



California Accidental Release Prevention (CalARP) Program  
Risk Management Plan (RMP) Program Level 3 Submittal Forms

**Date of Submittal:**

**Registration**

According to the California Code of Regulations (CCR), Title 19, Chapter 4.5, Article 2, Section 2740.1, if an RMP is required to be submitted, the owner or operator shall complete the required registration information below [CCR, Section 2740.1 (d)(1) – (20)] and submit it with the RMP. See the instructions listed below for help in completing this information accurately.

(1) Facility/Stationary Source name:

Street:

City:

County:

State:

Zip Code:

Latitude and longitude:

Method for obtaining latitude and longitude:

Description of location that latitude and longitude represent:

(2) Dun and Bradstreet number:

(3) Name and Dun and Bradstreet number of the corporate parent company:

(4) Name of the owner or operator:

Telephone number of the owner or operator:

Mailing address of the owner or operator:

(5) Name and title of the person or position with the overall responsibility for RMP elements and implementation:

E-mail address for that person or position (optional):

(6) Name of the emergency contact:

Title of the emergency contact:

Telephone number of the emergency contact:

24-hour telephone number of the emergency contact:

E-mail address (if available) for the emergency contact:

(7) List covered process(es):

1.

2.

3.

4.

Name(s) of regulated substances:

1.

2.

3.

4.

Chemical Abstracts Service (CAS) number(s) of regulated substance:

1.

2.

3.

4.

Maximum quantity of regulated substance (in pounds to two significant digits):

1.

2.

3.

4.

North American Industry Classification System (NAICS) code that most closely corresponds to the process:

1.

2.

3.

4.

Program level of each process:

1.

2.

3.

4.

(8) The stationary source USEPA identifier:

(9) The number of full-time employees at the stationary source:

(10) Is the stationary source subject to Section 5189 of Title 8 of CCR?

(11) Is the stationary source subject to Part 355 of Title 40 of the Code of Federal Regulations?

(12) Does the stationary source have a Clean Air Act Title V operating permit?

If so, list the permit number:

(13) The date of the last safety inspection of the stationary source by a federal, state, or local government agency:

Name of the inspecting entity:

(14) The name of the contractor who prepared the RMP (if any):

Mailing address of the contractor:

Telephone number of the contractor:

(15) Source or parent company e-mail address (optional):

(16) Source homepage address (optional):

(17) Phone number at the source for public inquiries (optional):

(18) Local Emergency Planning Committee (optional):

(19) OSHA Voluntary Protection Program status (optional):

(20) The type and reason for any changes being made to a previously submitted RMP. The types of changes to the RMP are categorized as follows:

Updates and re-submissions required under CCR, Section 2745.10(a) or (b):

Corrections under CCR, Section 2745.10.5 or for purposes of correcting minor clerical errors, updating administrative information, providing missing data elements or reflecting facility ownership changes, and which do not require an update and re-submission as specified in CCR, Section 2745.10(a) or (b):

De-registrations required under Section 2745.10(c) or (d):

Withdrawals of an RMP for any facility that was erroneously considered subject to the CalARP Program:

**Registration Information Instructions**

This form is to be completed for a Stationary Source that handles a Regulated Substance (RS) in a process at or above the threshold quantity. Regulated Substances (including Federal and State Listed Regulated Substances) must be registered for the purpose of complying with the California Accidental Release Prevention (CalARP) program. The owner or operator shall provide information for each Regulated Substance per process in the spaces provided.

The definition of a “Stationary source” means any buildings, structures, equipment, installations, or substance emitting stationary activities which belong to the same industrial group, which are located on one or more contiguous properties, which are under the control of the same person (or persons under common control), and from which an accidental release may occur. The term stationary source does not apply to transportation, including storage incident to transportation, of any regulated substance or any other extremely hazardous substance under the provisions of this chapter. A stationary source includes transportation containers used for storage not incident to transportation and transportation containers connected to equipment at a stationary source for loading or unloading. Transportation includes, but is not limited to, transportation subject to oversight or regulations under Part 192, 193, or 195 of Title 49 of CFR, or a state natural gas or hazardous liquid program for which the state has in effect a certification to DOT under Section 60105 of Title 49 of USC. A stationary source does not include naturally occurring hydrocarbon reservoirs. Properties shall not be considered contiguous solely because of a railroad or pipeline right-of-way.

- (1) Facility/Stationary Source Name, street, city, county, state, zip code: Enter the full legal name of the facility and/or stationary source and the current information.

