

# HAZARDOUS MATERIALS BUSINESS PLAN PRE-INSPECTION CHECKLIST

- Is the Owner/Operator Identification page information completed, accurate, signed and dated?
  - Names       Telephone Numbers       Emergency Contacts       Signed Certification
  
- Are the Chemical Description pages complete and accurate?
  - Chemical Location       Map and Grid       Chemical / Common Name       Hazard Categories
  - Max Amount       Unit Measure       Storage       EHS / Regulated Substance Registration Needed
  - Did I send in my Annual Business Plan Certification Notice and included a copy with my Business Plan?
  
- Is the Facility Map complete and accurate?
  - Legible       Dated       Two-way grids used       Business Plan and MSDS information locations indicated
  - Proper symbols used – hazard diamonds, evacuation, staging, etc.       Chemical locations indicated
  
- Is the Emergency Response Plan completed, accurate, signed and dated?
  - Fire, Spill or Release verification information accurate       Medical facilities current       Emergency Contacts
  - Adjacent businesses listed with telephone numbers and address       Prevention       Equipment
  - Evacuation       Shutdown       Response       Earthquake       Clean-up       Location of Business Plan
  - Can employees answer questions about the emergency plan?
  - Have I taken steps to assure releases are prevented or minimized? (Secondary containment, security, etc.)
  - Have I updated or certified the Emergency Response Plan in the last three years?
  
- Is the Training Plan complete and accurate?
  - Personnel handling Hazardous Materials/Waste       General and emergency training
  - Training schedule       Hazardous Waste training       Business Plan training
  - Equipment & protective gear use training       Training records available       Training records location
  - Can employees answer questions about their training and proper hazardous material procedures?
  
- Am I implementing all aspects of my Business Plan?
  
- Have I notified my landlord, in writing, of my Business Plan?
  
- Are alarms and/or equipment working and well maintained?
  
- Have I notified the Santa Barbara County Fire Department Hazardous Materials Unit and the State Office of Emergency Services immediately after every significant hazardous material spill?**
  
- Have I used the CAER spill reporting form for non-emergency spill reporting and called 9-1-1 for emergency spills or releases?**
  
- Have I complied with past inspection reports?
  
- Have I notified my local Fire Department Inspector of any changes to my business plan (including primary and or secondary personnel changes including telephone numbers)?
  
- Is the Business Plan on-site and easily accessible to all employees and first responders?
  
- Are all of the Material Safety Data Sheets (MSDS) on-site, dated within the past three years and easily accessible to all employees and first responders?

**For more information, please contact your local fire agency at:**

566-2454 Carpinteria-Summerland Fire  
969-7762 Montecito Fire  
564-5702 Santa Barbara City Fire  
736-4513 Lompoc Fire  
925-0951 Santa Maria Fire

Santa Barbara County Fire – South County  
681-4045 Joan McDonough  
681-5538 Jim Morris  
681-4044 Ann Marie Nelson  
Santa Barbara County Fire – North County  
346-8484 Mark Surgett  
686-8166 Richard Evans  
686-8163 Larry Bishop

**(Note: This checklist is for quick reference only. Its use will help simplify and aid with your next Business Plan Inspection. For complete information, consult the Business Plan instructions, visit our website at [www.sbcfire.com](http://www.sbcfire.com), or contact your Inspector.)**