

# FACILITY SITE PLAN AND STORAGE MAP FOR USE WITH CERS ELECTRONIC REPORTING

Complete This Map and Use the "Upload Document" Feature in CERS to Complete Your HMBP for Electronic Submittal

A Site Plan (public document) and Storage Map (confidential document) must be included with your Hazardous Materials Business Plan (HMBP). For relatively small facilities, these documents may be combined into one drawing. However, if combined, the combined Site Plan/Storage Map will become a public document. If you are concerned about displaying the storage locations of hazardous materials to the public, you must provide a separate facility Storage Map. Since these drawings are intended for use in emergency response situations, larger facilities (*generally those with complex and/or multiple buildings*) should provide an overall site plan and a separate storage map for each building/storage area. A blank Facility Site Plan/Storage Map sheet has been provided on the following page. You may complete that page or use any other drawing(s) that contain(s) the information required below. Scan and save your drawing(s) as Adobe Acrobat (PDF) or image files (e.g., JPG, BMP), then upload the files to the California Environmental Reporting System (CERS) with your HMBP.

## **Required Information:**

**1. Site Plan (public document):** This drawing shall contain, at a minimum, the following information:

- a. An indication of North Direction;
- b. Approximate scale (*e.g.*, "1 inch = 10 feet");
- c. Date the map was drawn;
- d. All streets bordering the facility;
- e. Locations of all buildings and other structures;
- f. Parking lots and internal roads;
- g. Hazardous materials loading/unloading areas;
- h. Outside hazardous materials storage or use areas;
- i. Storm drain and sanitary sewer drain inlets;
- j. Wells for monitoring of underground tank systems;
- k. Primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas.

**2. Storage Map (confidential):** The map(s) shall contain, at a minimum, the following information:

- a. General purpose of each section/area within each building (*e.g.*, "Office Area", "Manufacturing Area", *etc.*);
- b. Location of each hazardous material/waste storage, dispensing, use, or handling area (*e.g.*, *individual underground tanks, aboveground tanks, storage rooms, paint booths, etc.*). Each area shall be identifiable by a Grid Number, to be used in item 204 on the Hazardous Materials Inventory - Chemical Description pages of the Business Plan;
- c. For tanks, the capacity limit in gallons and common name of the hazardous material contained in each tank;
- d. Entrances to and exits from each building and hazardous material/waste room/area;
- e. Location of each utility emergency shut-off point (*i.e.*, *gas, water, electric.*);
- f. Location of each monitoring system control panel (*e.g.*, *underground tank monitoring, toxic gas monitoring, etc.*).

## Facility Site Plan/Storage Map (Hazardous Materials Business Plan Module)

Site Address: \_\_\_\_\_

Date Map Drawn: \_\_\_\_\_ Map Scale: \_\_\_\_\_

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