Latitude and longitude: Enter the degrees of latitude and longitude where the chemical process is located. The position of your facility can be determined in several ways, including through the use of U.S. Geological Survey (USGS), global positioning system (GPS) receivers, and web-based siting tools. Latitude is the degrees north or south of the equator. Longitude is the degrees west or east of the prime meridian. Both are measured in degrees, minutes, and seconds.

Method for obtaining latitude and longitude: Source of latitude and longitude information.

Description of location that latitude and longitude represent: Describe what the location represents (i.e., Storage vessel, building, etc.)

- (2) The stationary source Dun and Bradstreet number: Enter the Dun and Bradstreet number of the Principal Company or entity which owns at least 50 percent of the voting stock. The Dun and Bradstreet number allows your business to be cross-referenced to various business information. You may be able to obtain this number from your finance department. If your business does not have this information, contact Dun and Bradstreet at (610) 882-7748 or via the internet at [www.dnb.com](http://www.dnb.com).

- (3) Name and Dun and Bradstreet number of the corporate parent company: See number 2 above.

- (4) The name, telephone number, and mailing address of the owner or operator: Enter the current information.

- (5) The name and title of the person or position with overall responsibility for RMP elements and implementation, and (optional) e-mail address: Enter the current information.
- (6) The name, title, telephone number, and 24-hour telephone number and the e-mail address (if one exists) of the emergency contact. Enter the current information.
- (7) List all covered process(es). “Process” means any activity involving a regulated substance including any use, storage, manufacturing, handling, or on-site movement of such substances, or combination of these activities. For the purposes of this definition, any group of vessels that are interconnected, or separate vessels that are located such that a regulated substance could be involved in a potential release, shall be considered a single process. “Covered process” means a process that has a regulated substance present in more than a threshold quantity. List up to four separate covered processes in the space provided.

Name of each regulated substance(s). “Regulated substance” means any substance, unless otherwise indicated, listed in the CCR, Section 2770.5. CalARP (State) listed regulated substances and their threshold quantities are found in Table 3. List up to four regulated substances in the space provided.

Chemical Abstracts Service (CAS) number(s) of each regulated substance: This is a unique identification number issued to chemicals. An internet search can be used to determine the correct CAS number for the regulated substance. This should be the International Union of Pure and Applied Chemistry (IUPAC) name found on the Safety Data Sheet (SDS). List up to four CAS numbers in the space provided.

Maximum quantity of each regulated substance (in pounds to two significant digits): Enter the maximum amount of regulated substance or mixture containing a regulated substance which is handled in the process at any one time over the course of the year. For mixtures only the percentage of the regulated substance within the mixture is counted. Regulated substances are always reported in pounds to two significant digits. An internet search can be used to find conversion tables to change storage units (i.e., Cubic Ft. to pounds) for the regulated substance. List up to four maximum quantities in the space provided.

North American Industry Classification System (NAICS) code that most closely corresponds to each process: Enter the specific *North American Industry Classification System Code* for the process using, treating, storing, producing, disposing, or otherwise handling regulated substances. This code can be found at [www.naics.com](http://www.naics.com). List up to four NAICS codes in the space provided.

Program level for each process: See the CCR, section 2735.4 for eligibility requirements for Program 1, 2, 3. List up to four program levels for each process in the space provided.

- (8) The stationary source USEPA identifier: Also known as “EPA Facility Identifier” or “EPA Facility Identification Number (Facility ID #)” is a 12 digit number without letters issued to a facility when an RMP is submitted to USEPA. This is not an EPA Identification Number for generating hazardous waste. Enter the number if applicable.



(9) The number of full-time employees at the stationary source: Enter the current information.

(10) Is the stationary source subject to section 5189 of Title 8 of CCR? Process Safety Management of Acutely Hazardous Materials - These regulations shall apply to a process which involves a chemical at or above the specified threshold quantities listed in Appendix A or a process which involves a Category 1 flammable gas (as defined in Section 5194) or a flammable liquid with a flashpoint below 100 °F (37.8 °C) on site in one location, in a quantity of 10,000 pounds (4535.9 kg) or more.

EXCEPTIONS: (1) Flammable liquids with a flashpoint below 100 °F (37.8 °C) stored in atmospheric tanks or transferred which are kept below their normal boiling point without benefit of chilling or refrigeration. (2) Hydrocarbon fuels used solely for workplace consumption (e.g. comfort heating propane, gasoline for motor vehicle refueling) if such fuels are not part of a process containing another acutely hazardous chemical covered by section 5189. (3) These regulations do not apply to retail facilities, oil or gas well drilling or servicing operations or normally unoccupied remote facilities.

