

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 75.75	Issue 2	Page 1 of 12
HAZARDOUS MATERIALS MANAGEMENT TRAINING	Effective Date January 20, 2017		

1. PURPOSE

- 1.1. To provide an ongoing Citywide training program to ensure that all City staff, who either work at a *City facility* or participate in *City operations and activities*, and who handle *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, or regulated waste*, comply with all elements of applicable *hazardous materials and hazardous waste* laws and 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 purchase, handling, *storage, transport, or disposal of hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* be conducted in compliance with all applicable Federal, State, and local laws and regulations;
- b. City employee training be offered on an annual basis and as-needed to ensure compliance with all Federal, State, and local laws and regulations related to *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* management;
- c. Training of City employees as described in Appendix C which includes, but is not limited to, procedures for:

(Supersedes Administrative Regulation 75.75, Issue 1, effective April 15, 1990)

Authorized

[Signature on File]

CHIEF OPERATING OFFICER

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- i. Proper handling, *storage*, labeling, *transport*, and proper *disposal* of *hazardous materials*, *hazardous waste*, *recyclable hazardous waste*, *universal waste*, and *regulated waste*;
 - ii. Responding appropriately and effectively, and reporting *chemical releases* involving *hazardous materials*, *hazardous waste*, *recyclable hazardous waste*, *universal waste*, and *regulated waste*;
 - iii. Handling emergency response and fire response equipment; and
 - iv. Maintaining *hazardous materials* management documentation, and *hazardous waste*, *universal waste*, *recyclable hazardous waste*, and *regulated waste* disposal documentation.
- d. City employee *training records* are maintained on the citywide training system, SuccessFactors, and document each employee's history in the completion of all required training needed to comply with all Federal, State, and local laws and regulations.

5. RESPONSIBILITY

5.1. Environmental Services Department

5.1.1. *Hazardous Materials Management Program (HMMP)*

- a. Oversees and provides technical support to all City Departments that conduct the required training specified in this regulation, and modifies the City plan as necessary to ensure ongoing compliance.
- b. Coordinates and conducts training Citywide as specified in this regulation.
- c. Provides information to all City Departments regarding compliance with, and implementation of, all existing and new regulations and legislation affecting the City's operational responsibilities for *hazardous materials*, *hazardous waste*, *recyclable hazardous waste*, *universal waste*, and *regulated waste* management in compliance with Administrative Regulation (A.R.) 75.65, *Hazardous Materials Management Plan (HMM Plan)*.
- d. Schedules and coordinates training classes on a regular basis to ensure that all employees receive required training within the time limits required by law and this regulation.
- e. Reports significant training issues to the respective Department management.
- f. Reviews all pending and adopted legislation and regulations regarding *hazardous materials*, *hazardous waste*, *recyclable hazardous waste*, *universal waste*, and *regulated waste* management, and assess the potential impact on City *facilities*, and *City operations and activities* in accordance with the *HMM Plan*. Disseminates information regarding key updates via newsletter, training and/or other modes of communication.

5.1.2. Asbestos, Lead, and Mold Program (ALMP)

- a. Upon request by a City Department, provides employee training about proper work practices for handling lead and asbestos containing materials.

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5.1.3. Tank Engineering and Environmental Management (TEEM)

- a. Provides annual training to employees about proper underground and aboveground storage tank management and regulatory requirements.

5.2. Department Director/Division Deputy Director

5.2.1. Notifies the *HMMP* staff of any training needs related to this regulation.

5.2.2. Budgets appropriately for required training activities and ensures that all employees within the Department/Division receive required training for their job classification.

5.2.3. If substituting for the required *HMMP* training specified in Appendix C, formalizes Departmental training programs that are equivalent in content, degree, and training hours, and satisfies the following:

- a. Maintains accurate *training records* that contain the employee's name, identification number, job title, job description, and a written summary (including dates and hours) of the training received; and
- b. Ensures training materials and instruction content have been reviewed and approved by the *HMMP* prior to providing training.

5.3. *Facility Coordinator (FC), Department Coordinator (DC), and Supervisors*

5.3.1. Notifies Department/Division staff of the *HMMP* policies, as contained in A.R. 75.65 and this A.R., and any regulatory changes.

5.3.2. Resolves any violation conditions related to *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, and regulated waste* in accordance with this regulation and *HMM Plan*.

5.3.3. Coordinates with *HMMP* to resolve any regulatory training violations related to *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste, or regulated wastes*.

