



Introduction to the HAZARDOUS MATERIALS PLAN PACKET

All **NEW** Consolidated Forms

In response to business community input to reduce duplicative paperwork requirements, the State of California has adopted statewide consolidated forms which meet many related environmental regulatory reporting requirements in a single document. Beginning October 1999, your HMP packet:

- incorporates these newly implemented statewide consolidated forms,
- now includes a revised and fully consolidated emergency contingency plan and site map for our three most common regulatory programs, and
- benefits you by comprehensively addressing most paperwork regulatory requirements of our programs using one streamlined document.

Requirement

Hazardous Materials Plans (HMPs) and relevant Permits are required for all businesses that:

- store, handle, use or otherwise maintain reportable quantities of hazardous materials on site at any one time,
- generate any amount of hazardous waste, and/or
- have underground storage tanks.

Using your old BP

You can use your old Business Plan (BP) as a beginning reference point for completing this new HMP. You may find that you can transfer some information from your old BP into the new HMP with little or no revision including (but not limited to):

- hazardous materials and wastes meeting reportable quantity thresholds that you've previously reported,
- your prior facility site map, and
- your emergency coordinator and equipment list from your old emergency response plan.

Basic HMP contents

This table describes the contents of the HMP packet. Other forms are available by request (USTs, treatment, recyclable materials, financial assurance, remote consolidation, etc.).

Topic	Form and Page
Business Activities Form (instructions follow the form)	HMP BA 1-2
Business Owner / Operator Identification Form (instructions follow the form)	HMP ID 1-2
Hazardous Materials Inventory Forms (instructions follow the form)	HMP INV 1-2
Consolidated Contingency Plan (instructions inside form)	HMP CP 1-12
Consolidated Site Map Template (instructions inside form)	HMP CP 11-12

Instruction booklet

Instructions and guidelines for completing your HMP are contained in the *Hazardous Materials Plan Instruction & Information Booklet*, as well as inside or following each form.

Need forms or help?

If you need to obtain any additional forms, have any questions on the forms, or need other assistance, please call our office at (760) 924-1847.

Where to send your HMP

Send your completed HMP **within 60 days** to: **Mono County Health Department**
Environmental Health Division
P.O. Box 3329
Mammoth Lakes, CA 93546-3329