

CITY OF LAKEPORT  
HAZARDOUS MATERIALS  
INCIDENT RESPONSE PLAN



March, 2009

Revised February, 2, 2010



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## **EMERGENCY RESPONSE PROCEDURES**

In the event of a release of a hazardous material, close all entry and exits to the release area, move at least 50 feet away from the release area, and dial 9-1-1 immediately. Be sure to name the material being released and an approximate quantity. Reference the following procedures and use common sense:

### **Detect, Identify, and Assess the Hazard**

a. Evaluate the hazards of the material and estimate the quantity of spilled material. Determine if it is:

- Explosive
- Flammable
- Corrosive
- Toxic
- An inhalation hazard
- An environmental hazard
- A hazard of any sort not listed above

b. Check labels on containers, for example:

- Placards
- Material Safety Data Sheets



- c. If unlabeled, treat as hazardous
- d. Check for unusual colors, odors, or sounds
- e. Observe instances of unexplainable illness or injuries

**Initiate the Notification Process**

- a. Upon identifying a hazardous materials spill, contact the Lakeport Fire Department immediately by dialing 911 and notify your immediate supervisor.
- b. The supervisor shall contact the Compliance Officer, immediately following notification of a hazardous materials spill.

**Isolate, Control, and Contain the Hazard**

- a. Treat all materials as hazardous until proven otherwise
- b. Do not touch, inhale, or ingest any unknown material
- c. Do not eat, drink, or smoke in the incident area
- d. Be mindful that other variables (i.e., fire, wind, rain, temperature, etc.) may change risks

**Secure the Scene**

Without entering the immediate hazard area, do what you can to isolate the area and assure the safety of people and the environment.

- a. Isolate and restrict access to the areas which threaten human health and safety



- b. Move and keep people away from the scene and the perimeter
- c. If hazard is compressed gas, evacuate the area and allow gas to vent
- d. Create space for emergency response equipment to enter and exit the scene without difficulty
- e. Remember to stay upwind of the incident scene
- f. Remove sources of ignition (i.e. open flames, electrical equipment, etc.)
- g. Close valves and containers
- h. Dike, divert, and absorb liquids
- i. Cover or suppress emissions using soil, foam, plastic, etc.
- j. Protect storm drains and sewers
- k. As best as is reasonably possible, mitigate effects of hazard on the environment and property
- l. Mark areas to warn others, restrict access, and prevent accidental contamination or track-out of contaminants
- m. Provide assistance to emergency personnel, as appropriate

**In the Event of Fire, Call 911**

- a. Evacuate all persons in the affected incident zone to a safe, upwind location



- b. Take roll call, and make sure all people are accounted for

### **Cleanup**

- a. Sweep up or collect small spills into labeled container
- b. Use absorbent or berms to absorb material
- c. Use appropriate equipment to deal with material
- d. Do not attempt to cleanup large spills of hazardous materials without trained personnel or contractors
- e. Dispose of waste material safely and appropriately
- f. Low level Hazmat placed in lockers may be picked up by the Haz-Mobile

### **Post-Incident Reporting/Recording**

The time, date, and details of any hazardous materials incident that requires implementation of this plan shall be noted in the facility's operating record.

Within 15 days of any hazardous materials emergency incident or threatened hazardous materials emergency incident that triggers implementation of this plan, a written Emergency Incident Report (attached hereto in the appendix), including, but not limited to a description of the incident and the facility's response to the incident, must be submitted to the California Environmental Protection Agency's (Cal EPA) Department of Toxic Substances Control, the local CUPA, the local fire department's



hazardous materials program, and the City's Compliance Officer. The report shall include:

- a. Name, address, and telephone number of the facility's owner/operator;
- b. Name, address, and telephone number of the facility;
- c. Date, time, and type of incident (*e.g., fire, explosion, etc.*);
- d. Name and quantity of material(s) involved;
- e. The extent of injuries, if any;
- f. An assessment of actual or potential hazards to human health or the environment, where this is applicable;
- g. Estimated quantity and disposition of recovered material that resulted from the incident;
- h. Cause(s) of the incident;
- i. Actions taken in response to the incident;
- j. Administrative or engineering controls designed to prevent such incidents in the future.

The Compliance Officer may be required to submit an Emergency Release Follow-Up Notice Reporting Form thereafter.

### **Chlorine Leak**

In the event of a minor chlorine leak, all employees are to evacuate the facility, close all exterior doors, and dial



9-1-1 immediately. City staff are not trained in the use of SCBA's.

**Media Communications**

The Compliance Officer, Utilities Superintendent, or City Manager shall be responsible for any and all communication with the media, including announcements, alerts, interviews, and updates.

Media contacts are as follows:

<b>Media</b>	<b>General Phone</b>	<b>Contact</b>
<b>Radio</b>		
KNTI, KQPM	(707) 263-6113	Paul Thomas, Manager (707) 489-5854 Mike Wilson (707) 489-6696 cell (707) 987-0284 home
<b>Television</b>		
MediaCom	(707) 998-1516	

**LAW ENFORCEMENT COORDINATION**

The Lakeport Police Department shall be notified, if necessary, to inform the general public of a serious release of hazardous materials and shall coordinate public canvassing and notification.



**CONTACTS SUMMARY**

<u>Name</u>	<u>Position</u>	<u>Primary Contact</u>	<u>Secondary Contact</u>
Matt Johnson	Utilities Superintendent	(707) 263-8808	(707) 349-9493
Dan Buffalo	Compliance Officer	(707) 263-5615, ext. 30	(707) 326-2149
Lakeport Police Department		(707) 263-5491	9-1-1
Lakeport Fire Department		(707) 263-4396	9-1-1
Lake County Sheriff		(707) 263-2331	9-1-1
CHP		(707) 279-0103	9-1-1
Lake County Environmental Health		(707) 263-1164	
State Office of Emergency Services (OES)		(800) 852-7550	
Local Hazardous Materials Program		(707) 262-4090	
Cal EPA Toxic Substances Control		(800) 728-6942	
Cal OSHA Division of Occupational Safety and Health		(510) 622-2891	
Air Quality Management District		(707) 263-7000	
Regional Water Quality Control Board		(916) 464-4618	
Poison Control Center		(800) 222-5000	
Sutter Lakeside Hospital		(707) 262-5000	5176 Hill Road, Lakeport, CA 95453



Redbud Community Hospital	(707) 994-6489	15630 18 <sup>th</sup> Street, Clearlake, CA 95422
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*Citizen inquiries should be directed to those individuals listed above only after they have been notified of the spill.*

## **FACILITY EVACUATION PROCEDURES**

The following information describes evacuation routes, safe gathering locations, and roll-call procedures at each location where hazardous materials are kept. Please reference the attached maps for further direction.

### **Groundwater Storage Facility**

- i. Personnel are not stationed at this facility but, if personnel are on site, announce evacuation verbally and over two-way radios
- ii. Evacuate the facility heading east on Riggs Road
- iii. Meet at the Riggs Road intersection for head count

### **Water Treatment Plant**

- i. Announce evacuation over the yard intercom and any available two-way radios
- ii. Evacuate south through main gate and meet in the parking lot south of the facility
- iii. Use employee roster for roll-call and head count

### **Wastewater Treatment Plant**

- i. Personnel are not stationed at this facility, but, if personnel are on site, announce evacuation verbally and over two-way radios



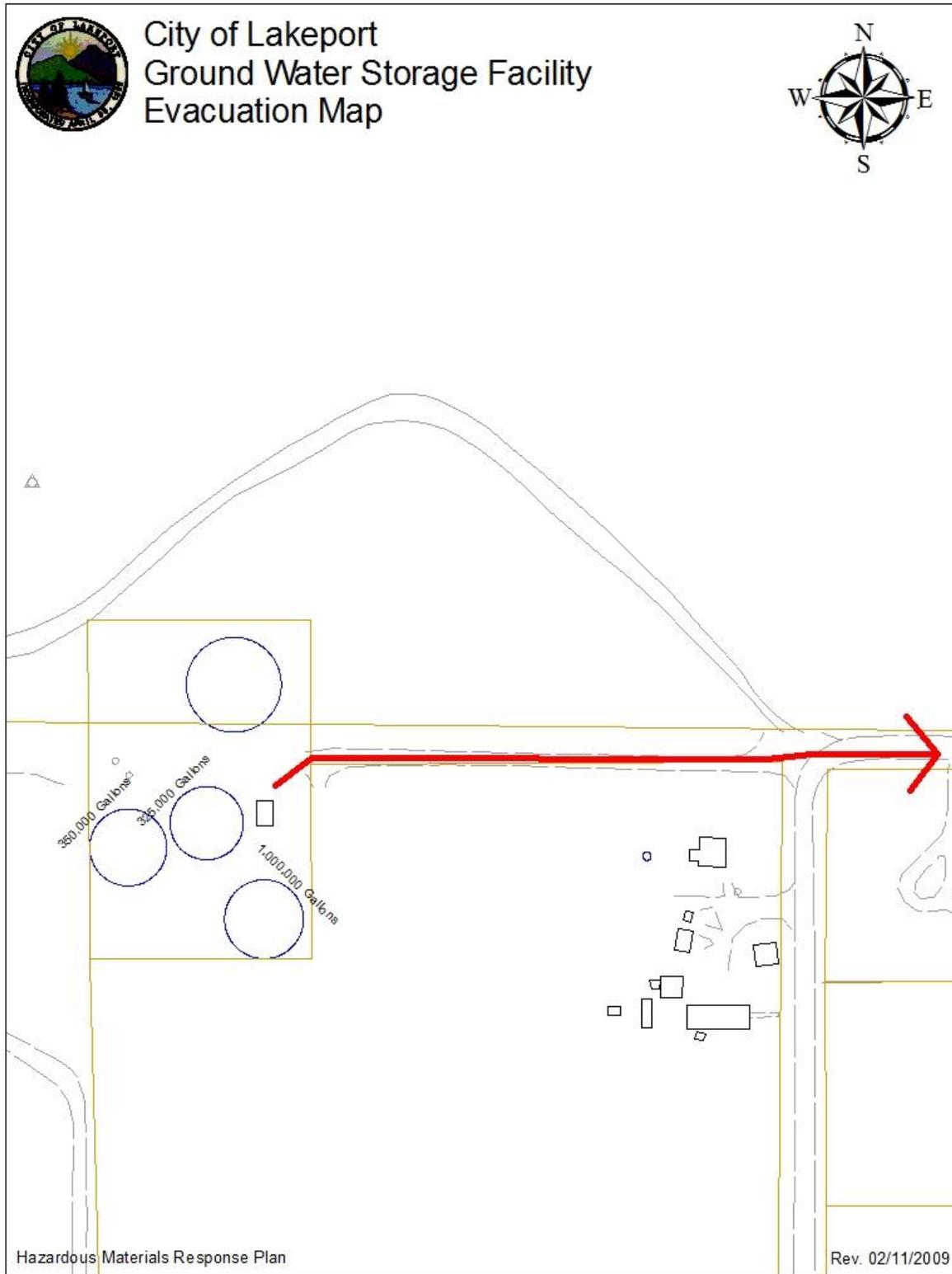
- ii. Evacuate the facility heading east on Linda Lane
- iii. Meet at the Linda Lane lift station for head count

