has employees trained in First Aid and CPR
 relies on medical assistance provided after calling 911.

XI. Spills & Leaks Of Hazardous Materials

Spills and leaks of hazardous materials can damage facilities, injure workers, and harm the environment. It is best to prevent spills and leaks by taking precautions. *The table on the next page will help you to sort through the hazardous materials at your facility and to group them into categories where precautions and spill/leak response are similar. Use the back as a continuation page(s) if necessary.*

For the purposes of this categorization, a **process** can be a piece of equipment such as a forklift or emergency generator; an unattended activity such as water treatment; any of a huge variety of employee activities such as cleaning, painting, welding, roofing, auto repairing, contracting (e.g. building), etc.; and general processes such as photography, laundry, or laboratory. A facility may have a single process or multiple processes. For each **process** where hazardous materials are used at your facility, list the **hazardous materials used** and determine the **category** for each material. The container label and MSDS will usually give/indicate an appropriate category.

Note: Each process can have more than one hazardous material associated with it. Each hazardous material usually has only one category associated with it.

The next step is to complete a **Spill Response Procedure** for each **category** of hazardous materials used at your facility. **Spill Response Procedures** for the following **categories** of hazardous materials are found in pages 33.1 through 33.22 of this Emergency Response Plan.

<i>Category</i>	<i>Examples</i>
Compressed Gases – Flammable	Acetylene, propane, butane, hydrogen, or natural gas
Compressed Gases -- Non- flammable	Oxygen, nitrous oxide, air, carbon dioxide, nitrogen, helium, or argon) (Also, see Corrosives)

<i>Category</i>	<i>Examples</i>
Liquids – Flammable	Gasoline, methanol, ethanol, ethers, acetone, lacquers, and hydrazine
Liquids – Combustible	Diesel fuel, jet fuel, kerosene, heating oil, lubricating oils, oil paints, MIK, MIBK, antifreeze
Other Liquids	Solvents/Poisons/Carcinogens): (e.g. PCE, TCE, DCE, carbon tetrachloride, methylene chloride, latex paint, pesticides, herbicides, and liquid hazardous materials not listed in other categories) (Also, see Corrosive and Oxidizer liquids)
Other Solids	Poisons/Carcinogens: (e.g. pesticides, herbicides, tar and mastics, welding rods, sand or rock dust with silica warning on container (usually bag) label, and solids with danger, toxic, poison, or carcinogen warnings on the label)(also, see Corrosives and Oxidizers)
Corrosive Chemicals (Corrosives)	HF, HCl, HBr, HCN, H ₂ S, Cl ₂ , Br ₂ ; liquids/solids/solutions such as acids, bases, salts, most water treatment chemicals; and solids such as cement, redi-mix, grout, stucco
Oxidizing Chemicals (Oxidizers)	Peroxides, solid nitrates, chlorates, perchlorates, permanganates; liquids such as hydrogen peroxide, nitric acid, and perchloric acid
Water/air Reactive Materials (Water Reactives)	Lithium, Sodium, Potassium, Sodium - Potassium metals; elemental Phosphorous, or alkali metal alkyls such as methyl lithium
Shock Sensitive Materials	Azides, organic peroxides. Hydrogen peroxide over 30%, fulminates, picrates
Solids – Flammable	Pyrotechnics, flares and fuses, solid rocket fuels
Etiologic Agents	Not Available
Radioactive Materials	Not Available

PROCESS	HAZARDOUS MATERIALS USED	CATEGORY

This page intentionally left blank.

Use this page only if Flammable Compressed Gases are used at your business
Precautions and Control/Clean Up Procedure For Spills/Leaks of
COMPRESSED GASES – FLAMMABLE*
Check all applicable boxes & make additions to "Other"

Flammable compressed gases (fuels) include: (Circle appropriate items) Hydrogen sulfide, hydrogen, methane, propane, butane, and acetylene that are contained in compressed gas cylinders. There may be little in the way of information or warnings on the cylinder so Material Safety Data Sheets need to be present. Other Materials: _____

* Hydrogen cyanide and anhydrous ammonia could be include in this grouping but seem better suited for inclusion in corrosives.

Special precautions for flammable compressed gases are:

- Store away from oxidizing compressed gases such as oxygen and nitrous oxide.
- Store away from heat, flame, direct sunlight, or possible electric arcs. Secure compressed gas cylinders in carts, to walls, etc so they remain upright. Compressed gas cylinders should be connected to a manifold or regulator or have a cylinder cap in place.
- Other (Check MSDS) _____

Protective equipment for flammable compressed gases leaks:

- Goggles
- Gloves
- Apron
- Boots
- Combustion gas/oxygen meter
- Other (Check MSDS) _____

Spill control equipment for flammable compressed gases leaks:

- "Intrinsically safe" fan
- Cones and barrier tape
- Other (Check MSDS) _____

Control procedure for flammable compressed gases leaks:

- Turn off compressed gas cylinder valve if safe to do so. Flammable compressed gases can explode from arcs of static electricity.
- Evacuate area
- Deny area access
- Other (Check MSDS) _____

Decontamination procedure for flammable compressed gases leaks:

- Aerate leak area prior to reentry
- Other (Check MSDS) _____

Disposal procedure for flammable compressed gases leaks: None.

Employees should not clean up a flammable compressed gases leak if:

- They have not been trained or are scared to do so; or
- There is a source of ignition (electric, static electricity, heat, flame).
- There are other threatening materials released besides flammable compressed gases.
- There is a fire that threatens the cleanup area or scares the employee(s).
- There has been an earthquake and the building has not been structurally evaluated.
- Other: _____

In such cases employees should:

- Call for help from other employees
- Warn other employees/others
- Call for in-house emergency response team
- Phone 911
- Other: _____

This page intentionally left blank

Application 33.2

Use this page only if Non-Flammable Compressed Gases are used at your business
**Precautions and Control/Clean Up Procedure For Spills/Leaks of
COMPRESSED GASES - NON-FLAMMABLE***
Check all applicable boxes & make additions to "Other"

Non-flammable gases include: (Circle appropriate items) Oxygen, nitrogen, nitrous oxide, helium, neon, argon, krypton, carbon dioxide, carbon dioxide/argon, carbon monoxide, Fluorine, Chlorine, Bromine, freons, halons, and similar halocarbon materials that are stored at high pressure and contained in compressed gas cylinders. Gases stored for or in use in foodstuffs (e.g. CO₂ in sodas); or in refrigeration systems other than ammonia (e.g. freons); or in fire suppression systems (e.g. CO₂ and halons) are exempted. There may be little in the way of information or warnings on the cylinder so Material Safety Data Sheets need to be present.

Other Materials: _____

Non-flammable gases will not burn in air when released. Compressed hydrogen fluoride, hydrogen chloride, hydrogen, and anhydrous ammonia are better described as corrosives than non-flammable gases.

Special precautions for non-flammable compressed gases are:

- Store away from reducing compressed gases (fuels) such as hydrocarbons, hydrogen, and acetylene.
- Store away from heat, open flame, or direct sunlight. Secure compressed gas cylinders in carts, to walls, etc so they remain upright. Compressed gas cylinders should be connected to a manifold or regulator or have a cylinder cap in place.
- Other (Check MSDS) _____

Personal protective equipment for non-flammable compressed gases leaks:

- Goggles
- Gloves
- Apron
- Boots
- Other (Check MSDS) _____

Spill control equipment for non-flammable compressed gases leaks:

- Fan
- Other (Check MSDS) _____

Control procedure for non-flammable compressed gases leaks:

- Turn off compressed gas cylinder valve if safe to do so.
- Evacuate area
- Other (Check MSDS) _____

Decontamination procedure for non-flammable compressed gases leaks:

- Aerate leak area
- Other (Check MSDS) _____

Disposal procedure for non-flammable compressed gases leaks: None.

Employees should not clean up a non-flammable compressed gases leak if:

- They have not been trained or are scared to do so.
- There are other threatening materials released besides non-flammable compressed gases.
- There is a fire that threatens the cleanup area or scares the employee(s).
- There has been an earthquake and the building has not been structurally evaluated.
- Other: _____

In such cases employees should:

- Call for help from other employees
- Warn other employees/others
- Call for in-house emergency response team
- Phone 911
- Other: _____

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Application 33.4

Use this page only if Flammable Liquids are used at your business
Precautions and Control/Clean-Up Procedures For Spills/Leaks of
LIQUIDS – FLAMMABLE (Flammable liquids have flash points up to approximately 140° F)
Check all applicable boxes & make additions to "Other"

Flammable liquid chemicals include: (Circle appropriate items) Methanol, ethanol (drinking alcohol), isopropyl alcohol (rubbing alcohol), propanol, pentane, hexane, heptane, octane, gasoline, naphtha (petroleum ether), nitromethane, benzene, toluene, xylene, petroleum spirits (mineral spirits)(ligroin), varnish thinner, diethyl ether, dipropyl ether, acetone, methyl ethyl ketone (MEK), methyl iso-butyl ketone (MIBK), acetonitrile, acetaldehyde, carbon disulfide, formaldehyde, hydrazine, methyl amine, and pyridine. **Note:** Spray cans (usually < 1 gallon) marked "extremely flammable" should be counted when their total volume exceeds 55 gallons. Flammable liquids container labels and Material Safety Data Sheets state "Flammable Liquids". Other Materials: _____

Special precautions for flammable liquids are:

Note: Flammable storage containers must comply with OSHA 29CFR1910.106 and NFPA Code 30.

- Store away from oxidizing solids, liquids, compressed gases.
- Store away from heat, flame, direct sunlight, and electric arcs.
- Store in metal cabinets** (when >10 gallons in use).
- To reduce static buildup, ground all large metal containers in use and bond all small (local) metal containers when pouring from the large containers.
- Keep containers labeled (check periodically) Keep lids and caps tightly closed Provide secondary containment of materials if possible Dispose of or double contain (overpack) any material that appears to be leaking or is not completely sound Other: _____

Protective equipment for flammable liquids spills/leaks:

- Goggles (face shield) and gloves are mandatory.
- Apron Boots Air purifying respirator Combustible gas/oxygen meter Organic vapor analyzer.
- Other: _____

Spill control equipment for flammable liquids spills/leaks:

- Absorbent (sand/clay/kitty litter) is required. Avoid cellulose absorbents such as sawdust.
- Plastic or non-sparking shovel Metal container "Intrinsically safe" fan Barrier tape and cones Rags Pigs, pillows, mats, dams Hydrophobic mops Other: _____

Control procedure for flammable liquids spills/leaks:

- Shut off equipment and sources of ignition, apply absorbent to spilled flammable solid
- Dike perimeter of spill; only if safe to do so. DO NOT INHALE VAPORS.
- Cover all spill/leak material with absorbent Ventilate spill/leak Evacuate area Wash any spill on skin Deny area access Other: _____

Decontamination procedure for flammable liquids spills/leaks:

- Note: Many flammable liquids can ignite from static electricity
- Put contaminated rags in rags container Scrub/rinse contaminated area w/soap-water Put (shovel) contaminated absorbent into a metal container. Other: _____

Disposal procedure for flammable liquids spills/leaks:

- Send rags to cleaner if safe to do so Dispose of flammable liquid waste as hazardous waste in accordance with applicable regulations Other: _____

Employees should not clean up flammable liquids spills/leaks if:

- They have not been trained or are scared to do so or if absorbent or container is not available.
- There is a source of ignition (electric, static electricity, heat, flame) There is possibility of electric shock
- There are other threatening materials besides flammable liquids There is a fire that threatens the cleanup area or scares the employee(s) There was an earthquake and the building has not been structurally evaluated Other: _____

In such cases employees should:

- Call 911. Call for help from other trained employees. Warn other employees/others. Call for in-house emergency response team. Other: _____

Application 33.6

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Use this page **only** if Combustible Liquids are used at your business
Precautions, Control, & Clean-Up Procedures For Spills/Leaks of
Liquids - COMBUSTIBLE *

Check all applicable boxes & make additions to "Other"

Combustible liquid chemicals include: (Circle appropriate items) Lubricating and hydraulic oils; brake, power steering, and transmission fluids; diesel, jet, and aviation fuels; heating oils (incl. home) and kerosene; many cleaners and solvents; most undiluted radiator coolant; many greases; and paint thinner. Combustible container label and Material Safety Data Sheets state material is a "combustible liquid". Other Materials _____

*Combustible liquids have flash points between 140° and 200° F (approximate depending upon defining source).

