

Hazardous Material

The Basics

A resource for businesses in Orange County



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Environmental Health Division**

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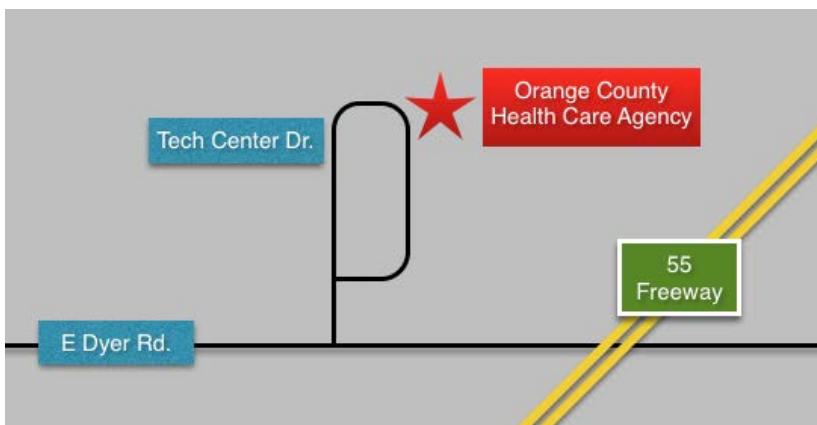


1 THE ORANGE COUNTY ENVIRONMENTAL HEALTH DIVISION

ABOUT US

The Orange County Environmental Health Division is designated as the Certified Unified Program Agency (CUPA) by the State Secretary for Environmental Protection on January 1, 1997. The role of the CUPA is to assure consistent coordination and consolidation of the hazardous materials program within the county. Our responsibility is to implement inspections and to enforce the program. All inspectors in the CUPA Program are trained Hazardous Waste Specialists who take part in a continuous education program to ensure consistency and uniformity during inspections.

In addition, we maintain an emergency response team, OC Health Hazardous Materials Team (Health HazMat Team) that responds to hazardous materials and other environmental emergencies 24 hours a day, 7 days a week. The primary duties of the team are to provide regulatory guidance and technical expertise, to mitigate and oversee the removal of hazardous substances and to investigate hazardous material incidents.



CONTACT US

Address	1241 E. Dyer Road, Suite 120 Santa Ana, CA 92705-5611
Phone	(714) 433-6000
Website	www.occupainfo.com
Hours	8:00 AM - 5:00 PM
Emergency Spill Notification:	1(800) 852-7550



2 HAZARDOUS MATERIALS & THE BUSINESS EMERGENCY PLAN

WHAT IS A HAZARDOUS MATERIAL?

Health and Saf. Code § 25501 (n)

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. These hazardous materials include:

- A substance or product for which the manufacturer or producer is required to prepare a Safety Data Sheet (SDS).
- A substance listed as a radioactive material
- A material listed as a hazardous waste.

What is an Extremely Hazardous Substance?

Title 40 Chapter I Subchapter J Part 355.61 Appendix A & B

Due to their potential to cause significant irreversible health effects from a single exposure, the federal government has defined and listed these substances in Appendix A & B of Section 355.61 of Title 40 of the Code of Federal Regulations.

[Appendix A List](#)

[Appendix B List](#)

Recognizing a Hazardous Material

TIP: These are four indicators that should alert you that a material is hazardous.

1. Manufacturers are required by OSHA to prepare a Safety Data Sheet (SDS) for a hazardous material
2. Labels have a specific hazard warnings, graphics or phrases (e.g. caution, danger, irritant, toxic)
3. If the material is on a state or federal hazardous material list
4. If the material falls in a U.S. Department of Transportation "Hazard Class"

REPORTABLE QUANTITIES OF HAZARDOUS MATERIALS

Health and Saf. Code § 25507

If your business handles any of the following types of hazardous materials with a minimum disclosable amount, at any one time during the reporting year, then it is required to electronically complete and submit a **Hazardous Material Business Emergency Plan (HMBEP)**.

Materials or mixtures must be reported if the business handles an amount equal to or greater than 55 gallons of liquid, 500 pounds of solid, or 200 cubic feet of compressed gas.

Extremely Hazardous Substances (EHS)

Health and Saf. Code § 25507 (a)(3)

If the business handles an amount of Extremely Hazardous Substances (EHS) that exceeds a Threshold Planning Quantity (TPQ) of 500 pounds.

Refer to Section 355.61 of Title 40 of the Code of Federal Regulations for a list of Extremely Hazardous Substances.

Classified Solely as an Irritant or Sensitizer

Health and Saf. Code § 25507 (a)(4)(A)

Cal/EPA Assembly Bill No. 408

If the business handles an amount of equal to or greater than 5,000 pounds of solids or 550 gallons for liquids and must not be a hazardous waste.

Radioactive

Health and Saf. Code § 25507 (a)(6)

If a business handles an amount equal to or greater than the Threshold Planning Quantity (TPQ).

Cryogenic, Refrigerated, or Compressed Gas

Health and Saf. Code § 25507 (a)(5)

If the business handles an amount equal to or greater than 1,000 cubic feet, at standard temperature and pressure, for any of the following:

1. Classified as hazard due to simple asphyxiation or the release of pressure.
2. Oxygen, nitrogen, nitrous oxide, maintained by a physician, dentist, podiatrist, veterinarian, pharmacist, or emergency medical service provider at his/her place of business.
3. Carbon dioxide.
4. Nonflammable refrigerant gases.
5. Gases used in closed fire suppression systems.

Authorized Recyclable Paint

(Latex and oil-based)

Health and Saf. Code § 25507 (a)(4)(B)

If the facility handles a total weight of 10,000 pounds of solid or a total volume of 1,000 gallons liquid hazardous material for paint that is to be recycled or managed under the Architectural Paint Recovery Program.

Authorized Recyclable Paint: House paint & primers, stain sealers, or clear coatings (e.g. shellac and varnish) that must be in containers no larger than five gallons in size.

Non-Authorized Recyclable Paint: Aerosols (spray cans), solvents, and products intended for industrial-use, or non-architectural use.

California's Architectural Paint Recovery Program

AB 1343 was signed on September 28, 2010 which created the California Architectural Paint Recovery Program. The purpose of the program is to require paint manufacturers to develop and implement a program that collects, transports, and processes postconsumer paint in order to reduce the costs and environmental impacts due to the disposal of postconsumer paint. The Cal. Public Resources Code § 48700 - 48706.

For more information about California's Architectural Paint Recovery Act, please visit: www.calrecycle.ca.gov/paint.

HAZARDOUS MATERIAL BUSINESS EMERGENCY PLAN

Health and Saf. Code § 25503

HMBEP

A Hazardous Material Business Emergency Plan (HMBEP) is a set of documents that act as a management plan for hazardous materials that are required by the OC CUPA when a business exceeds a certain amount of hazardous material or stored hazardous waste. The purpose of the HMBEP is to prevent harm to the environment or human health and safety from a release of hazardous material.

Hazardous Materials Disclosure

(HMD)

This requires businesses to disclose detailed information for each type of hazardous material that is handled, used, or stored at the facility.

Note: Businesses that are required to submit an HMD, must also submit an emergency plan.

Business Emergency Plan

(BEP)

This requires businesses to file an emergency plan and training for employees indicating their preparations for and actions in an emergency. This allows businesses to determine and document how they will respond to an incident involving hazardous materials and provide information to the emergency response personnel.

What are the Components of the Business Emergency Plan (BEP)?

Health and Saf. Code § 25505 (a)

Emergency Response Plans & Procedures

1. Emergency communication and notification procedures and contacts.
2. Procedures for the mitigation release or threatened release to minimize any potential harm or damage to persons, property, or the environment.
3. Evacuation plans and procedures, including immediate notice, for the business site.

Site Map

Must contain north orientation, loading areas, internal roads, adjacent streets, storm and sewer drains, access and exit points, emergency shutoffs, evacuation staging areas, hazardous material handling and storage areas, and emergency response equipment.

Employee Training

(Annual Refreshers & New Employee Training)

Training in safety procedures in the event of a release of threatened release of a hazardous material. Training programs must consider the position of each employee

Note: Training should be documented electronically or by hard copy and kept for a minimum of three years.



3 EXEMPTIONS FOR BUSINESSES & HAZARDOUS MATERIALS

This section provides a general overview of the requirements for qualified facilities that may be exempt from completing and submitting a HMBEP and types of hazardous materials that may be exempt due to the lack of significant threat to the environment and human health.

HAZARDOUS MATERIALS EXEMPTIONS

Health and Saf. Code § 25507 (b)

The following hazardous materials may be exempt from the HMBEP if used by the following handlers and the given purpose:

Compressed Air Used in Emergency Response

Compressed air contained in cylinders, bottles, and tanks used by fire departments and other emergency response personnel for the purpose of emergency response and safety.

Non-Flammable Refrigerant Gases

(in a closed cooling system)

Non-flammable refrigerant gases contained in a closed cooling system, used for comfort or space cooling for computer rooms, are exempt up to a quantity of 1,000 cubic feet at standard temperature and pressure.

Note: Ammonia and flammable gases in a closed cooling system are not exempt.

Propane

For on-premise use, storage, or both, in an amount not to exceed 500 gallons for the sole purpose of cooking, heating employee work areas, and heating water within that business.

Consumer Products Containing Hazardous Material

Must be contained in a consumer products, handled at, found in a retail establishment, and intended for sale to be used by the general public.

This does not apply to:

- Consumer products that are handled at the facility which manufactures the product.
- Separate warehouse or wholesale vendors/distributors.
- Facilities where a product is dispensed on the retail premise.

