

Dublin Honda
7099 Amador Plaza Road
Dublin, CA 94568

Alameda County Dept. of Environmental Health
470 - 27th Street, Room 325
Oakland, CA 94612
Attention: Director

May 18, 1995

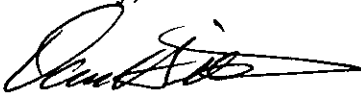
Dear Sir:

Pursuant to the terms of chapter 6.95 of the California Health and Safety Code, I hereby submit the Business Plan for Dublin Honda.

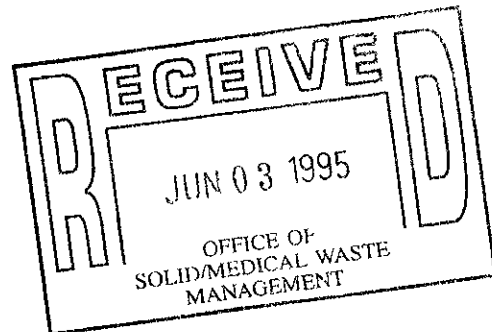
The plan includes completed County of Alameda Hazardous Materials Management Plan Forms as well as other information required by the city ordinance.

Should you have any questions on our submittal, please contact the Environmental Compliance Coordinator, Mr. Dan Hill.

Sincerely,



Dan Hill



95 MAY 24 PM 12:58

ENVIRONMENTAL
PROTECTION

ES

STP 1254
CMT 11/29/95

HAZARDOUS MATERIALS RELEASE RESPONSE BUSINESS PLAN

For:

**DUBLIN HONDA
7099 Amador Plaza Road
Dublin, CA 94568
(510) 828-8030**

SCMAY 24 PM 2:59

ENVIRONMENTAL

Prepared By

**KIP PRAHL ASSOCIATES
39350 Civic Center Drive, Ste. 410
Fremont, California 94538
(510) 745-9007 • (800) 486-0400**

HAZARDOUS MATERIALS RELEASE RESPONSE BUSINESS PLAN

Dublin Honda

INTRODUCTION

This facility 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 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 facility 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 facility and Alameda County with an inventory of hazardous materials that are handled at the facility 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 on hazardous materials handling procedures that will be provided for facility 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 facility 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 Alameda County.

Questions or comments on this plan should be addressed to the facility Environmental Compliance Coordinator; Dan Hill at telephone (510) 828-8030.

TABLE OF CONTENTS

Introduction	1
Table of Contents	2
Tab A: Hazardous Materials Business Plan	
Part I, Enrollment	3
Part II, General Information	4
Inventory Information	6
Emergency Response Equipment	13
Emergency Response Training	14
Evacuation Information	15
Facility Map(s)	16
Tab B: Reporting Procedures	19
Tab C: Emergency Notification and Recall Number	21
Tab D: Emergency Response Procedures	22
Section (D.1): Emergency Equipment at the Dealership	23
Section (D.2): Spill/Release Response Plan	24
Section (D.3): Fire or Explosion Response Plan	25
Section (D.4): Other Emergencies	27
Section (D.5): Evacuation Procedures	28
Tab E: Employee Training Plan	30
Employee Training Sign-Up Sheet	31

ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH
 HAZARDOUS MATERIALS DIVISION
 80 SWAN WAY, ROOM 200
 OAKLAND CA 94621
 (510) 271-4320

HAZARDOUS MATERIALS BUSINESS PLAN - PART I, ENROLLMENT

1. Business Name Dublin Honda
 Site Address 7099 Amador Plaza Road
 City Dublin, CA 94568
 Mailing Address Same As Above
 City _____

2. Hazardous Material/Waste Storage and Handling Area:
~~less than 5,500 sq. ft. or~~ 30,000 sq. ft.

3. HAZARDOUS MATERIALS/WASTES EQUAL TO OR GREATER THAN 55 GALLONS, 500 LBS. OR 200 CUBIC FEET

	Gallons* (liquid)	Pounds* (solid)	Cubic Feet (gaseous)	Number of Items
Hazardous Materials	4080			5
Hazardous Waste	800			2
GRAND TOTAL	4880			7

4. I hereby acknowledge receipt of a "Hazardous Materials Business Plan - Part II" form, which is to be completed within 30 days of the date of receipt of this form.

