



Hazardous Materials Business Plan Guidelines

California Health and Safety Code (HSC) §25505(a)(3) requires that facilities provide a Hazardous Materials Business Plan (HMBP) if they handle reportable quantities of hazardous materials at any given time in the year. Reportable quantities are 500 pounds for a solid, 55 gallons for a liquid, and 200 cubic feet for a gas. There are chemicals that have exceptions to the reportable quantities. Please contact San Joaquin County Environmental Health Department (SJC EHD) at 209-468-3420 for more information.

All of the information for HMBPs must be uploaded into the California Environmental Reporting System (CERS). CERS is an online database that stores all of the HMBP information for CUPA agencies and emergency first responders viewing. Please go to <https://cers.calepa.ca.gov/> to create a CERS login or to access CERS.

Site Inspections
Site inspections are done every three years but the HMBP elements must be reported into CERS every year, even if there are no changes. This must be done between November 1 st and January 15 th of every year. <i>California HSC §25508(a)(1), San Joaquin County Ordinance O-13-4432</i>
Any changes to the HMBP (changes in phone numbers, primary contact, chemical inventory, site map, etc) must be corrected in CERS within 30 days of the change. <i>California HSC §25508.1(a)-(f)</i>
The inspector will check the accuracy of the HMBP submittals by comparing the submittals to what is physically on site. They will also check for the following: <ul style="list-style-type: none"> • The facility operator has access to the HMBP, either an electronic or physical copy • Training records are on site • The quantities of chemicals on site matches the amount listed in the CERS chemical inventory • The contents of the emergency response plan and the site map are accurate. There are additional requirements to the site map. Please see the requirements and guidelines listed on the SJC EHD website under “forms.”

Chemical Inventory
Reportable quantities of hazardous materials have to be reported into the CERS chemical inventory within 30 days of being onsite. <i>California HSC §25508.1(a)-(f)</i>
As of January 1 st , 2018, the federal hazard categories have changed and require updating to the newer federal hazard categories in the inventory section. Guidance to correct the obsolete hazard categories is available in the SJC EHD website under “forms.”
The reportable quantity for CO2 compressed gas is 137 lbs.
Batteries must contain in the name “lead acid batteries” and they must be listed in gallons instead of pounds. The reportable quantity is 55 gallons or higher of Electrolyte/Sulfuric Acid only. Guidance for reporting lead acid batteries is available in the SJC EHD website under “forms.”
Propane is measured in gallons because industry wide propane is referenced and sold by the gallon. The reportable quantity for propane is 55 gallons or higher.
The reportable quantity for diesel exhaust fluid (DEF) is 550 gallons or higher. <i>California HSC §25507(a)(4)(A)</i>



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Employee Training Plan
<p>Training must include procedures on how to mitigate a hazardous materials leak or spill and how to respond to an onsite emergency such as a fire, explosion, or an earthquake. This includes the following:</p> <ul style="list-style-type: none"> • Instructions in the safe storage and handling of hazardous materials • Mitigation, prevention, or abatement of hazards to persons, property, or the environment • Use of emergency response equipment and supplies • Familiarity with the facility’s emergency response plan <p>These training programs may take into consideration the position of each employee.</p> <p style="text-align: right;"><i>California HSC §25505(a)(4)</i></p>
<p>A training record is a document that shows that an employee was trained on the items listed in California HSC 25505 (a)(4). The training records on site need to state the topics covered, date of training, and name of employees trained. Copy of the training records must be kept on site for a minimum of three years and be made readily available for review upon request.</p> <p style="text-align: right;"><i>California HSC §25505(a)(4)</i></p>
<p>Employee training must be refreshed annually and by the anniversary date. For example, if the employee training was done in May 2018, it needs to be refreshed by May 2019.</p> <p style="text-align: right;"><i>California HSC §25505(a)(4)</i></p>
<p>New employees must be trained within 6 months of being hired.</p>
<p>If using the CERS Consolidated Emergency Response/Contingency Plan template, Section I. Employee Training on the consolidated emergency response/contingency plan template can be used to satisfy employee training requirement in CERS.</p>

Emergency Response/Contingency Plan
<p>The emergency response/contingency plan must include procedures to stop a release or threatened release of a hazardous material, notification to local emergency responders and the unified program agency, and evacuation plans.</p> <p style="text-align: right;"><i>California HSC §25505(a)(3)(A)-(C)</i></p>
<p>The emergency response/contingency plan must include the following phone numbers:</p> <ul style="list-style-type: none"> • Ambulance, fire, police, and CHP: 911 • San Joaquin County local unified program agency (UPA): 209-468-3420 <p style="text-align: right;"><i>California HSC §25505(a)(3)(A)</i></p>
<p>Facilities who will not be using the consolidated emergency response/contingency plan must submit a plan that covers the items listed in California HSC §25505 (a)(3)(A)-(C)</p>
<p>If you are using the template, Section G. Emergency Equipment needs to list the location as it corresponds to the location on the site map. For example, if you write that there is a fire extinguisher in the workshop, the workshop needs to be labeled on the site map.</p>
<p>It is recommended that a copy of the emergency response plan be stored in a place that all employees can access.</p>

Guidance documents can be found on the SJ EHD website under “Hazardous Materials Business Plan Program”: <https://www.sjgov.org/departments/envhealth/forms>

For more information on hazardous materials business plan, please review the Hazardous Material Business Plan FAQ from Cal OES:

