



Placer County Health and Human Services Department

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GUIDE FOR THE PREPARATION OF A HAZARDOUS MATERIALS BUSINESS PLAN

In 1987 California adopted Chapter 6.95 of the health and Safety Code, which requires any business handling or storing a hazardous material to establish a Business Plan for emergency response to a release, or threatened release of that hazardous material. The information from the completed Business Plan will be provided to emergency rescue personnel on a 24-hour basis, to better prepare them in the event of an emergency.

What is a hazardous material? A hazardous material is a material that because of its quantity, concentration, physical or chemical properties poses a significant present or potential hazard to human health and safety or the environment. Examples include, but are not limited to: ACIDS, GASOLINE, PROPANE, PESTICIDES, WEED KILLERS, PAINTS, USED OIL, PAINT THINNER, WELDING, GASSES, POISONS, WATER REACTIVE CHEMICALS, FERTILIZERS, FLAMMABLE LIQUIDS AND SOLIDS, CRYOGENIC FLUIDS, EXPLOSIVES, CORROSIVES, MIXTURES CONTAINING HAZARDOUS MATERIALS, INDUSTRIAL CLEANERS, AND RADIOACTIVE MATERIALS.

Who must comply? Business Plans only need to be submitted by those businesses that handle or store a hazardous material or mixture containing a hazardous material which has a quantity at any one time during the reporting year equal to or greater than:

- A) a total weight of 500 pounds (solid)
- B) a total volume of 55 gallons (liquid)
- C) 200 cubic feet at standard temperature and pressure (compressed gasses)
- D) The threshold quantity of any extremely hazardous substance, or radiological materials in a quantity requiring a Federal emergency plan.

The Business Plan must include the following elements:

- 1) **Business Activities page**
- 2) **Business Owner/Operator Identification page**
- 3) **Hazardous Materials Inventory – Chemical Description page for each material; only one material per page**
- 4) **Site Vicinity Map**
- 5) **Facility Map**
- 6) **Emergency Response Plan and Procedure**
- 7) **Training Plan**
- 8) **Registration and Fee Disclosure Notification**

Tahoe Administration Building, 565 West Lake Boulevard, Tahoe City, P.O. Box 1909, Tahoe City, CA 96145-1909
530.581.6240 ● fax 530.581.6242

Community Development and Resource Agency Building, 3091 County Center Drive, Suite 180, Auburn, CA 95603 ☎
530.745-2300 ● www.placer.ca.gov ● fax 530.745-2370

The blank Business Plan forms are attached and are available on our website at http://www.placer.ca.gov/Departments/hhs/env_health.aspx. Forms are to be completed for each facility (location). Return two (2) copies of the completed business plan to Placer County Environmental Health at the address shown on the front page and **maintain one copy of the Hazardous Materials Business Plan onsite at all times.**

If you have any questions concerning the preparation of the Business Plan, please contact this office and ask for the hazardous materials staff. For those outside the local calling area but within Placer County, the toll-free number is: 1-800-488-4308, extension 2300.

What is required to keep your Business Plan current?

When Changes Occur:

When a hazardous material handler makes changes to their operation which necessitates revisions to the existing business plan, they are required to submit two copies of the plan revisions to Environmental Health within thirty (30) days.

Annual Requirements:

The handler must certify the business plan annually, on or before March 1st. If there are no changes to the existing business plan, the handler must submit a completed Hazardous Materials Business Plan Certification form. In addition, those facilities that handle Acutely/Extremely hazardous substances and/or hazardous materials in amounts greater than 10,000 pounds must submit dated Chemical Description page(s) annually.

Those handlers that have made changes to their operation are required to submit a completed business plan that reflects all the revisions made in the previous year. This requirement is in addition to the 30-day reporting requirements noted above.

