

# 2185 Work Sheet

Computer Name Entry	<u>9/20/85</u>
Preparer's Initials:	_____
Computer \$ Entry	_____
init. / Date	

1. Company Name Dublin Honda
2. Company Address 7099 Amador Plaza Rd.  
Dublin, Ca. 94568
3. Square Feet - Use sq. ft. of only HazMat's area if available.
 

<u>48,600</u>	<u>32,400</u>	_____
WHOLE AREA	HAZMAT AREA	DEFAULT
4. Number of Materials 6
5. Amounts:
 

a) gallons.	<u>7,290</u> gal.	_____
b) pounds:	_____	_____
c) cubic ft.:	<u>420</u> cu.ft.	_____

DEFAULTS?

## WORKSHEET

a) Conversion Factors

oz / 64 = Gallons	kg.s / 2.2 = Pounds	liters / 28.3 = cu. ft.
pints/8 = Gallons	tons X 2000 = pounds	cu. yards X 27 = cu. ft.
quarts/4 = Gallons		
liters X 3.8 = Gallons		

b) liquids. (Default: 1 drum = 55 galls.)

<u>3000</u>	
<del><u>60</u></del>	
<del><u>570</u></del>	
<u>3,360</u>	
<u>300</u>	

Total: 7,290

b) solids:


Total: \_\_\_\_\_

c) cubic ft.. (Default: 1 cylinder = 200 cu. ft.)

<u>420</u>	

Total: 420

**DUBLIN  
HONDA**

7099 AMADOR PLAZA RD.  
DUBLIN, CALIFORNIA 94568  
(415) 828-8030

*new*  
**RECEIVED**  
AUG 19 1988

HAZARDOUS MATERIALS/  
WASTE PROGRAM

ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH  
470 - 27th STREET, ROOM 325  
OAKLAND, CALIFORNIA 94612  
ATTENTION: DIRECTOR

DEAR SIR:

PURSUANT TO THE TERMS OF CHAPTER 6.95 OF THE CALIFORNIA  
HEALTH AND SAFETY CODE, I HEREBY SUBMIT THE BUSINESS PLAN (IN  
DUPLICATE) FOR DUBLIN HONDA.

THE PLAN INCLUDES COMPLETED THE COUNTY OF ALAMEDA HAZARDOUS  
MATERIALS MANAGEMENT PLAN FORMS AS WELL AS OTHER INFORMATION  
REQUIRED BY THE CITY ORDINANCE.

SHOULD YOU HAVE ANY QUESTIONS ON OUR SUBMITTAL, PLEASE  
CONTACT THE ENVIRONMENTAL COMPLIANCE COORDINATOR,  
MR. DAN HILL.

SINCERELY,



DAN HILL

**HAZARDOUS  
MATERIALS  
RELEASE RESPONSE  
BUSINESS PLAN**

**DUBLIN HONDA  
7099 Amador Plaza Road  
Dublin, California 94568  
(415) 828-8030**

**Prepared By**

**KIP PRAHL ASSOCIATES  
39813 Paseo Padre Parkway  
Fremont, California 94538  
(415) 770-0161 • (800) 255-8408**

# HAZARDOUS MATERIALS RELEASE RESPONSE BUSINESS PLAN

## DUBLIN HONDA

### INTRODUCTION

This dealership handles a number of hazardous materials. They include such products as lubricating oils and a number of different solvents. Waste materials, such as used oil, are also classified as hazardous. Most of the hazardous materials handled in quantity are located in our automotive service (shop) areas.

Various state and federal agencies have assembled lengthy lists of hazardous materials. In general, a material is added to one of these lists if it is determined that it has characteristics that pose a significant potential hazard to human health and safety or to the environment if it were to be released into the workplace or the environment. An example is gasoline. It is highly flammable so, if it were spilled, it would present an immediate fire hazard.

If a material is not on any list but appears to have hazardous characteristics, it should also be considered a hazardous material.

Dublin Honda wants to ensure that employees are aware of what hazardous materials are present in a significant quantity at the dealership and how these materials should be handled; particularly in an emergency situation. We have, therefore, prepared this business plan. The objectives of the plan are:

- To provide the dealership and the Alameda County Department of Environmental Health with an inventory of hazardous materials that are handled at the dealership in excess of statutory threshold limits.
- To promulgate emergency response plans and procedures to be used in the event of a reportable release or threatened release of a hazardous material.
- To outline training in hazardous materials handling procedures that will be provided for dealership employees. This training will include both initial and refresher training in emergency response plans and procedures.

