



Pathway to the Future

Hazardous Materials Business Plan

**Berryessa Union School District
1376 Piedmont Road, San Jose CA 95132
408-923-1800**

Updated March 2017

TABLE OF CONTENTS

Hazardous Materials Plan Overview	Page 3
Hazardous Waste Business Activity Page/Operator Identification	Page 4
Chemical Inventory	Page 5-6
Site Map	Attachment A
Consolidated Emergency Response/Contingency Plan	Attachment B

Hazardous Materials Business Plan Overview

Chapter 6.95-Health and Safety Code, Division 20, (AB 2185 & AB 2189)

A Hazardous Materials Business Plan (HMBP) contains basic information on the location, type, quantity and health risks of hazardous materials stored, used, or disposed of by businesses operating in the state. Chapter 6.95 of the Health and Safety Code establishes minimum statewide standards for HMBPs.

The HMBP includes three elements covered in detail in this plan:

- I. Business Activities and Owner/Operator Identification
- II. Chemical Inventory and Site Map
- III. Emergency Response Plan and Employee Training

The Hazardous Materials Division (HMD) of the Department of Environmental Health (DEH) is the local Certified Unified Program Agency (CUPA) responsible for implementing and enforcing California state hazardous materials laws and regulations related to the unified programs.

HMD periodically conducts inspections to:

- Ensure compliance with existing laws and regulations including HMBP requirements.
- Identify existing safety hazards that could cause or contribute to an accidental spill or release.
- Suggest preventive measures designed to minimize the risk of a spill or release of hazardous materials.

Each business shall prepare an HMBP using the California Environmental reporting System (CERS) if that business uses, handles, or stores a hazardous material (Including hazardous waste) or an extremely hazardous material in quantities greater than or equal to the following:

- 500 pounds of a solid substance
- 55 gallons of a liquid
- 200 cubic feet of compressed gas
- A hazardous compressed gas in any amount (highly toxic gasses with a Threshold Limit Value (TLV) of 10 parts per million or less)
- Extremely hazardous substances in threshold planning quantities as defined in 40CFR Part 355

Hazardous Waste Business Activities and Owner/Operator Identification

Berryessa Union School District Corporation Yard is located at 945 Piedmont Road in San Jose, California. Our CERS ID: 10356562 and our Environmental Protection Agency (EPA) ID number is CAD981376445. Piedmont Middle School borders the facility on our referential north, Piedmont Road runs alongside our eastern perimeter, and Penetencia Creek County Park lies to our west and south.

Berryessa Union School District Corporation yard is in operation for the entire district by proving parking for our various department fleets, repairs, maintenance and other services necessary to maintain the districts operations, facilities and transportation system. Our facility services a fleet of approximately 13 yellow fleet vehicles (Busses) and 30 white fleet vehicles (Service Vehicles), which include a repair shop, lift wash rack, indoor work areas, storage areas, carpenters shop, welding shop and a warehouse building. Throughout our daily operations, we work hard to protect and improve the environment in which we work.

As a facility we generate in excess of 500 pounds of solid substance, 55 gallons of liquid, and 200 cubic feet of compressed gas. We do not own nor operate above grounds or underground petroleum storage tanks.

Our facility/site mailing address is 1376 Piedmont Road San Jose, CA 95132. Our facility emergency contact information is as follows:

Facility Emergency Coordinators	Name	Work Phone	Cell Phone
Primary	Miguel Cruz	(408) 923-1898	(408) 960-4459
Alternate #1	Robert Reyes	(408) 923-1893	(408) 210-2484
Alternate #2	Nestor Campana	(408) 923-1800	(408) 591-2186

Emergency Contacts

Agency	Telephone Number
Fire Department, Ambulance, Police	911
Santa Clara County Hazardous Materials Division	(408) 918-3400
San Jose Office of Emergency Services	(408) 794-7055
Local Non-Emergency Police/Sherriff/Fire	(408) 277-8900
Medical Attention	
Alliance Occupational Medicine	(408) 477-8080
Kaiser Occupational Medicine	(408) 972-6800

Emergency Equipment

Fire extinguishers are available in every building located in the Corporation yard. Fire alarms (if any), and equipment for controlling chemical spills are shown on facility site plan posted.

