



November 2010

Business in San Jose  
San Jose, CA 95119

RE: Official submittal of the Hazardous Materials Business Plan and Inventory Statements (HMBP / IS) and Underground Storage Tank (UST) through the CERS system is **not an option** for businesses within the City of San Jose until further notice.

Dear San Jose Business Owner/Representative,

The City of San Jose, Hazardous Materials Program (CUPA - Participating Agency) is not accepting HMBP or UST information submittals through the California Environmental Reporting System (CERS) at this time. This is for a number of reasons including the inability to submit with required signatures, incomplete system functionality, and inability to use the data in an electronic format.

The San Jose Fire Department Hazardous Incident Team (HIT) is looking at the functionality of CERS for emergency response purposes. The most important information for this purpose is to identify the Business Contact Information, The Inventory, and the Site and Storage Maps. Your unofficial submittal of information is not required but will be helpful and used in this process.

**Until further notice, all official submittals of Hazardous Materials Business Plans, Inventory Statements, and Certifications shall be submitted under the following guidelines:**

All Businesses with Hazardous Materials in storage and use at or above the reporting Threshold Quantities (TQ's) are required to submit a **Hazardous Materials Business Plan** (The TQs are - 55 Gal, 200 Cu. Ft., or 500 lbs., see UN-020 guidelines for exceptions)

or

If the storage or use is below the TQs but above the Minimum Reportable Threshold Quantities (MRTQs) \*\* a **Haz Mat Registration / Short Form** must be used. At no time should a Short Form Quantity inventory be submitted through the CERS system.

**The only method for HMBP and UST documents submittal at this time is Hardcopy, Two (2) Copies, Signed, Complete with Facility Storage Maps clearly marked "Confidential".**

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**Hazardous Materials Inventory Statements** – Both HMBP and Short Form Inventory Quantities must submit in accordance with the following detail or SJFD will not accept the submittal;

All materials at or above the HMBP TQs must be itemized on the Matrix form.

NOTE; The One chemical per page may be submitted but only in addition to the summary of all materials on the Matrix Form Inventory).

All other materials on site that individually do not meet the HMBP TQs shall be listed as summary quantities based on the hazard classifications, i.e. flammable/combustible liquids, corrosive liquids, poison solids.

All materials on the Short Form submittals shall be listed as summary quantities.

Any submittal that does not comply with these requirements will be returned for re-submittal.

ADC, Ivan Lee, Fire Marshal  
City of San Jose Fire Department  
200 E. Santa Clara, City Hall T-2  
San Jose, CA 95113-1305

Cc: Michael Murtiff, Hazardous Materials Program Manager  
Andrew Dyer, Senior Hazardous Materials Inspector  
Ed Munoz, Captain

\*\*\* MRTQs are when **only ONE** of the following is on site, 5 Gallons or less of Class I flammable liquid, 10 gallons or less of Class II or III-A combustible, 10 gallons or less of Waste Oil, 5 gallons or less of corrosive liquids, ten pounds or less of corrosive solids. (SJ Fees and Charges)

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