Model Plan for Auto Repair / Maintenance Facilities

Summary

Businesses engaged in automotive repair and related activities (i.e. truck repair, auto body, machinery repair/fabrication, etc.) typically handle a variety of hazardous materials and hazardous wastes. Examples of hazardous materials may include solvent (parts cleaner), motor oils, welding gases, anti-freeze, batteries, motor vehicle fuels, etc. Hazardous wastes may include used oil, used batteries, used coolant/anti-freeze, etc.

This type of activity is regulated by the California Health and Safety Code. If managed properly, these products and wastes pose little risk and liability to a business owner, the public or the environment. However, if mismanaged, a business and/or property owner subjects himself/herself to substantial fines and penalties, costly clean-ups, and unnecessary regulatory burden.

The Fresno County Department of Community Health has attempted to assist businesses and minimize the paperwork by developing, on behalf of the owner/operator, a model Hazardous Materials Business Plan (HMBP) to ensure the proper handling and storage of hazardous materials and wastes. If an owner/operator submits and implements this Plan, he/she will meet the minimum reporting requirements for the materials handled (as required by Health and Safety Code Section 255503.5), as well as develop a Health and Safety Plan (as required by Health and Safety Code Section 25200).

A HMBP must be submitted by businesses that handle a hazardous material/waste in quantities equal to or greater than: 55 gallons of a liquid, 500 pounds of a solid, and/or 200 cubic feet of a compressed gas. Generators of hazardous waste(s), less than these quantities, must submit the attached “Business Activities” and “Owner/Operator Identification” pages. In addition, all hazardous waste generators must submit a Contingency Plan to be in compliance with hazardous waste laws. Attached is a comparable Health and Safety Plan to fulfill the Contingency Plan requirement.

Frequently Asked Questions

1. What are Maximum and Average Daily Amounts?
   - A: Maximum Daily Amount indicates the maximum amount of the hazardous material on-site at any one time over the course of the year. This is not the maximum amount used in one day. Average Daily Amount indicates the average amount of the hazardous material on-site on a daily basis. This is not the average amount used in one day.

2. What is considered a hazardous waste?
   - A: Hazardous waste is a discarded material of any form that poses a potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of. (i.e. waste oil, waste antifreeze, etc.)

3. What are the Annual Review/Updating Requirements for the HMBP?
   - A: The HMBP must be updated annually to ensure that the information provided to emergency responders is accurate. A full review of the HMBP is required every three years to determine if revisions need to be made. The update submittal is based on the original date of the initial submission.

4. What resources are available for further assistance?
   - A: A staff analyst is available during office hours to answer any questions you may have at (559) 445-3271. In addition, you may contact this office for additional forms. Instructions for the Unified Program Consolidated Forms are located on the back of each individual form.
Information Sheet

- As a handler of hazardous materials, State Law requires that this facility shall submit an inventory of materials to the local health and fire departments. Listed below are materials and wastes typically handled by automotive repair shops. Important information regarding these materials has been pre-filled out (in the shaded areas) on the enclosed chemical inventory sheets. Locate the applicable corresponding Inventory sheet(s) and complete only the unshaded areas with your specific material information. There is an empty sheet for any material(s) that you may have that are not listed below. There are additional instructions on the back of the sheets. **Note:** It is recommended that photocopies of the Inventory sheets be made prior to filling out.

**Material**

- New Motor Oil
- Transmission Fluid
- Petroleum Solvent (Parts Cleaner)
- New Radiator Fluid
- Propane
- New Auto Batteries
- Welding Oxygen
- Acetylene

- Argon
- Carbon Dioxide
- Gasoline
- Diesel
- Waste Oil
- Waste Radiator Fluid
- Waste Auto Batteries
- Waste Filters

- For your Business Plan to be accepted as complete (Health & Safety Code Chapter 6.95, Section 25504), it must include a written, comprehensive, site-specific Health and Safety Emergency Response Plan. Please provide the emergency response procedures implemented at your facility that address Health and Safety Planning (in the event of a fire, earthquake, hazardous material spill or release, etc.) and employee training (familiarizing employees with MSDS, hazardous material/waste handling, safety procedures, etc.). At a minimum, the procedures shall address release prevention, notification, evacuation, emergency response and cleanup.

You may utilize the Health and Safety Plan (H & S Plan) that is included in this packet. The included H & S Plan is designed for auto repair and related industries. The Plan may be submitted as is (if applicable) or with attached sheets. Should you choose to utilize the attached H & S Plan, complete pages 2-4, 2-5, and 2-6.

*The forms provided by this office have been developed by the CUPA to assist businesses in submittal of a Hazardous Materials Business Plan. The forms are an alternative version to the Unified Program Consolidated Form (UPCF). Businesses have the option to use this format or the UPCF adopted in state regulations. The CUPA must accept the state UPCF and cannot require a business to use the alternative version developed by the CUPA. The CUPA can require businesses to provide additional information on either the UPCF or a supplemental page to that document.*

Additional UPCF forms can be downloaded at:
http://www.calepa.ca.gov/CUPA/Publications/#ConsolidatedForms
HAZARDOUS MATERIALS BUSINESS PLAN CHECKLIST

Please use this helpful checklist to ensure proper completion and processing of your Business Plan document.

**Initial Business Plan Submittal:**

- Business Owner/Operator Identification – Has the form been filled out, signed and dated by the owner/operator?

- Business Activities - Has the form been filled out, signed and dated by the owner/operator?

- Chemical Description Inventory Sheets – Have you completed the information on the sheets for the chemicals over 55 gallons, 500 pounds or 200 cubic feet? **Note:** Please do not submit Material Safety Data Sheets.

- Site Map and/or a Building Diagram – Have the chemical storage location(s), surrounding areas, adjacent streets/alleys, evacuation routes, etc. been indicated? See reverse side of Site Map/Building Diagram Form for details.

- Health and Safety/Emergency Response Plan – Has a site specific plan been included? There is a plan available in this packet for your use. **Note:** Relevant information from comparable plans (i.e., Emergency Action Plan, Contingency Plan, Risk Management Plan) may be submitted.

- A copy has been mailed to Fresno County Community Health Department.

- A copy has been mailed to your local fire department.

- A copy has been maintained on-site. **Note:** The plan must be implemented as required by Health and Safety Code Chapter 6.95, Section 25503.5.

**Business Plan Annual Review/Update:**

Forms preceded with a * need to be submitted regardless of any changes.

- *Business Owner/Operator Identification – Has the form been filled out, signed and dated by the owner/operator?