SIGNATURE, DATE 

PRINTED NAME Dan Hill

TITLE Parts & Service Director

Alameda County Department of Environmental Health
Hazardous Materials Division
80 Swan Way, Rm. 200, Oakland, CA 94621 510/271-4320

Hazardous Materials Business Plan

Part II

GENERAL INFORMATION

- 1) Facility Name Dublin Honda
3) Facility Address 7099 Amador Plaza Road City/Zip Dublin, CA 94568
4) Principle Business Activity Auto Sales & Service 6) SIC Code 5511
7) EPA ID# CAD981658990
9) Mailing Address Same As Above City/Zip _____
10) Billing Address Same As Above City/Zip _____
12) # of Empl 45 # of Empl _____ # of Empl _____
Shift 1 Start 8:00 Shift 2 Start _____ Shift 3 Start _____
Shift 1 End 5:00 Shift 2 End _____ Shift 3 End _____
13) Hazardous Materials 30,000 sq ft

Facility Emergency Contacts

- | | | | |
|-----------------------|---|--------------|-----------------------|
| 14) Primary Contact | <u>Dan Hill</u> | Work Phone # | <u>(510) 828-8030</u> |
| | Title <u>Parts & Service Director</u> | Home Phone # | <u>(510) 828-0275</u> |
| 15) Secondary Contact | <u>Ken Harvey</u> | Work Phone # | <u>(510) 828-8030</u> |
| | Title <u>Owner</u> | Home Phone # | <u>(510) 945-8583</u> |
| 16) Business Owner | _____ | Work Phone # | _____ |
| Mailing Address | _____ | Home Phone # | _____ |
| | City _____ | Zip | _____ |
| 17) HMBP Contact | <u>Dan Hill</u> | Work Phone # | <u>(510) 828-8030</u> |
| | Title <u>Parts & Service Director</u> | Home Phone # | <u>(510) 828-0275</u> |
| 18) Property Owner | <u>Ken Harvey</u> | Work Phone # | <u>(510) 828-8030</u> |
| Mailing Address | _____ | Home Phone # | <u>(510) 945-8583</u> |
| 19) | City <u>Alamo</u> | Zip | _____ |

Emergency Planning

21a) There are school(s)/hospital(s)/extended care facilities within 1,000 ft. (straight line distance) of my facility).

Yes No

Hazardous Materials Business Plan

INVENTORY INFORMATION

Facility Name Dublin Honda

Facility Address 7099 Amador Plaza Road Dublin, CA 94568

Please fill out copy of this page for each Hazardous Material greater than or equal to 55 Gals., 200 Cubic Ft. or 500 Lbs. Hazardous Materials Data Sheets MUST be obtained for all Hazardous Materials used.

Product Information

Add Delete Revise

25) Composition: Pure Mixture Waste 26) State Waste N/A
 27) Product Name Gasoline 6a) Federal Waste N/A
 28) Manufacturer: Chevron, (510) 233-3737

Constituent 1	CAS # <u>108-88-3</u>	31) Percent (%) by wt <u>39%</u>
31a) Constituent Name <u>Toluene</u>		
Constituent 2	CAS # <u>1330-34-7</u>	Percent (%) by wt <u>34%</u>
Constituent Name <u>Xylenes</u>		
Constituent 3	CAS # <u>1634-04-4</u>	Percent (%) by wt <u>10%</u>
Constituent Name <u>Methyl tert butyl ether</u>		
Constituent 4	CAS # _____	Percent (%) by wt _____
Constituent Name _____		
Constituent 5	CAS # _____	Percent (%) by wt _____
Constituent Name _____		

32) Generic Name/Use Petroleum Distillate Motor Vehicle Fuel

33) MSDS Ref#/ID Code (optional) _____

34) Trade Secret? Yes No 35) Extremely (Acutely) Hazardous? Yes No

36) Physical State Solid Gas Liquid

41) Health Hazard 1 43) Reactivity 0

44) Flammability 3 45) Special Hazards _____ microcuries (if appl) N/A

Storage Detail

Map (46)	Location (47)	Cont. Type (48)	Press (49)	Temp (50)	Max Daily Amt (51)	Avg Daily Amt (52)	Max in One Vessel (53)	Waste Gener-ated (yr) (54)	# Days/yr on site (55)
1	UST	B	Ambient	Ambient	3000 Gal.	2000 Gal.	3000 Gal.	0 Gal.	365
Product Totals					3000		3000		365

Hazardous Materials Business Plan

INVENTORY INFORMATION

Facility Name Dublin Honda
 Facility Address 7099 Amador Plaza Road Dublin, CA 94568

Please fill out copy of this page for each Hazardous Material greater than or equal to 55 Gals., 200 Cubic Ft. or 500 Lbs. Hazardous Materials Data Sheets MUST be obtained for all Hazardous Materials used.

