

FORM M- MAP INSTRUCTIONS

SUBMIT COMPLETED FORMS ONLY WITH YOUR BUSINESS PLAN. DO NOT SUBMIT INSTRUCTIONS OR SAMPLES.

- A. **GENERAL SITE MAP LAYOUT** – Please Form M. For large sites, consider using a general layout on one page followed by additional pages showing enlargements of sections storing hazardous materials. Please note: if your business site is in a remote area, you will need to include a diagram that can be used to provide directions to the site.

General Site Maps must include:

1. Outline of buildings, facilities and areas within the property to approximate scale.
2. Site orientation (North arrow).
3. A map legend defining symbols.
4. Loading areas.
5. Parking lots.
6. Internal roads.
7. Storm and sewer drains.
8. Designation of adjacent property use, such as commercial, vacant, residential, school, etc.
9. Locations and names of adjacent streets, alleys, or access.
10. Access and egress points, evacuation routes, emergency exits, and staging areas.
11. Locations of nearest fire hydrant.
12. Facility ID, Name, Address, City, Map number and Date.

- B. **INDIVIDUAL FACILITY / BUILDING / AREA MAPS** -- the General Site Map, especially for a larger business, may depict separate buildings, facilities, or areas that are part of the property. In some cases not all of these buildings, facilities, or areas will be dedicated to storage or use of hazardous materials. For those that are engaged in storage and/or use, you will need to draw an individual facility/building/area map according to the following directions.

Again, please use Form M. Use symbols on instructions page vi to differentiate items and note them in the legend box on Form M.

The Individual Facility / Building / Area Maps must be approximate scale and:

1. Show, for multi-story buildings, a floor diagram for each floor.
2. Show the location of each hazardous material use or storage area and identify types of materials stored or used in that area.
3. Show type of storage - including above ground, below ground, and partially buried storage tanks, pallets, cylinders, pipelines, rail cars, truck trailers, etc.
4. Show location of emergency notification systems (such as Leak Monitoring System) and emergency shutdown systems (such as emergency shut off switch, electrical panel, natural gas and water shut off valves). The map must also show emergency response equipment, such as fire extinguishers and other equipment for fire suppression, materials for mitigation and clean up of hazardous spills, breathing apparatus, protective clothing, first-aid equipment, and medical supplies.
5. Show evacuation routes, emergency exits, alternative escape routes, and personnel staging areas. Also indicate the number of personnel that might be in the facility at any one time.
6. Show where Business Plan data is stored, including the Emergency Response and Hazardous Waste Contingency Plans, as well as the Materials Safety Data Sheets.