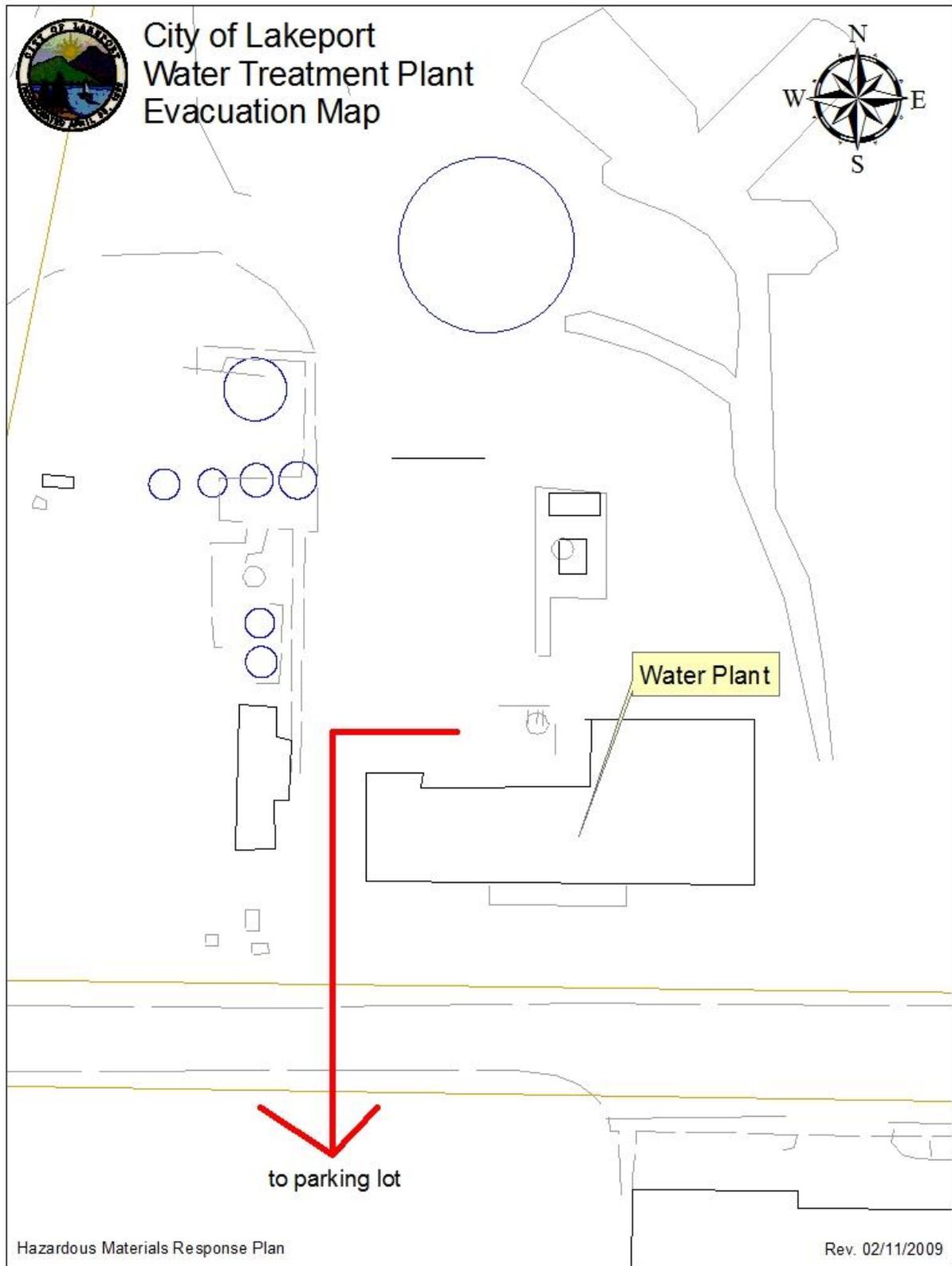
**Corporation Yard**

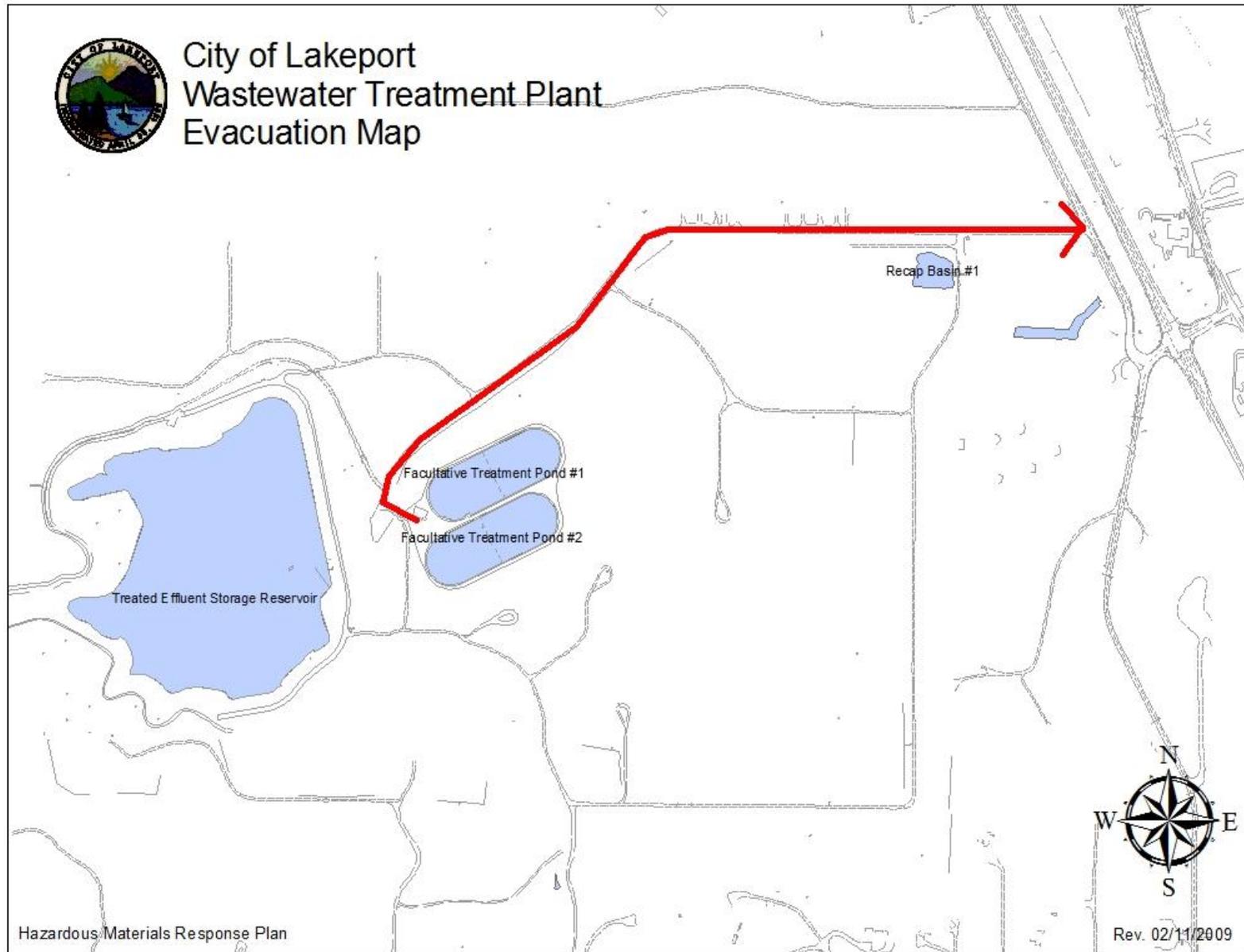
- i. Announce evacuation over the yard intercom and any available two-way radios
- ii. Take Martin Street Corporation Yard exit north to baseball field
- iii. Use employee roster for roll-call and head count

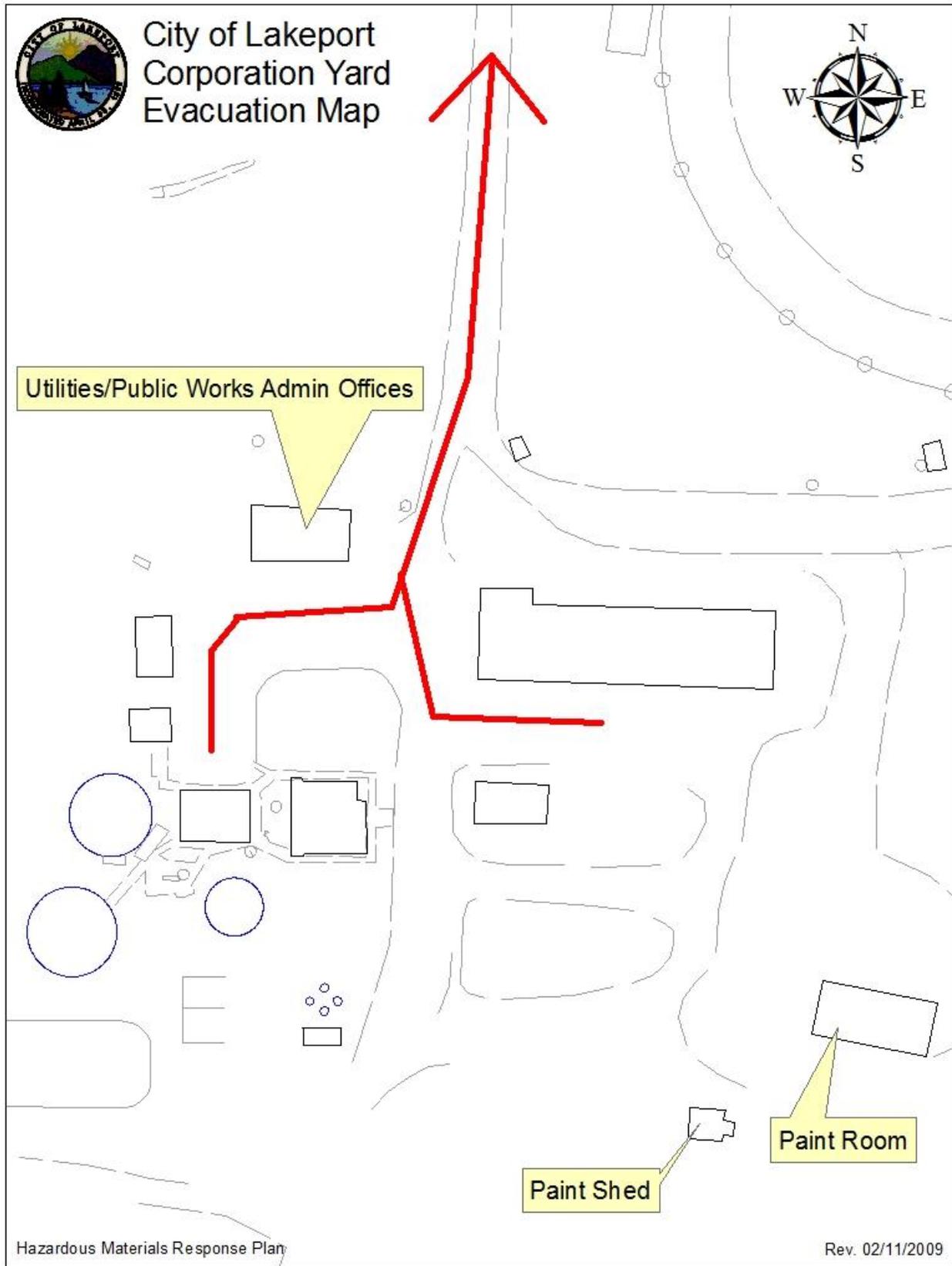


**Evacuation Maps**











## HAZARDOUS MATERIALS INVENTORY AND LOCATION

### Groundwater Storage Facility (GWSF)

<b>Material Name</b>	<b>Type and (Physical State)</b>	<b>Quantity</b> (max present on site)	<b>Hazard Categories</b> (risk associated with release)	<b>Location Code</b> (see map GWSF-1 below for physical location)
Chlorine Gas	Pure (gas)	750 lbs	Pressure release, acute health, chronic health	See map
Sulfuric Acid	Mixed with de-mineralized water (liquid)	100 ml	Reactive, acute health, chronic health	See map
Caustic Soda	Liquid	685 gallons	Acute health, chronic health	See Map

### Water Treatment Plant (WTP)

<b>Material Name</b>	<b>Type and (Physical State)</b>	<b>Quantity</b> (max present on site)	<b>Hazard Categories</b> (risk associated with release)	<b>Location Code</b> (see map WTP-1 below for physical location)
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Chlorine Gas	Pure (gas)	450 lbs	Pressure release, acute health, chronic health	See map
Hydrochloric Acid	Mixed with water (liquid)	1,200 gal	acute health, chronic health	See map
Caustic Soda (sodium hydroxide)	Mixed with water (liquid)	55 gal	Reactive, acute health	See map
ProPac 9800	(liquid)	55 gal	N/A	See map
Clarifloc C-309p Polymer (epichlorohydrin-dime thylamine copolymer)	Mixture (liquid)	55 gal	N/A	See map
Sulfuric Acid	Mixed with de-mineralized water (liquid)	100 gal	Reactive, acute health, chronic health	See map
Ozone	(gas)	40 lbs	Acute health, chronic health	See map

**Wastewater Treatment Plant**

<b>Material Name</b>	<b>Type and (Physical State)</b>	<b>Quantity (max</b>	<b>Hazard Categories (risk associated with</b>	<b>Location Code (see map WWTP-1</b>
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		present on site)	release)	below for physical location)
Chlorine Gas	Pure (gas)	2,400 lbs	Pressure release, acute health, chronic health	See map

**Corporation Yard**

<b>Material Name</b>	<b>Supplier</b>	<b>Quantity</b> (max present on site)	<b>Hazard Categories</b> (risk associated with release)	<b>Location Code</b> (see map CY-1 below for physical location)
3M Spray Adhesive Super 77	Spray	Super	Do not inhale	See Map
3M Strip Caulk (Black)	3M Corp.	3 tubes	Skin/eye irritant	See Map
3M Strip Caulk (White)	3M Corp.	3 tubes	Health - 3	See Map
Acetic Acid Glacial	Hach	55 gal.	Health - 2, Fire - 2	See Map
Acetylene (Welding)	Liquid Air Corp.	2 cyl	Health 2, Asphyxiant	See Map
Acrylic Enamel	Du Pont	2 gal	Do not inhale,	See Map



			injest	
Acrylic Lacquer Primer & Sealer	Tri-Valley Paints	4 gal	Avoid eyes, skin, inhal	See Map
Activated Carbon - Impregnated	Carbtrol Corp.	1000 F3	Health - 1	See Map
Activator 90	Loveland Ind.	100 lbs	Health - 2	See Map
Acza Treated Wood (Chemonite)	J. H. Baxter & Co.	10 timbers	Hlth.-1; Fire-2; Reac.-0	See Map
Adhere	Ukiah Paper Products	1 gal	Health - 2, Ingestion	See Map
Adhesive 312, 87401	Curtis Industries	2 ea	Health - 2	See Map
Air	Liquid Air Corp.	1 cyl	None	See Map
Alcohol Pads	Triad/H&P Industries	2 boxes	Avoid skin/inhalation	See Map
Alka-Seltzer w/o Aspirin	Hach Company	2 boxes	Avoid eyes/skin	See Map
All Pro Cleanser (Dry Chlorine)	Ukiah Paper Products	6 cans	None	See Map
All Pure Sudsy Amonia	All Pure Chemical	1 gal	Health - 3	See Map



	Co.			
Amitrol T Herbicide	Rhone-Poulence Ag Co.	150 lbs	Health - 1	See Map
Ammonia Inhalant Solution B-33	Lab Safety	10	Eye, Skin, Ingestion	See Map
Ammonia Solution	Delta Scientific Corp.	1 pint	Health - 3	See Map
Ammonium Hydroxide	All Pure Chemical Co.	12 oz.	Health - 3; Fire 1	See Map
Anchoring Cement	Piedmont	1 bag		See Map
Anionic Emulsion SS-1H	Parnum Paving	200 gal	Health - 2	See Map
Anionic Emulsion RS-1	Parnum Paving	deleted		See Map
Anthracite Coal	Carbon Sales, Inc.	126 F3	Do not inhale	See Map
Anti-Freeze	Handy Auto Supply	12 gal		See Map
Anti-Seize Compound	Curtis Ind.	15-16 oz. cans	Hlth.-1, Fire-NA, Reac.-0	See Map



Antiseptic Hand Cleaner	Georgia-Pacific Corp.	12 bottles	Health - 1	See Map
Aqua Clean Windshield Cleaner	Napa	3 gal		See Map
Argon	Lake Co. Welders	1 cyl	Asphyxiant	See Map
Armor-All All Purpose Cleaner	Napa	1 bottle		See Map
Auto-Electric Sealing Compound	KAR Product	6 rolls	Health - 0	See Map
Automatic Transmission Fluid (Dexron)	Napa-Handy Auto	24 qt	Health-1, Fire-1	See Map
Automatic Transmission Fluid (Donax R TG Plus Fluid)	Shell	24 qts	Health-1, Fire-1	See Map
Barium Grease-Heavy #105	Texas Refinery Corp.	2 drums	Health - 1	See Map
Battery (Acid/Lead)	Interstate Battery	4	Health - 3	See Map
Battery 6V Lantern	Bay Area Barricade	5 cases		See Map
Battery Cleaner & Acid Detector	KAR Product	6 cans	Health - 2	See Map
Battery Cleaner, Acid	Interstate	12-14 oz.	Hlth.-2, Fire-4,	See Map



