

Completing Your Consolidated Facility Site Map

Introduction All facilities handling hazardous wastes or reportable quantities of hazardous materials must complete a facility site map.

Materials Required The map must be submitted on an 8 ½" by 11" gridded paper. You may use the enclosed blank map paper or your own.

Completing map Follow the steps below to complete your map:

Step	Action
1	Indicate your map direction and scale.
2	Choose and list your map legend. You may use the optional legend in the enclosed HMP Instruction Booklet.
3.	Draw your building outline.
4.	Using your legend symbols, indicate general building information such as: <ul style="list-style-type: none"> • fire hydrants/sprinklers • parking lots and internal roads • sumps, storm and sewer drains • knox boxes • UST dispenser islands • loading areas
5	Using your legend, indicate the location of: <ul style="list-style-type: none"> • Hazardous material and hazardous waste storage/handling areas • Above ground and/or underground storage tanks (w/content) and monitoring equipment (sensors, probes, monitors, leak detectors, sumps, dispensers, etc.) • Fuel/hazardous material piping systems and secondary containment areas
6	Show location of emergency shut-off switches for: <ul style="list-style-type: none"> • Natural gas • Water • Electrical • fuel
7	Show location of emergency equipment such as: <ul style="list-style-type: none"> • fire extinguishers • monitoring alarm boxes • first aid & protective equipment • mitigation & clean-up equipment
8	Show location of: <ul style="list-style-type: none"> • Material Safety Data Sheets • Emergency assembly area • Hazardous Materials/Contingency Plan
9	Show location of adjacent streets and identifying neighboring properties. <ul style="list-style-type: none"> • If neighbors are present, indicate location by name. • If neighbors are residential, indicate as such.

Sample map/legend A sample map and optional legend can be found in the enclosed HMP Instruction Booklet.