- *Business Activities - Has the form been filled out, signed and dated by the owner/operator?

- Chemical Description Inventory Sheets, Site Map and Health and Safety/Emergency Response Plan – If changes have occurred submit applicable forms. If no changes it is not necessary to submit.

- A copy has been mailed to Fresno County Community Health Department.

- A copy has been mailed to your local fire department.

- A copy has been maintained on-site. **Note:** The plan must be implemented as required by Health and Safety Code Chapter 6.95, Section 25503.5.
**I. IDENTIFICATION**

<table>
<thead>
<tr>
<th>FACILITY ID#</th>
<th>1</th>
<th>BEGINNING DATE</th>
<th>100</th>
<th>ENDING DATE</th>
<th>101</th>
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</thead>
<tbody>
<tr>
<td>BUSINESS NAME (Same as FACILITY NAME or DBA - Doing Business As)</td>
<td>3</td>
<td>BUSINESS PHONE</td>
<td>102</td>
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<tr>
<td>BUSINESS SITE ADDRESS</td>
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<td>CITY</td>
<td>104</td>
<td>CA</td>
<td>ZIP CODE</td>
<td>105</td>
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<td>DUN &amp; BRADSTREET</td>
<td>106</td>
<td>SIC CODE (4 digit #)</td>
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<tr>
<td>COUNTY</td>
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<tr>
<td>BUSINESS OPERATOR NAME</td>
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<td>BUSINESS OPERATOR PHONE</td>
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**II. BUSINESS OWNER**

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<th>OWNER PHONE</th>
<th>112</th>
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<tr>
<td>OWNER MAILING ADDRESS</td>
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<td></td>
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<tr>
<td>CITY</td>
<td>114</td>
<td>STATE</td>
<td>ZIP CODE</td>
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**III. ENVIRONMENTAL CONTACT**

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<th>117</th>
<th>CONTACT PHONE</th>
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<tr>
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<td>119</td>
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<td></td>
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<tr>
<td>CITY</td>
<td>120</td>
<td>STATE</td>
<td>ZIP CODE</td>
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**IV. EMERGENCY CONTACTS - PRIMARY -**

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<th>124</th>
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<tr>
<td>BUSINESS PHONE</td>
<td>125</td>
<td>BUSINESS PHONE</td>
<td>126</td>
</tr>
<tr>
<td>24-HOUR PHONE</td>
<td>127</td>
<td>PAGER #</td>
<td>128</td>
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<tr>
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<td>(   ) -</td>
<td>(   ) -</td>
<td>(   ) -</td>
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**LOCAL REQUIREMENTS**

BUSINESS PLAN ANNUAL CERTIFICATION (not to be completed upon initial submittal):

- [ ] Y [ ] N Is there any change to your Business Owner/Operator Identification form, Business Activities form, Hazardous Materials Inventory (most recently submitted), or Site map? If yes, complete and submit the appropriate forms.

- [ ] Y [ ] N The Business Plan has been reviewed every three years to determine if revisions need to be made? Date reviewed____________________

- [ ] Y [ ] N The information contained in the hazardous materials inventory most recently submitted is complete, accurate and up to date. All hazardous materials handled at our facility subject to inventory requirements have been disclosed on the most recently submitted inventory.

Fire Department Copy Mailed To:

Date Mailed:    /    /

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 SIGNER (print) | 136 |

NAME OF DOCUMENT PREPARER | 135 |

TITLE OF SIGNER | 137 |
## I. FACILITY IDENTIFICATION

<table>
<thead>
<tr>
<th>FACILITY ID #</th>
<th>EPA ID # (Hazardous Waste Only)</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS NAME (Same as Facility Name of DBA-Doing Business As)</th>
<th>BUSINESS SITE ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## II. ACTIVITIES DECLARATION

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

### A. HAZARDOUS MATERIALS

Have on site (for any purpose) hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?

- **YES**
- **NO**

#### HAZARDOUS MATERIALS INVENTORY

- **YES**
- **NO**

#### CHEMICAL DESCRIPTION (OES 2731)

### B. UNDERGROUND STORAGE TANKS (USTs)

- **YES**
- **NO**

#### UST FACILITY (Formerly SWRCB Form A)

#### UST TANK (one page per tank) (Formerly Form B)

#### UST FACILITY

#### UST TANK (one per tank)

#### UST INSTALLATION – CERTIFICATE OF COMPLIANCE (one page per tank) (Formerly Form C)

#### UST TANK (closure portion –one page per tank)

### C. ABOVE GROUND PETROLEUM STORAGE TANKS (ASTs)

- **YES**
- **NO**

#### NO FORM REQUIRED TO CUPAs

### D. HAZARDOUS WASTE

- **YES**
- **NO**

#### EPA ID NUMBER – provide at the top of this page

#### RECYCLABLE MATERIALS REPORT (one per recycler)

#### ONSITE HAZARDOUS WASTE TREATMENT – FACILITY (Formerly DTSC Forms 1772)

#### ONSITE HAZARDOUS WASTE TREATMENT – UNIT (one page per unit) (Formerly DTSC Forms 1772 A,B,C,D and L)

#### TREATMENT subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?

#### CONSOLIDATE hazardous waste generated at a remote site?

#### Need to report the closure/removal of a tank that was classified as hazardous waste and cleaned onsite?

#### CERTIFICATION OF FINANCIAL ASSURANCE (Formerly DTSC Form 1232)

#### REMOTE WASTE / CONSOLIDATION SITE ANNUAL NOTIFICATION (Formerly DTSC Form 1196)

#### HAZARDOUS WASTE TANK CLOSURE CERTIFICATION (Formerly DTSC Form 1249)

### E. LOCAL REQUIREMENTS

**CERTIFICATION:** 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.

- **I am exempt from these requirements and understand that my business may be subject to inspections to confirm my exemption status.**

**SIGNATURE OF OWNER/OPERATOR:**

**DATE:**

---

**Business Activities**

UPCF (1/99)
This is an aid to assist you in completing the chemical inventory forms. It is only necessary to complete the unshaded areas. Additional instructions are on the back of each inventory sheet.

<table>
<thead>
<tr>
<th>Material Handled On Site</th>
<th>Hazardous Components</th>
<th>Chemical Name</th>
<th>% Wt.</th>
<th>EHS</th>
<th>CAS No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPCRA Confidential Location</td>
<td>Oxygen</td>
<td>oxygen</td>
<td>no</td>
<td></td>
<td>7782-44-7</td>
</tr>
<tr>
<td>Trade Secret</td>
<td>Oxygen</td>
<td>oxygen</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter the maximum amount of the hazardous material handled or stored at any one time over the course of the year. This is not the maximum amount used in one day.

