

**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 INSTRUCTIONS

### General Instructions

1. A site map must be submitted with your Hazardous Materials Business Plan (HMBP). For large facilities, 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, include a general vicinity map of the area.
2. Use 8-1/2 x 11-inch size paper (exceptions to paper size must be pre-approved by the CUPA). Maps should be drawn to scale.
3. Site maps must be legible once scanned and uploaded into an electronic reporting system. Do not use color coded legends. Do not scale down large documents (such as blue prints) unless the final product is clearly legible.
4. At the top of the site map, enter the date, map scale, business name, and the business site address. Indicate the North direction in the lower right hand corner.
5. Use a straight-edge, ruler, template, or computer mapping software to draw the map and symbols. Information on the site map must be legible and should be oriented in the same direction as the header, if possible.
6. Show buildings and structures on the site map from an overhead perspective. Indicate all building exterior walls, entrances, and exits. Interior walls are required for large and/or complex facilities. Label and identify buildings, structures, floors, rooms, and other locations of significance.
7. Draw and label the streets, roads, driveways and nearby cross streets that provide access to the facility. Draw and label parking lots, internal roads, and loading docks.
8. Show adjacent property uses (e.g., school, park, industrial, residential, commercial, vacant).
9. Show all indoor and outdoor hazardous materials storage locations, loading and unloading areas.
10. Show storm drain inlets, catch basins, culverts, and drainage locations. Indicate sanitary sewer drain inlets (e.g., floor drains, clarifiers, sumps), except for toilet and sink drains. Indicate the location of monitoring wells.
11. Indicate the location of emergency response equipment and emergency medical resources. Show emergency exits, primary and alternate evacuation routes and staging areas.
12. Show the location of monitoring system control panels and emergency alarm annunciator panels.

**USE OF SITE MAP SYMBOLS** - Indicate all applicable site map symbols on the site map and include a symbol key. Although use of the following symbols is not mandatory, use site map symbols provided herein and/or elsewhere whenever possible.

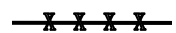
1. **North Arrow:** Use this symbol to indicate the direction to the north.



2. **Entrances/Exits:** Use this symbol for all entrances and exits of buildings and structures.



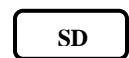
3. **Fences:** Use this symbol for fences (e.g., chain link, wood), block walls, or any other barriers that act as a fence.



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.



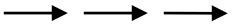


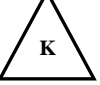


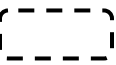



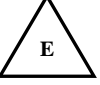




6. **Fire Hydrants:** Use this symbol to identify all fire hydrants in the vicinity of your facility.



7. **Fire Suppression Sprinkler System:** Use this symbol to identify fire suppression sprinkler system connections. Do not include landscape sprinkler connections.



**Site Map Instructions continued**

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 facility, building, and/or structure. 
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. 