Fluid in a Hydraulic System or Oil-Filled Electrical Equipment (not contiguous to an electric facility)

The aggregate storage capacity of oil (including used oil) at the facility must be less than 1,320 gallons.

Lubricating Oil: Motor, Hydraulic, ATF, Gear

(for single business facilities)

The facility will only be exempt from disclosure requirements if both conditions are met:

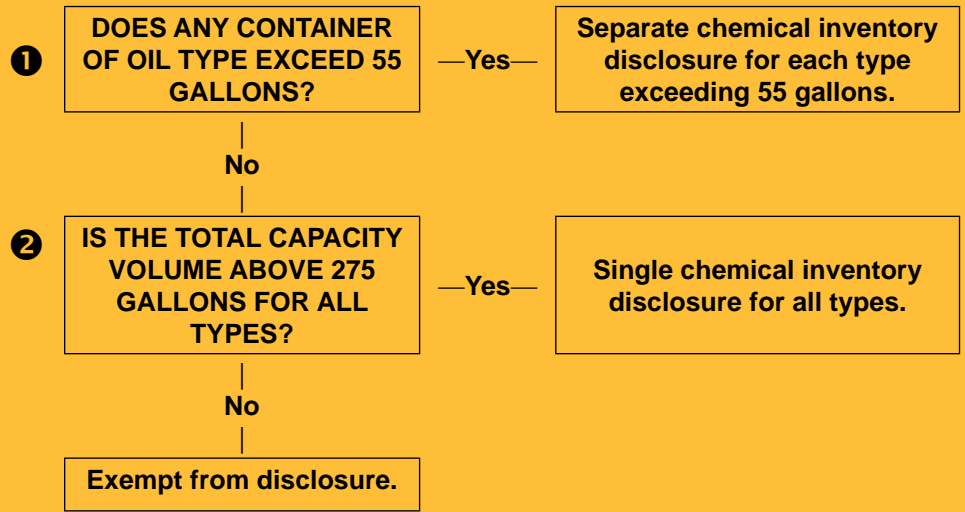
- ① Total volume of each type of lubricating oil does not exceed 55 gallons.
- ② The total volume of all types of lubricating oil does not exceed 275 gallons.

Motor oil includes all weights and synthetic oils.

Disclaimer: This exemption does not include used oil

If there are any "chemical inventory" disclosures, use the following graph to help determine if there are any disclosures for lubricating oils.

HOW WOULD A FACILITY DETERMINE IF THEY ARE EXEMPT FROM DISCLOSING LUBRICATING OILS?



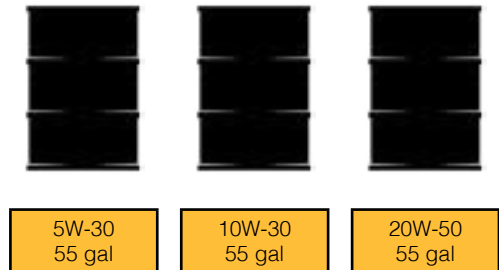
Examples for Disclosing Lubricating Oils

Example 1:

An auto repair shop has 55 gallons of 5W-30, 55 gallons of 10W-30, and 55 gallons of 20W-50.

- 1 Does any container of oil type exceed 55 gallons? **NO**
- 2 Is the total capacity volume above 275 gallons for all types? **NO**

ALL TYPES OF LUBRICATING OILS ARE EXEMPT FROM DISCLOSURE.



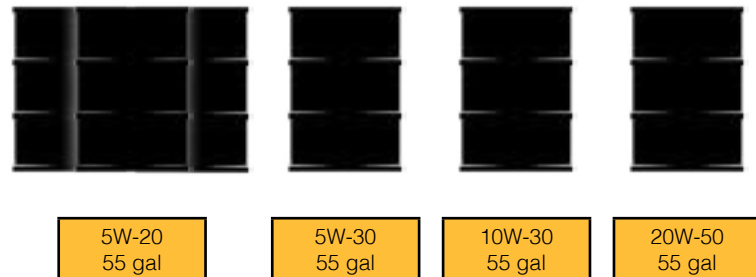
$$55 \text{ gal.} \times 3 = 165 \text{ gallons}$$

Example 2:

An auto repair shop has three 55 gallon containers of 5W-20, 55 gallons of 5W-30, 55 gallons of 10W-30, and 55 gallons of 20W-50.

- 1 Does any container of oil type exceed 55 gallons? **NO**
- 2 Is the total capacity volume above 275 gallons for all types? **YES**

A SINGLE CHEMICAL INVENTORY DISCLOSURE FOR ALL TYPES OF LUBRICATION OIL IS REQUIRED.



$$(55 \text{ gal.} \times 3) + 55 + 55 + 55 = 330 \text{ gallons}$$

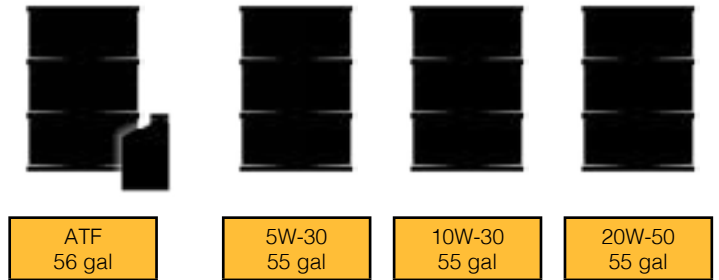
Examples for Disclosing Lubricating Oils

Example 3:

An auto repair shop has 56 gallons of ATF, 55 gallons of 5W-30, 55 gallons of 10W-30, and 55 gallons of 20W-50.

- 1 Does any container of oil type exceed 55 gallons? **YES**
- 2 Is the total capacity volume above 275 gallons for all types? **NO**

A SEPARATE CHEMICAL INVENTORY DISCLOSURE FOR THE 56 GAL. OF ATF IS REQUIRED.



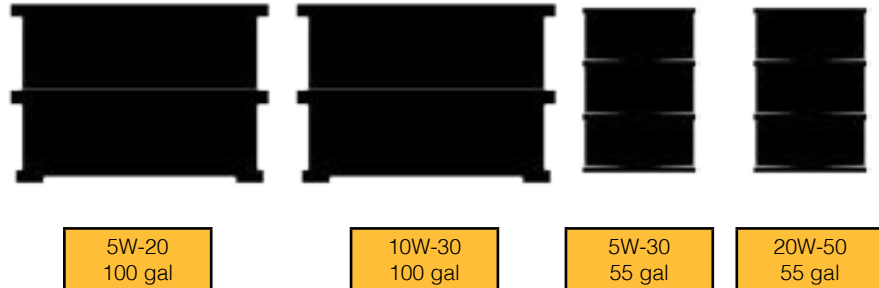
$$(55 \text{ gal.} + 1 \text{ gal.}) + 55 + 55 + 55 = 221 \text{ gallons}$$

Example 4:

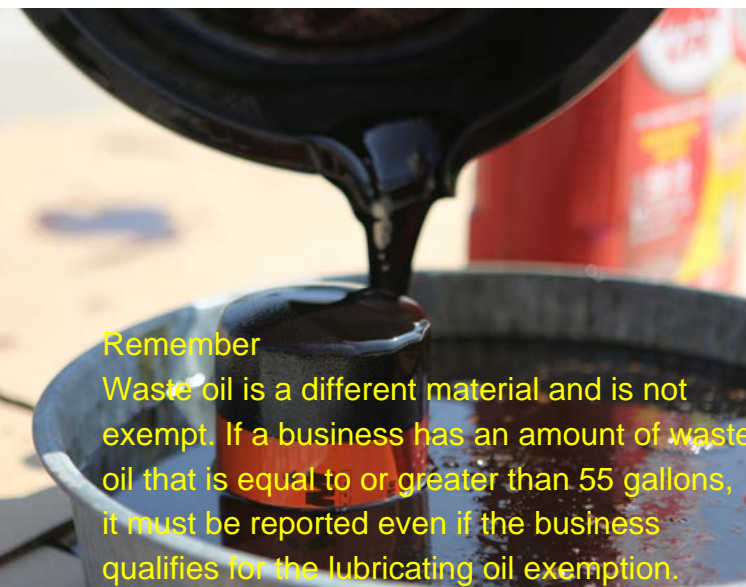
An auto repair shop has 100 gallons of 5W-20, 100 gallons of 10W-30, 55 gallons of 5W-30, and 55 gallons of 20W-50.

- 1 Does any container of oil type exceed 55 gallons? **YES**
- 2 Is the total capacity volume above 275 gallons for all types? **YES**

A SEPARATE CHEMICAL INVENTORY DISCLOSURE FOR THE 100 GAL. OF 5W-20 AND THE 100 GAL. OF 10W-30 IS REQUIRED.



$$100 \text{ gal.} + 100 \text{ gal.} + (2 \times 55 \text{ gal.}) = 310 \text{ gallons}$$



BUSINESS EXEMPTIONS

The following businesses are exempt from filling out portions of the HMBEP if these specific requirements are met.

Farms: *Health and Saf. Code § 25507.1*

Exemptions are only for business that are operating a farm for purposes of cultivating the soil, raising or harvesting any agriculture or horticulture commodities.

Post Signs & Provide Notice

Each building must have a sign providing a notice of storage of the following hazardous material: pesticides, petroleum fuels and oil, and types of fertilizers.

Provide Facility & Inventory Informationk Annually

The farm handler must electronically submit information to the county of agriculture commission before January 1st of each year.

Training Provided

The agricultural handler must provide training for employees to properly handle hazardous materials when fulfilling their duties and are able to handle emergencies.



