

**HAZARDOUS MATERIALS
ANNUAL UPDATE
RELEASE RESPONSE
BUSINESS PLAN**

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

Prepared By

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

3/10/92

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 (510) 828-8030.

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ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH
 HAZARDOUS MATERIALS DIVISION
 80 SWAN WAY, ROOM 200
 OAKLAND, CA 94621
 (415) 271-4320

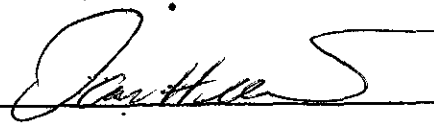
1254

HAZARDOUS MATERIALS MANAGEMENT PLAN - PART I

1. Business Name Dublin Honda
 Site Address 7099 Amador Plaza Road
 City Dublin Zip 94568
 Mailing Address 7099 Amador Plaza Road
 City Dublin Zip 94568
2. Contact Person Dan Hill Phone No. (510) 828-8030
3. Total Area of Business in Square Feet 48,600
4. Hazardous Materials/Waste Storage and Handling Area in Square Feet:
15,000
5. HAZARDOUS SUBSTANCES OR WASTES OVER 55 GALLONS*, 500 LBS.* OR
 200 CUBIC FEET*

	Gallons* (liquid)	Pounds* (solid)	Cubic Feet* (gaseous)	Number of Items
Hazardous Materials	3,831			5
Hazardous Waste	580			2
GRAND TOTAL	4,411			7

OWNER OR OPERATOR'S SIGNATURE



PRINTED NAME Dan Hill

DATE 3-10-92

* Metric Equivalents may be used

Alameda County Department of Environmental Health

HAZARDOUS MATERIALS MANAGEMENT PLAN
 Facility Information

General Information

1) Facility Name Dublin Honda 2) Facility ID
 3) Street Address 7099 Amador Plaza Road City Dublin Zip 94568
 4) Principle Business Activity Auto Sales & Service 5) D&B# _____ 6) SIC Code 5511
 7) EPA ID # CAD981658990 8) Uniform Building Code Class H
 9) Mailing Address 7099 Amador Plaza Rd City Dublin Zip 94568
 10) Billing Address 7099 Amador Plaza Rd City Dublin Zip 94568
 11) # of Shifts 2 12) # Empl 30 # Employees 5 # Empl - _____
 Shift 1 Start 8 am Shift 2 Start _____ Shift 3 Start _____
 Shift 1 End 5 pm Shift 2 End _____ Shift 3 End _____
 13a) Area of Facility 48,600 13b) Hazardous Materials Storage Area 15,000

Facility Contacts

14) Primary Contact Dan Hill Work Phone # (510) 828-8030
 Title Parts & Service Director Home Phone # (510) 828-0275
 15) Secondary Contact Ken Harvey Work Phone # (510) 828-8030
 Title Owner Home Phone # (510) 945-8583
 16) Executive Contact Ken Harvey Work Phone # (510) 828-8030
 Title Owner Home Phone # (510) 945-8583
 17) HMMP Contact Dan Hill Work Phone # (510) 828-8030
 Title Parts & Service Director Home Phone # (510) 828-0275
 18) Property Owner Ken Harvey Work Phone # (510) 828-8030
 19) Mailing Address Owner Home Phone # (510) 945-8583
 City Alamo Zip CA

Land Use Information

19a) Direction	20) Adjacent Business Name	Contact	Phone
North	<u>Shopping Center</u>	_____	_____
South	<u>Dealership</u>	_____	_____
East	<u>Hwy 680</u>	_____	_____
West	<u>Shopping Center</u>	_____	_____

Direction	21) Special Land Uses	Contact	Phone
North	_____	_____	_____
South	_____	_____	_____
East	<u>Highway 680</u>	_____	_____
West	_____	_____	_____

22) Flood Zone Not in 100 years 24) Earthquake Unknown
 23) Water Table Unknown Faults _____

Alameda County Department of Environmental Health
Hazardous Materials Division
80 Swan Way, Room 200
Oakland, CA 94621

Hazardous Materials Management Plan

(Part II)

Dublin Honda

(Facility Name and ID)

7099 Amador Plaza Road

(Facility Address)

Dublin

(Facility City)

Certification

I hereby certify, under penalty of perjury, that the information contained in this Hazardous Materials Management 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.


