

San Bernardino County Fire Department • Hazardous Materials Division

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HAZARDOUS MATERIAL INVENTORY INSTRUCTIONS

The Hazardous Materials Inventory Worksheet is for information gathering purposes only. The actual data must be entered into the California Environmental Reporting System (CERS) and submitted electronically. For more information, please see our Electronic Reporting (CERS) page at www.sbctfire.org/hazmat/efile.aspx.

Note: the numbering of the instructions follows the data element numbers that are in the Unified Program Data Dictionary

You must complete a separate Hazardous Materials Inventory Page for each hazardous material (hazardous substances and hazardous waste) that you handle at your facility in aggregate quantities equal to or greater than 500 pounds for solids or 55 gallons of liquid (or 5000 pounds for solids or a total volume of 550 gallons for liquids if hazardous due solely as an irritant or sensitizer), 200 cubic feet of compressed gas (or 1,000 cubic feet of a compressed gas hazardous due solely to asphyxiation & release of pressure, calculated at standard temperature and pressure) or the federal threshold planning quantity for Extremely Hazardous Substances, whichever is less. In San Bernardino County, any amount of hazardous waste must be reported. Also complete a page for each radioactive material handled over quantities for which an emergency plan is required to be adopted pursuant to 10 CFR Parts 30, 40, or 70. The completed inventory should reflect all reportable quantities of hazardous materials at your facility, reported separately for each building, with **separate** pages for unique occurrences of physical state, storage temperature and storage pressure. If your facility does not include multiple buildings, *the location field can be left blank*. **San Bernardino County CUPA would prefer that you use the optional Grid Number coordinates derived from the grid on your site map to indicate the location of hazardous materials at your facility.** Also, **when entering a waste, include the word "waste" or "used" in front of the name when entering the common name**, i.e., "waste antifreeze" or "used oil".

- 201. **CHEMICAL LOCATION (INVENTORY)** - Building or outside/adjacent area where hazardous material is handled. A chemical that is stored at the same pressure and temperature, in multiple locations within a building, may be reported on a single page. You can leave the location field blank if your facility does not include multiple buildings.
- 202. **CHEMICAL LOCATION CONFIDENTIAL-EPCRA** - If the business is subject to the Emergency Planning and Community Right to Know Act (EPCRA) this field indicates whether the business wishes to keep chemical location information confidential.
- 203. **MAP NUMBER** - Enter the number of the map on which the location of the hazardous material is shown. The field can be left blank unless there is too much information to fit on one 8 ½ x 11 page so that multiple facility maps are required.
- 204. **GRID NUMBER** - A grid is included on the map forms available on our website. If you use a different form, please include a grid. Enter the grid coordinates that correspond to the location of the hazardous material. Each square created by the grid is named by the letter directly to the left of it and the number directly above. For example, on our site map form, the square in the upper left-hand corner would be A1, and the square in the bottom right-hand corner would be F7. If a material is located in more than one area, multiple grid coordinates can be listed.
- 205. **CHEMICAL NAME** - Enter the proper chemical name associated with the Chemical Abstract Service (CAS) number of the hazardous material. This should be the International Union of Pure and Applied Chemistry (IUPAC) name found on the Safety Data Sheet (SDS). NOTE: If the chemical is a mixture, do not complete this field; complete the "COMMON NAME" field instead.
- 206. **TRADE SECRET** - Indicates if information in this section is declared a trade secret. If business is not subject to EPCRA, trade secret information is bound by State requirements, as defined in HSC §25511. If business is subject to EPCRA, trade secret information is bound by Federal requirements, as defined in 40 CFR, and business must submit a "Substantiation to Accompany Claims of Trade Secrecy" form (40 CFR 350.27) to U.S. EPA. Trade secret information must meet the criteria specified in California Civil Code 3426.1(d) or Government Code 6254.7.
- 207. **COMMON NAME** - Enter the common name or trade name of the hazardous material or mixture containing a hazardous material. If it is a waste, include the word "waste" or "used" in front of the name, such as "waste antifreeze" or "used oil".
- 208. **EHS** - Check "Yes" if the hazardous material is an Extremely Hazardous Substance (EHS), as defined in 40 CFR, Part 355, Appendix A. If the material is a mixture containing an EHS, leave this section blank and complete the section on hazardous components below.
- 209. **CAS #** - Enter the Chemical Abstract Service (CAS) number for the hazardous material. For mixtures, enter the CAS number of the mixture if it has been assigned a number distinct from its components. If the mixture has no CAS number, leave this column blank and report the CAS numbers of the individual hazardous components in the appropriate section below.
- 210. **FIRE CODE HAZARD CLASS** - Fire Code Hazard Classes describe to first responders the type and level of hazardous materials which a business handles. The Unified Program uses the current lists of hazard classes included in Article 80 of the Uniform Fire Code. Report hazard classes in the order of their severity as recommended by your Unified Program Agency and/or local emergency response agency. This information is automatically filled in for certain chemicals found in the CERS Chemical Library.
- 211. **HAZARDOUS MATERIAL TYPE** - Check the one box that best describes the type of hazardous material: pure, mixture or waste. If waste material, check only that box. If mixture or waste, complete hazardous components section.
- 212. **RADIOACTIVE** - Check "Yes" if the hazardous material is radioactive or "No" if it is not.
- 213. **CURIES** - If the hazardous material is radioactive, use this area to report the activity in curies. You may use up to nine digits with a floating decimal point to report activity in curies.
- 214. **PHYSICAL STATE** - Check the one box that best describes the state in which the hazardous material is handled: solid, liquid or gas.
- 215. **LARGEST CONTAINER** - Enter the total capacity of the largest container in which the material is stored.
- 216. **FEDERAL HAZARD CATEGORIES** - Check all categories that describe the physical and health hazards associated with the hazardous material. This information is automatically filled in for certain chemicals found in the CERS Chemical Library.