Special precautions for combustible liquids are:

- Store away from oxidizing compressed gases, oxidizers, heat, flame, and electric arcs.
- Treat heated combustible liquids as if they are flammable liquids.
- Keep containers labeled Keep lids and caps tightly closed Double contain (overpack container) materials if leakage is detected Other (Check MSDS) _____

Personal protective equipment for combustible liquids spills/leaks:

- Goggles Appropriate Gloves Apron Boots Air-purifying respirator.
- Other (Check MSDS) _____

Spill control equipment for combustible liquids spills/leaks:

- Floor sweep absorbent (sand/clay/kitty litter) or a hydrophobic mop is required. DO NOT use cellulose absorbents such as sawdust.
- Shovel Labeled metal container with tight fitting lid (for rags or for absorbent) Fan Barrier tape and cones Rags Pigs, pillows, mats, & dams Mop (hydrophobic)** Mop (regular).
- Other: (Check MSDS) _____

Control procedure for combustible liquids spills/leaks:

- Shut off equipment and sources of ignition, upright container, mop up or apply absorbent
- Dike perimeter of spill. DO NOT INHALE VAPORS.
- Cover all spill/leak material Ventilate spill/leak area Evacuate area Wash any spill on skin
- Deny area access Other (Check MSDS) _____

Decontamination procedure for combustible liquids spills/leaks:

- Put contaminated rags in metal container with tight fitting lid Put (shovel) contaminated absorbent into a metal container with tight fitting lid Scrub/rinse contaminated area w/compatible detergent/water.
- Other (Check MSDS) _____

Disposal procedure for combustible liquids spills/leaks:

- Send rags to cleaner if safe to do so Recycle combustibles Dispose of combustible waste as hazardous waste in accordance with applicable regulations Other: (Check MSDS) _____

Employees should not clean up combustible liquids spills/leaks if:

- They have not been trained or are scared to do so or if absorbent/rags/mop/container are not available.
- There is a source of ignition (electric, heat, flame, static) There is possibility of electric shock There are other threatening materials besides combustible liquids There is a fire that threatens the cleanup area or scares the employee(s) There was an earthquake and the building has not been structurally evaluated.
- Other _____

In such cases employees should:

- Call for help from other trained employees Warn other employees/others Call for in-house emergency response team Phone 911 Other _____

** Hydrophobic mops are now available that pick up oils but leave water.

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Use this page only if Other Liquids are used at your business
**Precautions and Control/Clean-Up Procedures For Spills/Leaks of
OTHER LIQUIDS (SOLVENTS, POISONS, CARCINOGENS, etc.)**
Check all applicable boxes & make additions to "Other"

Other liquid chemicals include: (Circle appropriate items) Solvents such as PCE, TCE, DCE, carbon tetrachloride, methylene chloride; liquid pesticides and herbicides; latex paint and non-soy inks; cleaners/surfactants, and other hazardous liquids not listed in other categories. Material Safety Data Sheets need to be present. Other Materials: _____

Special precautions for other liquids are:

- This is a broad category of materials that can cause acute or chronic illness depending upon the material and the exposure. Good housekeeping is essential for preventing exposure through skin, eyes, mouth, and lungs.*
- Keep containers labeled Keep lids and caps tightly closed Double contain materials if practical
- Dispose of any material that appears to be leaking or whose container is not completely sound
- Do not inhale vapors Other (Check MSDS) _____

Personal protective equipment for other liquids spills/leaks:

- Goggles/glasses Gloves Apron Boots Other (Check MSDS) _____

Spill control equipment for other liquids spills/leaks:

- Floor sweep absorbent (sand/clay/kitty litter) or a hydrophobic mop is required.*
- Shovel Container Fan Barrier tape and cones Rags Pigs, pillows, mats, & dams
- Mop (hydrophobic)** Mop (regular) Other (Check MSDS) _____

Control procedure for other liquids spills/leaks:

- DO NOT INHALE VAPORS.**
- Upright the container Apply absorbent Dike perimeter of spill Cover all spill/leak material
- Ventilate spill/leak area Evacuate area Wash any spill on skin Deny area access
- Other: (Check MSDS) _____

Decontamination procedure for other liquids spills/leaks:

- Put (shovel) contaminated absorbent into a container. Scrub/rinse contaminated area w/soap-water. Other: (Check MSDS) _____

Disposal procedure for other liquids spills/leaks:

- Small amounts of contaminated absorbent can undergo evaporation if there is a safe place to do it
- Other waste is likely hazardous waste and must be disposed of accordingly
- Other (Check MSDS) _____

Employees should not clean up other liquids spills/leaks if:

- They have not been trained or are scared to do so or if absorbent or container is not available*
- There is possibility of electric shock There are other threatening materials released besides other liquids
- There is a fire that threatens the cleanup area or scares the employee(s) There has been an earthquake and the building has not been structurally evaluated Other: _____

In such cases employees should:

- Call for help from other employees Warn other employees/others Call for in-house emergency response team Phone 911 Other: _____

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Application 33.10

Use this page only if Other Solids are used at your business
**Precautions and Control/Clean-Up Procedures For Spills/Leaks of
OTHER SOLIDS (POISONS, CARCINOGENS, etc)**
Check all applicable boxes & make additions to "Other"

Other solid chemicals include: (Circle appropriate items) Solid pesticides and herbicides; tar and mastics; welding rods, sand or rock dust in containers carrying a silica warning; chemicals with "poison", "carcinogen" "toxic", "danger", or "irritant" on the label or on the Material Safety Data Sheet and other hazardous solids not listed in other categories.

Other Materials _____

Special precautions for other solids are:

- This is a broad category of materials that can cause acute or chronic illness depending upon the material and the exposure.**
- Good housekeeping is essential for preventing exposure through skin, eyes, mouth, and lungs.**
- Keep containers labeled (check periodically) Keep lids and caps tightly closed Double contain materials if possible Dispose of any material that appears to be leaking or whose container is not completely sound Other: (Check MSDS) _____

Personal protective equipment for other solids spills/leaks:

- Goggles/glasses Gloves Apron Boots Other (Check MSDS) _____

Spill control equipment for other solids spills/leaks:

- Absorbent Shovel Metal container Fan Barrier tape and cones.
- Other: (Check MSDS) _____

Control procedure for other solids spills/leaks:

- Upright container Apply absorbent Ventilate spill/leak area Evacuate area Wash any spill on skin. Deny area access Other (Check MSDS) _____

Decontamination procedure for other solids spills/leaks:

- Put (shovel) contaminated solid or solid/absorbent into a container Scrub/rinse contaminated area w/soap-water Other (Check MSDS) _____

Disposal procedure for other solids spills/leaks:

- Some solid waste is hazardous waste and must be disposed of accordingly.
- Other: (Check MSDS) _____

Employees should not clean up other solids spills/leaks if:

- They have not been trained or are scared to do so or if absorbent or container is not available**
- There is possibility of electric shock There are other threatening materials released besides other solids There is a fire that threatens the cleanup area or scares the employee(s) There has been an earthquake and the building has not been structurally evaluated
- Other: _____

In such cases employees should:

- Call for help from other employees Warn other employees/others Call for in-house emergency response team Phone 911 Other: _____

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Application 33.12

Use this page only if Corrosive chemicals are used at your business
**Precautions and Control/Clean-Up Procedures For Spills/Leaks of
CORROSIVE CHEMICALS***

Check all applicable boxes & make additions to "Other"

Corrosive chemicals include*: (Circle appropriate items) Corrosives can exist in solid, liquid, and gas forms. Compressed gases such as hydrogen fluoride, Hydrogen chloride, hydrogen bromide, hydrogen cyanide, hydrogen sulfide, chlorine, bromine, and anhydrous ammonia; Liquid/solution/solid inorganic acids and bases such as hydrofluoric acid, muriatic acid, hydrobromic acid, hydroiodic acid, Nitric Acid, sulfuric (battery) acid, phosphoric acid, Sodium hydroxide, potassium hydroxide, and ammonium hydroxide; organic acids such as formic, oxalic, acetic, propionic, and their substituted derivatives; organic bases such as amines; and most salt solutions. Industrial materials include batteries, fluxes, metal cleaning solutions, water treatment chemicals, swimming pool chemicals, and drain cleaners. Corrosive container labels and Material Safety Data Sheets are required to state "corrosive" if pH is less than 2 or greater than 12.5 or if damaging to certain metals.

Other Materials: _____

*Some corrosives such as HCl can be listed as non-flammable gases but are better listed here.

Special precautions for corrosives are:

- CORROSIVES HAVE SEVERE EYE DAMAGE POTENTIAL**
- Both eye and skin protection is required. An eyewash capable of running for 15 minutes should be near to corrosive handling/storage**
- Maintain separate storage areas for "acidic" and "basic" corrosive materials**
- Provide secondary containment for corrosives likely to leak (e.g. batteries)**
- When handling/working with corrosives, keep corrosives as far away from eyes as possible It is best to not wear contact lenses Periodically test eyewash/shower (if any) Have eyewash no more than 10 seconds away from corrosives Periodically check neutralizer supply
- Other: (Check MSDS) _____

Personal protective equipment for corrosives spills/leaks:

- Goggles Face shield Gloves Apron Boots Air-purifying respirator.
- Other (Check MSDS) _____

Spill control equipment for corrosives spills/leaks:

- Neutralizer Absorbent (sand/clay/kitty liter) Plastic shovel Plastic container Plastic bags
Barrier tape/cones to deny access Other (Check MSDS) _____

Control procedure for corrosive spills/leaks:

- Stop source if possible Apply neutralizer/absorbent as needed Absorbent can be powder (like clay), absorbent sheets, pigs, pillows, or absorbent dams Put (shovel) neutralized contaminated absorbent into a labeled plastic container Barrier tape spill area if tracking could spread the spill/leak.
- Other: (Check MSDS) _____

Decontamination procedure for corrosives spills/leaks:

- Wash shovel with water Ensure plastic container does not leak Wash contaminated area with water and dry with paper towels or similar Wash hands and any splashes on cloths with water and dry. Other (Check MSDS) _____

Continued on reverse

Disposal procedure for corrosives spills/leaks:

- Mostly dry, near neutral neutralized contaminated corrosive materials can be put to garbage
- Strong acid (< pH = 2) or strong base (>pH = 12.5) is hazardous waste and must be disposed of in accordance with regulations. Inform the SF Public Utilities Commission Bureau of Environmental Regulation and Management at 695-7310 if a corrosive spill/leak has gone down sewer drain.
- Other (Check MSDS) _____

Employees should not clean up a corrosives spill/leak if:

- They have not been trained or are scared to do so.*
- The spill/leak is large/difficult and judged by employee(s) to be impossible with means at hand There is possibility of electric shock Neutralizer/absorbent/plastic container is not available There are other threatening materials released besides corrosives There is a fire that threatens the cleanup area or scares the employee(s) There has been an earthquake and the building has not been structurally evaluated.
- Other: _____

In such cases employees should:

- Call for help from other employees Warn other employees/others Call for in-house emergency response team Phone 911 Other: _____

Use this page only if Oxidizing Chemicals are used at your business
**Precautions and Control/Clean-Up Procedures For Spills/Leaks of
OXIDIZING CHEMICALS**

Check all applicable boxes & make additions to "Other"

Oxidizing chemicals include: (Circle appropriate items) Many oxidizing chemical can exist in solid form as well as solutions. Inorganic acids such as nitric, chromic (Chromerge™ solution), and perchloric acids; hydrogen peroxide** and peroxides, and salts such as any nitrate, perchlorate (also perbromate and periodate), chlorate (also bromate and iodate), permanganate and persulfate. Oxidizer container labels and Material Safety Data Sheets state "oxidizer". *.Other Materials:

** Hydrogen peroxide at less than or equal 30% is classified as an oxidizer. Above 30% hydrogen peroxide should be treated as a shock sensitive.