This plan will be updated annually or within 30 days of whenever there is a substantial change in dealership operations with regard to hazardous materials. A copy of each updated version will be held by the Environmental Compliance Coordinator. Another copy will be submitted to the Alameda County Department of Environmental Health.

Questions or comments on this plan should be addressed to the dealership Environmental Compliance Coordinator; Dan Hill at telephone (415) 828-8030.

# TABLE OF CONTENTS

Introduction	1
Table of Contents	2
Tab A: Hazardous Materials Management Plan	3
Exhibit (A.1) Site Map	5
Exhibit (A.2) Hazardous Materials Inventory Statement	6
Exhibit (A.3) Hazardous Waste Inventory Statement	7
Tab B: Reporting Procedures	17
Tab C: Emergency Notification and Recall Number	19
Tab D: Emergency Response Procedures	20
Section (D.1): Emergency Equipment at the Dealership	21
Section (D.2): Spill/Release Response Plan	22
Section (D.3): Fire or Explosion Response Plan	26
Section (D.4): Other Emergencies	28
Section (D.5): Evacuation Procedures	29
Tab E: Employee Training Plan	31

HAZARDOUS MATERIAL BUSINESS PLAN

Attach Mailing Label Here

A. BUSINESS NAME & MAILING ADDRESS

Dublin Honda  
7099 Amador Plaza Road  
Dublin, California 94568

B. BUSINESS PHONE

(415) 828-8030

C. OWNER

Ken Harvey

D. SIC CODE

5511

E. ADDRESS OF FACILITY

7099 Amador Plaza Road  
Dublin, California 94568

F. NATURE OF BUSINESS

Automobile Sales and Service

G. EMERGENCY CONTACT PERSON

Name & Title

H. 24-Hour Phone Numbers  
Business Non-Business

Primary Ken Harvey  
Owner

(415) 828-8030

(415) 945-8583

Alternate Taz Harvey  
General Manager

(415) 828-8030

(415) 830-8929

Alternate Dan Hill  
Parts and Service Director

(415) 828-8030

(415) 828-0275

I. SITE LAYOUT AND FACILITY DIAGRAMS

Attach an annotated map of the facility sufficient to allow fire, safety, health, and other appropriate personnel to adequately respond to an emergency at your facility and indicate if it is available on site to first responders. See instructions.

J. NUMBER OF EMPLOYEES 35

K. SIZE OF FACILITY IN SQ. FT. 48,600 HAZMAT STORAGE AREA 32,400 SQ. FT.  
(occupied buildings)

L. EMERGENCY RESPONSE PLANS AND PROCEDURES

Emergency Response and Evacuation Plan for your business:

1. Emergency Response: Primary concern is spill mitigation. Dealership objective is containment and cleanup. See Tab D, Section (D.2) for details.
2. Evacuation: Concerns center on assembly point and reporting responsibilities. For details, see Tab D, Section (D.5) and Tab B.

(See Instructions. Use additional sheets as required)

M. EMPLOYEE TRAINING PROGRAM

Initial and annual refresher training plan for your business:

Dealership has contracted with an environmental consulting firm to provide initial training for all new employees and annual refresher courses for all employees. For details, see Tab E.

(See Instructions. Use additional sheets as required)

I certify that the information contained in this business plan is accurate, that the plan meets the requirements of Chapter 6.95 (Section 25500 et seq.) of the Health and Safety Code, that amendments and revisions to it will be submitted in accordance with that Chapter, and that I am authorized to make this certification on behalf of the above-named business.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

