

HAZARDOUS MATERIALS BUSINESS PLAN SITE MAP INSTRUCTIONS

- 1) All required elements need to be addressed on the map, if applicable.
- 2) Several maps can be submitted if one map cannot show all of the required elements. If more than one map is submitted, there has to be one map that shows the overview of the entire facility. If needed, use an additional page listing the hazardous materials and the area in which they are stored. All of the pages need to be numbered.
- 3) All labels, symbols, writing, and printing shown on the site map must be legible and oriented in the same direction.
- 4) All symbols and acronyms for required elements must be defined if used (i.e. provide a legend).
- 5) Emergency shutoffs need to be labeled as what kind of chemical shutoff (ex. Diesel shutoff), gas, or electric.
- 6) If the facility has adjacent buildings, label the adjacent buildings.
- 7) Only spill kits, absorbents, and fire extinguishers need to be put on the map to fulfill the emergency response element. Other equipment can be indicated, but not required, unless specified in the Emergency Response and Contingency Plan.

Required Site Map Elements	Description
North orientation	An arrow with the letter “N” to indicate where the north direction is in relation to the facility
Adjacent streets	Streets that border the facility
Access and exit points	Areas that allow entry to and or exit from the facility. This includes the facility structures and gates.
Hazardous materials handling and storage areas	Areas where hazardous materials are stored and/or handled
Emergency Response Equipment	Spill kits, absorbents, and fire extinguishers
Evacuation Staging Areas	Assembly area in the event of an emergency
Loading Areas	Any area that is designated for hazardous materials are loaded and/or unloaded by a commercial vehicle. This includes the fill point for fuel storage tanks and bulk CO2 tanks
Internal roads	Smaller roads that are within the facility
Storm and Sewer Drains	Drains that are surrounding the facility and lead into the storm or sewer systems
Emergency Shutoffs	Chemical, gas, water, and electrical shutoffs