

Please mail HMPC Application to:
Louisville MSD
Attn: Adm. Assistant – Ind. Waste
700 W. Liberty Street
Louisville, KY 40203



For MSD Use Only	
Company # _____	
Plan _____	Exemption _____
Inspector _____	
Received Date _____	
Fee Amount Paid _____	

APPLICATION
Hazardous Materials Use and Spill Prevention Control (HMPC) Plan

A. GENERAL INFORMATION

1. Business Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: (____) ____-____ Fax: (____) ____-____
Servicing Fire Department: _____

2. Corporate Name: _____
Corporate Headquarters Address: _____
City: _____ State: _____ Zip: _____
Telephone: (____) ____-____ Fax: (____) ____-____

3. Describe the nature of business at this site: _____

Standard Industrial Classification (SIC) Code(s) (If known): _____

North American Industry Classification System (NAICS) Code(s) (If known): _____

Days and Hours of Operation: _____

4. Local Owners and Managers:
Name: _____ Title: _____
Email: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: (____) ____-____ Fax: (____) ____-____

Name: _____ Title: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) ____ - _____ Fax: (____) ____ - _____

5. Indicate two or more persons to contact in case of an emergency:

Name	Title	Business Phone	Emergency Phone	Cell Phone
1.				
2.				
3.				
4.				

B. HAZARDOUS MATERIALS LOCATION AND DESCRIPTION

Please answer yes or no to the following three questions:	YES	NO
1. Do you store, handle, or process any petroleum products (gasoline, diesel fuel, oil, etc) on site in excess of 55 gallons?		
2. Do you store, handle, or process any corrosive, explosive, ignitable, radioactive or reactive hazardous materials on site in quantities of 100 pounds or greater?		
3. Do you store, handle, or process any materials listed in the enclosed Appendix A in excess of the listed reportable quantity?		

For assistance answering the questions 1-3 above, please contact your assigned Environmental Compliance Inspector (ECI). Refer to the last sentence of your cover letter to find out who is your ECI. For assistance determining who your ECI is, please contact MSD's Industrial Waste Department at 502.540.6939.

4. If you answered "No" to questions 1, 2, & 3 in the above chart; you may qualify for an Exemption from the HMPC Program. Having an approved Exemption does not relieve your company from the Hazardous Materials Ordinance reporting responsibilities. **IF YOU HAVE A SPILL OF ANY HAZARDOUS MATERIAL TO THE ENVIRONMENT OR DRAIN, 911 MUST BE NOTIFIED IMMEDIATELY.** Please skip to section E on page six.

5. All hazardous materials stored in quantities greater than the Reportable Quantities (RQ) defined in Appendix A of the Ordinance must be identified on the attached Hazardous Materials inventory Data Entry Form (Attachment A).

Non listed materials that exhibit characteristic hazards (corrosive, etc.) have a reportable quantity of 100 pounds. Please see Appendix A.

Please make copies of the Attachment A and fill out one sheet for each hazardous materials storage area. (Refer to the instructions for a definition of a hazardous materials storage area).

6. Required Maps (See instructions for information about maps).
Please mark each hazardous materials storage location on the map provided to you by MSD. The map should be numbered consecutively starting with the number one listing the hazardous materials storage locations on site. For each number on the map, there should be a corresponding Hazardous Materials Inventory Data entry Form (Attachment A).

C. EMERGENCY RESPONSE TRAINING PROCEDURES

1. Emergency Procedures Posting

In accordance with the Hazardous Material Ordinance, you must post a simplified Emergency Response Procedure (Attachment C). **The Hazardous Materials Ordinance requires immediate notification to 911 in the event of a Reportable Quantity. Your Attachment C must include procedures to notify 911.** An example is included in the Sample HMPC Plan. Please list the locations where this is posted at your facility. (Example: time clock, storage locations, etc.) Please include a copy of Attachment C with your Plan submittal.

2. Employee Training

The Hazardous Material Ordinance requires an initial and on-going safety and accident prevention training program for all employees. Describe training provided to employees

4. Are hazardous materials stored in any areas of your facility that are prone to flood? Please identify and list these areas below. Describe measures taken to prevent a release in the event of high water.

E. OWNER/MANAGER CERTIFICATION

The attached Hazardous Materials Spill Prevention and Control Plan (HMPC) or Exemption Request for this business, will be implemented as herein described. I hereby certify that I am responsible for the operation of the above named facility and have described all hazardous materials kept on site in amounts greater than the Reportable Quantities specified by MSD/Federal regulations.

Owner/Manager Name: _____

Company Name: _____

Title: _____

Owner/Manager Signature: _____ **Date:** _____

NOT REQUIRED. IF YOUR PLAN WAS FILLED OUT BY A PROFESSIONAL ENGINEER, PLEASE FILL OUT THE FOLLOWING SECTION:

P.E. CERTIFICATION

I have examined the named facility and, to the best of my knowledge and belief, this Hazardous Materials Spill Prevention and Control (HMPC) Plan has been prepared in accordance with provisions of the MSD Hazardous Materials Spill Prevention regulations and in accordance with good engineering practices.

Printed Name of Registered Professional Engineer

Signature of Registered Professional Engineer

(seal)

Registration Number

State

Date