PHYSICAL HAZARDS	HEALTH HAZARDS
Fire: Flammable Liquids and Solids, Combustible Liquids, Pyrophorics, Oxidizers	Acute Health (Immediate): Highly Toxic, Toxic, Irritants, Sensitizers, Corrosives, other hazardous chemicals with an adverse effect with short term exposure
Reactive: Unstable Reactive, Organic Peroxides, Water Reactive, Radioactive	
Pressure Release: Explosives, Compressed Gases, Blasting Agents	Chronic Health (Delayed): Carcinogens, other hazardous chemicals with an adverse effect with long term exposure

- 217. **AVERAGE DAILY AMOUNT** - Calculate the average daily amount on site of the hazardous material or mixture containing a hazardous material. Calculations shall be based on the previous year's inventory of material reported on this page. Total all daily amounts and divide by the number of days the chemical will be on site. If this is a material that has not previously been present at this location, the amount shall be the

average daily amount you project to be on hand during the course of the year. This amount should be consistent with the units reported in box 221 and should not exceed that of maximum daily amount.

218. **MAXIMUM DAILY AMOUNT** - Enter the maximum amount of each hazardous material or mixture containing a hazardous material, which is handled in a building or adjacent/outside area at any one time over the course of the year. This amount must contain at a minimum last year's inventory of the material reported on this page, with the reflection of additions, deletions, or revisions projected for the current year. This amount should be consistent with the units reported in box 221.
219. **ANNUAL WASTE AMOUNT** - If the hazardous material being inventoried is a waste, provide an estimate of the annual amount handled.
220. **STATE WASTE CODE** - If the hazardous material is a California waste, enter the appropriate 3-digit hazardous waste code.
221. **UNITS** - Check the unit of measure that is most appropriate for the material being reported on this page: gallons, pounds, cubic feet or tons.
NOTE: If the material is a federally defined Extremely Hazardous Substance (EHS), all amounts must be reported in pounds. If material is a mixture containing an EHS, report the units that the material is stored in (gallons, pounds, cubic feet, or tons).
222. **DAYS ON SITE** - List the total number of days during the year that the material is on site.
223. **STORAGE CONTAINER** - Check all boxes that describe the type of storage containers in which the hazardous material is stored. NOTE: If appropriate, you may choose more than one.
224. **STORAGE PRESSURE** - Check the one box that best describes the pressure at which the hazardous material is stored.
225. **STORAGE TEMPERATURE** - Check the one box that best describes the temperature at which the hazardous material is stored.
226. **HAZARDOUS COMPONENTS 1-5 (% BY WEIGHT)** - Enter the percentage weight of the hazardous component in a mixture. If a range of percentages is available, report the highest percentage in that range. (Report for components 2 through 5 in fields #230, 234, 238, and 242.)
227. **HAZARDOUS COMPONENTS 1-5 NAME** - When reporting a hazardous material that is a mixture, list up to five chemical names of hazardous components in that mixture by percent weight (refer to SDS or, in the case of trade secrets, refer to manufacturer). All hazardous components in the mixture present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, should be reported. If more than five hazardous components are present above these percentages, you may report the additional information in field 247, "Additional Mixture Components". When reporting waste mixtures, mineral and chemical composition should be listed.
228. **HAZARDOUS COMPONENTS 1-5 EHS** - Check "Yes" if the component of the mixture is considered an Extremely Hazardous Substance as defined in 40 CFR, Part 355, or "No" if it is not.
229. **HAZARDOUS COMPONENTS 1-5 CAS** - List the Chemical Abstract Service (CAS) numbers as related to the hazardous components in the mixture. (Repeat for 2-5.)
246. **CHEMICAL DESCRIPTION COMMENT** - Use to report additional chemical description details as needed.
247. **ADDITIONAL MIXTURE COMPONENTS** - Use to report additional hazardous mixture component data (as necessary).
251. **US EPA SUBSTANCE REGISTRY SYSTEM IDENTIFIER** - The US EPA's Substance Registry System (SRS) includes descriptions of hazardous substances which don't have CAS numbers. This optional field allows reporters to specify a submitted chemical record is based upon and should be updated with the latest information from the specified identifier from SRS. This field is needed to capture "canned" materials described in the CERS Chemical Library that don't have CAS numbers. If a submitted chemical record cites multiple identifiers, CERS will update the record with the latest information based upon the following order of precedence: CAS #, CERS Chemical Library ID, SRS Identifier.
252. **DOT HAZARD CLASSIFICATION IDENTIFIER** - Provide the chemical/hazardous material's US Department of Transportation (DOT) Dangerous Goods Classification. This information is automatically filled in for certain chemicals found in the CERS Chemical Library.