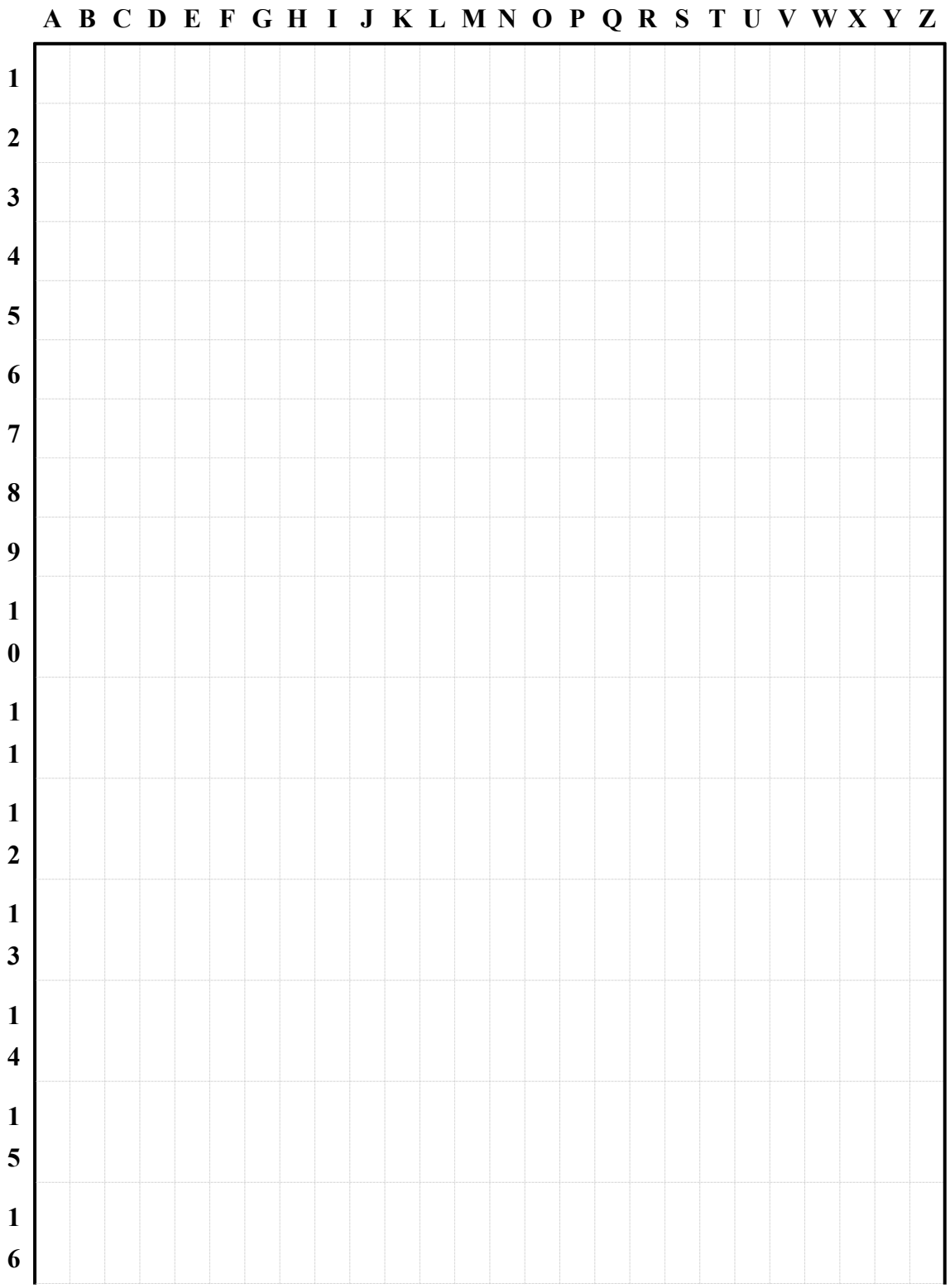
Site Map/Storage Map
(Hazardous Materials Business Plan)

Site Address: _____

Date Map Drawn: ____/____/____ Map Scale: _____
Page ___ of ___



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Instructions are printed on the following (back) page.

Site Map/Storage Map Instructions
(for Hazardous Materials Business Plan)

A Site Plan/Storage Map must be included with your Business Plan. Since these drawings are intended for use in emergency response situations, larger facilities *(generally those with complex and/or multiple buildings)* should provide an overall site plan and a separate storage map for each building/storage area. A blank Facility Site Plan/Storage Map sheet has been provided on the previous page. You may complete that page or attach any other drawing(s) that contain(s) the information required below:

1. **Site Map/Storage Map:** This drawing shall contain, <u>at a minimum</u>, the following information:

   a. An indication of North Direction;
   b. Approximate scale *(e.g. "1 inch = 10 feet".)*;
   c. Date the map was drawn;
   d. All streets bordering the facility;
   e. Locations of all buildings and other structures;
   f. Parking lots and internal roads;
   g. Hazardous materials loading/unloading areas;
   h. Outside hazardous materials storage or use areas;
   i. Storm drain and sanitary sewer drain inlets;
   j. Wells for monitoring of underground tank systems;
   k. Primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas.
   l. General purpose of each section/area within each building *(e.g. "Office Area", "Manufacturing Area", etc.)*;
   m. Location of each hazardous material/waste storage, dispensing, use, or handling area *(e.g. individual underground tanks, aboveground tanks, storage rooms, paint booths, etc.)*. Each area shall be identifiable by a Grid Number, to be used in item 204 on the Hazardous Materials Inventory - Chemical Description pages of the Business Plan.
   n. For tanks, the capacity limit in gallons and common name of the hazardous material contained in each tank.
   o. Entrances to and exits from each building and hazardous material/waste room/ area;
   p. Location of each utility emergency shut-off point *(i.e. gas, water, electric.)*;
   q. Location of each monitoring system control panel *(e.g. underground tank monitoring, toxic gas monitoring, etc.)*.