If this is not an initial submission, date of last change: \_\_\_\_\_

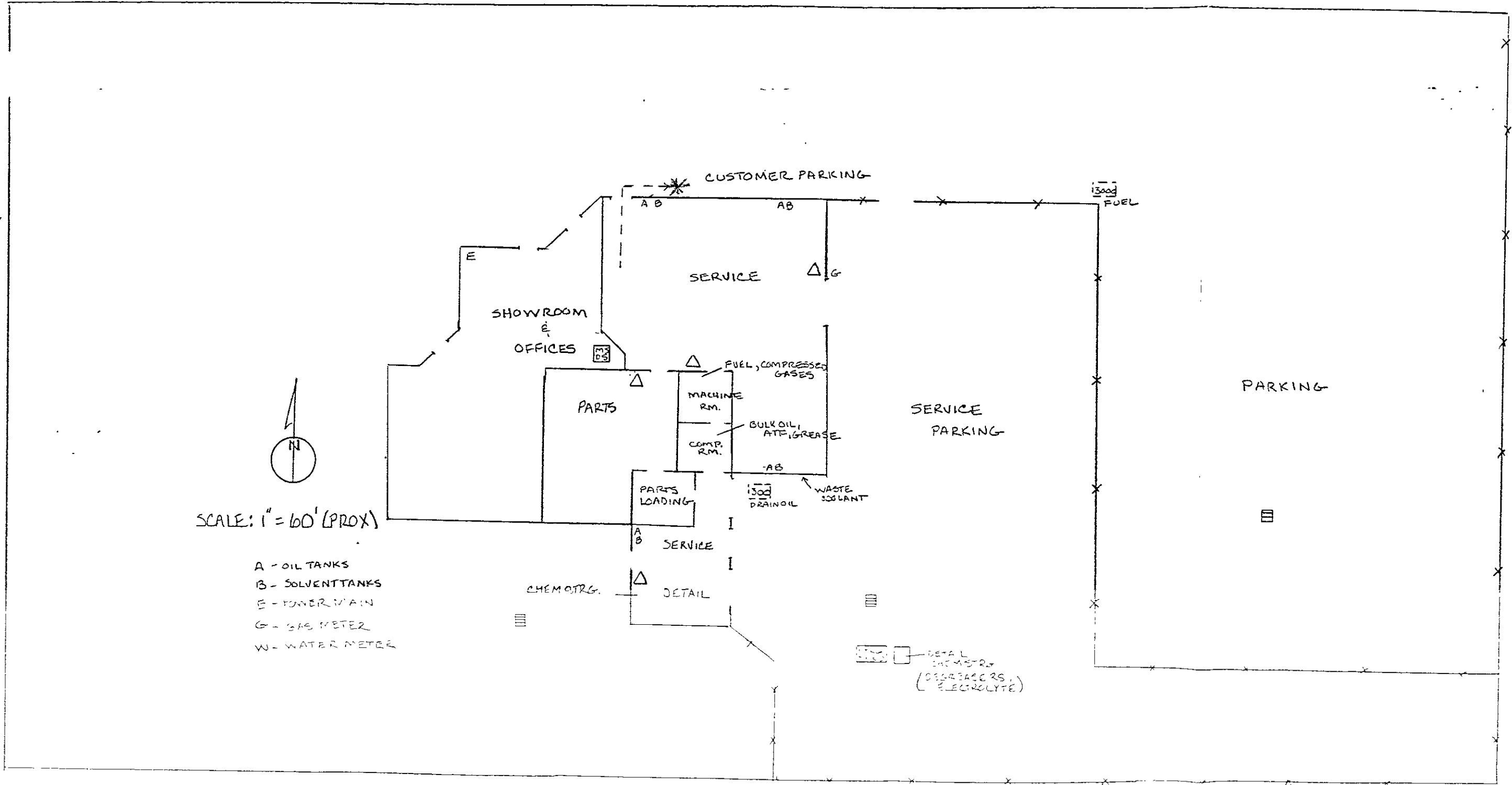
# SITE MAP

DUBLIN HONDA  
 7099 AMADOR PLAZA RD.  
 DUBLIN, CA 94568

SHOPPING CENTER

BUSINESS

AMADOR PLAZA RD.



SCALE: 1" = 60' (PROX)

- A - OIL TANKS
- B - SOLVENT TANKS
- E - POWER MAIN
- G - GAS METER
- W - WATER METER

DETAIL CHEMSTRY (DEGREASERS, ELECTROLYTE)

BUSINESS



(H-1)

## HAZARDOUS MATERIAL INFORMATION

### IDENTIFICATION

Trademark Racing Fuel; Gasoline Other Name \_\_\_\_\_

Chemical Category Flammable Liquid

Use Fuel Trade Secret: Yes [ ] No [x]

Maximum Amount 55; 3000 Units gal

Manufacturer's Name, Address, and Phone No.

Diablo Petroleum, Martinez, CA ;

Chevron Corp.

Location: Bldg <sup>UST</sup> Machine Rm. Floor First Room \_\_\_\_\_  
Storage Types D,A Temperature/Pressure Conditions 4/1

### INGREDIENTS

Chemical Name	CIN No. (Table 1)	CAS No.	DOT No.	Percent
Gasoline		8006619	1203	100

(H - 1)

## HAZARDOUS MATERIAL INFORMATION

### IDENTIFICATION

Trademark Parts Cleaning Solvent Other Name \_\_\_\_\_

Chemical Category Combustible Liquid

Use Parts Cleaner Trade Secret: Yes [ ] No [x]

Maximum Amount 60 Units gal

Manufacturer's Name, Address, and Phone No.