Enter Yes or No in the space provided.

(11) Is the stationary source subject to Part 355 of Title 40 of the Code of Federal Regulations? Emergency Planning and Notification – Section 355.10, Must my facility comply with the emergency planning requirements of this subpart?

You must comply with the emergency planning requirements in this subpart if your facility meets either of the following two conditions:

(a) Any extremely hazardous substance (EHS) is present at your facility in an amount equal to or greater than its threshold planning quantity (TPQ), or

(b) Your facility has been designated for emergency planning purposes, after public notice and opportunity for comment, by one of the following three entities:

(1) The State Emergency Response Commission (SERC).

(2) The Governor of the State in which your facility is located.

(3) The Chief Executive Officer of the Tribe for the Indian Tribe under whose jurisdiction your facility is located.

Enter Yes or No in the space provided.

(12) Does the stationary source have a Clean Air Act Title V operating permit? State and local air districts issue the permit to operate. In San Joaquin County, the San Joaquin Valley Air Pollution Control District is the lead agency.

Enter Yes or No in the space provided. If yes, then also enter the permit number in the space provided.

(13) The date of the last safety inspection of the stationary source by a federal, state, or local government agency: Enter a date in the space provided if applicable. The identity of the inspecting entity: Enter the name of the entity (i.e., USEPA, Cal OSHA, Cal OES, SJVAPCD, SJCEHD, local fire department, etc.).

(14)The name, mailing address, and the telephone number of the contractor who prepared the RMP (if any):  
This could also be an environmental consultant or engineer. If the RMP was prepared by an employee of the facility, then leave blank. Enter the information if applicable.

(15)Source or parent company e-mail address (optional): Enter the current information.

(16)Source homepage address (optional): Enter the current information.

(17)Phone number at the source for public inquiries (optional): Enter the current information.

(18)Local Emergency Planning Committee (LEPC) (optional): This is “Inland Region IV” for San Joaquin County.

(19)OSHA Voluntary Protection Program status (optional): There are three rankings for the program (Star, Merit and Demonstration)

(20)The type and reason for any changes being made to a previously submitted RMP. The types of changes to RMP are categorized as follows:

Updates and re-submissions, CCR, Section 2745.10:

At least once every five years from the date of its initial submission

No later than three years after a newly regulated substance is first listed by USEPA or OES.

No later than the date on which a new regulated substance is first present in an already covered process above a threshold quantity.

No later than the date on which a regulated substance is first present above a threshold quantity in a new process.

Within six months of a change that requires a revised process hazard analysis or hazard review.

Within six months of a change that requires a revised offsite consequence analysis as provided in CCR, Section 2750.7: the offsite consequence analysis shall be updated at least once every five years and if changes in processes, quantities stored or handled, or any other aspect of the stationary source might reasonably be expected to increase or decrease the distance to the endpoint by a factor of two or more, a revised analysis shall be completed within six months of the change.

Within six months of a change that alters the program level that applied to any covered process.

Corrections, CCR, Section 2745.10.5:

New accident history information - For any accidental release meeting the five-year accident history reporting criteria of Section 2750.9, the owner or operator shall submit the data required under Sections 2745.5, 2745.6(j), and 2745.7(l) with respect to that accident within six months of the release or by the time the RMP is updated under Section 2745.10, whichever is earlier.

Emergency contact information – Within one month of any change in the emergency contact information required under Section 2740.1(d)(6), the owner or operator shall submit a correction of that information.

For purposes of correcting minor clerical errors, updating administrative information, providing missing data elements or reflecting facility ownership changes, and which do not require an update and resubmission.

De-registrations, CCR, Section 2745.10(c) or (d):

If a stationary source is no longer subject to the applicability requirements of having a covered process with more than a threshold quantity of a regulated substance listed in Table 1 or 2, the owner or operator shall submit a de registration within six months to the USEPA and SJCEHD indicating that the stationary source is no longer covered.

If a stationary source is no longer subject to the applicability requirements of having a covered process with more than a threshold quantity of a regulated substance listed in Table 3, the owner or operator shall submit a de-registration within six months to the SJCEHD indicating that the stationary source is no longer covered.

Withdrawal

For any facility that was erroneously considered subject to the CalARP program.

Please choose the type of category that applies and state the reason for changes made to the RMP.

**Executive Summary**

According to the California Code of Regulations (CCR), Title 19, Chapter 4.5, Article 2, Section 2745.3, if an RMP is required to be submitted, the owner or operator shall provide in the RMP, for all program levels, an executive summary that includes a brief description of the elements listed below and include it with the RMP submittal.

