

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

|                                     |                                    |            |                 |
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| HAZARDOUS MATERIALS MANAGEMENT PLAN | Effective Date<br>January 20, 2017 |            |                 |

1. PURPOSE

1.1. To provide a Citywide procedure for all internal City *facilities*, and all *City operations and activities* related to the safe handling and environmentally-sound management of *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* in order to ensure compliance with all Federal, State and local regulations.

2. SCOPE

2.1. This regulation applies to all City *facilities*, and *City operations and activities*.

3. DEFINITIONS

3.1. Definitions are listed in Appendix B.

4. POLICY

4.1. General

4.1.1. It is the policy of the City of San Diego that:

- a. All activities involving the purchase, handling, *storage, transport, or disposal of hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, or regulated waste* will be conducted in compliance with all applicable Federal, State and local laws and regulations;
- b. *Hazardous materials* or processes which result in the generation of *hazardous wastes* will only be used when it can be shown that either no alternative that is less hazardous or a method that generates less waste is available;
- c. *Waste minimization* activities will be considered when generating *hazardous waste, universal waste, or regulated waste*, to include but not limited to, procedures which substitute non-hazardous materials, modify processes, recycle chemicals, and use similar minimization technologies whenever feasible to reduce the amount of waste generated;
- d. All *City facilities*, and *City operations and activities* be open to inspection by applicable regulatory agency personnel and *HMMP* staff;

(Supersedes Administrative Regulation 75.65, Issue 1, effective November 15, 1991)

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Authorized

[Signature on File]

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CHIEF OPERATING OFFICER

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- e. All Departments submit a [Work Request For Asbestos, Lead & Mold Program Form \(GS-2064\)](#) to the Asbestos, Lead and Mold Program prior to any renovation, demolition, or scheduled and unscheduled maintenance projects so an inspection can be conducted to identify any mitigation issues. Form GS-2064 can be submitted electronically.
- f. The City develop and maintain a plan to address ongoing and emergency procedures as required under Federal, State, and local regulations for each *City facility*, and for *City operations and activities* that involve *hazardous materials, hazardous wastes, recyclable hazardous waste, universal waste, regulated waste*, or underground storage tanks; and
- g. The City provide employee training pursuant to Administrative Regulation (A.R.) 75.75, Hazardous Materials Management Training.

5. RESPONSIBILITY

5.1. Environmental Services Department

5.1.1. *Hazardous Materials Management Program (HMMP)* - The Environmental Services Department's *HMMP* is responsible for providing oversight and technical support for the *Hazardous Materials Management Plan (HMM Plan)* and provides the following services:

- a. Oversees and provides technical support for all City Departments as it relates to the City's *HMM Plan*, and modifies the City's Plan to ensure ongoing compliance.
- b. Provides information and instruction to all City Departments regarding compliance with, and implementation of all new legislation affecting the City's operational responsibilities for *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* management.
- c. Reports significant issues to Department management.
- d. Represents the City on *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* management issues with Federal, State, and local regulatory agencies.
- e. Reviews all pending and adopted legislation and regulations regarding *hazardous materials, hazardous waste, universal waste, recyclable hazardous waste, and regulated waste* management, and assesses the potential impact on *City facilities*, and *City operations and activities*. Disseminates information regarding key updates via newsletter, training, and/or other modes of communication.
- f. Reviews for accuracy and completeness all departmental instructions and standard operating procedures related to *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste*

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- g. issues, and approve prior to implementation.
- g. During emergency response activities, provides technical information to appropriate *facility* and emergency response contacts.
- h. In coordination with the Purchasing and Contracting Department and the Public Works Department Contracting Group, develops contract language for *hazardous waste, universal wastes, recyclable hazardous waste, and regulated waste* management and *disposal* services contracts. Coordinates with Citywide *hazardous waste disposal* and emergency contractors that provide service to *City facilities, and City operations and activities*.
- i. Upon request, assists other Departments/Divisions by evaluating uses of chemicals, materials, services, and equipment that involve *hazardous materials* or the *disposal of hazardous wastes, recyclable hazardous waste, universal waste, or regulated waste*. *Waste minimization* will be recommended as appropriate.
- j. Coordinates with City staff in the Public Works Department administering Capital Improvement Program (CIP) projects regarding removal of *hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* encountered during construction, including specification writing, submittal review, and on-site inspection.
- k. Coordinates payment of State fees for the City's proper *disposal of hazardous wastes* per each Environmental Protection Agency (EPA) *Generator ID* number.
- l. Assists *facility* staff in submitting annual Board of Equalization fees for *hazardous waste disposal* activities.

