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Dear Business Owner:

This packet contains important information regarding your business and the requirements of Hazardous Material Inventory Regulations. Both State and Federal laws may require that your business complete a Hazardous Material Management Plan (HMMP). **Please read all the enclosed information carefully.** Failure to comply with any portion of the Business Plan requirements may result in Civil Liabilities of up to \$2,000 for each day in which violation occurs.

WHAT BUSINESSES MUST COMPLY

If you handle, use, store, or dispose of hazardous substances at any time during the year in excess of the minimum reporting quantities you must submit a plan.

Typical everyday hazardous material you may find in your facility may include, but are not limited to: compressed gasses; fuels - all types, including propane; solvents - most solvents would be hazardous material; oils - new and waste; thinners; caustic or corrosive material; poisonous or toxic material, and radioactive material.

Minimum State reporting quantities for hazardous material are:

- 55 gallons for liquids
- 500 pounds for solids
- 200 cubic feet (at standard temperature and pressure, for gasses)

For all acutely hazardous material the minimum reporting quantities are found on the list of Extremely Hazardous Substances on the current EPA list (Vol. 52 No. 77 of the Federal Register.) This list is available at the Office of Prevention Services of the Bakersfield Fire Department, 2101 H Street, Bakersfield, California 93301. For explosives and hazardous waste, any quantity is reportable.

Your reporting requirements are either the State quantities or the Federal (threshold planning quantity). **WHICHEVER IS LOWER!**

WHAT BUSINESSES ARE EXEMPT

If you do not handle hazardous material or if the quantities of hazardous material are below the minimum reporting quantities at all times during the year, you are exempt. Hazardous material which are stored in transit or temporarily maintained in a fixed facility for less than thirty (30) days during the course of transportation are exempt from the inventory requirements of the law.

NOTE: Hazardous material contained solely in a consumer product for direct distribution to, and use by, the general public are NOT exempt from the reporting requirements of the law per this Administering Agency.)

HOW DO BUSINESSES COMPLY

Businesses that are required to comply with requirements of Chapter 6.95 of California Health and Safety Code must submit a plan. This business plan consists of:

1. Emergency Response Plans and Procedures.
2. Inventory of Hazardous Material.
3. Training Program for Employees.

The forms for completing the Hazardous Material Management Plan are attached to this letter. By correctly filling in this business plan, you satisfy both the Federal Requirements (Tier I and Tier II Inventory Requirements of SARA Title III) as well as the California Requirements of Chapter 6.95 of the California Health and Safety Code. Business owners are urged to read and become familiar with Chapter 6.95 of the California Health and Safety Code. Copies are available at the Office of Prevention Services of the Bakersfield Fire Department, 2101 H Street, Bakersfield, California 93301, 326-3979.

The completed business plan is required to be submitted within 30 days of receipt of this letter. On-site inspections are required to ensure compliance with the law. If you have any questions or need assistance with completing the Business Plan, please call 326-3979.

"Serving the Community for More Than a Century"