Authorized Signature

Dan Hill

Print Name

3-10-82
Date

Parts & Service Director

Title

SITE MAP

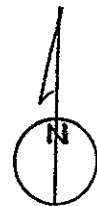
DUBLIN HONDA
 7099 AMADOR PLAZA RD.
 DUBLIN, CA 94568

SHOPPING CENTER

BUSINESS

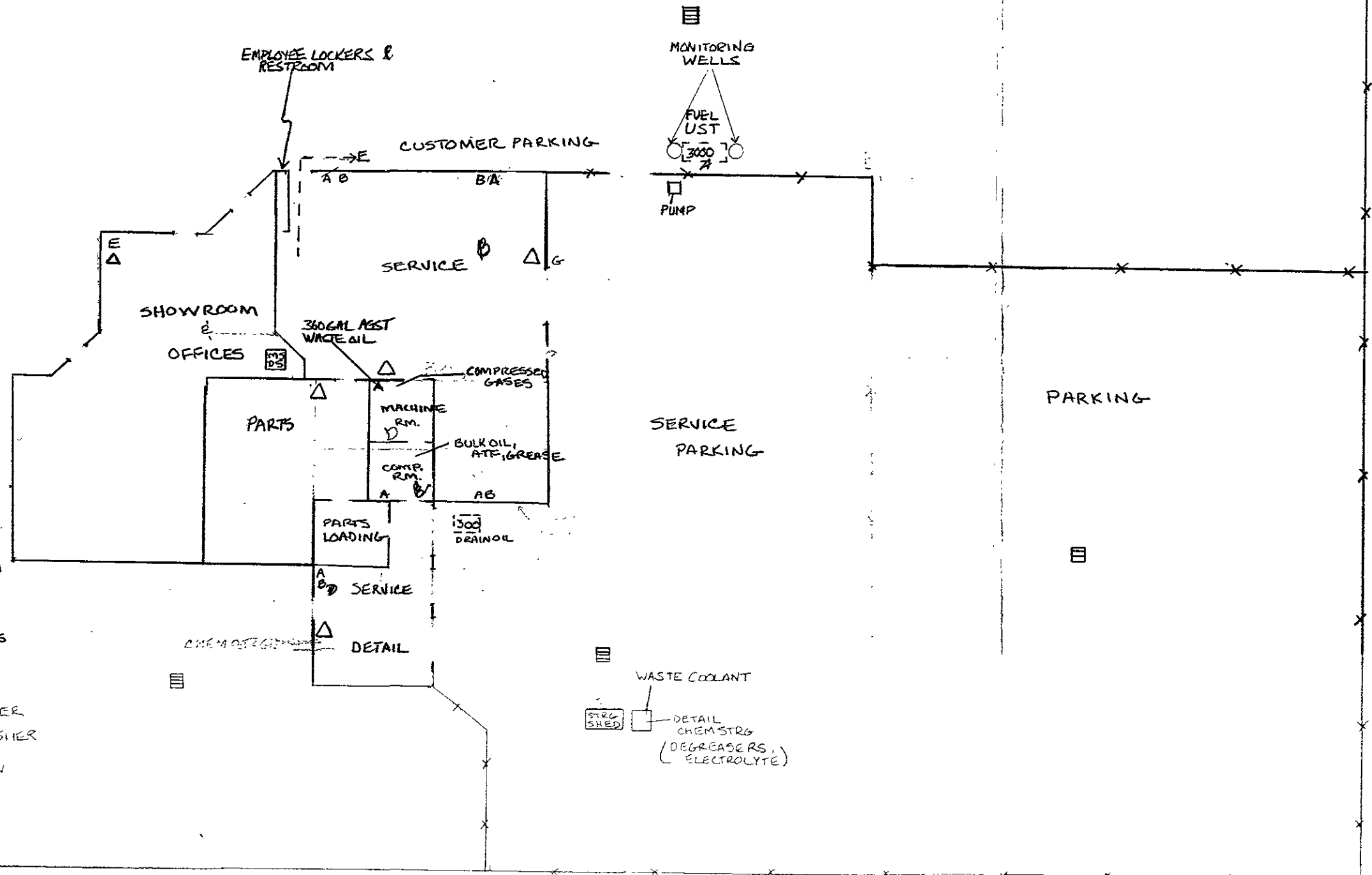
AMADOR PLAZA RD.

