



Back to Basics – HMBP and Hazardous Waste for Beginners

Jayme Dryden, Ashworth Leininger Group
Session: M-H4

March 20, 2023



25th California Unified Program
Annual Training Conference
March 20 – 23, 2023

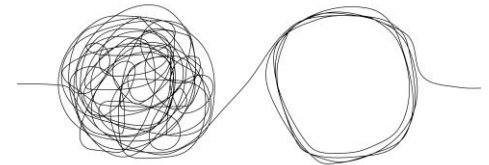
Objective



- Review CUPA related environmental programs that apply to industrial/commercial practices to remind, refresh, and/or provide awareness for first-timers.

Specifically with respect to:

1. Hazardous Materials Business Plan (HMBP)
2. Hazardous Waste



Poll No. 1

Who are you representing today? (e.g. State, CUPA, Industry, School, etc.)





Hazardous Materials Business Plan (HMBP)



Poll No. 2

How many HMBPs have you submitted within the last two years?

- a) None**
- b) 1 – 5**
- c) 6 – 20**
- d) More than 20**



Poll No. 3

Which HMBP upload spreadsheets have you used?

- a) Owner/operator data**
- b) Hazardous materials inventory**
- c) Both**
- d) Neither**



Poll No. 4

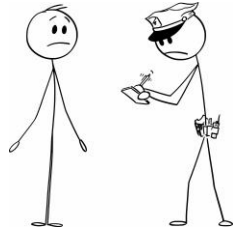
What do you find to be most confusing about the HMBP program/submittal?



Hazardous Materials Business Plan (HMBP)

– Common Violations/Issues

- HMBP not readily accessible during inspection
- HMBP not re-certified annually
- CERS “Not Accepted” status not addressed in a timely manner
- CERS inventory not current/complete
- Inadequate and/or undocumented employee training



Hazardous Material Basics

1. Know where to find the safety data sheet (SDS)
2. Store chemicals in an appropriate manner
3. Put chemicals away when not in use
4. Preference on keeping chemicals in their original containers; minimize secondary containers
5. Dispose of chemical in a proper manner
6. Manage hazardous materials in a manner to reduce/ eliminate likelihood of release



Hazardous Materials & Applicability



- **What is a hazardous material?**

- Any material that, because of quantity, concentration, or physical or chemical characteristics, poses a significant present or threatened hazard to human health and safety or to the environment, if released into the workplace or the environment [Health and Safety Code, Section 25501(o)]. (All hazardous waste is considered to be a hazardous material.)
- A hazardous material is essentially anything that requires a *safety data sheet* (SDS).



Hazardous Materials & Applicability

- Hazardous Materials Inventory thresholds*:
 - 55 gallons (liquid)
 - 500 pounds (solid)
 - 200 cubic feet (compressed gas)
- There are some reporting thresholds exceptions:
 - Example: Simple asphyxiants (nitrogen, helium, argon, neon, krypton, xenon) and mixtures of these gases containing 21% or less of oxygen > 1,000 ft³)
- HMBP due March 1st unless local ordinance lists otherwise

California Environmental Reporting System: Business

CERS Business



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Navigating through CERS

The screenshot shows the CERS Business web application interface. At the top, it displays "California Environmental Reporting System: Business" and "Jayme Dryden's Account" with links for "Sign Out", "Tools", "Reports", and "Help". Below this is a green navigation bar with "CERS Business" and buttons for "Home", "Submittals", "Facilities", "Compliance", and "My Business". A dark grey bar shows the user's home page as "Home: Ashworth Leininger Group". A "Common Tasks" section contains four task cards: "Start Facility Submittal or Certification" (with a green "START" button), "Add Facility", "People/Users", and "Contact Your Local Regulator(s)".

CERS holds so much more than the HMBP report.

- Submittal history
- CUPA comments
- Reporting status
- Downloads
- CUPA contact info
- Local CUPA requirements
- and more ...



Navigating through CERS - Tools

California Environmental Reporting System: Business Jayme Dryden's Account [Sign Out](#) [Tools](#) [Reports](#) [Help](#)

CERS Business [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

Tools
[Home](#) » [CERS Tools](#)

[CUPA Contact Information/Listing](#)
A listing of contact information for all Unified Program Certified Unified Program Agencies (CUPAs) and Participating Agencies (PAs).

[Business/Organization Listing](#)
Search a listing of all businesses in CERS, and request access to your business/organization.

[Search/Restore Draft Submittals Replaced by Regulator Seeding](#)
Search a listing of draft submittals that have been replaced by the regulator seeding process.

[CERS Chemical Library](#)
View, search, and download the chemical/material information available in the CERS Chemical Library.

[CERS Violation Library](#)
View, search, and download the violation information available in the CERS Violation Library.

[Your Browser Software](#)
CERS not quite looking right, or having other problems? Use this page to identify your browser software before communicating with CERS Technical Support.

[Upload Multi-Facility \(or Very Large\) Inventory Submittal Elements](#)
Upload draft *Hazardous Material Inventory* submittal elements for one or more of your business' facilities. You will receive an email when processing of your uploaded file is completed (normally less than 24 hours). Any existing draft inventories for the facilities in your download will be replaced by what is in your multi-facility upload. The Site Plan from the last submittal for a facility in this file will be copied to the new draft submittals created by this tool. This tool can also be used to upload a very large inventory (500+ materials) for one (or more) facility(s).

[Upload Owner/Operator Data for Multiple Facilities in My Business](#)
Upload draft Owner/Operator form data (part of the *Facility Information* Submittal Element) for multiple facilities. The data in your upload will replace Owner/Operator data for any existing draft *Facility Information* submittal elements for the facilities in your download.

[Statewide Default ZIP Code--Submittal Element--Regulator Mappings](#)
View, search, and download the default mappings used to associate a new facility to its regulators via the facility's ZIP Code. Authorized regulators can change a facility's default regulator assignments by searching for a facility and selecting the "Change CUPA" left menu link.



Navigating through CERS - Reports

California Environmental Reporting System: Business [Jayme Dryden's Account](#) [Sign Out](#) [Tools](#) [Reports](#) [Help](#)

CERS Business [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

Reports
[Home](#) » [Reports](#)

[Unified Program Regulators Listing](#)
A listing of contact information for all Unified Program Certified Unified Program Agencies (CUPAS) and Participating Agencies (PAs).

[Unified Program Local Reporting Requirements Listing](#)
View/search/download local reporting requirements for all CUPAs statewide.

[CUPA Evaluation Documents](#)
Search/download CUPA Evaluation Documents by year.

[Unified Program Agency Enforcement Summaries](#)
Search/download Formal Enforcement Summary documents received from CUPAs.

You may also want to review the [CERS Tools page](#).

[Download Submitted Inventories for All My Facilities](#)
Download a Microsoft Excel spreadsheet of submitted Hazardous Material Inventory data for all of the facilities associated with your currently selected Organization.