Detector (E404)	Batteries	cans	Reac.-0	
Battery Term Protectors (#75583)	Curtis Industries	100 rings	Health-1, Fire-1	See Map
Battery Term Protectors (Top Mount)	KAR Product	1 can	Health - 0	See Map
Big Orange Aerosol	ZEP Manuf.	15 cans	Health - 1	See Map
Big O-X	Aldran Chemical	deleted	Hlth-0; Fire-0; Reac.-0	See Map
BIZ Chemtool	Delta Dist.	6 cans	Health - 3	See Map
Black Flag Wasp Killer	Piedmont	1 can	Do not swallow	See Map
Boraxo Pink Luron Powder Hand Soap	The Dial Corp.	2 boxes	Health - 1	See Map
Brass Fittings & Gate Valves	James Jones Co.	100's	Health - 3	See Map
Brake Cleaner (non-chlorinated)	KAR Product	6 cans	Health - 2	See Map
Brake Cleaner TM 1807	Curtis Industries	6 cans	Health - 2	See Map
Brake Fluid	Napa	2 gal		See Map
Burn Cream/Chloroxylenol	Lab Safety	12 pkts.	Eye/skin irritant, flamm.	See Map
Cable Lubricant	Napa	2 tubes	None	See Map



Car Brite	National Chemsearch	5 gal	Health - 1	See Map
Carb Choke & Throttle Body Cleaner.	Napa-Handy Auto	12-16 oz. cans	Hlth.-2, Fire-3, Reac.-0	See Map
Carbon Dioxide	Liquid Air Corp.	1 cyl	Avoid inhalation	See Map
Cartridge, Ultrapure (with resin)	Hach Company	2	Health - 1	See Map
Cascade Liquigel	Piedmont	1 box	Avoid eyes, skin	See Map
Caulking Strip (Black)	Handy Auto Supply	1 box		See Map
Caustic Soda Liquid 25% (GW)	Great Western ChemCo	55 gal	Health - 3	See Map
Cement & Mortar Color	Piedmont	3 lbs		See Map
Cement (Portland)	Piedmont	30 bags		See Map
Chain Lube	Aerosol Systems, Inc.	6 cans	Avoid eyes, inhaling	See Map
Chemstrip	National Chemsearch	7 gal	Hlth.-3 ; Fire-2; Instab.-0	See Map
Chemsearch Concentrate (Detergent)	National Chemsearch	5 gal	Health - 2	See Map



Chlorinated Solvents	Ukiah Paper Products	2 qtrs.	Irritate eye/skin	See Map
Chlorine (DPD Free Chlorine Reagent)	Hach Company	12 gal.	Health - 2	See Map
Chlorine (DPD Total Chlorine Reagent)	Hach Company	400 ea	Avoid eyes, inhaling	See Map
Chlorine (gas) CL2	All Pure Chemical Co.	6900 lbs	Health - 3	See Map
Chlorine (Liquid, Pool Bleach)	All Pure Chemical Co.	0	Health - 2	See Map
Chlorine Buffer for CL-17	Hach Company	1 gal	Eye irritation	See Map
Chlorine CLS Tablets	All Pure Chemical Co.	25 lbs.	Health - 2	See Map
Chlorine Indicator Solution for CL-17	Hach Company	1 gal	Eye irritation	See Map
Citra Tech ST	National Chemsearch	7 gal	Health - 1	See Map
Citron Hand Cleaner	National Chemsearch	12 tubes	Health - 1	See Map
Claro 100 (500 ML)	National	12 cans	Health - 2	See Map



	Chemsearch			
Clear Multisurface Sealer	Masterchem Industries	18 gal	Health - 2	See Map
CN 2000 Multi-purpose Lubricant	Curtis Industries	10-20 oz.cans	Hlth.-1; Fire-3; Reac.-0	See Map
CN-400	Curtis Industries	12 cans	Health - 2, Fire - 4	See Map
Cold Galvanizing Compound (ZRC)	Z.R.C. Products Co.	1 qt.	Avoid eyes/skin	See Map
Concrete Bonder (Elmers)	Piedmont	1 gal		See Map
Concrete Fixall	Piedmont	2 bags		See Map
Concrete, Boxes, Lids Pipe	Vintage Water Works	numerous	Health - 3	See Map
Conquest	National Chemsearch	deleted	Health - 1	See Map
Cool Shield	National Chemsearch	12 cans	Health - 2	See Map
Cool Trak Test Strips	Napa	1 jar (100)		See Map
Cooling System Cleanser	Napa	2 cans		See Map
Copper Anti-Seize (Aero)	Curtis Industries	3 cans		See Map



Countertop Cleaner Polish	Magic American Corp.	deleted		See Map
CRF (Crack Filler ok)	Golden Bear Co.	200 gals	Health - 1	See Map
Crown & Chassis Grease NLGI #880	Texas Refinery Corp.	5 gal	Skin/eye irritant	See Map
Diesel oil (dieseline)	Shell (Helms)	500 gal	Health - 2	See Map
Dimonyl Enginer Oil 306-15-40	Swepco	25 gals	Health - 1	See Map
Disc Brake Quiet	CRC Chemicals	1 can	Health - 1	See Map
Disc Brake Quiet	KAR Products	1 box	Health - 1	See Map
Ductile Iron Pipe	Vintage Water Works	1500 ft	Health - 3	See Map
Dyna-Pro Under Coat	Handy Auto Supply	1 can	Health - 2	See Map
Dzl-Lene XL	Texas Refinery Corp.		Health - 0	See Map
E1 Summer Grade Concentrate	Speed Shore Corp.	24 cans	Health - 1	See Map



Easy-Arc 7014 Electrode	AIRCO Welding Prod.	25 lbs	Health - 1	See Map
Easy-Arc 7018 MR Electrodes	AIRCO Welding Prod.	15 lbs	Health - 1	See Map
Electric Motor Cleaner	Napa	3 cans		See Map
Electrical Coating	3M	1 can		See Map
Electrolyte (Process PH)	Hach Company	0	Skin/eye irritant	See Map
Embrace Room Deodorizer	National Chemsearch	12 cans	Health - 1	See Map
Expo Cleaner for Dry Erase Surfaces	Sanford Corp.	2 cans	Eye irritant	See Map
Fast Dry Acrylic Enamel	The Martin- Senour Co.	1	Avoid eyes/skin	See Map
Fire Clay	Piedmont	1 bag		See Map
Fire Extinguisher (chem)	Fire Safety	25 ea	Do not inhale	See Map
Fitting Gaskets Asbestos and Rubber	Richard Klinger, Inc.	24 ea	Avoid eyes, inhaling	See Map
Floor Sweep	Acme Rigging	5 bags		See Map



Flow Guard Pellets Black	Endustra Filter Manuf.	deleted		See Map
Form-A-Gasket #2	Handy Auto	3-11 oz. tubes	Hlth.-2, Fire-2	See Map
Formazin Turbidity Standard	Hach Company	750 ml	Skin/eye irritant	See Map
Formula 409 Antibacterial Cleaner	Clorox Company	2 qts	Avoid skin, eyes	See Map
Garlon	DOW Chemical	2 gal	Avoid skin, ingestion	See Map
Garlon 4 Herbicide	Jones Ranch & Feed	1 gallon		See Map
Gasoline (Shell Regular Unleaded)	Shell (Helms)	500 gal	Health - 3, Fire - 4	See Map
Gear Oil Treatment	Napa	2 cans		See Map
Giant 20lb Deodorant Blocks	Norlab, Inc.	2 cs.	Health - 3	See Map
Gold Line Clear 2000 ind. Cleaner	KAR Product	1 gal	None known	See Map
Grenadier Disinfect/Deodorize/Clean	National Chemsearch	PW	Health - 2	See Map
Hand Cleaner (formula II)	Sta-Lube,	1 can	Health - 1	See Map



	Inc.			
Hornet & Wasp Killer	Ortho	2 cans		See Map
Hydrochloric Acid	Sierra Chemical	4/55-gal drums	Hlth.-3; Fire-0; Reac.-1	See Map
Hy-Zinc Aerosol	National Chemsearch	12 cans	Health - 2	See Map
Industrial Spray Any Way Enamel	Plasti-Kote Co., Inc.	0	Avoid skin, eyes	See Map
Insect Sting Relief w/Benzocaine	Lab Safety	.22 oz.	Hlth.-1, Fire-3, Reac.-0	See Map
KAR Pipe Sealant with Teflon		6 tubes	Health - 1	See Map
Kerosene	Helm's Petroleum	55 gal	Fire - 2	See Map
K-Kleen For Toilets	Klix Corporation	2 gal	Avoid eyes	See Map
Klean Strip Graffiti Remover	Piedmont	deleted	Do not inhale	See Map
Klean-N-Prime	Napa	2 cans		See Map
Klix Odor Eliminator	Ukiah Paper Products	deleted		See Map
Kopr-Shield CP4d	Campton Electric	1 can		See Map
Kwik Klean (cleaner)	Ukiah Paper	1 gal	None	See Map



	Products			
Lacquer Thinner	Tri Valley Paints	5 gal		See Map
Lavoptik Eye, Face, Body Wash	Lavoptik Company, Inc.	2 kits		See Map
Lextend Aerosol	National Chemsearch	12 cans	Health - 3	See Map
Linseed Oil	Piedmont	1 qt		See Map
Liquid Paper Correction Fluid	Mendo-Lake Office	15 bottles	Health - 1	See Map
Liquid Powder Tracing Dye	Norlab Inc.	5-8oz btls	None known	See Map
Loctite 242 Threadlocker (blue)	Handy Auto Supply	4 tubes	Health-1, Fire-1, Reac.-1	See Map
Loctite 271 Threadlocker (red)	Handy Auto Supply	4 containers	Health-1, Fire-1, Reac.-2	See Map
Loctite 290 Threadlocker (green)	Handy Auto Supply	4 tubes	Health-2, Fire-1	See Map
Loctitie 640 Sleeve Retainer	Handy Auto Supply	4 containers	Health-1, Fire-1, Reac.-2	See Map
Loctite 7070 Cleaner	Napa	3 cans		See Map
Lub-A-Spray Graphite	Napa	2 tubes		See Map



Lubrease Aerosol	National Chemsearch	12 cans	Health - 1	See Map
Lubriplate #110 Brake Lube	KAR Product	1 can	Health - 2	See Map
Lubriplate 630-AA	Napa	1 can		See Map
Mac's Injector Care	Napa	2 cans	Health - 2	See Map
Mac's Non-chlorinated Brake Cleaner	Handy Auto	12-16 oz. cans	Hlth.-2, Fire-3, Reac.-0	See Map
Marking Chalk (Blue,White,Green)	Aervoe-Pacific Co.	3 cases	Do not inhale	See Map
Marking Paint	Aervoe-Pacific Co.	3 cases	Do not inhale	See Map
Marvel Lubricating Oil	Napa	2 tubes		See Map
Maxi-Lube	National Chemsearch	2 cans	Health - 1	See Map
MC-250 Cold Mix (liquid asphalt)	Parnum Paving	40 tons	Health - 2	See Map
Medi-Spray Aerosol	Ukiah Paper Products	12 cans	Eye irritant	See Map
Mild Steel Cov Electrodes (Welding)	Alloy Rods Corp.	25 lbs	Health - 2	See Map
Mineral Seal Oil	Handy Auto	1/2 cup	Hlth.-NA, Fire-NA, Reac.-NA	See Map



Min-Wax Wood Finish	Piedmont	1 qt		See Map
Mirror Repair Kit (Accelerator)	KAR Product	2 kits	Avoid eyes, skin	See Map
Mirror Repair Kit (Adhesive)	KAR Product	3 cans	Health - 1	See Map
Motor Oil (Shell)	Shell (Helm's)	600 qts.	Health - 1	See Map
Naturalizer Aerosol	National Chemsearch	12 cans	Health - 1	See Map
Naturalizer VC Liquid	National Chemsearch	7 gal	Hlth.-1; Fire-2; Instab.-0	See Map
NC-123 Aerosol	National Chemsearch	12 cans	Health - 3, Fire - 3	See Map
ND-165	National Chemsearch	5 gal	Health - 1	See Map
Never-Seize	Handy Auto Supply	2 cans		See Map
Nickel Arc Electrodes/Cast Iron Weld	Alloy Rods Corp.	5 lbs	Health - 2	See Map
Nitrogen Gas	Lake Co. Welders	1 cyl	Health - 3	See Map
Non-Chlorinated Brake Cleaner	Valvoline Company	12	Skin/eye irritant	See Map
Odor Eliminator Deodorant	Klix Corporation	2 gal	Avoid skin, eyes	See Map



Oil (Bar and Chain)	Stihl	1 gal	Health - 1	See Map
Outside Gear Lube	Southwestern Petro.	24 tubes	None	See Map
Oxygen (welding)	Lake Co. Welders	2 cyl	None	See Map
Ozium Glycol-ized Air Sanitizer	Blue Coral Inc.	1 can	Health - 1	See Map
Ozone (Gaseous)	Generated On-site	Unknown	Do not inhale	See Map
Paint & Gasket Remover TM 75005	Curtis Industries	6 cans	Health - 2, Fire - 4	See Map
Permanent Markers	Mendo-Lake	8 ea		See Map
Permatex Ultra Blue	Handy Auto Supply	6 tubes	Health - 2	See Map
Personal Antimicrobial Wipe (PAWS)	Lab Safety	20 pks.	Hlth.-0; Fire-2; Reac.-0	See Map
Pine Sol Cleaner	Piedmont	1 bottle	Avoid eyes	See Map
Plasti-Kote 2355N Flat Black	Plasti-Kote Co., Inc.	3 cans	Avoid eyes, skin	See Map
Polyethylene Tubing	Vintage Water Works	1000 ft	Health - 1	See Map
Potassium Bromide	Hach Company	500 mg	Health - 2	See Map