Hazardous Materials Inventory

Hazardous Waste Inventory Information

Name	Treatment/Disposal	Max. Qty	Annual Qty.	Locations
Used Engine Oil from Busses, Fleet and Equipment	Shipped off site for Recycling/ Treatment/Disposal	35 Gallons	165 Gallons	Mechanics Garage
Used Engine Coolant from Busses, Fleet and Equipment	Shipped off site for Recycling/ Treatment/Disposal	55 Gallons	165 Gallons	Mechanics Garage
Used Engine Oil Filters from Busses, Fleet and Equipment	Shipped off site for Recycling/ Treatment/Disposal	55 Gallons	165 Gallons	Mechanics Garage

Non-Waste Inventory Information

Name	Max. Qty	Container Size	Locations
New Engine Oil from Busses, Fleet and Equipment	5 Gallons	5 Gallon	Mechanics Garage
Diesel Fuel for Busses, Fleet and Equipment	5 Gallon	5 Gallon	Mechanics Garage
Gas Fuel For Busses, Fleet and Equipment	5 Gallon	5 Gallon	Mechanics Garage
New Transmission Fluid Busses, Fleet and Equipment	55 Gallons	55 Gallons	Mechanics Garage
New Fuel Additive for Busses, Fleet and Equipment	30 Gallons	30 Gallons	Mechanics Garage
Propane Tank	16 Gallons	8 Gallons	Mechanics Garage
Graffiti Remover	1 Gallon	1 Gallon	Offices
Primer for Graffiti Abatement	1 Gallon	1 Gallon	Offices
Gas Fuel For Grounds Power Equipment	5 Gallon	5 Gallon	Outdoor Storage
Gas Fuel For Grounds Power Equipment	5 Gallon	5 Gallon	Outdoor Storage

Fertilizer for District School Site Lawn Areas	1000 lbs.	50 lbs.	Outdoor Storage
Spackle Paste for School Site Patching and Repair	3 Gallon	1 Gallon	Warehouse/ Carpenters Shop
Wood Stain for School Site Wood Work	3 Gallon	1 Gallon	Warehouse/ Carpenters Shop
Mineral Spirits for School Site Paint Work	5 Gallon	5 Gallon	Warehouse/ Carpenters Shop
Acrylic Latex Sealant for School Site	10 Ounces	36 Ounces	Warehouse/ Carpenters Shop
Turpentine Oil for School Site Work	8 Ounces	16 Ounces	Warehouse/ Carpenters Shop
Wood Stain for School Site Work	1 Gallon	1 Gallon	Warehouse/ Carpenters Shop
Bantan Duplicating Fluid	1 Gallon	1 Gallon	Warehouse/ Carpenters Shop
Semi Gloss Enamel	1 Quart	1 Quart	Warehouse/ Carpenters Shop
Diesel Fuel for Grounds Power Equipment	20 Gallons	5 Gallon	Indoor Work Area
Gas Fuel For Grounds Power Equipment	30 Gallons	5 Gallon	Indoor Work Area
Paint for School Site Work (Water Based)	187 Gallons	5 Gallon	Indoor Work Area
Oxygen for District Wide Metal Work	125 lbs.	125 lbs.	Indoor Work Area
Acetylene	145 lbs.	145 lbs.	Indoor Work Area

Site Map

1. Please see Attachment A- BUSD

Emergency Response and Training Programs

1. Please see Attachment B- California Environmental Reporting System (CERS)-Consolidated Emergency Response/Contingency Plan

Updated on 3/2017 and approved through BUSD Safety Committee on 4/2017

Berryessa Union School District - Potential Pollutant Diagram

945 Piedmont Road, San Jose, CA 95132



- #1 - Repair Shop
- #2 - Bus Lift/Wash Rack
- #3 - Hazardous Materials/Waste Fluids
- #4 - Bus Parking
- #5 - Indoor Work Area
- #6 - Indoor/Covered Storage
- #7 - Outdoor Storage
- #8 - Dumpster/Roll-Offs
- #9 - Facility Support Equipment
- #10 - Operational Equipment*

*Although not shown, the Operational Equipment is used throughout the facility.