BUSINESS



SCALE: 1" = 60' (PROX)

- A - OIL TANKS
- B - SOLVENT TANKS
- E - POWER MAIN
- G - GAS METER
- W - WATER METER
- △ - FIRE EXTINGUISHER
- ☒ - STORM DRAIN



Hazardous Materials Management Plan
Hazardous Materials Inventory

Facility Name Dublin Honda Facility ID _____

Trade Name Information State _____ Federal _____

25) Composition Pure Mixture Waste 26) Waste Code _____ 26a) Waste Code _____

27) Common/Trade Name Unleaded Gasoline

28) Manufacturer Chevron Phone (510) 233-3737

29) Constituent 1 30) CAS # 108883 31) Percent (%) by wt 25
 Constituent Name Toluene

Constituent 2 CAS # 1330207 Percent (%) by wt 20
 Constituent Name Xylenes

Constituent 3 CAS # 1634044 Percent (%) by wt 10
 Constituent Name Methyl Tert Butyl Ether (MTBE)

Constituent 4 CAS # 71432 Percent (%) by wt 5
 Constituent Name Benzene

Constituent 5 CAS # 110543 Percent (%) by wt 5
 Constituent Name N-Hexane

32) Generic Name/Use (optional) _____

33) MSDS Ref #/ ID Code _____

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

36) Physical State Solid Gas Liquid 37) Specific Gravity (if liquid) _____

38) DOT Hazard Class FL 39) UNNA# 1203 40) Pressure? .7-.8

41) Health Hazard 1 43) Reactivity 0

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

Storage Detail					Max	Avg	Max in	Waste	#
Map	Location	Cont.	Press	Temp	Daily	Daily	One	Gener-	Days/yr
46)	47)	Type	49)	50)	Amt	52)	Vessel	ated (yr)	55)
		48)			51)		53)	54)	
1	A	B	1	1	3000 G	2000 G	3000 G	0	365
Tradename Totals					3000 G	2000 G	3000 G	0	

Hazardous Materials Management Plan Hazardous Materials Inventory

Facility Name Dublin Honda Facility ID _____

Trade Name Information State _____ Federal _____

25) Composition Pure Mixture Waste 26) Waste Code _____ 26a) Waste Code _____

27) Common/Trade Name Antifreeze/Coolant

28) Manufacturer Honda Phone (213) 320-3342

29) Constituent 1 30) CAS # 107211 31) Percent (%) by wt 85
 Constituent Name Ethylene Glycol

Constituent 2 CAS # 7732185 Percent (%) by wt 10
 Constituent Name Water

Constituent 3 CAS # _____ Percent (%) by wt 5
 Constituent Name Additive Package

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

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

32) Generic Name/Use (optional) _____

33) MSDS Ref #/ ID Code _____

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

36) Physical State Solid Gas Liquid 37) Specific Gravity (if liquid) 1.13

38) DOT Hazard Class ORM 39) UNNA# 1142 40) Pressure? _____

41) Health Hazard 2 43) Reactivity 0

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

Storage Detail					Max	Avg	Max in	Waste	#
Map	Location	Cont.	Press	Temp	Daily	Daily	One	Gener-	Days/yr
46)	47)	Type	49)	50)	Amt	Amt	Vessel	ated (yr)	55)
		48)			51)	52)	53)	54)	
1	Parts Dept.	N	1	1	120 G	100 G	1 G	0	365
Tradename Totals					120 G	100 G	1 G	0	

Hazardous Materials Management Plan Hazardous Materials Inventory

Facility Name Dublin Honda Facility ID _____

Trade Name Information		State	Federal
25) Composition <input checked="" type="checkbox"/> Pure <input type="checkbox"/> Mixture <input type="checkbox"/> Waste	26) Waste Code _____	26a) Waste Code _____	
27) Common/Trade Name <u>Stoddard Solvent - Parts Cleaning Solvent</u>			
28) Manufacturer <u>Safety-Kleen</u>		Phone <u>(800) 752-7869</u>	

29)	Constituent 1	30) CAS # <u>8052413</u>	31) Percent (%) by wt <u>100</u>
	Constituent Name <u>Stoddard Solvent</u>		
	Constituent 2	CAS # _____	Percent (%) by wt _____
	Constituent Name _____		
	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 (optional) _____

33) MSDS Ref #/ ID Code _____

34) Trade Secret? Yes No

35) Extremely (Acutely) Hazardous? Yes No

36) Physical State Solid Gas Liquid

37) Specific Gravity (if liquid) _____

38) DOT Hazard Class CL

39) UNNA# 1255

40) Pressure? _____

41) Health Hazard 2

43) Reactivity 0

44) Flammability 2

45) Special Hazards N/A microcuries (if appl) N/A

Storage Detail					Max	Avg	Max in	Waste	#
Map	Location	Cont. Type	Press	Temp	Daily Amt	Daily Amt	One Vessel	Gener-ated (yr)	Days/yr on site
46)	47)	48)	49)	50)	51)	52)	53)	54)	55)
1	SVC Area	D,E	1	1	69 G	69 G	16 G	635 G	365
Tradename Totals					69 G	69 G	16 G	635 G	