Product Information

Add Delete Revise

25) Composition: Pure Mixture Waste 26) State Waste N/A
 27) Product Name Coolant/Antifreeze 6a) Federal Waste N/A
 28) Manufacturer: Honda, (213) 320-3342

Constituent 1	30) CAS # <u>107-21-1</u>	31) Percent (%) by wt <u>98%</u>
31a) Constituent Name <u>Ethylene Glycol</u>		
Constituent 2	CAS # <u>Mixture</u>	Percent (%) by wt <u>2%</u>
Constituent Name <u>Additives</u>		
Constituent 3	CAS # _____	Percent (%) by wt _____
Constituent Name _____		
Constituent 4	CAS # _____	Percent (%) by wt _____
Constituent Name _____		
Constituent 5	CAS # _____	Percent (%) by wt _____
Constituent Name _____		

32) Generic Name/Use Ethylene Glycol Automotive Coolant
 33) MSDS Ref#/ID Code (optional) _____
 34) Trade Secret? Yes No 35) Extremely (Acutely) Hazardous? Yes No
 36) Physical State Solid Gas Liquid
 41) Health Hazard 3 43) Reactivity 0
 44) Flammability 1 45) Special Hazards _____ microcuries (if appl) N/A

Storage Detail

Map (46)	Location (47)	Cont. Type (48)	Press (49)	Temp (50)	Max Daily Amt (51)	Avg Daily Amt (52)	Max in One Vessel (53)	Waste Generated (yr) (54)	# Days/yr on site (55)
2	Parts Dept.	N	Ambient	Ambient	120 Gal.	100 Gal.	1 Gal.	0 Gal.	365
Product Totals					120		1		365

Hazardous Materials Business Plan

INVENTORY INFORMATION

Facility Name Dublin Honda
 Facility Address 7099 Amador Plaza Road Dublin, CA 94568

Please fill out copy of this page for each Hazardous Material greater than or equal to 55 Gals., 200 Cubic Ft. or 500 Lbs. Hazardous Materials Data Sheets MUST be obtained for all Hazardous Materials used.

Product Information

Add Delete Revise

25) Composition: Pure Mixture Waste 26) State Waste _____
 27) Product Name Stoddard Solvent 6a) Federal Waste _____
 28) Manufacturer: Safety-Kleen, (800) 752-7869

Constituent 1	30) CAS # <u>64741-41-9</u>	31) Percent (%) by wt <u>85%</u>
31a) Constituent Name <u>C9-C13 Hydrocarbons</u>		
Constituent 2	CAS # <u>Mixture</u>	Percent (%) by wt <u>12%</u>
Constituent Name <u>C8 Aromatics</u>		
Constituent 3	CAS # <u>1330-20-7</u>	Percent (%) by wt <u>1%</u>
Constituent Name <u>Xylene</u>		
Constituent 4	CAS # _____	Percent (%) by wt _____
Constituent Name _____		
Constituent 5	CAS # _____	Percent (%) by wt _____
Constituent Name _____		

32) Generic Name/Use Hydrocarbon Solvent Vehicle parts degreasing
 33) MSDS Ref#/ID Code (optional) _____
 34) Trade Secret? Yes No 35) Extremely (Acutely) Hazardous? Yes No
 36) Physical State Solid Gas Liquid
 41) Health Hazard 1 43) Reactivity 0
 44) Flammability 2 45) Special Hazards _____ microcuries (if appl) N/A

Storage Detail

Map (46)	Location (47)	Cont. Type (48)	Press (49)	Temp (50)	Max Daily Amt (51)	Avg Daily Amt (52)	Max in One Vessel (53)	Waste Generated (yr) (54)	# Days/yr on site (55)
1	Service Areas	D, E	Ambient	Ambient	69 Gal.	69 Gal.	16 Gal.	635 Gal.	365
Product Totals					<u>69</u>		<u>16</u>		<u>365</u>

Hazardous Materials Business Plan

INVENTORY INFORMATION

Facility Name Dublin Honda
 Facility Address 7099 Amador Plaza Road Dublin, CA 94568

Please fill out copy of this page for each Hazardous Material greater than or equal to 55 Gals., 200 Cubic Ft. or 500 Lbs. Hazardous Materials Data Sheets MUST be obtained for all Hazardous Materials used.

