



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

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HAZARDOUS MATERIALS INFORMATION FORM

In order to help inform City Staff and the external reviewing agencies, the Planning Division requires the submittal of this form. If the use permit application is approved, applicants are required to submit the necessary forms and obtain the necessary permits from the Menlo Park Fire Protection District, San Mateo County Environmental Health Services Division, West Bay Sanitary District, and other applicable agencies. Please complete this form and attach additional sheets as necessary.

1. List the types of hazardous materials by California Fire Code (CFC) classifications. This list must be consistent with the proposed Hazardous Materials Inventory Statement (HMIS), sometimes referred to as a Chemical Inventory. (The HMIS is a separate submittal.)
2. Describe how hazardous materials are handled, stored and monitored to prevent or minimize a spill or release from occurring (e.g., secondary containment, segregation of incompatibles, daily visual monitoring, and flammable storage cabinets).
3. Identify the largest container of chemical waste proposed to be stored at the site. Please identify whether the waste is liquid or solid form, and general safeguards that are used to reduce leaks and spills.

4. Please explain how hazardous waste will be removed from the site (i.e. licensed haulers, or specially trained personnel).

5. Describe employee training as it pertains to the following:
 - a. Safe handling and management of hazardous materials or wastes;
 - b. Notification and evacuation of facility personnel and visitors;
 - c. Notification of local emergency responders and other agencies;
 - d. Use and maintenance of emergency response equipment;
 - e. Implementation of emergency response procedures; and
 - f. Underground Storage Tank (UST) monitoring and release response procedures.

6. Describe documentation and record keeping procedures for training activities.

7. Describe procedures for notifying onsite emergency response personnel and outside agencies (e.g. Fire, Health, Sanitary Agency-Treatment Plant, Police, State Office of Emergency Services "OES") needed during hazardous materials emergencies.

8. Describe procedures for immediate inspection, isolation, and shutdown of equipment or systems that may be involved in a hazardous materials release or threatened release.

9. Identify the nearest hospital or urgent care center expected to be used during an emergency.