Special precautions for oxidizers are:

- Keep oxidizers away from eyes and skin Store oxidizers by themselves (not alphabetically with other chemicals) Do not store oxidizers near reducing agents (fuels, flammable compressed gases, flammable liquids, combustible liquids, solvents, plastic, paper, sawdust, or wood)
 Other (Check MSDS)

Personal protective equipment for oxidizers spills/leaks:

- Goggles Gloves (made of appropriate material) Apron Boots
 Other (Check MSDS)

Spill control equipment for oxidizers spills/leaks:

- Do NOT use straw or plastic brooms. Do NOT use regular or hydrophilic mops.
 Absorbent (non-organic) such as sand/clay/kitty litter Metal shovel Metal or glass container
 Barrier tape and cones Other (Check MSDS)

Control procedure for oxidizers spills/leaks:

- Unless suggested by MSDS, DO NOT neutralize oxidizing agents with reducing agents. Doing so can cause rapid heat buildup, fire, or even explosion.
 Apply absorbent if needed (DO not use cellulose (or other organic) absorbents such as saw dust)
Put (shovel) neutralized contaminated absorbent into a metal or glass container Deny area access.
Other (Check MSDS)

Decontamination procedure for oxidizers spills/leaks:

- Wash shovel with water Ensure metal or glass container does not leak Wash contaminated area with water and dry with paper towels or similar Wash hands and any splashes with water and dry
Other (Check MSDS)

Disposal procedure for oxidizers spills/leaks:

- Oxidizer waste is hazardous waste and must be disposed of accordingly.
 Small amounts of dilute oxidizer waste can be flushed to the sewer (e.g. bleach),
 Other: (Check MSDS)

Employees should not clean up an oxidizers spill/leak if:

- They have not been trained to do so or are scared to do so.
 The spill/leak is so large and/or difficult and judged by employee(s) to be impossible with means at hand
 There is possibility of electric shock Absorbent or metal/glass container is not available.
 There are other threatening materials released/present besides oxidizers There is a possibility that the oxidizers may cause a fire or a fire already threatens the cleanup area or scares the employee(s)
 There has been an earthquake and the building has not been structurally evaluated.
 Other: (Check MSDS)

In such cases employees should:

- Call for help from other employees. Warn other employees/others. Call for in-house emergency response team. Phone 911. Other:

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Application 33.16

Precautions and Control/Clean-Up Procedures For Spills/Leaks of WATER-AIR REACTIVE MATERIALS*

Check all applicable boxes & make additions to "Other"

Water-air reactive materials include: (circle appropriate items) Elemental metals** lithium, sodium, potassium, Na-K, & Cs; most finely divided metals (can become air-reactive); alkyl alkali metals** such as methyl lithium, butyllithium, phenyllithium; inorganic acids such as fuming nitric, fuming sulfuric acid (oleum); chromic** (Chromerge™); elemental phosphorous* and phosphorus pentoxide**; lithium, sodium and potassium amides** and borohydrides**; lithium, sodium, potassium, aluminum, lithium aluminum hydrides**; aluminum chloride**, methyl magnesium bromide**; acetyl, surfuryl, thionyl & phosphoryl chlorides; disilane; silicon tetrachloride, trichlorosilane, and other reactive silicon compounds. Water-air reactive material container labels and Material Safety Data Sheets are required to give identification and specific warnings.

Other Materials: _____

* Shock sensitives and flammable solids have some similarities but are categorized separately.

** Can exist in solid form as well as solutions.

Special precautions for water-air reactives are:

- ✓ All water reactive materials must be considered air reactive in San Francisco because of ambient humidity levels.
- ✓ Keep away from eyes and skin
- ✓ Do not store with flammables. Water-air reactives and flammables together in a refrigerator is a bomb (could result in an explosion)
- ✓ In case of fire, do not spray water-air sensitive storage areas with water
- Keep water away (do not store water-air reactives around sinks) Keep containers labeled and dated (check frequently) Label room and storage area: "water-air reactives" or similar Keep lids and caps tightly closed
- Double contain materials Do not return unused portions to original container Dispose of material that appears to be leaking or whose container is not sound Keep quantities to a minimum Keep solvent (if any) levels appropriate (e.g. covering elemental metals) (check frequently) Do not store water-air reactives in hood work areas (unless hood is entirely dedicated storage)
- Other (Check MSDS) _____

Personal protective equipment for water-air reactives spills/leaks:

- ✓ Water-air reactives and their reaction products with air and water are intensely corrosive. An eyewash is required within 10 seconds of any work area.
- ✓ Work should be done in a fume hood (with front glass as low as practical) or shielded vacuum line.
- ✓ Goggles/face shield and gloves (made of appropriate materials) are required.
- Apron, Boots/closed toed shoes. Other: (Check MSDS) _____

Spill control equipment for water-air reactives spills/leaks:

- ✓ Sand or clay kitty liter is required. Do not use wood sawdust, shavings or other cellulose materials
- Shovel & containers (appropriate metal/glass/plastic) Neutralizer (specific to water-air reactive material) Barrier tape and/or cones Other (Check MSDS) _____

Control procedure for water-air reactives spills/leaks:

- ✓ Call 911 IMMEDIATELY for all but the smallest spills/leaks.
- ✓ Apply sand or clay kitty liter to spill/leak to deny water/air (even if it is already on fire) – but, only if it is safe to do so
- Use nitrogen fire extinguisher if necessary (Halon and CO₂ fire extinguishers may or may not work with some water - air reactives). DO NOT USE A REGULAR A-B-C FIRE EXTINGUISHER OR WATER
- Keep people away from spill/leak area (water-air reactives can ignite from just the humidity in the air)
- Inactive/neutralized materials can be put in a plastic container for disposal
- Other: (Check MSDS) _____

Continued on reverse

Decontamination procedure for water-air reactives spills/leaks:

- Put container in a hood (if possible) and allow any solvent (if any) to evaporate Wait until any fire/reaction has occurred before applying neutralizer Decontaminate alkali metal spills by applying small amounts of tert-butyl alcohol to the spill area Ensure water-air reactive reactivity is gone by placing small amounts (spatula) of material into water. Repeat until all spill material is treated Shovel water-air reactive contaminated material/neutralizer into an open metal/glass/plastic container with a plastic/metal shovel. Switch to a plastic shovel if material attacks metal After neutralizer application, treat as a corrosive (most water-air reactives decompose in air or water to give a corrosive solution (usually basic). Such solutions can be neutralized like corrosives. The resulting neutralized solutions can be contained in plastic Ensure plastic container does not leak Wash hands and any splashes with water and dry Wash contaminated area with water and dry.
- Other: (Check MSDS) _____

Disposal procedure for water-air reactives (now corrosives) spills/leaks:

- Mostly dry, near neutral neutralized contaminated corrosive materials can be put to the sewer
 Strong acid (< pH = 2) or strong base (>pH = 12.5) is hazardous waste and must be disposed of accordingly
 Other: (Check MSDS) _____

Employees should not clean up a water-air reactives spill/leak if:

- They have not been trained or are scared to do so.
 The spill/leak is large/difficult and judged by employee(s) to be impossible with means at hand There is possibility of electric shock Sand/kitty liter is not available There are other threatening materials released/present There is a fire that threatens the cleanup area or scares employees There has been an earthquake and the building has not been structurally evaluated.
 Other _____

In such cases employees should:

- Call for help from other employees Warn other employees/others Call for in-house emergency response team Phone 911 Other _____

Precautions and Control/Clean-Up Procedures For Spills/Leaks of SHOCK SENSITIVE MATERIALS*

Check all applicable boxes & make additions to "Other"

Shock sensitive materials include: (circle appropriate items) All organic peroxides (e.g. benzoyl and acetyl**); pure hydrogen peroxide** and solutions >30%; elemental metal peroxides** (e.g. Lithium, Sodium, Potassium peroxides; azides**; fulminates**; picrates; ammonium perchlorate**; ammonium nitrate**; nitrogen triiodide; and highly nitrated organics (e.g. nitroglycerine, picric acid (dry), and tri-nitrotoluene). Also included are materials used in blasting (e.g. dynamite and blasting caps).

Shock sensitive materials may form from precursors. Dry picric acid can form from wet (usually 10% water) picric acid if the top is left off or is not tight. Peroxides can form from ethers if the ether is aged, exposed to air, or is allowed to evaporate. Substituted furans (e.g. tetrahydrofuran) are ethers. Petroleum ether is a petroleum distillate (hydrocarbon mixture) and is not a chemical ether (not a shock sensitive). **Shock sensitive material labels and MSDS sheets carry special warnings.**

* Shock sensitives, water-air reactives, and flammable solids have some similarities but are categorized separately because of differences in their control procedures.