Enter the average daily amount of the hazardous material handled or stored over the course of the year. This is not the average amount used in one day.

Enter the total capacity of the largest container in which the material is stored.

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<table>
<thead>
<tr>
<th>Chemical Name</th>
<th>EHS</th>
<th>CAS No.</th>
<th>Type and Physical State</th>
<th>Quantities</th>
<th>Annual Waste Amount (if any)</th>
<th>Units</th>
<th>Storage Codes</th>
<th>Fed Hazard Categories</th>
<th>Fire Code Hazard Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ethyne</td>
<td>no</td>
<td>74-86-2</td>
<td>pure</td>
<td>Max. Daily</td>
<td>Solid pressure</td>
<td>gallons</td>
<td>ambient</td>
<td>fire</td>
<td>Health</td>
</tr>
<tr>
<td>acetylene</td>
<td></td>
<td></td>
<td>mixture</td>
<td>Average Daily</td>
<td>liquid below ambient</td>
<td>pounds</td>
<td>ambient</td>
<td>reactive</td>
<td>Reactivity</td>
</tr>
<tr>
<td>argon</td>
<td>no</td>
<td>74-037-1</td>
<td>pure</td>
<td>Largest Container</td>
<td>gas below ambient</td>
<td>tons</td>
<td>ambient</td>
<td>chronic</td>
<td>Health</td>
</tr>
<tr>
<td>argon</td>
<td></td>
<td></td>
<td>mixture</td>
<td></td>
<td></td>
<td></td>
<td>ambient</td>
<td>chronic</td>
<td>Special</td>
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<tr>
<td>oxygen</td>
<td>no</td>
<td>7782-44-7</td>
<td>pure</td>
<td>Max. Daily</td>
<td>Solid pressure</td>
<td>gallons</td>
<td>ambient</td>
<td>fire</td>
<td>Health</td>
</tr>
<tr>
<td>oxygen</td>
<td></td>
<td></td>
<td>mixture</td>
<td>Average Daily</td>
<td>liquid below ambient</td>
<td>pounds</td>
<td>ambient</td>
<td>reactive</td>
<td>Reactivity</td>
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<td>gas below ambient</td>
<td>tons</td>
<td>ambient</td>
<td>chronic</td>
<td>Health</td>
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<tr>
<td>carbon dioxide</td>
<td></td>
<td></td>
<td>mixture</td>
<td></td>
<td></td>
<td></td>
<td>ambient</td>
<td>chronic</td>
<td>Special</td>
</tr>
</tbody>
</table>

*Code Storage Type*  
A Above ground Tank  
B Under ground Tank  
C Tank Inside Building  
D Steel Drum  
E Plastic/Nonmetallic Drum  
F Can  
G Carboy  
H Silo  
I Fiber Drum  
J Bag  
K Box  
L Cylinder  
M Glass Bottle or Jar  
N Plastic Bottle  
O Tote Bin  
P Tank Wagon  
Q Rail Car  
R Other

**Hazardous Materials Inventory – Chemical Description**  
Fresno County Department of Community Health – Environmental Health Division  
1221 Fulton Mall, Post Office Box 11867, Fresno, California 93755 (559) 445-3271

**Business Name:**  
(Same as Facility Name or DBA)

**Business Address:**  
(Facility - ID # (Agency Use Only))
Hazardous Materials Inventory Instructions
(Modified UPCF Chemical Description Page)

All hazardous materials handled at the facility must be listed on the Hazardous Materials Inventory [or the Unified Program Consolidated Form (UPCF) Hazardous Materials Inventory - Chemical Description form (available on the Internet at http://www.calepa.ca.gov/publications/title27/Default.htm)]. This form allows you to report up to four materials on a single page.

You must complete a separate inventory line for each individual hazardous material that you handle at your facility in an aggregate quantity subject to Hazardous Materials Business Plan reporting requirements (please refer to the cover page of the Model Auto Repair Plan). The completed inventory must reflect all hazardous materials/wastes of reportable quantities at your facility. Trade secrets must be listed on separate pages. It is highly recommended to make additional copies of this form for future use. Your local agency may be capable of accepting electronic reporting of this information. Contact your local agency for details.

1. BUSINESS NAME - Enter the full legal name of the business.
2. PAGE NUMBER - Number each page of the inventory appropriately.
3. BUSINESS ADDRESS - Enter the full site address of the business.
4. FACILITY ID NUMBER - This number is for agency use only. Leave this space blank.
5. EPCRA CONFIDENTIAL LOCATION - 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”.
6. TRADE SECRET INFORMATION - Check "Yes" if the information in this section is declared a trade secret, "No" if it is not.
7. STATE REQUIREMENT: If "Yes," and business is not subject to EPCRA, disclosure of the designated Trade Secret information is bound by HSC §25511.
   Federal requirement: If "Yes," and 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 (40 CFR 350.27) to the USEPA.
8. MATERIAL HANDLED ON SITE - In the column below the heading, indicate if your business handles, stores or uses this material on site.
9. TRADING LOCATION - In the column below the heading, enter the page number of the Storage Map (if using multiple maps) where the location of the hazardous material is located, along with the grid coordinates that correspond to the location of the hazardous material.
10. 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.
11. ANNUAL WASTE AMOUNT - If the hazardous material being inventoried is a waste, provide an estimate of the annual amount handled. Use the same unit of measure as that indicated in the “Units” column.
12. EXPLOSIVE OR PRESSURE RELEASE - Check the box that best describes the pressure at which the material is stored.
13. STORED WEIGHT - Enter the weight of the largest container in which the material is stored.
14. 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.
15. 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.
16. UNITS - In the column below the heading, 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. FIRE CODE NFPA 704 HAZARD CLASSES - In the column below the heading, fill in the NFPA 704 number (0,1,2,3,or 4) that designates the severity of the hazard for each category.
### Hazardous Materials Inventory – Chemical Description

**Fresno County Department of Community Health – Environmental Health Division**

1221 Fulton Mall, Post Office Box 11867, Fresno, California 93755 (559) 445-3271

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#### Business Name:
(Same as Facility Name or DBA)