Product Information

Add Delete Revise

25) Composition: Pure Mixture Waste 26) State Waste N/A
 27) Product Name Motor Oil 6a) Federal Waste N/A
 28) Manufacturer: Pennzoil, (713) 236-6070

Constituent 1	30) CAS # <u>64742-55-8</u>	31) Percent (%) by wt <u>>85%</u>
31a) Constituent Name <u>Refined Base Oils</u>		
Constituent 2	CAS # <u>68649-42-3</u>	Percent (%) by wt <u><15%</u>
Constituent Name <u>Additives</u>		
Constituent 3	CAS # _____	Percent (%) by wt _____
Constituent Name _____		
Constituent 4	CAS # _____	Percent (%) by wt _____
Constituent Name _____		
Constituent 5	CAS # _____	Percent (%) by wt _____
Constituent Name _____		

32) Generic Name/Use Petroleum Distillate Motor Lubrication
 33) MSDS Ref#/ID Code (optional) _____
 34) Trade Secret? Yes No 35) Extremely (Acutely) Hazardous? Yes No
 36) Physical State Solid Gas Liquid
 41) Health Hazard 1 43) Reactivity 0
 44) Flammability 2 45) Special Hazards _____ microcuries (if appl) N/A

Storage Detail

Map (46)	Location (47)	Cont. Type (48)	Press (49)	Temp (50)	Max Daily Amt (51)	Avg Daily Amt (52)	Max in One Vessel (53)	Waste Generated (yr) (54)	# Days/yr on site (55)
1	Service Areas <u>1A</u>	A,C	Ambient	Ambient	220 Gal.	110 Gal.	110 Gal.	0 Gal.	365
1	Parts	N			40 Gal.	30 Gal.	25 Gal.	0 Gal.	365
1	Service <u>1B</u>	A,C			220 Gal.	110 Gal.	110 Gal.	0 Gal.	365
2	Service <u>2</u>	A,C			220 Gal.	110 Gal.	220 Gal.	0 Gal.	
Product Totals					<u>700</u>		<u>465</u>		<u>365</u>

Hazardous Materials Business Plan

INVENTORY INFORMATION

Facility Name Dublin Honda
 Facility Address 7099 Amador Plaza Road Dublin, CA 94568

Please fill out copy of this page for each Hazardous Material greater than or equal to 55 Gals., 200 Cubic Ft. or 500 Lbs. Hazardous Materials Data Sheets MUST be obtained for all Hazardous Materials used.

Product Information

Add Delete Revise

25) Composition: Pure Mixture Waste 26) State Waste N/A
 6a) Federal Waste N/A
 27) Product Name Automatic Transmission Fluid
 28) Manufacturer: Pennzoil, (713) 236-6070

Constituent 1	30) CAS # <u>64742-55-8</u>	31) Percent (%) by wt <u>>85%</u>
31a) Constituent Name <u>Refined Base Oils</u>		
Constituent 2	CAS # <u>68649-42-3</u>	Percent (%) by wt <u><15%</u>
Constituent Name <u>Additives</u>		
Constituent 3	CAS # _____	Percent (%) by wt _____
Constituent Name _____		
Constituent 4	CAS # _____	Percent (%) by wt _____
Constituent Name _____		
Constituent 5	CAS # _____	Percent (%) by wt _____
Constituent Name _____		

32) Generic Name/Use Petroleum Distillate Transmission Lubrication
 33) MSDS Ref#/ID Code (optional) _____
 34) Trade Secret? Yes No 35) Extremely (Acutely) Hazardous? Yes No
 36) Physical State Solid Gas Liquid
 41) Health Hazard 1 43) Reactivity 0
 44) Flammability 2 45) Special Hazards _____ microcuries (if appl) N/A

Storage Detail

Map (46)	Location (47)	Cont. Type (48)	Press (49)	Temp (50)	Max Daily Amt (51)	Avg Daily Amt (52)	Max in One Vessel (53)	Waste Generated (yr) (54)	# Days/yr on site (55)
1	Service Areas 1B	A, C, D	Ambient	Ambient	136 Gal.	80 Gal.	120 Gal.	0 Gal.	365
2	Service 2	D			55 Gal.	30 Gal.	55 Gal.		
Product Totals					191		175		365

Hazardous Materials Business Plan

INVENTORY INFORMATION

Facility Name Dublin Honda

Facility Address 7099 Amador Plaza Road Dublin, CA 94568

Please fill out copy of this page for each Hazardous Material greater than or equal to 55 Gals., 200 Cubic Ft. or 500 Lbs. Hazardous Materials Data Sheets MUST be obtained for all Hazardous Materials used.