[Download Last Submitted Owner/Operator Data](#)
Download a Microsoft Excel spreadsheet of the last submitted Owner/Operator information for all of the facilities associated with your currently selected Organization.

[Download Facility Information for All My Facilities](#)
Download a Microsoft Excel spreadsheet of extended information about all of the facilities associated with your currently selected Business/Organization, including facility name, address, contact, and business activities data.

Version 3.08.0017 | [Enhancements](#) | [CERS Central](#) [Diagnostics](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)



CERS - HMBP Reporting

- **Elements of an HMBP Submittal:**

- Owner/Operator Information
- Business Activities
- Chemical Inventory
- Site Map
- Emergency Response/Contingency Plan
- Aboveground Petroleum Storage Act (APSA), if applicable
- Underground Storage Tank (UST), if applicable

Annual HMBP Certification (AB 1429)

This feature allows a business owner/operator to annually certify that the information in their last HMBP submittal in CERS is complete, accurate, and complies with EPCRA, if applicable. This option may only be used for facilities that meet the eligibility requirements for annual certification, and that are not subject to EPCRA reporting or APSA requirements. Please click [here](#) to review eligibility requirements. It is strongly advised that you carefully review your last HMBP submittal for accuracy before certifying.

Facility Information DRAFT Feb. 27, 2023

[Business Activities](#)

[Business Owner/Operator Identification](#)

Unified Program Local Reporting Requirements for Los Angeles County Fire Department

Regulated facilities in this jurisdiction are required to report the number of employees, APN number and the property owner name, address and phone number.

Hazardous Materials Inventory DRAFT Feb. 27, 2023

[Hazardous Material Inventory \(51\)](#)

[Site Map \(Official Use Only\) Upload Document\(s\)](#)

Unified Program Local Reporting Requirements for Los Angeles County Fire Department

Regulated facilities in Los Angeles County are required to resubmit annually the inventory portion of the business plan and/or a certification statement including the site map, contingency plan, and the employee training plan to CERS by the due date established by the CUPA, pursuant to section 25508(a)(2) of the Act. (LACoHC 12.64.030 (A)(4)).

Regulated facilities in the City of **Monrovia** are additionally required to report quantities of hazardous materials equal to or more than the state thresholds or the California Fire Code permit amounts, whichever is lower. (CFC chapter 105 and section 2701.5.2).

Emergency Response and Training Plans DRAFT Feb. 27, 2023

[Emergency Response/Contingency Plan Upload Document\(s\)](#)

[Employee Training Plan Provided Elsewhere in CERS](#)

Aboveground Petroleum Storage Act DRAFT Feb. 27, 2023

[APSA Facility Information](#)

[Aboveground Petroleum Storage Act Documentation Provided Elsewhere in CERS](#)



CERS – Owner/Operator

- Important to keep contacts current:
 - Primary & Secondary, Environmental AND Billing
- APN & number of employees required by several CUPA per Local Ordinances
- Don't forget property owner is to receive at least one notification that an HMBP has been filed

Site Address Save Cancel

Test Site
123 Test
Van Nuys, CA 91406

Identification

Operator Name

Operator Phone Business Phone Business Fax

Beginning Date Ending Date

Dun & Bradstreet SIC Code Primary NAICS

Facility/Site Mailing Address Copy address

Mailing Address

123 Test
City State ZIP/Postal Code

Van Nuys CA 91406

Owner Copy address

First & Last Name Phone

Mailing Address

City State ZIP/Postal Code

Country For International Address

Billing Contact Copy address

First & Last Name Phone

Email

Mailing Address

City State ZIP/Postal Code

Country For International Address

Environmental Contact Copy address

First & Last Name Phone

Jayme Dryden 805-764-6005

Email

jdryden@alcorp.com

Mailing Address

601 E Daily Drive, Ste 302

City State ZIP/Postal Code

Camarillo CA 93010

Country For International Address

Name of Signer **Title of Signer** **Name of Document Preparer**

Jayme Dryden

Locally-Collected Information

Some or all of the following fields may be required by your local regulator(s).

Property Owner Copy address

First & Last Name Phone

Mailing Address

City State Zip Code

Country For International Address

Assessor Parcel Number (APN)


Number of Employees

4

Facility ID (Regulator Provided)



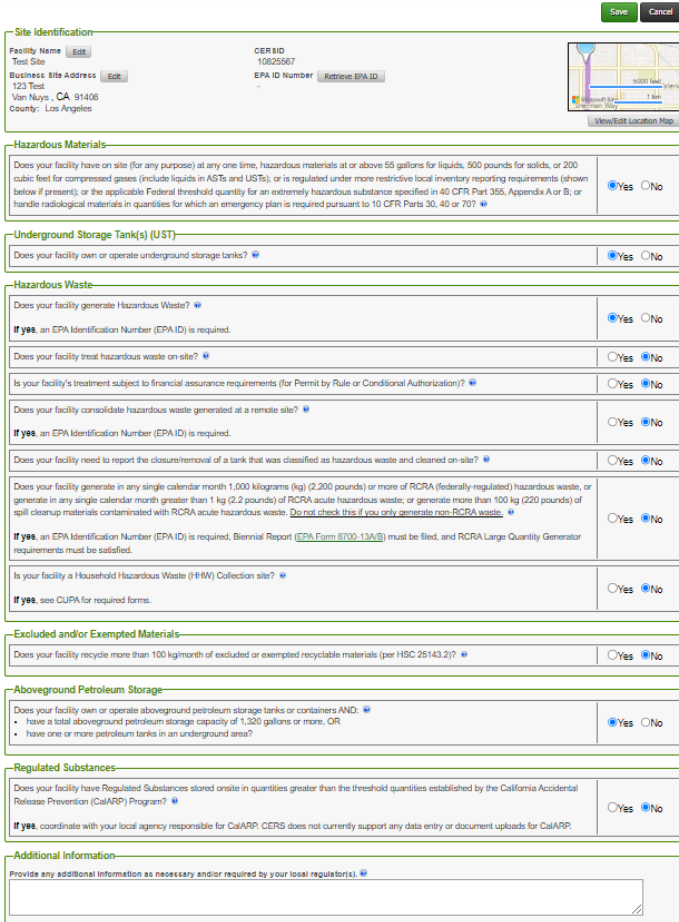
CERS – Business Activities

- Indicate what activities/operations are present
- Keep a look-out for local ordinance requirements
- If you click that you generate hazardous waste, CERS will validate EPA ID number (new)
- APSA is similar to but not the same as SPCC
- Click on  for more detailed information

Field Help

Hazardous Waste Generator
Data Registry Field Number: 5

A hazardous waste "generator" is the person or business who acts or processes produce a hazardous waste, or who causes a hazardous substance or waste to become subject to State hazardous waste law. If your facility generates "hazardous waste," you must provide your facility's EPA identification number (EPA ID) you use to properly transport and dispose of your hazardous waste. "Hazardous waste" means a waste that meets any of the criteria for the identification of a hazardous waste adopted by Department of Toxic Substances Control pursuant to HSC§25114, and includes, but is not limited to, federally regulated hazardous waste, extremely hazardous waste, and acutely hazardous waste unless explicitly stated otherwise.