#### Business Address:

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#### Hazardous Components

<table>
<thead>
<tr>
<th>Chemical Name</th>
<th>% Wt.</th>
<th>EHS</th>
<th>CAS No.</th>
<th>Type and Physical State</th>
<th>Quantities</th>
<th>Annual Waste Amount (if any)</th>
<th>Units</th>
<th>Storage Codes</th>
<th>Fed Hazard Categories</th>
<th>Fire Code Hazard Classes</th>
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</thead>
<tbody>
<tr>
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<td>Yes</td>
<td>No</td>
<td>Map#</td>
<td>Grid#</td>
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<tr>
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<td>Grid#</td>
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<td><strong>On Site</strong></td>
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</tr>
</tbody>
</table>

#### Type of report for this chemical:
- [ ] Add
- [ ] Delete
- [ ] Revise

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#### Type of report for this chemical:
- [ ] Add
- [ ] Delete
- [ ] Revise

---

#### Type of report for this chemical:
- [ ] Add
- [ ] Delete
- [ ] Revise

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#### Code

- **A** Above ground Tank
- **B** Under ground Tank
- **C** Tank Inside Building
- **D** Steel Drum
- **E** Plastic/Nonmetallic Drum
- **F** Can
- **G** Carboy
- **H** Silo
- **I** Fiber Drum
- **J** Bag
- **K** Box
- **L** Cylinder
- **M** Glass Bottle or Jar
- **N** Plastic Bottle
- **O** Tire/Bus
- **P** Tank Wagon
- **Q** Rail Car
- **R** Other

---

#### *If EPCRA, sign below:

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Hazardous Materials Inventory Instructions  
(Modified UP CF Chemical Description Page)

All hazardous materials handled at the facility must be listed on the Hazardous Materials Inventory (or the Unified Program Consolidated Form (UPCF) Hazardous Materials Inventory - Chemical Description form (available on the Internet at http://www.cal epa.ca.gov/publications/title27/Default.htm)). This form allows you to report up to four materials on a single page.

You must complete a separate inventory line for each individual hazardous material that you handle at your facility in an aggregate quantity subject to Hazardous Materials Business Plan reporting requirements (please refer to the cover page of the Model Auto Repair Plan). The completed inventory must include all hazardous materials/wastes of reportable quantities at your facility. Trade secrets must be listed on separate pages. It is highly recommended to make additional copies of this form for future use. Your local agency may be capable of accepting electronic reporting of this information. Contact your local agency for details.

1. BUSINESS NAME - Enter the full legal name of the business.
2. PAGE NUMBER - Number each page of the inventory appropriately.
3. BUSINESS ADDRESS – Enter the full site address of the business.
4. FACILITY ID NUMBER - This number is for agency use only. Leave this space blank.
5. EPCRA CONFIDENTIAL LOCATION - 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”.
6. TRADE SECRET INFORMATION - Check "Yes" if the information in this section is declared a trade secret, "No" if it is not.
   State requirement: If "Yes," and business is not subject to EPCRA, disclosure of the designated Trade Secret information is bound by HSC §25511.
   Federal requirement: If "Yes," and 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 (40 CFR 350.27) to the USEPA.
7. MATERIAL HANDLED ON SITE – In the column below the heading, indicate if your business handles, stores or uses this material on site. Mark "yes" if handled or “no” if not handled.
8. MAP AND GRID OR LOCATION – In the column below the heading, enter the page number of the Storage Map (if using multiple maps) where the location of the hazardous material is located, along with the grid coordinates 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 shown on your Storage Map. This information is not subject to public disclosure pursuant to HSC §25506. (Listing the location is optional.)
9. HAZARDOUS COMPONENTS - - In the column below the heading, enter the following information regarding Hazardous Components:  
   • CHEMICAL NAME/COMMON NAME – In the column below this sub heading, enter the chemical name on the first line 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). On the second line enter the common name of the material. If more than five hazardous components exceed these percentages, you may attach an additional sheet of paper to report the required information.
   • % BY WEIGHT - In the column below this sub heading, enter the percentage weight of each hazardous component. If a range of percentages is available, report the highest percentage in that range.
   • EHS - In the column below this sub heading, indicate, using “yes” or “no”, if the material is considered an Extremely Hazardous Substance as defined in 40 CFR, Part 355, Appendix A.
   • TYPE OF REPORT FOR THIS CHEMICAL – 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.)
10. CAS NUMBER - List the Chemical Abstract Service (CAS) number for each hazardous component.
11. TYPE & PHYSICAL STATE – In the column below this heading, identify the physical state by checking the “solid”, “liquid”, or “gas” box.
12. QUANTITIES – In the column below the heading, list:
   • MAX. DAILY - Enter the maximum amount of the hazardous material handled or stored at any one time over the course of the year. (This is not the maximum amount used in one day.) 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. This amount must be consistent with the units reported under “Units”.
   • AVERAGE DAILY AMOUNT - Calculate the average daily amount of the hazardous material over the course of the year. This is not the average amount used in one day. 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.
   • DAYS ON SITE - Enter the total number of days (out of 365) during the year that the material 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 material is stored/handled.
   • 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.
13. ANNUAL WASTE AMOUNT – If the hazardous material being inventoried is a waste, provide an estimate of the annual amount handled. Use the same unit of measure as that indicated in the “Units” column.
14. UNITS - In the column below the heading, 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.
15. STORAGE CODES - In the appropriate spaces below the heading:
   • STORAGE PRESSURE - Check the box that best describes the pressure at which the material is stored.
   • STORAGE TEMPERATURE - Check the box that best describes the temperature at which the material is stored.
16. FED HAZARD CATEGORIES - In the column below the heading, check the box(es) to describe all physical and health hazards associated with the hazardous material.

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

17. FIRE CODE NFPA 704 HAZARD CLASSES – In the column below the heading, fill in the NFPA 704 number (0, 1, 2, 3, or 4) that designates the severity of the hazard for each category.
### Hazardous Materials Inventory – Chemical Description

**Fresno County Department of Community Health – Environmental Health Division**

1221 Fulton Mall, Post Office Box 11867, Fresno, California 93755 (559) 445-3271

#### Business Name:
(Same as Facility Name or DBA)

<table>
<thead>
<tr>
<th>Hazardous Components</th>
<th>Chemical Name</th>
<th>% Wt.</th>
<th>EHS</th>
<th>CAS No.</th>
<th>Type and Physical State</th>
<th>Quantities</th>
<th>Annual Waste Amount (if any)</th>
<th>Storage Codes</th>
<th>Fed Hazard Categories</th>
<th>Fire Code Hazard Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Max. Daily</td>
<td>Average Daily</td>
<td>Largest Container</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Storage</td>
<td>Pressure Temp.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethylene Glycol</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coolant/Antifreeze</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Petroleum Distillate</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Motor Oil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automatic Transmission Fluid</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Battery – Electric Storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Batteries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- **EPCRA Confidential Location**
- **Trade Secret**
- **Type of report for this chemical:** [Add] [Delete] [Revise]
- **If EPCRA, sign below:**