Unstaffed Remote Facilities: *Health and Saf. Code § 25507.2*

Exemptions are only for remote facilities that are located in an isolated, sparsely populated area situated at least one-half mile from the nearest occupied structure.

Warning Signs Posted

Sign must be posted and maintained for hazardous materials pursuant to the California Unified Fire Code.

One-Time Electronic Submittal of the BEP

A one-time submittal of a business plan, except for the emergency response plan and training elements, must be electronically submitted to an approved web-based portal.

Notification of Changes Made to the BEP

Must submit notification to the OC CUPA if there are any changes to the business plan that last longer than 30 days. Must include an updated inventory within 30 days, along with a processing fee in lieu of the existing fee.

Note:

The OC CUPA may require submittal of the HMBEP and inventory if the agency finds that special circumstances exists that may compromise the health and safety of the public and the environment.

Secured Facility

The facility must be secured and not accessible to the public.

A Limit of Materials On-Site

The types and quantities are limited to one or more of the following:

- 1,000 standard cubic feet of compressed inert gases (if classified due to asphyxiation or pressure hazards only)
- 500 gallons of combustible liquid used as a fuel source.
- Corrosive liquids, not to exceed 500 pounds of Extremely Hazardous Substances (EHS), used as electrolytes, in closed containers.
- 500 gallons of lubricating and hydraulic fluids.
- 1,200 gallons of flammable gas used as a fuel source.
- Report any quantity of mineral oil contained within electrical equipment if the Spill Prevention Control and Countermeasure Plan has been prepared for quantities that meet or exceed 1,320 gallons.



4 ELECTRONIC REPORTING FOR BUSINESSES

WHO IS REQUIRED TO ELECTRONICALLY SUBMIT AN HMBEP?

Health and Saf. Code § 25508

All businesses that have disclosable amounts of a hazardous material must electronically submit the HMBEP through an approved web-based portal.

ADVANTAGES OF ELECTRONIC REPORTING

Save Time

Businesses can obtain access to all of the required state forms. After initial entry, portals save data for ease of annual required certifications.

Save Money

With electronic reporting, the business saves money from mailing costs. The web-based portal only requires a computer that can access the internet and is not dependent on any specific software or hardware.

Easy Updates

Updating any submitted data can be corrected with just a mouse click.

Safety

Emergency responders have instant access to chemical inventory.

Save Space

Electronic reporting systems are organized for file storage and retrieval.

ELECTRONIC WEB-BASED PORTALS FOR HMBEP SUBMISSION

Approved Web-Based Portals

Businesses can electronically submit their HMBEP by visiting an approved web-based portal and creating an account for the business.

E-Submit

A local web-based portal used by businesses to submit their HMBEP to the OC CUPA.
www.esubmit.ocgov.com

California Environmental Reporting System (CERS)

A statewide web-based portal used by businesses to submit the HMBEP to the OC CUPA.
cers.calepa.ca.gov/

Benefits of Using E-Submit

Online Bill Pay

Businesses can pay any fees through the local web-based portal.

Easy Updates

Update or annually certify the HMBEP with just a few clicks of a mouse.

Multiple Login

Assign logins to your consultant or employees to complete submittals on your behalf.

Plume Modeling

Use the plume modeling software to determine what emergency response plans are appropriate for the site.

Local

Emergency responders have access to business data.



E-SUBMIT WORKSHOPS

The Orange County Environmental Health hosts E-Submit workshops to help businesses.

Dates:

Every 2nd and 4th
Thursday of the month.

Location:

1241 E. Dyer Road Suite 120
Santa Ana 92705

Hours:

1-4:00 pm

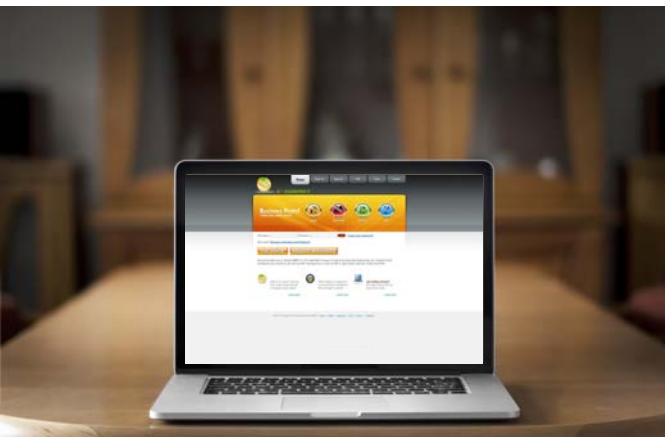
Contact Us:

For more information or to RSVP
please call:
(714) 433-6000.

What To Bring:

- SDS Sheets
- Facility Maps
- Hazardous waste manifests & disposal documents
- Paper documents previously submitted to local fire agencies

HOW DO I START REPORTING ELECTRONICALLY?



Step 1. CREATE AN ACCOUNT WITH AN APPROVED WEB-BASED PORTAL

- ❶ Locate a computer with internet access.
- ❷ Obtain an e-mail address, if the business does not already have one.
- ❸ Create an account with an approved web-based portal.

E-Submit

or

CERS

Step 2. LOGIN TO YOUR ACCOUNT

Step 3. COMPLETE ELECTRONIC FORMS

Complete the required forms in the web-based portal.

1

Business
Activities

2

Business Owner/
Operator

3

Hazardous Material
Chemical Description

4

Emergency
Response Plan &
Procedures

5

Site/Facility Map

Step 4. SUBMIT FORMS BY DUE DATE

Health and Saf. Code § 25508 (a)(B)

Once a business begins to handle an amount of hazardous material that is applicable to state and/or federal thresholds, an initial electronic submittal of an HMBEP must be submitted.

The Annual Date to submit the business plan is on or before **March 1st**.

For new business, an HMBEP is required to be electronically submitted **within 30 days** of handling hazardous materials at the applicable state and/or federal thresholds.



5

HMBEP SUBMISSION TUTORIAL

REVIEWING & UPDATING INFORMATION TO THE HMBEP

Reviewing Information in the HMBEP *Health and Saf. Code § 25508.2*

A certification or updated submission of the HMBEP must be dated between **January 1st and March 1st** of each calendar year.

When to Update the HMBEP *Health and Saf. Code § 25508.1*

Hazardous Material Inventory and HMBEP must be electronically updated **within 30 days** if any of the following events occur:

A 100% Increase of Material

If 100% or more of the quantity of a previously disclosed material has increased.

Change of Basic Information

Facility address, business ownership, or name.

Handling of Undisclosed Material

Any handling of a previously undisclosed hazardous material subject to inventory requirements.

A Substantial Change in the Handler's Operation

If a substantial change occurs that requires a modification to any portion of the business plan (e.g. inhibit immediate response during an emergency, inhibit handler's ability to comply with the HMBEP, change operational knowledge or facility, or impeded implementation of the business plan.

Revisions to the HMBEP

If there have been any revisions made to the HMBEP, the business is required to submit the following forms to the OC CUPA to show that a review was made and that necessary changes were made to the business plan.

1. Business Owner/Operator Identification
2. Hazardous Materials - Chemical Description

No Revisions to the HMBEP

E-Submit Users:

If there has (copy) not been any revisions made to the HMBEP, the business is only required to electronically submit a Certification Statement to the OC CUPA.

CERS Users:

If there has not been any revisions made to the HMBEP, the business is required to resubmit the "Hazardous Material - Chemical Inventory" forms to the OC CUPA.

ELECTRONIC FORMS REFERENCE GUIDE

* When entering information in electronic forms, E-Submit requires all asterisk field to be completed. CERS requires that all fields are required to be completed unless stated otherwise.*

Link to forms: www.occupainfo.com/forms

BUSINESS ACTIVITIES FORM

Facility Identification

Facility ID # *

This is a unique number assigned to the business by the OC CUPA.

EPA ID # * (Hazardous Waste Only)

This is a 12-character number assigned to the facility if they generate, recycle, or treat hazardous waste.

Activities Declaration

Determine if any of the program provided below applies to your facility.

Note: If any of the programs apply to your facility, then a submission of the Business Owner/Operator Form is required.

Hazardous Materials

If the facility at any one time has hazardous material at or above 55 gallons for liquids, 500 pounds of solids, or 200 cubic feet for compressed gases (including liquids in USTs and ASTs).

Regulated Substances

If the facility has any regulated substances stored on-site in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP).

Underground Storage Tanks (USTs)

If the facility owns or operates underground storage tanks.

Aboveground Storage Tanks (ASTs)

If the facility owns or operates ASTs that store an amount greater than 1,320 gallons of petroleum (new or used).

Hazardous Waste

If the business: **(1)** generates hazardous waste, **(2)** recycles more than 100 kg/month of excluded or exempted recyclable materials, **(3)** treats hazardous waste on-site, treatment on-site, **(4)** treatments subject to financial assurance requirements, **(5)** consolidates hazardous waste generated at a remote site, **(6)** needs to report the closure/removal of a tank that was classified as hazardous waste or cleaned on-site, **(7)** generated (in any single calendar month) 1000 kg (2200 lbs.) or more of federal RCRA hazardous waste or 1 kg (2.2 lbs.) of RCRA acute hazardous waste, or accumulate more than 100 kg (220 lbs.) of spill cleanup materials contaminated with RCRA acute hazardous waste, **(8)** is a Household Hazardous Waste (HHW) Collection site.

BUSINESS OWNER/OPERATOR FORM

Identification

EPA ID # * (Hazardous Waste Only)

This is a 12-character number assigned to the facility if they generate, recycle, or treat hazardous waste.