Site Identification

Facility Name CER BLD 10625567
Test Site EPA ID Number
Business Site Address 123 Test
Van Nuys, CA 91406
County: Los Angeles

Hazardous Materials

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive local inventory reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70? Yes No

Underground Storage Tank(s) (UST)

Does your facility own or operate underground storage tanks? Yes No

Hazardous Waste

Does your facility generate Hazardous Waste? Yes No

If **yes**, an EPA Identification Number (EPA ID) is required.

Does your facility treat hazardous waste on-site? Yes No

Is your facility's treatment subject to financial assurance requirements (for Permit by Rule or Conditional Authorization)? Yes No

Does your facility consolidate hazardous waste generated at a remote site? Yes No

If **yes**, an EPA Identification Number (EPA ID) is required.

Does your facility need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site? Yes No

Does your facility generate in any single calendar month 1,000 kilograms (kg) (2,200 pounds) or more of RCRA (federally regulated) hazardous waste, or generate in any single calendar month greater than 1 kg (2.2 pounds) of RCRA acute hazardous waste, or generate more than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste. Do not check this if you only generate non-RCRA waste. Yes No

If **yes**, an EPA Identification Number (EPA ID) is required. Biennial Report (EPA Form 8700-13A/B) must be filed, and RCRA Large Quantity Generator requirements must be satisfied.

Is your facility a Household Hazardous Waste (HHW) Collection site? Yes No

If **yes**, see CUPA for required forms.

Excluded and/or Exempted Materials

Does your facility recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC 25143.2)? Yes No

Aboveground Petroleum Storage

Does your facility own or operate aboveground petroleum storage tanks or containers AND: Yes No

- have a total aboveground petroleum storage capacity of 1,320 gallons or more, OR
- have one or more petroleum tanks in an underground area?

Regulated Substances

Does your facility have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release Prevention (CalARP) Program? Yes No

If **yes**, coordinate with your local agency responsible for CalARP. CERS does not currently support any data entry or document uploads for CalARP.

Additional Information

Provide any additional information as necessary and/or required by your local regulator(s).



CERS - Inventory

Include all materials that exceed the reporting thresholds (*in aggregate*):

- State:
 - 55 gallons
 - 500 pounds
 - 200 cubic feet
- Local Ordinance:
 - May be less than State

SAMPLE CERS SUBMITTAL

For EACH entry you create, complete the following fields.
See GLOSSARY on the next page for additional information and guidance.

CERS SUBMITTAL GLOSSARY

Chemical Identification and Physical Properties

Chemical Name: _____ CAS Number: _____ GERS Chemical Library ID: _____
 Common Name: _____ US EPA SRS ID: _____
 Physical State: Solid Liquid Gas Hazardous Material Type: Pure Mixture Waste Trade Secret: Yes No

Chemical Hazard Classification

EHS #: _____ Fire Code Hazard Classes (by priority): _____ DOT Hazard Class: _____
 Yes No Reactions: _____ State Waste Code #: _____
 Yes No Dates: _____ View/Edit Additional Fields: _____ Lookup Code: _____

Federal Hazard Categories

PHYSICAL: Flammable
 PHYSICAL: Gas Under Pressure
 PHYSICAL: Explosive
 PHYSICAL: Self-heating
 PHYSICAL: Pyrophoric
 PHYSICAL: Oxidizer
 PHYSICAL: Organic Peroxide
 PHYSICAL: Self-reactive
 PHYSICAL: Pyrophoric Gas
 PHYSICAL: Corrosive to Metal
 PHYSICAL: In Contact with Water Emits Flammable Gas
 PHYSICAL: Combustible Dust
 PHYSICAL: Hazard Not Otherwise Classified (HNOC)
 HEALTH: Carcinogenicity
 HEALTH: Acute Toxicity
 HEALTH: Reproductive Toxicity
 HEALTH: Skin Corrosion or Irritation
 HEALTH: Respiratory or Skin Sensitization
 HEALTH: Serious Eye Damage or Eye Irritation
 HEALTH: Specific Target Organ Toxicity
 HEALTH: Aspiration Hazard
 HEALTH: Germ Cell Mutagenicity
 HEALTH: Simple Asphyxiant
 HEALTH: Hazard Not Otherwise Classified (HNOC)

Inventory Location and Quantity

Chemical Location: _____ Average Daily Amount: _____ Maximum Daily Amount: _____ Units: _____
 Largest Container: _____ Annual Waste Amount: _____
 Yes No May # (Optional): _____ Grid # (Optional): _____ Steps on Side: _____
 Units: Gallons Cubic feet Pounds Tons

Inventory Storage Information

Aboveground Tank Can Box Tank Truck, Tank Wagon
 Underground Tank Carboy Cylinder Tank Car, Rail Car
 Tank Inside Building Drum Glass Bottle Other
 Steel Drum Fiber Drum Plastic Bottle
 Plastic/Non-Metallic Drum Bag Tote Bin

Storage Pressure: Ambient Above Ambient Below Ambient
 Storage Temperature: Ambient Above Ambient Below Ambient Cryogenic

Mixture Components

Hazardous Component Name	CAS Number	% by Weight	EHS	Additional Mixture Components
			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Yes <input type="radio"/> No	
			<input type="radio"/> Yes <input type="radio"/> No	

Chemical Identification and Physical Properties	
A.1	Common Name Enter the appropriate description of the waste (reference page 1 for examples). Select "Solid", "Liquid", or "Gas". CERS will not let you choose more than one physical state. Separate inventory items need to be created for different states.
A.2	Physical State
A.3	Hazardous Material Type Select "Waste".
A.4	Trade Secret Select "Yes" or "No".
Chemical Hazard Classification	
B.1	EHS (Extremely Hazardous Substance) Select "Yes" or "No". If the retail products in this category include mixtures containing EHSs, answer "No" to this field and follow the instructions in section E below. The definition of EHS can be found in 40 CFR, Part 355, Appendix A.
B.2	State Waste Code Enter the applicable waste code. CERS will not let you enter more than one 3-digit waste code, but the waste code can be found on the Uniform Hazardous Waste Manifest, generator's waste profile, or in 22 CCR Appendix XII.
B.3	Federal Hazard Categories Select the Federal Hazard Categories that are applicable to the retail items in this waste category. You may also provide specific information in the "Additional Chemical Description Information" box at the bottom of the page.
Inventory Location and Quantity	
C.1	Largest Container Enter the volume of the largest container storing the waste.
C.2	Maximum Daily Amount Enter the maximum volume of waste to be stored onsite at any one time.
C.3	Annual Waste Amount Enter the total volume of waste that is expected to be generated.
C.4	Units Enter the units of measure for the waste. The units of measure are not required to match the physical state.
Inventory Storage Information	
D.1	Storage Containers Select all the container types that are used to store the waste. Multiple container types can be chosen, and "Other" can be selected if the container type is not available to select.
Additional Chemical/Material Description	
E.1	This section is not required, but may be used for any of the following: <ul style="list-style-type: none"> • Describe the different types of retail wastes included in your entry • Indicate if any special handling is required • Any additional information