** Can exist in solid form as well as solutions.

Special precautions for shock sensitives are:

- ✓ Heat, aging, and containment can adversely affect shock sensitives and many shock sensitives are sold with an expiration date. Even if the container has never been opened, DO NOT STORE shock sensitive materials or their precursors past their expiration date.
 - ✓ Before starting any activity with shock sensitive materials, read any label warnings and the Material Safety Data Sheets.
 - ✓ Only use shock sensitive materials that are contained in sound containers.
 - ✓ Store all shock sensitive materials and precursors away from heat.
 - ✓ Do not store with flammables. Many should be stored at low temperature in dedicated spark-proof refrigerators (They can be stored with non-flammable materials but never stored with flammables).
 - ✓ Shock sensitive materials and flammables together in a refrigerator is a bomb (could result in an explosion). Potentially unstable shock sensitive material (e.g. dry picric acid) and outdated precursors such as ethers over their expiration date must be handled by specialists wearing suitable blast protection.
 - ✓ Enclosing a shock sensitive helps propagate a shock wave and thus the material is more likely to explode. When removed from its container, place shock sensitive material in as large a container (preferably open at the top) as practical.
 - ✓ If working in a hood, keep non-essential equipment to a minimum. It may be safer to wear additional personal protective equipment and leave the hood front glass only part way down.
- Keep containers labeled and dated (check frequently) Keep lids and caps tightly closed. When removing lid, check to see that dried solid material is not present (**if dry material is seen, stop lid removal**) Move materials with utmost caution Dispose of material that appears to be leaking or whose container is not sound Label storage area: "shock sensitive materials" or similar Keep quantities to a minimum Double contain materials (**but leave opening at top of secondary containment**) Do not return unused portions to original container Keep solvent (if any) levels appropriate (e.g. water covering picric acid) (check frequently) Do not store shock sensitive materials in hood work areas (unless hood is entirely dedicated storage).
 Other: (Check MSDS) _____

Personal protective equipment for shock sensitives spills/leaks:

- Shock sensitive material work is preferably done in an open area, but can be done in a fume hood.
 - Goggles/face shield and gloves (made of appropriate material) are required.
- Apron Boots/closed toed shoes Protective vest Other: (Check MSDS) _____

Continued on reverse

Spill control equipment for shock sensitives spills/leaks:

- Scoop & containers (appropriate metal/glass/plastic) Water Inert diluting-materials Barrier tape and cones to deny access Other (Check MSDS)
-

Control procedure for shock sensitives spills/leaks:

- Call 911 IMMEDIATELY for all but the smallest spills/leaks.
 - Dilution is a good control procedure strategy for shock sensitive materials. Applying water or other inert material (if it is safe to do so) is often the best course of action. Water and other inert materials act to separate shock sensitive materials into smaller amounts so that a shock wave cannot propagate (the principle involved in putting sawdust or clay with TNT (to make dynamite) and water with picric acid).
 - Many shock sensitive materials are salts and very water soluble. Ethers are universally NOT water soluble and should be diluted with materials like sand/kitty liter.
- Keep people away from spill/leak area Other: (Check MSDS)
-

Decontamination procedure for shock sensitives spills/leaks:

- Put container in a hood (if possible) Wait until any fire/explosion/reaction has occurred before applying water/inert material/neutralizer Divide shock sensitive material remaining into small lots Put each lot in an open container Per MSDS, treat each lot chemically to remove the shock sensitive hazard. Repeat until all spill/leak material is treated Wash hands and any splashes with water and dry Wash contaminated area with water and dry Other (Check MSDS)
-

Disposal procedure for shock sensitives (now diluted or reacted) spills/leaks:

- Strong acid (< pH = 2) or strong base (>pH = 12.5) is hazardous waste and must be disposed of accordingly.
 Other: (Check MSDS)
-

Employees should not clean up a shock sensitive material spill/leak if:

- They have not been trained or are scared to do so.
 - The spill/leak is large/difficult and judged by employee(s) to be impossible with means at hand
 - There is possibility of electric shock There is a possibility of fire/explosion of the shock sensitive material
 - Water/ sand/kitty liter/neutralizer is not available There are other threatening materials released/present.
 - There is a fire that threatens the cleanup area or scares employees There has been an earthquake and the building has not been structurally evaluated Other (Check MSDS)
-

In such cases employees should:

- Call for help from other employees Warn other employees/others Call for in-house emergency response team Phone 911 Other:
-

Precautions and Control/Clean-Up Procedures For Spills/Leaks of SOLIDS - FLAMMABLE*

Check all applicable boxes & make additions to "Other"

Flammable solid chemicals include (circle appropriate items): Gun powder; pyrotechnics; certain solid rocket fuels; certain metal powders (e.g. aluminum); and fusees and flares. Flammable solids container labels and MSDS sheets state "Flammable Solids".

Other Materials: _____

* Flammable solids differ from water-air reactive solids in that flammable solids are stable in air or water at ambient temperatures. They differ from shock sensitive materials in that flammable solids are designed to burn but not explode.

Special precautions for flammable solids are:

- Store flammable solids away from oxidizing compressed gases and oxidizers, reducing agents, heat, flame, direct sunlight, and electric arcs. Store in NIOSH approved metal cabinets.**
- Keep containers labeled (check periodically) Keep lids and caps tightly closed Double contain materials if possible Properly dispose of (or double contain) material that is leaking or whose container is not completely sound Other (Check MSDS) _____

Personal protective equipment for flammable solids spills/leaks:

- Goggles (face shield) and gloves are mandatory**
- Apron Boots Other (Check MSDS) _____

Spill control equipment for flammable solids spills/leaks:

- Absorbent (sand/clay/kitty litter) is required. DO NOT use cellulose absorbents like saw dust.**
- Plastic dustpan Plastic container "Intrinsically safe" fan Barrier tape and cones Appropriate absorbent Other (Check MSDS) _____

Control procedure for flammable solids spills/leaks:

- Note: Many flammable solids can ignite from friction or static electricity**
- Shut off equipment/sources of ignition, if safe to do so**
- Apply absorbent to dilute flammable solid**
- Cover all spill/leak material Evacuate area Wash any spill on skin
- Other (Check MSDS) _____

Decontamination procedure for flammable solid spills/leaks:

- Put (lightly sweep with broom) contaminated absorbent into a plastic container Scrub/rinse contaminated area with soap-water Other (Check MSDS) _____

Disposal procedure for flammable solids spills/leaks:

- Dispose of flammable solid waste as hazardous waste in accordance with applicable regulations.
- Other: (Check MSDS) _____

Employees should not clean up flammable solids spills/leaks if:

- They have not been trained or are scared to do so or if absorbent or container is not available.**
- There is a source of ignition (electrical circuitry, heat, flame, static) There is possibility of electric shock.
- There are other threatening materials besides flammable solids There is a fire that threatens the cleanup area or scares the employee(s) There was an earthquake and the building has not been structurally evaluated.
- Other: _____

In such cases employees should:

- Call for help from other trained employees Warn other employees/others Call for in-house emergency response team Other: _____

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Application 33.22

Emergency Response Plan Continuation Page

**Use this page to continue any sections that require additional information.
Be sure to refer to the appropriate section numbers.**

Employee Training Plan

See Instructions on reverse.

You may submit this **Training Plan** or one that is prepared specifically for your business.

Facility ID #	(Complete this box or affix label here)
Business Name	
Street Address	

Your employees may be required to receive training in one or all of the following areas. Indicate which training your employees are currently receiving. You, as the employer, are required to maintain records of the training provided to your employees. Inspectors from the Department of Public Health and other regulatory agencies will ask to see these records during inspections.

TOPIC	Annual Training Provided?	
	YES	NO
Emergency Response (Contingency) Plans <i>Training covers all aspects of the Emergency Response Plan submitted as part of the Hazardous Materials Registration Application. Training in this area must be provided on an annual basis to all employees.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Waste Generator <i>Training covers safe hazardous waste handling practices. All employees handling hazardous waste must be trained on what to do in the event of a spill. Employees must be trained on use and inspection of waste handling equipment. Training in this area must be provided when employees are first assigned to hazardous waste handling activities.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Waste Site Operation and Emergency Response <i>Training for all employees handling emergency responses to hazardous materials incidents. Training covers personal protective equipment, hazard recognition, emergency procedures, medical surveillance and other areas. Training is a one time 24 hour to 40 hour training and an 8 hour annual refresher training.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard Communication Standard <i>Training for all employees handling hazardous materials. Training covers safe handling practices, chemical hazards, Material Safety Data Sheets, emergency response procedures and other areas. Training must be provided when employees are first assigned to hazardous materials handling assignments.</i>	<input type="checkbox"/>	<input type="checkbox"/>

When are new employees trained?

SIGNATURE

DATE

PRINTED NAME

TITLE

INSTRUCTIONS **Employee Training Plan**

Employee training is an essential part of a hazardous materials management program. Most hazardous material laws require training. In addition, training provides employees with the skills and support to adopt safe work practices, to prevent accidents, and to improve their work environment. The business owner, the community, and the environment will ultimately benefit from the training of employees.

As a part of complying with Unified Program requirements, you will need to prepare and submit a plan describing how you will train your employees. A training plan that meets the requirements of the law must contain the components listed on the front of this form. This plan was prepared with small businesses in mind. Evaluate the sample plan to see if it would meet your needs. Your training program should be tailored to your business, taking into consideration the size of your business, the hazards, the number of hazardous materials, etc.

You are also required to keep records of your training. You may be asked to submit your training records to the Department of Public Health. An inspector may also ask to examine your training records during an inspection of your facility.

The following are suggestions for setting up a training program:

1. Determine an effective approach that your business will use to conduct hazardous materials training. Items to think through and write down should include:
 - The number of people that would need to be included in the hazardous material training program,
 - The number of training sessions necessary to cover all of the required topics,
 - The person(s) in your business who will be responsible for conducting training, and
 - The materials that you will need to conduct training.
2. Complete and submit a copy of the plan: Review the training plan on the reverse of these instructions, for those training sessions that have been conducted in the past year, check the "YES" box. For those training sessions that have not been provided in the past year, check the "NO" box. Keep a copy for your use. Revise as necessary.
3. Conduct training according to the time schedule specified in your training plan.
4. Document employee training and keep the sign-in sheets for your records.

INSTURCTIONS Facility Maps

Facility maps are intended to aid firefighters in the event of fires or other disasters. The maps should be clearly drawn and legible. There is no need to have the maps drawn by a professional. Maps with extraneous information are unacceptable. To prepare facility maps:

- A. Use the standardized symbols found on the map key on the next page.
- B. Provide a **general site map** and **detailed site map(s)**.
 1. **General Site Map** is intended to provide emergency responders with an aerial view of your facility and the surrounding area. Provide the location of the following information (*See Sample Map #1 on page 9*):
 - name of business and address
 - street and cross streets
 - north directional arrow
 - buildings, *identify the front of each building*
 - fences and gates
 - exterior storage facilities, for example, underground storage tanks
 - parking lots
 - internal access roads
 - storm and sewer accesses
 - adjacent buildings
 - underground storage tank pump shut off
 - location(s) of hazardous materials stored outside
 2. **Detailed Site Maps** Two types of Detailed Site Maps may be necessary. For a large facility:
 - a. Prepare a *master floor* map for each floor indicating the rooms where hazardous materials are present (*See Sample Map #2 on page 10*), and
 - b. Prepare *room* maps for those rooms on each floor where hazardous materials are stored. Indicate the locations of hazardous materials within the room(s). In a small facility, it may be possible to combine the floor map and the room map.

