



WASHTENAW COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH DIVISION

705 N. Zeeb Road, P.O. Box 8645 ~ Ann Arbor, MI 48107-8645
Phone: (734) 222-3800 ~ Fax: (734) 222-3930
www.ewashtenaw.org

WASHTENAW COUNTY POLLUTION PREVENTION PROGRAM
2012 STATUS SHEET FOR TOXIC, HAZARDOUS, OR POLLUTING MATERIALS

This information is required by the Washtenaw County Pollution Prevention Regulation and may be used in the event of an emergency. Please be as accurate as possible and print or type all responses. If you have questions please call (734) 222-3800.

BUSINESS INFORMATION:

Legal Business Name:
Site Street Address:
City/Township: Zip Code:
Fire Department Jurisdiction:
Mailing/Billing Address (If other than site address):
Business Owner Name:
Business Owner Address:
Business E-Mail Address:
Property Parcel #: (Use tax ID# where building is located, if located on multiple parcels.)
Hazardous Waste Generator Number (if applicable): (MID or MIG number issued by state)
Nature of Business:

FACILITY CONTACTS: (All future correspondence will be mailed to the Primary Contact.)

Primary Contact Name:
Phone (Day): E-Mail:
Emergency Contact Name #1:
Phone (Day): Phone (Evening):
Emergency Contact Name #2:
Phone (Day): Phone (Evening):

Please use the following checklist to ensure that you have completed all required reporting components:

- Completed Business Information Sheet (Page 1)
Completed Manufacturer Inventory (Page 2)
Completed Hazardous Materials Inventory (Page 3)
Completed Waste Materials Inventory (Page 4)
Accurate Site Plan (See Page 6)

-OR-

There are no changes to my last chemical inventory mailed to your office AND ALL ELEMENTS of the Washtenaw County Pollution Prevention Chemical Status Sheet(s) remain ACCURATE AND COMPLETE, AND the last chemical inventory submittal is within the last 4 years (otherwise, submit new Pages 2-4).

I declare that the information on this status sheet is true and accurate to the best of my knowledge.

Signature

Printed Name

Date

The Washtenaw County Pollution Prevention Regulation establishes a reporting fee for all regulated facilities. Please find the enclosed invoice for this amount and mail the fee and status sheet(s) to the following address:

Washtenaw County Pollution Prevention Program
705 N. Zeeb Rd.
Ann Arbor, MI 48103

MANUFACTURER INVENTORY (FRESH CHEMICAL):

In case of an emergency, it is sometimes necessary to obtain information from chemical manufacturers so that chemical compatibility and hazardous nature can be determined. Please list the name, address, and phone number of the manufacturers of the materials you store so that emergency responders can call the manufacturer if needed.

Make additional copies of this sheet to list all manufacturers, if necessary.

MANUFACTURER NAME:	ADDRESS:	PHONE:
1.		
2.		
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20.		

TOXIC, HAZARDOUS, OR POLLUTING MATERIALS INVENTORY (FRESH CHEMICAL):

This inventory must include all raw materials (including oils and other petroleum based products) for which you have a material safety data sheet (MSDS), and that are in quantities greater than five (5) gallons. **Make additional copies of this sheet to list all materials, if necessary.**

INFORMATION	INGREDIENTS	PERCENT	PHYSICAL STATE	CAS #	HAZARD	MAXIMUM STORAGE	END POINT	STORAGE TYPE
A) Common Name B) Manufacturer C) Storage Location	Chemical Names (Top three ingredients by %)	%	<u>S</u> olid <u>L</u> iquid <u>G</u> as	CAS Number (See MSDS or product label)	Class I - VIII (See Page 5 for instructions)	Maximum Storage Volume	<u>H</u> auled off-site <u>I</u> ncorporated into product <u>S</u> anitary Sewer <u>A</u> ir <u>R</u> ecycled <u>O</u> ther	See Page 5 for instructions

Example:

A) Lacquer Thinner	Toluene	46%	L	108-88-3	Class 3, 6	40 gallons	I, H	D
B) ACME Chemical	Xylene	32%		1330-20-7				
C) Paint Room	Benzene	22%		71-43-2				

A)								
B)								
C)								

A)								
B)								
C)								

A)								
B)								
C)								

A)								
B)								
C)								

A)								
B)								
C)								

WASTE MATERIALS INVENTORY:

This inventory form is to be completed for all liquid industrial and hazardous wastes. **Make additional copies of this sheet to list all wastes if necessary.**

INFORMATION	INGREDIENTS	PERCENT	MAXIMUM AMOUNT	ANNUAL AMMOUNT
A) DOT Shipping Name B) Waste Hauler C) Storage Location	Waste Chemical Name (<i>Top three ingredients by %</i>)	Maximum %	Maximum amount at any time	Amount generated annually

Example:

A) Waste Thinner B) Joe's Hauling C) Paint Room	Paint Xylene Methyl Ethyl Ketone	30% 20% 50%	30 gallons	180 gallons
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A)				
B)				
C)				

A)				
B)				
C)				

A)				
B)				
C)				

A)				
B)				
C)				

A)				
B)				
C)				

HAZARD CLASS:

On the hazardous material inventory the following hazard classes are to be used. These classes have been revised to satisfy the requirements of Fire Fighter Right-To-Know Regulations (Bulletin #33).