**Sample from San Diego County CUPA Retail Reporting Guide*



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Bulk Downloads & Uploads

Where & how:

- Owner/Operator information
 - Under “Tools” button
- Chemical Inventory
 - Under the “Inventory” element for single facility
 - Under “Tools” for multi-facility

Tips:

- Don't alter the template
- Don't wait until the last minute

[Upload Multi-Facility \(or Very Large\) Inventory Submittal Elements](#)
Upload draft Hazardous Material Inventory submittal elements for one or more of your business' facilities. You will receive an email when processing of your uploaded file is completed (normally less than 24 hours). Any existing draft inventories for the facilities in your download will be replaced by what is in your multi-facility upload. The Site Plan from the last submittal for a facility in this file will be copied to the new draft submittals created by this tool. This tool can also be used to upload a very large inventory (500+ materials) for one (or more) facility(s).

[Upload Owner/Operator Data for Multiple Facilities in My Business](#)
Upload draft Owner/Operator form data (part of the Facility Information Submittal Element) for multiple facilities. The data in your upload will replace Owner/Operator data for any existing draft Facility Information submittal elements for the facilities in your download.

Inventory Actions

Upload Inventory	Inventory Reports
Download Inventory	CERS Chemical Library
Search Facility's Inventory	

Upload your facility's inventory by choosing your inventory spreadsheet using the form to the right. Uploaded inventory spreadsheets must match the columns and format as shown in the [CERS Hazardous Material Inventory Upload Template](#). Currently CERS only support the Excel version 2007 and above format (xlsx extension)

Call/EPA does not recommend more than approximately 500 materials per upload (which can take 60-100 seconds to upload/process). Larger inventories can be either, (1) divided into separate spreadsheets and uploaded using the "Append to Existing Inventory" option, or (2) uploaded for deferred processing as a single large inventory file (or a single upload file with inventories for multiple facilities) using the [Multi-Facility Inventory](#) page.

If your facility already has inventory entries in CERS, you can also download your facility's current inventory using the Hazardous Material Inventory [Download](#) functionality, edit, and reupload your inventory using this form.

Upload Inventory

Inventory Excel spreadsheet

No file chosen

Replace/Append Existing Inventory

-- Select Option --



CERS – Site Map

The local CUPA may require submission of one or both of the site maps described below:

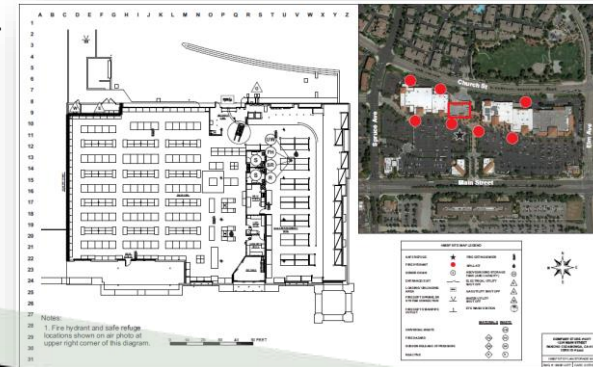
- A general site plan that can include, but not be limited to, the location of buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses.
- A building floor plan that includes hazardous materials storage areas within the building, rooms, doorways, corridors, means of egress and evacuation routes.

New Location Hazardous Materials Business Plan (HMBP) Data Collection Form

Site map information:

Please provide a copy of the as built site map with labeling (via computer or by-hand) of the information in the table below:

Label Item #	Description
1	Electrical Shut Off
2	Propane Cage/Storage Area
3	Forklift Parking Location and Driving Path
4	Water Shut Off
5	Gas Shut Off
6	Fire Department Sprinkler Connection
7	Fire Hydrants
8	Fire Extinguishers
9	Evacuation Area in the event of an emergency
10	Shipment Receiving Area
11	Floor Drain(s)
12	HW storage area
13	Spill kits



Emergency Response / Contingency Plan

An **Emergency Response/Contingency Plan** outlines who to call, what to do, and where emergency response equipment/supplies are located, if needed.

Instructions/Help

Emergency Response/Contingency Plan(s) Supplemental Documentation
You must submit an emergency response/contingency plan for your facility. Contact your local regulator for more information about providing a suitable plan. To upload a document, select the **Browse** button and then file on your computer to upload, provide a document title, and then select **Save & Finish** to complete the upload. Use of other document options shown on the left must be approved by your local regulator.

[Consolidated Emergency Response/Contingency Plan Template](#): This optional template may be used to satisfy requirements that Hazardous Materials Business Plans (HMBP) contain emergency response plans, procedures, and employee training in the event of a reportable/threatened hazardous material release. [Download](#) the form, read the [instructions](#), complete it, and upload it here.

Document Options

- Upload Document(s)
- Public Internet URL
- Provided Elsewhere in CERS
- Provided to Regulator
- Stored at Facility
- Exempt

Document Upload(s) [CERS Document Upload Policy](#)

Upload Document

Choose File | No file chosen

Date Authored (Required)
3/14/2023

Document Title (Required)
Emergency Response/Contingency Plan

Description/Comments (Optional)

Save & Upload Again Save & Finish Done

Emergency Response and Training Plans

- [Emergency Response/Contingency Plan: Upload Document\(s\)](#)
- [Employee Training Plan: Provided Elsewhere in CERS](#)

Document Options

- Upload Document(s)
- Public Internet URL
- Provided Elsewhere in CERS
- Provided to Regulator
- Stored at Facility
- Exempt

Provided Elsewhere in CERS

If requirements for this supplemental documentation can be satisfied by another document you have provided in CERS, please indicate the submittal element where the document can be found and provide the submittal date or other comments to assist your regulator in locating this document in your current/previous CERS facility submittals.

Supplied in Submittal Element...

- Facility Information
- Hazardous Materials Inventory
- Emergency Response and Training Plans

Indicate submittal date or other explanation...

Discard Save Cancel



Emergency Response / Contingency Plan

Agency contact information:

- CUPA emergency number
- Water Board
- OES, NRC, DTSC, etc.

