



County of Sacramento

SUBJECT: HAZARDOUS MATERIALS PLAN (HMP)

Consolidated Forms In response to business community input to reduce duplicative environmental paperwork requirements, the State of California adopted statewide consolidated forms for certain environmental reporting. This packet incorporates the mandated statewide consolidated forms.

Requirement A Hazardous Materials Plan (HMP) is required for any business that:

- Stores, handles, uses, or otherwise maintains reportable quantities (55 gal., 200 ft³, or 500 lbs.) of hazardous materials and/or hazardous waste on site at any one time, and/or has underground storage tanks.

Our records indicate that your facility must obtain one or more Permits from our Department by completing and submitting the enclosed HMP packet.

Why a new HMP? Submit a new HMP to our office if:

- you have never submitted an HMP before,
- your facility changes location or ownership, or
- your facility operations change or other circumstances occur that warrant the completion of a new HMP.

Annual submittal requirement After completing your initial HMP documents, a streamlined HMP Renewal packet will be mailed to you annually. If your business undergoes a change in circumstance (i.e. moves to new address, undergoes a change of ownership or changes in operation, etc.), your business will be ineligible to submit an HMP Renewal and a full HMP must be completed.

The purpose of the HMP Renewal is the following: 1) Allow for certain updates of your initial HMP (i.e. changes in hazardous materials stored on site or changes in personnel contacts) or 2) Verification that there have been no changes to your previously submitted HMP.

To avoid penalties, you must submit your HMP paperwork to us within 60 days of our request.

HMP contents The contents of the HMP are shown in the table below:

Topic	Page
Business Owner/Operator Identification Form (instructions on back of form)	HMP 1
Business Activities Form (instructions on back of form)	HMP 2
Hazardous Materials Inventory Forms (instructions on back of form)	HMP 3
Consolidated Contingency Plan (instructions in booklet)	CP 1-6
Consolidated Site Map Template (instructions on back of form)	Unnumbered

Instruction booklet *Instructions and guidelines for completing your HMP are contained in the enclosed Hazardous Materials Plan Instruction & Information Booklet.*

Need forms or help? If you have questions, need additional forms or other assistance, please call our office at (916) 875-8550.

Where to send your HMP Send your completed HMP within 60 Days to:
County of Sacramento Environmental Management Department
Environmental Compliance Division
10590 Armstrong Avenue • Suite A
Mather, CA 95655

Remember to keep copies of all of your paperwork!