Fire Department
401 Oak Street, #402
Roseville, California 95678-2649

Guidelines for the Preparation of a Hazardous Materials Business Plan

Chapter 6.95 of the Health and Safety Code and the California Fire Code Sections 2701.5.1 and 2701.5.2, require any business handling or storing a specified quantity of hazardous material to establish a Business Plan. This information is provided to emergency personnel on a 24 hour basis to prepare them in the event of an emergency. Exemptions : Facility with a single drum of lubricating oil; medical/dental offices with less than 1000 cubic feet of oxygen or nitrous oxide; businesses with less than 1000 cubic feet of helium and less than 6000 cubic feet of $C0_2$ at stp.

What is a hazardous material? A hazardous material is any material that because of its quantity, concentration, physical or chemical properties, poses a significant present or potential hazard to human health and safety or the environment. Examples include, but are not limited to: Acids, gasoline, propane, pesticides, weed killers, paints, used oil, paint thinner, gasses, poisons, water reactive chemicals, fertilizers, flammable liquids and solids, cryogenic fluids, explosives, corrosives, mixtures containing hazardous materials, industrial cleaners, and radioactives.

Who must comply? Business Plans only need to be submitted by those businesses which handle or store a hazardous material that has a quantity ,at any one time during the reporting year equal to or greater than: 1) a total weight of 500 pounds, or 2) a total volume of 55 gallons, or 3) 200 cubic feet or more of a gas at a standard temperature and pressure (compressed gasses) or the threshold planning quantity of any extremely hazardous substance, or radiological materials in a quantity requiring a federal emergency plan.

If your business falls into the above parameters you need to submit a Business Plan. The Business Plan must include the following elements: 1) Business Activities page, 2) Business Owner/Operator identification page, 3) Hazardous Materials Inventory Chemical Description page for each material, *(for more than two materials, photocopy the form before filling it out)* 4) Site Vicinity Map and Facility Storage Map, 5) Emergency Response Plan and Procedures, and 6) Training plan description. Blank forms are to be completed for each separate location. Keep a copy on site. Return an unbound copy of the completed Business Plan to the Roseville Fire Department at the address shown on the front page. If you have any questions concerning the preparation of the Business Plan, contact the hazardous Materials Officer at 916-774-5821.

What is required to keep your Business Plan Current? When a hazardous material handler makes changes to their operation, which necessitates revisions to the existing Business Plan, they are required to submit a copy of the plan revisions to the Roseville Fire Department within thirty days. The handler must certify the Business Plan annually by signature and date or by submitted a new completed profile page. Those facilities that handle acutely/extremely hazardous substances, and/or hazardous materials in amounts greater than 10,000 pounds must submit Chemical Description page(s) annually.