5.3.4. Notifies the *HMMP* staff of any identified training needs related to complying with this regulation.

5.3.5. Disseminates *HMMP* training class schedules and enrolls staff in *HMMP* training classes and/or in their Department's *HMMP* approved training courses, as required by A.R. 75.65 and this A.R.

5.3.6. Ensures that all employees newly assigned to their Department/Division receive the required level of training within six (6) months after beginning their new duties, and that all other employees receive annual training appropriate for their job

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classification and responsibilities.

5.3.7. Ensures that no employee be permitted to work unsupervised with *hazardous materials, hazardous waste, recyclable hazardous waste, universal waste or regulated waste* until they have:

- a. Successfully received the level of training required for their job classification and work activities performed; and
- b. Demonstrated to the supervisor that they possess adequate skills and knowledge to perform job duties in accordance with the training received as required by this regulation.

5.3.8. Maintains *training records* on site and within the citywide training system, SuccessFactors, as appropriate, for a minimum of three (3) years. *Training records* shall, at a minimum, include a *tailgate meeting record*.

5.3.9. Attends training class(es) as appropriate and demonstrate comprehension of the training material to the satisfaction of the *HMMP* representative.

5. 4. All City Employees

5.4.1. Must comply with all Federal, State, and local regulations for management of *hazardous materials, hazardous wastes, recyclable hazardous waste, universal waste, and regulated waste*. Failure to comply shall be grounds for appropriate disciplinary action, up to and including termination.

5.4.2. May not purchase, store, *transport* or handle *hazardous materials* or dispose of *hazardous wastes, recyclable hazardous waste, universal waste, or regulated waste* without direction from their supervisor to do so and completion of adequate training as specified in this regulation.

5.4.3. Must attend training class(es) and demonstrate comprehension of training materials to the satisfaction of the *HMMP* representative.

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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 75.65 – Hazardous Materials Management Program

State

California Administrative Code (CAC)
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 23 Water Quality (Hazardous Material Disposal) Underground Storage Tank Regulations

California Health & Safety Code

Chapter 6.5 Hazardous Waste Control
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 \(Form 304\)](#)

Subject Index

Emergency Contingency Plan
Employee Right to Know
Hazardous Materials Management Training
Hazardous Waste Management Training
Safety Data Sheets
Spills/Chemical Releases

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*.

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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 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.

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*.

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.

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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*.

Tailgate Meeting Record

A document which will be used to record training performed by the supervisor. The minimum information to be included is the employee's name, employee identification number, job classification number, job type, department/division, meeting date, outline of training covered, and a list of training materials used.

Training Record

A document or computer program which is used to record training performed by the HMMP or a Department's approved hazardous materials management training program. The minimum information to be included is the employee's name, employee identification number, job classification, department/division, training class type, training class date.

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*.

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.

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APPENDIX C

Required Hazardous Materials Management Training

The required levels of training for each group of City employees are:

1. Level One - All New City Employees

Orientation materials provide a general awareness of *hazardous materials*, *hazardous waste*, and *universal waste* in the community and work environment, including:

- a. Definitions of *hazardous material*, *hazardous waste*, and *universal waste*;
- b. Identification of *hazardous materials*, *hazardous waste*, and *universal waste* management practices;
- c. Detection and reporting of emergencies and *chemical releases* of *hazardous materials*, *hazardous waste*, and *universal waste* in the work environment;
- d. Rights of the employee to be informed and have access to information about *hazardous materials* in the workplace; and
- e. Identification of resources to resolve questions related to items a - d above.

2. Level Two - Hazardous Materials Handlers

Training for City employees in job classifications that have a high probability of direct contact with *hazardous materials*, *hazardous waste*, *recyclable hazardous waste*, *universal waste*, and/or *regulated waste*.

Employees receive this training annually to understand their responsibility for appropriate labeling, handling, *storage*, *chemical release* clean up and reporting activities, *transport*, and proper *disposal* of such substances.

Training includes, but is not limited to, the following:

- a. All elements of Level One *hazardous materials* management training;
- b. Proper procedures for storage, labeling, handling, *storage*, and proper *disposal* of *hazardous materials*, *hazardous wastes*, *recyclable hazardous waste*, *universal waste*, and *regulated waste* in the workplace, and required *disposal* documentation;
- c. *Chemical release* response activities and reporting requirements, to include but not limited to, the basic emergency response procedures as described in the *Hazardous Materials Business Plan*; and the use of the *Chemical Release Reporting Assessment Form* and the *Chemical Release Reporting Form (Form 304)*;
- d. Employee's responsibility for proper *hazardous materials* and *hazardous waste*, *recyclable hazardous waste*, *universal waste*, and *regulated waste* management.