<https://www.caloes.ca.gov/FireRescueSite/Documents/HMBP%20FAQ%20-%20Feb2014.pdf>



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SJC EHD HMBP Frequently Asked Questions (FAQs)	
1	What is a hazardous material? “Hazardous material” means a material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment, or a material specified in an ordinance adopted as listed in California HSC §25501(n)(1).
2	What are the regulations for the emergency response/contingency plan? California HSC 25505 (a)(3)(A)(B)(C): (a) A business plan shall contain all of the following information: (3) Emergency response plans and procedures in the event of a release or threatened release of a hazardous material, including, but not limited to, all of the following: (A) Immediate notification contacts to the appropriate local emergency response personnel and to the unified program agency. (B) Procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment. (C) Evacuation plans and procedures, including immediate notice, for the business site.
3	What are the regulations for employee training? California HSC 25505 (a)(4): Training for all new employees and annual training, including refresher courses, for all employees in safety procedures in the event of a release or threatened release of a hazardous material, including, but not limited to, familiarity with the plans and procedures specified in paragraph (3). These training programs may take into consideration the position of each employee. This training shall be documented electronically or by hard copy and shall be made available for a minimum of three years Paragraph (3): California HSC 25505 (a)(3)(A)(B)(C): (a) A business plan shall contain all of the following information: (3) Emergency response plans and procedures in the event of a release or threatened release of a hazardous material, including, but not limited to, all of the following: (A) Immediate notification contacts to the appropriate local emergency response personnel and to the unified program agency. (B) Procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment. (C) Evacuation plans and procedures, including immediate notice, for the business site.
4	I am a new business owner at an existing facility. Do I create a new CERS ID number? No. An existing facility will most likely already have a CERS ID. The previous facility operator can give you access to the facility CERS ID. If this cannot be done, please log into CERS and click “Add facility” under the common tasks bar. Search for the facility using the address. If the facility cannot be found, contact SJC EHD at 209-468-3420 before creating a new CERS ID.



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<p>5</p>	<p>How and when do I notify SJC EHD and appropriate agencies if there is a release on site?</p> <p>San Joaquin County Environmental Health Department needs to be notified of a hazardous materials release of ANY quantity within 24 hours of the release. Facilities can do so by calling the SJC EHD main line at 209-468-3420. However, other agencies may also need to be notified.</p> <p>Cal OES State Warning Center will need to be notified if the following are met:</p> <ul style="list-style-type: none">• Discharges or threatened discharges of oil in marine waters• Any spill or other release of one barrel (42 gallons) or more of petroleum products at a tank facility• Discharges of any hazardous substances or sewage, into or on any waters of the state• Discharges that may threaten or impact water quality• Any found or lost radioactive materials• Discharges of oil or petroleum products, into or on any waters of the state• Hazardous Liquid Pipeline releases and every rupture, explosion or fire involving a pipeline <p>The notification number is 800-852-7550/916-845-8911. More information can be found on the Cal OES Spill Release Reporting website: https://www.caloes.ca.gov/individuals-families/hazardous-materials/spill-release-reporting</p> <p>https://www.caloes.ca.gov/FireRescueSite/Documents/CalOES-Spill_Booklet_Feb2014_FINAL_BW_Acc.pdf</p> <p>National Response Center (NRC) will need to be notified if the following are met: <u>Oil Spills:</u></p> <ul style="list-style-type: none">• Violate applicable water quality standards• Cause a film or "sheen" upon, or discoloration of the surface of the water or adjoining shorelines• Cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.• A release of a hazardous substance if the release to the environment in any amount that equals or exceeds the reportable quantities. <p><u>Hazardous Substances Reportable quantities can be found here:</u> https://www.epa.gov/emergency-response/when-are-you-required-report-oil-spill-and-hazardous-substance-release#hazardous%20substances</p> <p>The notification number for NRC is 800-424-8802.</p> <p style="text-align: right;"><i>California HSC §25510(a)</i></p>
<p>6</p>	<p>Are there instructions for filling out the HMBP site map?</p> <p>Yes, refer to the sample site map and the site map guidelines. They can be found on the San Joaquin County Environmental Health Department website under forms for "Hazardous Materials Business Plan Program": https://www.sjgov.org/departments/envhealth/forms</p>



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7	<p>My HMBP submittal was accepted in CERS. What does “accepted” mean?</p> <p>“Accepted” means that the submittal has been received by SJC EHD and was not reviewed for accuracy. The submittal is “accepted” as conditional and will be verified during the field inspection.</p>
8	<p>Can the training records be uploaded into CERS?</p> <p>Training records are only required to be on site and they do not need to be uploaded into CERS. The training plan needs to be uploaded into CERS.</p> <p style="text-align: right;"><i>California HSC 25505 (a)(4)</i></p>
9	<p>What are the fees for the HMBP program?</p> <p>Visit the EHD website for programs fees https://www.sjgov.org/departments/envhealth/fees</p>
10	<p>Where can I get help to submit the HMBP?</p> <p>CERS help materials are available on the CERS website: https://cers.calepa.ca.gov/about-cers/help-materials/</p> <p>In-office help is available by appointment at the EHD office on 1868 E. Hazelton Avenue, Stockton CA 95205. Starting September 1, 2018, all in-office CERS help will be provided at EHD hourly rate (\$152). To schedule an appointment, please call (209) 468-3420.</p>