Safety-Kleen Corp., San Jose, CA

Location: Bldg \_\_\_\_\_ Service Dept \_\_\_\_\_ Floor First Room \_\_\_\_\_

Storage Types D Temperature/Pressure Conditions 4/1

### INGREDIENTS

Chemical Name                      CIN No.                      CAS No.    DOT No.    Percent  
(Table 1)

Chemical Name	CIN No. (Table 1)	CAS No.	DOT No.	Percent
Mineral Spirits		8032324		99.

(H - 1)

## HAZARDOUS MATERIAL INFORMATION

### IDENTIFICATION

Trademark Oxygen Other Name \_\_\_\_\_

Chemical Category Non-Flammable Gas

Use Auto. Repair Trade Secret: Yes [ ] No [  ]

Maximum Amount 125 Units ft<sup>3</sup>

Manufacturer's Name, Address, and Phone No.

Amerigas, Martinez, CA (415) 229-3050

Location: Bldg Machine Rm. Floor First Room \_\_\_\_\_

Storage Types L Temperature/Pressure Conditions 4/2

### INGREDIENTS

Chemical Name                      CIN No.                      CAS No.                      DOT No.                      Percent  
(Table 1)

Chemical Name	CIN No. (Table 1)	CAS No.	DOT No.	Percent
Oxygen		7782447	1072	100

(H - 1)

# HAZARDOUS MATERIAL INFORMATION

## IDENTIFICATION

Trademark Acetylene Other Name \_\_\_\_\_

Chemical Category Flammable Gas

Use Auto. Repair Trade Secret: Yes [ ] No [x]

Maximum Amount 125 Units ft<sup>3</sup>

Manufacturer's Name, Address, and Phone No.

Amerigas, Martinez, CA (415) 229-3050

Location: Bldg Machine Rm. Floor First Room \_\_\_\_\_

Storage Types L Temperature/Pressure Conditions 4/2

## INGREDIENTS

Chemical Name	CIN No. (Table 1)	CAS No.	DOT No.	Percent
Acetylene		74862	1001	100

(H - 1)

## HAZARDOUS MATERIAL INFORMATION

### IDENTIFICATION

Trademark Helium Other Name \_\_\_\_\_

Chemical Category Non-Flammable Gas

Use Auto Sales (balloons) Trade Secret: Yes [ ] No []

Maximum Amount 420 Units ft<sup>3</sup>

Manufacturer's Name, Address, and Phone No.

Amerigas, Martinez, CA (415) 229-3050

Location: Bldg Showroom Floor First Room \_\_\_\_\_

Storage Types L Temperature/Pressure Conditions 4/2

### INGREDIENTS

Chemical Name	CIN No. (Table 1)	CAS No.	DOT No.	Percent
Helium		7440597	1046	100

(H - 1)

## HAZARDOUS MATERIAL INFORMATION

### IDENTIFICATION

Trademark Various Other Name Motor Oils, Automatic Transmission Fluids & Grease

Chemical Category Combustible Liquid

Use Lubricant Trade Secret: Yes [ ] No [X]

Maximum Amount 570 Units gal

Manufacturer's Name, Address, and Phone No.

Pennzoil, Oil City, PA (713) 236-6070

Atlantic Richfield Co., Houston, TX (713) 475-4215

Location: Bldg Service Dept. Machine Rm. Floor First Room             
Compressor Rm.

Storage Types A,C,D,F Temperature/Pressure Conditions 4/1

### INGREDIENTS

Chemical Name	CIN No. (Table 1)	CAS No.	DOT No.	Percent
Petroleum Hydrocarbons		Mixture		90
Additives		Mixture		10

(H - 1)

# HAZARDOUS MATERIAL INFORMATION

## IDENTIFICATION

Trademark Antifreeze/Coolant Other Name \_\_\_\_\_

Chemical Category Combustible Liquid

Use Antifreeze/Coolant Trade Secret: Yes [ ] No [X]

Maximum Amount 36 Units gal

Manufacturer's Name, Address, and Phone No.

Honda, Gardena, CA

Location: Bldg Parts Dept. Floor First Room \_\_\_\_\_

Storage Types N Temperature/Pressure Conditions 4/1

## INGREDIENTS

Chemical Name	CIN No. (Table 1)	CAS No.	DOT No.	Percent
Ethylene Glycol		107211	1986	94'
Rust Inhibitor		Mixture		6

(H - 1)

# HAZARDOUS MATERIAL INFORMATION

## IDENTIFICATION

Trademark Electrolyte Other Name \_\_\_\_\_

Chemical Category Corrosive Liquid

Use Battery Acid Trade Secret: Yes [ ] No [x]

Maximum Amount 50 Units gal

Manufacturer's Name, Address, and Phone No.

