

## Hazardous Materials Business Plan (HMBP) Inspection Checklist UNIFIED PROGRAM AGENCY (UPA)

### Administration

Violation #	Summary
F001	Failure to pay the Hazardous Materials Management Program permit fees. KCOC 8.04.030
H334	Failure to establish and implement a business plan when storing hazardous materials at or above the reportable threshold quantities. HSC 6.95 25507
H335	Failure to complete and electronically submit initially, annually, or triennially, a business plan when storing/handling a hazardous material at or above reportable quantities. HSC 6.95 25505, 25508(a)(1)
H761	Failure to have a business plan readily available to personnel of the business or the unified program facility with responsibilities for emergency response or training. HSC 6.95 25505(c)
H341	Failure to annually review and electronically certify that the business plan is complete and accurate on or before the required due date. HSC 6.95 25508.2
H345	Failure to electronically update business plan within 30 days of any one of the following events: 1) A 100 percent or more increase in the quantity of a previously disclosed material. 2) Any handling of a previously undisclosed hazardous materials at or above reportable quantities. 3) A change of business address, business ownership, or business name. 4) A substantial change in the handler's operations that requires modification to any portion of the business plan. HSC 6.95 25508.1(a)-(f)
H338	Failure to report a release or threatened release of a hazardous material to the unified program agency and Cal OES. 19 CCR 4 2631; HSC 6.95 25510(a)
H340	Failure to notify property owner in writing that the business is subject to the business plan program and has complied with its provisions. HSC 6.95 25505.1
H336	Failure to provide a copy of the business plan 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. HSC 6.95 25505.1

### Owner/Operator Information

Violation #	Summary
H344	Failure to electronically submit the Business Activities Page and/or Business Owner Operator Identification Page, or failure to report complete or accurate information on these forms. 19 CCR 4 2652(a)(1); 6.95 25508(a)(1), 25508(a)(3)

### Inventory

Violation #	Summary
H342	Failure to electronically submit complete and accurate hazardous material inventory information for all hazardous materials on site at or above reportable quantities. HSC 6.95 25506, 25505(a)(1), 25508(a)(1), 25508(a)(3)

### Consumer Product/Retail Establishment

Violation #	Summary
J059	Failure to complete and electronically submit a business plan, or required hazardous materials reporting, when handling a consumer product that is a hazardous material in a quantity equal to or greater than the reportable threshold, and stored at a facility that manufactures the product, is a warehouse or distribution center with no direct sales to consumers, or where the product is dispensed on the retail premises. HSC 6.95 25507(b)(5)(B)(i), 25508(a)(1)
J060	Failure to complete and electronically submit a business plan, or required hazardous materials reporting, when handling a consumer product that is a hazardous material at a retail establishment in a quantity equal to or greater than the reportable threshold if the product is not intended for personal, family, or household purposes, or is not present in the same form, concentration, or quantity as a product prepackaged for distribution to a consumer for personal, family or household purposes; or 1. The product has a NFPA or HMIS rating of 3 or 4 and is stored, at any time, in quantities equal to, or greater than, 165 gallons for a liquid, 600 cubic feet for a compressed gas, or 1,500 pounds for a solid; or 2. The product poses a significant potential hazard, and the UPA requires the product to be reported. HSC 6.95 25507(b)(5)(B)(ii), 25508(a)(1)

### Site Map

Violation #	Summary
H346	Failure to electronically submit a site map with all required content. HSC 6.95 25505(a)(2), 25508(a)(1), 25508(a)(3)

## Emergency Plan

Violation #	Summary
H347	Failure to establish and electronically submit an adequate emergency response plan and procedures for a release or threatened release of a hazardous material. 19 CCR 4 2658; HSC 6.95 25505(a)(3), 25508(a)(1), 25508(a)(3)

## Training Program

Violation #	Summary
H353	Failure to establish and electronically submit an adequate training program, which is reasonable and appropriate for the size of the business and the nature of the hazardous material handled. 19 CCR 4 2659(a); HSC 6.95 25505(a)(4), 25508(a)(1), 25508(a)(3)
H348	Failure to provide initial and annual training to all employees in safety procedures in the event of a release or threatened release of a hazardous material or failure to document and maintain training records for a minimum of three years. 19 CCR 4 2659(b); HSC 6.95 25505(a)(4)

## Remote, Unstaffed

Violation #	Summary
H759	Failure to establish and electronically submit a business plan when not meeting the remote unstaffed facility exemption requirements. HSC 6.95 25505, 25506, 25507.2, 25508(a)(1)

## Agricultural Handlers

Violation #	Summary
H760	Failure to electronically submit the emergency response plan and procedures when not meeting the agricultural handler exemption requirements. 19 CCR 4 2670, 2671; HSC 6.95 25507.1(a), 25508(a)(1)
H758	Failure to electronically submit the training program in safety procedures when not meeting the agricultural handler exemption requirements. 19 CCR 4 2670, 2671; HSC 6.95 25507.1(a), 25508(a)(1)
H857	Failure of agricultural handler to post warning signs on buildings where pesticides, petroleum, or fertilizers are stored, that are visible from any direction of probable approach, contain all required information, and are in appropriate language. 19 CCR 4 2670, 2671; HSC 6.95 25507.1(a)(2)

## Sale/Provision Record

Violation #	Summary
J061	Failure to provide sale or provision records, within 5 days of a request from an UPA. HSC 6.95 25507.5

## Transfer Disclosure

Violation #	Summary
J062	Failure of a handler to notify and disclose a hazardous material transfer, when directed by an UPA. HSC 6.95 25508.3

## General Facility Requirements

Violation #	Summary
H356	Business Plan Program - Administration/Documentation - General 19 CCR 4 Multiple; HSC 6.95 Multiple
H762	Business Plan Program - Administration/Documentation - General Local Ordinance
H351	Business Plan Program - Training - General 19 CCR 4 Multiple; HSC 6.95 Multiple
H763	Business Plan Program - Training - General Local Ordinance
H352	Business Plan Program - Operations/Maintenance - General 19 CCR 4 Multiple; HSC 6.95 Multiple
H764	Business Plan Program - Operations/Maintenance - General Local Ordinance
H339	Business Plan Program - Release/Leaks/Spills - General 19 CCR 4 Multiple; HSC 6.95 Multiple
H765	Business Plan Program - Release/Leaks/Spills - General Local Ordinance
H357	Business Plan Program - Abandonment/Illegal Disposal/Unauthorized Treatment - General 19 CCR 4 Multiple; HSC 6.95 Multiple
H766	Business Plan Program - Abandonment/Illegal Disposal/Unauthorized Treatment - General Local Ordinance