

INSTRUCTIONS

FOR SECTION DISCOVERY & NOTIFICATION
(FORMS)



SECTION I. - BUSINESS IDENTIFICATION DATA:

The Business Owner/Operator Identification Form FD2089, Chemical Description Form FD2086, and other forms (underground storage tank information, hazardous waste treatment, etc.) may be submitted as the first section of the Hazardous Material Management Plan in order to avoid duplication of information for initial submissions.

SECTION II.1 - DISCOVERY AND NOTIFICATIONS

A. LEAK DETECTION AND MONITORING PROCEDURES:

Describe the procedures and equipment used to detect any release or threatened release of a hazardous material from any storage container, tank, or vessel at your business. Please provide a written explanation that also includes the make and model number of any automated or electronic leak detection equipment in use at your facility.

B. EMPLOYEE AND AGENCY NOTIFICATION:

What agencies and/or corporate officials are notified in case of a hazardous material spill or emergency - what procedures are used to notify these parties? At a minimum, you must call 911 and the Office of Emergency Services at 800-852-7550 to report any spills that are a threat to life, safety, or the environment, or for other non-emergency spill reporting, please call our office at 326-3979.

C. ENVIRONMENTAL RESPONSE MANAGEMENT:

Please describe who will be responsible for what activities (notifying authorities, clean-up companies, etc.), and what the chain-of-command is at your facility for making sure these activities are carried out.

D. EMERGENCY MEDICAL PLAN:

Summarize your plan for handling medical emergencies occurring at your business. List the local medical facility capable of handling an accident involving hazardous material used at your business.

SECTION II.2 - RELEASE RESPONSE PLAN

A. HAZARD ASSESSMENT AND PREVENTION MEASURES:

Explain the procedures that you have developed and implemented to help prevent an incident from occurring. These steps could include, but are not limited to, storage methods, container types, segregation, safety equipment, and/or procedures used.

B. RELEASE CONTAINMENT AND/OR MITIGATION:

Explain the procedures that you have developed and implemented to assist in keeping a hazardous material incident at your business as small or confined as possible.

C. CLEAN-UP AND RECOVERY PROCEDURES:

Explain what clean up procedures will be implemented in case of a release at your business. This should address small spills as well as a major release of material once the material is contained.

Hazardous Waste: Please provide the name of the hazardous waste company that regularly removes the waste from your business, and how often that waste is removed. Please keep all disposal receipts for the last three years available on site for inspection.

HAZARDOUS MATERIAL MANAGEMENT PLAN

SECTION II.2 – RELEASE RESPONSE PLAN (CONT)

UTILITY SHUT-OFFS

List locations of shut-offs using compass points and known or obvious landmarks. If you have a lock box containing keys and maps of the facility for the Fire Department to use, please list its location also.

PRIVATE FIRE PROTECTION/WATER AVAILABILITY

- A. Private Fire Protection:** Describe on-site fire protection for your business or facility unit, including sprinklers, fire extinguishers, alarm systems, and private response teams.
- B. Water Availability (Fire Hydrant):** Give the location of the closest water supply or fire hydrant to be used by the Fire Department in case of an emergency.

SECTION III - TRAINING

List the number of employees that are working in the area of the hazardous material, use, or storage. Include all employees who have any occasion to be in those areas.

Give the location where Material Safety Data Sheets (MSDS) are kept on file. The MSDS must be readily available on site in a place where employees can access them.

Give a brief summary of your Hazardous Material Training Program.

Employees are required by State law to have a program which provides employees with initial and refresher training in the following areas:

1. Methods for safe handling of the hazardous material used by your business.
2. The Cal-OSHA Hazard Communication Standard.
3. Correct use of emergency response equipment and supplies available at your business.
4. The prevention, minimizing, and clean-up procedures you have developed for your business.
5. The emergency evacuation plans you have developed as well as your notification procedure and medical plan.
6. Procedure to coordinate with and assist the local emergency personnel that may respond to your business.
7. Who and how to call for immediate assistance in the event of an accident involving hazardous material.

CERTIFICATION

Please fill in your name, title, signature, and date on the signature line.

I M P O R T A N T

You must return this plan, inventory forms, and map within 30 days of receipt.

If you have any questions
please call us at 326-3979.

Thank you for helping to keep our All America City cleaner and safer.

**CITY OF BAKERSFIELD
BAKERSFIELD FIRE DEPARTMENT
OFFICE OF PREVENTION SERVICES
2101 H Street, Bakersfield, CA 93301**