Business Owner

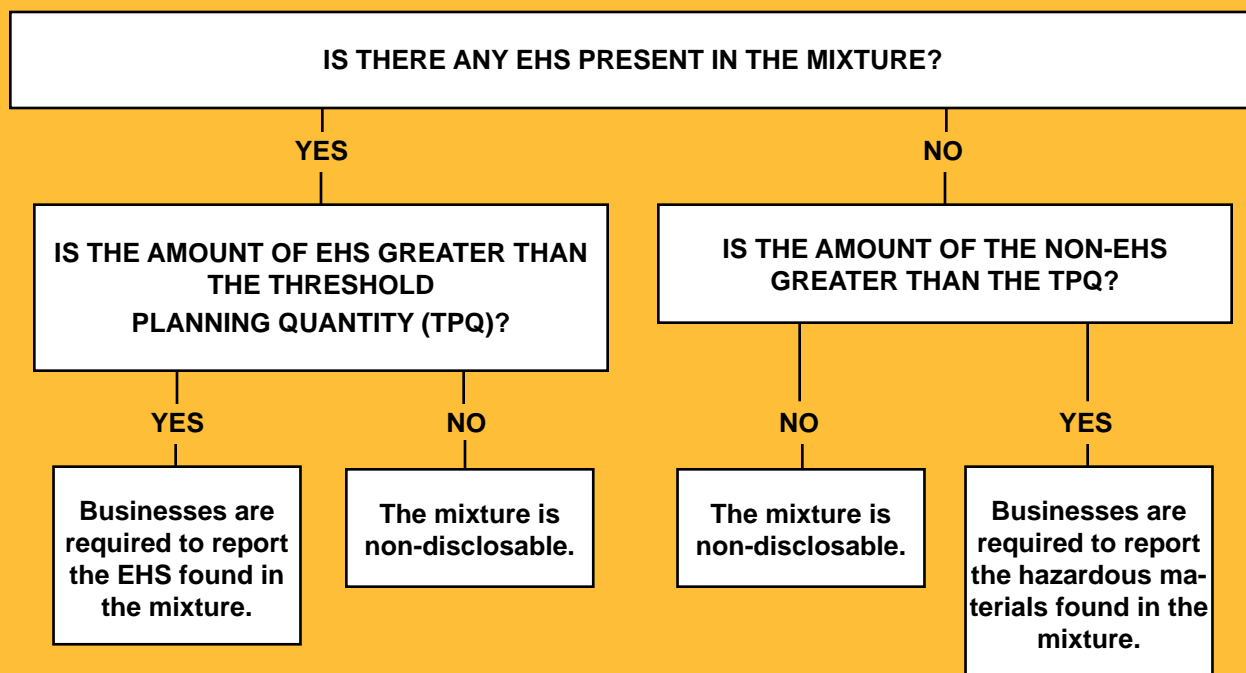
Owner Name *

Incorporated Businesses: Enter the name of the company if incorporated.

Sole-Proprietor: Enter the name of the business owner/individual that is operating as a sole-proprietor.

REPORTING MIXTURES

To report a mixture that contains a hazardous material, first determine if there are any Extremely Hazardous Substances (EHS) present.



Do I have to Combine EHS to Determine the Total Quantity Present?

40 CFR § 355.14

Yes. In order to determine the total quantity present, add the quantity of pure EHS and the quantity of EHS contained in all mixtures, regardless of their location, number of containers, or method of storage. Any EHS that is less than or equal to one percent does not have to be counted in a mixture.

Note: For each specific mixture, the reporting option used must be consistent for both SDS and inventory reporting, unless it is not possible to do so.

How do I Calculate the Quantity of an EHS Present in a Mixture?

40 CFR § 355.13

If there is an EHS present in a mixture, determine the quantity (in pounds) of the EHS by multiplying the concentration of the EHS (in weight percent) by the weight (in pounds) of the mixture in the container.

Example:

You have a 150 pounds of a mixture that contains 20 weight percent of a certain EHS. The quantity of EHS present in the mixture can be calculated by using the formula below:

$$\begin{aligned}
 \text{EHS (lbs.)} &= (\text{weight \%}) \times (\text{weight of mixture}) \\
 &= (20\%) \times (150 \text{ pounds}) \\
 &= (.20) \times (150 \text{ pounds}) \\
 &= 30 \text{ pounds}
 \end{aligned}$$

COMMON CHEMICAL GUIDANCE

The following section will provide a basic introduction to properly completing the *Hazardous Material - Chemical Description* forms for five of the most common hazardous materials reported to the OC CUPA: Lead-Acid Battery, Diesel, Sump Waste, Gasoline, Waste Oil, and Propane.

* Information that is required to be completed is noted by a red asterisk *

Link to forms: www.occupainfo.com/forms

HAZARDOUS MATERIAL - CHEMICAL DESCRIPTION: A

Facility Information

Business Name *

Enter the full legal name of the business.

Chemical Location *

Provide the location of the hazardous material within the facility, if the hazardous material is located inside or outside/adjacent to the building. **Note:** Do not provide the business address.

Example: In Storage Shed B, along west wall, etc.

EPCRA - Chemical Location Confidential

Check to indicate that the business is subject to EPCRA and to keep the chemical location information confidential.

Trade Secret

Check box to indicate that the information in this section is declared a trade secret.

Facility ID # *

This is a unique number assigned to the business by the OC CUPA.

Location Description

Provide a more detailed description of the location of the hazardous material, if needed.

Map

If map is included, enter the number of the map on which the location of the hazardous material is shown.

Grid

If grid coordinates are used, enter the grid coordinates of the map that correspond to the location of the hazardous material. Multiple grid coordinates can be listed.

Chemical Information

Hazardous Material Type *

Indicate if the material is pure, a mixture, or a waste.

- **Pure:** CAS # is required to be provided.
- **Mixtures:** Enter the CAS # if it has been assigned a number. If the mixture does not have a CAS #, leave field blank and report the CAS # for each component in the Hazardous Component Section provided for mixtures.
- **Waste:** No CAS # is required to be provided.

EHS

Check to indicate if the hazardous material is an Extremely Hazardous Substance. If the material is a mixture, leave this section blank and complete the information in the Hazardous Component Section.

Radioactive

Check to indicate if the material is or is not radioactive.

Curies

If the material is radioactive, report the activity in curies. You may use up to 9-digits with a floating decimal point to report activity in curies.

Physical State *

Indicate if the material is a liquid, solid, or a compressed gas.

Chemical Name *

Provide the proper chemical name with the Chemical Abstract Service (CAS) number of the hazardous material. If the chemical is a mixture, enter the common name or trade name in the **Common Name** field instead.

CAS

Enter the Chemical Abstract Service (CAS) number. For mixtures, enter CAS # if it has an assigned number distinct from its components. If the mixture has no assigned CAS #, leave this field blank and report CAS numbers individually in the Hazardous Component Section.

Common Name *

Provide the common name or trade name of the hazardous material or mixture containing a hazardous material.

TIP

In E-Submit, you can click on the heading of the field if it is a hyperlink in order to get more information on that field.

Link to forms: www.occupainfo.com/forms

HAZARDOUS MATERIAL - CHEMICAL DESCRIPTION: B

Chemical Classification

Fire Code Hazard Class *

Indicate all types of hazard classes applicable to the hazardous material. Refer to Appendix B for a list of Fire Code Hazard Classes.

Federal Hazard Categories

Check all categories that describe the physical and health hazardous associated with the hazardous materials.

PHYSICAL

- Fire - flammable liquids and solids, combustible liquids, pyrophorics, oxidizers.
- Reactive - unstable reactive, organic peroxides, water reactive, radioactive.
- Pressure Release - explosives, compressed gases, blasting agents.

HEALTH

- Acute Health (Immediate) - highly toxic, toxic, irritants, sensitizers, corrosives, other hazardous chemicals with an adverse effect with short term exposure.
- Chronic Health (delayed) - carcinogens, other hazardous chemicals with an adverse effect with long term exposure

Chemical Storage

Largest Container *

Enter the total capacity of the largest container in which the material is stored.

Average Daily Amount *

Total all daily amounts and divide by the number of days the chemical will be on-site. If the material has not previously been present at the facility, divide the amount by the number of days you project to be on hand during the reporting year.

$$\text{Average Daily Amount} = \frac{\text{Total of all daily amounts}}{\text{Number of days on-site}}$$

Units *

Indicate the unit of measure that is most appropriate for the material.

Note:

EHS must be reported in units of pounds. Lead-Acid Batteries must be reported in gallons of electrolytes.

Storage Pressure *

- **Ambient:** The pressure of the storage of a material that is neither being compressed or in a vacuumed container (i.e. gasoline)
- **Above Ambient:** The storage of a material that is pressurized (i.e. compressed gas cylinders).
- **Below Ambient:** The storage of a material that is in a vacuumed container.

Annual Waste Amount

If the hazardous material is a waste, provide an estimate of the annual amount handled.

Maximum Daily Amount *

This amount must contain at a minimum last year's inventory of the material reported with the reflection of additions, deletions, or revisions projected for the current year.

Days On-Site *

List the total number of days the material is on-site during the reporting year.

Storage Container *

Check all boxes to indicate the type of storage container that the hazardous material is stored in.

State Waste Code

Enter the appropriate California 3-digit hazardous waste code listed in the Uniform Hazardous Waste Manifest.

Storage Temperature *

- **Ambient:** Material is stored at room temperature.
- **Above Ambient:** Material is being heated (i.e. plating bath).
- **Below Ambient:** Material is stored in a cooled container (i.e. CO₂).
- **Cryogenic:** Material is stored in a container at extremely low temperatures.