Product Information

Add Delete Revise

26) State Waste 0221

25) Composition: Pure Mixture Waste 6a) Federal Waste _____

27) Product Name Waste Oil

28) Manufacturer: _____

Constituent 1 30)	CAS # <u>64742-55-8</u>	31) Percent (%) by wt <u>75%</u>
31a) Constituent Name <u>Refined Base Oils</u>		
Constituent 2	CAS # <u>68649-42-3</u>	Percent (%) by wt <u>10%</u>
Constituent Name <u>Additives</u>		
Constituent 3	CAS # <u>Mixture</u>	Percent (%) by wt <u>10%</u>
Constituent Name <u>Dirt/Fuels/Water</u>		
Constituent 4	CAS # _____	Percent (%) by wt _____
Constituent Name _____		
Constituent 5	CAS # _____	Percent (%) by wt _____
Constituent Name _____		

32) Generic Name/Use Waste Petroleum Waste from vehicle

33) MSDS Ref#/ID Code (optional) _____

34) Trade Secret? Yes No 35) Extremely (Acutely) Hazardous? Yes No

36) Physical State Solid Gas Liquid

41) Health Hazard 1 43) Reactivity 0

44) Flammability 1 45) Special Hazards _____ microcuries (if appl) N/A

Storage Detail

Map (46)	Location (47)	Cont. Type (48)	Press (49)	Temp (50)	Max Daily Amt (51)	Avg Daily Amt (52)	Max in One Vessel (53)	Waste Generated (yr) (54)	# Days/yr on site (55)
1	Service Areas 1B	A, C	Ambient	Ambient	360 Gal.	180 Gal.	360 Gal.	6000 Gal.	365
2	Service 2				220 Gal.	110 Gal.	220 Gal.	2000 Gal.	365
Product Totals					<u>580</u>		<u>580</u>		<u>365</u>

Hazardous Materials Business Plan

INVENTORY INFORMATION

Facility Name Dublin Honda

Facility Address 7099 Amador Plaza Road Dublin, CA 94568

Please fill out copy of this page for each Hazardous Material greater than or equal to 55 Gals., 200 Cubic Ft. or 500 Lbs. Hazardous Materials Data Sheets MUST be obtained for all Hazardous Materials used.

Product Information

Add Delete Revise

26) State Waste 0135

25) Composition: Pure Mixture Waste 6a) Federal Waste _____

27) Product Name Waste Coolant

28) Manufacturer: _____

Constituent 1 30) CAS # 107-21-1 31) Percent (%) by wt 50%

31a) Constituent Name Ethylene Glycol

Constituent 2 CAS # 7732-32-5 Percent (%) by wt 45%

Constituent Name Water

Constituent 3 CAS # Mixture Percent (%) by wt 5%

Constituent Name Additives

Constituent 4 CAS # _____ Percent (%) by wt _____

Constituent Name _____

Constituent 5 CAS # _____ Percent (%) by wt _____

Constituent Name _____

32) Generic Name/Use Ethylene Glycol/Water Waste from vehicle

33) MSDS Ref#/ID Code (optional) _____

34) Trade Secret? Yes No 35) Extremely (Acutely) Hazardous? Yes No

36) Physical State Solid Gas Liquid

41) Health Hazard 1 43) Reactivity 0

44) Flammability 0 45) Special Hazards _____ microcuries (if appl) N/A

Storage Detail

Map (46)	Location (47)	Cont. Type (48)	Press (49)	Temp (50)	Max Daily Amt (51)	Avg Daily Amt (52)	Max in One Vessel (53)	Waste Generated (yr) (54)	# Days/yr on site (55)
1	Storage Shed	A, C	Ambient	Ambient	220 Gal.	110 Gal.	220 Gal.	1000 Gal.	365
Product Totals					220		220		365

EMERGENCY RESPONSE EQUIPMENT

- 56) Equipment Location Throughout facility
- 57) Equipment Inspector Dan Hill
- 58) Inspection Frequency Weekly

59) Personal Protective Equipment

- Boots
- Chemical resistant suit
- Face shield
- Gloves
- Helmet
- Respiratory protection
- Other _____
- _____
- _____

60) Spill Control Equipment

- Absorbent
- Brooms
- Neutralizers
- Pumps/Vacuums
- Spill cart
- Vapor Scrubber
- Other Mops
- Bucket
- _____
- _____

61) Communication Devices

- Portable Radios
- Telephones
- Pagers
- Other _____
- _____
- _____

EMERGENCY RESPONSE TRAINING

All Personnel

All employees are trained in the following procedures:

- 62) Internal emergency alarm notification.
- 63) Immediate notification to Alameda County Dept. of Environmental Health, State Office of Emergency Services and other emergency response agencies.
- 64) Review of the emergency response plan.
- 65) Evacuation procedures.
- 66) Procedures for the mitigation of a release or threatened release.