- (a) The accidental release prevention and emergency response policies at the stationary source:

(b) The stationary source and regulated substances handled:

(c) The general accidental release prevention program and chemical-specific prevention steps:

(d) The five-year accident history:

(e) The emergency response program:

(f) Planned changes to improve safety:

**Offsite Consequence Analysis**

According to the California Code of Regulations (CCR), Title 19, Chapter 4.5, Article 3, Section 2745.4, if an RMP is required to be submitted the owner or operator shall submit the following information listed below from [CCR, Section 2745.4(b)(1) through (b)(14)] and submit it in the RMP. For Program 1 processes, one worst-case release scenario for each Program 1 process and for Program 2 and 3 processes, one worst-case release scenario to represent all regulated toxic substances held above the threshold quantity and one worst-case release scenario to represent all regulated flammable substances held above the threshold quantity. If additional worst-case scenarios for toxics or flammables are required by Section 2750.3(a)(2)(C), the owner or operator shall submit the same information on the additional scenario(s).

The owner or operator shall also submit information on one alternative release scenario for each regulated toxic substance held above the threshold quantity and one alternative release scenario to represent all regulated flammable substances held above the threshold quantity.

Worst-case release scenario:

(1) Chemical name:

(2) Percentage weight of the chemical in a liquid mixture (toxics only):

(3) Physical state (toxics only):

(4) Basis of results (give model name if used):

(5) Scenario (explosion, fire, toxic gas release, or liquid spill and vaporization):

(6) Quantity released in pounds:

(7) Release rate:

(8) Release duration:

(9) Wind speed and atmospheric stability class (toxics only):

(10) Topography (toxics only):

(11) Distance to endpoint:

(12) Public and environmental receptors within the distance:

(13) Passive mitigation considered:

Alternative release scenario:

(1) Chemical name:

(2) Percentage weight of the chemical in a liquid mixture (toxic only):

(3) Physical state (toxics only):

(4) Basis of results (give model name if used):

(5) Scenario (explosion, fire, toxic gas release, or liquid spill and vaporization):

(6) Quantity released in pounds:

(7) Release rate:

(8) Release duration:

(9) Wind speed and atmospheric stability class (toxics only):

(10) Topography (toxics only):

(11) Distance to endpoint:

(12) Public and environmental receptors within the distance:

(13) Passive mitigation considered:

(14) Active mitigation considered (alternative releases only):

### **Five-Year Accident History**

According to the California Code of Regulations (CCR), Title 19, Chapter 4.5, Article 3, Section 2745.5, if an RMP is required to be submitted, the owner or operator shall submit the information in the RMP as required by Section 2750.9(b) on each accident covered by Section 2750.9(a).

CCR, Section 2750.9(a): The owner or operator shall include in the five-year accident history all accidental releases from covered processes that resulted in deaths, injuries, or significant property damage on site, or known offsite

deaths, injuries, evacuations, sheltering in place, property damage, or environmental damage. CCR, Section 2750.9(c): Level of accuracy. Numerical estimates shall be provided to two significant digits.

CCR, Section 2750.9(b) Data required. For each accidental release included, the owner or operator shall report the following information:

- (1) Date, time, and approximate duration of the release:
  
- (2) Regulated substance(s) released:
  
- (3) Estimated quantity released in pounds and, for mixtures containing regulated toxic substances, percentage concentration by weight of the released regulated toxic substance in the liquid mixture:
  
- (4) Five- or six-digit NAICS code that most closely corresponds to the process:
  
- (5) The type of release event and its source:
  
- (6) Weather conditions, if known:
  
- (7) On-site impacts:
  
  
- (8) Known offsite impacts:
  
  
- (9) Initiating event and contributing factors if known:
  
  
- (10) Whether offsite responders were notified if known:



- (11) Operational or process changes that resulted from investigation of the release and that have been made by the time this information is submitted in accordance with Section 2745.5:

**Program 3 Prevention Program**

According to the California Code of Regulations (CCR), Title 19, Chapter 4.5, Article 2, Section 2740.1, if an RMP is required to be submitted, the owner or operator shall complete the required program 3 prevention program information below [CCR, Section 2745.7 (b) – (q)] and submit it in the RMP. If the same information applies to more than one covered process, the owner or operator may provide the information only once, but shall indicate to which processes the information applies.