Hazardous Materials Management Plan
Hazardous Materials Inventory

Facility Name Dublin Honda Facility ID _____

Trade Name Information State _____ Federal _____

25) Composition Pure Mixture Waste 26) Waste Code _____ 26a Waste Code _____

27) Common/Trade Name Motor Oil

28) Manufacturer Pennzoil Phone (713) 236-6070

29) Constituent 1 30) CAS # 64742650 31) Percent (%) by wt 80
 Constituent Name Base Lubricating Oils
 Constituent 2 CAS # _____ Percent (%) by wt 10
 Constituent Name Detergent Inhibitor
 Constituent 3 CAS # _____ Percent (%) by wt 10
 Constituent Name Viscosity Improver
 Constituent 4 CAS # _____ Percent (%) by wt _____
 Constituent Name _____
 Constituent 5 CAS # _____ Percent (%) by wt _____
 Constituent Name _____

32) Generic Name/Use (optional) _____

33) MSDS Ref #/ ID Code _____

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

36) Physical State Solid Gas Liquid 37) Specific Gravity (if liquid) .875

38) DOT Hazard Class _____ CL _____ 39) UNNA# 1268 40) Pressure? _____

41) Health Hazard 1 43) Reactivity 0

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

Storage Detail					Max	Avg	Max in	Waste	#
Map	Location	Cont. Type	Press	Temp	Daily Amt	Daily Amt	One Vessel	Gener-ated (yr)	Days/yr on site
46)	47)	48)	49)	50)	51)	52)	53)	54)	55)
1	SVC Area	A,C	1	1	466 G.	320 G	75 G	0	365
1	Parts Dept.	N	1	1	40 G	30 G	.25 G	0	365
Tradename Totals					506 G	350 G	75 G	0	

Hazardous Materials Management Plan
Hazardous Materials Inventory

Facility Name Dublin Honda Facility ID _____

Trade Name Information State _____ Federal _____

25) Composition Pure Mixture Waste 26) Waste Code _____ 26a) Waste Code _____

27) Common/Trade Name Automatic Transmission Fluid

28) Manufacturer Pennzoil Phone (713) 236-6070

29)	Constituent 1	30) CAS # _____	31) Percent (%) by wt <u>90</u>
	Constituent Name <u>Base Lubricating Oils</u>		
	Constituent 2	CAS # _____	Percent (%) by wt <u>10</u>
	Constituent Name <u>Additive Package</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 (optional) _____

33) MSDS Ref #/ ID Code _____

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

36) Physical State Solid Gas Liquid 37) Specific Gravity (if liquid) _____

38) DOT Hazard Class GL 39) UNNA# 1268 40) Pressure? _____

41) Health Hazard 1 43) Reactivity 0

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

Storage Detail					Max Daily	Avg Daily	Max in	Waste	#
Map	Location	Cont. Type	Press	Temp	Amt	Amt	One Vessel	Gener-ated (yr)	Days/yr on site
46)	47)	48)	49)	50)	51)	52)	53)	54)	55)
1	<u>CSVC Area</u> <u>Comp Room</u>	<u>A, C, D</u>	<u>1</u>	<u>1</u>	<u>136 G.</u>	<u>80 G</u>	<u>120 G</u>	<u>0</u>	<u>365</u>
Tradename Totals					<u>136 G</u>	<u>80 G</u>	<u>120 G</u>	<u>0</u>	

Hazardous Materials Management Plan
Hazardous Materials Inventory

Facility Name Dublin Honda Facility ID _____

Trade Name Information State _____ Federal _____

25) Composition Pure Mixture Waste 26) Waste Code 221 26a) Waste Code N/A

27) Common/Trade Name Waste Oil

28) Manufacturer _____ Phone _____

29) Constituent 1 30) CAS # _____ 31) Percent (%) by wt 90
 Constituent Name Waste Base Lubricating Oils