Hazardous Material/Waste Handlers

Hazardous Material/Waste handlers are additionally trained in the following:

- 67) Safe method for handling and storage of hazardous materials.
- 68) Proper use of personal protection equipment.
- 69) Locations and proper use of fire and spill control equipment.
- 70) Specific hazardous of each chemical to which they may be exposed, including the pathways of exposure (i.e. skin absorption, inhalation, ingestion).

Emergency Response Team

Emergency response team members are additionally trained in the following procedures and will act as liaison to the Fire Department:

- 71) Personnel rescue procedures.
- 72) Shutdown of operations.
- 73) Use, maintenance, and replacement of emergency response equipment.
- 74) Emergency response drills.
- 75) Refresher training is provided at least annually.

Emergency Response Documents

The following training records are maintained for each employee:

- 76) Verification of date that training was completed.
- 77) Description of introductory and continuing training.
- 78) Employee's training records are retained at least three years.
- 79) Description and documentation of facility emergency response drills.

79a) Procedure to be used in event of spill from an underground tank.

Your Emergency Response Training Plan and Records MUST be on site and available for review by Alameda County Department of Environmental Health.

Rev

EVACUATION INFORMATION

80) Evacuation Notification

- Verbal (i.e. shouting)
- Horns
- Alarms

81) Evacuation Procedures

- Defined evacuation routes and procedures.
- Preplanned assembly areas.
- Evacuation route maps prominently displayed throughout facility.
- Re-entry procedures.

EMERGENCY NOTIFICATIONS:

for spills or leaks of Hazardous Materials or Hazardous Waste

82a) Fire/Police/Ambulance 911

or Alameda County Dept. of Environmental Health:

510/271-4320 - weekdays

510/667-7721 - nights, weekends

83) CA State Office of Emergency Services 800/852-7550 or 916/262-1621

84) Other Agencies _____

85) Medical Facility Family Medical Center

Address _____

City _____

Phone (510) 829-5030

Certification

I hereby certify, under penalty of perjury, that the information contained in this Hazardous Materials Business Plan is, to the best of my knowledge, true and correct. I understand that I may be required to show proof of compliance during any facility inspection conducted by local, County, State, or Federal authorities.

Print Name:

DAN HILL

Authorized Signature:

[Signature]

Title:

DIRECTOR OF PARTS & SERVICE

Date:

5-18-95

AMADOR PLAZA ROAD



E/S

E/S

Helium Storage



SERVICE AREA

Waste Oil Storage

SHOWROOM & OFFICES

BUSINESS OFFICE

MACHINE ROOM

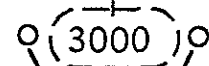
COMPRESSOR ROOM

Bulk Oil Storage

SERVICE FILE ROOM

SERVICE AREA

FUEL UST

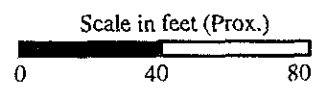
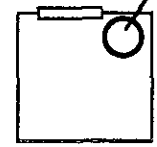


