

FIRE DEPARTMENT

# Culver CITY

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FIRE PREVENTION

## **FIRE DEPARTMENT HAZARDOUS MATERIALS DIVISION**

### **HAZARDOUS MATERIALS**

Any business that handles a hazardous material and/or hazardous waste of quantities at any one time during a year equal to, or greater than a total volume of 55 gallons, a total weight of 500 pounds, or 200 cubic feet of a compressed gas is a *handler* and must submit the required forms to the Culver City Fire Department.

A business that handles hazardous materials and/or generates hazardous waste must submit Unified Program Consolidated Forms (UPCF) to the Culver City Fire Department. There are short and long versions of the UPCF. Both versions contain the Business Activities form, the Business Owner/Operator Identification form, the Contingency Plan, the Hazardous Materials Inventory-Chemical Description form and the Regulated Substances Registration form. But the long version contains the forms needed for facilities that have any of the following activities: underground storage tanks, onsite hazardous waste treatment, and the management of recyclable materials.

In the event of a substantial change, a handler shall submit the short version UPCF to the Culver City Fire Department within 30 days. A substantial change includes the following:

1. Implementing a new operation that involves the handling of hazardous materials and entails an emergency response procedure which was not documented on a previous business plan
2. A change of ownership and business name
3. Structural changes to an existing site that involves the handling of hazardous materials

A handler must annually report its hazardous materials inventory to the CCFD.

Send the original UPCF forms to the Culver City Fire Department (the handler is recommended to use certified mail), or personally deliver it to the Fire Prevention Counter located at City Hall by the last day of January 31. Keep copies of the UPCF for your records.

Mailing Address:

Fire Prevention  
9770 Culver Blvd.  
Culver City CA, 90232

## **BASIC INSTRUCTIONS**

Your business is required to complete and submit to your local CUPA only the forms which are applicable to your facility's activities. First, complete the Business Activities Page to determine which forms that you are required to complete and submit to the CUPA. If you answer yes to any question on the Business Activities Page, complete the Business Owner/Operator Identification Page and all applicable program forms.



Important! We have provided instructions with each form in this package. Please, do not hesitate to contact us if you have questions about the forms and program reporting requirements. It is only necessary to send the Fire Department one copy of this form package.

## **FORMS**

### **Instruction for Completion of Unified Program (UP) Forms**

- Instructions for Completion of UP Forms 
- Sample UP Form 

### **Complete Versions of the UP Forms**

- UP Form (Full Version) 
- UP Form (Short Version) 

Note: The short version of the UP Form is only for use by businesses with activities limited to handling of hazardous materials and generation of hazardous waste.



### **Individual Pages of the UP Forms**

#### **Facility Information**




- Business Activities 
- Business Owner/Operator Identification 

- Consolidated Contingency Plan 




## **Hazardous Materials**

- Hazardous Materials Inventory 
- Cal ARP: Regulated Substance Registration 

## **Underground Storage Tanks (USTs)**

- UST Facility Page 
- UST Tank Page 
- UST Installation Page 

## **Hazardous Waste Forms**

- Recyclable Materials Biennial Report 
- Remote Waste Consolidation Site Notification 
- Hazardous Waste Tank Closure Certification 
- Hazardous Waste Generator 