6 EPCRA & EXTREMELY HAZARDOUS SUBSTANCES

WHAT IS EPCRA?

*Health and Saf. Code Chapter 6.95 Article 3
40 CFR 370*

In 1986, Congress passed the **Emergency Planning and Community Right-To-Know Act (EPCRA)** was passed in congress in 1986 in response to a leak of extremely toxic chemicals from a Union Carbide chemical plant in Bhopal, India that led to the deaths of thousands, many more injuries, and the suffering of permanent disabilities. This raised a concern about the local preparedness for chemical emergencies as well as the availability of information on hazardous chemicals at these facilities.

EPCRA establishes requirements for federal, state, and local governments, Indian tribes, and industry regarding emergency planning and “Community Right-To-Know” reporting on hazardous and toxic chemicals. The Community Right-To-Know provisions help increase the public’s knowledge and access to information on chemical at individual facilities, their uses, and releases into the environment.

EPCRA Contains Four Provisions:

- ❶ Emergency Planning
- ❷ Emergency Release Notification
- ❸ Hazardous Chemical Storage Reporting Requirements
- ❹ Toxic Chemical Release Inventory

By providing the information from these four provisions, businesses can work with the states and the communities to improve chemical safety and protect the public health and the environment.

EXTREMELY HAZARDOUS SUBSTANCES (EHS)

Health and Saf. Code § 25507 (a)(1)(B)

40 CFR 355.12

EHS that is present at an amount that is equal to or greater than its Threshold Planning Quantity (TPQ) - a critical number that determines if a facility is subject to EPCRA - triggers the emergency planning requirements.

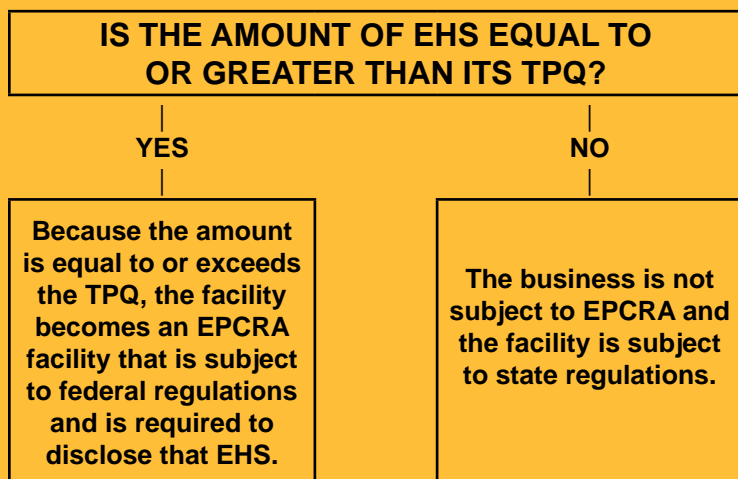
In addition to establishing requirements, the federal government created a list of Extremely Hazardous Substances (EHS) and their Threshold Planning Quantity (TPQ), which is expressed in units of pounds.

List of EHS & TPQ

The EPA's "List of Lists" is a consolidated list of chemicals that are subject to EPCRA that includes hazardous chemicals and their TPQs. This list is provided by the EPA and can be obtained by following the link:

<http://www2.epa.gov/epcra/consolidated-list-lists>

DETERMINATION OF SUBJECTION TO EPCRA





7 ELECTRONIC REPORTING FOR TRADE SECRETS

CLAIMING A TRADE SECRET

Health and Saf. Code § 25538 (a)

A business may be able to withhold the name of a specific chemical when submitting inventory information, if that chemical is claimed as a trade secret. However, if a business wishes to claim a trade secret for a hazardous material they must determine if the facility is subject to state or federal regulations (i.e. if the facility is or is not an EPCRA facility).

Submission of the HMBEP for Trade Secrets

Businesses are required to submit a HMBEP that is protected as a trade secret. Provided below is a guide to assist businesses in properly submitting the HMBEP to the OC CUPA.

- ❶ Determine if the EHS is subject to the Emergency Planning & Community Right-To-Know Act (EPCRA).
- ❷ Submit a full disclosure on paper.
- ❸ Electronically submit the minimum required information in the HMBEP.

COMMON QUESTIONS FOR TRADE SECRETS

1. Am I Still Required to Submit an HMBEP?

Health and Saf. Code § 25512 (b)

Yes. Businesses are still required to submit a full disclosure on paper to the OC CUPA. The paper submission is suggested in order for the OC CUPA to protect confidential information. A complete electronic submission is not suggested because of the lack of security from the public. All chemical inventory disclosures cannot be protected if the public makes a request

2. Is my HMBEP Subject to Public Inspection?

Health and Saf. Code § 25512 (c)

Yes. The public can petition a request of the disclosure of the chemical identity claimed as a trade secret.

The process of that request will proceed in the order of these steps:

- ❶ A petition to request the disclosure of the chemical identity of that trade secret will be sent.
- ❷ Upon that receipt of request, the business will be notified of that request by the CUPA in writing by certified mail.
- ❸ The CUPA will release the information to the public no earlier than 30 days after the date of mailing notice of the request.

However, the business may file an action, prior to the expiration of the 30-day period, in an appropriate court for declaratory judgement that the information is subject to protection or an injunction prohibiting disclosure of the information to the public.

3. Is the HMBEP Information Shared with Local Emergency Response Personnel?

Health and Saf. Code § 25512 (d)

Yes. Any information which is confidential shall not be disclosed to anyone except the following:

Officers or Government Employees: An officer or employee of the county, city, state, or the U.S., in connection with the official duties of that office or employee under any law for the protection of health

Contractors With The County Or City And Their Employees: Only if the OC CUPA believes that disclosure is necessary and required for the satisfactory performance of a contract, for the performance of work, or to protect the health and safety of the employees of the contractor.

Physicians: Any physician who certifies in writing to the OC CUPA, that the information is necessary to the medical treatment of the physician's patient.

Note: Any personnel who disclose information to those not entitled to receive it is guilty of a misdemeanor.

ELECTRONIC DISCLOSURE FOR TRADE SECRETS

To electronically disclose the minimum required information in the HMBEP, determine if the hazardous substance is pure or a component in a mixture and provide the following information needed to fulfill the requirements.

Note: For mixtures, type in "Proprietary" in the Hazardous Component field in place of the name of the hazardous component.

Link to forms: www.occupainfo.com/forms

All field names in **red** are required to be completed.

- FACILITY INFORMATION -

Business Name

Facility ID#

Chemical Location

Location Description

EPCRA - Chemical Location Confidential ☐ Yes ☐ No

Map #

Grid #

Trade Secret ☒ Yes ☐ No

- CHEMICAL INFORMATION -

C Name

Common Name

CAS#

EHS (If "Yes", all amounts must be in lbs.)

☐ Yes ☐ No

Radioactive ☐

Hazardous Material Type

☐ Pure ☐ Mixture ☐ Waste

Physical State

☐ Solid ☐ Liquid ☐ Gas ☐ Cryogenic

Hazardous Component Section
(For mixtures or waste only)

% Weight

Hazardous Component

EHS

CAS#

☐ Yes ☐ No

☐ Yes ☐ No

- CHEMICAL CLASSIFICATION -

Fire Code Hazard Class

- none selected - ▼

Federal Hazard Category

☐ Fire ☐ Reactive ☐ Acute Health
☐ Pressure Release ☐ Chronic Health

- CHEMICAL STORAGE -

Largest Container

Average Daily Amount

Annual Waste Amount

Maximum Daily Amount

Units ☐ ft³ ☐ lbs. ☐ tons ☐ gal.

Days On-Site

State Waste Code

Storage Container

- none selected - ▼

Storage Pressure

☐ Ambient ☐ Above Ambient ☐ Below Ambient

Storage Temperature

☐ Ambient ☐ Above Ambient ☐ Below Ambient



8 RELEASE OR SPILL OF HAZARDOUS MATERIALS

RELEASE OF HAZARDOUS MATERIAL

Health and Saf. Code § 25501 (p)

A release can be defined as any spilling, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment.

A hazardous material that has been released, poses a threat to human health and to the safety of the environment. This is due to the quantity, concentration, or physical or chemical characteristics that can cause damage. If there has been a release of hazardous material into state waters, ground, or air, regardless of the size of the spill, it must be reported.

In the case that there is a significant release or a spill of hazardous material on-site, please follow the steps provided in the Release Notification Guide.



RELEASE NOTIFICATION GUIDE

Health and Saf. Code § 25510 (a)

WHO IS REQUIRED TO NOTIFY

40 CFR § 355.30

Owners, operators, employees, persons in charge, and licensees are required to notify in the case of a spill or release of hazardous materials.

WHEN TO REPORT A SPILL OR RELEASE

40 CFR § 355.40 (a)

All significant spills or a release of hazardous materials must be reported immediately.

WHAT INFORMATION DO I PROVIDE

40 CFR § 355.40 (a)

The following information must be provided:

- Identity of caller.
- Exact location, date and time of spill or release of hazardous materials.
- Location of threatened or involved waterway or storm drains.
- Substance, the quantity involved, and isotope, if necessary.
- Chemical name (if known, it should be reported if it is extremely hazardous)
- Description of what happened.

