

HAZARDOUS MATERIALS BUSINESS PLAN UPDATE / CERTIFICATION

State law requires that Hazardous Materials Business Plans (HMBP) be kept current. Specifically:

- HMBPs must be updated within 30 days whenever: 1) a new chemical is brought into the inventory, 2) the quantity of materials increases 100% or more, or 3) the business owner, facility address, or business name changes.
- HMBPs must be reviewed by the facility operator at least every 3 years to ensure the information is still current. Businesses shall certify to this Department that this review was completed and that any necessary changes were made to the HMBP. A copy of those changes shall be submitted to this Department as a part of that certification.
- Each year, the *Hazardous Materials Inventory-Chemical Description* must either be resubmitted showing current inventory conditions, or a certification must be submitted stating the current inventory is still correct¹.

The enclosed documents can be used to either make the necessary changes to your HMBP or to certify that conditions at your facility do not warrant the submittal of a revised HMBP. A blank form package is enclosed should you need one or more blank pages. Please:

1. Review your chemical inventory and, if needed, the remainder of your HMBP
2. **If changes are needed** to either your HMBP or inventory statement, please make the necessary changes and submit the revised versions. Be sure to retain a copy for your records.
3. **If no changes are needed**, sign the certification statement below and submit it to:

Alameda County Department of Environmental Health CUPA
1131 Harbor Bay Parkway, Room 250
Alameda, CA 94502-6577

Be sure to retain a copy for your records

Hazardous Materials Business Plan Certification

Please check the appropriate line below:

No Change in the Hazardous Materials Inventory-Chemical Description (certify annually)

I attest that (A) the information contained in the hazardous materials inventory most recently submitted to Alameda County is complete, accurate, and up to date, (B) there has been no change in quantity of hazardous materials as reported last year, and (C) no hazardous materials subject to inventory reporting requirements are being handled that are not listed on the most recently submitted inventory.

No Change in my facility's Hazardous Materials Business Plan (certify at least every three years)

Signature: _____ Date: _____

Name: _____ Title: _____

Facility Name: _____

Facility Address: _____

Please call Roseanna Garcia at (510) 777-2149 or Larry Seto at (510) 567-6774 if you have any questions or need assistance.

¹ Businesses that handle extremely hazardous substances (EHS) equal to or greater than the threshold planning quantities (TPQ) listed in Appendix A, Part 355, Title 40, of the Code of Federal Regulations, are additionally subject to the Federal Emergency Planning and Community Right-to-Know Act (EPCRA). Such facilities must always resubmit, *by March 1 of each year*, the **Business Activities** page, *signed Business Owner/Operator* page, and, for each EHS handled in quantities equal to or greater than applicable TPQ or 500 pounds, whichever is less, a *signed Hazardous Materials Inventory-Chemical Description* page.