---

*Code Storage Type A Above ground Tank B Under ground Tank C Tank Inside Building D Steel Drum G Carboy J Bag M Glass Bottle or Jug N Plastic Bottle or Jug T Tote Bin F Can I Fiber Drum L Cylinder P Tank Wagon Q Rail Car R Other*
Hazardous Materials Inventory Instructions
(Modified UPCF Chemical Description Page)

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<td>Acute Health (Immediate): Toxics, Highly Toxics, Irritants, Sensitizers, Corrosives, other hazardous chemicals with an adverse effect with short-term exposure</td>
</tr>
<tr>
<td>Reactive: Unstable Reactives, Organic Peroxides, Water Reactives, Radiactives</td>
<td>Chronic Health (Delayed): Carcinogens, other chemicals with an adverse effect with long-term exposure</td>
</tr>
<tr>
<td>Pressure Release: Explosives, Compressed Gases, Blasting Agents</td>
<td></td>
</tr>
</tbody>
</table>

17. FIRE CODE NFPA 704 HAZARD CLASSES – In the column below the heading, fill in the NFPA 704 number (0,1,2,3,or 4) that designates the severity of the hazard for each category.
### Hazardous Materials Inventory – Chemical Description

Fresno County Department of Community Health – Environmental Health Division  
1221 Fulton Mall, Post Office Box 11867, Fresno, California 93755 (559) 445-3271

<table>
<thead>
<tr>
<th>Chemical Name</th>
<th>Physical State</th>
<th>Quantities</th>
<th>Fed Hazard Categories</th>
<th>Fed Hazard Code</th>
<th>Trade Secret</th>
<th>EPCRA Confidential Location</th>
<th>Storage Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>waste filters</td>
<td>solid, liquid, gas</td>
<td>gallons, cu. feet, tons</td>
<td>ambient above, ambient below, ambient below, ambient below</td>
<td>Health __ Fire __ Reactivity __ Special __</td>
<td>Yes</td>
<td>Yes</td>
<td>A Above ground Tank</td>
</tr>
<tr>
<td>waste filters</td>
<td>solid, liquid, gas</td>
<td>gallons, cu. feet, tons</td>
<td>ambient above, ambient below, ambient below, ambient below</td>
<td>Health __ Fire __ Reactivity __ Special __</td>
<td>No</td>
<td>Yes</td>
<td>B Under ground Tank</td>
</tr>
<tr>
<td>waste oil</td>
<td>solid, liquid, gas</td>
<td>gallons, cu. feet, tons</td>
<td>ambient above, ambient below, ambient below, ambient below</td>
<td>Health __ Fire __ Reactivity __ Special __</td>
<td>Yes</td>
<td>Yes</td>
<td>C Can</td>
</tr>
<tr>
<td>waste ethylene glycol</td>
<td>solid, liquid, gas</td>
<td>gallons, cu. feet, tons</td>
<td>ambient above, ambient below, ambient below, ambient below</td>
<td>Health __ Fire __ Reactivity __ Special __</td>
<td>No</td>
<td>Yes</td>
<td>D Steel Drum</td>
</tr>
<tr>
<td>waste coolant/antifreeze</td>
<td>solid, liquid, gas</td>
<td>gallons, cu. feet, tons</td>
<td>ambient above, ambient below, ambient below, ambient below</td>
<td>Health __ Fire __ Reactivity __ Special __</td>
<td>Yes</td>
<td>Yes</td>
<td>E Plastic/Nonmetallic Drum</td>
</tr>
<tr>
<td>waste battery</td>
<td>solid, liquid, gas</td>
<td>gallons, cu. feet, tons</td>
<td>ambient above, ambient below, ambient below, ambient below</td>
<td>Health __ Fire __ Reactivity __ Special __</td>
<td>No</td>
<td>Yes</td>
<td>F Can</td>
</tr>
<tr>
<td>waste automotive batteries</td>
<td>solid, liquid, gas</td>
<td>gallons, cu. feet, tons</td>
<td>ambient above, ambient below, ambient below, ambient below</td>
<td>Health __ Fire __ Reactivity __ Special __</td>
<td>Yes</td>
<td>Yes</td>
<td>G Carboy</td>
</tr>
</tbody>
</table>

*Code* Storage Type  
A Above ground Tank  
B Under ground Tank  
C Tank Inside Building  
D Steel Drum  
E Plastic/Nonmetallic Drum  
F Can  
G Carboy  
H Silo  
I Fiber Drum  
J Jug  
K Box  
L Cylinder  
M Glass Bottle or Jar  
N Paint Bucket or Bottle  
O Can  
P Tank Wagon  
Q Rail Car  
R Other

If EPCRA, sign below: ____________________________________________________________
Hazardous Materials Inventory Instructions  
(Modified UPCF Chemical Description Page)

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1. **BUSINESS NAME** - Enter the full legal name of the business.
2. **PAGE NUMBER** - Number each page of the inventory appropriately.
3. **BUSINESS ADDRESS** - Enter the full site address of the business.
4. **FACILITY ID NUMBER** - This number is for agency use only. Leave this space blank.
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<tr>
<td><strong>Fire</strong></td>
<td>Acute Health (Immediate): Toxics, Highly Toxics, Irritants, Sensitizers, Corrosives, other hazardous chemicals with an adverse effect with short-term exposure</td>
</tr>
<tr>
<td>Flammable Liquids and Solids, Combustible Liquids, Pyrophorics, Oxidizers</td>
<td><strong>Pressure Release</strong>: Explosives, Compressed Gases, Blasting Agents</td>
</tr>
<tr>
<td>Reactive: Unstable Reactives, Organic Peroxides, Water Reactives, Radiactivites</td>
<td>Chronic Health (Delayed): Carcinogens, other chemicals with an adverse effect with long-term exposure</td>
</tr>
<tr>
<td><strong>Fire Code NFPA 704</strong></td>
<td><strong>Hazardous Classes</strong></td>
</tr>
<tr>
<td><strong>Flammable</strong></td>
<td><strong>Acute Health (Immediate)</strong>: Toxics, Highly Toxics, Irritants, Sensitizers, Corrosives, other hazardous chemicals with an adverse effect with short-term exposure</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td><strong>Chronic Health (Delayed)</strong>: Carcinogens, other chemicals with an adverse effect with long-term exposure</td>
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<td><strong>Presse</strong></td>
<td><strong>Explosives</strong></td>
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<tr>
<td><strong>Radiact</strong></td>
<td><strong>Compressed Gases</strong></td>
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<tr>
<td><strong>Toxic</strong></td>
<td><strong>Blasting Agents</strong></td>
</tr>
</tbody>
</table>

