

Countywide Services Agency  
Environmental Management  
Department

Hazardous Materials Division

Dennis Green, Chief



County of Sacramento

Terry Schutten, County Executive  
Penelope Clarke, Agency Administrator  
Val F. Siebal, Department Director

\*\*EV0030004\*FA0030874\*3234 MONIER CIR STE E\*\*  
ATTN: DOUG ENGLISH  
ENGLISH MANUFACTURING INC  
3234 MONIER CIR STE E  
RANCHO CORDOVA CA 95742

**DUE DATE:**  
**FEBRUARY 9, 2007**

## Request for Hazardous Materials Plan (HMP) or Annual HMP Renewal

### Requirement

Hazardous Materials Plans (HMPs) and Permits are required by state law for all businesses that:

- store, handle, use or otherwise maintain reportable quantities (generally, 55 gallons, 500 pounds or 200 cubic feet; refer to HMP Instruction Booklet for definition and exceptions) of hazardous materials/hazardous wastes on site at any one time,
- generate any amount of hazardous wastes, or
- have underground storage tanks.

### What you must do

**You must submit your completed HMP documents (enclosed) to our office within 60 days.**

### Documents enclosed reflect your current submittal status

Your business has been identified as one that is subject to HMP requirements.

Your HMP submittal requirements are dependent upon whether our records indicate that you have previously submitted to us a current and valid HMP.

We are enclosing with this letter an HMP packet that reflects your current submittal status as described in this table:

If our records indicate that you've:	Then, you'll find enclosed for your completion and return:
<ul style="list-style-type: none"><li>- not yet submitted an HMP, or</li><li>- your last HMP submittal is more than one year old</li></ul>	a complete <b>new</b> HMP packet, distinguished by its <b>blue</b> cover
<ul style="list-style-type: none"><li>- submitted an HMP and qualify for renewal status,</li></ul>	a streamlined HMP <b>renewal</b> packet, distinguished by its <b>green</b> cover

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# Request for Hazardous Materials Plan (HMP) or Annual HMP Renewal, continued

Documents that  
must be completed  
and returned

This table describes which documents you must complete and return.

If the packet enclosed is...	and you have...	Then you must submit...
blue	<ul style="list-style-type: none"><li>- never submitted an HMP, or,</li><li>- no current HMP on file with us in the last 12 months,</li></ul>	<p>a fully completed HMP containing these documents:</p> <ul style="list-style-type: none"><li>- Business Activities Form,</li><li>- Business Owner/Operator Identification Form,</li><li>- Hazardous Materials Inventory Forms, site map, and</li><li>- Consolidated Contingency Plan.</li></ul>
green	no changes from your previously submitted HMP,	<p>the completed and signed:</p> <ul style="list-style-type: none"><li>- HMP Annual Renewal Certification Form,</li><li>- Business Activities Form, and</li><li>- Business Owner/Operator Identification Form.</li></ul>
green	<u>any</u> changes from your previously submitted HMP,	<p>the completed and signed:</p> <ul style="list-style-type: none"><li>- HMP Annual Renewal Certification Form,</li><li>- Business Activities Form,</li><li>- Business Owner/Operator Identification Form, and</li><li>- the revised portions of your chemical inventory, site map and/or contingency plan.</li></ul>

Assistance  
available

HMD staff are available to assist you in completing your HMP at workshops held twice a month as described in the enclosure entitled Schedule and Requirements for Attending Business Assistance Workshops.

You may also obtain assistance from one of our Hazardous Materials Specialists by calling (916) 875-8550.

Compliance  
benefits everyone

The HMD encourages compliance with environmental laws from all businesses. We hope that all businesses achieve compliance without the assessment of considerable fines/penalties.

Remember, environmental laws protect our entire community and your individual compliance benefits everyone.