Include the following information on the Detailed Site Maps:

- name of building, floor, room
- north directional arrow
- entrances, stairs, exits, ramps, etc.
- location where bulk quantities of hazardous materials and Regulated Substances are stored for more than 8 hours at a time
- equipment (for example, air conditioning units) which contains greater than 10 gallons of hazardous materials
- pits, hydraulic lifts, vaults, and sumps
- process and utility shutoff points
- location of Material Safety Data Sheets
- first aid kits and specialized antidotes, if any
- sources of ignition and open flames
- eye washes & deluge showers
- storm and sewer drains
- fire extinguishing equipment and other emergency response equipment
- back-up diesel generators

• hazardous waste treatment units (indicate unit #)

Application 7

MAP SYMBOLS

Use these symbols to designate general site safety/fire protection locations:

	Fire Hydrant		Electrical Panel
	Fire Extinguisher		Storm Drain
	First Aid Kit		Gas Shut Off
	Material Safety Data Sheets		Water Shut Off
	Sewer		North Directional Arrow
	Emergency Exit		

Use these symbols to designate hazardous materials locations:

	Hazardous Materials Storage		Etiologic Agent
	Regulated Substance		Radioactive Storage
	Above Ground Storage Tank		

Use these symbols to designate hazardous waste locations:

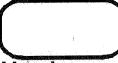
	Hazardous Waste Storage		Indicate unit # / treatment tier
	Hazardous Waste Treatment Unit		

Use this symbol to designate location of diesel back-up generators:



Diesel Back Up Generator

Use these symbols to designate underground storage tank locations:

	Indicate size of tank/product/tank #		Tank System Sensors/Probes Label according to monitoring panel program
	Emergency Pump Shut Off		UST Product Piping
	Tank Monitoring Panel		UST Vent Lines
	Audible/Visual Alarm		Monitoring Wells

Sample #1

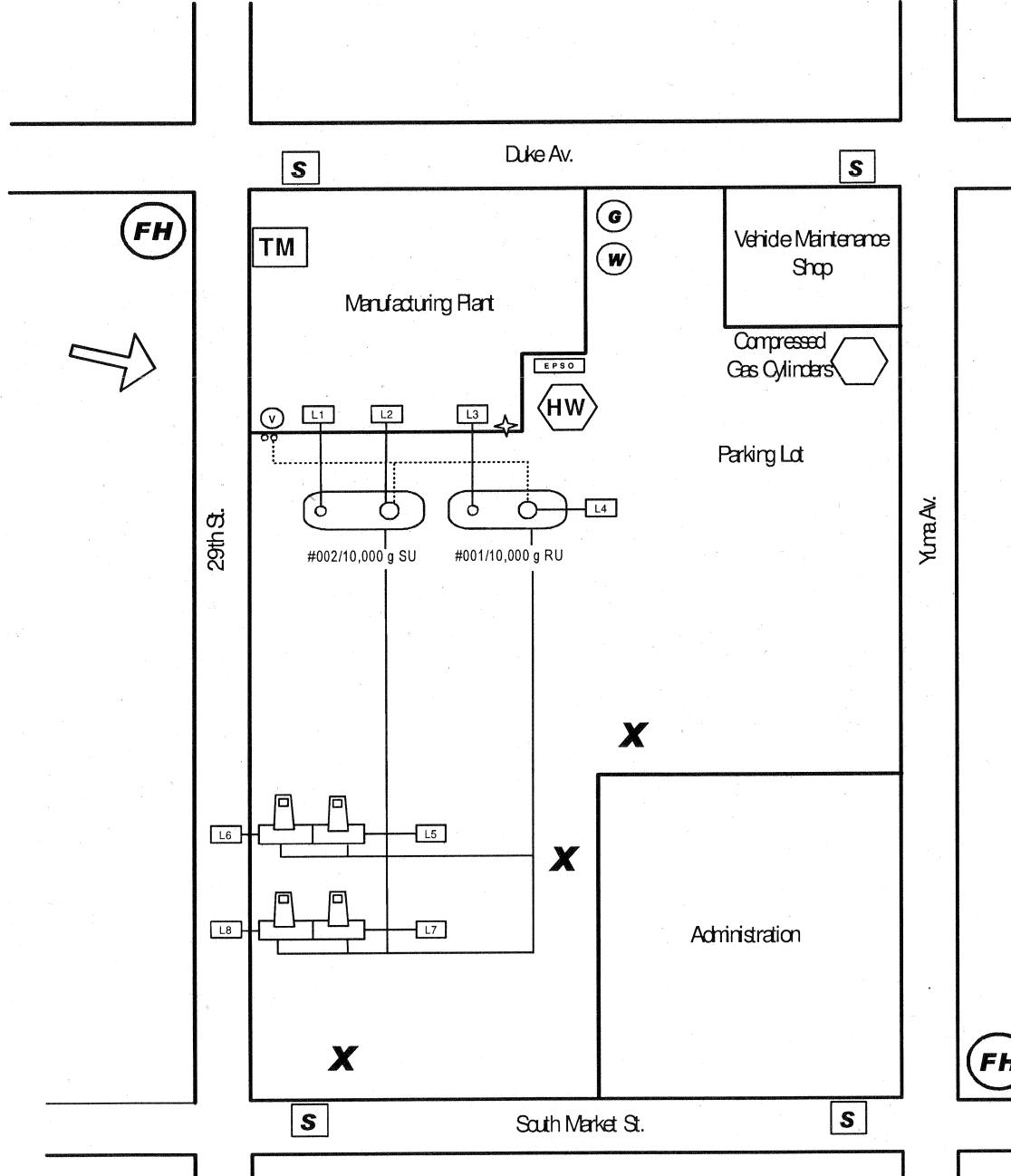
Facility Map -- General Site Map

Facility ID # **14102** (Complete this box or affix label here)

Business Name **EZ Manufacturing Company**

Street Address **1101 South Market St. 91489**

Attach your General Site Map to this sheet or draw your map below. The size of the map must not exceed 11" x 14". Use the symbols on page 8.



Sample #2
Facility Map --Detailed Site Map

Facility ID #

55555

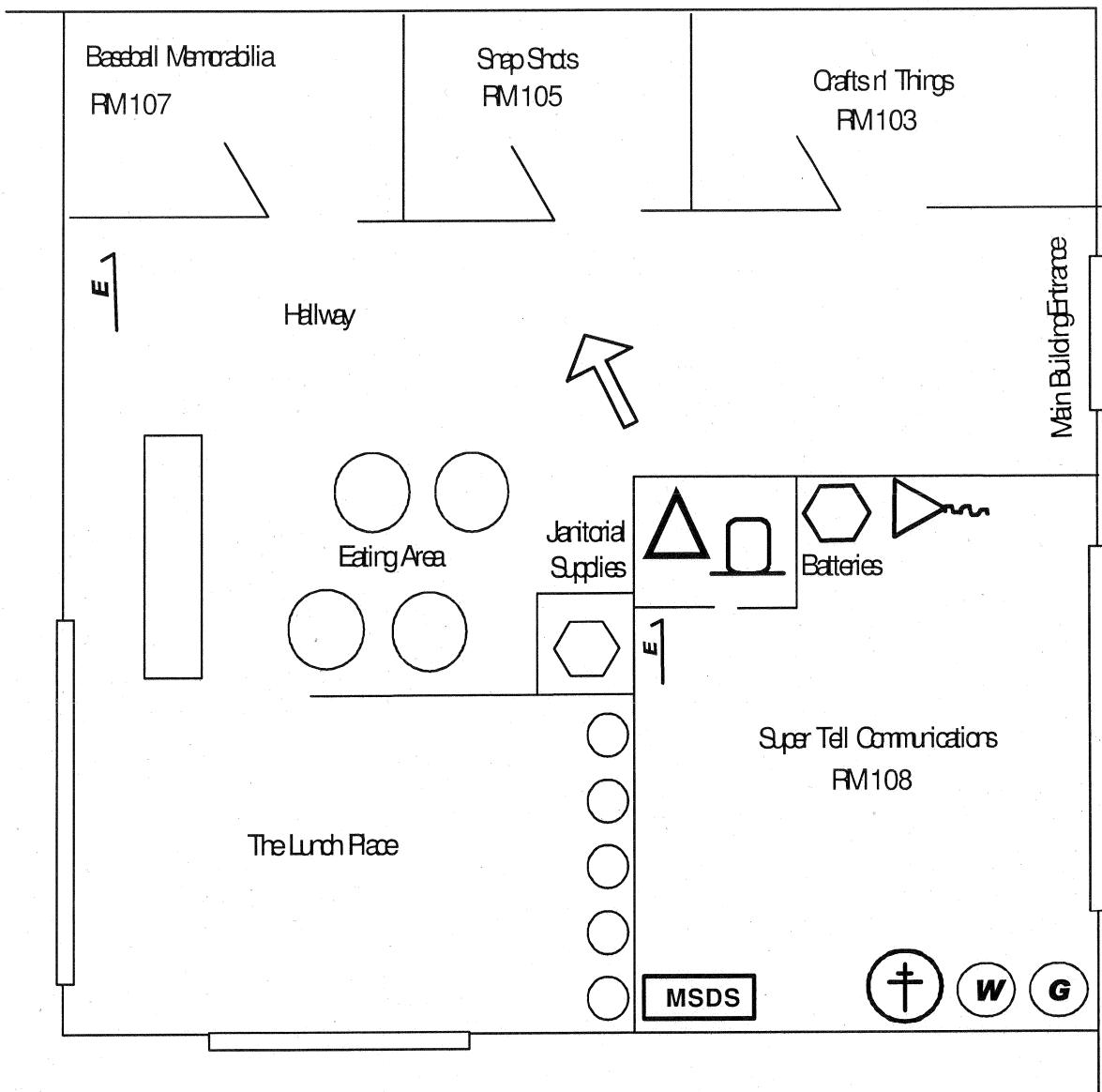
(Complete this box or affix label here)

Business Name **Super Tell Communications**

Street Address **1103 South Market St.**

Attach a Detailed Site Map to this sheet or draw your map below. The size of the map must not exceed 11" x 14".

Use the symbols on page 8. Make more copies of this sheet if necessary.



Application 10

Hazardous Materials Reduction Plan

See Instructions on reverse.

Facility ID # *(Complete this box or affix label here)*

Business Name

Street Address

- Check here if your business does not need to complete this form.

Name _____

Date

Signature

If your business generates hazardous waste, then outline a Hazardous Materials Reduction Plan below or attach your plan to this page.

44

INSTRUCTIONS

Hazardous Materials Reduction Plan

One goal of good environmental management is to reduce the amount of hazardous waste generated (produced). Very often the amount of hazardous waste generated depends on the amount of hazardous materials stored at a site. Therefore, if your business generates hazardous waste, you must prepare a **Hazardous Materials Reduction Plan**. This is in addition to any Hazardous Waste Reduction Plans required by the state.

After carefully analyzing your work processes, describe in a **Hazardous Materials Reduction Plan** how your business intends to reduce hazardous materials usage. The **Hazardous Materials Reduction Plan** should contain the following points:

- The hazardous materials that will be eliminated or reduced in quantity.
- The means by which your business will reduce or eliminate the usage.
- A maximum projected reduction.
- A time frame in which this maximum reduction will occur.
- An estimated annual reduction rate.

Listed below are questions that you should consider as you try to analyze your hazardous material usage.

- Can you change the way you do some of your work so that you won't have to use hazardous materials?
- Can you substitute the use of non-hazardous materials in any of your work processes?
- Do you end up with a surplus of hazardous materials because you are buying the same product from more than one manufacturer?
- Are you buying more than you need?
- Are you keeping hazardous materials that you have not used for some time?
- Can you change the way you do a job so that fewer hazardous materials will be used?
- Can you change the equipment that you use so that fewer hazardous materials will be used in the process?

UNIFIED PROGRAM CONSOLIDATED FORM
HAZARDOUS MATERIALS
HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION

(one page per material per building or area)

ADD

DELETE

REVISE

200

Page ____ of ____

I. FACILITY INFORMATION

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

CHEMICAL LOCATION

201

CHEMICAL LOCATION CONFIDENTIAL EPCRA

202

YES NO

FACILITY ID #

1

MAP# (optional)

203

GRID# (optional)

204

II. CHEMICAL INFORMATION

CHEMICAL NAME

205

TRADE SECRET

Yes No

If Subject to EPCRA, refer to instructions

COMMON NAME

207

EHS*

Yes No

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)

a. PURE b. MIXTURE c. WASTE

211

RADIOACTIVE

Yes No

212

CURIES

213

PHYSICAL STATE (Check one item only)

a. SOLID b. LIQUID c. GAS

214

LARGEST CONTAINER

215

FED HAZARD CATEGORIES (Check all that apply)

a. FIRE b. REACTIVE c. PRESSURE RELEASE d. ACUTE HEALTH e. CHRONIC HEALTH

216

AVERAGE DAILY AMOUNT

217

MAXIMUM DAILY AMOUNT

218

ANNUAL WASTE AMOUNT

219

STATE WASTE CODE

220

UNITS* (Check one item only)

a. GALLONS b. CUBIC FEET c. POUNDS d. TONS

221 DAYS ON SITE:

222

* If EHS, amount must be in pounds.

