

COUNTY OF SACRAMENTO
Environmental Management
Department (EMD)

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EMD is the Certified Unified Program Agency (CUPA) for all of Sacramento County including its incorporated cities. The Sacramento County CUPA Program is administered by the EMD Environmental Compliance Division.

FOR MORE INFORMATION

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**COMPLIANCE
ASSISTANCE
BULLETIN**

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*2015 Hazardous Materials
Business Plans*



**ENVIRONMENTAL MANAGEMENT
DEPARTMENT (EMD)**

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2015 HAZARDOUS MATERIALS BUSINESS PLANS

SITE MAPS

California Senate Bill 1261 (Jackson), signed into law on September 28, 2014, established that a site map with specific content is a requirement for all Hazardous Materials Business Plan (HMBP) submittals.

Beginning with the 2015 HMBP submittal or annual certification in EMD Electronic Reporting (e-Reporting) Portal in the California Environmental Reporting System (CERS), a site map will be required for all facilities, **including farms**, that contains specific information.

SITE MAP REQUIREMENTS

- ✓ Outline of building(s), facilities and areas within the property.
- ✓ Site directional orientation (North Arrow)
- ✓ The labels and writing should be legible from left to right
- ✓ Internal roads
- ✓ Loading areas
- ✓ Adjacent streets
- ✓ Access and egress points
- ✓ Inside and outside hazardous material storage areas
- ✓ Storm drains, catch basins and sewers
- ✓ Emergency response equipment (e.g., fire extinguishers, spill clean-up materials, and first aid kits)
- ✓ Electrical panel, natural gas and water shut-off
- ✓ Evacuation staging areas

SITE MAP RECOMMENDATIONS

- ✓ Save your facility map in one of the following file formats: *pdf, tiff, gif, jpg, jpeg, bmp, doc, docx, xls, xlsx*.
- ✓ Facility name and address
- ✓ Location of nearest fire hydrants, fire pumps, risers, and fire department connections
- ✓ Knox box location
- ✓ Scale of map
- ✓ Parking lots

About Site Maps

- ▶ Site maps are required to assist emergency response crews in locating hazardous materials, appraise the risk during an emergency, assist you in the training of employees and assist you in drafting your emergency response plans. For larger sites, provide a general layout.
- ▶ A site map template is available at: <http://tiny.cc/EMDSiteMapTemplate>
- ▶ A site and facility map example and a list of map symbols are available to assist you at: <http://tiny.cc/EMDSiteMapExample>
- ▶ If it is necessary to use other symbols on the map(s), include a reference or legend for the symbol.
- ▶ Engineered drawings are not required.
- ▶ Instructions for uploading maps are available in the EMD e-Reporting Portal at emd.saccounty.net/emdportal.html.

ADDITIONAL CHANGES

California Health & Safety Code 25507.1 establishes that "a business operating a farm for purposes of cultivating the soil or raising or harvesting any agricultural or horticultural commodity" can be exempt from submitting the following HMBP elements if they meet all building posting conditions:

1. Emergency Response/Contingency Plan
2. Employee Training Plan

With your 2015 HMBP submittal or annual certification, you may be required to submit the Emergency Response/Contingency Plan and Employee Training Plan even if you have not been required to do so in the past. This exemption does not apply to:

- ▶ Dairies
- ▶ Aquaculture
- ▶ Any other non-crop agriculture

If you have any questions, contact Ryan Bailey at (916) 875-8405 or baileyr@saccounty.net.