WHICH AGENCIES TO CALL

40 CFR § 355.42

The following agencies must be notified of any significant spill or release of hazardous materials:

The Local Emergency Response Agency

9-1-1

or the local Fire Department

The Certified Unified Program Agency (CUPA),

(714) 433-6406 or (714) 433-6000

**California Emergency Management Agency
(Cal EMA),**

California State Warning Center
(800) 852-7550 or (916) 845-8911

In addition to 911 & CalEMA, notify the following agencies under varying circumstances:

National Response Center (NRC) (800) 424-8802	All releases that equal or exceed Federal Reportable Quantities.
California Highway Patrol	All releases on-highway.
Department of Toxic Substances Control Regional Office	All hazardous waste tank releases.
Cal/OSHA District Office	All serious worker injuries or harmful exposures.
Conservation Department, Division of Oil, Gas, and Geothermal Resources	All oil spills at drilling and production fixed facilities.
Cal EMA	All spills with potential to impact water quality.
Local Emergency Response Agency and PUC	All significant potential or actual railroad releases. (California definition of hazardous materials)
Fire Department	All hazardous liquid pipelines. (Hazardous Liquid Safety Pipeline Safety is State Fire Marshal jurisdiction)
PUC	All natural gas pipelines.
CDPH, Radiological Preparedness Branch	All incidents involving radioactive material.

FOLLOW-UP PROCEDURES

*Health and Saf. Code § 25510.1
40 CFR § 355.40 (b)*

Businesses are required to submit an office-approved follow-up emergency notice to the Office of Emergency Services.

Cost of Liability & Damages

Health and Saf. Code § 25515.2 (a)

The business is responsible for paying the full cost for an emergency response by the county or city for an emergency or fire and the cleaning up and disposal of hazardous material.

If the following is the result of the violation, the business is also liable for the cost of:

- County and city emergency response for an emergency or fire
- Full cost of the county, city, fire district, local EMS agency, or poison control center
- Cleaning up and disposal of hazardous material
- Health and medical problems requiring toxicological, health, or medical consultation

Negligence

Failure to Report a Spill of a Hazardous Material

Health and Saf. Code § 25515.3 (a)

Violations for failing to report a release of hazardous material will be a fine of a maximum amount of \$25,000 for each day of violation and/or imprisonment in a county jail for not more than one year.

Second Violation for a Spill of Hazardous Material

Health and Saf. Code § 25515.3 (a)

A second violation for failing to report a release of hazardous material will be a fine of a set amount of a minimum of \$2,000 to a maximum of \$50,000 for each day of violation and/or imprisonment in a county jail for not more than one year.

Failure to Report an Oil Spill

Health and Saf. Code § 25515.3 (b) & (c)

A person that knowingly fails to report an oil spill occurring in waters of the state, other than marine waters, will be punished, upon conviction, by a fine of no more than \$50,000 and or by imprisonment in a county jail for not more than one year.

False Report of an Oil Spill

Health and Saf. Code § 25515.3 (c)

A person that knowingly makes a false or misleading report on an oil spill occurring in waters of the state, other than marine waters will be punished by a fine of no more than \$50,000 and/or imprisonment in a county jail for not more than one year.

Interference of Enforcement

Health and Saf. Code § 25515.4

Any person that willfully prevents, interferes, or attempts to impede the enforcement of an authorized representative of the OC CUPA will be guilty of a misdemeanor upon conviction.

A APPENDIX LAWS & REGULATIONS

WHERE TO OBTAIN THE LAWS & REGULATIONS

Copies of laws and regulations may be ordered from the sources listed below. In addition, some bookstores sell copies of the laws and regulations. Check your local telephone directory under book or booksellers.

The California Health and Safety Code, Division 20, Chapter 6.95 may be ordered from:

Office of State Publishing
344 North 7th Street
Sacramento, CA 95814 (916) 322-1032

Or can be found electronically at:

www.leginfo.ca.gov (follow the link for "California Law")

The California Code of Regulations, Title 27, Division 3, may be ordered from:

Barclays Law Publishers
425 Market Street, 4th Floor
San Francisco, CA 94105

Customer service and ordering information (800) 888-3600

Or can be found online via the California Office of Administrative Laws at:

www.oal.ca.gov (follow the link for "California Code of Regulation")

The Code of Federal Regulations, Title 40

Can be found online via the U.S Government Publishing Office at:

www.gpo.gov

LOCAL LAW LIBRARY LOCATIONS

The following local libraries have copies of the California Health and Safety Code, Division 20, Chapter 6.95, and the California Code of Regulations, Title 27, Division 3, available to review:

Orange County Law Library

515 North Flower Street
Santa Ana, CA 92703
(714) 834-3397

University of California, Irvine

Main Library
Government Information Reference Desk
Irvine, CA 92714
(714) 824-7234

California State University, Fullerton

Pollak Library, 3rd Floor
800 North State College Avenue Fullerton, CA 92631
(714) 278-3449

B APPENDIX REFERENCES & WEBLINKS

ADDITIONAL FORMS

Copies of the following forms can be obtained by visiting www.occupainfo.com/programs/hm

Top 100 Chemicals

This list provides information such as the CAS #, chemical name, common name, and any notes for the top 100 of the most common hazardous chemicals used by businesses.

“Hazardous Materials - Chemical Description” Examples www.occupainfo.com/forms

Examples of the Chemical Description form are provided for the following hazardous materials:

- Diesel
- Sump-Waste Clean Up/ Test Water
- Lead-Acid Batteries
- Waste Oil
- Propane/LPG

FIRE CODE HAZARD CLASSES

The Fire Code Hazard Classes describe to first responders the type and level of hazardous materials which a business handles.

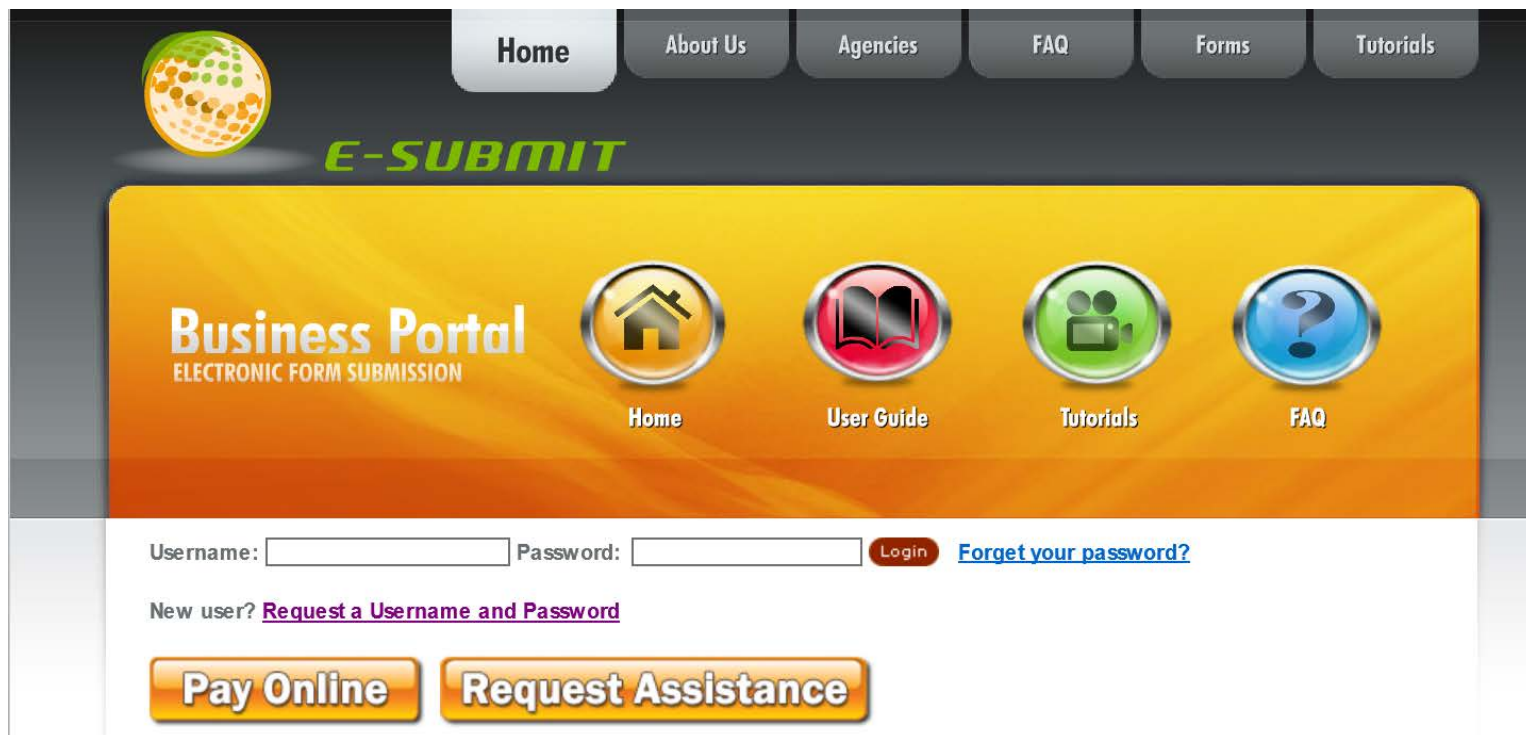
HAZARD CLASSIFICATION CATEGORIES

Carcinogen	Irritant	Highly toxic
Combustible liquid II	Organic peroxide, UD	Unstable reactive 4D
Combustible liquid IIIA	Organic peroxide I	Unstable reactive 3D
Combustible liquid IIIB	Organic peroxide II	Unstable reactive 3N
Combustible dust	Organic peroxide III	Unstable reactive 2
Combustible fiber	Organic peroxide IV	Unstable reactive 1
Corrosive	Organic peroxide V	Water reactive 3
Cryogenic flammable	Oxidizing gas (gaseous)	Water reactive 2
Cryogenic oxidizing	Oxidizing gas (liquefied)	
Explosive	Oxidizer 4	
Fire	Oxidizer 3	
Flammable solid	Oxidizer 2	
Flammable gas (gaseous)	Oxidizer 1	
Flammable gas (liquefied)	Pyrophoric gases	
Flammable liquid IA	Pyrophoric solids, liquids	
Flammable liquid IB	Reactive	
Flammable liquid IC	Toxic	

C APPENDIX E-SUBMIT USER GUIDE

REQUESTING A USERNAME AND PASSWORD

- 1 Click the **"Request a Username and Password"** link.