STORAGE CONTAINER

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

223

STORAGE PRESSURE

a. AMBIENT b. ABOVE AMBIENT c. BELOW AMBIENT

224

STORAGE TEMPERATURE

a. AMBIENT b. ABOVE AMBIENT c. BELOW AMBIENT d. CRYOGENIC

225

%WT

HAZARDOUS COMPONENT (For mixture or waste only)

EHS

CAS #

1

226

227

Yes

No

228

229

2

230

231

Yes

No

232

233

3

234

235

Yes

No

236

237

4

238

239

Yes

No

240

241

5

242

243

Yes

No

244

245

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

246

ADDITIONAL LOCALLY COLLECTED INFORMATION

If EPCRA, Please Sign Here

Hazardous Materials Inventory - Chemical Description

You must complete a separate Hazardous Materials Inventory - Chemical Description page for each hazardous material (hazardous substances and hazardous waste) that you handle at your facility in aggregate quantities equal to or greater than 500 pounds, 55 gallons, 200 cubic feet of gas (calculated at standard temperature and pressure) or the federal threshold planning quantity for Extremely Hazardous Substances, whichever is less. Also complete a page for each radioactive material handled over quantities for which an emergency plan is required to be adopted pursuant to 10 CFR Parts 30, 40, or 70. The completed inventory should reflect all reportable quantities of hazardous materials at your facility, reported **separately** for each building or outside adjacent area, with **separate** pages for unique occurrences of physical state, storage temperature and storage pressure. (Note: the numbering of the instructions follows the data element numbers that are on the Unified Program Consolidated Form (UPCF) pages. These data element numbers are used for electronic submission and are the same as the numbering used in Division 3, Electronic Submittal of Information.) Please number all pages of your submittal. This helps your CUPA or AA identify whether the submittal is complete and if any pages are separated.

1. FACILITY ID NUMBER - This number is assigned by the CUPA or AA. This is the unique number which identifies your facility.
3. BUSINESS NAME - Enter the full legal name of the business.
200. ADD/DELETE/ REVISE - Indicate if the material is being added to the inventory, deleted from the inventory, or if the information previously submitted is being revised. NOTE: You may choose to leave this blank if you resubmit your entire inventory annually.
201. CHEMICAL LOCATION - Enter the building or outside/ adjacent area where the hazardous material is handled. A chemical that is stored at the same pressure and temperature, in multiple locations within a building, can be reported on a single page. NOTE: This information is not subject to public disclosure pursuant to HSC Section 25506.
202. CHEMICAL LOCATION CONFIDENTIAL - EPCRA - All businesses which are subject to the Emergency Planning and Community Right to Know Act (EPCRA) must check "Yes" to keep chemical location information confidential. If the business does not wish to keep chemical location information confidential check "No".
203. MAP NUMBER - If a map is included, enter the number of the map on which the location of the hazardous material is shown.
204. GRID NUMBER - If grid coordinates are used, enter the grid coordinates of the map that correspond to the location of the hazardous material. If applicable, multiple grid coordinates can be listed.
205. CHEMICAL NAME - Enter the proper chemical name associated with the Chemical Abstract Service (CAS) number of the hazardous material. This should be the International Union of Pure and Applied Chemistry (IUPAC) name found on the Material Safety Data Sheet (MSDS). NOTE: If the chemical is a mixture, do not complete this field; complete the "COMMON NAME" field instead.
206. TRADE SECRET - Check "Yes" if the information in this section is declared a trade secret, or "No" if it is not.
State requirement: If yes, and business is not subject to EPCRA, disclosure of the designated trade secret information is bound by HSC Section 25511.
Federal requirement: If yes, and business is subject to EPCRA, disclosure of the designated Trade Secret information is bound by 40 CFR and the business must submit a "Substantiation to Accompany Claims of Trade Secrecy" form (40 CFR 350.27) to USEPA.
207. COMMON NAME - Enter the common name or trade name of the hazardous material or mixture containing a hazardous material.
208. EHS - Check "Yes" if the hazardous material is an Extremely Hazardous Substance (EHS), as defined in 40 CFR, Part 355, Appendix A. If the material is a mixture containing an EHS, leave this section blank and complete the section on hazardous components below.
209. CAS # - Enter the Chemical Abstract Service (CAS) number for the hazardous material. For mixtures, enter the CAS number of the mixture if it has been assigned a number distinct from its components. If the mixture has no CAS number, leave this column blank and report the CAS numbers of the individual hazardous components in the appropriate section below.
210. FIRE CODE HAZARD CLASSES - Fire Code Hazard Classes describe to first responders the type and level of hazardous materials which a business handles. This information shall only be provided if the local fire chief deems it necessary and requests the CUPA or AA to collect it. A list of the hazard classes and instructions on how to determine which class a material falls under are included in the appendices of Article 80 of the Uniform Fire Code. If a material has more than one applicable hazard class, include all. Contact CUPA or AA for guidance.
211. HAZARDOUS MATERIAL TYPE - Check the one box that best describes the type of hazardous material: pure, mixture or waste. If waste material, check only that box. If mixture or waste, complete hazardous components section.
212. RADIOACTIVE - Check "Yes" if the hazardous material is radioactive or "No" if it is not.
213. CURIES - If the hazardous material is radioactive, use this area to report the activity in curies. You may use up to nine digits with a floating decimal point to report activity in curies.
214. PHYSICAL STATE - Check the one box that best describes the state in which the hazardous material is handled: solid, liquid or gas.
215. LARGEST CONTAINER - Enter the total capacity of the largest container in which the material is stored.
216. FEDERAL HAZARD CATEGORIES - Check all categories that describe the physical and health hazards associated with the hazardous material.

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

217. AVERAGE DAILY AMOUNT - Calculate the average daily amount of the hazardous material or mixture containing a hazardous material, in each building or adjacent/ outside area. Calculations shall be based on the previous year's inventory of material reported on this page. Total all daily amounts and divide by the number of days the chemical will be on site. If this is a material that has not previously been present at this location, the amount shall be the average daily amount you project to be on hand during the course of the year. This amount should be consistent with the units reported in box 221 and should not exceed that of maximum daily amount.
218. MAXIMUM DAILY AMOUNT - Enter the maximum amount of each hazardous material or mixture containing a hazardous material, which is handled in a building or adjacent/outside area at any one time over the course of the year. This amount must contain at a minimum last year's inventory of the material reported on this page, with the reflection of additions, deletions, or revisions projected for the current year. This amount should be consistent with the units reported in box 221.
219. ANNUAL WASTE AMOUNT - If the hazardous material being inventoried is a waste, provide an estimate of the annual amount handled.
220. STATE WASTE CODE - If the hazardous material is a waste, enter the appropriate California 3-digit hazardous waste code as listed on the back of the Uniform Hazardous Waste Manifest.
221. UNITS - Check the unit of measure that is most appropriate for the material being reported on this page: gallons, pounds, cubic feet or tons. NOTE: If the material is a federally defined Extremely Hazardous Substance (EHS), all amounts must be reported in pounds. If material is a mixture containing an EHS, report the units that the material is stored in (gallons, pounds, cubic feet, or tons).
222. DAYS ON SITE - List the total number of days during the year that the material is on site.
223. STORAGE CONTAINER - Check all boxes that describe the type of storage containers in which the hazardous material is stored. NOTE: If appropriate, you may choose more than one.
224. STORAGE PRESSURE - Check the one box that best describes the pressure at which the hazardous material is stored.
225. STORAGE TEMPERATURE - Check the one box that best describes the temperature at which the hazardous material is stored.
226. HAZARDOUS COMPONENTS 1-5 (% BY WEIGHT) - Enter the percentage weight of the hazardous component in a mixture. If a range of percentages is available, report the highest percentage in that range. (Report for components 2 through 5 in 230, 234, 238, and 242.)
227. HAZARDOUS COMPONENTS 1-5 NAME - When reporting a hazardous material that is a mixture, list up to five chemical names of hazardous components in that mixture by percent weight (refer to MSDS or, in the case of trade secrets, refer to manufacturer). All hazardous components in the mixture present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, should be reported. If more than five hazardous components are present above these percentages, you may attach an additional sheet of paper to capture the required information. When reporting waste mixtures, mineral and chemical composition should be listed. (Report for components 2 through 5 in 231, 235, 239, and 243.)
228. HAZARDOUS COMPONENTS 1-5 EHS - Check "Yes" if the component of the mixture is considered an Extremely Hazardous Substance as defined in 40 CFR, Part 355, or "No" if it is not. (Report for components 2 through 5 in 232, 236, 240, and 244.)
229. HAZARDOUS COMPONENTS 1-5 CAS - List the Chemical Abstract Service (CAS) numbers as related to the hazardous components in the mixture. (Repeat for 2-5.)
246. LOCALLY COLLECTED INFORMATION - 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.

Hazardous Waste Inventory Statement

For use by Unidocs Member Agencies or where approved by your Local Jurisdiction

16

<http://www.unidocs.org>

Rev. 05/18/00

Hazardous Waste Inventory Statement Instructions (Modified UPCF Hazardous Materials Inventory - Chemical Description Page)

All hazardous wastes handled at the facility must be listed on the Hazardous Waste Inventory Statement [or the Unified Program Consolidated Form (UPCF) Hazardous Materials Inventory - Chemical Description form (available on the Internet at <http://www.unidocs.org>)]. This form allows you to report up to six wastes on a single page. Do not list non-waste hazardous materials on this form.

You must complete a separate inventory line for each individual hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Materials Business Plan reporting requirements (please refer to the Hazardous Materials Business Plan Information Sheet). The completed inventory must reflect **all** hazardous wastes at your facility, reported **separately** for each building or outside storage area, with **separate** inventory lines for unique occurrences of physical state, storage temperature, or storage pressure. Trade secret wastes must be listed on separate pages. Make additional copies of this form if needed. Your local agency may be capable of accepting electronic reporting of this information. Contact your local agency for details.