Electrolyte Supply Co., Oakland, CA

Location: Bldg Detail Shed Floor First Room \_\_\_\_\_

Storage Types E Temperature/Pressure Conditions 4/1

## INGREDIENTS

Chemical Name                      CIN No.                      CAS No.    DOT No.    Percent  
(Table 1)

Chemical Name	CIN No. (Table 1)	CAS No.	DOT No.	Percent
Sulfuric Acid		7664939	1830	100



(H - 1)

# HAZARDOUS MATERIAL INFORMATION

## IDENTIFICATION

Trademark Various Other Name \_\_\_\_\_

Chemical Category Combustible Liquids, Flammable Liquids, Corrosive Liquids, Other Regulated Materials

Use Misc. Auto Soaps, Waxes, Degreasers Trade Secret: Yes [ ] No [x]

Maximum Amount 50 Units gal

Manufacturer's Name, Address, and Phone No.

Various

Location: Bldg Parts Dept., Detail Area, Detail Shed Floor First Room \_\_\_\_\_

Storage Types D,E,N Temperature/Pressure Conditions 4/1

## INGREDIENTS

Chemical Name	CIN No. (Table 1)	CAS No.	DOT No.	Percent
Various				

(H - 2)

# HAZARDOUS WASTE INFORMATION

## IDENTIFICATION

Chemical Category Waste Oil Trade Secret: Yes [ ] No [x]

Location: Bldg UST Southwest Floor N/A Room \_\_\_\_\_  
of Service Dept.

Amount Generated / Year 3,360 Units gal

EPA Waste Category No. (Table 3) \_\_\_\_\_ CIN NO.(Table 2) 940

Storage Types B Temperature/Pressure Conditions 4/1

## INGREDIENTS

Chemical Name CIN No. (Table 1) CAS No. DOT No. Percent

Chemical Name	CIN No. (Table 1)	CAS No.	DOT No.	Percent
Waste Lubricating Oils				90
Water				10



## REPORTING A RELEASE OR THREATENED RELEASE OF A HAZARDOUS MATERIAL

### BACKGROUND

The dealership is required to provide an immediate verbal report of any release or threatened release of a hazardous material that is harmful or potentially harmful to the environment or human health. No immediate report is required if there is a reasonable belief that the release or threatened release poses no significant present or potential hazard to human health and safety, property, or the environment. An example of a non-reportable release is a small spill on the shop floor, say a quart of drain oil or cleaning solvent, that is promptly contained and cleaned up.

### REPORTING REQUIREMENTS

This report is to be made to the Alameda County Department of Environmental Health at (415) 271-4320 and to the state Office of Emergency Services at (800) 852-7550 or (916) 427-4341. It is to be made as soon as:

- The dealership has knowledge of the release or threatened release
- Notification can be provided without impeding immediate control of the release or threatened release
- Notification can be provided without impeding immediate emergency medical measures

The report must include the following information about the release or threatened release:

- The exact location
- The name of the person making the report
- The type and quantity of hazardous material(s) involved
- The potential hazards presented (if known)

Appropriate emergency and rescue agencies shall also be immediately notified. A listing of many of these agencies is included on the "Emergency Notification and Recall Numbers" portion of this business plan.

In addition, key dealership managers are also to be notified. The names and emergency telephone numbers of these individuals are also listed on the "Emergency Notification and Recall Numbers" form.

### REPORTING AUTHORITY

Reporting authority is vested in the following employees:

<u>Name</u>	<u>Title/Position</u>	<u>Home Telephone No.</u>
Ken Harvey	Owner	(415) 945-8583
Taz Harvey	General Manager	(415) 830-8929
Dan Hill	Parts and Service Director	(415) 828-0275

**PROCEDURE**

Any employee who detects a reportable release or threatened release of a hazardous material is to immediately notify his or her supervisor who shall then be responsible for immediately notifying one of the individuals listed above. If none of these individuals can be notified, then the supervisor has the authority to make the necessary reports. Further, if the employee who detects the release or threatened release is unable to notify his or her supervisor or other dealership management, including those listed above, that employee is to make the required reports.

**RECORDS**

A written record of all verbal notifications is to be prepared by the individual who made the notification. This record should be written at the time of notification or at the earliest reasonable time thereafter. A copy of each written record is to be provided to the dealership Environmental Compliance Coordinator. It is expected that this report will be handwritten.