5.1.2. Asbestos, Lead and Mold Program (ALMP)

- a. Provides asbestos, lead and mold abatement services at *City facilities and City operations and activities* that include:
  - i. Identifies asbestos, lead, or mold containing building materials.
  - ii. Reviews planned CIP design submittals.
  - iii. Designs technical asbestos, lead and mold abatement specifications.
  - iv. Administers citywide asbestos, lead and mold abatement and laboratory services contracts.
  - v. Monitors asbestos, lead and mold abatement compliance including proper handling and disposal of asbestos, lead, and mold containing waste.
- b. Completes the services requested by a City Department upon receipt of a [Work Request For Asbestos, Lead & Mold Program Form \(GS-2064\)](#) prior to any renovations, demolition, or scheduled or non-scheduled maintenance project.
- c. Coordinates payment of County and State permit fees and taxes with *HMMP* for those *City operations and activities, or facilities* that require

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*hazardous waste disposal. Provides the Facility Coordinator and Department/Division Coordinator generating the remediation project wastes with copies of payment information and manifests of proper disposal.*

5.1.3. Tank Engineering and Environmental Management (TEEM)

- a. Administers the Underground Storage Tank and Aboveground Storage Tank Program. Administers CIP projects for remediation and removal of old underground storage tanks and installation of new underground storage tanks. Administers contract(s) for the annual tank testing for City facilities.
- b. Updates the California Environmental Reporting System (CERS) database with underground storage tank status reports for verification of the items on the County Department of Environmental Health Permit annual billing itemization.
- c. Provides the HMMP with access to review annual underground storage tank test results. TEEM will forward copies to applicable agencies and City facilities.
- d. Coordinates payment of County and State permit fees and taxes for those City operations and activities, or facilities that operate or remove underground storage tanks. Provides the Facility Coordinator and Department/Division Coordinator generating the remediation project wastes with copies of payment information and manifests demonstrating proper disposal of wastes.
- e. Coordinates with HMMP to resolve any environmental regulatory violations relating to underground and aboveground storage tank management.

5.2. Facility Coordinator (FC) and Department/Division Coordinator (DC)

- 5.2.1. Maintains the following facility records: Hazardous Materials Business Plan, operating permits, training records, Safety Data Sheets (SDS) formerly known as Material Safety Data Sheets, disposal records (including manifests, bills of lading, and receipts), weekly inspection reports, Chemical Release Reporting Assessment Form, Chemical Release Reporting Form (Form 304), regulatory agency reports, and hazardous waste fee/tax records.
- 5.2.2. Reviews each facility Hazardous Materials Business Plan semi-annually, for accuracy and completeness. Reports to the HMMP of any facility modification or change within 30 days of initiating a change to a facility building, or change in the amount, type, or storage location of a hazardous material, hazardous waste, recyclable hazardous waste, universal waste, or regulated waste. Coordinates the Hazardous Materials Business Plan revisions with the HMMP.

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- 5.2.3. Ensures that weekly *hazardous material* and *hazardous waste* inspections are conducted in all *storage* and operations areas and takes corrective actions for any observed violations. Retains weekly inspection reports for a minimum of three (3) years. Weekly inspection reports must be readily available during inspections.
- 5.2.4. Ensures that any *chemical release* or incident involving *hazardous materials* or *hazardous waste* or *recyclable hazardous waste* is documented on the *Chemical Release Reporting Assessment Form* and *Chemical Release Reporting Form (Form 304)* and immediately reported to the *HMMP* and regulatory agencies when required by Federal, State, and local laws and regulations.
- 5.2.5. Ensures that all unidentified wastes, including wastes left by the public at City *facilities* or on other City property, are tested prior to proper *disposal*.
- 5.2.6. Notifies Department/Division staff of *HMMP* policies, any regulatory changes, and *HMMP* training class schedules as disseminated by the *HMMP*.
- 5.2.7. Immediately notifies pertinent regulatory agencies and the *HMMP*, via Public Works Dispatch (formerly Station 38) at (619) 527-7500 or other Department specific emergency communication method, of any known improper *disposal* or any known unauthorized release of *hazardous materials*, *hazardous waste*, *recyclable hazardous waste*, *universal waste*, or *regulated waste* at a City facility or any City operations and activities. Completes a *Chemical Release Reporting Assessment Form* and *Chemical Release Reporting Form (Form 304)* and sends copies to the *HMMP* and any pertinent regulatory agency as required.
- 5.2.8. Ensures proper *disposal* of all *hazardous materials*, *hazardous waste*, *recyclable hazardous waste*, *universal waste*, and *regulated waste* as required by Federal, State, and local regulations. Maintains disposal records, including *manifests* and other related documents, for a minimum of three (3) years.
- 5.2.9. Ensures that subordinates are properly trained according to A.R. 75.75, Hazardous Materials Management Training.
- 5.3. Purchasing and Contracting Department
  - 5.3.1. Develops, in conjunction with the *HMMP* and in coordination with Public Works Department Contracting Group, bid contract language for the purchase of *hazardous materials* and the proper *disposal* of *hazardous waste*, *recyclable hazardous waste*, *universal waste*, and *regulated waste*.
  - 5.3.2. Provides City Department/Division purchasers with a copy of each *Safety Data Sheet (SDS)* for items purchased.