<u>Class I</u> Explosives/Blasting agents (Not including class C explosives)	<u>Class V</u> Oxidizer Organic Peroxide
<u>Class II</u> Poison Gas Flammable Gas Non-Flammable Gas	<u>Class VI</u> Poison Irritating Material: Liquid Solid
<u>Class III</u> Flammable Liquid Combustible liquid	<u>Class VII</u> Radioactive Material (Yellow III label)
<u>Class IV</u> Flammable Solid (Dangerous when wet) Flammable Solid Spontaneously Combustible	<u>Class VIII</u> Corrosives: Liquid Solid

If a Material Safety Data Sheet is not required for the substance, and it is not an oil product, please use NONDOT.

STORAGE TYPE:

The following codes are to be used for storage types. These codes are the same codes used for Tier II reporting.

A = Above Ground Tank	G = Carboy	M = Glass bottles or jugs
B = Below Ground Tank	H = Silo	N = Plastic bottles or jugs
C = Tank Inside Bldg.	I = Fiber Drum	O = Tote Bin
D = Steel Drum	J = Bag	P = Tank Wagon
E = Plastic Drum	K = Box	Q = Rail Car
F = Can	L = Cylinder	R = Other

TIER II REPORTING:

If you store an Extremely Hazardous Substance (EHS) above designated threshold planning quantities (designated under Section 302 of Federal SARA Title III), or you store 10,000 pounds or more of any chemical required to have an MSDS, you are required to submit a **Tier II** report to your local Emergency Planning Committee (LEPC) and the Michigan Department of Environmental Quality (MDEQ). Tier II forms are mailed from the MDEQ. If you have lost your Tier II Report form or would like additional copies, please contact the Washtenaw County Department of Public Health at (734) 222-3800.

EMERGENCY/SPILL PLAN:

Facilities regulated by the Washtenaw County Pollution Prevention Regulation may be required to have an emergency plan. Because of the large number of laws that require emergency planning, Washtenaw County will consider any of the following plans acceptable, as long as they are accurate and complete. Please submit a copy of your plans to the Washtenaw County Department of Public Health. For questions about emergency/spill plans, please contact the Washtenaw County Department of Public Health at (734) 222-3800.













- A) **PIPP PLAN-** If you store materials on the Michigan Critical Materials Register, if you store over 40,000 gallons of oil/petroleum product, or if you store over 5 tons of solid salt (including sand/salt mix) or 1,000 gallons of liquid salt, you are required to have a Pollution Incident Prevention Plan (PIPP).
- B) **SPCC PLAN-** If a petroleum product spill from your facility could reach a waterway and you store over 1320 gallons of petroleum product above ground or over 40,000 gallons below ground, or you have a single oil tank over 600 gallons, you are required to have a Spill Control Counter Measure Plan (SPCC).
- C) **HMMP PLAN-** If you do not need a PIPP or a SPCC and you store over 500 gallons of hazardous materials you are required to submit a Hazardous Materials Management Plan (HMMP).

SITE PLAN:





Each regulated facility is required to submit an accurate site plan. If you have previously submitted a site plan and there have been no changes to your facility, you are not required to submit a new plan. Copies of these site plans will be made available to your local fire department for emergency use, and therefore must be as accurate as possible. A sample site plan can be found online at www.ewashtenaw.org/p2, or by telephoning this office at 734-222-3800.

Site Plan Instructions:

On a separate piece of paper, provide a site plan of the property and building(s) at this address. The orientation of the buildings should be such that North is at the top of the page. Streets adjacent to the property should also be indicated on the drawing. Below is a list of the types of information that must be included on a site plan, as well as the symbols you should use when preparing the plan:

Entrances	---
Emergency Exits	-E-
Evacuation Route	----->
Storm Sewer	
Sanitary Sewer	
Other Point of Discharge	
Fire Hydrant	
Automatic Sprinkler Head	
Outside Sprinkler Connect	
Well	
Above-Ground Storage Tank	
Below-Ground Storage Tank	
Guard Station	
Material Safety Date Sheet File	
Knox Box	
Staging Area or Loading Dock	*

Utility Emergency Shut-Offs:

Electric	
Gas	
Water	
Halon	

Hazardous Materials Storage:

Flammables	F
Reactives	R
Corrosives	C
Oxidizers	O
Poisons	P
Explosives	E
Radioactive	RA