18. **FIRE CODE NFPA 704 HAZARD CLASSES** – In the column below the heading, fill in the NFPA 704 number (0,1,2,3, or 4) that designates the severity of the hazard for each category.
# Hazardous Materials Inventory – Chemical Description

Fresno County Department of Community Health – Environmental Health Division
1221 Fulton Mall, Post Office Box 11867, Fresno, California 93755 (559) 445-3271

## Business Name:
(Name as Facility Name or DBA)

## Business Address:
(Facility Use Only)

<table>
<thead>
<tr>
<th>Hazardous Components</th>
<th>Chemical Name Common Name</th>
<th>% Wt.</th>
<th>EHS</th>
<th>CAS No.</th>
<th>Type and Physical State</th>
<th>Quantities</th>
<th>Annual Waste Amount (if any)</th>
<th>Units</th>
<th>Storage Codes</th>
<th>Fed Hazard Categories</th>
<th>Fire Code Hazard Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPCRA Confidential Location</td>
<td>Yes</td>
<td>No</td>
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<td>Material Handled On Site</td>
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<tr>
<td>Type of report for this chemical: □ Add □ Delete □ Revise</td>
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<td>solid liquid gas</td>
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</tbody>
</table>

| EPCRA Confidential Location | Yes | No | | | | | | | | | |
| Material Handled On Site | | | | | | | | | | | |
| Map# | | | | | | | | | | | |
| Trade Secret Yes No Grid# | | | | | | | | | | | |
| Type of report for this chemical: □ Add □ Delete □ Revise | | | | | | | | | | | |
| | | solid liquid gas | | | | | | | | | |
| | | solid liquid gas | | | | | | | | | |
| | | solid liquid gas | | | | | | | | | |

| EPCRA Confidential Location | Yes | No | | | | | | | | | |
| Material Handled On Site | | | | | | | | | | | |
| Map# | | | | | | | | | | | |
| Trade Secret Yes No Grid# | | | | | | | | | | | |
| Type of report for this chemical: □ Add □ Delete □ Revise | | | | | | | | | | | |
| | | solid liquid gas | | | | | | | | | |
| | | solid liquid gas | | | | | | | | | |
| | | solid liquid gas | | | | | | | | | |

* Code Storage Type
A Above ground Tank
B Under ground Tank
C Tank Inside Building
D Steel Drum
E Plastic/Nonmetallic Drum
F Can
G Carboy
H Silo
I Fiber Drum
J Bag
K Box
L Cylinder
M Glass Bottle or Jug
N Plastic Bottle or Jug
O Tote Bin
P Tank Wagon
Q Rail Car
R Other

If EPCRA, sign below:
__________________________________________
Hazardous Materials Inventory Instructions
(Modified UPCF Chemical Description Page)

All hazardous materials handled at the facility must be listed on the Hazardous Materials Inventory [or the Unified Program Consolidated Form (UPCF) Hazardous Materials Inventory - Chemical Description form (available on the Internet at http://www.calepa.ca.gov/publications/title27/Default.htm)]. This form allows you to report up to four materials on a single page.

You must complete a separate inventory line for each individual hazardous material that you handle at your facility in an aggregate quantity subject to Hazardous Materials Business Plan reporting requirements (please refer to the cover page of the Model Auto Repair Plan). The completed inventory must include all hazardous materials/wastes of reportable quantities at your facility. Trade secrets must be listed on separate pages. It is highly recommended to make additional copies of this form for future use. Your local agency may be capable of accepting electronic reporting of this information. Contact your local agency for details.

1. BUSINESS NAME - Enter the full legal name of the business.
2. PAGE NUMBER - Number each page of the inventory appropriately.
3. BUSINESS ADDRESS – Enter the full site address of the business.
4. FACILITY ID NUMBER - This number is for agency use only. Leave this space blank.
5. EPCRA CONFIDENTIAL LOCATION - 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”.
6. TRADE SECRET INFORMATION - Check "Yes" if the information in this section is declared a trade secret, "No" if it is not.

State requirement: If "Yes," and business is not subject to EPCRA, disclosure of the designated Trade Secret information is bound by HSC §25511.
Federal requirement: If "Yes," and 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 (40 CFR 350.27) to the USEPA.
7. MATERIAL HANDLED ON SITE – In the column below the heading, indicate if your business handles, stores or uses this material on site.
8. MAP AND GRID OR LOCATION – In the column below the heading, enter the page number of the Storage Map (if using multiple maps) where the location of the hazardous material is located, along with the grid coordinates 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 shown on your Storage Map. This information is not subject to public disclosure pursuant to HSC §25506. (Listing the location is optional.)
9. HAZARDOUS COMPONENTS - In the column below the heading, enter the following information regarding Hazardous Components:
   • CHEMICAL NAME/COMMON NAME – In the column below this sub-heading, enter the proper chemical name on the first line 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). On the second line enter the common name of the material. If more than five hazardous components exceed these percentages, you may attach an additional sheet of paper to report the required information.
   • % BY WEIGHT - In the column below this sub-heading, enter the percentage weight of each hazardous component. If a range of percentages is available, report the highest percentage in that range.
   • EHS - In the column below this sub-heading, indicate, using “yes” or “no”, if the material is considered an Extremely Hazardous Substance as defined in 40 CFR, Part 355, Appendix A.
   • TYPE OF REPORT FOR THIS CHEMICAL – 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.)
10. CAS NUMBER - List the Chemical Abstract Service (CAS) number for each hazardous component.
11. TYPE & PHYSICAL STATE – In the column below this heading, identify the physical state by checking the “solid”, “liquid”, or “gas” box.
12. QUANTITIES - In the column below the heading, list:
   • MAX. DAILY - Enter the maximum amount of the hazardous material handled or stored at any one time over the course of the year. (This is not the maximum amount used in one day.) 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. This amount must be consistent with the units reported under "Units".
   • AVERAGE DAILY AMOUNT - Calculate the average daily amount of the hazardous material over the course of the year. This is not the average amount used in one day. 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.
   • MAX. 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 (out of 365) during the year that the material 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 material is stored/handled.
13. ANNUAL WASTE AMOUNT – If the hazardous material being inventoried is a waste, provide an estimate of the annual amount handled. Use the same unit of measure as that indicated in the “Units” column.
14. 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.
15. UNITS - In the column below the heading, 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.
16. STORAGE CODES - In the appropriate spaces below the heading:
   • STORAGE PRESSURE - Check the box that best describes the pressure at which the material is stored.
   • STORAGE TEMPERATURE - Check the box that best describes the temperature at which the material is stored.
17. FEDERAL HAZARD CLASSES – In the column below the heading, check the box(es) to describe all physical and health hazards associated with the hazardous material.