Report format is as follows:

Date and time of call: \_\_\_\_\_  
Person making call: \_\_\_\_\_  
Agency notified: \_\_\_\_\_  
Person contacted: \_\_\_\_\_

Summary of conversation: (use additional sheets if necessary)

## EMERGENCY NOTIFICATION AND RECALL NUMBERS

## DEALERSHIP PERSONNEL

<u>Name</u>	<u>Title/Position</u>	<u>Home Telephone No.</u>
Ken Harvey	Owner	(415) 945-8583
Taz Harvey	General Manager	(415) 830-8929
Dan Hill	Parts and Service Director	(415) 828-0275

## SUPPORT AGENCIES AND EMERGENCY SERVICES

Alameda County Department of Environmental Health	(415) 271-4320
State Office of Emergency Services	(800) 852-7550
Dublin Fire Department	911 or (415) 829-2333
Dublin Police Department	911 or (415) 829-0566
Valley Ambulance Service	911 or (415) 538-0213
Eden Hospital	(415) 537-1234
Family Medical Center	(415) 829-5030

Note: If additional agency/service support is required and cannot be contacted, request assistance from the Alameda County Department of Environmental Health, the State Office of Emergency Services or the emergency operator (telephone number 911).

## Emergency Response Procedures:

The quantity and type of hazardous materials handled at the dealership and the nature of our operations present a relatively low risk of a dangerous incident involving hazardous materials. Further, we rely upon community provided emergency services to provide primary emergency response should such an incident occur.

Nevertheless, there are certain emergency response activities that dealership personnel can undertake to do. This is especially true in the event of a spill or other unplanned release of a hazardous material. Of note, many of these hazardous materials are contained in very small containers and any spill would be incidental. The largest containers are those used for lube oil and used oil storage. Should they fail; a significant release could occur and a prompt response would be required to prevent an environmentally damaging incident.

The dealership can also respond in a very limited way to a fire. It is emphasized, however that the Alameda County Department of Environmental Health should be immediately called for anything except the most minor incident.

Emergency Response Plans are included in this Tab as follows:

- Section D.1: Emergency Equipment at the Dealership
- Section D.2: Spill/Release Response Plan
- Section D.3: Fire/Explosion Response Plan
- Section D.4: Other Emergencies (earthquake, flood)
- Section D.5: Evacuation Procedures

## EMERGENCY EQUIPMENT AT THE DEALERSHIP

Due to the relatively low risk of a dangerous incident involving hazardous materials at the dealership, we rely primarily upon community provided services for emergency response to any such incident. Consequently the variety and availability of on-site emergency equipment is limited. It is briefly reviewed below:

- **Fire fighting equipment:** Limited to (portable extinguishers, hose stations, etc.). This equipment is intended to serve only as an immediate response to a small and/or easily controllable fire. Employees should not consider this equipment to be the main line of defense against fire. That is the role of the Fire Department which should be summoned without delay in the event of an actual or threatened fire.
- **Spill absorbtion material:** The dealership maintains a supply of absorbant material (greasweep, floorsweep, etc.) in the shop area. This material can serve as an effective tool in containing and cleaning up a spill. The material can be used to dam off the flows of a hazardous material. After any release is contained, the absorbant material can be spread over the liquid until it has been placed in sufficient volume to absorb the released liquid. The contaminated absorbant material should then be collected and placed in a drum or other containment for disposal; normally as a hazardous waste.
- **Hazardous waste hauler:** Under certain conditions, hazardous waste haulers can be of great service during a release or threatened release of a hazardous material. For example, they can empty a tank that appears to be failing. If a spill is contained, they may be able to pump up a substantial portion of the liquid, thereby reducing the time and cost of cleanup. The following haulers should be contacted in the event of an emergency:
  - a. Lube Oil/Used Oil: U.S. Waste Oil, (415) 867-2888
  - b. Solvents: Safety-Kleen, (800) 445-5336

Note: In the event the above haulers cannot be contacted, additional haulers can normally be located in the yellow pages of the telephone book under "Oils-Waste" and "Waste Disposal-Industrial".

- **Standard hazardous materials handling equipment:** This equipment (respirators, gloves, eye protection, etc.) is specifically designed for use when handling the hazardous materials common to this dealership. Employees should not forget this equipment can be used in a similar capacity under emergency conditions.



Spill/Release Response Plan:

A. Reporting: See Tab B

B. Spill Clean Up

1. Shut off and eliminate all sources of ignition.
2. Contain the spill by diking around it using sand, earth or other absorbent material. Ensure special attention to preventing spilled material from reaching a sewer or storm drain inlet.
3. If the material is a corrosive (ex: battery acid), neutralizing materials will not normally be available. The best response is in steps 4-7 below. If clean up is not possible and only a small quantity of a corrosive solution has spilled, flush the spill down the drain using a large volume of water to dilute it.
4. Absorb spilled material using sand, earth or other absorbent. Floor cleaning/sweeping materials are appropriate and are normally available.
5. Avoid breathing vapors and avoid skin contact. Wear protective clothing and equipment including chemical resistant gloves, eye protection and (possibly) positive air respirator unit.
6. Ventilate the area with local exhaust systems or by opening available doors and windows.

