

# HAZARDOUS MATERIALS BUSINESS PLAN


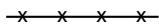







## I. SITE MAP

### Instructions



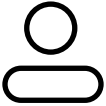




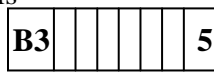

**SITE MAP LAYOUT** - Use 8-1/2 x 11 size ONLY. Use the Standardized Site Map Symbols and the Standardized Hazard Category Symbols only. Provide the following information on your site map:

1. Use 8-1/2 x 11-size paper only. For large facilities, consider using an overall layout on one page, followed by additional 8-1/2 x 11 pages showing individual buildings. (Exceptions to paper size must be approved by the HMD) MAPS ARE NOT REQUIRED TO BE DRAWN TO SCALE.
2. Site Map must be in ink or capable of making legible black and white photocopies. Do not use color coded legends. Do not scale down large documents (such as blue prints) unless the final product is clearly legible.
3. At the top of the Site Map, enter the business name; business site address; zip code; Thomas Brothers map coordinates; date; and Unified Program Facility Permit (UPFP) number.
4. Use a straight-edge, ruler or template to draw the map and symbols. All information (labels, symbols, writing, printing) placed on the site map must be legible and oriented in the same direction as the header.
5. Show structures in plan view from an overhead perspective. Show only the exterior walls of the structures. Indicate all exits and entrances to the structures. (Note: Diagramming of interior walls may be necessary for complex facilities).
6. In the upper left corner, indicate the direction of North by drawing an arrow through the N.
7. For rural areas, include an inset vicinity map of the area.
8. Diagram the streets or roads that provide access to the facility. Include driveway entrances and the nearest cross street.
9. Label internal roads, parking lots, and loading docks.
10. Label adjacent property usages (e.g., school, park, industrial, residential, commercial, vacant, etc.).

**USE OF SITE MAP SYMBOLS** - Include all applicable site map symbols on site map. Refer to standardized Site Map Symbol as provided in this packet.

- |   |   |
|---|---|
| 1. <b><u>Entrances/Exits:</u></b> Use this symbol for all exterior doors of structures, including roll-up doors.  |  |
| 2. <b><u>Fences:</u></b> Use this symbol for fences (e.g. chain link, wood, etc), block walls, or any other barriers that act as a fence. (Note: Include both external and internal fences)   |  |
| 3. <b><u>Safe Refuge Area (Evacuation Area, Staging Area):</u></b> Use this symbol to indicate the location that has been designated as the assembly area where plant or business personnel will assemble in the event of an emergency evacuation.                                  |  |
| 4. <b><u>Sewer Drain:</u></b> Use this symbol to show all sewer drains, including floor drains to sewer, sewer sumps, etc. (Note: Do not include toilets and sinks).  |  |
| 5. <b><u>Fire Hydrants:</u></b> Use this symbol to identify all fire hydrants in the vicinity of your facility.   |  |
| 6. <b><u>Storm Drain or Culvert:</u></b> Use this symbol to indicate the location of all storm drain inlets, culverts, drainage ditches, etc.   |  |
| 7. <b><u>F.D. Sprinkler System Connection:</u></b> Use this symbol to identify the building/structure fire department sprinkler system connections. (Note: Always located outside of a building accessible to the Fire Department. Do not include landscape sprinkler connections). |  |
| 8. <b><u>F.D. Standpipe Outlet:</u></b> Use this symbol to identify the fire department standpipe fire hose connection. (Note: These connections are typically found inside buildings and in stairwells).   |  |
| 9. <b><u>Knox Box (F.D. Key Box):</u></b> Use this symbol to indicate the location of the Knox Box (a locked box containing keys and/or pertinent information for the Fire Department).   |  |

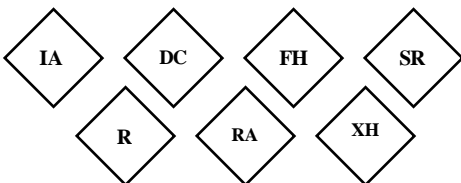
**Site Map Instructions (continued)**

10. **Underground Storage Tank Capacity:** Use this symbol for underground storage tanks and include the tank capacity within the symbol with the appropriate unit of measure as recorded on the hazardous materials inventory form. 
11. **Aboveground Storage Tank and Capacity:** Use the following symbols as indicated and include the tank capacity within the symbol with the appropriate unit of measure as recorded on the hazardous materials inventory form.  
 Use this symbol for all plating and process tanks.   
 Use these symbols for all other aboveground storage tanks and choose the symbol which most appropriately represents the configuration of the aboveground storage tank. 
12. **Electric MAIN Shut Off:** Use this symbol to indicate only the electric **main** shut-off for the entire facility, structure, or building. 
13. **Gas MAIN Shut Off:** Use this symbol to indicate only the natural gas **main** shut-off for the entire facility, structure, or building. 
14. **Water MAIN Shut Off:** Use this symbol to indicate only the water **main** shut-off for the entire facility, structure, or building. 
15. **Annunciator Panel:** Use this symbol to indicate the location of the Annunciator Panel within the facility. An annunciator is equipment which indicates the zone or area of a building from which an alarm has been initiated or the location of an alarm-initiating device and the operational condition of the alarm circuits of the system. 
16. **Stairwell - Range of Floors (e.g., B thru 5):** Use this symbol to indicate stairwells in the interior of a structure or building. Indicate the floor the stairwells begin and end on. For roof access use the abbreviation R. For basement access use the abbreviation B and include the number of basement floors. 
17. **Elevator - Range of Floors (e.g., B thru R):** Use this symbol to indicate the elevators in the interior of a structure or building. Indicate the floor the elevator begins and ends on. For roof access use the abbreviation R and include the beginning floor level. For basement access use the abbreviation B and include the number of basement floors. 

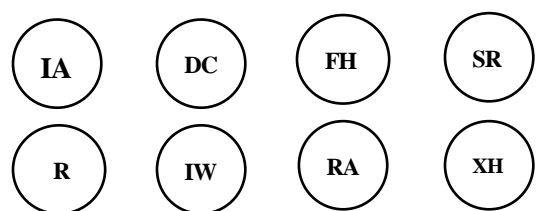
**USE OF HAZARD CATEGORY SYMBOLS** - Use these symbols to identify the location of hazardous materials stored in inventory quantities and hazardous wastes stored within your facility. (See Map Symbols Page 15).

Use your Material Safety Data Sheet or other available technical resources (i.e., 49 CFR 171.101) to determine the appropriate hazard class for each of your hazardous materials and hazardous wastes you handle on site.

Use the diamond symbol for hazardous materials



Use the circle symbol for hazardous wastes



**HINTS FOR A BETTER SITE MAP:**

- When drawing streets/intersections, use rounded corners.
- When drawing buildings, use right angles.