Potassium Chloride-Reference Electrolyte Cartridge	Hach Company	6/3cc cartridges	Hlth.-1; Fire-1; Reac.-0	See Map
Power Steering Fluid	Valvoline (Handy Auto)	3 qts.	Health-1, Fire-1	See Map
P-O-W Aerosol	National Chemsearch	12 cans	Health - 3	See Map
Pro Grip 4000	Fel-Pro Chemical Prod.	2 oz	Skin/eye irritant	See Map
Pro-Kleen (Battery Protector)	Curtis Industries	10 cans	Health - 3	See Map
Pro-Kleen (Red 83240/TM2551)	Curtis Industries	12 16oz cans	Health-2, Fire-4	See Map
Propane Gas	AmeriGas	600 gal	Health - 1	See Map
Purechlor Sanitizer	All-Pure Chem Co.	2 gals	Health - 1	See Map
PVC Cement (clear) #711	Vintage Water Works	10 cans	Health - 3, Fire - 4	See Map
PVC Cement (Gray) #712	Vintage Water Works	6 cans	Health - 3, Fire - 4	See Map
PVC Cement (wet set)	Vintage Water Works	6 cans	Health - 3, Fire - 4	See Map



PVC Pipe & Fittings	Vintage Water Works	150	Health - 1, Fire - 2	See Map
Quiet Brake	Handy Auto Supply	6 cans		See Map
Rain-X	Napa	2 bottles		See Map
Read Right Screen Cleaner	Ko nocti Computer	1 bottle		See Map
Rector Seal No. 5	Vintage Water Works	6 cans	Health - 1, Fire - 2	See Map
Resin (Fiberglass)	PPG Industries	0	Do not inject	See Map
Resinoid Bonded Grinding Wheels	Norton Co.	20 ea.	Health - 1	See Map
Root Out	National Chemsearch	deleted	Health - 1	See Map
Root Stimulator and Starter Solution	Green Light Products	deleted	Avoid eyes, inhale	See Map
Round Up	United Ag	20 gal	Health - 2	See Map
RTV Clear Silicone	Lakeparts Service	2 cans	Health - 1	See Map
RTV Silicone Blue Gasket Maker	Handy Auto Supply	3 tubes	Health - 1	See Map
Rubber Cement (tire patch)	Napa	6 tubes		See Map



RuGLIDE Tire Mounting Rubber Lubricant	Handy Auto	5-gallons	Hlth.-1; Fire-0; reac.-0	See Map
Saf-T Solvent	Curtis Industries	10 cans	Health - 2	See Map
Sana-Bole Cleaner	Ukiah Paper Products	1.5 gal	Health - 2	See Map
Scentron Bowl Bars	National Chemsearch	deleted	Health - 1	See Map
Scentry Urinal Screens	National Chemsearch	deleted		See Map
Selex 100 (silicone lubricant)	Curtis Industries	12 cans	Health - 1, Fire - 4	See Map
Shell AR 4000 Paving Asphalt Cement	Parnum Paving	None	Health - 1	See Map
Sight Savers Disposable Clean Station	Bausch & Laumb	3 bottles	None	See Map
Sikaflex 1A	Sika Corp.	1 case	Health - 2	See Map
Silica Gel	Hach Co.	30 pkgs.	Health - 1	See Map
Silicone Lubricant All Purpose	Curtis Industries	2 tubes	Health - 1	See Map
Silicone Sealant	Curtis Industries	5-3oz tubes	Health-1, Fire-1	See Map
Silicone Spray 8300	Napa	1 can	Avoid eyes, skin	See Map



Simple Green	Sunshine Makers, Inc.	2 qts	Eye irritant	See Map
Snapper "00" Grease	Unocal Corp.	1 can	Fire - 1	See Map
Solder Acid Core	Lake Co. Welders	5 rolls		See Map
Solder Flux (Silver)	Lake Co. Welders	2 jars		See Map
Solder Silver	Lake Co. Welders	10 rods		See Map
Soldering Paste	Lake Co. Welders	2 cans		See Map
Solvent Recycled 105	Safety-Kleen	10 gallons	Health -1, Fire - 2	See Map
Spark Kleen	Curtis Industries	12 cans	Health - 3	See Map
Spray Paint (Aervoe) (Street Marking)	Bay Area Barricade	50 cans	Health - 2, Fire - 4	See Map
SR2000 Super Regular Unleaded Gasoline	Shell (Helms)	1000 Gal.	Health-2, Fire - 4	See Map
Sta-Lube Hand Cleaner	Ukiah Paper Products	2 tubs		See Map



Starting Fluid	Napa-Handy Auto	2 cans	Health - 1, Fire - 4	See Map
STP	Lakeparts Service	6 bottles		See Map
Sulfuric Acid Powder Pillows	Hach Co.	100 packs	Health - 2	See Map
Super 300 Gasket Sealant	Napa	2 cont.		See Map
Super Gel Lube 81740	KAR Products	10 cans	Health - 1, Fire - 4	See Map
Surface Conditioning Discs	KAR Product	100 discs	Health - 1	See Map
Teflon Sealing Tape	KAR Product	20 rolls	None known	See Map
Thread Locker (Hi-Strength)	Bowman Distribution	1 tube	Avoid skin, eyes	See Map
Thread Locker (Medium strength)	Bowman Distribution	0 tube	Avoid skin, eyes	See Map
Thread-Eze	National Chemsearch	10 bottles	Avoid skin, eyes	See Map
Total Chlorine Reagent	Hach Company	50 mg	Health - 2	See Map
Traffic Paint (Pervo) Oil Base	Treso Paints	500 gal	Health - 3	See Map
Transmission Fluid (Shell)	Shell	36 qts	Do not ingest	See Map



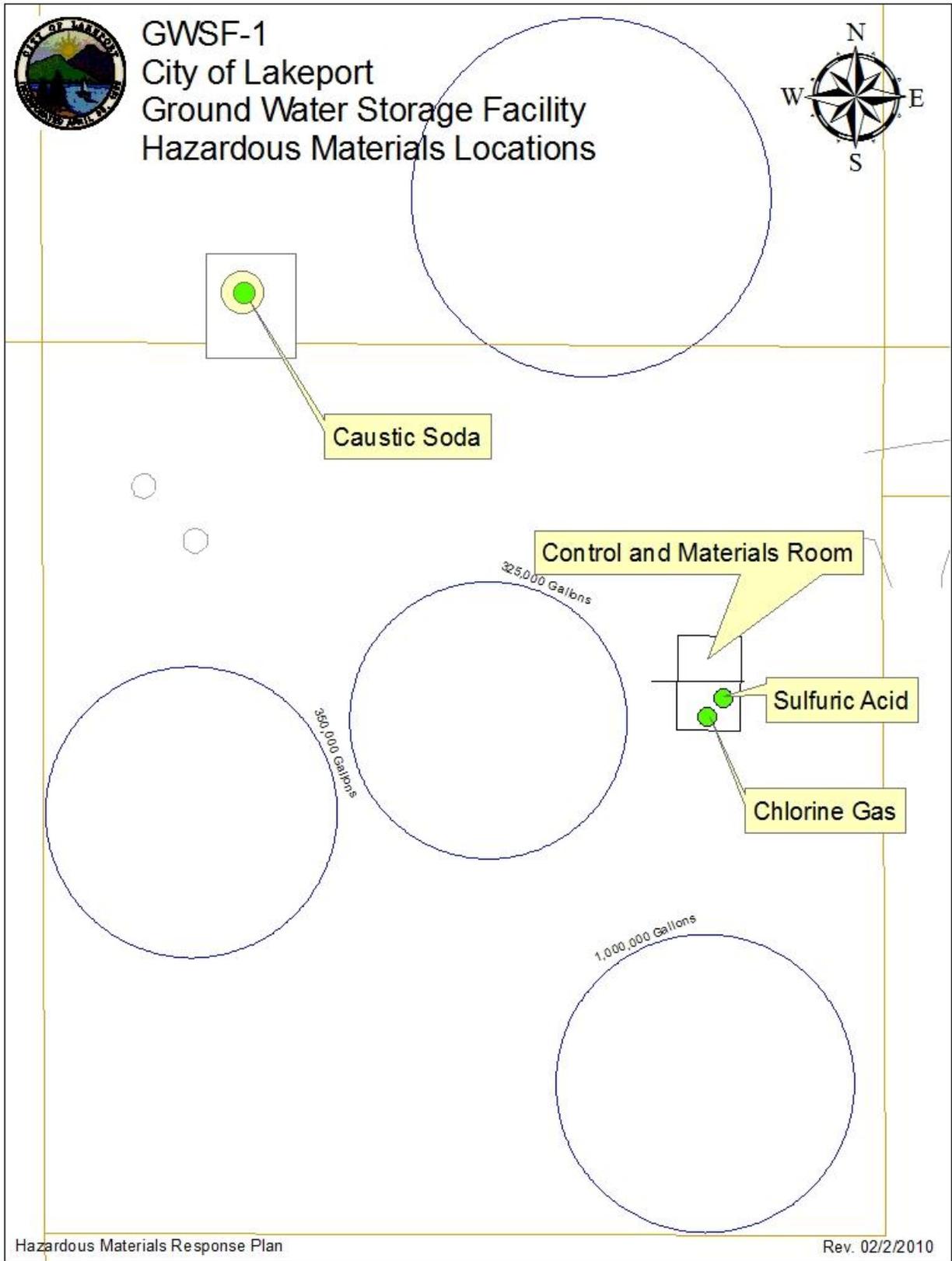
Turbine Oil (Shell Turbo T Oil)	Helm's Petroleum	10 gal	Health - 1	See Map
Type 6011 Electrode	AIRCO Welding Prod.	10 lbs	Health - 1	See Map
Type 6013 Electrodes	AIRCO Welding Prod.	15 lbs	Health - 1	See Map
Undercoater & Sealer	Flo-Kem, Inc.	2 cans	Avoid eyes, ingestion	See Map
Valve Grinding Compount	Handy Auto Supply	2 cans	Eye irritant	See Map
Vari-Purpose Gear Oil 890	Texas Refinery Corp.	1 drum	None	See Map
Vionex Antimicrobial Hand Soap	Viro Research Int'l, Inc,	36	Avoid eyes	See Map
Wall Joint Compound	Piedmont	2 pails		See Map
WD-40 Bulk Liquid	Handy Auto Supply	6 cans	Health - 2	See Map
Welding Solid Wire and Rod	Lake Co. Welders	33 lbs roll	Health - 1	See Map
White Grease	Aerosol System,	6 cans	Eye/skin	See Map