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- 5.3.3. Considers purchase of products only if the product's label and *SDS* clearly state product contents, hazard potential, and protective measures required for product use.
- 5.3.4. Confers with the *HMMP* on all contracts for *hazardous materials* and proper *disposal of hazardous waste, universal waste, recyclable hazardous waste, or regulated waste*, excluding underground tank removal, during bid development and the subsequent bid process.
- 5.4. Public Works Department - Engineering Branch and Contracting Group
  - 5.4.1. Maintains an as-needed consultant list to perform environmental engineering functions.
  - 5.4.2. Coordinates with the *HMMP* regarding specifications for City construction project contracts, as related to *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* for the identification, handling, testing, *storage, transport, and proper disposal*.
  - 5.4.3. Ensures that any *chemical releases* are immediately reported to the *HMMP* and regulatory agencies as required by Federal, State, and local laws and regulations.
- 5.5. Real Estate Assets Department
  - 5.5.1. Confers with the *HMMP* regarding the City's purchase or lease of all property that has a high likelihood of containing *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, or regulated waste*, or is adjacent to a property with contamination from *hazardous materials, hazardous waste, recyclable hazardous waste, or regulated waste*.
  - 5.5.2. Conducts a reasonable environmental investigation for any property acquired by the City through purchase, gift, trade, exchange, or other means during a development activity, when that property has a high likelihood of containing *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, or regulated waste*, or is adjacent to property with contamination from *hazardous materials, hazardous waste, recyclable hazardous waste, or regulated waste*.
- 5.6. All City Employees
  - 5.6.1. Must comply with all Federal, State, and local regulations for management of *hazardous materials, hazardous waste, recyclable hazardous waste, universal*

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*waste*, and *regulated waste*. Failure to comply shall be grounds for appropriate disciplinary action, up to and including termination.

- 5.6.2. May not purchase, store, *transport*, or handle *hazardous materials*; or *transport or dispose of hazardous waste, recyclable hazardous waste, universal waste, or regulated waste* without direction from their supervisor, and have received the regulatory required training.
- 5.6.3. Must immediately notify their supervisor or Public Works Dispatch (formerly Station 38) at (619) 527-7500, or utilize their specific Department communication procedure if they observe storage, handling, *transport*, or *disposal* violations, or a *chemical release of hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, or regulated waste*.
- 5.7. Department Director /Division Deputy Director
  - 5.7.1. Designates an on-site *FC* or *DC*, and alternates as necessary, for each location where *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, or regulated waste* is handled, stored, or disposed. The *FC* and *DC* are to be the most senior classified positions, below the Department Director or Division Deputy Director, located at each *facility*. Confers with the *HMMP* regarding designation of an *FC* when multiple Departments are located at the same *facility*.
  - 5.7.2. Develops, updates, and maintains current departmental/divisional instructions and standard operating procedures regarding *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, regulated waste* management, and *chemical releases*.
  - 5.7.3. Ensures the *Hazardous Materials Business Plan* for any *facility* assigned to the Department/Division is prepared and kept updated as changes warrant.
  - 5.7.4. Requests adequate resources, including personnel, funding and materials, to implement, comply, and enforce the regulatory requirements for the training and management of *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, regulated waste, and chemical releases*.
  - 5.7.5. Encourages and supports use of alternate methods and materials that result in *source reduction and waste minimization of hazardous waste, recyclable hazardous waste, universal waste, and regulated waste*.
  - 5.7.6. Ensures that performance plans include standards for complying with environmental regulatory requirements for training and management of *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and*

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*regulated waste; and chemical release reporting, as applicable.*

- 5.7.7. Initiates appropriate disciplinary action when violations of the *HMM Plan* provisions and/or environmental regulatory requirements are discovered.
- 5.7.8. Ensures that employees will not be subject to retaliatory actions or reprisals for reporting improper handling, storage, *transport*, or *disposal* of *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, or regulated waste; or chemical releases*, that violate Federal, State, and local regulations or the *HMM Plan*.