Constituent 2 CAS # 7732185 Percent (%) by wt 10
 Constituent Name Water

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 (optional) _____

33) MSDS Ref # / ID Code _____

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

36) Physical State Solid Gas Liquid 37) Specific Gravity (if liquid) 1.90

38) DOT Hazard Class CL 39) UNNA# 1270 40) Pressure? _____

41) Health Hazard 2 43) Reactivity 0

44) Flammability 2 45) Special Hazards _____ microcuries (if appl) N/A

Storage Detail					Max	Avg	Max in	Waste	#
Map	Location	Cont.	Press	Temp	Daily	Daily	One	Gener-	Days/yr
46)	47)	48)	49)	50)	51)	52)	Vessel	ated (yr)	on site
							53)	54)	55)
1	SVC Area <i>Waste Oil</i>	A.C	1	1	360 G	180 G	360 G	6000 G	365
Tradename Totals					360 G	180 G	360 G	6000 G	

Hazardous Materials Management Plan Hazardous Materials Inventory

Facility Name Dublin Honda Facility ID _____

Trade Name Information		State	Federal
25) Composition <input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mixture <input checked="" type="checkbox"/> Waste	26) Waste Code <u>134</u>	26a) Waste Code <u>N/A</u>	
27) Common/Trade Name <u>Waste Radiator Coolant</u>			
28) Manufacturer _____		Phone _____	

29)	Constituent 1	30) CAS # <u>107211</u>	31) Percent (%) by wt <u>50</u>	
	Constituent Name	<u>Ethylene Glycol</u>		
	Constituent 2	CAS # <u>7732185</u>	Percent (%) by wt <u>50</u>	
	Constituent Name	<u>Water</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 (optional) _____

33) MSDS Ref #/ ID Code _____

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

36) Physical State Solid Gas Liquid 37) Specific Gravity (if liquid) 1.05

38) DOT Hazard Class ORM 39) UNNA# 1132 40) Pressure? _____

41) Health Hazard 2 43) Reactivity 0

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

Storage Detail					Max	Avg	Max in	Waste	#
Map	Location	Cont.	Press	Temp	Daily	Daily	One	Gener-	Days/yr
46)	47)	48)	49)	50)	51)	52)	Vessel	ated (yr)	55)
1	Storage Shed A, C		1	1	220 G	110 G	220 G	1000 G	365
Tradename Totals					220 G	110 G	220 G	1000 G	

Alameda County Department of Environmental Health

HAZARDOUS MATERIALS MANAGEMENT PLAN
Emergency Response Plan

Emergency Response Equipment

56) Equipment Location Service Area

57) Responsible Inspector Dan Hill

58) Inspection Frequency Weekly

59) Personal Protective Equipment

Gloves
 Chemical resistant suit
 Face Shield
 Helmet
 Boots
 Respiratory protection
Other _____

60) Spill Control Equipment

Absorbent
 Spill cart
 Pumps/Vacuums
 Neutralizers
 Vapor Scrubber
Other _____

61) Communication Devices

Portable Devices
 Telephones
 Pagers
Other Public Address System

Please make copies of this page as needed.

Alameda County Department of Environmental Health

HAZARDOUS MATERIALS MANAGEMENT PLAN

Emergency Response Plan

Facility Name Dublin Honda Facility ID _____

Emergency Response Training

All Personnel

All employees are trained in the following procedures:

- 62) Internal/alarm notification.
- 63) External emergency response organization notification.
- 64) Locations and content of emergency response plan.
- 65) Evacuation procedures.
- 66) Spill procedures.

Chemical Handlers

Chemical 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 hazards 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.

Other

- 79A) Procedure to be used in event of spill from an underground tank

Your emergency response training plan and training records must be on site and available for review by Alameda County Department of Health

Alameda County Department of Environmental Health

HAZARDOUS MATERIALS MANAGEMENT PLAN

Emergency Response Plan

Facility Name Dublin Honda Facility ID _____

Evacuation Information

80) Evacuation Notification

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

81) Evacuation Procedures

The evacuation plan and routes must be submitted with the HMMP and shall include:

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

82) Other Evacuation Planning Information

Emergency Contacts

82a) Priority contact phone # (510) 829-2333

Fire/Police/Ambulance 911

83) CA State Office of Emergency Services 1-800-852-7550

84) Other Dept Name _____

85) Nearest Medical Facility Eden Hospital Medical Center

Address 20103 Lake Chabot Road

City Castro Valley, CA 94546

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

SUPPORT AGENCIES AND EMERGENCY SERVICES

Alameda County Department of Environmental Health	(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
Valley Ambulance Service	911 or (510) 538-0213
Eden Hospital	(510) 537-1234
Family Medical Center	(510) 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
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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