

HAZARDOUS MATERIALS BUSINESS PLAN SITE MAP INSTRUCTIONS

- 1) All required elements need to be addressed **on the map**. If not applicable, write “NA” or a statement that says the element is not on site.
- 2) Several maps can be submitted if one map cannot show all of the required elements. If more than one map is submitted, there has to be one map that shows the overview of the entire facility. If needed, use an additional page listing the hazardous materials and the area in which they are stored. All of the pages need to be numbered.
- 3) All labels, symbols, writing, and printing shown on the site map must be legible and oriented in the same direction.
- 4) All symbols for required elements must be defined.
- 5) All acronyms must be defined.
- 6) Emergency shutoffs need to be labeled as what kind of chemical shutoff (ex. Diesel shutoff), gas, or electric.
- 7) If the facility has adjacent buildings, label the adjacent buildings.
- 8) Only spill kits, absorbents, and fire extinguishers need to be put on the map to fulfill the emergency response element

Required Site Map Elements	Description
North orientation	An arrow with the letter “N” to indicate where the north direction is in relation to the facility
Adjacent streets	Streets that border the facility
Access and exit points	Areas that allow entry to and or exit from the facility. This includes the facility structures and gates.
Hazardous materials handling and storage areas	Areas where hazardous materials are stored and/or handled
Emergency response equipment	Spill kits, absorbents, and fire extinguishers
Evacuation staging area	Assembly area in the event of an emergency
Loading area	Any area that is designated for hazardous materials are loaded and/or unloaded by a commercial vehicle. This includes the fill point for fuel storage tanks and bulk CO2 tanks
Internal roads	Smaller roads that are within the facility
Storm and sewer drains	Drains that are surrounding the facility and lead into the storm or sewer systems
Emergency shutoff	Chemical, gas, water, and electrical shutoffs

***The elements displayed in bold cannot be written as “not applicable.” These elements have to be shown on the map.**