1. DATE - In the space at the top left side of the form, enter the date this inventory statement page was prepared.
2. BUSINESS NAME - Enter the complete Facility Name.
3. TYPE OF REPORT ON THIS PAGE - Indicate whether the waste is being added to the inventory, deleted from the inventory, or if the information previously submitted is being revised. (Note: You may leave this blank if you resubmit your entire inventory annually.)
4. PAGE NUMBER - Number each page of the inventory appropriately.
5. CHEMICAL LOCATION - Enter the name of the building or outside area where the hazardous wastes reported on this page are handled. A waste stored at the same pressure and temperature in multiple locations in one building or area can be reported on a single line.
6. EPCRA CONFIDENTIAL LOCATION - You must check "Yes" to keep chemical location information confidential. If you do not wish to keep chemical location information confidential check "No." If "Yes," a signature is required on the line provided at the bottom of the form.
7. TRADE SECRET INFORMATION - Check "Yes" if the information in this section is declared a trade secret, "No" if it is not. If "Yes," and the business is subject to EPCRA, disclosure of designated Trade Secret information is bound by 40 CFR and the business must submit a "Substantiation to Accompany Claims of Trade Secrecy" form to the United States Environmental Protection Agency.
8. FACILITY ID NUMBER - This number is for agency use only. Leave this space blank.
9. HAZARD CLASS - In Column 1 of the inventory table, provide the primary U.S. Department of Transportation (DOT) numerical hazard class for the waste being reported on each line.
10. MAP & GRID OR LOCATION CODE - In Column 2, enter the page number of the Storage Map where the location of the hazardous waste is shown, along with the grid coordinates from your Storage Map that correspond to the location of the hazardous waste. If applicable, multiple grid coordinates can be listed. If you do not use a grid system, enter the Location Code shown on your Storage Map.
11. WASTE STREAM NAME & MANAGEMENT METHOD - In Column 3, enter the following information:
 - WASTE STREAM NAME - The Common Name of the hazardous waste (e.g. Used Oil, Spent Solvent).
 - MANAGEMENT METHOD - Check the appropriate box(es) to indicate how you manage the waste.
12. HAZARDOUS COMPONENTS - In column 4, enter the following information regarding Hazardous Components that make up the waste listed in Column 3:
 - CHEMICAL NAME - List the chemical name of each hazardous component in the mixture ranked by percent weight. All hazardous components present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, must be reported. If more than five hazardous components exceed these percentages, you may attach an additional sheet of paper to report the required information.
 - % BY WEIGHT - Enter the percentage weight of each hazardous component. If a range of percentages is available, report the highest percentage in that range.
 - EHS - Check the box provided if the component of the mixture is considered an Extremely Hazardous Substance as defined in 40 CFR, Part 355, Appendix A.
 - CAS NUMBER - List the Chemical Abstract Service (CAS) number for each hazardous component.
13. TYPE & PHYSICAL STATE - In column 5, identify the physical state by checking the "solid", "liquid", or "gas" box.
14. QUANTITIES - In the appropriate spaces within column 6, list:
 - MAXIMUM DAILY AMOUNT* - Enter the maximum amount of the hazardous waste handled in this building or outside area at any one time over the course of the year. This amount must contain, at a minimum, last year's reported inventory with the reflection of additions, deletions, or revisions projected for the current year.
 - AVERAGE DAILY AMOUNT* - Calculate the average daily amount of the hazardous waste or mixture in this building or outside area. If this is a waste that is new to this location, the amount should be the average daily amount you project to be on hand during the course of the year.
 - LARGEST CONTAINER* - Enter the volume of the largest container in which the waste is handled at the location.
 - CURIES - If the waste is radioactive, use the space provided to report the activity in curies.
 - DAYS ON SITE - Enter the total number of days (e.g. 365) during the year that the waste is on site. (Note: This does not refer to the accumulation time limit for individual waste containers.)
 - STORAGE CONTAINER - Using the container codes listed at the bottom of the inventory statement, list every type of container in which the waste is stored/handled.
- * Except for Curies, units of measure must be the same as that indicated in Column 8.
15. ANNUAL WASTE AMOUNT - Enter the total quantity of this waste generated annually. Use the same unit of measure as that indicated in Column 8.
16. UNITS - In column 8, check the appropriate unit of measure: gallons for liquids, pounds or tons for solids, and cubic feet for gases. If the waste is a federally defined EHS and is not a mixture, all amounts must be reported in pounds.
17. STORAGE CODES - In the appropriate spaces within Column 9, list:
 - STORAGE PRESSURE - Check the box that best describes the pressure at which the waste is stored: ambient (standard), > amb. (greater than ambient), < amb. (less than ambient), or cryogenic.
 - STORAGE TEMPERATURE - Check the box that best describes the temperature at which the waste is stored.
18. HAZARD CATEGORIES - In column 10, check the box(es) to describe all physical, health, and radioactivity hazards associated with the hazardous waste.

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

Hazardous Materials Inventory Statement

1. Date: _____ / _____ / _____

(Make additional copies of this form as needed.)

Facility ID# _____

2. Business Name:

(Same as Facility Name or DBA)

5. Chemical Location:

(Building/Storage Area)

2. Business Name: (Same as Facility Name or DBA)		6. EPCRA Confidential Location? <input type="checkbox"/> Yes; <input type="checkbox"/> No		3. Type of Report on This Page: <input type="checkbox"/> Add; <input type="checkbox"/> Delete; <input type="checkbox"/> Revise (One page per building or area) <input type="checkbox"/> Yes; <input type="checkbox"/> No		4. Page _____ of _____ (One page per building or area)	
5. Chemical Location: (Building/Storage Area)				7. Trade Secret Information?			
9.	10.	11.	12.	13.	14.	15.	16.
Haz. Class	Map and Grid or Location Code	Common Name	Chemical Name	Hazardous Components (For mixtures only) % Wt.	Type and Physical State	Average Daily Quantities	Largest Cont. Units
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> pure <input type="checkbox"/> mixture	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> ambient <input type="checkbox"/> > amb. <input type="checkbox"/> < amb. <input type="checkbox"/> cryogenic
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> solid <input type="checkbox"/> liquid <input type="checkbox"/> gas	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> fire <input type="checkbox"/> reactive <input type="checkbox"/> pressure release <input type="checkbox"/> acute health <input type="checkbox"/> chronic health <input type="checkbox"/> radioactive
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> pure <input type="checkbox"/> mixture	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> ambient <input type="checkbox"/> > amb. <input type="checkbox"/> < amb. <input type="checkbox"/> cryogenic
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> solid <input type="checkbox"/> liquid <input type="checkbox"/> gas	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> fire <input type="checkbox"/> reactive <input type="checkbox"/> pressure release <input type="checkbox"/> acute health <input type="checkbox"/> chronic health <input type="checkbox"/> radioactive
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> pure <input type="checkbox"/> mixture	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> ambient <input type="checkbox"/> > amb. <input type="checkbox"/> < amb. <input type="checkbox"/> cryogenic
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> solid <input type="checkbox"/> liquid <input type="checkbox"/> gas	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> fire <input type="checkbox"/> reactive <input type="checkbox"/> pressure release <input type="checkbox"/> acute health <input type="checkbox"/> chronic health <input type="checkbox"/> radioactive
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> pure <input type="checkbox"/> mixture	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> ambient <input type="checkbox"/> > amb. <input type="checkbox"/> < amb. <input type="checkbox"/> cryogenic
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> solid <input type="checkbox"/> liquid <input type="checkbox"/> gas	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> fire <input type="checkbox"/> reactive <input type="checkbox"/> pressure release <input type="checkbox"/> acute health <input type="checkbox"/> chronic health <input type="checkbox"/> radioactive
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> pure <input type="checkbox"/> mixture	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> ambient <input type="checkbox"/> > amb. <input type="checkbox"/> < amb. <input type="checkbox"/> cryogenic
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> solid <input type="checkbox"/> liquid <input type="checkbox"/> gas	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> fire <input type="checkbox"/> reactive <input type="checkbox"/> pressure release <input type="checkbox"/> acute health <input type="checkbox"/> chronic health <input type="checkbox"/> radioactive
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> pure <input type="checkbox"/> mixture	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> ambient <input type="checkbox"/> > amb. <input type="checkbox"/> < amb. <input type="checkbox"/> cryogenic
CAS No.:	<input type="checkbox"/> EHS			<input type="checkbox"/>	<input type="checkbox"/> solid <input type="checkbox"/> liquid <input type="checkbox"/> gas	<input type="checkbox"/> gallons <input type="checkbox"/> pounds <input type="checkbox"/> cu. feet <input type="checkbox"/> tons	<input type="checkbox"/> fire <input type="checkbox"/> reactive <input type="checkbox"/> pressure release <input type="checkbox"/> acute health <input type="checkbox"/> chronic health <input type="checkbox"/> radioactive
*	Code Storage Type	Code Storage Type	Code Storage Type	Code Storage Type	Code Storage Type	Code Storage Type	Code Storage Type
A	Aboveground Tank	D	Steel Drum	G	Carboy	J	M
B	Underground Tank	E	Plastic/Non-metallic Drum	H	Silo	K	Glass Bottle or Jug
C	Tank Inside Building	F	Can	I	Fiber Drum	L	Plastic Bottle or Jug
					Cylinder	O	Tote Bin
							P
							Q
							R
							Other

If EPCRA, sign below:

Hazardous Materials Inventory Statement (cont'd)

1. Date: ___ / ___ / ___

(Make additional copies of this form as needed.)

Facility ID#

2. Business Name: (Same as Facility Name or DBA)		3. Type of Report on This Page: <input type="checkbox"/> Add; <input type="checkbox"/> Delete; <input type="checkbox"/> Revise <input type="checkbox"/> Yes; <input type="checkbox"/> No		4. Page of (One page per building or area) <input type="checkbox"/> Yes; <input type="checkbox"/> No	
5. Chemical Location: (Building/Storage Area)		6. EPCRA Confidential Location? <input type="checkbox"/> Yes; <input type="checkbox"/> No		7. Trade Secret Information?	
		<input type="checkbox"/>	<input type="checkbox"/> pure mixture	<input type="checkbox"/> gallons pounds cu. feet tons	<input type="checkbox"/> ambient > amb. < amb. cryogenic acute health chronic health radioactive
		<input type="checkbox"/>	<input type="checkbox"/> pure mixture	<input type="checkbox"/> gallons pounds cu. feet tons	<input type="checkbox"/> ambient > amb. < amb. cryogenic acute health chronic health radioactive
<u>CAS No.:</u> <input type="checkbox"/> EHS		<input type="checkbox"/>	<input type="checkbox"/> solid liquid gas	<input type="checkbox"/> Days On Site: Curies: (if radioactive)	<input type="checkbox"/> Days On Site: Storage Container:*
		<input type="checkbox"/>	<input type="checkbox"/> pure mixture	<input type="checkbox"/> gallons pounds cu. feet tons	<input type="checkbox"/> ambient > amb. < amb. cryogenic acute health chronic health radioactive
		<input type="checkbox"/>	<input type="checkbox"/> solid liquid gas	<input type="checkbox"/> Days On Site: Curies: (if radioactive)	<input type="checkbox"/> Days On Site: Storage Container:*
<u>CAS No.:</u> <input type="checkbox"/> EHS		<input type="checkbox"/>	<input type="checkbox"/> pure mixture	<input type="checkbox"/> gallons pounds cu. feet tons	<input type="checkbox"/> ambient > amb. < amb. cryogenic acute health chronic health radioactive
		<input type="checkbox"/>	<input type="checkbox"/> solid liquid gas	<input type="checkbox"/> Days On Site: Curies: (if radioactive)	<input type="checkbox"/> Days On Site: Storage Container:*
		<input type="checkbox"/>	<input type="checkbox"/> pure mixture	<input type="checkbox"/> gallons pounds cu. feet tons	<input type="checkbox"/> ambient > amb. < amb. cryogenic acute health chronic health radioactive
<u>CAS No.:</u> <input type="checkbox"/> EHS		<input type="checkbox"/>	<input type="checkbox"/> solid liquid gas	<input type="checkbox"/> Days On Site: Curies: (if radioactive)	<input type="checkbox"/> Days On Site: Storage Container:*
		<input type="checkbox"/>	<input type="checkbox"/> pure mixture	<input type="checkbox"/> gallons pounds cu. feet tons	<input type="checkbox"/> ambient > amb. < amb. cryogenic acute health chronic health radioactive
		<input type="checkbox"/>	<input type="checkbox"/> solid liquid gas	<input type="checkbox"/> Days On Site: Curies: (if radioactive)	<input type="checkbox"/> Days On Site: Storage Container:*
<u>CAS No.:</u> <input type="checkbox"/> EHS		<input type="checkbox"/>	<input type="checkbox"/> pure mixture	<input type="checkbox"/> gallons pounds cu. feet tons	<input type="checkbox"/> ambient > amb. < amb. cryogenic acute health chronic health radioactive
		<input type="checkbox"/>	<input type="checkbox"/> solid liquid gas	<input type="checkbox"/> Days On Site: Curies: (if radioactive)	<input type="checkbox"/> Days On Site: Storage Container:*
		<input type="checkbox"/>	<input type="checkbox"/> pure mixture	<input type="checkbox"/> gallons pounds cu. feet tons	<input type="checkbox"/> ambient > amb. < amb. cryogenic acute health chronic health radioactive
<u>CAS No.:</u> <input type="checkbox"/> EHS		<input type="checkbox"/>	<input type="checkbox"/> solid liquid gas	<input type="checkbox"/> Days On Site: Curies: (if radioactive)	<input type="checkbox"/> Days On Site: Storage Container:*
		<input type="checkbox"/>	<input type="checkbox"/> pure mixture	<input type="checkbox"/> gallons pounds cu. feet tons	<input type="checkbox"/> ambient > amb. < amb. cryogenic acute health chronic health radioactive
		<input type="checkbox"/>	<input type="checkbox"/> solid liquid gas	<input type="checkbox"/> Days On Site: Curies: (if radioactive)	<input type="checkbox"/> Days On Site: Storage Container:*

