

INSTRUCTIONS FOR THE UNIFIED PROGRAM (UP) FORM REGULATED SUBSTANCE REGISTRATION

This page is to be completed for a Stationary Source that handles a Regulated Substance (RS) in a process at or above the threshold quantity. Regulated Substances (including Federal and State Listed Extremely Hazardous Substances (EHS) (RS)) must be registered for the purpose of complying with the California Accidental Release Prevention (CalARP) program. The owner or operator shall complete a Hazardous Materials Inventory – Chemical Description page and a Regulated Substance Registration for each Regulated Substance per process. Contact your local agency (CUPA or PA) for any additional assistance.

Note: A list of Federal and State Regulated Substances is attached for your reference.

1. FACILITY ID NUMBER This number is assigned by the CUPA. This unique number identifies your facility.
2. EPA ID NUMBER Enter your facility's 12-character EPA identification number.
3. BUSINESS NAME Enter the full legal name of the business.
106. DUN & BRADSTREET Enter the Dun and Bradstreet number of the Principal Company or entity which owns at least 50 percent of the voting stock. The Dun and Bradstreet number allows your business to be cross referenced to various business information. You may be able to obtain this number from your finance department. If your business does not have this information, contact Dun and Bradstreet at (610) 882-7748 or via the internet at www.dnb.com.
- 107a. PROCESS SIC CODE Enter the specific *Standard Industrial Classification Code* for the process using, treating, storing, producing, disposing, or otherwise handling regulated substances.
205. CHEMICAL NAME Enter the proper chemical name associated with the Chemical Abstract Service (CAS) number of the hazardous material. This should be the International Union of Pure and Applied Chemistry (IUPAC) name found on the Material Safety Data Sheet (MSDS).
208. EPCRA SECTION 302 The Emergency Planning and Community Right-to-Know Act requires notification of local authorities of the presence of certain Extremely Hazardous Substances listed in 40 CFR 302. 209. If you have a toxic regulated substance above the threshold quantity in a process, you are subject to EPCRA 302 and must check the box marked "yes."
209. CAS # Enter the Chemical Abstract Service number for the hazardous material.
- 218a. MAXIMUM DAILY AMOUNT Enter the maximum amount of hazardous material or mixture containing a hazardous material which is handled in the process at any one time over the course of the year.
221. UNITS IN POUNDS Leave this box blank. Note: All Regulated Substances must be reported in pounds.
- 246a. PROGRAM LEVEL Indicate the proper *Program Level* this process falls under. Mark either Program 1, 2, or 3 to identify with which program the process complies.
- 246b. NAME OF CORPORATE PARENT COMPANY Enter the legal name of the Principal Company or entity which owns at least 50 percent of the voting stock.
- 246c. PERSON RESPONSIBLE FOR RMP Enter the name of the person designated as responsible for the RMP.
- 246d. PERSON RESPONSIBLE FOR RMP - TITLE Enter the title of the person designated as responsible for the RMP.
- 246e. LATITUDE Enter the degrees of latitude for the business location. Latitude is the degrees north or south of the equator. Latitude is measured in degrees, minutes, and seconds. We recommend the use of U.S. Geological Survey (USGS) topographical quadrangle maps to make this determination. Valid latitudes for LA County range from 33°17'53N to 34°49'14N. Be sure the latitude fits this range.
- 246f. LONGITUDE Enter the degrees of longitude for the business location. Longitude is the degrees east or west of the prime meridian. Longitude is measured in degrees, minutes, and seconds. We recommend the use of U.S. Geological Survey (USGS) topographical quadrangle maps to make this determination. Valid longitudes for LA County range from 117°38'39W to 118°56'39W. Be sure the latitude fits this range.
- 246g. CAA TITLE V State and local operating permit programs are required under Title V of the Clean Air Act (40 CFR Part 70). Title V requires major sources of air pollution to receive permits, pay fees to cover cost of administering the program, and sign a binding certification of compliance on all permit applications and documents. Check the appropriate box, "yes" or "no."
- 246h. OSHA PSM The OSHA Process Safety Management Standard, codified at 29 CFR 1910.119, is similar to the Program 3 prevention program, and is designed to protect workers from the effects of accidental releases of hazardous substances. *Note:* This question covers all processes at your facility; if any process at your facility is subject to OSHA PSM, you must answer yes even if the PSM process does not involve a Regulated Substance. Answer the question either "yes" or "no."
- 246i. LAST SAFETY INSPECTION Enter the date of the last safety inspection of your facility and indicate the Agency (OSHA, State OSHA, EPA, State EPA, Fire Dept., etc..) that performed the inspection.
- 246j. PROCESS DESCRIPTION Describe the *process* and/or operations involved in the use, treatment, storage, production, disposal, or otherwise handling of the regulated substances (include process pressures and temperature, and whether it is a raw material or an intermediate). *Note:* Any group of interconnected vessels or separate vessels, located such that a regulated substance could be involved in a potential release, is considered a single process.
- 246k. PRINCIPAL EQUIPMENT List the equipment and/or components used in the process involving the Regulated Substance.
- 246l. NAME OF OWNER / OPERATOR The full name of the owner/operator who signed the registration page.
- 246m. TITLE Enter the title of the person signing the page.
- 246n. DATE Enter the date the page was signed.