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3. Level Three – Supervisors of *Hazardous Materials* Handlers, *Facility Coordinators*, *Department Coordinators*

Training is for supervisors of *hazardous materials*, *hazardous waste*, *recyclable hazardous waste*, *universal waste*, and *regulated waste* handlers, along with *Facility Coordinators* and *Department Coordinators* to ensure they understand their responsibility for the *hazardous materials*, *hazardous waste*, *recyclable hazardous waste*, *universal waste*, and *regulated waste* activities under their supervision.

Training includes, but is not limited to, the following:

- a. All elements of Level Two *hazardous waste*, *recyclable hazardous waste*, *universal waste*, and *regulated waste* management training;
- b. *Hazardous materials* management responsibilities and procedures;
- c. Elements of subordinate training and required documentation related to *hazardous materials*, *hazardous wastes*, *recyclable hazardous waste*, *universal waste*, and *regulated waste*;
- d. All elements of Level Two *chemical release* response activities and regulatory reporting requirements; and in-depth regulatory requirements to document a *chemical release* using the *Chemical Release Reporting Assessment Form* and reporting details to all agencies when using the *Chemical Release Reporting Form (Form 304)*; and
- e. *Source reduction* techniques for *hazardous materials* and *hazardous waste*.

In accordance with Section 5.3.9 of this regulation, training resources and opportunities, both inside and outside the City organization, may be utilized to satisfy Level Three training requirements for *Facility Coordinators* and *Department Coordinators*.

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

Revised 08 09 2016

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)**

Section 1	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																									
<table border="0" style="width:100%;"> <tr> <td style="width:25%;"><u>Time of Release</u></td> <td style="width:25%;"><u>Duration of Release</u></td> <td style="width:25%;"><u>Quantity Released</u></td> <td style="width:25%;"><u>Location Released</u></td> </tr> <tr> <td>_____ am/pm</td> <td>_____ days</td> <td>_____ pounds</td> <td><input type="checkbox"/> Secondary Containment</td> </tr> <tr> <td></td> <td>_____ hours</td> <td>_____ gallons</td> <td><input type="checkbox"/> Storm Drain</td> </tr> <tr> <td></td> <td>_____ minutes</td> <td>_____ cu. ft.</td> <td><input type="checkbox"/> Soil/dirt</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Sewer</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Pavement <input type="checkbox"/> Other _____</td> </tr> </table>	<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		_____ hours	_____ gallons	<input type="checkbox"/> Storm Drain		_____ minutes	_____ cu. ft.	<input type="checkbox"/> Soil/dirt				<input type="checkbox"/> Sewer				<input type="checkbox"/> Pavement <input type="checkbox"/> Other _____	
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	_____ minutes	_____ cu. ft.	<input type="checkbox"/> Soil/dirt																						
			<input type="checkbox"/> Sewer																						
			<input type="checkbox"/> Pavement <input type="checkbox"/> Other _____																						
Section 2	Initial Notifications																								
	<table border="0" style="width:100%;"> <tr> <td><u>Date</u></td> <td><u>Time</u></td> <td><u>Contact Name</u></td> <td><u>Incident Control #</u></td> </tr> <tr> <td>Cal OES (formerly EMA) (800) 852-7550</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Cnty Dept Enviro Health (858) 505-6657</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Cnty Dept after hours (858) 565-5255</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Fed. NRC (800) 424-8802</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>City Fire Dept HIRT (619) 533-4380</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	<u>Date</u>	<u>Time</u>	<u>Contact Name</u>	<u>Incident Control #</u>	Cal OES (formerly EMA) (800) 852-7550	_____	_____	_____	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	_____	_____	_____
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Other Agencies Notified																									
<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 _____																									
Factors Contributing to Release (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 _____																									
Actions Taken (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 _____																									
Section 4	Known or Anticipated Health Effects of Release (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: _____																									
Section 5	Additional Information about the Release																								

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

Section 1

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.

Section 2

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.

Section 3

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.

Section 4

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.

Section 5

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.

Revised 8/9/2016