Note: Avoid use of compressed air to speed evaporation of spilled liquid. This practice increases airborne concentrations and increases the possibility of injuries such as eye damage.

7. Dispose of contaminated absorbant in accordance with applicable regulations. This will normally involve disposal of the material as a hazardous waste. If the material is a corrosive, place contaminated absorbant material in polyethylene or polyethylene-lined container for disposal.
  8. If the material is a corrosive, thoroughly flush the surface where the spill occurred with water.
- C. **First Aid Procedures:** Each Material Safety Data Sheet includes first aid information specific to the chemical and should be immediately reviewed to determine proper first aid activities. A physician should also be immediately consulted. General first aid responses include:
1. **Eye Contact:** Flush with large amounts of water for at least 15 minutes. Occassionally lift upper and lower lids. Consult a physician.
  2. **Skin Contact:** Remove contaminated clothing and immediately flush contaminated areas with large amounts of water.

3. **Inhalation:** If overcome or affected by vapors, remove from exposure and call a physician immediately. If breathing is irregular or has stopped, start resuscitation.
  4. **Ingestion:** Call emergency medical aid immediately. Consult MSDS to determine if vomiting should be induced or if individual should be provided other first aid measures.
- D. **Protective Equipment:** Use chemical-resistant gloves, aprons or clothing if repeated or prolonged skin contact is likely to occur. Use splash goggles and/or face shield when eye or face contact may occur. Use approved respiratory equipment as provided by the dealership.

## RECORDABLE DISCHARGE LOG

Date	Time	Type Discharge	Volume Discharge	Corrective Action	Resp. Party
------	------	-------------------	---------------------	----------------------	----------------

# UNDERGROUND TANK MONITORING LOG

Date	Time	Tank Monitored	Inspector
Notes			

## Fire or Explosion Response Plan

- A. **Reporting:** See Tab B. Any fire or explosion should be reported immediately to the Dublin Fire Department. Telephone number 911.
- B. **Firefighting Activities:** The dealership will rely primarily upon the Dublin Fire Department for response to a fire at the facility. The dealership is not equipped, nor are personnel trained to respond to anything except the smallest fire. A fire in a trash can or in a pile of rags could be examples.

Firefighting equipment is limited to small, hand-held extinguishers located throughout the dealership. These extinguishers will carry notations that indicate which type of fire they can be used to fight. These notations consist of a series of numbers and letters (ex: 2A, 20BC). **It is very important to know the source of fire and the type of extinguisher to use.**

The letters mean the following:

- "A": Effective against wood, paper and rubbish. Many fire extinguishers have a triangle surrounding the A. The triangle is the international symbol for an A type fire.
- "B": Effective against flammable and combustible liquids. The square that often surrounds the B is the international symbol for a liquid fire.
- "C": Effective against electrical fires. The circle that may be around the letter is the international symbol for an electrical fire.

The numbers that normally precede these letters mean the following:

- The numbers in front of the A, in our example the number 2, means that Underwriters Laboratory (UL) has rated the extinguisher capable of putting out an A type fire two square feet in area.
- The number in front of the B, in our case the number 20, is a relative term and means only that the extinguisher is 20 times more effective against a B fire than one rated 1B.
- There is no number rating system for the C designation on a fire extinguisher.

The 2A, 20BC extinguisher may therefore be used on any fire that might be anticipated at the dealership.

Ensure that the proper type of extinguisher is used.

C. **First Aid Procedures:**

1. **Smoke Inhalation:** Remove the individual to fresh air immediately. If breathing is irregular or has stopped, start resuscitation. Call a physician immediately. Report the situation to representatives of the Fire Department or other emergency response organizations on the scene.
2. **Eye Irritation:** Flush with large amounts of water for 15 minutes or until irritation subsides. Consult a physician.
3. **Skin contact (dermal):** Remove contaminated clothing and wash skin thoroughly with soap and water. If material is a caustic, flush thoroughly with large amounts of fresh water.
4. **Ingestion:** Call emergency medical aid immediately. Consult the appropriate Material Safety Data Sheet (MSDS) to determine if vomiting should be induced or if individual should be provided other first aid measures.
5. **Burns:** Remove the individual from the heat source and call a physician immediately. Report the situation to representatives of the Fire Department or other emergency response organizations on the scene.

