

BUSINESS PLAN UPDATE FORM

Facility Name: _____

Site Address: _____ City: _____ ZIP: _____

Mailing Address (if different):

Contact Person: _____ Phone Number: _____

Annual Inventory Update - Check the appropriate boxes below:

- No significant changes in inventory have occurred since the last business plan was submitted.
- The information contained in the hazardous materials inventory most recently submitted to the CUPA or AA is complete, accurate, and up to date.
 - There has been no change in the quantity of hazardous materials reported in the most recently submitted inventory.
 - No hazardous materials subject to inventory requirements are being handled that are not listed on the most recently submitted inventory.
- New inventory forms are attached. (Additional forms can be obtained by contacting Plumas County Environmental Health at 530-283-6355.
- Replace previous inventory with attached inventory.
 - Replace only designated pages of inventory.

Special instructions: _____

Triennial Review and Recertification (due every three years):

I certify that the business plan has been reviewed and the information contained in the business plan is accurate and complete as of this date.

Other Updates:

Please incorporate the following information into the business plan for this facility (use additional pages if necessary):

I declare, under penalty of perjury, that the information provided herein is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Note: This information is provided to local 911 dispatch and fire jurisdictions.

Mail to: Plumas County Environmental Health
270 County Hospital Rd. Rm 106
Quincy, CA 95971

UPDATING REQUIREMENTS FOR BUSINESS PLANS

Hazardous materials business plans must be updated periodically to insure that current information is available for emergency response and community right-to-know purposes. The three required updates of the business plan are as follows:

1. **Annual Inventory Updates** - The hazardous materials inventory portion of the business plan must be reviewed and updated annually. This may be accomplished by completing the business plan update form on the reverse side and returning it to this department. Please note that new inventory forms and/or site maps need only be submitted if you have made **changes** in inventory quantities, materials, or storage location since your last update.
2. **Triennial Review and Recertification** - The entire business plan, including emergency notifications, evacuation and employee training sections, must be reviewed and recertified every three years.
3. **Significant Change Updates** - The portion of the business plan affected by the change must be updated within 30 days of **any** of the following events:
 - a. A 100 percent or more increase in the quantity of a previously disclosed hazardous material.
 - b. Any handling of a previously undisclosed hazardous material subject to the inventory requirements.
 - c. Change of business address.
 - d. Change of business ownership.
 - e. Change of business name.
 - f. Change of name or phone number of emergency contact persons.

PLEASE SEE BACK FOR UPDATE FORM