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APPENDIX A

Legal References

Local

City of San Diego Municipal Code  
Industrial Waste Discharge Regulations  
San Diego County Code, Chapters 9-11, Title 6  
Administrative Regulation 75.75 – Hazardous Materials Management Training

State

California Code of Regulations (CCR)  
Title 8 Industrial Relations (Cal-OSHA)  
Title 13 Motor Vehicle (Hazardous Material Transportation)  
Title 19 Public Safety (Flammable Liquid Transportation)  
Title 22 Social Security, Division 4, Environmental Health  
Title 22 Social Security, Division 4.5, Environmental Health Standards for the Management of Hazardous Waste  
Title 23 Water Quality (Hazardous Material Disposal) Underground Storage Tank Regulations

California Health & Safety Code

Chapter 6.5 Hazardous Waste Control  
Chapter 6.67 Aboveground Petroleum Storage Tank Program  
Chapter 6.7 Underground Storage of Hazardous Substances  
Chapter 6.95 Hazardous Materials Release Response Plans and Inventory

Uniform Fire Code

Federal

40 CFR Protection of the Environment  
49 CFR Transportation

Forms

Attachment 1 - Chemical Release Reporting Assessment Form  
Attachment 2 - Chemical Release Reporting Form (Form 304)  
[Work Request For Asbestos, Lead & Mold Program Form \(GS-2064\)](#)

Subject Index

Emergency Contingency Plan  
Employee Right to Know  
Hazardous Materials Management  
Hazardous Waste Disposal

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Safety Data Sheets  
Spills/Chemical Releases  
Universal Waste

Administering Department

Environmental Services Department

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APPENDIX B

DEFINITIONS

Chemical Release

As defined in California Health and Safety Code Section 25501(s) and Title 19 of the California Code of Regulations, *chemical release* means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, unless permitted or authorized by a regulatory agency. *Chemical releases* must be immediately reported (expectation is within 15 minutes of the initiation of the chemical release) to all pertinent regulatory agencies after completing the *Chemical Release Reporting Assessment Form*.

Chemical Release Reporting Assessment Form

When a *chemical release* occurs or has been discovered, this form must be used to evaluate the incident to determine if regulatory reporting is required. This form must be retained on site for a minimum of three (3) years.

Chemical Release Reporting Form (Form 304)

When a *chemical release* has been determined to be reportable to regulatory agencies, this form must be used to document the incident and the agencies notified. This form must be retained on site for a minimum of three (3) years.

City operations and activities

Any City of San Diego activity where the City is responsible for management of *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste*, including but not limited to activities related to construction sites, public rights-of-way, leased property, open space, and real estate transactions.

Department/Division Coordinator (DC)

The primary and alternate individuals designated by their Department Director/Division Deputy Director to coordinate and direct all *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, or regulated waste* activities of a Department/Division at a specified location or facility.

NOTE: Operations stations or buildings where personnel from multiple Departments/Divisions work shall have a *DC* designated for each Division assigned to the location.

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Disposal

Placement of all *hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* in a Department of Transportation (DOT) approved container or other approved container as regulations allow, with a completed *hazardous waste or universal waste* label or other required labeling, that is transported by a licensed *hazardous waste* hauler or *regulated waste* hauler for disposal at a licensed *hazardous waste Treatment, Storage and Disposal Facility (TSDf)*, recycling facility, or other *HMMP* approved disposal facility. Proper *disposal* does not include any of the following: discharge, deposit, injection, dumping, spilling, leaking, evaporating, igniting, releasing, emitting or placing of any *hazardous material, hazardous waste, recyclable hazardous waste, universal waste, or regulated waste* into the air, water, sewer, or on any land so that such waste or any constituent thereof may enter the environment, or be emitted into the air, or discharged into any water or water basin.

Facility

Any City owned or operated building, or group of buildings or property that is enclosed by a common fence or similarly controlled.

NOTE: A *facility* may include personnel from multiple Departments/Divisions operating within the same yard or building.

Facility Coordinator (FC)

The primary and alternate individuals designated by their Department Director/Division Deputy Director who are responsible for coordinating all activities of their *facility* to monitor and ensure compliance with all provisions of the City's *Hazardous Materials Management Plan*.