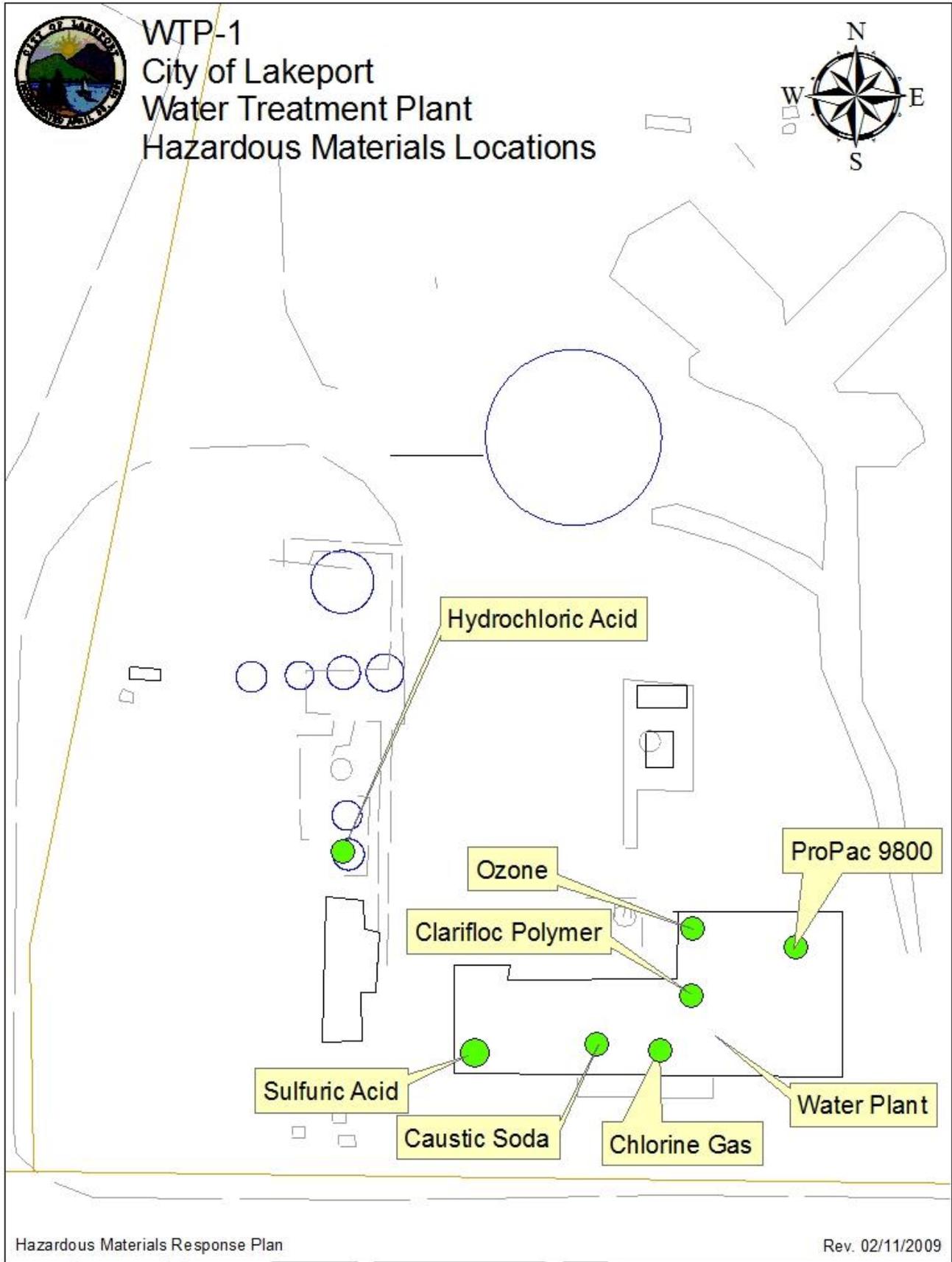


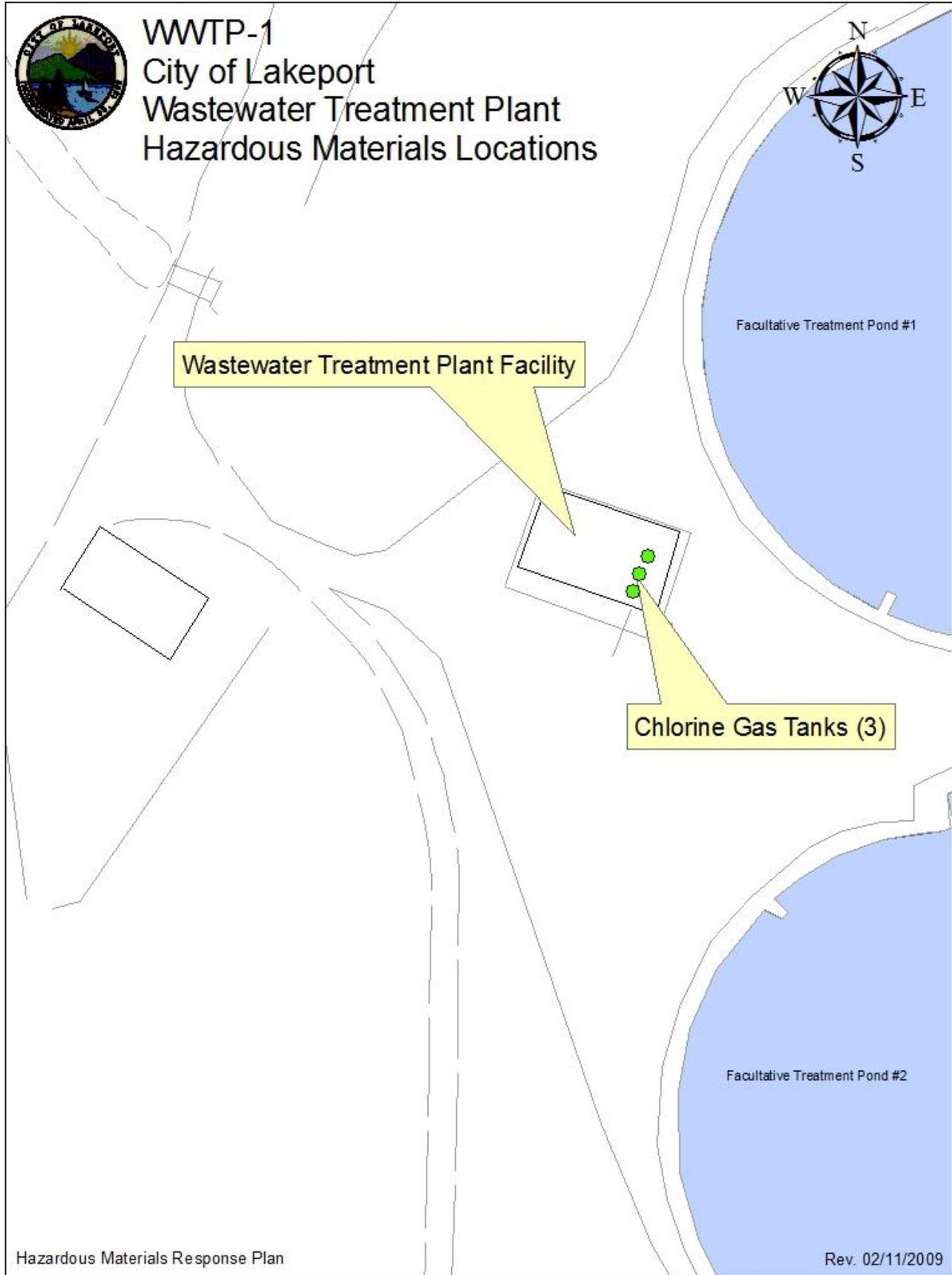
	Inc.		irritant	
Windex	Piedmont	1 bottle	Avoid eyes, skin	See Map
Windshield Washer Solution	Napa	2 gal	Health - 1	See Map
Wood Glue (Elmer's)	Piedmont	1 bottle		See Map
Yield Aerosol	National Chemsearch	12 cans	Health - 1, Fire - 3	See Map

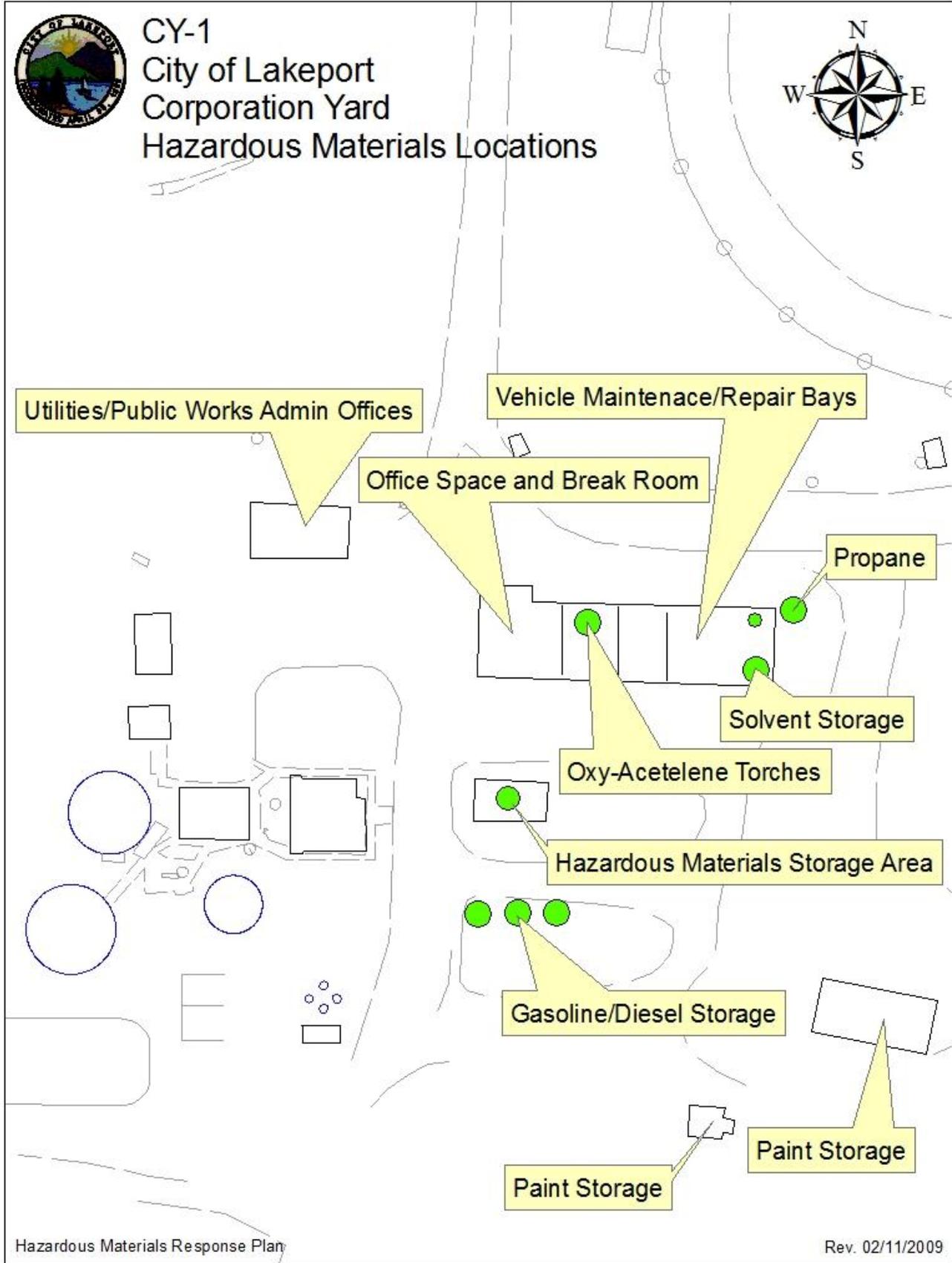


**Hazardous Material Location Maps**









**EMERGENCY RESPONSE EQUIPMENT INVENTORY AND LOCATION****Groundwater Storage Facility**

<b>Equipment Type</b>	<b>Category</b>	<b>Description</b>	<b>Location Code</b> (see map GWSF-2 below for physical location)
Cartridge Respirators	Protective, safety, first aid		L-1
Chemical Protective Gloves	Protective, safety, first aid		L-1
Face Shields	Protective, safety, first aid		L-1
First Aid Kit/Stations	Protective, safety, first aid		L-1
Hard Hats	Protective, safety, first aid	2 hard hats	L-1
Plumbed Eye Wash Solution	Protective, safety, first aid		L-2
Safety Glasses/Splash	Protective, safety, first aid		L-1



Goggles			
Safety Showers	Protective, safety, first aid		L-2
Self-Contained Breathing Apparatus (SCBA)	Protective, safety, first aid		L-3
Harness	Protective, safety, first aid	Fall protection	L-1
Fire Extinguishers	Fire extinguishing		L-1
Chemical Alarms	Communications and alarms systems	CL2 leak detector	L-1
Intercom/PA System	Communications and alarms systems	Public Works radio repeater	L-1
Telephone	Communications and alarms systems	Single land-line, telephone	L-1

**Water Treatment Plant**

<b>Equipment Type</b>	<b>Category</b>	<b>Description</b>	<b>Location Code</b> (see map GWSF-2 below for physical location)
Cartridge Respirators	Protective, safety, first aid	5 acid/CL2 cartridge respirators	L-1
Chemical Monitoring Equipment	Protective, safety, first aid	L.M.I. Pumps	L-1
Chemical Protective Aprons/Coats	Protective, safety, first aid	Extra coats available on site	L-1
Chemical Protective Boots	Protective, safety, first aid	Each employee stationed at plant possesses a pair of boots	L-1
Chemical Protective Gloves	Protective, safety, first aid	Each employee stationed at plant possesses a pair of gloves	L-1
Chemical Protective Suits	Protective, safety, first aid	Each employee stationed at plant possesses a suit	L-1
Face Shields	Protective, safety, first aid	Each employee stationed at plant possesses a shield	L-1
First Aid	Protective,	Located in Lab room	L-1



Kit/Stations	safety, first aid		
Hard Hats	Protective, safety, first aid	2 hard hats	L-1
Plumbed Eye Wash Solution	Protective, safety, first aid	1 located in Filter room, 1 located at acid station, 1 located next to CL2 room	L-2
Respirator Cartridges	Protective, safety, first aid	1 extra set is available on site	L-1
Safety Glasses/Splash Goggles	Protective, safety, first aid	Each employee has a pair and extra pairs are available	L-1
Safety Showers	Protective, safety, first aid	1 located in Filter room, 1 located at acid station, 1 located next to CL2 room	L-2
Self-Contained Breathing Apparatus (SCBA)	Protective, safety, first aid		L-1
Fire Extinguishers	Fire extinguishing	7 total: 2 at water plant, one in each vehicle	L-1
Berms/Dikes	Spill control and decontamination	Controlled spillway	L-1
Emergency Tanks	Spill control and decontamination	Secondary containment tanks	L-3
Exhaust Hoods	Spill control and	Exhaust hoods in CL2 room breaker	L-1



	decontamination	room, filter room, and Ozone room	
Neutralizers	Spill control and decontamination	Vita-Chlor CL2 neutralizer	L-1
Chemical Alarms	Communications and alarms systems	CL2 leak detector	L-1
Portable Radios	Communications and alarms systems	Each employee has a radio	L-1
Telephone	Communications and alarms systems	Single land-line, telephone	L-1

**Wastewater Treatment Plant**

<b>Equipment Type</b>	<b>Category</b>	<b>Description</b>	<b>Location Code</b> (see map GWSF-2 below for physical location)
Cartridge Respirators	Protective, safety, first aid	Full face respirator	L-2
Face Shields	Protective,	Full face shield	L-2



	safety, first aid		
First Aid Kit/Stations	Protective, safety, first aid	Basic first aid kit	L-2
Plumbed Eye Wash Solution	Protective, safety, first aid	Located outside building	L-5
Safety Showers	Protective, safety, first aid		L-5
Self-Contained Breathing Apparatus (SCBA)	Protective, safety, first aid	Out of date SCBA	L-2
Fire Extinguishers	Fire extinguishing	1 in control room, 1 in lab room, 1 in Irrigation building	L-1, L-2, L-6
Telephone	Communications and alarms systems	1 in control room, 1 in lab room	L-1, L-2
Tank Leak Detection System	Communications and alarms systems	CL2 gas detector	L-3, L-4



