

Dear Santa Ana Business Owner:

Your Business in our city is very important to us, and the City of Santa Ana appreciates the opportunity to serve you. The proper handling of hazardous materials is a serious concern to this community. A method in which your business and community can be protected is the prompt and thorough completion of the Disclosure/Business Emergency Plan packet.

Proper handling of hazardous materials is a high priority of the Santa Ana Fire Prevention Bureau and Hazardous Materials Emergency Response Team. Federal, State, and City Laws require all businesses using chemicals meeting the attached criteria to complete a Business Emergency Plan (BEP). These laws are the result of serious spills, leaks and fires involving chemicals, which have endangered life and property and have polluted the environment.

The Business Emergency Plan requires basic information to be submitted to the Santa Ana Fire Department. This shall include specific business information, inventory of all chemicals and detailed diagrams of the business. All other BEP information shall be readily available at the facility in the event of an emergency or for inspections conducted by the Santa Ana Fire Department.

Please complete the disclosure forms online in accordance with the instruction sheets, and submit forms to the Santa Ana Fire Department within 30 days. Your cooperation and prompt response to this matter is greatly appreciated.

To get your BEP filing started, you will need a Username and Password; log on to http://www.ci.santa-ana.ca.us/fire/business_plans.asp. Complete the Log-in Request; you will receive a Username and Password via e-mail within 3 business days. Once you have your Username and Password, you will be allowed access to the Fire Departments online filing system so that you may complete your BEP.

If you have any questions, please contact me through the Fire Prevention Bureau, Hazardous Materials Division at 714-647-5700

Sincerely,

Mike Buren

Hazardous Materials Specialist