Generator

Any person or agency whose act or process results in the production of *hazardous waste* as described in California Code of Regulations, Title 22, or whose act first causes a *hazardous waste* to become subject to Federal, State, and local laws and regulations.

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Hazardous Material

A substance, or combination of substances, which because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either:

1. cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness;

OR

2. pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported or disposed of or otherwise managed.

AND

3. is currently in use or is being stored for use in an operation or process.

Unless expressly provided otherwise, *hazardous material* includes extremely hazardous material.

Hazardous Materials  
Business Plan

A County of San Diego, Department of Environmental Health required document which sets out a basic set of actions to be followed in case of fire, explosion, natural disaster, or release of *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* which could pose a threat to human health or the environment. The *Hazardous Materials Business Plan* must be updated annually or within thirty (30) calendar days of any change to the *facility* location, storage quantities, or types of wastes.

Hazardous Materials  
Management Plan (HMM Plan)

*Hazardous Materials Management Plan* is defined herein and outlines how the City of San Diego manages *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* related to *City facilities, and City operations and activities*.

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Hazardous Materials  
Management Program (HMMP)

The Program within the City’s Environmental Services Department that monitors the City’s use and proper *disposal* of *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste*. The Program also acts as the liaison between the City and regulatory agencies monitoring *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* management activities.

Hazardous Waste

A waste, or combination of wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either:

1. cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness;
- OR
2. pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported or disposed of or otherwise managed.

Manifest

A shipping document originated and signed by the *generator* (EPA 8700-22 or DHS 8022A) which must be completed and accompany all shipments of *hazardous wastes* being transported to a licensed *TSDF*. A completed *manifest* provides proof that the *hazardous waste* was disposed of in accordance with Federal, State, and local laws and regulations.

Recyclable Hazardous Waste

*Hazardous wastes* that may be recycled into a *hazardous material* in compliance with applicable state law, such as: (1) used oil that is recycled in compliance with California Health and Safety Code Section 25250.1(b); or (2) an exempt recyclable material under California Health and Safety Code Section 25143.2 that is managed in accordance with California Health and Safety Code Section 25143.9. *Recyclable hazardous wastes*, which may include used oil, antifreeze, and used oil filters, have modified regulatory testing, labeling, storage, transportation and recycling requirements as compared to *hazardous wastes*.

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Regulated Waste

A waste, that is not considered *hazardous waste*, but due to either its chemical or physical properties, petroleum contamination, or that it is a medical solid waste/biological waste, must be disposed of at a facility with Regional Water Quality Control Board approved Waste Discharge Requirements, such as a municipal Class III landfill.

Safety Data Sheet (SDS)

A document provided by a vendor for each *hazardous material*, which describes any hazardous properties of the material and provides detailed information on how to safely use, handle, and store the substance, and how to respond in the case of an unintentional exposure or release. Safety Data Sheets were formerly known as Material Safety Data Sheets.

Source Reduction

A reduction of the amount of *hazardous waste* generated by a process by making changes such as product substitution, process modification, or process recycling.

Storage

A holding of *hazardous materials, hazardous wastes, recyclable hazardous waste, universal waste, or regulated waste* in an approved and labeled container or tank for a temporary period, at the end of which any waste is *disposed*.

Transport

A movement of a *hazardous material* or an identified or suspected *hazardous waste* from one *facility* to another.

NOTE: *Transport* does not include moving waste between various locations or storage areas within the same *facility*. City employees do not have the proper license or certification to transport *hazardous waste* on roadways outside of a *facility*.

Treatment, Storage and Disposal Facility (TSDF)

A facility that has received, at a minimum, a California Department of Toxic Substances Control permit, grant of interim status, a variance, or is otherwise authorized by California law and regulations to receive specific Resource Conservation and Recovery Act (RCRA) and/or non-RCRA *hazardous wastes* for processing, recycling, alternative fuel, or *disposal*. For purposes of this Administrative Regulation, any *TSDF* located outside the jurisdiction of California must meet the same or higher standards as required by the State of California for the processing, recycling, or *disposal* of *hazardous waste*.

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Universal Waste

An item, substance, or object which must be stored, handled, and disposed of as defined by California Code of Regulations, Title 22, Chapter 23, Sections 66273.1- 66273.90. *Universal Waste* includes, but is not limited to, all types of batteries, lighting bulbs and tubes, electronics or any item containing a circuit board, mercury containing items, and all elements of a computer system including the monitor.

Waste Minimization

A reduction of the total amount of waste that must be sent for off-site disposal or recycling. *Waste minimization* can include on-site recycling, process modification and *source reduction*.