Their choice defines us as professionals

**CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)
 CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN**

Prior to completing this Plan, please refer to the INSTRUCTIONS FOR COMPLETING A CONSOLIDATED CONTINGENCY PLAN

A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW

FACILITY ID # CAD981376445	1. CERS ID 10356562	A1. DATE OF PLAN PREPARATION/REVISION 3/20/2017	A2.
BUSINESS NAME (Same as Facility Name or DBA - Doing Business As) Berryessa Union School District-Corporation Yard			3.
BUSINESS SITE ADDRESS 945 Piedmont Road			103.
BUSINESS SITE CITY San Jose	104.	ZIP CODE CA 95132	105.
TYPE OF BUSINESS (e.g., Painting Contractor) School District Corporation Yard	A3.	INCIDENTAL OPERATIONS (e.g., Fleet Maintenance) Fleet, Busses, Warehouse, Maintenance, Grounds, CNS	A4.
THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING: (Check all that apply) <input checked="" type="checkbox"/> 1. HAZARDOUS MATERIALS; <input type="checkbox"/> 2. HAZARDOUS WASTES			A5.

B. INTERNAL RESPONSE

INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR VIA: (Check all that apply) <input checked="" type="checkbox"/> 1. CALLING PUBLIC EMERGENCY RESPONDERS (i.e., 9-1-1) <input checked="" type="checkbox"/> 2. CALLING HAZARDOUS WASTE CONTRACTOR <input checked="" type="checkbox"/> 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM	B1.
--	-----

C. EMERGENCY COMMUNICATIONS, PHONE NUMBERS AND NOTIFICATIONS

Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the Emergency Coordinator (or his/her designee when the Emergency Coordinator is on call) shall:

1. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel.
2. Notify appropriate local authorities (i.e., call 9-1-1).
3. Notify the California Emergency Management Agency at (800) 852-7550.

Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall notify the California Department of Toxic Substances Control (DTSC), the local Unified Program Agency (UPA), and the local fire department's hazardous materials program that the facility is in compliance with requirements to:

1. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility; and
2. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.

INTERNAL FACILITY EMERGENCY COMMUNICATIONS OR ALARM NOTIFICATION WILL OCCUR VIA: (Check all that apply) <input checked="" type="checkbox"/> 1. VERBAL WARNINGS; <input type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; <input checked="" type="checkbox"/> 3. TELEPHONE; <input type="checkbox"/> 4. PAGERS; <input checked="" type="checkbox"/> 5. ALARM SYSTEM; <input checked="" type="checkbox"/> 6. PORTABLE RADIO	C1.
NOTIFICATIONS TO NEIGHBORING FACILITIES THAT MAY BE AFFECTED BY AN OFF-SITE RELEASE WILL OCCUR BY: (Check all that apply) <input checked="" type="checkbox"/> 1. VERBAL WARNINGS; <input type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; <input checked="" type="checkbox"/> 3. TELEPHONE; <input type="checkbox"/> 4. PAGERS; <input checked="" type="checkbox"/> 5. ALARM SYSTEM; <input checked="" type="checkbox"/> 6. PORTABLE RADIO	C2.
EMERGENCY RESPONSE PHONE NUMBERS: AMBULANCE, FIRE, POLICE AND CHP 9-1-1 CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CAL/EMA) (800) 852-7550 NATIONAL RESPONSE CENTER (NRC) (800) 424-8802 POISON CONTROL CENTER (800) 222-1222 LOCAL UNIFIED PROGRAM AGENCY (UPA/CUPA) (916) 845-8510	C3.
OTHER (Specify): Santa Clara County Hazardous Materials Division	C4. (408) 918-3400 C5.
NEAREST MEDICAL FACILITY / HOSPITAL NAME: Kaiser Occupational Medicine	C6. (408) 972-6800 C7.
AGENCY NOTIFICATION PHONE NUMBERS: CALIFORNIA DEPT. OF TOXIC SUBSTANCES CONTROL (DTSC) (916) 255-3545 REGIONAL WATER QUALITY CONTROL BOARD (510) 622-2300 U.S. ENVIRONMENTAL PROTECTION AGENCY (US EPA) (800) 300-2193 CALIFORNIA DEPT OF FISH AND GAME (DFG) (916) 358-2900 U.S. COAST GUARD (202) 267-2180 CAL/OSHA (916) 263-2800 STATE FIRE MARSHAL (916) 445-8200	C8.
OTHER (Specify): San Jose Office of Emergency Serv.	C9. (408) 794-7055 C10.
OTHER (Specify): Local SJPD Non-Emergency	C11. (408) 277-8900 C12.

D. EMERGENCY CONTAINMENT AND CLEANUP PROCEDURES

SPILL PREVENTION, CONTAINMENT, AND CLEANUP PROCEDURES: (Check all boxes that apply to indicate your procedures for containing spills, releases, fires or explosions; and, preventing and mitigating associated harm to persons, property, and the environment.)