Trash Storage

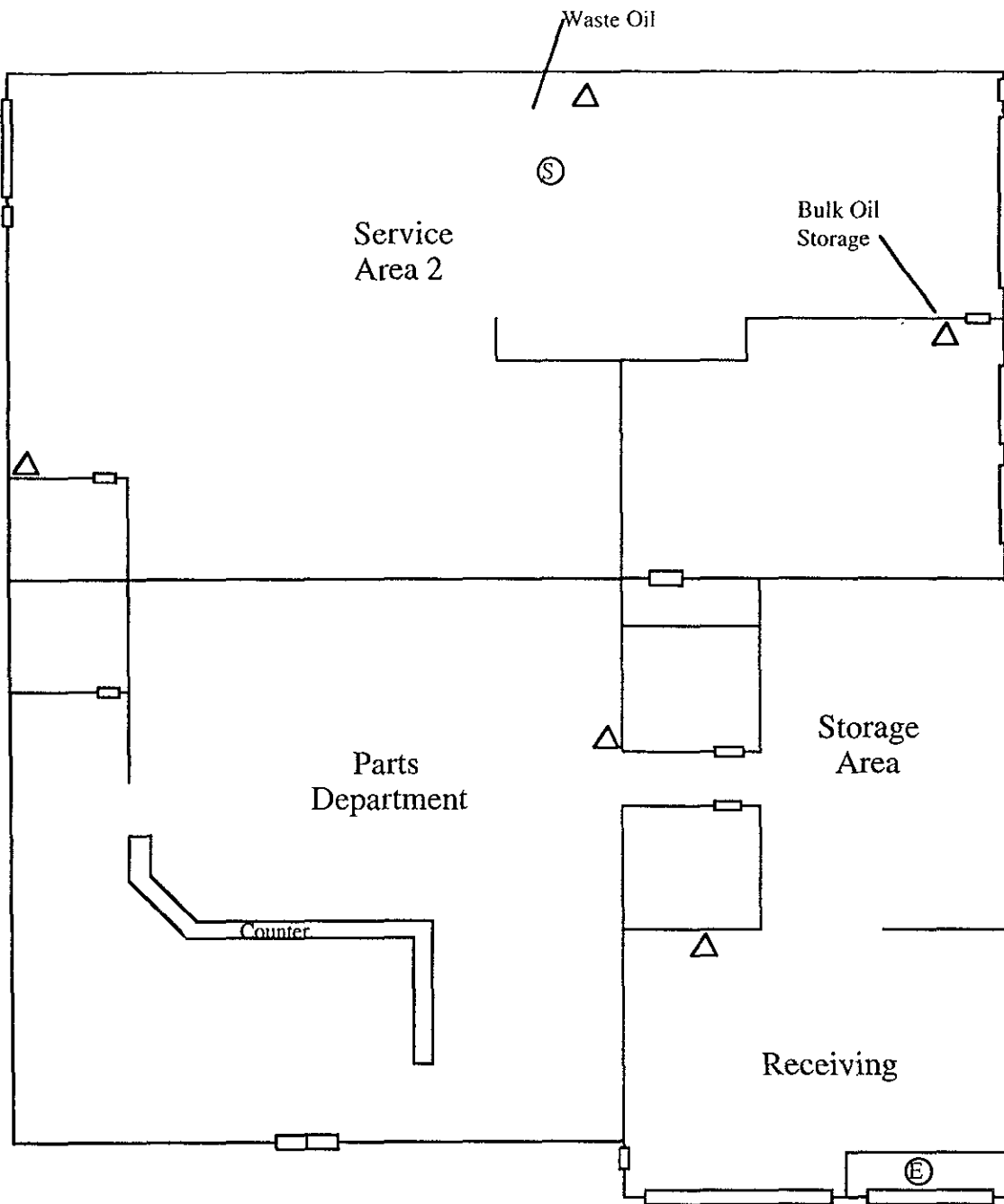
ACCESS HOLES

Dublin Honda
7099 Amador Plaza Rd
Dublin, CA 94568
Site Map Building 1
Confidential

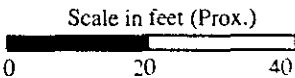
WASTE COOLANT
220 GAL AGST



- ⊙ Gas Main
- ⊙ Water Main
- ⊙ Electric Shutoff
- Fire Hydrant
- △ Fire Extinguisher
- ▣ Storm Drain
- ⊙ Solvent Tank
- E/S Evacuation Mtg Site



Dublin Honda
 7099 Amador Plaza Rd
 Dublin, CA 94568
 Site Map Building 2
Confidential

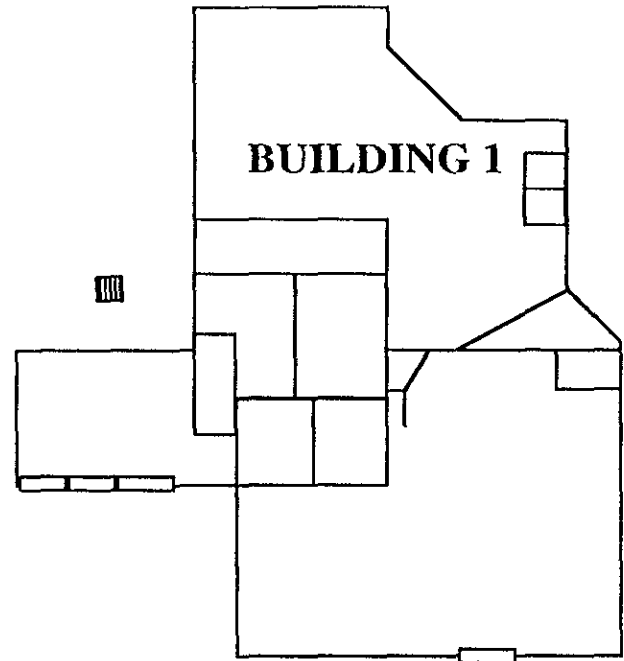


- ⊙ Gas Main
- ⊙ Water Main
- ⊙ Electric Shutoff
- Fire Hydrant
- △ Fire Extinguisher
- ▨ Storm Drain
- ⊙ Solvent Tank