# ATTACHMENT 1 – CHEMICAL RELEASE REPORTING ASSESSMENT FORM

Form found at: <http://citynet.sannet.gov/esd/forms/hazmat.shtml>

## CHEMICAL RELEASE REPORTING ASSESSMENT FORM

**Directions:** Complete this Chemical Release Reporting Assessment to determine if regulatory agencies need to be notified of a chemical release. Use this as documentation of the release whether or not it was reportable.

Employee \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Division \_\_\_\_\_

Release Location \_\_\_\_\_ Date/Time Release Discovered \_\_\_\_\_

Chemical Released \_\_\_\_\_ Estimated Amount \_\_\_\_\_  Gas  Liquid  Solid

**INITIAL ASSESSMENT:** If you answer YES to any question below, **IMMEDIATELY** report the chemical release to the specified regulatory agencies without delay.

**Local/State Reporting** (Circle the appropriate response for each question.)

1. Yes No Do you need Fire Department assistance due to an injury, OR due to the amount, location, or type of chemical released?
2. Yes No Has an employee or the public been injured (i.e., sent to a medical provider)?
3. Yes No Did the chemical release cause damage to public or private property?
4. Yes No Did the chemical release extend into any sewer, surface waters, storm water conveyance systems, utility vaults and conduits, wetlands, waterways, public roads, soil, or off site?
5. Yes No Did anyone, other than employees in the immediate area of the release, evacuate?
6. Yes No Did a release escape secondary containment?
7. Yes No Was there an uncontrolled or un-permitted release to the air from a chemical reaction or containerized gas?
8. Yes No Is the incident an imminent threat of release where a condition exist which creates a substantial probability of harm and requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment?
9. Yes No Is the incident an imminent threat of release due to an increased potential for fire, explosion, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the public, or the environment?
10. Yes No Does the spill or threatened release involve an unknown material or contain an unknown hazardous constituent?

### Federal Reporting

11. Yes No Did the chemical release exceed the federal reportable quantity? (Estimate the total quantity released or amount evaporating.) See list on back side for reportable quantities for some common chemicals used by staff. For other reportable quantities, refer to the SDS, 40 Code of Federal Regulations, Section 304, or website <http://homer.ornl.gov/rq/>.

**REPORTING PROCEDURES:** See Reverse Side For Additional Reporting Information

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## REPORTING PROCEDURES:

A. If you answered YES to ANY question above, the release must be reported to regulatory agencies. Make the following calls without any further delay:

- Cal Governor's Office of Emergency Services (Formerly Cal EMA) at (800) 852-7550
- County Department of Environmental Health at (858) 505-6657; after hours at (858) 565-5255 and request DEH Hazmat be notified. Leave a voicemail message if a Duty Clerk is not available.
- City of San Diego Fire Department, HIRT (619) 533-4380

B. If you answered YES to Questions 4 or 11, you must also contact:

- Federal National Response Center (NRC) at (800) 424-8802

C. If you answered YES to Question 4 for a release to a storm drain conveyance system, surface waters, wetlands, or waterway, you must also notify (See Chemical Release Report Form for other agencies):

- Regional Water Quality Control Board, by faxing a completed Chemical Release Reporting Form (Form 304), at (619) 516-1994
- City of San Diego Storm Water Pollution Prevention Program, by calling (619) 235-1000

D. If you need assistance cleaning up the chemical release, contact the Citywide Hazardous Waste contractor, Ocean Blue at (800) 990-9930.

The supervisor may contact Public Works Dispatch (formerly Station 38) at (619) 527-7500 for assistance in completing the regulatory reporting, however, the supervisor is responsible to ensure the reporting procedures have been followed.

## EXAMPLES OF REGULATED CHEMICALS

Below is a general list of regulated substances frequently used by City employees which may require regulatory reporting if released. Complete the Chemical Release Reporting Assessment for any substance released at the work site. Below is a sample list only; all flammable and corrosive chemicals could potentially be reportable if released.

| Hazardous Material Category | Examples  |
|-----------------------------|---|
| Fuels                       | diesel or gasoline  |
| Paints                      | oil-based, water-based (latex)  |
| Lubricants                  | motor oil, hydraulic oil, gear oil  |
| Coolants                    | antifreeze (any type)   |
| Cleaners/Degreasers         | restroom cleaning products, graffiti removers, solvents, parts cleaners, asphalt release agents |
| Gases                       | welding gases, chemical evaporation, gases in cylinders, propane                                |