- 1. MONITOR FOR LEAKS, RUPTURES, PRESSURE BUILD-UP, ETC.;
- 2. PROVIDE STRUCTURAL PHYSICAL BARRIERS (e.g., Portable spill containment walls);
- 3. PROVIDE ABSORBENT PHYSICAL BARRIERS (e.g., Pads, pigs, pillows);
- 4. COVER OR BLOCK FLOOR AND/ OR STORM DRAINS;
- 5. BUILT-IN BERM IN WORK / STORAGE AREA;
- 6. AUTOMATIC FIRE SUPPRESSION SYSTEM;
- 7. ELIMINATE SOURCES OF IGNITION FOR FLAMMABLE HAZARDS (e.g. Flammable liquids, Propane);
- 8. STOP PROCESSES AND/OR OPERATIONS;
- 9. AUTOMATIC / ELECTRONIC EQUIPMENT SHUT-OFF SYSTEM;
- 10. SHUT-OFF WATER, GAS, ELECTRICAL UTILITIES AS APPROPRIATE;
- 11. CALL 9-1-1 FOR PUBLIC EMERGENCY RESPONDER ASSISTANCE / MEDICAL AID;
- 12. NOTIFY AND EVACUATE PERSONS IN ALL THREATENED AREAS;
- 13. ACCOUNT FOR EVACUATED PERSONS IMMEDIATELY AFTER EVACUATION CALL;
- 14. PROVIDE PROTECTIVE EQUIPMENT FOR ON-SITE RESPONSE TEAM;
- 15. REMOVE OR ISOLATE CONTAINERS / AREA AS APPROPRIATE;
- 16. HIRE LICENSED HAZARDOUS WASTE CONTRACTOR;
- 17. USE ABSORBENT MATERIAL FOR SPILLS WITH SUBSEQUENT PROPER LABELING, STORAGE, AND HAZARDOUS WASTE DISPOSAL AS APPROPRIATE;
- 18. SUCTION USING SHOP VACUUM WITH SUBSEQUENT PROPER LABELING, STORAGE, AND HAZARDOUS WASTE DISPOSAL AS APPROPRIATE;
- 19. WASH / DECONTAMINATE EQUIPMENT W/ CONTAINMENT and DISPOSAL OF EFFLUENT / RINSATE AS HAZARDOUS WASTE;
- 20. PROVIDE SAFE TEMPORARY STORAGE OF EMERGENCY-GENERATED WASTES;
- 21. OTHER (Specify):

D1.

D2.

E. FACILITY EVACUATION

THE FOLLOWING ALARM SIGNAL(S) WILL BE USED TO BEGIN EVACUATION OF THE FACILITY (CHECK ALL THAT APPLY):

- 1. BELLS;
- 2. HORNS/SIRENS;
- 3. VERBAL (I.E., SHOUTING);
- 4. OTHER (Specify): Department Radios and Cell Phones

E1.

E2.

THE FOLLOWING LOCATION(S) IS/ARE EVACUEE EMERGENCY ASSEMBLY AREA(S) (i.e., Front parking lot, specific street corner, etc.)

E3.

Note: The Emergency Coordinator must account for all on site employees and/or site visitors after evacuation.

- EVACUATION ROUTE MAP(S) POSTED AS REQUIRED

E4.

Note: The map(s) must show primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas, and must be prominently posted throughout the facility in locations where it will be visible to employees and visitors.

F. ARRANGEMENTS FOR EMERGENCY SERVICES

Explanation of Requirement: Advance arrangements with local fire and police departments, hospitals, and/or emergency services contractors should be made as appropriate for your facility. You may determine that such arrangements are not necessary.

ADVANCE ARRANGEMENTS FOR LOCAL EMERGENCY SERVICES (Check one of the following)

F1.

- 1. HAVE BEEN DETERMINED NOT NECESSARY; *or*
- 2. THE FOLLOWING ARRANGEMENTS HAVE BEEN MADE (Specify):

F2.

G. EMERGENCY EQUIPMENT

Check all boxes that apply to list emergency response equipment available at the facility and identify the location(s) where the equipment is kept and the equipment's capability, if applicable. [e.g., CHEMICAL PROTECTIVE GLOVES | Spill response kit | One time use, Oil & solvent resistant only.]

