



## WASHTENAW COUNTY POLLUTION PREVENTION PROGRAM 2020 STATUS SHEET FOR TOXIC, HAZARDOUS, OR POLLUTING MATERIALS

This information is required by the Washtenaw County Pollution Prevention Regulation and may be used in the event of an emergency. Please be as accurate as possible and print or type all responses. For questions please call **(734) 222-3800**.

### Business Information

Legal business name	<b>CASE NUMBER: PPP-</b> <i>See Invoice for Case Number</i>		
Site street address	City	Zip	
Fire department jurisdiction			
Mailing/billing address (if different from site address)			

### Owner Information

Business owner name			
Street address	City	State	Zip
Phone	Email		

### Facility Contacts (All future correspondence will be mailed to the Primary Contact)

Primary contact name	
Phone (day)	Email
Emergency contact name #1	
Phone (day)	Phone (evening)
Emergency contact name #2	
Phone (day)	Phone (evening)

**Please use the following checklist to ensure that you have completed all required reporting components:**

- Completed Business Information Sheet (Page 1)
- Completed Manufacturer Inventory (Page 2)
- Completed Hazardous Materials Inventory (Page 3)
- Completed Waste Materials Inventory (Page 4)
- Accurate Site Plan (See Page 6)

**-OR-**

- There are no changes to my last chemical inventory mailed to your office **AND ALL ELEMENTS** of the Washtenaw County Pollution Prevention Chemical Status Sheet(s) remain **ACCURATE AND COMPLETE**, **AND** the last chemical inventory submittal is **within the last 4 years** (2016 or more recent, otherwise, submit new Pages 2-4).

***I declare that the information on this status sheet is true and accurate to the best of my knowledge.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

***The Washtenaw County Pollution Prevention Regulation establishes a reporting fee for all regulated facilities. Please mail the enclosed invoice, payment and this status sheet packet (hand-delivered OR postmarked by March 1, 2020 to avoid the \$25 late fee) to: Washtenaw County Pollution Prevention Program, 705 N. Zeeb Rd., Ann Arbor, MI 48103.***



**Toxic, Hazardous, or Polluting Materials Inventory (Fresh Chemical)**

This inventory must include all raw materials (including oils and other petroleum based products) for which you have a Safety Data Sheet (SDS), and in **quantities greater than 5 gallons, 40 pounds or 100 cubic feet. Make additional copies of this sheet to list all materials, if necessary.**

COMMON NAME <u>AND</u> MANUFACTURER	CHEMICAL NAME (TOP THREE INGREDIENTS BY PERCENTAGE):	CAS # (REFER TO SAFETY DATA SHEET)	STORAGE LOCATION	STORAGE QUANTITY/ VOLUME/TYPE	MAXIMUM STORAGE	END POINT (Use this key: <u>H</u> auled off-site; Incorporated into product; <u>S</u> anitary Sewer; <u>A</u> ir; <u>R</u> ecycled; <u>O</u> ther)	HAZARD CLASS (See top section of page 5 for key)
<b>EXAMPLE #1</b> Hydraulic Oil Mobil	Mineral oil Ethylene glycol Complex emulsifier	8042-47-5 107-21-1 68411-30-3	East end of shop	2 @ 55-gallon / Steel Drums	110 gallons (2 X 55)	R H	III
<b>EXAMPLE #2</b> Granular Fertilizer Scotts Miracle-Gro	Urea Urea phosphate Potassium Chloride	57-13-6 4861-19-2 7440-09-7	Barn at back of property	50 @ 50 pound / Plastic Bags	2500 lbs. (50 X 50)	I	VI

### Waste Materials Inventory

This inventory form is to be completed for all liquid industrial by-products and hazardous wastes in quantities equal to or exceeding 5 gallons, 40 pounds or 100 cubic feet of storage on-site. Make additional copies of this sheet to list all wastes, if necessary.

NAME OF WASTE MATERIAL	STORAGE LOCATION	STORAGE QUANTITY/VOLUME/TYPE	WASTE HAULER(S)	ESTIMATED ANNUAL AMOUNT
<b>EXAMPLE #1</b> Used Oil	East end of Shop	4 @ 55-gallons / Steel Drums	Buck's Oil	220 gallons (4 drums @ 55 gallons)
<b>EXAMPLE #2</b> Waste paint/thinner mixture	Shop: Inside paint booth	1 @ 55-gallons / Steel Drum	Safety-Kleen	110 gallons (2 shipments/ year @ 55 gallons)

## Hazard Class

Use the following hazard classes when completing the hazardous material inventory on page 3. These hazard classes were revised to satisfy the requirements of Fire Fighter Right-To-Know Regulations (Fire Marshal Bulletin – 9). This Bulletin is available at: [http://www.michigan.gov/documents/cis/Bulletin\\_9-07\\_184458\\_7.pdf](http://www.michigan.gov/documents/cis/Bulletin_9-07_184458_7.pdf)