## REPORTABLE QUANTITY FOR FEDERAL REPORTING

If the chemical release exceeds the amount listed below, then the incident must be reported immediately to the Federal National Response Center (NRC), in addition to notifications to state and local regulatory agencies.

| Chemical  | Reportable Quantity                                       |
|---|---|
| Antifreeze (50% solution)                               | 1,040 gallons solution or 5,000 pounds of ethylene glycol |
| Diesel  | 11 gallons or 100 pounds                                  |
| Gasoline  | 14 gallons or 100 pounds                                  |
| Paint (only oil-based)                                  | 11 gallons or 100 pounds                                  |
| Flammable Chemicals (refer to label signal word or SDS) | 12 gallons  |
| Corrosive Chemicals (refer to label signal word or SDS) | 12 gallons  |

### Instructions for Completed Assessment

1. Attach completed Assessment to completed Chemical Release Reporting Form (Form 304).
2. Place a copy of the Assessment and completed Chemical Release Reporting Form (Form 304) in the facility file.
3. If the release was reportable to regulatory agencies; Fax (858-492-5089) or send a copy of the Assessment and Chemical Release Reporting Form (Form 304) to Environmental Services Department, Hazardous Materials Management Program, MS 1103-A.

**ATTACHMENT 2 – CHEMICAL RELEASE REPORTING FORM (FORM 304)**

Form found at: <http://citynet.sannet.gov/esd/forms/hazmat.shtml>

**CHEMICAL RELEASE REPORTING FORM  
(FORM 304)**

|  |   |
|--|---|
| <b>Section 1</b>   | Facility Name: _____ Division: _____  |
|  | Facility Address: _____   |
|  | Name and Phone of Emergency Contact at Facility: _____ Phone: _____   |
|  | Location of Incident: _____   |
|  | Address: _____ Date of Incident: _____  |
| Chemical Name (or Trade Name): _____ CAS Number _____  |   |
| Physical State Stored: <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas    Physical State Released: <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas |   |
| <u>Time of Release</u> <u>Duration of Release</u> <u>Quantity Released</u> <u>Location Released</u>  |   |
| _____ am/pm      _____ days      _____ pounds <input type="checkbox"/> Secondary Containment <input type="checkbox"/> Soil/dirt  |   |
| _____ hours      _____ gallons <input type="checkbox"/> Storm Drain <input type="checkbox"/> Sewer   |   |
| _____ minutes      _____ cu. ft. <input type="checkbox"/> Pavement <input type="checkbox"/> Other _____  |   |
| <b>Section 2</b>   | <b>Initial Notifications</b>  |
|  | Cal OES (formerly EMA) (800) 852-7550 <u>Date</u> <u>Time</u> <u>Contact Name</u> <u>Incident Control #</u>   |
|  | Cnty Dept Enviro Health (858) 505-6657      _____      _____      _____      _____  |
|  | Cnty Dept after hours (858) 565-5255      _____      _____      _____      _____  |
|  | Fed. NRC (800) 424-8802      _____      _____      _____      _____   |
| City Fire Dept HIRT (619) 533-4380      _____      _____      _____      _____   |   |
| <b>Other Agencies Notified</b>   |   |
| <input type="checkbox"/> ESD HazMat (858) 573-1204 <input type="checkbox"/> Regional Water Quality Control Board Fax (619) 516-1994  |   |
| <input type="checkbox"/> City Storm Water (619) 235-1000 <input type="checkbox"/> Ca. Dept Fish and Game (858) 467-4201  |   |
| <input type="checkbox"/> US Coast Guard (619) 278-7032 <input type="checkbox"/> Other _____  |   |
| <b>Section 3</b>   | <b>Factors Contributing to Release</b> (Check all factors involved)   |
|  | <input type="checkbox"/> Equipment Failure <input type="checkbox"/> Unusual Weather Conditions <input type="checkbox"/> Operator Error <input type="checkbox"/> Training Deficiencies |
|  | <input type="checkbox"/> Faulty Process Design <input type="checkbox"/> Accident <input type="checkbox"/> Other _____   |
|  | <b>Actions Taken</b> (Check all actions taken)  |
|  | <input type="checkbox"/> Containment <input type="checkbox"/> Decontamination of Persons/Equipment <input type="checkbox"/> System Shut Down  |
| <input type="checkbox"/> Dilution/Neutralization <input type="checkbox"/> Evacuation <input type="checkbox"/> Monitoring   |   |
| <input type="checkbox"/> Hazard Removal <input type="checkbox"/> Stored for Disposal <input type="checkbox"/> Other _____  |   |
| <b>Section 4</b>   | <b>Known or Anticipated Health Effects of Release</b> (Refer to SDS)  |
|  | (a) Acute or Immediate: _____   |
|  | (b) Chronic or Delayed: _____   |
|  | (c) Did an employee receive a chemical exposure above the OSHA PEL? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown                         |
|  | If yes, must make notifications to regulatory agencies in Section 2.  |
| (d) Total number of employee and public injuries resulting from release: _____   |   |
| (e) Total number of people hospitalized resulting from release: _____  |   |
| <b>Section 5</b>   | <b>Additional Information about the Release</b>   |
|  | _____   |
|  | _____   |
|  | _____   |
|  | _____   |

