



HAZARDOUS MATERIALS COMPLIANCE FOR NEW BUSINESSES

Before filling out this form, download it and save to your computer. Fill out the saved version.

San Mateo County Environmental Health Services (SMCEHS) is the Certified Unified Program Agency (CUPA) tasked with permitting and inspecting hazardous materials and hazardous waste businesses in San Mateo County. SMCEHS has also been granted the authority by the State to implement additional programs.

To get started, complete and submit the NEW FACILITY – PERMIT REGISTRATION FORM (Pg. 2). Send it directly to your [district inspector](#), or to Environmental Health Services' office. When received, SMCEHS will process your application and conduct an inspection. Some general criteria are listed below to help identify the type of permit your business requires. Additional resources, forms, and information on fees can be found at smchealth.org/cupa.

CUPA PROGRAMS

Hazardous Waste Generator and Tiered Permitting Programs: Businesses that generate hazardous waste are subject to this inspection program. If a business will be treating hazardous waste on site, additional tiered permitting approval by SMCEHS is required - smchealth.org/tieredpermitting.

Hazardous Materials Business Plan (HMBP) Program: Businesses that have hazardous materials on site may be subject to the HMBP program. If a business has greater than or equal to 55 gallons, 500 pounds, or 200 cubic feet of any hazardous material they are subject to this Program. Requirements include electronic submission of a HMBP using either website - ehesubmit.smchealth.org or cers.calepa.ca.gov.

California Accidental Release Program (CalARP) Businesses which store highly toxic, flammable or explosive materials in quantities greater than listed in state thresholds are also required to be in the CalARP program. To read more about the materials subject to this program, go to smchealth.org/cupa/calarp.

Aboveground Petroleum Storage Tank Program (APSA): Storage of 1,320 or more gallons of liquid petroleum may subject your business to APSA regulations. Businesses in this category are required to prepare and implement a Spill Prevention Control and Counter Measures Program smchealth.org/cupa/ast.

Underground Storage Tank (UST) Program: An application for a permit to operate a UST must be submitted using the websites listed above. Additional forms are required to construct, modify, or remove a UST. Find these and more information on the UST page at smchealth.org/cupa/ust.

ADDITIONAL PROGRAMS

Waste Tires: Businesses that generate waste tires are inspected by SMCEHS on behalf of CalRecycle. Call (866) 896-0600 or apply here to obtain a tire program ID #: Calrecycle.ca.gov/tires/forms/CalRecycle690.PDF

Stormwater: SMCEHS conducts inspections for unincorporated San Mateo County. Incorporated city areas will be inspected and invoiced by each city. Visit flowstobay.org for more information.

Medical Waste: This Environmental Health Services program is managed by Darrell Cullen. For more information and to register, visit smchealth.org/medwaste. Call 650-464-3825 or email dacullen@smcgov.org for additional information.

NEW FACILITY - PERMIT REGISTRATION FORM

COMPLETE AND FAX TO: (650) 627-8244 / EMAIL TO: envhealth@smcgov.org

PROGRAM CHECKLIST	YES/NO	AGENCY USE ONLY Program Element
1. Hazardous Waste Generator Program: Business generates any amount of hazardous waste? If yes, estimate total number of pounds per month: _____		
2. Tiered Permitting Program: Business generates and treats hazardous waste?		
3. Hazardous Materials Business Plan Program: Business has one or more hazardous materials above threshold at any one time (55 gal/500 lbs/200 CF). If yes, estimate maximum number of gal,lbs, or CF on site: _____		
4. California Accidental Release Program: Business stores listed hazardous materials above CalARP thresholds?		
5. Aboveground Petroleum Storage Tank Program: Business has over 1,320 gallons of petroleum-based products stored aboveground?		
6. Underground Storage Tank Program: Business currently owns/operates one or more underground storage tanks (USTs)?		
7. Waste Tires: Business generates used or waste tires?		
8. Stormwater: Business potentially discharges to the storm drain or gutter?		
9. Medical Waste: Business generates, transports, or treats medical waste?		

FACILITY INFORMATION:

Business Name: _____ Business Email: _____
 Street: _____ City: _____ Unincorporated State: _____ Zip: _____ Phone: _____

BILLING INFORMATION:

Name: _____
 Street: _____ City: _____ State: _____ Zip: _____ Phone: _____

OWNER INFORMATION:

Name: _____
 Street: _____ City: _____ State: _____ Zip: _____ Phone: _____

EMERGENCY CONTACT:

Name & Title: _____ Phone: _____

ADDITIONAL INFORMATION:

Business Type or Description: _____ Date: _____
 EPA ID # (if applicable): _____ CERS ID # (if applicable): _____
 Cell Phone #: _____ I consent to receiving text messages.
 Other Notes: _____

AGENCY USE ONLY Inspector Verification Signature: _____ Date: _____
 Fiscal Received & Completed by: _____