**Corporation Yard**

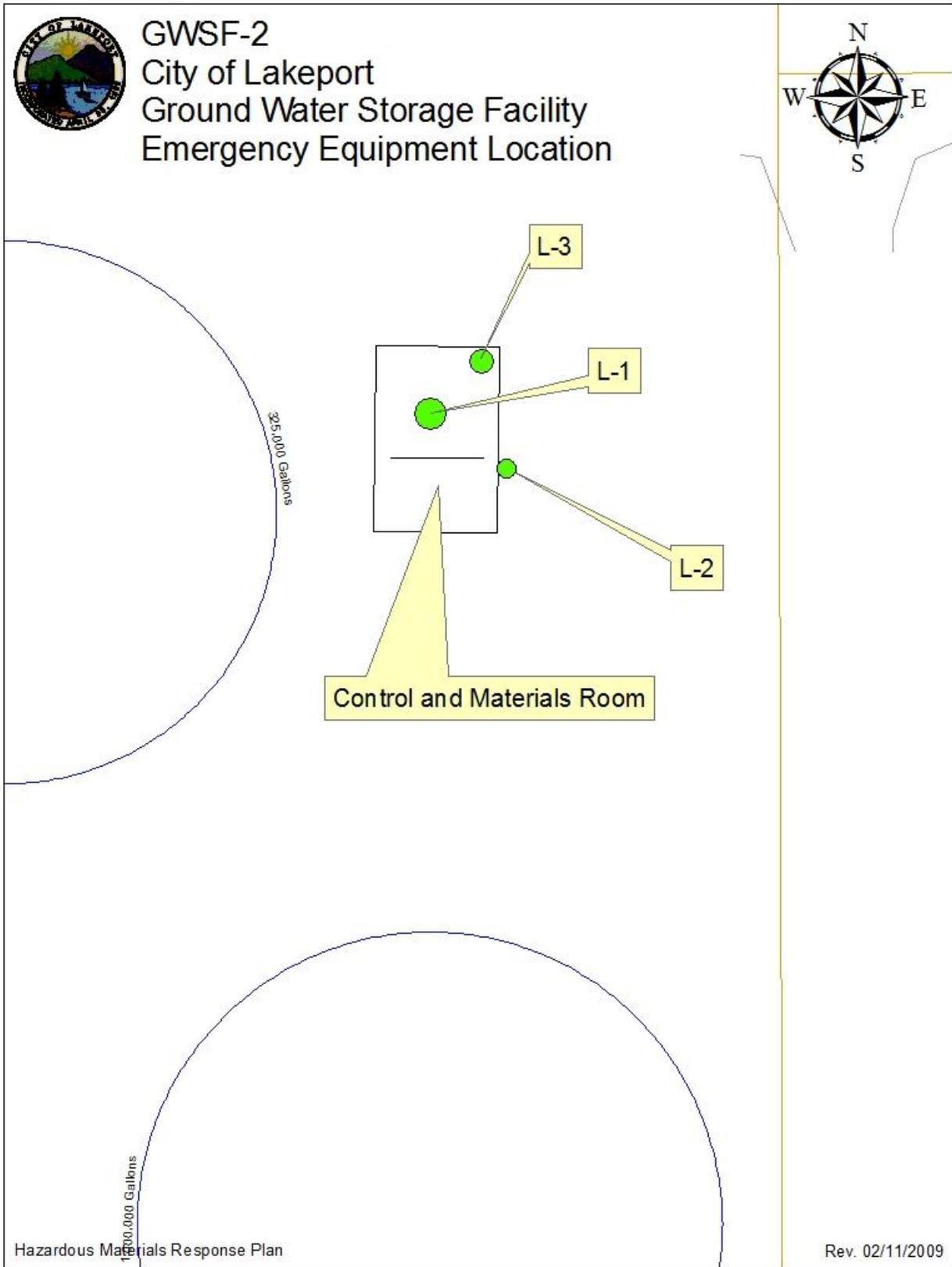
<b>Equipment Type</b>	<b>Category</b>	<b>Description</b>	<b>Location Code</b> (see map CY-2 below for physical location)
Cartridge Respirators	Protective, safety, first aid	Full face respirator	
Face Shields	Protective, safety, first aid	Full face shield	L-2, L-5
First Aid Kit/Stations	Protective, safety, first aid	Basic first aid kit	L-1, L-8, L-10, L-11
Hard Hats	Protective, safety, first aid	Six hard hats present in main office, hats also available in trucks	L-10, L-11
Plumbed Eye Wash Solution	Protective, safety, first aid	Located outside building	L-6, L-7
Portable Eye Wash Kit	Protective, safety, first aid		L-11
Safety Glasses	Protective, safety, first aid	Glasses and earplugs	L-2, L-8, L-10, L-11
Safety Showers	Protective, safety, first aid	Located outside buildings	L-6, L-10
Self-Contained	Protective,	Out of date SCBA	L-2

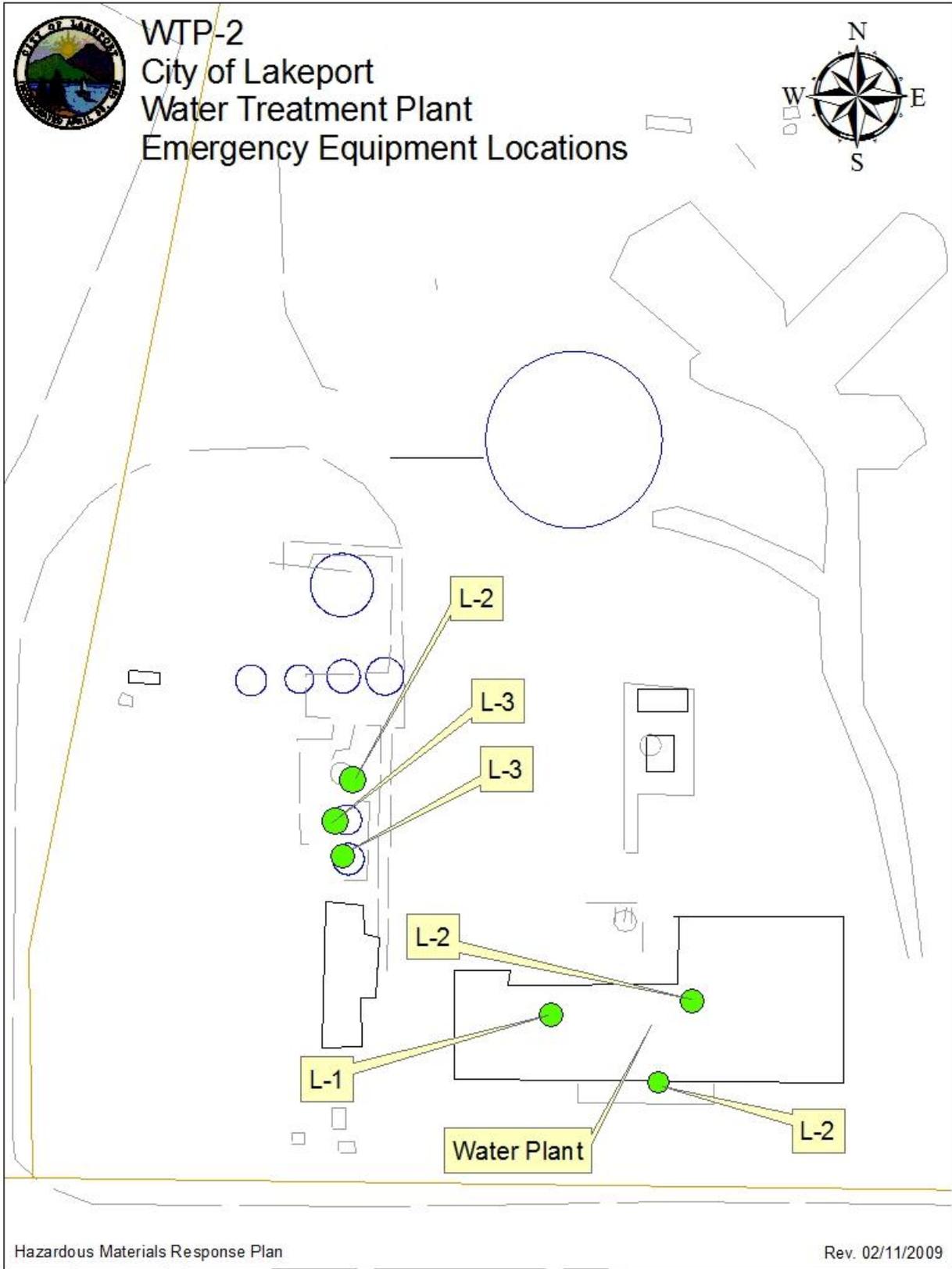


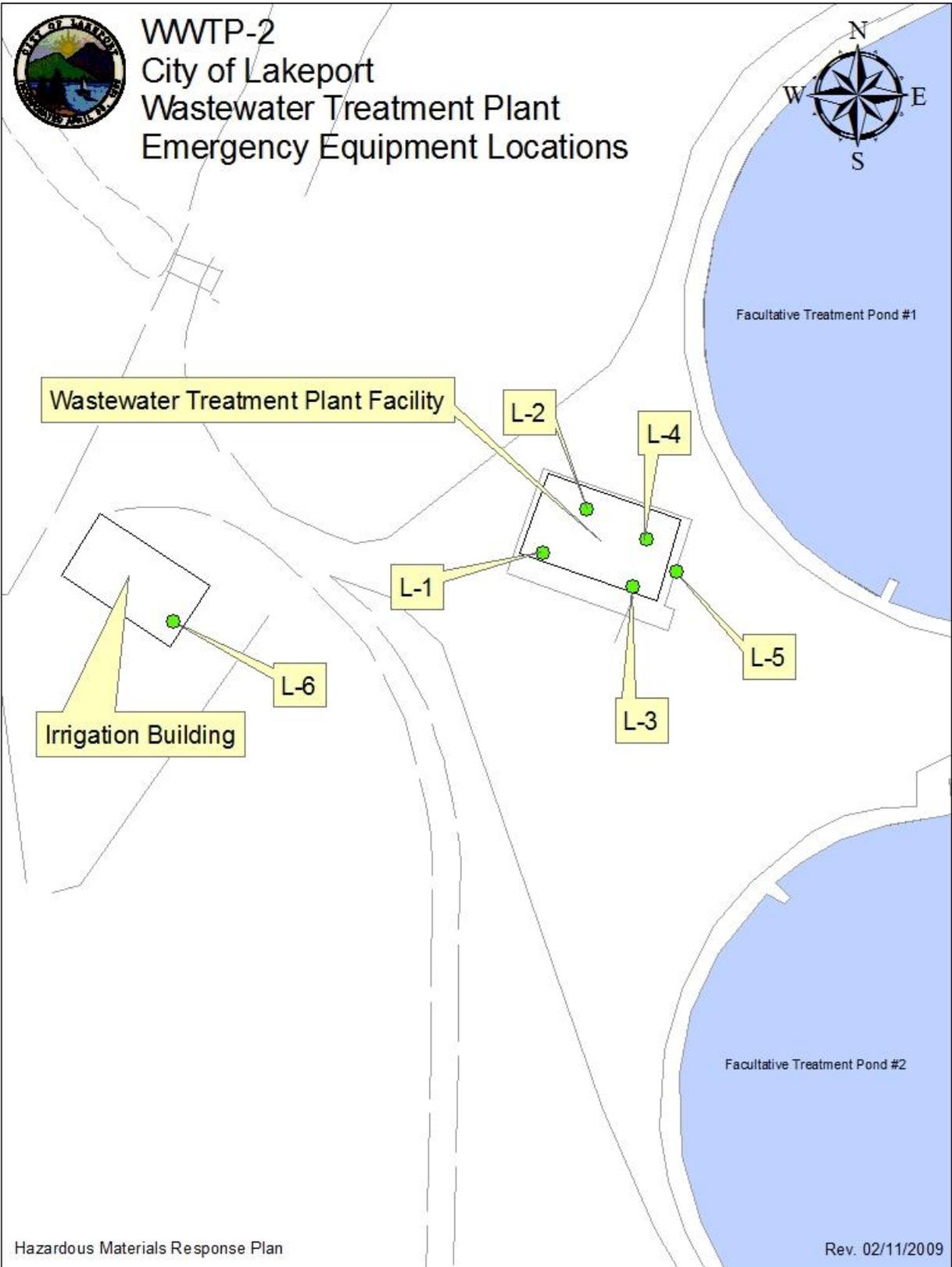
Breathing Apparatus (SCBA)	safety, first aid		
Other	Protective, safety, first aid	Portable stretcher	L-2
Other	Protective, safety, first aid	CPR valve mask, CPR face kit	L-10
Fire Extinguishers	Fire extinguishing	1 in control room, 1 in lab room, 1 in Irrigation building	L-1, L-2, L-3, L-5, L-7, L-8, L-9, L-10, L-11, L-12
Spill Kits and Absorbents	Spill Control and Decontamination Equipment	3 universal spill kits, oil absorbent pig booms and pads, skimmer pig pillows	L-1
Intercom/PA System	Communications and alarms systems		L-10
Portable Radio	Communications and alarms systems	Main office has 7 radios, additional found throughout Corp Yard	L-1, L-7, L-8, L-10
Telephone	Communications and alarms systems		L-1, L-7, L-8, L-10
Tank Leak Detection System	Communications and alarms systems	CL2 gas detector	L-3, L-4

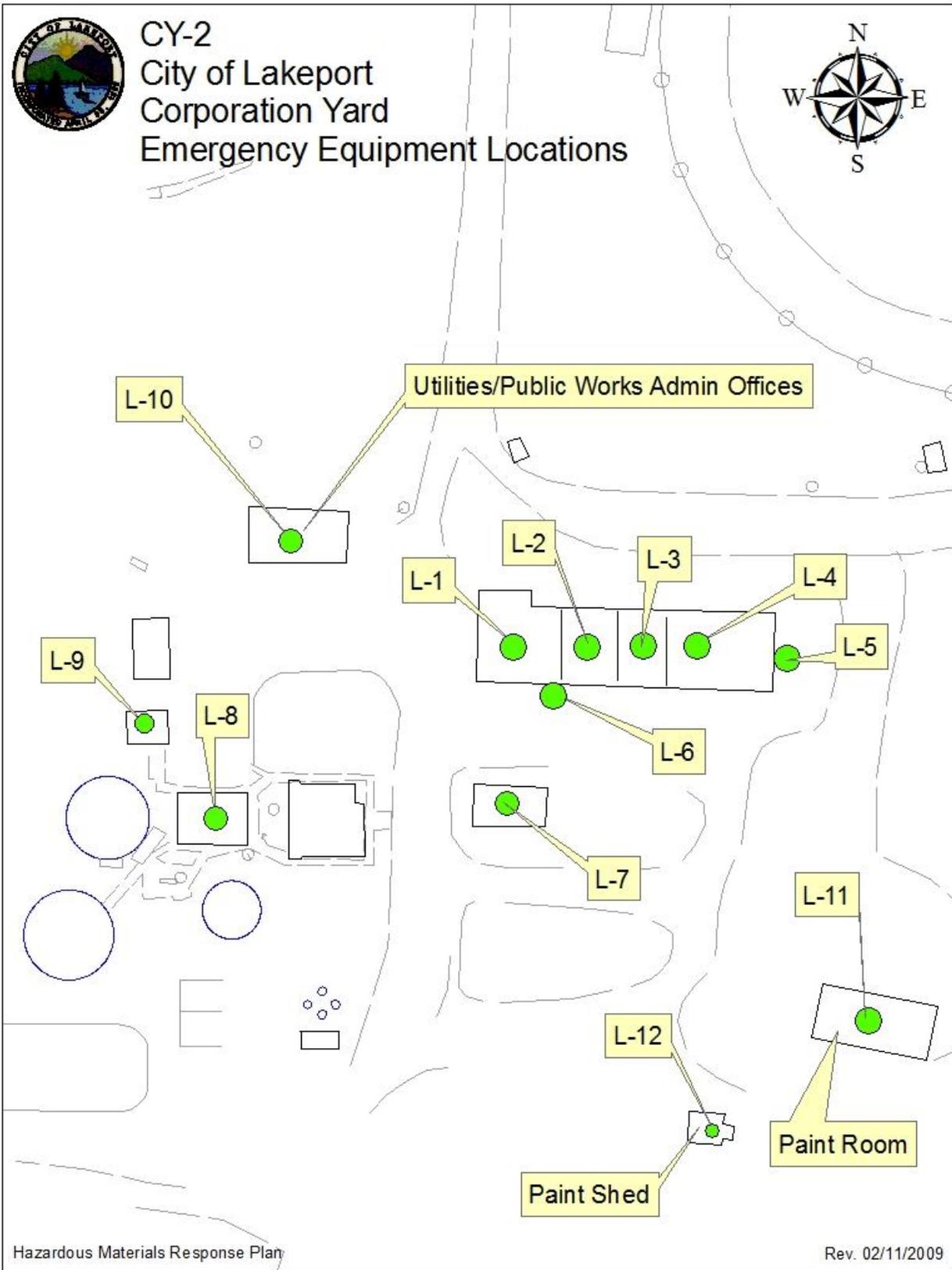


**Emergency Equipment Location Maps**











## **PERSONNEL TRAINING PROGRAM**

New City employees are required to participate in an extensive introduction to City policies and procedures, which include hazardous communications and awareness. Elements of this introduction are reviewed regularly and modified as appropriate. The Utilities Department conducts weekly safety/staff meetings and routinely discusses safe handling of hazardous materials with employees.