I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the submitted information is true, accurate, and complete.

Print Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refer to back side for form instructions.

## INSTRUCTIONS AND REFERENCE INFORMATION TO COMPLETE FORM 304

**Complete section with facility/contact information and basic incident information as follows:**

**List Facility Name, Address and Emergency Contact Information:**

The Emergency Contact person is the person officially in charge of the facility.

**List Name of Location of Incident, Address, and Incident Date**

**List Chemical Name or Trade Names** (common or manufacturer's name for the product):

NOTE: If chemical is a mixture, list percentage of chemical in solution (ex. 12% Sodium Hypochlorite)

**List Chemical's CAS Number:** Refer to SDS sheet.

**Check box for Physical State Stored and Physical State Released**

**Time of Release:** Enter time of the day release was discovered.

**Duration of Release:** The length of time from the start of the release to when the release was stopped.

**Quantity Released:** Enter the total amount of chemical released. If the released chemical is a solution, calculate the amount of actual chemical released and note this amount released in pounds in Section 5.

**Location Released:** Check all boxes that describe where the released chemical reached.

**Initial Notifications: Make Regulatory Notifications IMMEDIATELY if answer "YES" to any of the following:**

1. Is Fire Department assistance needed due to an injury, OR due to the amount, location, or type of chemical released?
2. Has an employee or the public been injured (i.e., sent to a medical provider)?
3. Did the chemical release cause damage to public or private property?
4. Did the chemical release extend into any sewer, surface waters, storm water conveyance systems, utility vaults and conduits, wetlands, waterways, public roads, soil, or off site?
5. Did anyone, other than employees in the immediate area of the release, evacuate?
6. Did a release escape secondary containment?
7. Was there an uncontrolled or un-permitted release to the air from a chemical reaction or containerized gas?
8. Is the incident an imminent threat of release where a condition creating a substantial probability of harm requires immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment?
9. Is the incident an imminent threat of release due to an increased potential for fire, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the public, or the environment?
10. Does the spill or threatened release involve an unknown material or contain an unknown hazardous constituent?
11. Did the chemical release exceed the federal reportable quantity? (Estimate the total quantity released or amount evaporating.) See list on back side of the Assessment form for reportable quantities for some common chemicals used by staff. For other reportable quantities, refer to the SDS, *40 Code of Federal Regulations, Section 304*, or website <http://homer.ornl.gov/rq/>.

**Notification Assistance:** When asked, Public Works Dispatch (formerly Station 38) (619) 527-7500 can assist in contacting regulatory agencies. Provide Public Works Dispatch staff with agency phone numbers, location of spill, and other important information known at the time of the call. Call Public Works Dispatch staff after release is cleaned up to obtain each agency's incident control number (as applicable). If you do not request Public Works Dispatch assistance, then you are responsible to call the agencies.

**Other Agencies Notified:** Check the box if any other agencies were notified.

**Factors Contributing to Release:** Check all boxes that describe why the release occurred.

**Actions Taken:** Check all boxes that describe actions taken during the incident.

**Known or Anticipated Health Effects of Release:**

Refer to the chemical SDS for information on immediate or long term health effects when exposed to the chemical.

Check the box if an employee received an exposure above the CALOSHA PEL (PEL listed on SDS when applicable).

Note the number of employees or the public that were injured or required hospitalization.

**Additional Information about the Release:**

Document other pertinent details about the chemical release. If the supervisor in charge determines the release does not meet the Initial Notification criteria, write the incident specific details for each criterion to support that finding.

**Signature:** Print and sign your name, job title and date.

**Required Copies:** Keep the original form, and make copies for your chain-of-command. If the Emergency Contact is not in your chain-of-command, also send a copy to him/her. If any notifications were made, fax a copy to Environmental Services Department/HazMat Management Program – Fax (858) 492-5089.

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