The screenshot shows the E-SUBMIT Business Portal interface. At the top, there is a navigation bar with links: Home, About Us, Agencies, FAQ, Forms, and Tutorials. Below this is a large yellow banner with the text "Business Portal ELECTRONIC FORM SUBMISSION" and four circular icons labeled Home, User Guide, Tutorials, and FAQ. Below the banner, there is a login section with fields for Username and Password, a Login button, and a link for "Forgot your password?". Below the login section, there is a link for "Request a Username and Password" and two large buttons labeled "Pay Online" and "Request Assistance".

- 2 A log in request form will open.

Orange County Healthcare Agency Login Request

Asterisks (*) indicate required fields

Instructions This form is to be completed by the business owner or corporate officer to request a username and password in order to access the Portal. If you wish to grant another individual authorization, complete this form with THAT individual's information and attach the signed authorization statement. If you are already an authorized user, input your current username and password so the System Administrator can access the existing account. Use the notes section to provide specific information as needed. The System Administrator will contact you within 5-7 business days.

Request Date* 5/19/2015 

Information about you

First Name and MI*

Last Name*


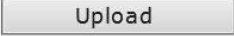
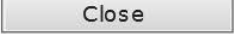
Phone*

Email*

Your relationship to the business* ☐ Business Owner ☐ Authorized by Business Owner

- 3 To upload an "Authorization Letter", click the **"Browse"** button to search for the file on your computer.

Note : If the form is being completed by the business owner or corporate office, no "Authorization Letter" is required.

Step	Action	Instructions
1	Select a File 	Select a file from your computer by clicking on the Browse button. The name of the selected file will appear in the box.
2	Upload the File 	Upload the selected file by clicking on the Upload button. Please limit attachments to 1 MByte in size. Images uploaded successfully will display at the top of the page. Other attachment types will indicate "File Uploaded".
3	Close This Window 	Click on the Close button to close this window and return to the form containing the uploaded attachment. MAKE SURE TO CLICK ON THE FORM'S SUBMIT AND/OR SAVE CHANGES BUTTON

- 4 After you have selected your file, click the **"Upload"** button.
Now that you have submitted a request for a username and password, it will take no more than 72 hours for your request to be reviewed and processed.

BUSINESS ACTIVITIES FORM

- 1 Click the **"Proceed to forms"** button.

Portal Home Page

Step 1:

Please review the Facility, Address, and Owner information in the table below. If the information is incorrect, click the *Update* button to change the information. Change requests will be processed within 3-5 business days. **Do not proceed to the next step** until your update request has been processed. If there are no changes, you can certify your submission by clicking on the Annual Certification link.

Facility Name/DBA	Site Address	Facility Invoice Mailing Address	Owner	Annual Certification	
OCHCA TEST SITE	1 BALBOA BEACH BLVD	1 BALBOA BEACH BLVD NEWPORT BEACH, CA 90000	OCHCA	Newport Beach HMBEP	Update Owner/DBA/Address

Step 2:

If the information in the table is correct, then click the button below.

[Proceed to forms](#)

- 2 Click on the **Submission Package** to proceed.



E-SUBMIT


submission packages

Click on a submission package name to get started.

Name	
OCHCA Hazardous Materials Business Emergency Plan	Help and FAQ

NOTE: This site contains certain features that are disabled by popup blockers that prevent extra popup windows from opening in your browser. To access these features, please configure your browser to allow popups on this site and disable any installed popup blockers such as those included with the Yahoo and Google toolbars.

- 3 Click on the **Site Address** to open the **Hazardous Material Business Emergency Plan (HMBEP)**



OCHCA Hazardous Materials Business Emergency Plan [Select a different package](#)


Click on the Site Address to open, view or edit a OCHCA Hazardous Materials Business Emergency Plan
To view the reviewer's comments, click on the *Reviewer Comments* hyperlink
Contact: [OCHCA HMBEP Manager](#)

Site Address	Created	Modified	Submission Status
14121 NEWPORT AVE	5/8/14	5/8/14	Unfinished

HAZARDOUS MATERIAL BUSINESS EMERGENCY PLAN (HMBEP)

Once you open the HMBEP online, you will be directed to the **Business Activities Form**

- 1 Complete the required information noted by a red asterisk (*).
- 2 Scroll down the access the rest of the section and complete the required information



Step 1 of 3 | [Step 1: Complete the forms](#) | [Step 2: Add a cover sheet](#) | [Step 3: Submit your forms](#) | [Help and FAQ](#) | [Submission Log](#) | [Submission Home](#)

Click on the **Save Changes** Button to save the form. After saving the form, click on the links below to complete ALL the forms in your submission package

Business Activities

- [Business Owner Operator](#)
- Chemical Description
- Emergency Plan
- Facility Maps

Tips

- Click on the **Save Changes Button frequently**. You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
- Disable any installed popup blockers
- Complete every form in the package

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

Business Activit.. (1)

II. Activities Declaration

Note: If you check any of the items below, you must submit a Business Owner/Operator Identification Form

Does your facility... (Check all that apply)	If yes, you must complete these forms...
A. HAZARDOUS MATERIALS <input checked="" type="checkbox"/> Have on site (for any purpose) hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?	Business Owner Operator Chemical Description Facility Map Emergency Plan
B. Regulated Substances <input type="checkbox"/> Have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (Cal ARP)?	Coordinate with your local agency responsible for CalARP
C. UNDERGROUND STORAGE TANKS (USTs) <input type="checkbox"/> Own or operate underground storage tanks (USTs)? <input type="checkbox"/> Intend to upgrade existing or install new USTs? <input type="checkbox"/> Need to report closing a UST?	UST Facility UST Tank UST Installation - Certificate of Compliance UST Tank Closure


THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process. [Print](#) [Save Changes](#) [Cancel Changes](#)

- 3 Click **Save Changes**
- 4 **Important** Click on the **Business Owner Operator** link to proceed.
You will not be able to access to the Chemical Description, Emergency Plan, and the Facility Maps unless this is done.

BUSINESS OWNER/ OPERATOR FORM

- 1 Complete the required information noted by a red asterisk (*).

Home | Logout


E-SUBMIT

Step 1 of 3 Step 1: Complete the forms Step 2: Add a cover sheet Step 3: Submit your forms Help and FAQ Submission Log Submission Home

Click on the **Save Changes** Button to save the form. After saving the form, click on the links below to complete ALL the forms in your submission package

[Business Activities](#)
[Business Owner Operator](#)
[Chemical Description](#)
[Emergency Plan](#)
[Facility Maps](#)

Tips

- Click on the **Save Changes** Button frequently. You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
- Disable any installed popup blockers
- Complete every form in the package

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

Business Owner O.. (1)

Asterisks (*) indicate required fields

NOTE: Please review the billing and owner information on file for your business. To change either the business owner or the billing contact, please [update your profile here](#) PRIOR TO SUBMISSION.

I. Identification

Facility ID#* FA00 ☐
 Business Name* ☐
 Site Address* ☐

Beginning Date Ending Date
 Business Phone*
 Business Fax
 Dun & Bradstreet
 Primary SIC Primary NAICS
 Business Operator Name*
 Business Operator Phone*
 Business Email*

II. Billing Information

This shows the billing/mailling information on file for your business, which cannot be changed here. If this information has changed, please review and [update your profile here](#) PRIOR TO SUBMISSION.

Care Of
 Mailing Address
 City State Zip Code
 Country

III. Business Owner

Is the Owner Name incorrect or has it changed? If so, please [update your profile here](#) PRIOR TO SUBMISSION.

Owner Name
 Phone*
 Number Street*
 If PO Box, leave the number field blank
 City* State* Zip Code*

IV. Environmental Contact

This shows the environmental contact who will receive all environmental correspondence and who will respond to regulatory compliance and enforcement activities. This is NOT the billing contact

Name*
 Phone*
 Ext
 Mailing Address* Email*
 City* State* Zip Code*

V. Emergency Contacts

-Primary-	-Secondary-
Name* <input type="text"/>	Name* <input type="text"/>
Title* <input type="text"/>	Title* <input type="text"/>
Business Phone* <input type="text"/>	Business Phone* <input type="text"/>
Ext <input type="text"/>	Ext <input type="text"/>
24-Hour Phone* <input type="text"/>	24-Hour Phone* <input type="text"/>
Pager # <input type="text"/>	Pager # <input type="text"/>

VI. Certification

Certification Based on my inquiry of those individuals responsible for obtaining the information, I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe that the information is true, accurate and complete.

Package Preparer* Certification Date*
 Document Signer* Title of Signer*

THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

- 2 Click **Save Changes**

CHEMICAL DESCRIPTION, EMERGENCY PLAN, & FACILITY MAPS FORMS

- 1 Click the **blue links** located on the left-hand side to access the desired form.
- 2 Scroll down the access the rest of the section and complete the required information.

