



Business Environmental Compliance Guide

Environmental Health's Hazardous Materials Management Services (HMMS) conducts annual compliance inspections at all businesses that handle hazardous materials, generate hazardous waste, or operate underground storage tanks (USTs). HMMS recommends that you keep the following documents in a binder, or easily available, in order to facilitate your inspection and to assure your business stays in compliance with local, state and federal law.

Please note: This form is provided only as a convenient guide and may not include all paperwork required to be maintained by the business.

Hazardous Materials Handlers:

1. Current operating permit
2. Current Business Response Plan with site map
3. Current Owner/Operator page
4. Current Business Activities page
5. Current Hazardous Materials Inventory Certification page
6. Current Hazardous Materials Inventory—Chemical Description Sheets
7. Written Employee Safety Training Program
8. Safety Training Sign in Sheets for the past 3 years
9. Material Safety Data Sheets (MSDSs) for all chemicals handled on site

Hazardous Waste Generators:

1. Items 1 through 9 of the Hazardous Material Handlers list above plus the following:
2. Hazardous Waste Manifests or receipts from your waste hauler and Treatment, Storage and Disposal Facility (TSDF) documentation for the past 3 years

Aboveground Petroleum Storage Owners/Operators:

1. Items 1 through 9 of the Hazardous Material Handlers list above plus the following:
2. Spill, Prevention, Control, and Countermeasure (SPCC) plan
3. Tank Facility Storage Statement
4. Storage Area inspections

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Underground Storage Tank Owners/Operators:

1. Items 1 through 9 of the Hazardous Material Handlers list above plus the following:
2. Current Tank Facility page and Tank Information page
3. Current Financial Responsibility information
4. Owner/Operator Agreement (if applicable)
5. Approved UST Monitoring Plan
6. Emergency Response Plan
7. Current Plot Plan
8. Designated Operator (DO) agreement and copies of the monthly inspections
9. Training program implemented by the DO
10. If applicable, copies of Annual Monitoring Certification, Secondary Containment Tests, Spill Bucket Tests, and Cathodic Protection Tests; any piping or tank tests, Enhanced Leak Detection (ELD) tests, tank lining records, and copies of documents pertaining to any repair or upgrade to the tank system.
11. Reported or recorded releases
12. Copies of all prior inspections conducted at your facility

Monterey

1200 Aguajito Rd
Monterey CA 93940
PHONE (831) 647-7654
FAX (831) 647-7925

Salinas (Central Office)

1270 Natividad Rd
Salinas CA 93906-3198
PHONE (831) 755-4508
FAX (831) 755-4555

King City

620 Broadway, Ste N
King City CA 93930
PHONE (831) 386-6899
FAX (831) 385-0573