





## ATTENTION: HAZARDOUS MATERIALS HANDLER

Chapter 6.95 of the California Health & Safety Code (H&SC) establishes minimum standards for Hazardous Materials Business Plans (HMBP). Each business shall prepare a HMBP if that business uses, handles, or stores a hazardous material/waste in quantities greater than or equal to the following:

- 55 gallons of a liquid.
- 500 pounds of a solid substance.
- 200 cubic feet of compressed gas.
- A toxic compressed gas (TLV  $\leq$  10 ppm) in any amount.
- Extremely hazardous substances in quantities equal to or greater than the Threshold Planning Quantities.

A complete HMBP consists of the following elements as established in H&SC Section 25504:

- Hazardous Materials Inventory
- Site Plan (Site Map)
- List of Emergency Contacts
- Emergency Response Plan
- Employee Training Description

The County of San Diego, Department of Environmental Health, Hazardous Materials Division (HMD), as the administering agency and with the concurrence of all the local fire jurisdictions, requires a business that handles hazardous materials in reportable quantities to submit changes to the hazardous materials inventory, list of emergency contacts, and site plan, in lieu of a complete HMBP, only after the initial submittal of a complete HMBP.

The business must initially certify that a complete HMBP has been prepared and is maintained at the site where the hazardous materials are stored and must also **annually** re-certify that the HMBP is current and maintained on site. If there are no significant changes after the HMBP has been submitted and certified, then follow the instructions below for "Annual Certification without Changes".

Substantial changes as listed below must be submitted to the HMD within 30 days of the change along with a certification that the HMBP is current and maintained on site:

- **A 100% or greater increase or decrease in the quantity of any hazardous material on the inventory**
- **Addition or deletion of a hazardous material to the inventory**
- **Changes in the storage, location, or use of hazardous materials**
- **Any change in business name, ownership, or address**
- **Any change in Emergency Coordinator/Contact information**

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## Instructions for Completing the Hazardous Materials Business Plan Certification

Note: The numbering of the instructions follows the data element numbers that are on statewide reporting forms. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C.

1. FACILITY ID NUMBER - Enter the 6 character Permit Number from your Permit. If you do not have a Permit, leave this blank.
3. BUSINESS NAME - Enter the full legal name of the business. This is the same as the terms "Facility Name" or "DBA" – Doing Business As.
103. BUSINESS SITE ADDRESS - Enter the street address where the facility is located. No post office box numbers are allowed.
104. CITY - Enter the city or unincorporated area in which business site is located.
105. ZIP CODE - Enter the zip code of business site. The extra 4-digit zip may also be added.

**CARCINOGEN/REPRODUCTIVE TOXIN ANNUAL RENEWAL WITHOUT CHANGES:** Any business which is required to submit a HMBP and handles a material which is a carcinogen or reproductive toxin, is required to submit a list of each such material handled during the previous year to the Director of the Department of Environmental Health. The list must include all carcinogens and reproductive toxins handled in quantities less than 55 gallons or 500 pounds. The list of such materials handled shall be renewed each year. Check this box to certify that the information previously submitted is still correct and no changes, additions or deletions are necessary. See [http://www.sdcounty.ca.gov/deh/hazmat/hmd\\_forms.html](http://www.sdcounty.ca.gov/deh/hazmat/hmd_forms.html) and review HM-9243 (Disclosure of Hazardous Materials Information Bulletin) to find out if you are required to submit this list.

**INITIAL CERTIFICATION:** Check this box if you are submitting a new HMBP.

**ANNUAL CERTIFICATION WITHOUT CHANGES:** Check this box if you are submitting an annual certification on an existing plan.

**CERTIFICATION OF CHANGES/REVISIONS:** Check this box if you are submitting changes to the hazardous materials inventory, list of emergency contacts, or the site plan. All pages should include the new submittal date. For multi-page site maps, include all pages with new submittal date.