Employees shall be trained and certified every year on refresher CPR protocols by the local fire department. The fire department will instruct city utilities staff on the use of fire extinguishers as well.

City utilities staff undergo regular training on the use of emergency response equipment and supplies that are under City control, including spill simulations and hazardous material release exercises. These training sessions are to be documented, noting employees who were in attendance and the subject of discussion. Additionally, the City will work actively to include documentation of training received in employee personnel files.

All personnel stationed at the locations described in this plan shall be trained regularly on the following procedures:

- Internal alarm/notification
- Evacuation/re-entry procedures & assembly point locations
- Emergency incident reporting
- External emergency response organization notification
- Location(s) and contents of Emergency Response/Contingency Plan
- Facility evacuation [drills are to be conducted annually]



Personnel responsible for the handling and use of the hazardous materials described in this plan shall be trained regularly on the following:

- Safe methods for handling and storage of hazardous materials
- Location(s) and proper use of fire and spill control equipment
- Spill procedures/emergency procedures
- Proper use of personal protective equipment
- Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (*i.e., inhalation, ingestion, absorption*)
- Hazardous Waste Handlers/Managers should be trained in all aspects of hazardous waste management specific to their job duties (*e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.*)

This Hazardous Materials Incident Response Plan is posted at all City facilities where hazardous materials are stored and put to use. It is reviewed by staff annually during the HAZCOM safety meeting

The City has also implemented an extensive safety training program, known as "My Safety Officer." In accordance with Cal OSHA guidelines and requirements, policies will be developed, and training will be conducted, on the following:

- Bloodborne Pathogens
- Chemical Hygiene
- Confined Space
- Electrical Safety (low voltage)
- Emergency Action Plan
- Fall Protection
- Fire Prevention Plan



- Hazard Communication
- Hazardous Waste Management
- Hearing Conservation
- Hotwork
- Illness and Injury Prevention
- Lockout/Tagout
- Process Safety Management
- Respiratory Protection and
- Zoonotics



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# **APPENDIX**

**SEWAGE SPILL REPORT**



14. Estimated quantity of sewage spilled (in gallons): \_\_\_\_\_ Estimated quantity recovered: \_\_\_\_\_

15. Clean-up, mitigation actions taken at spill: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Corrective/preventative action(s) taken to prevent reoccurrence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Comments/discussion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Notified Utilities Superintendent  yes \_\_\_\_\_  
Date/Time/By

**Note:** Please submit this SSO report to the Compliance Officer no later than 24 hours after identification of a spill except for situations involving discharge into a drainage channel or surface water, which require immediate notification of the Compliance Officer.

Completed by: \_\_\_\_\_

*I certify that the above information is true and accurate.*

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE COMPLIANCE OFFICER

19. Notified Guy Childs at Central Valley Regional Water Quality Control Board, (916) 464-4648 or (916) 255-3000. A follow up spill report is required within 14 days.

- faxed to 916-464-4780  
 by telephone

\_\_\_\_\_  
Date/Time/By

20. If spill reached drainage channel or surface water, notified the Lake County Environmental Health Department, 263-1164 within 2 hours of becoming aware of spill.

- faxed to 263-1681  
 by telephone

\_\_\_\_\_  
Date/Time/By

21. Notified Lake County Office of Emergency Services, 263-1813, within 2 hours of becoming aware of spill. Contacted Central Dispatch at 263-2331, if spill occurred after hours.

yes     no \_\_\_\_\_  
Date/Time/By

22. Were pictures taken?  yes  no *(If yes, attach copies)* OES Control No.: \_\_\_\_\_

**Note:** Spills shall be reported to the Central Valley Regional Water Quality Control Board, State OES, and the Lake County Environmental Health Department, if determined necessary by the Compliance Officer. Such determination will be based on established requirements issued by the SWRCB and RWQB.

Completed by: \_\_\_\_\_

*I certify that the above information is true and accurate.*

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

cc: OES, if notified per No. 9 and/or 10 above  
Lake County Environmental Health

**EMERGENCY RELEASE FOLLOW-UP NOTICE REPORTING FORM**

**EMERGENCY RELEASE FOLLOW - UP NOTICE REPORTING FORM**

<b>A</b>	BUSINESS NAME	FACILITY EMERGENCY CONTACT & PHONE NUMBER (   )   -   -		
<b>B</b>	INCIDENT DATE MO   DAY   YR	TIME OES NOTIFIED	(use 24 hr time)	OES CONTROL NO.
<b>C</b>	INCIDENT ADDRESS LOCATION	CITY / COMMUNITY	COUNTY	ZIP
<b>D</b>	CHEMICAL OR TRADE NAME (print or type)			CAS Number
	CHECK IF CHEMICAL IS LISTED IN 40 CFR 355, APPENDIX A <input type="checkbox"/>		CHECK IF RELEASE REQUIRES NOTIFICATION UNDER 42 U.S.C. Section 9603 (a) <input type="checkbox"/>	
	PHYSICAL STATE CONTAINED <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	QUANTITY RELEASED	
	ENVIRONMENTAL CONTAMINATION <input type="checkbox"/> AIR <input type="checkbox"/> WATER <input type="checkbox"/> GROUND <input type="checkbox"/> OTHER	TIME OF RELEASE	DURATION OF RELEASE — DAYS — HOURS — MINUTES	
<b>E</b>	ACTIONS TAKEN			
<b>F</b>	KNOWN OR ANTICIPATED HEALTH EFFECTS (Use the comments section for addition information)			
	<input type="checkbox"/> ACUTE OR IMMEDIATE (explain) _____			
	<input type="checkbox"/> CHRONIC OR DELAYED (explain) _____			
	<input type="checkbox"/> NOTKNOWN (explain) _____			
<b>G</b>	ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS			
<b>H</b>	COMMENTS (INDICATE SECTION (A - G) AND ITEM WITH COMMENTS OR ADDITIONAL INFORMATION)			
<b>I</b>	CERTIFICATION: I certify under penalty of law that I have personally examined and I am familiar with the information submitted and believe the submitted information is true, accurate, and complete.			
	REPORTING FACILITY REPRESENTATIVE (print or type) _____			
	SIGNATURE OF REPORTING FACILITY REPRESENTATIVE _____			DATE: _____

## **EMERGENCY RELEASE FOLLOW-UP NOTICE REPORTING FORM INSTRUCTIONS**

### **GENERAL INFORMATION:**

Chapter 6.95 of Division 20 of the California Health and Safety Code requires that written emergency release follow-up notices prepared pursuant to 42 U.S.C. § 11004, be submitted using this reporting form. Non-permitted releases of reportable quantities of Extremely Hazardous Substances (listed in 40 CFR 355, appendix A) or of chemicals that require release reporting under section 103(a) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 [42 U.S.C. § 9603(a)] must be reported on the form, as soon as practicable, but no later than 30 days, following a release. The written follow-up report is required in addition to the verbal notification.

### **BASIC INSTRUCTIONS:**

- The form, when filled out, reports follow-up information required by 42 U.S.C § 11004. Ensure that all information requested by the form is provided as completely as possible.
- If the incident involves reportable releases of more than one chemical, prepare one report form for each chemical released.
- If the incident involves a series of separate releases of chemical(s) at different times, the releases should be reported on separate reporting forms.

### **SPECIFIC INSTRUCTIONS:**

Block A: Enter the name of the business and the name and phone number of a contact person who can provide detailed facility information concerning the release.

Block B: Enter the date of the incident and the time that verbal notification was made to OES. The OES control number is provided to the caller by OES at the time verbal notification is made. Enter this control number in the space provided.

Block C: Provide information pertaining to the location where the release occurred. Include the street address, the city or community, the county and the zip code.

Block D: Provide information concerning the specific chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Check all categories that apply. Provide best available information on quantity, time and duration of the release.

Block E: Indicate all actions taken to respond to and contain the release as specified in 42 U.S.C. § 11004(c).

Block F: Check the categories that apply to the health effects that occurred or could result from the release. Provide an explanation or description of the effects in the space provided. Use Block H for additional comments/information if necessary to meet requirements specified in 42 U.S.C. § 11004(c).

Block G: Include information on the type of medical attention required for exposure to the chemical released. Indicate when and how this information was

made available to individuals exposed and to medical personnel, if appropriate for the incident, as specified in 42 U.S.C. § 11004(c).

Block H: List any additional pertinent information.

Block I: Print or type the name of the facility representative submitting the report. Include the official signature and the date that the form was prepared.

**MAIL THE COMPLETED REPORT TO:**

**Chemical Emergency Planning and Response Commission (CEPRC) /**

**Attn: Section 304 Reports**

**Hazardous Materials Unit**

**3650 Shriever Avenue**

**Mather, CA 95655**

NOTE: Authority cited: Sections 25503, 25503.1 and 25507.1, Health and Safety Code. Reference: Sections 25503(b)(4), 25503.1, 25507.1, 25518 and 25520, Health and Safety Code.

**EMERGENCY INCIDENT REPORTING FORM**  
(Post-Incident Reporting/Recording)

**Facility Owner:**

Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

**Facility:**

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_

**Type of Incident (e.g. fire, explosion, etc.):** \_\_\_\_\_

**Name & quantity of material(s) involved:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Extent of injuries, if any:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assessment of actual or potential hazard to human health or the environment, if Applicable:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated quantity and disposition of recovered material that resulted from the Incident:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cause(s) of the incident:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Actions taken in response to the incident:

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Administrative or engineering controls designed to prevent such incidents in the Future:

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---

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Signature

---

Date

**HAZARDOUS MATERIALS/WASTE STORAGE AREA INSPECTION FORM**

# City of Lakeport

Community Development and Utilities Department  
Compliance Division

Inspection Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_

## HAZARDOUS MATERIALS STORAGE PROGRAM VIOLATION CODES GENERAL STORAGE PROVISIONS

*Authority Cited: Health and Safety Code (HSC); California Code of Regulations, Title 8, Div. 1, Chapter 4 (CCR)*

This document has been prepared to briefly summarize common violations observed at facilities that store or handle hazardous materials. Each requirement of law/regulation is identified by a Violation Code (VC) to help you understand violations noted in an Official Notice of Inspection. The complete and official text of these requirements can be found on-line at: [www.calregs.com](http://www.calregs.com) for CCR; [www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html) for HSC; and [www.EHinfo.org/hazmat](http://www.EHinfo.org/hazmat) for SCCO. If you would like to discuss any interpretations of these requirements, please call HMCD at (408) 918-3400 and ask for the Hazardous Materials Program Manager.

### A. Permits, HMBP/Registration Form

v	N/A	Violation Code	Regulatory Citation	
<input type="checkbox"/>	<input type="checkbox"/>	2300	SCCO §§ B11-21 B11-320	<b>Hazardous Materials Storage Permit</b> - Any facility that stores or uses hazardous materials must apply for and obtain a hazardous materials storage permit from HMCD. Per SCCO §B11-30(a), the permit must be posted in a conspicuous place at the facility.
<input type="checkbox"/>	<input type="checkbox"/>	2301	HSC § 25503.5 SCCO § B11-301	<b>Hazardous Materials Business Plan (HMBP) Submitted/Complete</b> - The owner of any facility which handles any individual hazardous material or mixture containing a hazardous material that has an aggregate quantity on site at any one time during the reporting year equal to or greater than 500 pounds for solids, 55 gallons for liquids, or 200 cubic feet for gases must submit to HMCD a HMBP. The HMBP must include: <ul style="list-style-type: none"><li><input type="checkbox"/> Hazardous materials inventory information;</li><li><input type="checkbox"/> Emergency response plans and procedures in the event of a reportable release or threatened release of a hazardous material, including, but not limited to, notification of local emergency response agencies, HMCD, and the state Office of Emergency Services; procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment; and evacuation plans and procedures, including immediate notice, for the facility;</li><li><input type="checkbox"/> Training for all new employees and annual training, including refresher courses, for all employees in safety procedures in the event of a release or threatened release of hazardous material, including, but not limited to, familiarity with facility emergency response plans and procedures;</li><li><input type="checkbox"/> A facility site plan and hazardous materials storage map.</li></ul>

*[Note: (1) There are exceptions to the reporting quantities specified above. The exceptions are listed in the instructions for the Hazardous Materials Business Plan available at [www.unidocs.org](http://www.unidocs.org). (2) Any hazardous material in a rail car or rail or marine freight container remaining at a facility longer than 30 days is deemed stored and subject to HMBP requirements. Per HSC §25501.4(c), HMCD must be notified immediately of such storage.]*