Site specific information:

- Site emergency contacts
- Medical center/ hospital
- Response equipment & locations
- Earthquake vulnerable locations
- Training program

CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS) CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN <small>Prior to completing this Plan, please refer to the INSTRUCTIONS FOR COMPLETING A CONSOLIDATED CONTINGENCY PLAN.</small>			
A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW			
FACILITY ID #	CERS ID #	DATE OF PLAN PREPARATION/REVISION	
<small>(MM/DD/YYYY)</small>			
BUSINESS NAME (Same as Facility Name or DBA - Doing Business As)			
BUSINESS SITE ADDRESS			
BUSINESS SITE CITY			ZIP CODE
TYPE OF BUSINESS (e.g., Painting Contractor)			INCIDENTAL OPERATIONS (e.g., Fleet Maintenance)
THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING (Check all that apply):			
<input type="checkbox"/> 1. HAZARDOUS MATERIALS; <input type="checkbox"/> 2. HAZARDOUS WASTES			
B. INTERNAL RESPONSE			
INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR BY (Check all that apply):			
<input type="checkbox"/> 1. CALLING PUBLIC EMERGENCY RESPONDERS (e.g., 9-1-1)			
<input type="checkbox"/> 2. CALLING HAZARDOUS WASTE CONTRACTOR			
<input type="checkbox"/> 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM			
C. EMERGENCY COMMUNICATIONS, PHONE NUMBERS AND NOTIFICATIONS			
In the event of an emergency involving hazardous materials and/or hazardous waste, all facilities must IMMEDIATELY:			
1. Notify facility personnel and evacuate if necessary in accordance with the Emergency Action Plan (Title 8 California Code of Regulations §3220);			
2. Notify local emergency responders by calling 9-1-1;			
3. Notify the local Unified Program Agency (UPA) at the phone number below; and			
4. Notify the State Warning Center at (800) 852-7550.			
Facilities that generate, treat, store or dispose of hazardous waste have additional responsibilities to notify and coordinate with other response agencies. Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the Emergency Coordinator must follow the appropriate requirements for the category of facility and type of release involved:			
1. Title 22 California Code of Regulations §66265.56, Emergency Procedures for generators of 1,000 kilograms or more of hazardous waste in any calendar month.			
2. Title 22 California Code of Regulations §66265.196, Response to Leaks or Spills and Disposition of Leaking or Unfit-for-Use Tank Systems.			
3. Title 40 Code of Federal Regulations §302.6, Notification requirements for a release of a hazardous substance equal to or greater than the reportable quantity.			
4. Title 22 California Code of Regulations §66262.34(d)(2) and Title 40 Code of Federal Regulations §262.34(d)(5)(ii) for generators of less than 1000 kilograms of hazardous waste in any calendar month.			
Following notification and before facility operations are resumed in areas of the facility affected by the incident, the Emergency Coordinator shall notify the local UPA and the local fire department's hazardous materials program, if necessary, that the facility is in compliance with requirements to:			
1. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility; and			
2. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.			
EMERGENCY RESPONSE PHONE NUMBERS:	AMBULANCE, FIRE, POLICE AND CHP	9-1-1	
	CALIFORNIA STATE WARNING CENTER (CSWC)/CAL OES	(800) 852-7550	
	NATIONAL RESPONSE CENTER (NRC)	(800) 424-8802	
	POISON CONTROL CENTER	(800) 222-1222	
	LOCAL UNIFIED PROGRAM AGENCY (UPA)		
OTHER (Specify):			
NEAREST MEDICAL FACILITY / HOSPITAL NAME:			
AGENCY NOTIFICATION PHONE NUMBERS:	CALIFORNIA DEPT. OF TOXIC SUBSTANCES CONTROL (DTSC)	(916) 255-3545	
	REGIONAL WATER QUALITY CONTROL BOARD (RWQCB)		




Aboveground Petroleum Storage Act (ASPA)

You are required to file an APSA Tank Facility Statement *if*:

- Your tank facility is subject to the oil pollution prevention regulations in the Code of Federal Regulations, Title 40, Part 112 (aka SPCC) **OR**
- Your tank facility has petroleum products in aboveground containers, equipment or tanks, including tanks in underground areas, with a shell capacity equal to or greater than 55 gallons where the combined quantity at the facility meets or exceeds 1,320 gallons **OR**
- Your tank facility has one or more tanks in an underground area (TIUGA) **AND**
- You are not required to submit an HMBP, such as federal facilities (e.g. military bases) and residences, other than single family homes* that have home heating oil tanks

Aboveground Petroleum Storage

Does your facility own or operate aboveground petroleum storage tanks or containers AND: 

- have a total aboveground petroleum storage capacity of 1,320 gallons or more, OR
- have one or more petroleum tanks in an underground area?

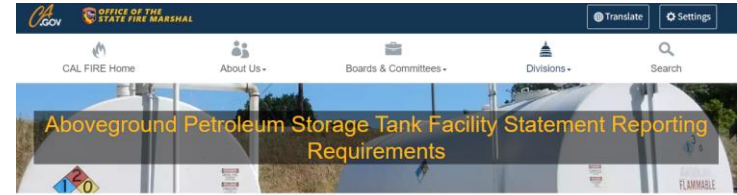
Yes No



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ASPA, cont.

- Do NOT upload your Spill Prevention, Control & Countermeasure (SPCC) Plan into CERS
- If APSA documentation is requested by CUPA, choose “Provided Elsewhere in CERS” indicating the Inventory
- Utilize Office of the State Fire Marshal resources for FAQs and background



The following information is intended to assist Unified Program Agencies (UPA), the regulated community, and other stakeholders in understanding the provisions for facilities per the Aboveground Petroleum Storage Act (APSA) found in the California Health and Safety Code (HSC), Division 20, Chapter 6.67 [et seq.](#)

Disclaimer: The information contained herein as a whole or any specific element of the information contained herein does not replace or substitute for any statutory or regulatory provisions, nor is the information contained herein a regulation in itself. In the event of a conflict between the information contained herein and any statute or regulation, the information contained herein would not be controlling. Furthermore, nothing contained herein should be considered legal advice nor be considered a substitute for seeking legal guidance in regard to compliance for any statutory or regulatory provision. Thus, information contained herein does not impose legally binding requirements on the State, UPAs, or the regulated community, and might not apply to a particular situation based upon certain circumstances.


References cited herein are subject to change and information will be revised as necessary to reflect any relevant future statutory or regulatory amendments.

Do I have to file an Aboveground Petroleum Storage Tank Facility Statement if I have already submitted a Hazardous Materials Business Plan?

A screenshot of the CERS online form. The 'Facility Information' section includes a 'Conditionally Exempt' checkbox, a text field for 'Total Aboveground Storage Capacity of Petroleum', a text field for 'Number of Tanks in Underground Area(s)', and a date field for 'Date of SPCC Plan Certification or Date of 5-Year Review'. The 'Document Options' section has radio buttons for 'Upload Document(s)', 'Public Internet URL', 'Provided Elsewhere in CERS' (which is selected), 'Provided to Regulator', 'Stored at Facility', and 'Exempt'. A red arrow points to the 'Provided Elsewhere in CERS' option. The 'Provided Elsewhere in CERS' section contains explanatory text and a list of options: 'Facility Information', 'Hazardous Materials Inventory' (selected), 'Emergency Response and Training Plans', and 'Aboveground Petroleum Storage Act'. Another red arrow points to 'Hazardous Materials Inventory'. At the bottom right, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

Underground Storage Tank (UST)

Underground Storage Tank(s) (UST)

Does your facility own or operate underground storage tanks? 

Yes No

Underground Storage Tanks ACCEPTED Mar. 13, 2023 Start Not Applicable

[UST Facility Operating Permit Application](#)

Tanks

- [UST Tank Information/Monitoring Plan - Tank ID # 1 - CERS TankID # 10272283-004](#)
- [UST Tank Information/Monitoring Plan - Tank ID # 6 - CERS TankID # 10272283-003](#)
- [UST Tank Information/Monitoring Plan - Tank ID # 4 - CERS TankID # 10272283-006](#)
- [UST Tank Information/Monitoring Plan - Tank ID # 7 - CERS TankID # 10272283-007](#)
- [UST Tank Information/Monitoring Plan - Tank ID # 3 - CERS TankID # 10272283-005](#)
- [UST Tank Information/Monitoring Plan - Tank ID # 5 - CERS TankID # 10272283-002](#)
- [UST Tank Information/Monitoring Plan - Tank ID # 2 - CERS TankID # 10272283-001](#)

UST Certifications of Installation/Modification

- [UST Monitoring Site Plan: Upload Document\(s\) \(3\)](#)
- [UST Certification of Financial Responsibility](#)
- [UST Response Plan: Upload Document\(s\)](#)
- [UST Owner/Operator: Written Agreement: Exempt](#)
- [UST Letter from Chief Financial Officer](#)
- [Owner Statement of Designated UST Operator Compliance: Upload Document\(s\) \(2\)](#)
- [Miscellaneous State-Required Documents: Upload Document\(s\) \(22\)](#)



Board Programs Drinking Water Water Quality Water Rights Notices Water Boards Search

Frequently Asked Questions

Business User FAQs and Tutorials

1. Should a Closed or Removed Tank be included on Future Submittals?
2. Are hard copies of documents required to be kept onsite?
3. Which UST Forms Must Be Uploaded?
4. How to Report a BOE Number
5. When to Report Repairs and New USTs
6. How to Report Tank Contents
7. Reporting Abandoned USTs
8. Making a Submittal from a Previous Submittal
9. What are the General Reporting Requirements for UST Sites?
10. Notice to Close Single Wall USTs
11. Common CERS Reporting Errors
12. How to report a TIUGA (former UST in CERS) as an AST subject to APSA?
13. Changing or Reusing Tank ID Numbers
14. Reporting Closure of a Facility's Remaining USTs
15. Split Facility Feature: Transferring a UST to Another Facility
16. Reporting Archived, Previously Closed but Unreported UST
17. Discarding Previously Closed Tanks from Future UST Submittals

Regulator User FAQs and Tutorials

1. How to Enter Red Tag Information in CERS
2. How to Create a Valid UST Report 6 in CERS
3. Is an ICC certification required to review and accept UST CERS submittals?
4. Download Business User Email Addresses
5. When should re-inspections be reported to CERS?
6. Reporting Abandoned USTs
7. Reporting UST Repairs and New UST Installations
8. Reporting Non-Inspection Related Violations
9. Can Submittals be Deleted?
10. When to Issue a UST Operating Permit
11. Setting Accepted Submittal Status
12. How to Report Multi-Day Inspections in CERS
13. Citations for Failure to Report UP Information
14. Reporting Multiple Identical Violations
15. Determining Unified Program Element Regulated Facility Count
16. Assigning Existing USTs to a New Facility
17. When to Review UST Records
18. Reporting Closed USTs When No Business Lead is Available
19. Using CERS Reports to Ensure Accurate UST Facility and Tank Counts

*Utilize CA Water Boards resources for FAQs and tutorials



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HMBP submittal complete, now what?

Revisions are required within 30 days of significant change, such as:

- Greater than 100% increase in quantity of hazardous material/waste
- Begin handling previously undisclosed hazardous material/hazardous waste meeting the reportable quantities
- Change in emergency contacts
- Change in business name, ownership, or address





Strrrrrretch Break!





Hazardous Waste



Poll No. 5

What type of hazardous waste category is your site (or do you mainly inspect)?

- a) Small Quantity Generator (SQG)**
- b) Large Quantity Generator (LQG)**
- c) Unsure**
- d) I don't have any hazardous waste**



Poll No. 6

What issue(s) do you see with respect to HW compliance at your site(s)? Check all that apply.

- a) Waste determinations**
- b) Container management**
- c) Inspections**
- d) Training**
- e) Recordkeeping**



Hazardous Waste – Common Violations

- Failure to obtain and/or keep active EPA ID number
- Failure to keep HW containers closed
- Failure to properly label HW containers & tanks
- HW employee training
- Improperly manage empty containers that previously held hazardous material
- Failure to meet accumulation time requirements



Waste Program Tip

- **Implement a Waste Management Program and make it YOUR OWN (literally)!**

- Hazardous waste
- Universal waste
- Solid waste
- Recycling
- Organics (SB 1383)



Ashworth Leiningers Group
601 E Daily Drive, Ste 302
Camarillo, CA 93010

WASTE MANAGEMENT PLAN

EPA ID NUMBER – CAL000123456

Version 2.0 – March 2023



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Waste Determinations

In general, the person who decides to discard something is responsible for determining if it is a hazardous waste. If you determine the waste is a hazardous waste, you can then determine if the item could be managed as universal waste.



HAZARDOUS WASTE
STATE AND FEDERAL LAW PROHIBITS IMPROPER DISPOSAL.
IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY, OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY, OR THE CALIFORNIA DEPARTMENT OF TOXIC SUBSTANCES CONTROL.

GENERATOR INFORMATION:
NAME _____ PHONE _____
ADDRESS _____ STATE _____ ZIP _____
CITY _____
EPA IDENTIFICATION NO. / MANIFEST TRACKING NO. _____
SPR _____ CA _____ ACCUMULATOR _____
WASTE NO. _____ WASTE NO. _____ START DATE _____

CONTENTS COMPOSITION:
PHYSICAL STATE: SOLID LIQUID GASEOUS OTHER _____
HAZARDOUS PROPERTIES: FLAMMABLE TOXIC CORROSIVE REACTIVITY

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO WITH PREFIX _____
HANDLE WITH CARE!



UNIVERSAL WASTE

CONTENTS _____

ACCUMULATION START DATE _____

SHIPPER _____

ADDRESS _____

CITY, STATE, ZIP _____



TIP: Create a waste decision tree or matrix



Waste Determinations

- **Ask yourself:**
 - Is the material a waste?
 - Is the waste excluded or exempted?
 - Is the waste a “listed waste” (i.e., listed in Article 4 or 4.1, or Appendix X)?
 - Does the waste exhibit a characteristic of hazardous waste?
- **Review/compare data (i.e., SDS & analytical results) to waste definitions/thresholds**

Defining Hazardous Waste

This section contains information on:

1. [Hazardous Waste Laws and Regulations](#)
2. [Citations Used](#)
3. [What is a Hazardous Waste?](#)
 - I. [Listed Waste](#)
 - II. [Characteristic Hazardous Waste](#)
 - III. [Used Oil](#)
 - IV. [Mixture & Derived-From Rules](#)
 - V. [Contained-In Policy](#)
4. [Additional Information and Resources](#)

<https://dtsc.ca.gov/defining-hazardous-waste/>



Basic HW Definition

- **A waste is Hazardous Waste (“HW”) if it is:**

- **Characteristic Waste (22 CCR Article 3)**

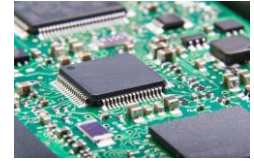
- Toxic (specific testing is required)
- Reactive (explosive, toxic gas)
- Ignitable (flash point <140 deg F.)
- Corrosive (pH <2 or >12.5)

- **Listed Waste** - Listed as posing a threat in the absence of special regulation; posing a threat even if properly managed, exhibits a hazardous waste characteristic, otherwise hazardous



Basic UW Definition

- **Universal wastes** are hazardous wastes that were determined to pose a lower immediate risk to people and the environment compared to other hazardous wastes.
- **Universal Wastes per CA Regulations:**
 1. Batteries
 2. Lamps
 3. Electronic Devices
 4. Cathode Ray Tubes (CRTs)
 5. CRT Glass
 6. Mercury Wastes
 7. Non-Empty Aerosol Cans
 8. Photovoltaic (PV) Modules



Hazardous & Universal Waste Basics

Requirements	Hazardous	Universal
Types of Waste	Characteristic and/or Listed (EPA &/or CA)	Listed as UW in CA
Accumulation Limit	180 days (SQG) / 90 days (LQG)	1 year
Labeling	Full details	Limited details
Manifesting	Required	Not required; Bill of Lading, receipt and/or self-generated record
Regulations	Federal & State	Federal & State



HW Labeling

- Mark the HW container with:
 - 1) Words “Hazardous Waste”
 - 2) Generator Information
 - 3) Hazardous Properties of the waste
 - 4) Physical State of the waste (i.e. liquid, solid)
 - 5) Contents of the container
 - 6) Accumulation start date
- Each time waste is added, confirm label matches contents, that container is not leaking, and that lid is secure when done.
- Waste hauler may add the necessary HW labels with DOT requirements upon shipment. Verify they are consistent.



UW Labeling

- Properly label the compatible container:
 - Words "Universal Waste"
 - Contents
 - ☐ (i.e. Universal Waste -- Battery(ies)," or "Waste Battery(ies)," or "Used Battery(ies)"
 - Accumulation start date
- Segregate UW into distinct containers:
 - Don't mix batteries, bulbs & lamps, electronic waste, etc. in one container
- Accumulate UW for no more than 1 year

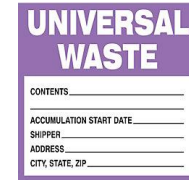


Universal Waste –
Non-empty Aerosol Cans
EPA ID No. CAL000123456

Accumulation Start Date: ____/____/____
**Keep container closed except when adding waste.*

ALG
601 E. Daily Dr., Ste 302, Camarillo CA 93010
Phone: (805) 764-6010

This label features three hazard pictograms: a flame, a hand being struck by a tool, and an exclamation mark, all within red diamond shapes.



UNIVERSAL WASTE

CONTENTS: _____

ACCUMULATION START DATE: _____

SHIPPER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____



Universal Waste:
Bulbs (bulbs, diodes, tubes, etc.)
EPA ID No. CAL000123456

Accumulation Start Date: ____/____/____
**Keep container closed except when adding waste*



ALG ASHWORTH
LEININGER
GROUP
601 E Daily Dr., Ste 302, Camarillo, CA 93010; (805) 764-6010

This label includes a red diamond hazard pictogram with an exclamation mark and images of various light bulbs.



Empty Labeling

- A container/inner liner > 5 gallons in capacity shall be marked with the date it was emptied and managed within one year
- **What is empty?**
 - Containers That Held Pourable Materials - all material must be removed by any practicable means (including draining, pouring, pumping or aspirating)
 - Containers Holding Non-Pourable Materials - no hazardous material shall remain in the container that can feasibly be removed by physical methods, including scraping and chipping, but not rinsing
 - Containers Holding Acute or Extremely Hazardous Waste - have been triple-rinsed using a solvent capable of removing the material or equivalent removal
 - Containers Being Sent Back to the Manufacturer for Refilling – specific management and requirements in order to follow less stringent HW standards

EMPTY

Date emptied: _____

Waste Inspections

Containers Must Be Inspected Regularly

- Look for labels, container/area condition, spills, etc.
 - If container becomes damaged (including significant dents or evidence of cracks/rust/corrosion) or is leaking, immediately remove waste
 - Ensure HW is compatible with container
 - Keep containers of HW closed & secured except when adding or removing HW
 - Confirm spill/response equipment present, as needed



All waste accumulation areas should be examined!



Waste Inspections

- Inspect the hazardous waste accumulation area(s) and HW containers at least weekly by using an inspection guide posted in the accumulation area or a checklist
- Inspection is required, record of inspection not required



Weekly HW Inspection Checklist

Inspection Date: _____ Performed By: _____

Instructions: Indicate responses as follows: "✓" in compliance, "—" or "NA" for not applicable, & "✗" for a deficiency.

	Requirement	Mtnx Shop	Other Area?
AREA MANAGEMENT	<p>Appropriate hazards warning signs are posted (e.g. Hazardous Waste Storage Area, Flammable, No Smoking, etc.).</p> <p><u>Ignitable and reactive wastes are not stored within 50 ft of property line if LQG.</u></p> <p>Secondary containment is free of liquid accumulation.</p> <ul style="list-style-type: none"> No evidence of spills or leaks. (If a spill is discovered, follow site rules for spill reporting and contact the Operations/ Environmental Manager) <p>No accumulated rain water (if there is no evidence of a spill or release and water looks clean, open valve to drain storm water and document on comments section below. Close valve immediately when drained out)</p>		
EMPTY	<p>If empty containers are present, they are labeled "empty" and dated.</p> <p>Empty containers must be managed within 1 year.</p>		
CONTAINER MANAGEMENT	<p>Hazardous waste containers are <u>clean</u> and in good condition (outside of containers is clean, containers free of dents, corrosion, tears, and not bulging).</p> <p><u>Wastes are stored in compatible containers and incompatible wastes are segregated.</u></p> <p>All hazardous waste containers are properly closed.</p> <ul style="list-style-type: none"> For open-topped steel drums, the ring bolt should be tightened so that the ring ends are about 3/8" apart. For lined cardboard boxes, the inner lining must be tied together, and the outer box must be securely closed. <p>At least 3 feet of aisle space between hazardous waste containers (i.e., drums can be lined up on the right and left hand side of the area as you walk in. You must be able to walk up to each drum and read its label.)</p>		
LABELING	<p>Yellow <u>Federal—State</u> Hazardous Waste label is affixed to all containers, and label is completely filled out. Drums are positioned so that labels face the aisle.</p> <p>Hazardous Waste label must have State and Federal items on it:</p> <ul style="list-style-type: none"> Company name, address and EPA ID number EPA (if applicable) and CA waste code (e.g., 352 for oily debris, 221 for used oil...) Marked as liquid or solid, as appropriate Marked as corrosive, flammable, etc.... Waste description is included Accumulation start date <p>Universal Waste must include:</p> <ul style="list-style-type: none"> "Universal Waste: _[types of UW]_ [i.e. Universal Waste: Battery(ies)], "Waste" or "Used" could be used in lieu of "Universal Waste:" Accumulation date <p>If "Drained Used Oil Filter" drum is present:</p> <ul style="list-style-type: none"> Label must indicate content and date of initial accumulation Accumulation date must be < 1 year onsite (if < 1 ton) 		
TIMING	<p>No drums in the HW Accumulation Area exceed 90/180 days since the date waste was first put in the drum.</p> <p>Note: LQG & SQG may not accumulate waste for more than 90 or 180 days, respectively.</p> <p>If present, universal waste, empty containers & drained oil filters are accumulated for < 1 year.</p>		
RESPONSE	<p>Emergency contact information is posted and means of communication available (e.g. phone in area, staff radio or cell phone).</p> <p>Fire extinguisher and spill cleanup materials are immediately available.</p>		

Address issues noted as quickly as possible – at time of inspection, if possible

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Emergency Response

- Fire extinguishers
 - PPE (e.g. gloves, glasses, etc.)
 - Spill kits (e.g. absorbents, bags, brooms, etc.)
 - Evacuation routes & assembly point(s)
 - LQG vs. SQG Contingency Plan requirements
-
- Plan in the *CALM* for the *CHOAS*!



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Hazardous Waste Shipments



Every time hazardous waste is picked up for shipment:

- The waste hauler shall:
 - Bring/print manifest with approved items;
 - Apply proper DOT label, as needed; and
 - Present manifest for trained HW staff to sign (or e-sign).
- Upon review & verification, the site shall sign Hazardous Waste Manifest and keep a copy of the Manifest
- The waste hauler shall provide a copy of the TSDf signed manifest within 45 days of shipment



Hazardous Waste Manifests

- Don't assume hauler knows more than generator
- Confirm hauler accounts for waste properly on manifest
- Verify any new labels added to container
- Send Generator copy to DTSC within 30 days of shipment (if not a full e-manifest)
- Get signed manifest back from TSDF within 45 days of shipment



Please print or type. (Form designed for use on e-Manifests (2-part) (typewrite)) Form Approved CMB No. 2209-0039

UNIFORM HAZARDOUS WASTE MANIFEST 1. Generator ID Number 2. Page 1 of 3. Emergency Response Phone 4. Manifest Tracking Number

5. Generator's Name and Mailing Address 6. Generator's Site Address (if different than mailing address)

Generator's Phone
 6. Transporter 1 Company Name U.S. EPA ID Number
 7. Transporter 2 Company Name U.S. EPA ID Number
 8. Designated Facility Name and Site Address U.S. EPA ID Number

Facility's Phone

No. and Packing Group (if any)	9a. U.S. DOT Descriptors (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers		11. Total Quantity	12. Unit Wt./Vol.	13. Waste Codes
		No.	Type			
1.						
2.						
3.						
4.						

14. Special Handling Instructions and Additional Information

15. GENERATOR'S OFFICER'S CERTIFICATION: I hereby declare that the contents of this assignment are fully and accurately described above to the proper transportation and are accepted, packaged, marked and labeled/manifested, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this assignment conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste transportation statement identified in EPA Form 3520-276a (if this is a large quantity generator) or 3520-276b (if not a small quantity generator) is true.

Generator's Address (Printed) First Name Signature Month Day Year

16. International Shipments Import to U.S. Export from U.S. Part of entry/exit Date leaving U.S.

Transporter signature (for exports only)

17. Transporter Acknowledgment of Receipt of Materials

Transporter 1 (Printed) Typed Name Signature Month Day Year
 Transporter 2 (Printed) Typed Name Signature Month Day Year

18. Discrepancies

18a. Discrepancy Indicated in Space Quantity Type Residue Partial Rejection Full Rejection

18b. Alternate Facility (or Generator) Manifest Reference Number U.S. EPA ID Number

Facility's Phone

18c. Signature of Alternate Facility (or Generator) Month Day Year

19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)

20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a

Printed/Typed Name Signature Month Day Year

EPA Form 5700-22 (Rev. 3-03) Previous editions are obsolete. DESIGNATED FACILITY TO DESTINATION STATE (IF REQUIRED)

Pre-typed Generator, Transporter & TSDF information

HW DOT description, volume/weight and all applicable waste codes

Certifications by Generator & Transporter

Noted discrepancies by TSDF

Code for how waste was handled

Certification by TSDF

Unique Manifest Number

RCRA waste codes lead with letter (e.g. D001); CA codes are numbers (e.g. 331)

May include waste profile # and/or PPE instructions

Records

- Keep records of all shipments and receipts of HW & UW for 3 years in Hazardous Waste Program Folder.
- Document the length of time you have accumulated waste
- Maintain staff training records
- Recommendation that any correspondence received from an Environmental Agency shall be emailed to EHS Manager/ Corporate in a timely manner
- Recommend saving files in a folder on an internal shared drive and/or a hard copy binder



Training

- Ensure employees receive proper training in waste management, shipment, and spill cleanup as appropriate for job duties
- Those signing hazardous waste manifests need BOTH hazardous waste and DOT training
- LQGs are required to have a written Training Plan per California H&SC §66265.16





Any Questions?



ALG ASHWORTH LEININGER GROUP
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