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

17. FIRE CODE NFPA 704 HAZARD CLASSES – In the column below the heading, fill in the NFPA 704 number (0,1,2,3,or 4) that designates the severity of the hazard for each category.
## CALIFORNIA ANNOTATED SITE MAP

<table>
<thead>
<tr>
<th></th>
<th>A</th>
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<th>H</th>
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</tbody>
</table>

### Appendix E

For Site Map
- Scale of Map
- Loading Areas
- Parking Lots
- Internal Roads
- Storm and Sewer Drains
- Adjacent Property Use
- Locations and Names of Adjacent Streets and Alleys
- Access and Egress Points and Roads

For Sub-Site Map
- Scale of Map
- Location of Each Storage Area
- Location of Each Hazardous Material Handling Area
- Location of Emergency Response Equipment

**Scale:**

1” = _____ Ft.

Indicate Directions (N, S, E, W)
IV. California Annotated Site Map – Instructions

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

1. Site Layout

   - Scale of map
   - Site Orientation (north, south, etc.)
   - Loading areas
   - Parking lots
   - Internal roads
   - Storms and sewer drains
   - Adjacent property use
   - Locations and names of adjacent streets and alleys
   - Access and egress points and roads

2. Facility

   - Location of each storage area
   - Location of each hazardous material handling area
   - Location of emergency response equipment. For example, equipment for fire suppression, approach and mitigation, protective clothing, medical response, etc.
Health and Safety/Emergency Response Plan

Facility Name: _________________________________________________________________
Facility Address: _______________________________________________________________

Section 1: Storage and Handling of Hazardous Materials

1. Hazardous materials are stored in their original containers. The containers are labeled with the contents clearly identified. If materials are transferred into other containers, the receiving container will be labeled.

2. Hazardous materials are handled in such a manner as to minimize the amount on site at any one time.

3. Hazardous materials are stored so as to prevent damage to the containers from vehicle traffic, equipment, etc.

4. Compressed (i.e. welding) gases are stored in an upright position and properly secured/chained. The shipping bonnet should remain in place until ready for use. Empty and full cylinders are separated and labeled accordingly (“FULL” and “EMPTY”).

5. Current copies of the Material Safety Data Sheets are maintained on-site and available for reference by employees and used during an emergency.

Section 2: Storage and Handling of Hazardous Wastes

Waste Oil - Waste oil and other lubricating fluids are stored in no more than four (4) 55-gallon drums or other appropriate covered container(s). Each container is labeled with a weatherproof label containing the following information:

"HAZARDOUS WASTE"
"USED OIL"
Generator's Name (Business Name)
Generator's Address
Generator's Telephone Number
Accumulation Start Date
Physical State
Hazardous Properties

Waste oil is stored to prevent spilling or spreading and to prevent rainwater from entering the container. A secondary containment system can be provided around the primary (container) containment system for added spill prevention. Waste oil is accumulated for 90 days and no longer than 180 days *. Waste oil is picked up and recycled by a properly licensed hazardous waste company (as listed in Section 5 of this Plan). * If less than 100 kg (approximately 27 gallons) is generated in one calendar month, the 90 day time-frame starts once the 27 gallons has accumulated. If generating between 100 kg/month and 1000 kg/month and never above 6000 kg/month on site, both time frames begin from the first drop of accumulation.
Oil Filters - Oil filters are drained of all free flowing oil (typically for 24 hours) then placed into a rainproof container. The container shall be labeled "DRAINED USED OIL FILTERS". Up to one ton of used oil filters may be accumulated on site for no more than one year prior to recycling. Used filters are collected for recycling by a qualified recycler (as noted in Section 5).

Antifreeze/Coolant - Waste radiator fluid shall be placed in the appropriate covered container for recycling. The container shall be labeled "WASTE ANTIFREEZE/COOLANT" with the same information as noted above.

Batteries – Undamaged batteries should be stored upright on a covered pallet over a non-reactive, curbed and sealed surface and protected from the weather. Care should be taken to prevent the terminals from short-circuiting. Damaged batteries (cracked, broken, or missing caps) shall be stored and transported in non-reactive structurally-secure closed containers such as polyethylene buckets or drums. Spent batteries may be stored at a designated location for no longer than one year if less than one ton, or 180 days if more than one ton. Spent batteries are collected and transported by a qualified recycler (as noted in Section 5). Intact spent batteries and properly contained damaged batteries are marked with either the date the battery was taken out of service or the date it was received for transport/storage. The date shall be written in a weather-resistant material such as ink or paint and be legible and conspicuous.

Contaminated Rags – Rags or textile materials (e.g. shop towels, uniforms, linens, etc.) which have become soiled with hazardous waste during commercial or industrial use are exempt from certain hazardous waste laws and regulations if all of the following requirements are met:
- They are made reusable by laundering or comparable methods of cleaning at a facility (commercial laundry with records maintained or accepted industry methods).
- They are not subject to federal regulation as hazardous waste.
- They are not used to clean up or control a spill that is required to be reported to any state or federal agency.
- No hazardous waste has been added after the material’s original use.
- No free liquids are released during transportation or storage of the materials.

Empty Containers - The moment a container is emptied, the date shall be marked on the container with weatherproof ink. Containers previously used to store hazardous materials shall be properly recycled or disposed of within one year of being emptied. Containers of five (5) gallon capacity or smaller that are empty may be crushed and disposed of as solid waste (check with solid waste facility to see if they will accept them). Containers larger than a five (5) gallon capacity shall be recycled or reconditioned.

Record Keeping - All records pertaining to the disposal and/or recycling of hazardous wastes shall be maintained and available on site for at least three (3) years.

Section 3: Prevention of discharges to the storm water system and sewer system

1. All discharges of anything other than clean water to the street gutters, parking lot or sidewalks are prohibited. Small spills or leaks, which may reach storm or sewer water inlets, shall be addressed as detailed below.
2. Cleaning and degreasing of engines or related parts shall only be done in areas where run off can be properly treated and legally discharged.