- (b) The five or six digit NAICS code that most closely corresponds to the process:

- (c) The name(s) of the substance(s) covered:

- (d) The date on which the safety information was last reviewed or revised:

- (e) The date of completion of the most recent PHA or update and the technique used:

- (1) The expected date of completion of any changes resulting from the PHA:

- (2) Major hazards identified:

- (3) Process controls in use:

(4) Mitigation systems in use:

(5) Monitoring and detection systems in use:

(6) Changes since the last PHA:

(f) The date of the most recent review or revision of operating procedures:

(g) The date of the most recent review or revision of training programs:

(1) The type of training provided – classroom, classroom plus on the job, on the job:

(2) The type of competency testing used:

(h) The date of the most recent review or revision of maintenance procedures and the date of the most recent equipment inspection or test and the equipment tested or inspected:

(i) The date of the most recent change that triggered management of change procedures and the date of the most recent review or revision of management of change procedures:

(j) The date of the most recent pre-startup review:

(k) The date of the most recent compliance audit and the expected date of completion of any changes resulting from the compliance audit:

(l) The date of the most recent incident investigation and the expected date of completion of any changes resulting from the investigation:

(m) The date of the most recent review or revision of employee participation plans:

(n) The date of the most recent review or revision of hot work permit procedures:

(o) The date of the most recent review or revision of contractor safety procedures:

(p) The date of the most recent evaluation of contractor safety performance:

(q) The owner or operator shall submit the following external events analysis information:

(1) The types of natural and human caused external events considered in PHA Section 2760.2:

(2) The magnitude or scope of external events which were considered. If not known, the owner or operator of the stationary source shall work closely with the AA to determine what is required. If seismic events are applicable, the parameters used in the consideration of the seismic analysis and which edition of the Uniform Building Code was used when the process was designed:

(3) For each external event, with a potential to create a release of a regulated substance that will an endpoint offsite, apply Sections (e)(1) through (e)(6):

(4) The date of the most recent field investigation that equipment is installed and maintained as designed:

**Emergency Response Program**

According to the California Code of Regulations (CCR), Title 19, Chapter 4.5, Article 2, Section 2740.1, if an RMP is required to be submitted, the owner or operator shall complete the required emergency response program information below [CCR, Section 2745.8 (a) – (c)] and submit it with the RMP.

(a) The owner or operator shall provide in the RMP the following information:

(1) Do you have a written emergency response plan?

(2) Does the plan include specific actions to be taken in response to an accidental release of a regulated substance?

(3) Does the plan include procedures for informing the public and local agencies responsible for responding to accidental releases?

(4) Does the plan include information on emergency health care?

(5) The date of the most recent review or update of the emergency response plan:

(6) The date of the most recent emergency response training for employees:

(b) The owner or operator shall provide the name and telephone number of the primary local emergency response agency with which the plan is coordinated:

(c) The owner or operator shall list other federal or state emergency plan requirements to which the stationary source is subject:

**RMP Certification**

Per the California Code of Regulations (CCR), Section 2745.9(b), the owner or operator shall submit in the RMP a single certification that, to the best of the signer’s knowledge, information, and belief formed after reasonable inquiry, the information submitted is true, accurate, and complete.

Owner or operator of the stationary source

Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date signed:

\_\_\_\_\_

Per the California Health and Safety Code (HSC), Chapter 6.95, Article 2, Section 25535(a): An owner or operator of a stationary source submitting an RMP pursuant to this article shall submit the RMP to the administering agency (AA) after the RMP is certified as complete by a qualified person and the stationary source owner or operator and per the CCR, Section 2745.2(a) The RMP shall be certified complete by a qualified person and the stationary source owner or operator and shall be submitted to the AA. Per the HSC, Section 25532(h) a “Qualified Person” means a person who is qualified to attest, at a minimum, to the completeness of an RMP. Also per the CCR, Section 2735.3(qq)(2) a “Qualified Person” means a person who is qualified to attest, at a minimum to the completeness of a risk management plan.

Qualified Person

Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date signed:

\_\_\_\_\_

**Notice of RMP Implementation**

According to the California Health and Safety Code (HSC), Section 25535:

(b) Upon implementation of an RMP, the stationary source shall notify the administering agency that the RMP has been implemented and shall summarize the steps taken in preparation and implementation of the RMP.

(c) The stationary source shall continue to carry out the program and activities specified in the RMP at the stationary source after the administering agency has been notified pursuant to subdivision (b).

(d) The owner or operator of the stationary source shall implement all programs and activities in the RMP before operations commence, in the case of a new stationary source, or before any new activities involving regulated substances are taken, in the case of a modified stationary source.

Summary of steps taken in preparation and implementation: