



HAZARDOUS MATERIALS BUSINESS PLAN INSPECTION CHECKLIST

Notice to Comply (Minor Violations–Correct within 30 days) and Summary of Violations (Class I and II Violations)

FACILITY ID#:	DBA/FACILITY NAME:	ADDRESS:
INSPECTOR:	INSPECTION DATE:	FACILITY REPRESENTATIVE:
		INSPECTION TYPE: <input type="checkbox"/> Routine <input type="checkbox"/> Re-inspection/Follow-up <input type="checkbox"/> Complaint <input type="checkbox"/> Other _____

Violation Code	Finding: Failure to:	I	II	M
HMBP.1.1	Establish/submit the required Hazardous Materials Business Plan (19 CCR 2729.1(a))			
HMBP.1.2	Keep a copy of the Hazardous Materials Business Plan on-site (HSC 25505)			
HMBP.1.3	Submit an amended HMBP within 30 days of the following: (HSC 25510) <ul style="list-style-type: none"> Notification by UC Environmental Programs that plan is deficient 100% or more increase in the quantity of previously disclosed material Any handling of a previously undisclosed hazardous materials in HMBP quantities Change of business address/ownership/name Substantial changes in operations which impacts hazardous materials emergency response (personnel changes, installation/closure of hazardous materials systems) 			
HMBP.1.4	Submit Annual Certification form to re-certify and/or re-submit the Hazardous Materials Inventory pages for inventory changes at the facility (19 CCR 2729)			
HMBP.1.5	Notify property owner of HMBP if located on leased or rented property (HSC 25503.6)			
HMBP.1.6	Complete three year Hazardous Materials Business Plan review and re-certification (HSC 25505(c))			
HMBP.2.1	Properly complete information on Business Activities page (19 CCR 2729, 2729.2)			
HMBP.2.2	Update/complete Owner/Operator page: facility identification; business owner information, environmental contact information, emergency contact information, billing address information (19 CCR 2729, 2729.2)			
HMBP.2.3	Include all hazardous materials and/or hazardous wastes on Hazardous Materials Inventory Statement/Chemical Description form (19 CCR 2729.2)			
HMBP.2.4	Properly complete Hazardous Materials Inventory Statement/Chemical Description form (19 CCR 2731)			
HMBP.2.5	Include all information on facility site plan/hazardous materials storage map or include/submit a site plan/hazardous materials storage facility map (19 CCR 2729.1(a))			
HMBP.2.6	Properly complete Emergency Response Plan (19 CCR 2731, HSC 25504(b), 22 CCR 66262.34(a)(4))			
HMBP.2.7	Obtain/provide adequate supplies/equipment for spill response (19 CCR 2731)			
HMBP.2.8	Implement Emergency Response Plan (19 CCR 2731)			
HMBP.2.9	Report release/spills to Union City Environmental Program, CalEMA or National Response Center (HSC 25507)			
HMBP.2.10	Complete/update/correct Employee Training Plan (HSC 25504(c), 22 CCR 66262.34(a)(4))			
HMBP.2.11	Properly implement Employee Training Plan – annual refresher required (HSC 25504(c), 22 CCR 66262.34(a)(4))			
HMBP.2.12	Keep training records on site (HSC 25504(c), 22 CCR 66262.34(a)(4))			
HMBP.2.13	Provide spill control for all hazardous materials (CCR 2729.1(a), UCMC 15.22.130)			

I – Class I Violation, II – Class II Violation, M – Minor Violation

Comments/Observations:

Received by: Signature of Facility Representative	Printed Name	Date
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