<b><u>Class I</u></b> Explosives/Blasting agents (Not including class C explosives)	<b><u>Class V</u></b> Oxidizer Organic Peroxide
<b><u>Class II</u></b> Poison Gas Flammable Gas Non-Flammable Gas	<b><u>Class VI</u></b> Poison Irritating Material: Liquid Solid
<b><u>Class III</u></b> Flammable Liquid Combustible liquid	<b><u>Class VII</u></b> Radioactive Material (Yellow III label)
<b><u>Class IV</u></b> Flammable Solid (Dangerous when wet) Flammable Solid Spontaneously Combustible	<b><u>Class VIII</u></b> Corrosives: Liquid Solid

*If a Safety Data Sheet is not required for the substance, and it is not an oil product, please use NON-DOT.*

## Tier II Reporting

If you store an Extremely Hazardous Substance (EHS), above designated threshold planning quantities (designated under Section 302 of Federal SARA Title III), **or** you store 10,000 pounds or more of any chemical required to have a SDS, you are required to submit a **Tier II** report to your local Emergency Planning Committee (LEPC) and the Michigan Department of Environmental Quality (MDEQ). **Reporting is required by March 1<sup>st</sup> annually and can be completed through the “Online Tier II Manager”™ MDEQ website at: [www.deq.state.mi.us/tier2manager/Account/Login.aspx](http://www.deq.state.mi.us/tier2manager/Account/Login.aspx)**

## Emergency/Spill Plan

Facilities regulated by the Washtenaw County Pollution Prevention Regulation may be required to have an emergency plan. Because of the large number of laws that require emergency planning, Washtenaw County will consider any of the following plans acceptable, as long as they are accurate and complete. Please submit a copy of your plans to the Washtenaw County Health Department’s Environmental Health Division. For questions about emergency/spill plans, please contact the Environmental Health Division at (734) 222-3800.

- A) **PIPP PLAN** - If you store materials listed on the Michigan Critical Materials Register, if you store over 40,000 gallons of oil/petroleum products, 5 tons of solid salt (including sand/salt mix), or 1,000 gallons of liquid salt, you are required to have a Pollution Incident Prevention Plan (PIPP). This requirement is administered by the Michigan Department of Environmental Quality (MDEQ). Contact the MDEQ at 586-753-3780 for more information.
- B) **SPCC PLAN** - If a petroleum product spill at your facility could reach a waterway and you store over 1,320 gallons of petroleum product above ground, over 40,000 gallons below ground, or you have a single oil tank over 600 gallons, you are required to have a Spill Control Counter Measure Plan (SPCC). This requirement is administered by the Environmental Protection Agency (EPA). Contact the EPA at 312-886-9402 for more information.
- C) **HMMP PLAN** - If you do not need a PIPP or a SPCC and you store over 500 gallons of hazardous materials, you are required to submit a Hazardous Materials Management Plan (HMMP).






## Site Plan

Each regulated facility is required to submit an accurate site plan. If you have previously submitted a site plan and there have been no changes to your facility, you are not required to submit a new plan. Copies of these site plans will be made available to your local fire department for emergency use, and therefore, must be as accurate as possible. A sample site plan can be found online at [www.washtenaw.org/p2](http://www.washtenaw.org/p2) or by calling the Environmental Health Division at 734-222-3800.

### Site Plan Instructions:

**PLEASE NOTE THAT THE ITEMS BELOW ARE FOR GUIDANCE PURPOSES ONLY.**

On a separate piece of paper, provide a site plan of the property and building(s) at this address complete with a North arrow. Streets adjacent to the property should also be indicated on the drawing. Below is a list of the types of information that can be included on a site plan, as well as the symbols you should use when preparing the plan:

Entrances	----	Utility Emergency Shut-Offs:	
Emergency Exits	-E-	Electric	(E)
Evacuation Route	----->	Gas	(G)
Storm Sewer		Water	(W)
Sanitary Sewer		Halon	(H)
Other Point of Discharge	(X)	Hazardous Materials Storage:	
Fire Hydrant	●	Flammables	F
Automatic Sprinkler Head	(AS)	Reactive	R
Outside Sprinkler Connect		Corrosives	C
Well		Oxidizers	O
Above-Ground Storage Tank	<span style="border: 1px solid black; padding: 2px;">10,000</span>	Poisons	P
Below-Ground Storage Tank	<span style="border: 1px dashed black; padding: 2px;">5,000</span>	Explosives	E
Guard Station		Radioactive	RA
Safety Data Sheet File	(S)		
Knox Box	<span style="border: 1px solid black; padding: 2px;">K</span>		
Staging Area or Loading Dock	*		