

# HAZARDOUS MATERIALS BUSINESS PLAN

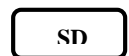
## SITE MAP INSTRUCTIONS

### General Instructions

1. A site map must be submitted with your Hazardous Materials Business Plan (HMBP) electronically through the statewide information management system (CERS).
2. Site maps are required to be readily available to personnel of the business or CUPA with responsibilities for emergency response or training.
3. Site maps must be legible once scanned and uploaded. Do not use color coded legends. Do not scale down large documents (such as blue prints) unless the final product is clearly legible.  
For large facilities, it may be necessary to create an overall site map on one page, with additional map pages (i.e., facility maps) showing individual buildings, floor plans, and storage locations as needed.  
For rural and/or remote locations, please include a general vicinity map of the area.
4. Include all of the following **required information** (if applicable to the facility):
  - Facility name and address
  - North orientation
  - Loading/unloading areas, loading docks
  - Internal roads
  - Adjacent streets
  - Storm drains, sewer drains, clarifiers, catch basins, culverts, sumps
  - Access and exit points
  - Emergency shut off
  - Evacuation staging area
  - Hazardous materials/hazardous waste handling and storage areas
  - Emergency response equipment, spill response equipment
5. Label and identify any buildings, structures, floors, rooms, or adjacent locations of significance (e.g., school, park, industrial, residential, commercial, and vacant).
6. If the facility has any USTs or ASTs, show the location of monitoring system control panels and/or alarms.

**USE OF SITE MAP SYMBOLS** - **the use of symbols is not required**. If symbols are used, include a symbol key with the site map. Below are samples of some common map symbols.







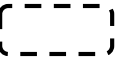


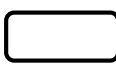





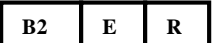
1. **North Arrow:** Use this symbol to indicate the direction to the north.
2. **Entrances/Exits:** Use this symbol for all entrances and exits of buildings and structures.
3. **Fences:** Use this symbol for fences (e.g., chain link, wood), block walls, or any other barriers that act as a fence.
4. **Sewer Drain:** Use this symbol to show sanitary sewer drain connections (e.g., floor drains, sumps, clarifiers), except for toilets and sinks.
5. **Storm Drain or Culvert:** Use this symbol to indicate the location of all storm drain inlets, catch basins, culverts, and drainage ditches.



### Site Map Instructions continued

6. **Fire Hydrants:** Use this symbol to identify all fire hydrants in the vicinity of your facility.
7. **Fire Suppression Sprinkler System:** Use this symbol to identify fire suppression sprinkler system connections. Do not include landscape sprinkler connections.



8. **Evacuation Routes:** Use arrows to identify the location of emergency evacuation routes. 
9. **Evacuation Staging Area:** Use this symbol to indicate the designated location onsite personnel will assemble if evacuation is necessary. 
10. **Emergency Response Equipment:** Use this symbol for emergency response equipment, including but not limited to, spill control supplies, personal protective equipment, MSDS locations, and first aid supplies. 
11. **Knox Box (F.D. Key Box):** Use this symbol to indicate the location of a Knox Box or fire department key box. 
12. **Hazardous Materials Storage Locations:** Use this symbol to indicate the location of hazardous material storage locations. 
13. **Hazardous Waste Storage Locations:** Use this symbol to indicate the location of hazardous waste storage locations. 
14. **Underground Storage Tank and Capacity:** Use this symbol for underground storage tanks and indicate the tank capacity and unit of measure within the symbol. 
15. **Aboveground Storage Tank and Capacity:** Use the following symbols for aboveground storage tanks and indicate the tank capacity and unit of measure within the symbol.
- Use this symbol for all plating and process tanks. 
- Use these symbols for all other aboveground storage tanks.  
16. **Electric Main Shut-Off:** Use this symbol to indicate the electric main power shut off for the facility, building, and/or structure. 
17. **Gas Main Shut-Off:** Use this symbol to indicate the natural gas main shut off for the building, and/or structure.  facility,
18. **Water Main Shut-Off:** Use this symbol to indicate the water main shut off for the facility, building, and/or structure. 
19. **Annunciator Panel:** Use this symbol to indicate the location of the annunciator panel if one exists at the facility. An annunciator panel is an electrical signaling device that indicates the building location/source of an alarm condition. 
20. **Stairwell – Range of Floors:** Use this symbol to indicate stairwells in the interior of a building or structure. Indicate the floor the stairwell begins and ends on. For basement access, use the abbreviation B and include the number of basement floors. For roof access, use the abbreviation R. 
21. **Elevator – Range of Floors:** Use this symbol to indicate the elevators in the interior of a building or structure. Indicate the floor the elevator begins and ends on. For basement access, use the abbreviation B and include the number of basement floors. For roof access, use the abbreviation R. 

**HAZARDOUS MATERIALS BUSINESS PLAN  
SITE MAP**

**Date:**

**Scale:**

**Site Name and Address:**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>A</b>						
<b>B</b>						
<b>C</b>						
<b>D</b>						
<b>E</b>						
<b>F</b>						
<b>G</b>						

**HAZARDOUS MATERIALS BUSINESS PLAN  
SITE MAP**

Date: January 1, 2015

Scale: 1 inch = 20 feet

Site Name and Address: EHD Automotive Repair 1234 County Rd. Ventura, CA 93009