3. Floor or shop drains shall not be used for disposal of hazardous materials or hazardous wastes.

4. Oil water separators shall be managed in accordance with procedures established by the local wastewater treatment facility.

**Section 4: Spills and Leaks**

1. Notification: In the event of a hazardous material release, or a threatened release, immediately notify the appropriate authorities. This is to be done as soon as possible without delaying the immediate control of the release or threatened release, or delaying emergency medical procedures. Make the following notifications:
   
   1) **911** - Police, fire, and medical
   
   2) **445-3271** - Fresno County Environmental Health Division (after working hours or weekends use Sheriff's Office number 488-3111)
   
   3) **1-800-852-7550** - California Office of Emergency Services (OES)

   Notification shall include the following information:

   a. Exact location of release or threatened release.
   
   b. Name of person reporting and call back telephone number.
   
   c. Hazardous material(s) involved.
   
   d. Estimated quantity of hazardous material(s).
   
   e. Potential hazards presented by the hazardous material(s).

   Immediate reporting IS NOT required if there is a reasonable belief that the release poses no significant present or potential hazard to human health and safety, property, or the environment. Be extremely cautious about reaching this conclusion in the absence of consultation with the proper authorities. If you need assistance in evaluating the significance of a release, you may contact a member of the Fresno County Emergency Response Team at (559) 445-3271 during regular office hours or (559) 488-3111 after office hours.

2. Emergency Actions: In the event of a large spill the following actions shall be taken.

   1) Turn power off at electrical panel, if it is safe to do so.
   
   2) Evacuate employees and customers to the staging area indicated on the facility map.
3) Identify location of storm drain and block it with designated equipment.

4) Emergency coordinator (predetermined employee) shall meet with responding agencies.

5) Consult/review the Material Safety Data Sheet (MSDS) to evaluate possible cleanup options and necessary safety equipment.

3. Small Spills: In the event of a small spill the following actions shall be taken.

1) Notify the Environmental Health Division (at the number listed above) if the spill runs off the immediate storage area.

2) Contain spill and secure the area so that no one walks over the spill. This can be accomplished using absorbent material, or other cleanup material, and high visibility cones or hazard tape.

3) Eliminate any potential ignition sources, such as automobiles and cigarettes.

4) Clean up the contaminated absorbent and place it in the appropriately labeled container or call a clean up contractor to clean up the spill. The label must include the facility's name and address, contents of the container, and the date the material was placed in the container.

5) Arrange for proper disposal of the absorbent (hazardous waste contractor listed below).

**Spill Kit**

A kit for cleaning up a small spill shall contain at least the following items:

1. Bag(s) of absorbent as well as absorbent pads or coils;
2. A drum or other suitable container for the storage of used absorbent;
3. A flathead shovel, broom and dustpan;
4. High visibility cones and hazard tape;
5. Gloves, coveralls, safety glasses or goggles, and protective boots.

**Section 5: Emergency Equipment**

List all emergency equipment at the facility (such as fire extinguishing systems, spill control equipment, communications and alarm systems (internal and external), and decontamination equipment) below. **List the locations of all emergency equipment on the Site Map.**

1) Equipment Type _______________________ Description ________________________________
Section 6: Hazardous Waste Contractor(s)

Hazardous waste contractor(s) for waste oil, waste antifreeze, etc.:

1) _____________________________________ Telephone # __________________

2) _____________________________________ Telephone # __________________

Used oil filter recycler(s):

1) _____________________________________ Telephone # __________________

2) _____________________________________ Telephone # __________________

Battery recycler(s):

1) _____________________________________ Telephone # __________________

Other resources(s):

1) _____________________________________ Telephone # __________________

2) _____________________________________ Telephone # __________________

For information regarding the proper disposal of hazardous waste, please contact:

- Environmental Health Division: #(559) 445-3271
- Department of Toxic Substances Control: #(559) 297-3901

Section 7: SUGGESTED FIRST AID PROCEDURES (for exposure to flammables such as solvents, thinners, gasoline and diesel fuel):

1. **EYE CONTACT**: Flush with water for 15 minutes while holding eyelids open. Get medical attention.

2. **SKIN CONTACT**: Flush with water while removing contaminated clothing and shoes. Follow by washing skin with soap and water. Do not reuse clothing or shoes until cleaned. If irritation persists, get medical attention.

3. **INHALATION (Breathing)**: Remove victim to fresh air. If breathing is difficult, provide oxygen. If not breathing, administer CPR. Get immediate medical attention.
4. **INGESTION (Swallowing):** DO NOT INDUCE VOMITING, BECAUSE GASOLINE CAN ENTER LUNGS AND CAUSE SEVERE LUNG DAMAGE! If vomiting occurs spontaneously, keep head below hips to prevent aspiration of liquid into the lungs. Get immediate medical attention.

5. **FOR FURTHER INFORMATION:** Consult the Material Safety Data Sheet for these products and for other hazardous material.

**First Aid Procedures (for exposure to other materials):**

Consult the warning advice on container labels or refer to the Material Safety Data Sheets.

**Section 8: EMPLOYEE EMERGENCY RESPONSE TRAINING FOR:**

1. **NEW EMPLOYEES:** Prior to job startup, new employees are given an orientation which includes: information covered in this document; Right-To-Know hazardous materials laws; National Fire Protection Association labeling and placarding; and Material Safety Data Sheets.

2. **ANNUAL REFRESHER TRAINING:** Refresher training is held annually for all employees. Training is also provided when any new hazard or hazardous material is introduced into the work environment.

3. **SAFE HANDLING OF HAZARDOUS MATERIALS:** The use of Material Safety Data Sheets, safe handling of products and wastes, proper cleanup, protective clothing and other safety precautions are discussed.

4. **PROPER USE OF ON-SITE EMERGENCY RESPONSE EQUIPMENT AND SUPPLIES:** Employees are trained in the use of fire retardants, extinguishers, absorbents, clean rags, brooms, shovels and other available equipment.

5. **PROCEDURES TO NOTIFYING AND COORDINATING WITH LOCAL EMERGENCY RESPONSE AGENCIES:** Management personnel are responsible for coordinating with and cooperating with local emergency response agencies.

I have read, understand, accept and will implement this Health and Safety Plan for

______________________________
Business Name

______________________________  ______________
Owner/Operator                Date

*This is a general plan, which may not fill the needs of all businesses. Necessary changes and additions may be made using this document as a guideline.*