TYPE	EQUIPMENT AVAILABLE	LOCATION	CAPABILITY (If applicable)
Safety and First Aid	1. <input checked="" type="checkbox"/> CHEMICAL PROTECTIVE SUITS, APRONS, OR VESTS	MOT Offices and Fleet Vehicles	
	2. <input checked="" type="checkbox"/> CHEMICAL PROTECTIVE GLOVES	MOT Offices and Fleet Vehicles	
	3. <input checked="" type="checkbox"/> CHEMICAL PROTECTIVE BOOTS	MOT Offices and Fleet Vehicles	
	4. <input type="checkbox"/> SAFETY GLASSES / GOGGLES / SHIELDS		
	5. <input checked="" type="checkbox"/> HARD HATS	MOT Offices and Fleet Vehicles	
	6. <input type="checkbox"/> CARTRIDGE RESPIRATORS		
	7. <input type="checkbox"/> SELF-CONTAINED BREATHING APPARATUS (SCBA)		
	8. <input checked="" type="checkbox"/> FIRST AID KITS / STATIONS	MOT Offices and Fleet Vehicles	
	9. <input type="checkbox"/> PLUMBED EYEWASH FOUNTAIN / SHOWER		
	10. <input type="checkbox"/> PORTABLE EYEWASH KITS		
	11. <input type="checkbox"/> OTHER		
	12. <input type="checkbox"/> OTHER		
Fire Fighting	13. <input checked="" type="checkbox"/> PORTABLE FIRE EXTINGUISHERS	MOT Offices, Shops and Garage	
	14. <input type="checkbox"/> FIXED FIRE SYSTEMS / SPRINKLERS / FIRE HOSES		
	15. <input checked="" type="checkbox"/> FIRE ALARM BOXES OR STATIONS	MOT Offices	
	16. <input type="checkbox"/> OTHER		
Spill Control and Clean-Up	17. <input checked="" type="checkbox"/> ALL-IN-ONE SPILL KIT	Mechanics Garage	
	18. <input checked="" type="checkbox"/> ABSORBENT MATERIAL	Mechanics Garage	
	19. <input checked="" type="checkbox"/> CONTAINER FOR USED ABSORBENT	Mechanics Garage	
	20. <input type="checkbox"/> BERMING / DIKING EQUIPMENT		
	21. <input checked="" type="checkbox"/> BROOM	Mechanics Garage and Shops	
	22. <input checked="" type="checkbox"/> SHOVEL	Mechanics Garage and Shops	
	23. <input checked="" type="checkbox"/> SHOP VAC	Mechanics Garage and Shops	
	24. <input type="checkbox"/> EXHAUST HOOD		
	25. <input type="checkbox"/> EMERGENCY SUMP / HOLDING TANK		
	26. <input type="checkbox"/> CHEMICAL NEUTRALIZERS		
	27. <input type="checkbox"/> GAS CYLINDER LEAK REPAIR KIT		
	28. <input checked="" type="checkbox"/> SPILL OVERPACK DRUMS	Mechanics Garage	
	29. <input type="checkbox"/> OTHER		
Communications and Alarm Systems	30. <input checked="" type="checkbox"/> TELEPHONES (Includes cellular)	Posted on Emergency Procedures	
	31. <input type="checkbox"/> INTERCOM / PA SYSTEM		
	32. <input checked="" type="checkbox"/> PORTABLE RADIOS	Assigned Handhelds	
	33. <input type="checkbox"/> AUTOMATIC ALARM CHEMICAL MONITORING EQUIPMENT		
Other	34. <input type="checkbox"/> OTHER		
	35. <input type="checkbox"/> OTHER		

H. EARTHQUAKE VULNERABILITY

Identify areas of the facility that are vulnerable to hazardous materials releases / spills due to earthquake-related motion. These areas require immediate isolation and inspection.

VULNERABLE AREAS: (Check all that apply)		H1.	LOCATIONS (e.g., shop, outdoor shed, forensic lab)
<input checked="" type="checkbox"/>	1. HAZARDOUS MATERIALS / WASTE STORAGE AREA		Mechanics Shop, Storage Areas, Carpenters Shop, Warehouse, Welders Shop H2.
<input type="checkbox"/>	2. PROCESS LINES / PIPING		H3.
<input type="checkbox"/>	3. LABORATORY		H4.
<input type="checkbox"/>	4. WASTE TREATMENT AREA		H5.