Amador Plaza Road

BUILDING 1

Dublin Honda
7099 Amador Plaza Rd
Dublin, CA 94568
Site Map
Confidential

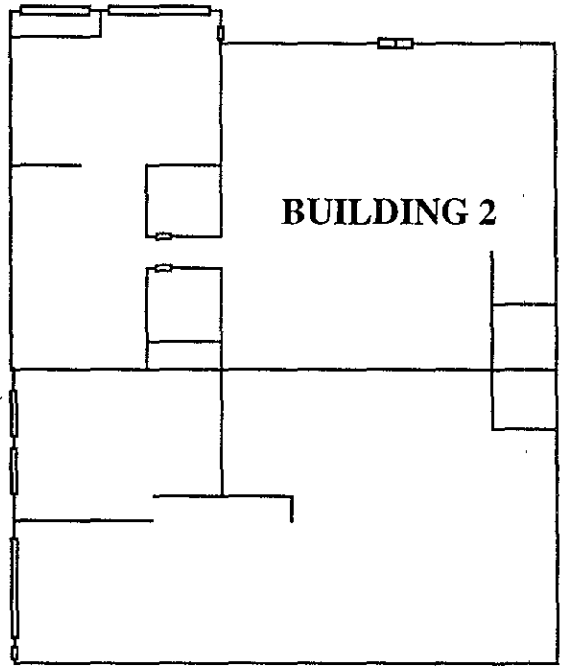


Commercial ←

Commercial →



BUILDING 2



680 Freeway



**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.

REPORTING REQUIREMENTS

This report is to be made to the Alameda County at (510) 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>
Dan Hill	Parts & Service Director	(510) 828-0275
Ken Harvey	Owner	(510) 945-8583
Taz Harvey	General Manager	(510) 837-8250

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>
Dan Hill	Parts & Service Director	(510) 828-0275
Ken Harvey	Owner	(510) 945-8583
Taz Harvey	General Manager	(510) 837-8250

SUPPORT AGENCIES AND EMERGENCY SERVICES

Alameda County	(510) 271-4320
State Office of Emergency Services	(800) 852-7550
Dublin Fire Department	911 or (510) 829-2333
Dublin Police Department	911 or (510) 829-0566
Regional Ambulance	911 or (510) 538-0213
Family Medical Center	(510) 829-5030

Note: If additional agency/service support is required and cannot be contacted, request assistance from the , 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 motor 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 and Office of Emergency Services 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 small fire extinguishers located throughout the dealership. 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 Absorption Material:** The dealership maintains a supply of absorbent material (floor-sweep) on site. 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 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
- c. Other:

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 Equipment:** Standard hazardous materials handling equipment is available for use when routinely handling hazardous materials common to this dealership. It can also be used in a similar capacity under emergency conditions. This equipment is limited to the following items:

Equipment:

Location:

Absorbent
Brooms
Mops
Buckets
Gloves
Respirators

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. Absorb spilled material using sand, earth or other absorbent. Floor cleaning/sweeping materials are appropriate and are normally available.
4. Avoid breathing vapors and avoid skin contact. Wear protective clothing and equipment including chemical resistant gloves, eye protection and (possibly) positive air respirator unit.
5. Ventilate the area with local exhaust systems or by opening available doors and windows. 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.
6. 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.

Note: If the material released is a corrosive (i.e., battery acid), it may be possible to neutralize it after it has been contained. For information on how to neutralize it, the dealership should call the emergency numbers provided on the product Material Safety Data Sheet.

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. Occasionally 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.
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.

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. 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 Dan Hill, the dealership's Parts & Service Director. Should he not be present, authority to direct an evacuation shall pass to the following positions in the order listed:

- | | |
|---------------|-----------------|
| 1. Ken Harvey | Owner |
| 2. Taz Harvey | General Manager |

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 at the primary evacuation assembly point. Should assembly at that point prove impossible, employees should gather at the alternate assembly point. These assembly points are as follows:

Primary Assembly Point: The Customer Parking Lot Directly North of Service.

Secondary Assembly Point: 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.
 - (3) 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

