

HAZARDOUS MATERIALS BUSINESS PLAN AND INVENTORY CERTIFICATION FORM

Office Use Only
Level
Initials
Date Reviewed

This form must be submitted annually as required by the California Health & Safety Code (H&SC) Section 25505 (c) & (d), and Section 25270.6 (a)(1). Failure to do so may result in civil and criminal penalties. Notification should be made to this agency within 30 days if any of the following events occur: change of ownership; change of business name; mailing address; phone number; location; emergency contact person; 100% or more increase in the quantity of a disclosed material; or any handling of a previously undisclosed material subject to regulation. A copy of this form should be kept at the business and available for review upon request of this department. This form can only be used if you have already submitted the most current version of the Hazardous Materials Business Plan and Inventory Forms. If your business is regulated under the Aboveground Petroleum Storage Act (APSA), this form meets the annual reporting requirements. However, if your business is regulated under the Emergency Planning and Community Right-to-Know Act (EPCRA), this form does not meet the annual inventory reporting requirements.

Business Name Facility # FA00
Owner/Operator Name Telephone
Facility Address
City State Zip Code

SECTION 1 MUST BE COMPLETED ANNUALLY:

Annual Hazardous Materials Business Plan Inventory Review and Update (Check one box only)

- The information contained on the annual inventory form most recently submitted to the administering agency is complete, accurate, and up to date and complies with all of the following statements:
1. There has been no change in the quantity of any hazardous material as reported in the most recently submitted annual inventory;
2. No hazardous materials subject to the inventory requirements of Chapter 6.95 H&SC are being handled that are not listed on the most recently submitted annual inventory form; and
3. The most recently submitted annual inventory form contains the information required by sec. 11022 of Title 42 of the United States Code. (The Hazardous Materials Inventory - Chemical Description form meets this requirement)
The hazardous materials inventory as previously reported has changed. Attached are new inventory reporting forms for all changes.

I certify under penalty of law that I have examined and am familiar with the information submitted in this and all attached documents, that the information provided herein is true, accurate, and complete to the best of my knowledge.

Name Signature
Title Date

Business Name Facility # FA00
Owner/Operator Name Telephone
Facility Address
City State Zip Code

SECTION 2 MUST BE COMPLETED ONCE EVERY 3 YEARS:

Triennial (3 Year) Hazardous Materials Business Plan Review and Certification (Check one box only)

- I certify that the Business Plan has been reviewed and the information contained in it is accurate and complete. My Business Plan was last certified on this date.
I certify that I have reviewed the Business Plan and have updated the following items (updated items are attached):
Emergency contacts names and/or telephone numbers
Site and/or facility map(s)
Emergency response plans and procedures and/or training
Training plan
Other Information:

I certify under penalty of law that I have examined and am familiar with the information submitted in this and all attached documents, that the information provided herein is true, accurate, and complete to the best of my knowledge.

Name Signature
Title Date

Instructions for Completing the HAZARDOUS MATERIALS BUSINESS PLAN AND INVENTORY CERTIFICATION FORM

Pursuant to California Health & Safety Code (H&SC) Section 25505 (d), a business handling hazardous materials shall review and update their hazardous materials inventory annually. After initial submittal, if a change in your inventory has occurred you may comply with the annual inventory reporting requirements by submitting this certification form and an updated Hazardous Materials Inventory – Chemical Description Page. These forms can be downloaded from <http://www.rivcoeh.org>.

Additionally, pursuant to H&SC Section 25505 (c), a handler shall review the business emergency plan at least once every three years after the initial submittal. A copy of any changes to the plan, along with this certification form, shall be submitted to this department. The business emergency plan can also be downloaded from the above website.

*Pursuant to H&SC 25270.6 (a)(1) & (2), each owner or operator of a tank facility subject to the Aboveground Petroleum Storage Act shall annually file a tank facility statement that shall identify the name and address of the tank facility, a contact person for the tank facility, the total storage capacity of the tank facility, and the location, size, age, and contents of each storage tank that exceeds 10,000 gallons in capacity and that holds a substance containing at least 5 percent of petroleum.

An owner or operator of a tank facility that submits a fully-compliant business plan to this department, satisfies the requirement to file an annual tank facility statement.

SECTION 1 (completed annually):

Complete the business name, address, and owner information at the top. The facility # can be found on the upper right hand corner of your permit, starting with "FA00."

Indicate whether a change in your **chemical inventory** has occurred. Check the first box if there is no change. If a change has occurred, check the second box, and submit the updated Hazardous Materials Inventory – Chemical Description Page(s) found in your business emergency plan.

Print name, title, sign and date at the bottom of this section to certify under penalty of law that the information submitted is true, accurate, and complete to the best of your knowledge.

SECTION 2 (completed every 3 years):

Complete the business name, address, and owner information at the top. The facility # can be found on the upper right hand corner of your permit, starting with "FA00."

Indicate whether a change in your **business emergency plan** has occurred. Check the first box if there is no change. Write the date when the plan was last certified in the space provided. The certification date can be found on the bottom of the Business Owner/Operator Identification Page of your business emergency plan, space #134.

If a change has occurred, check the second box, and the applicable updated sections. Submit this certification form along with the updated page(s) to this department.

Print name, title, sign and date at the bottom of this section to certify under penalty of law that the information submitted is true, accurate, and complete to the best of your knowledge.