





**HUNTINGTON BEACH FIRE DEPARTMENT  
HAZARDOUS MATERIAS PROGRAM OFFICE**  
2000 MAIN STREET • HUNTINGTON BEACH, CA 92648  
(714) 536-5676 • FAX (714) 374-1551

## **HAZARDOUS MATERIAL BUSINESS PLAN REQUIREMENTS**

The Hazardous Materials Business Plan Program (California Health and Safety Code, Section 25500-25519), was established to provide local emergency responders with information that can assist in responding to an emergency incident involving a hazardous material. Businesses subject to hazardous material disclosure must electronically report the type, quantity, and procedures used to control hazardous materials they use in their daily operations.

If your business has or uses hazardous materials equal to threshold you must electronically file a hazardous material disclosure. Typical thresholds are 55-gallons for liquids, 500 pounds for solids, and 200 cubic feet for compressed or liquefied gases, with exemptions in some specific areas.

If you are subject to hazardous material disclosure there are important steps you need to take.

We encourage you to reduce your hazardous material inventory below disclosure amounts to avoid fees and inspections. However, if your business requires hazardous materials equal to or in excess of disclosure amounts, you must comply with the following:

**Disclose online within 30 days**

**IMPORTANT! DON'T DELAY!**

Businesses must disclose on-line through

- California Environmental Reporting System (CERS) (<http://cers.calepa.ca.gov/>)
- Go to "Business Portal" and "Create a New Account." Once your account is established, you can find your facility on CERS and begin the submission process.

Business must disclose information on the following forms:

- |  |   |
|--|---|
| ○ Business Activities                    | ○ An Annotated Site Map                                 |
| ○ Business Owner/Operator Identification | ○ Emergency Plan ( <i>template available on CERS</i> ). |
| ○ Chemical Description                   |   |

**Annually review and certify** your online disclosure.

**Update** your Business Emergency Plan every three years.

**Pay an annual HMDP fee.** The fee is determined based on number and quantity of hazardous materials handled at your facility.

**Inform your landlord if you operate in a leased or rental property** that you are subject to hazardous material disclosure. These are done in writing and sample forms are available on our web site.

**Receive an inspection** by the Fire Department's Hazardous Materials Program Specialist, at a minimum of once every three years.

You are encouraged to proceed directly to CERS and begin the disclosure process. Failure to disclose is a violation and subject to significant fines and penalties.

If you have question or are unsure whether you need to disclose please call (714) 536-5469 or (714) 536-5676. You can also obtain additional information on the City's website at [www.surfcity-hb.org](http://www.surfcity-hb.org) on the Fire Department page under the section Fire Prevention.