17TH ST LAWNMOWER & GARDEN SUPPLIES(1913 W 17TH ST) Home | Logout

E-SUBMIT

Step 1 of 3

Step 1: Complete the form Step 2: Add a cover sheet Step 3: Submit your form Help and FAQ Submission Log Submission History

Click on the Save Changes Button to save the form. After saving the form, click on the links below to complete ALL the forms in your submission package

Business Activities
 - Business Owner Operator
 - **Chemical Description**
 - Emergency Plan
 - Facility Maps

Tips
 • Click on the Save Changes Button frequently. You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
 • Disable any installed popup blockers
 • Complete every form in the package

Finished? Go to the Cover Sheet to send extra notes, or confirm your submission.

Chemical Descrip... (0)

Click on the Save Changes button to save your form.

Asterisks (*) indicate required fields

I. Facility Information

Business Name*

Facility ID#*

Facility LAT

Chemical Location*

Description

EPCRA ☐ Yes ☐ Chemical location confidential ☐ Trade Secret

Map # Grid #

II. Chemical Information

Hazardous Material Type*

Physical State*

Lookup Chemical From List

Chemical Name*

Common Name*

CAS #

☐ Extremely Hazardous Substance

If EHS is checked, all amounts below must be in lbs

☐ Radioactive

III. Chemical Classification

Click here for help classifying your chemical

Fire Code Hazard Class*

☐ Carcinogen (CARC)
☐ Combustible Fiber - Baled (1.2b)
☐ Combustible Fiber - Loose (1.2f)
☐ Flammable Liquid, Class I-C (3.3 I-C)
☐ Flammable Solid (3.1)
☐ Highly Toxic (HTOX)
☐ Irritant (Irr)
☐ Organic Peroxide, Class I (4.2 I)
☐ Organic Peroxide, Class II (4.2 II)
☐ Organic Peroxide, Class III (4.2 III)
☐ Organic Peroxide, Class IV (4.2 IV)

☐ Organic Peroxide, Class V (4.2 V)
☐ Organic Peroxide, Undersified Detonatable
☐ Other Health Hazard (OH4)
☐ Toxic (Tox)
☐ Unstable (Reactive), Class 1 (6.1-1)
☐ Unstable (Reactive), Class 2 (6.1-2)
☐ Unstable (Reactive), Class 3 (6.1-3)
☐ Unstable (Reactive), Class 4 (6.1-4)
☐ Water-Reacting, Class 1 (7.1-1)
☐ Water-Reacting, Class 2 (7.1-2)
☐ Water-Reacting, Class 3 (7.1-3)

Federal Hazard Categories ☐ Fire ☐ Acute Health ☐ Chronic Health ☐ Pressure Release

MSDS

IV. Chemical Storage

Largest Container* Annual Waste Amount

Average Daily Amount* Maximum Daily Amount*

Units* ☐ Cubic Feet ☐ Pounds ☐ Tons ☐ Gallons

Days on Site* State Waste Code

Storage Container* ☐ Above Ground Tank ☐ Silo ☐ Tote Bin
☐ Underground Tank ☐ Fiber Drum ☐ Tank Wagon
☐ Tank Inside Building ☐ Bag ☐ Rail Car
☐ Steel Drum ☐ Box ☐ Other
☐ Plastic/Nonmetallic Drum ☐ Cylinder ☐ None
☐ Can ☐ Glass Bottle
☐ Carboy ☐ Plastic Bottle

Other Container Storage Pressure*

Storage Temperature*

V. Locally Collected Information

Inet Mapping ID 12


THE SUBMISSION IS NOT FINISHED! Go to the Cover Sheet to send extra notes, or confirm your submission to finish the process.

- 3 Click **Save Changes**

SUBMITTING YOUR FORMS

- 1 Check the **Form Contents** section to determine if there are additional forms that needs to be completed.

Form names that are in **black** indicates that the forms have been completed.
Form names that are in **red** indicate that the form must be completed.



E-SUBMIT

Step 3 of 3 Step 1: Complete the forms Step 2: Add a cover sheet Step 3: Submit your forms Help and FAQ Submission Log Submission Home

Submission Cover Sheet: OCHCA HMBEP

You're almost done! Review the contents of your submission and click on the **Confirm Submission** button at the bottom of this page. The submission recipient will be notified of your submission via email.

I. Submission Identification

Submission Contents:
From:
To:
Cover Sheet:

II. Form Contents

Form Name	Number of Forms	Minimum Allowed	Maximum Allowed
Business Activities	1	1	1
Business Owner Operator	1	1	1
Chemical Description	1	1	unlimited
Emergency Plan	1	1	1
Facility Maps	1	1	unlimited

Last Submitted: 5/28/14 Status: DECLINED (Resubmission Required)

Confirm Submission

- 2 Click the "**Confirm Submission**" button.

G GLOSSARY

#

27 CCR: Title 27 of the California Code of Regulations. State regulations that detail hazardous materials management. www.calepa.ca.gov/LawsRegs/

40 CFR: Title 40 of the Code of Federal Regulations. Federal regulations that detail hazardous waste management. www.ecfr.gov

A

Assembly Bill 408: An agent that is dire

C

California Architectural Paint Recovery Program: A requirement for paint manufacturers to develop and implement a program to collect, transport, and process post-consumer paint to reduce the cost and environmental impacts from the disposal of post-consumer paint. The Cal. Public Resources Code § 48700 - 48706

California Department of Resources Recycling and Recovery (CalRecycle): A department within the California Environmental Protection Agency that administers and provides oversight for all state-managed waste handling and recycling programs.

California Environmental Protection Agency (CAL/EPA): State agency responsible for enforcing environmental protection laws.

California Environmental Reporting System (CERS): Web-based statewide electronic reporting system used by businesses required to submit Unified Program-related reporting information. cers.calepa.ca.gov

California Health and Safety Code (Health and Saf. Code): A portion of state law that governs health and safety issues. In this manual, we are generally referring to Chapter 6.5 of the Health and Saf. Code, which governs hazardous waste.

California Occupational Safety and Health Agency (Cal/OSHA): State agency responsible for ensuring safe working environment.

Carcinogen: An agent that is directly involved in causing cancer.

Chemical Abstract Service (CAS) Number: A unique and unmistakable identifier for chemical substances.

Container: Any portable device used to contain material or waste.

Corrosive: The ability to cause destruction of living tissue or steel surfaces by chemical reaction.

Cryogenic: A material that is subjected to extremely cold temperatures.

E

E-Submit: A web-based local electronic reporting system used by businesses required to submit Unified Program-related reporting information. www.esubmit.ocgov.com

Glossary

Emergency Planning & Community Right-to-Know Act of 1986 (EPCRA): Created to help communities plan for emergencies involving hazardous substances and requires hazardous chemical emergency planning by federal, state and local governments, Indian tribes, and industry.

Extremely Hazardous Substance (EHS): A substance defined by the federal government listed in the appendices of 40 CFR Part 355, Emergency Planning and Notification.

Extremely Hazardous Waste: Any hazardous waste which, if human exposure should occur, may likely cause serious illness or death.

H

Hazardous Materials: Any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human and environmental health and safety if released into the workplace or the environment. Health and Saf. Code § 25501.m

Hazardous Waste: Any waste which is either ignitable, corrosive, reactive, or toxic.

I

Ignitable: Capable of being set afire either spontaneously or by interaction with another substance.

Irritant: A substance that causes slight inflammation or other discomfort to the body.

L

Lubricating Oil: Any oil intended for use in an internal combustion crankcase or transmission, gearbox, differential, or hydraulic system of an automobile, bus, truck, vessel, airplane, heavy equipment, or other machinery powered by an internal combustion engine.

O

Occupational Safety & Health Administration (OSHA): created by Congress to assure safe and healthful working conditions for working men and women by setting and enforcing standards by providing training, outreach, education and assistance.

Orange County Certified Unified Program Agency (OC CUPA): The county of Orange was designated by the State Secretary for Environmental Protection on January 1, 1997. The CUPA is the local administrative agency that coordinates the regulations of hazardous materials and wastes in Orange County through the following programs: Hazardous Materials Disclosure (HMD), Business Emergency Plan (BEP), Hazardous Waste (HW), Underground Storage Tank (UST), Aboveground Petroleum Storage Tank (APST), and the California Accidental Release Prevention (CalARP).

Orange County Health Care Agency Environmental Health (OCHCA): an OC CUPA

P

PaintCare Inc.: A non-profit 501.c.3 organization established for paint manufacturers to plan and operate paint stewardship programs in the U.S. in states that pass paint stewardship laws.

R

Reactive: Having properties of explosivity or of chemical reactivity which are a hazard to human health or the environment.

Resource Conservation Recovery Act (RCRA): Federal law passed in 1976 which regulates the management and disposal of hazardous wastes throughout the United States. State laws, however, can impose stricter requirements.

S

Safety Data Sheet (SDS): A document which describes a material's chemical ingredients as required by Cal/OSHA's Hazard Communication Standard.

Sensitizer: A chemical that causes a substantial proportion of exposed people or animals to develop an allergic reaction in normal tissue after repeated exposure to the chemical.

T

Tank: Any permanent immobile device used to contain material or waste.

Toxic Substance: A substance that concentrates in living organisms when absorbed by living organisms.

Toxic Waste: A designated hazardous waste by the U.S. EPA Administrator.

Threshold Planning Quantity (TPQ): The quantity of a regulated substance that is determined to be present at a stationary source.

W

Waste: California-regulated hazardous waste. Also called California-only waste. (Compare with RCRA Waste).

Web-based Portal: A designed web page that provides access to information, resources, and services online.

Additional resources can be found online at the following web addresses:

www.caloes.ca.gov

www.calcupa.com

www.epa.gov

www.leginfo.ca.gov