V	N/A	Violation Code	Regulatory Citation	
<input type="checkbox"/>	<input type="checkbox"/>	2302	HSC §§ 25505(b) 25503.5(c)(6)(E) 25510	<p><b>HMBP Changes Reported</b> - Within 30 days of any one of the following events, a facility must submit to HMCD an amended HMBP:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A 100% or more increase in the quantity of a previously disclosed material;</li> <li><input type="checkbox"/> Any handling of a previously undisclosed hazardous material in HMBP quantities;</li> <li><input type="checkbox"/> Change of business address;</li> <li><input type="checkbox"/> Change of business ownership;</li> <li><input type="checkbox"/> Change of business name;</li> <li><input type="checkbox"/> A substantial change in the handler's operations (e.g., personnel changes, installation or closure of hazardous materials storage/handling systems, etc.) occurs.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	2303	HSC § 25505(c)	<p><b>HMBP Review/Certification</b> - A facility must review its HMBP at least once every three years to determine if a revision is needed and must certify to HMCD that the review was made and that any necessary changes were made to the plan. A copy of any changes to the plan must accompany the certification. <i>[Exception: Unstaffed remote facilities operating per HSC §25503.5(c)(6)]</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	2304	HSC § 25503.6	<p><b>Written Notice to Property Owner</b> - Any facility which is required to establish and implement a HMBP and is located on leased or rented real property must notify, in writing, the owner of the property that the business is subject to HMBP requirements (i.e., HSC §25503.5) and has complied with its provisions, and must provide a copy of the HMBP to the owner or the owner's agent within five working days after receiving a request for a copy from the owner or the owner's agent. A copy of this notification should be kept at the facility.</p>
<input type="checkbox"/>	<input type="checkbox"/>	2305	HSC § 25505(d)	<p><b>Annual Hazardous Materials Inventory Certification/Submital</b> - Any facility that handles hazardous materials in HMBP quantities must, on an annual basis, either: 1.) Submit to HMCD a completed "Hazardous Materials Business Plan Certification Form"; or 2.) Submit a report of its hazardous materials inventory in a format approved by HMCD. <i>[Exception: Unstaffed remote facilities operating per HSC §25503.5(c)(6)]</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	2306	SCCO § B11-302	<p><b>Hazardous Materials Registration Form Submitted/Complete</b> - Any facility that stores or handles hazardous materials in quantities less than those specified for the HMBP must file a Registration Form. The Registration Form must be updated any time there is a significant change in the quantities of hazardous materials or changes in the process in which the hazardous materials are being used.</p>
<input type="checkbox"/>	<input type="checkbox"/>	2307	SCCO § B11-286(a) B11-320(b) B11-325	<p><b>Permit for Installation/Construction/Repair/Closure</b> - Any facility which intends to install, construct, repair, replace, or close a hazardous materials storage/handling system or area (e.g., tank, room, etc.) must first obtain a permit from HMCD.</p>
<input type="checkbox"/>	<input type="checkbox"/>	2308	SCCO § B11-41 B11-290(b)	<p><b>Modifications to a Facility</b> - Any substantial modification to, or repair of, a storage facility, other than minor or emergency repairs, must be performed in accordance with written plans submitted to and approved by HMCD prior to the initiation of work.</p>
<input type="checkbox"/>	<input type="checkbox"/>	2309	SCCO § B11-288(a) B11-288(c)	<p><b>Abandoned Facility or Tank</b> - No hazardous materials storage facility may be abandoned. Owners/operators of facilities permanently taken out of service, or which are not monitored in accordance with an approved written monitoring plan, must submit a closure plan application and obtain a closure permit at least 30 days prior to final closure of the facility or aboveground/underground storage tank. Once the plan has been approved, a final walkthrough inspection must be completed by HMCD.</p>

**B. Separation, Containment, Monitoring**

V	N/A	Violation Code	Regulatory Citation	
<input type="checkbox"/>	<input type="checkbox"/>	2310	SCCO § B11-292	<b>Secured Storage Areas</b> - Access to hazardous materials storage areas must be secured by means of fences and/or locks. Gates and doorways to such areas must be kept securely locked when unattended
<input type="checkbox"/>	<input type="checkbox"/>	2311	SCCO § B11-286(e)	<b>Separation of Incompatible Materials</b> - Materials which in combination might cause a fire, explosion, or the production of a flammable or toxic gas must be separated in both primary and secondary containment so as to avoid potential intermixing in the event of a release.
<input type="checkbox"/>	<input type="checkbox"/>	2312	SCCO § B11-291(a)	<b>Safe Chemical Handling</b> - Dispensing and mixing of hazardous materials must not be done in such a manner as to substantially increase the risk of an unauthorized discharge.
<input type="checkbox"/>	<input type="checkbox"/>	2313	SCCO § B11-291(b)	<b>Movement of Materials Within Facility</b> - Hazardous materials must not be stored in a travel path (e.g., hallway, aisleway, etc.). They may remain in the travel path only for the time reasonably necessary to move them. Such movement must be in a manner which will not result in an unauthorized discharge.
<input type="checkbox"/>	<input type="checkbox"/>	2314	SCCO § B11-286(c)(1)	<b>Primary Containment Product-Tight</b> - All primary containment (i.e., the container in which a material is stored) used for the storage of hazardous materials must be product-tight (i.e., not leaking and compatible with the chemical being stored).
<input type="checkbox"/>	<input type="checkbox"/>	2315	SCCO § B11-286(c)	<b>Secondary Containment Provided</b> - Secondary containment (i.e., containment external to and separate from primary containment) constructed so as not to be structurally weakened as a result of contact with the material stored must be provided. It must be capable of containing 110% of the volume of the primary container if a single container is used, or in the case of multiple containers, 150% of the volume of the largest container or 10% of the aggregate, whichever is larger. In addition, the secondary containment, if open to rainfall, must be capable of accommodating the volume of a 24-hour rainfall from a 100-year storm (i.e., approximately an additional 4-1/2 inches in depth or height of the secondary containment).
<input type="checkbox"/>	<input type="checkbox"/>	2316	SCCO § B11-286(f)	<b>Removal of Water from Secondary Containment</b> - Any water which has entered the secondary containment must be removed, analyzed for contamination by hazardous substances, and disposed of properly. A system to prevent uncontrolled removal of such water must be provided.
<input type="checkbox"/>	<input type="checkbox"/>	2317	SCCO § B11-286(d)	<b>Overfill Protection Provided</b> - Primary containment of aboveground tanks holding hazardous materials must be equipped with a high-level alarm (i.e., an alarm which sounds when the tank is 90% full) and/or other approved overfill protection devices to prevent spills when filling the tank.
<input type="checkbox"/>	<input type="checkbox"/>	2334	SCCO § B11-286(g)	<b>Spill Protection Provided</b> - Aboveground tanks holding hazardous materials must be equipped with a spill container at each fill point to collect any hazardous material spilled during product delivery operations.
<input type="checkbox"/>	<input type="checkbox"/>	2318	SCCO §§ B11-286(b) B11-289(a)	<b>Monitoring Performed</b> - Each area in which liquid or solid hazardous materials are stored must be monitored. Monitoring methods must include at least one system for detecting leakage from the primary containment. Visual inspection of both primary and secondary containment is preferable; however, other methods may be allowed or required by HMCD. Per SCCO §288(b), facilities which are temporarily out of service, and are intended to be returned to use, must continue to be monitored and inspected.

V	N/A	Violation Code	Regulatory Citation	
<input type="checkbox"/>	<input type="checkbox"/>	2320	SCCO § B11-289(c)	<b>Inspection and Testing of Monitoring Equipment</b> - All monitoring systems must be tested and inspected monthly, at a minimum, to ensure that they are in working order. Records of all inspection/maintenance/repairs must be kept on-site and be available for inspection by HMCD.
<input type="checkbox"/>	<input type="checkbox"/>	2321	SCCO § B11-289(a)	<b>Visual/Audible Alarm</b> - Whenever monitoring devices are provided, they must be connected to attention-getting visual and audible alarms.
<input type="checkbox"/>	<input type="checkbox"/>	2322	SCCO § B11-287 B11-301(c) B11-302(b)(4)	<b>Written Monitoring Plan Submitted/Approved/Implemented</b> - A written monitoring plan must be prepared and submitted to HMCD. The monitoring plan must describe the location, type, frequency, and manufacturer specifications (if applicable) of monitoring methods used in each storage area. <i>[Note: An Aboveground Separation, Containment, and Monitoring Plan form is available at <a href="http://www.unidocs.org">www.unidocs.org</a>.]</i>
<input type="checkbox"/>	<input type="checkbox"/>	2323	SCCO § B11-289(b)	<b>Monitoring/Maintenance Records</b> - Any facility that stores or uses hazardous materials must test, monitor, and inspect the facility in compliance with the approved written monitoring plan and maintain records adequate to demonstrate compliance therewith. SCCO §§B11-301(d) and B11-311 require that the facility maintain an inspection check sheet or log, in a format approved by HMCD, designed to be used in conjunction with routine inspections. A blank copy of this log must be submitted as an attachment to the facility's HMBP.
<input type="checkbox"/>	<input type="checkbox"/>	2324	SCCO § B11-290	<b>Maintenance, Repairs, or Replacement</b> - The facility owner/manager must carry out all necessary maintenance, ordinary upkeep, and minor repairs needed to keep equipment (e.g., monitoring systems, piping, etc.) in proper operating condition. This work must be performed in a careful and safe manner. Emergency repairs may be made immediately, but within 5 working days after such repairs have been started, a written plan describing the repairs must be submitted to HMCD for review and approval.

All monitoring equipment and audible/visual overfill protection alarms must be installed, calibrated, operated and maintained in accordance with manufacturer's instructions, and tested every 12 months by a qualified technician to confirm operability, proper operating condition, and proper calibration. Written records of such testing must be maintained as required in SCCO §B11-313.

### C. Training, Emergency Response, Unauthorized Discharges

V	N/A	Violation Code	Regulatory Citation	
<input type="checkbox"/>	<input type="checkbox"/>	2325	HSC § 25504(c)	<b>Emergency Response Training</b> - At facilities required to prepare a HMBP, training must be provided for all new employees in the event of a release or threatened release of a hazardous material, including, but not limited to, familiarity with the facility's emergency response plans and procedures. Annual refresher courses must be provided for all employees. The training program may take into consideration the position of each employee. It must include, but not limited to, all of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Immediate notification to HMCD and to appropriate local emergency rescue personnel and the State Office of Emergency Services.</li> <li><input type="checkbox"/> Procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment.</li> <li><input type="checkbox"/> The facility's evacuation plans and procedures.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	2326	SCCO § B11-293	<b>Emergency Equipment</b> - Emergency equipment must be provided, regularly tested, and adequately maintained, and must be reasonable and appropriate to potential emergencies presented by the stored hazardous materials.

V	N/A	Violation Code	Regulatory Citation	
<input type="checkbox"/>	<input type="checkbox"/>	2327	SCCO § B11-294	<b>Posted Emergency Procedures</b> - Any facility which stores hazardous materials must conspicuously post simplified emergency procedures (i.e., what to do in the case of fire, spill, etc.) in locations where hazardous materials are stored. <i>[Note: An Emergency Procedures form you can fill out and post is available at <a href="http://www.unidocs.org">www.unidocs.org</a>.]</i>
<input type="checkbox"/>	<input type="checkbox"/>	2328	SCCO § B11-305(a)(1)(a)	<b>Unauthorized Discharge (Recordable)</b> - Any facility which has had a recordable unauthorized discharge, must record it in the facility's monitoring records. A recordable unauthorized discharge is one that: <ul style="list-style-type: none"> <li>° Is from primary containment to secondary containment; and</li> <li>° Is cleaned up before it leaves the secondary containment; and</li> <li>° Results in no increase in the possibility of explosion or fire.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	2329	SCCO § B11-305(a)(1)(b) B11-305(b)	<b>Unauthorized Discharge (Reportable)</b> - Any facility which has had a reportable unauthorized discharge must report it to HMCD immediately. A reportable discharge is any unauthorized discharge that does not meet the definition of a recordable discharge. Any person in charge of a storage facility or responsible for emergency response for a storage facility, who has knowledge of any unauthorized discharge of a hazardous material which is a gas at STP, must immediately report such discharge to HMCD if such discharge presents a threat of imminent danger to public health and safety.
<input type="checkbox"/>	<input type="checkbox"/>	2331	SCCO § B11-305(a) B11-306	<b>Cleanup of Unauthorized Discharge</b> - Any person, business or facility which stores or uses liquid or solid hazardous materials must initiate and complete all actions necessary to remedy the effects of any unauthorized discharge.
<input type="checkbox"/>	<input type="checkbox"/>	2348	SCCO § 25270.5(c)	<b>Spill Prevention Control and Countermeasure (SPCC) Plan</b> - The owner or operator of any facility which stores more than 1,320 gallons of petroleum aboveground in 55 gallon or larger containers must prepare a SPCC Plan in accordance with guidelines contained in Part 112 of Title 40 of the Code of Federal Regulations. <i>[Exception: Tank facilities located on a farm, nursery, logging site, or construction site are not required to prepare a SPCC Plan if no tank exceeds 20,000 gallons and cumulative storage capacity does not exceed 100,000 gallons.]</i>

**D. Record Keeping and Labeling**

V	N/A	Violation Code	Regulatory Citation	
<input type="checkbox"/>	<input type="checkbox"/>	2332	SCCO § B11-313	<b>Records (Retention Time)</b> - All records (e.g., maintenance, monitoring, training, unauthorized discharge logs, etc.) must be maintained for no less than 3 years and must be available for review by HMCD upon request.
<input type="checkbox"/>	<input type="checkbox"/>	2333	8 CCR § 5194(f)(4)	<b>Labeling</b> - Hazardous materials containers must be labeled with the identity of the hazardous substance(s) contained therein and appropriate hazard warnings.

**E. Urban Runoff**

V	N/A	Violation Code	Regulatory Citation	
<input type="checkbox"/>	<input type="checkbox"/>	2349	SCCO § B11 1/2-3	<b>Illegal Discharge</b> - It is unlawful to discharge, or cause, allow or permit to be discharged into any part of the stormwater system or watercourse any sewage, industrial wastes, petroleum or petroleum products, coal tar, chemicals, detergents, solvents, paints, contaminated or chlorinated swimming pool water, pesticides, herbicides and fertilizers, soil sediments, washwater, cans, bottles, refuse, motor vehicles or parts thereof, or any material that may be deleterious to aquatic life.

## F. Other Violations

V	N/A	Violation Code	Regulatory Citation
<input type="checkbox"/>	<input type="checkbox"/>	2399	See Official Notice of Inspection <b>Other Hazardous Materials Storage Violations</b> - See the Official Notice of Inspection for details.

**LAKE COUNTY HAZARDOUS MATERIAL INCIDENT RESPONSE PLAN**

(FOR REFERENCE ONLY)