Identify mechanical systems vulnerable to releases / spills due to earthquake-related motion. These systems require immediate isolation and inspection.

VULNERABLE SYSTEMS: (Check all that apply)		H6.	LOCATIONS
<input checked="" type="checkbox"/>	1. SHELVES, CABINETS AND RACKS		Offices, Shops, Warehouse and Storage Areas H7.
<input type="checkbox"/>	2. TANKS (EMERGENCY SHUTOFF)		H8.
<input checked="" type="checkbox"/>	3. PORTABLE GAS CYLINDERS		Mechanics Shop, Carpenters Shop, Grounds Shop, Welders Shop H9.
<input checked="" type="checkbox"/>	4. EMERGENCY SHUTOFF AND/OR UTILITY VALVES		East of Corporation Yard Near Piedmont Road. H10.
<input type="checkbox"/>	5. SPRINKLER SYSTEMS		H11.
<input type="checkbox"/>	6. STATIONARY PRESSURIZED CONTAINERS (e.g., Propane dispensing tank)		H12.

I. EMPLOYEE TRAINING

Explanation of Requirement: Employee training is required for all employees handling hazardous materials and hazardous wastes in day-to-day or clean-up operations including volunteers and/or contractors. Training must be:

- Provided within 6 months for new hires;
- Amended as necessary prior to change in process or work assignment;
- Given upon modification to the Emergency Response / Contingency Plan, and updated/refreshed annually for all employees.

Required content includes all of the following:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Material Safety Data Sheets; • Hazard communication related to health and safety; • Methods for safe handling of hazardous substances; • Fire hazards of materials / processes; • Conditions likely to worsen emergencies; • Coordination of emergency response; • Notification procedures; • Applicable laws and regulations; | <ul style="list-style-type: none"> • Communication and alarm systems; • Personal protective equipment; • Use of emergency response equipment (e.g. Fire extinguishers, respirators, etc.); • Decontamination procedures; • Evacuation procedures; • Control and containment procedures; • UST monitoring system equipment and procedures (if applicable). |
|---|--|

INDICATE HOW EMPLOYEE TRAINING PROGRAM IS ADMINISTERED (Check all that apply)		J1.
<input checked="" type="checkbox"/>	1. FORMAL CLASSROOM;	<input type="checkbox"/>
<input type="checkbox"/>	2. VIDEOS;	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	3. SAFETY / TAILGATE MEETINGS;	
<input checked="" type="checkbox"/>	4. STUDY GUIDES / MANUALS (Specify): <u>BUSD Corporation Yard Hazardous Materials Business Plan. Hard Copy in office and on Dept. Website</u>	J2.
<input checked="" type="checkbox"/>	5. OTHER (Specify): <u>During M&O Safety Meeting and Grounds Safety Meeting</u>	J3.
<input type="checkbox"/>	6. NOT APPLICABLE BECAUSE FACILITY HAS NO EMPLOYEES	

Large Quantity Generator (LQG) Training Records: Large quantity hazardous waste generators (i.e., who generate more than 270 gallons/1,000 kilograms of hazardous waste per month) must retain written documentation of employee hazardous waste management training sessions which includes:

- A written outline/agenda of the type and amount of both introductory and continuing training that will be given to persons filling each job position having responsibility for the management of hazardous waste (e.g., labeling, manifesting, compliance with accumulation time limits, etc.).
- The name, job title, and date of training for each hazardous waste management training session given to an employee filling such a job position; and
- A written job description for each of the above job positions that describes job duties and the skills, education, or other qualifications required of personnel assigned to the position.
- Current employee training records must be retained until closure of the facility.
- Former employee training records must be retained at least three years after termination of employment.

J. LIST OF ATTACHMENTS

(Check one of the following)		J1.
<input type="checkbox"/>	1. NO ATTACHMENTS ARE REQUIRED; or	
<input type="checkbox"/>	2. THE FOLLOWING DOCUMENTS ARE ATTACHED:	J2.

K. SIGNATURE / CERTIFICATION

Certification: Based on my inquiry of those individuals responsible for obtaining the information, I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete, and that a copy is available on site.

SIGNATURE OF OWNER/OPERATOR		DATE SIGNED	K1.
		3/30/2017	
NAME OF SIGNER (print)		TITLE OF SIGNER	K3.
Miguel Cruz		Director of MOT	