If EPCRA, sign below:

Code	Storage Type	Code	Storage Type	Code	Storage Type	Code	Storage Type
A	Aboveground Tank	D	Steel Drum	G	Carboy	J	Bag
B	Underground Tank	E	Plastic/Non-metallic Drum	H	Silo	K	Box
C	Tank Inside Building	F	Can	I	Fiber Drum	L	Cylinder
						O	Tote Bin
						P	Tank Wagon
						Q	Rail Car
						R	Other

* Code Storage Type:

A Aboveground Tank

B Underground Tank

C Tank Inside Building

D Steel Drum

E Plastic/Non-metallic Drum

F Can

G Carboy

H Silo

I Fiber Drum

J Bag

K Box

L Cylinder

M Glass Bottle or Jug

N Plastic Bottle or Jug

O Tote Bin

P Tank Wagon

Q Rail Car

R Other

5

INSTRUCTIONS

Hazardous Materials Inventory Form (Modified Hazardous Materials Inventory - Chemical Description Page)

All non-waste hazardous materials stored at the facility must be listed on the Non-Waste Hazardous Materials Inventory Statement [or the Unified Program Consolidated Form (UPCF) Hazardous Materials Inventory - Chemical Description form (available on the Internet at <http://www.oes.ca.gov/>)]. This form allows you to report up to six chemicals on a single page. Do not list hazardous wastes on this form.

You must complete a separate inventory line for each individual hazardous material that you handle at your facility in quantities subject to Hazardous Materials Business Plan reporting requirements (please refer to the Hazardous Materials Business Plan Information Sheet). The completed inventory must reflect **all** hazardous materials at your facility, reported **separately** for each building or outside storage area, with **separate** inventory lines for unique occurrences of physical state, storage temperature, or storage pressure. Trade secret materials must be listed on separate pages. Make additional copies of this form if needed.

1. **DATE** - In the space at the top left side of the form, enter the date this inventory statement page was prepared.
2. **BUSINESS NAME** - Enter the complete Facility Name.
3. **TYPE OF REPORT ON THIS PAGE** - Indicate whether the material is being added to the inventory, deleted from the inventory, or if the information previously submitted is being revised. (Note: You may leave this blank if you resubmit your entire inventory annually.)
4. **PAGE NUMBER** - Number each page of the inventory appropriately.
5. **CHEMICAL LOCATION** - Enter the name of the building or outside area where the hazardous materials reported on this page are handled. A chemical stored at the same pressure and temperature in multiple locations in one building or area can be reported on a single line.
6. **EPCRA CONFIDENTIAL LOCATION** - You must check "Yes" to keep chemical location information confidential. If you do not need to keep chemical location information confidential check "No." If "Yes," a signature is required on the line provided at the bottom of the form.
7. **TRADE SECRET INFORMATION** - Check "Yes" if the information in this section is declared a trade secret, "No" if it is not. If "Yes," and the business is subject to EPCRA, disclosure of designated Trade Secret information is bound by 40 CFR and the business must submit a "Substantiation to Accompany Claims of Trade Secrecy" form to the United States Environmental Protection Agency.
8. **FACILITY ID NUMBER** - This number is for agency use only. Leave this space blank.
9. **HAZARD CLASS** - In box 9 of the inventory form, provide the primary U.S. Department of Transportation (DOT) numerical hazard class for the material being reported on each line.
10. **MAP & GRID OR LOCATION CODE** - In box 10, enter the page number of the Storage Map where the location of the hazardous material is shown, along with the grid coordinates from your Storage Map that correspond to the location of the hazardous material. If applicable, multiple grid coordinates can be listed. If you do not use a grid system, enter the Location Code shown on your Storage Map.
11. **COMMON NAME, EHS & CAS NUMBER**, - In box 11, enter the following information:
 - **COMMON NAME** - The Common Name or Trade Name of the hazardous material or mixture (e.g. Gasoline, Acme Super Solvent).
 - **EHS** - If the material is considered an Extremely Hazardous Substance as defined in 40 CFR, Part 355, Appendix A, check the EHS box.
 - **CAS NUMBER** - 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.
12. **HAZARDOUS COMPONENTS** - (Note: If the material is not a mixture, skip box 12 and go directly to box 13.) In box 12, enter the following information regarding Hazardous Components that make up the material listed in box 11:
 - **CHEMICAL NAME** - If the Chemical Name is the same as the Common or Trade Name shown in box 11, you may leave this space blank. If the material is a mixture, list the chemical name of each hazardous component in the mixture ranked by percent weight (refer to the MSDS or manufacturer). All hazardous components present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, must be reported. If more than five hazardous components exceed these percentages, you may attach an additional sheet of paper to report the required information.
 - **% BY WEIGHT** - Enter the percentage weight of each hazardous component. If a range of percentages is available, report the highest percentage in that range.
 - **EHS** - Check the box provided if the component of the mixture is considered an Extremely Hazardous Substance.
 - **CAS NUMBER** - List the Chemical Abstract Service (CAS) number for each hazardous component.

13. **TYPE & PHYSICAL STATE** - In box 13, identify the material type and physical state by checking the "pure" or "mixture box and the "solid", "liquid", or "gas" box.
14. **QUANTITIES** - In the appropriate spaces within box 14, list:
- **MAXIMUM DAILY AMOUNT*** - Enter the maximum amount of the hazardous material or mixture handled in this building or outside area at any one time over the course of the year. This amount must contain, at a minimum, last year's reported inventory with the reflection of additions, deletions, or revisions projected for the current year.
 - **AVERAGE DAILY AMOUNT*** - Calculate the average daily amount of the hazardous material or mixture in this building or outside area. If this is a material that is new to this location, the amount should be the average daily amount you project to be on hand during the course of the year.
 - **LARGEST CONTAINER*** - Enter the volume of the largest container in which the material is handled at the location.
 - **CURIES** - If the material is radioactive, use the space provided to report the activity in curies.
 - **DAYS ON SITE** - Enter the total number of days (e.g. 365) during the year that the material is on site.
 - **STORAGE CONTAINER** - Using the container codes listed at the bottom of the inventory statement, list every type of container in which the material is stored/handled.
 - Except for Curies, units of measure must be the same as that indicated in box 15.
15. **UNITS** - In box 15, check the appropriate unit of measure: gallons for liquids, pounds or tons for solids, and cubic feet for gases. If the material is a federally defined EHS and is not a mixture, all amounts must be reported in pounds.
16. **STORAGE CODES** - In the appropriate spaces within box 16, list:
- **STORAGE PRESSURE** - Check the box that best describes the pressure at which the material is stored: ambient (standard), > amb. (greater than ambient), < amb. (less than ambient), or cryogenic.
 - **STORAGE TEMPERATURE** - Check the box that best describes the temperature at which the material is stored.
17. **HAZARD CATEGORIES** - In box 17, check the box(es) to describe all physical, health, and radioactivity hazards associated with the hazardous material.

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

DISCLAIMER FORM

**PLEASE DO NOT SUBMIT THIS FORM IF YOU ARE SUBMITTING
OTHER APPLICATION FORMS AND FEES**

If you have determined that your business is not regulated under any HMUPA program element, complete this form and return it to:

San Francisco Department of Public Health,
Hazardous Materials Unified Program Agency,
1390 Market Street, Suite 210, San Francisco, CA 94102

BUSINESS INFORMATION

Facility ID # <i>(here)</i>	(Complete this box or affix label)		Business Operator/Owner Name	
Business Name		SIC Code		
Street Address		Business Hours	Number of Employees	
San Francisco, CA	Zip Code	Business Phone		
Nearest Cross Street	Type of Business	<input type="checkbox"/> Freight Forwarding <input type="checkbox"/> Other (Specify) _____		

CHECK ALL BOXES THAT APPLY:

- I operate a business that generates waste solely due to the presence of silver and the waste is treated on-site to reclaim the silver. The resulting effluent contains less than 5 mg/l of silver (WET).
- I operate a business that generates **less than 100 kilograms** (approximately 27 gallons) per month exclusively of "silver only" (photographic) hazardous waste and the waste is transported off-site for reclamation of silver.
If the silver-containing waste is not treated on site to remove the silver for recycling or if your business generates **more than 100 kilograms** per month of silver only waste and the waste is not treated on site, DO NOT submit this disclaimer form. You are required to submit a complete HMUPA Application Packet
- I do not operate a business that:
 - Generates any amount of hazardous waste (other than "silver-only" hazardous waste less than 100 kilograms per month);
 - Treats hazardous waste on-site (silver recovery units are considered treatment only if you generate more than 100 kilograms of "silver-only" hazardous waste per month);
 - Involves operation of a mobile air conditioning chlorofluorocarbon recovery unit;
 - Owns or operates a diesel back-up generator
- I do not operate a business that:
 - Is a laboratory;
 - Sells, stores, uses, or handles hazardous materials at any one time in combined amounts equal to or greater than 55 gallons of liquid, 500 pounds of solids, or 200 cubic feet of compressed gases (at standard temperature and pressure); (*Note: Hazardous materials in containers less than 1 gallon, 25 pounds, or 10 cubic feet do not need to be included in the calculation of the combined amounts.*);
 - Sells, stores, uses, or handles a single hazardous materials at any one time in amounts equal to or greater than 55 gallons of liquid, 500 pounds of solids, or 200 cubic feet of compressed gases (at standard temperature and pressure);
 - Sells, stores, uses, or handles radioactive materials in quantities greater than or equal specified quantities;
 - Is a Freight-forwarding & Freight-transportation service handling hazardous materials;
 - Operates an underground storage tank;
 - Stores hazardous materials above threshold quantities temporarily at a job site.

I certify under penalty of perjury that the information on this letter is complete and accurate to the best of my knowledge. I understand that an inspection by the Health Department will be conducted to verify the accuracy of the information submitted. I understand that submittal of incorrect information will result in penalties and site investigation fee.

Note: Submittal of this DISCLAIMER FORM will result in an on-site verification

I certify under penalty of perjury that the information on this letter is complete and accurate to the best of my knowledge. I understand that an inspection by the Health Department will be conducted to verify the accuracy of the information submitted. I understand that submittal of incorrect information will result in penalties and site investigation fee.

Signature

Date

Print Name

Title