D. **Evacuation:** Supervisors have the authority to direct evacuation. Refer to Section (D.5) for details.

**Other Emergencies:**

**1. Earthquake:**

- a. Evacuate the facility. Section (D.5) provides additional details on evacuation procedures.
- b. Spill clean up: When the building is determined as safe to enter, commence clean up activities as outlined in Section (D.2).

**2. Flood:**

With regard to hazardous materials, the primary concern in a flood is the loss or displacement of these materials by flood water. For example, water can run into an unsecured underground oil storage tank and, since the water is heavier than the oil, it will displace the oil. If flood waters rise high enough, above ground tanks and drums could be similarly affected.

When flooding is threatened, it is therefore important to ensure that all hazardous material containers are tightly closed or otherwise fastened shut. Further, steps should be taken to tie down or otherwise secure drums, etc. that might float free during a flood.

In addition, utilities to the dealership should be shut off.

Any flooding that would result from broken pipes would be incidental and would be controlled by shutting off water service to the building. Should assistance be required, authorities should be notified by calling telephone no. 911.

## EVACUATION PROCEDURES

Under certain circumstances, most likely a fire, it may become necessary to evacuate the dealership.

The decision to evacuate shall normally be made by the Owner. Should he not be present, authority to direct an evacuation shall pass to the following positions in the order listed:

1. General Manager
2. Parts and Service Director

The person assuming this authority shall be the designated the Evacuation Supervisor.

In the event a supervisor concludes that evacuation is required to protect the health and safety of subordinates and one of the above staff cannot be located, that supervisor shall have the authority to evacuate those serving under his direction. The supervisor shall ensure, however, that other appropriate personnel at the dealership are notified of the decision to evacuate.

Due to the small size of the dealership and the several means of exiting it, an evacuation map is not considered necessary. Instead, the key to a successful evacuation is accountability. Supervisors must be able to quickly account for assigned personnel and to report any who may be missing.

Evacuation procedures shall be as follows:

- Order to evacuate is given by the Evacuation Supervisor
- If time allows, the following should be done.
  - a. Shut off all power to the dealership
  - b. Close all doors, windows, vents, etc.
  - c. Call for emergency response support (fire dept., etc.) at telephone no. 911
- All employees shall assemble on the customer parking lot directly North of service. Should assembly at that point prove impossible, the alternate assembly point shall be at the service drive entrance, facing Amador Plaza Road.
- The Evacuation Supervisor shall ensure adjacent businesses are notified of the incident that necessitated the evacuation.
- Supervisors shall account for their personnel and report to the Evacuation Supervisor. In the event someone is found to be missing, that report shall be made as soon as possible. Should the Evacuation Supervisor be unavailable or be occupied with other duties, the supervisor shall report any personnel unaccounted for to the emergency response organization (fire dept., etc.).



Notes: (1) No one should reenter the dealership in an effort to locate a missing individual. That is the task of the Fire Department or other emergency response organization. They are properly trained and equipped to undertake such a task.

(2) Personnel shall not leave the assembly point without the specific approval of their supervisor.

- The Evacuation Supervisor shall report to the emergency response organization and shall render all assistance requested. In particular, he shall ensure that emergency response personnel are informed of any employee or other person that is unaccounted for and the general location and nature of hazardous materials locating within the dealership. In carrying out this responsibility, the Evacuation Supervisor should seek the assistance of the Environmental Compliance Coordinator.

## EMPLOYEE TRAINING PLAN

### OBJECTIVE

To ensure that all dealership employees are aware of the dangers associated with hazardous materials and are properly trained in emergency procedures to be followed in the event of a reportable release or threatened release of a hazardous material.

### TRAINING GUIDANCE

Training in emergency response and safe handling procedures will be provided for each category of hazardous materials handled at the dealership. These procedures are included as Section (D.1) through Section (D.5) of Tab D of this Business Plan.

### TRAINING SCHEDULE

- a. Annual Training: All employees will receive annual training in safety and emergency procedures to be followed in the event of an actual or threatened release of hazardous materials. Employees involved in vehicle maintenance and repair will receive training in each category (Sections (D.1) - (D.5)). Sales and administration/finance staff will receive training in Sections (D.3) - (D.5) only.
- b. New Employee Training: Each new employee will receive required training prior to his or her initial work assignment.

### RESPONSIBILITY

The Environmental Compliance Coordinator is responsible for ensuring training is provided in accordance with the requirements noted above and for ensuring that each employee certifies receipt of training. A record of this training is to be placed in the file of each employee receiving it and is to include the following:

- Employee name and social security number
- Date of training
- Content of training
- Name of instructor