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# CITY OF CHICAGO

## RULES

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### EMERGENCY PREPAREDNESS DIAGRAMS

### PURSUANT TO 11-4-1200

Last Updated: November, 2015



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Mayor Rahm Emanuel

Commissioner Julie Morita, M.D.  
Commissioner Maria Guerra Lapacek  
OEMC Director Gary Schenkel  
Fire Commissioner Jose A. Santiago

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BY AUTHORITY VESTED IN THE COMMISSIONER OF THE DEPARTMENT OF PUBLIC HEALTH, THE FIRE COMMISSIONER, THE COMMISSIONER OF THE DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION, AND THE EXECUTIVE DIRECTOR OF THE OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS PURSUANT TO 11-4-1200, THE FOLLOWING RULES REGARDING EMERGENCY PREPAREDNESS DIAGRAMMS ARE ADOPTED HEREIN.

By Order of:

Signed:   
Commissioner Julie Morita, M.D.

Date: 11/12/15

Signed:   
Fire Commissioner Jose A. Santiago

Date: 11-24-15

Signed:   
Commissioner Maria Guerra Lapacek

Date: November 10, 2015

Signed:   
Executive Director Gary Sohenkel

Date: 10 Nov 2015

Published: March 28, 2008  
Effective: February 17, 2009

**CITY OF CHICAGO  
DEPARTMENT OF PUBLIC HEALTH  
and  
FIRE DEPARTMENT  
and  
OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS  
and  
DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION**

**RULES AND REGULATIONS  
for  
Emergency Preparedness Diagrams**

**Section 11-4-1200 - Tier II Notification – When Required**

**1.0 Scope and Purpose.** These rules and regulations control the content and format of the emergency preparedness diagram required by Section 11-4-1200(B) and (E) of the Municipal Code of Chicago.

**2.0 Definitions.** As used in these rules and regulations,

(1) *Hazardous Chemical* has the meaning ascribed to the term in Section 3 of the Illinois Emergency Planning and Community Right to Know Act, codified at 430 ILCS 100/1 *et seq.*, as amended.

(2) *Extremely Hazardous Substance* means the list of chemicals designated as extremely hazardous by the United States Environmental Protection Agency under 42 U.S.C. 11002(a), as amended, and codified at 30 CFR 355, Appendix A, as amended.

(3) *Hazard Class* means the number assigned to a chemical by the United States Department of Transportation, based on the chemical's hazard class or division, as that number appears in the third column of the Hazardous Materials Table, codified at 49 CFR 172.101, as amended.

(4) *Safety Data Sheet*, formerly known as *material safety data sheet*, means written or printed material concerning a Hazardous Chemical or Hazardous Substance which is identical in form and content to the sheet required to be developed under 29 CFR 1910.1200(g), as amended.

(5) *Threshold Planning Quantity* means the quantity of an Extremely Hazardous Substance determined by the United States Environmental Protection Agency under 42 U.S.C. 11002(a), as amended, and codified at 30 CFR 355, Appendix A, as amended.

**3.0 Electronic submission required.** Every owner or operator of a facility subject to this Ordinance shall electronically submit the documents required under Section 11-4-1200(B) by logging on to Chicago's Public and Private Partnership (CP3) Portal at <https://portal.chicagopolice.org/portal/page/portal/CP3/Welcome>, or such other URL as may be provided by the City of Chicago (the "CP3 Portal"), and entering the required information in the Hazardous Materials section of the CP3 Portal.

Electronic submission of the emergency preparedness diagram into Chicago's Public Private Partnership (CP3) shall satisfy the submission requirement to the Fire Department and the Local Emergency Planning Commission (LEPC).

**4.0 Emergency preparedness diagram.** The emergency preparedness diagram ("diagram") required under Section 11-4-1200(B) and (D) shall be saved in Portable Document Format (PDF) electronic form and attached or uploaded in the CP3 Portal. The diagram shall identify all of the following information:

- A. Except as otherwise provided in rule 5.0, the storage location, by chemical or common name, of each hazardous chemical for which a Safety Data Sheet is required under the Occupational Safety and Health Act of 1970, and
- B. The location(s) of all chemical storage cabinets; and
- C. The location(s) of all acid storage cabinets; and
- D. The location(s) of all tanks, vats, and drum storage areas in which hazardous chemicals are stored or otherwise contained; and
- E. The location(s) of all emergency shut-off valves for hazardous chemicals; and
- F. The location(s) of the facility's on-site emergency response equipment; and
- G. The location(s) where the facility's Safety Data Sheets are stored; and
- H. The names of all streets adjacent to the facility; and
- I. The name and address of the facility, as listed on any business license issued by the City under Title IV of the Chicago Municipal Code; and
- J. A north arrow or compass rose showing the direction in which north lies in relationship to the facility.

**5.0 Exception:** If more than 25 hazardous chemicals requiring a Safety Data Sheet are present at a facility, the location(s) of each hazardous chemical may be identified on the diagram by referencing the chemical's primary hazard class (as opposed to the chemical or common name), provided however, that if an extremely hazardous chemical is present at such facility in an amount that equals or exceeds the threshold planning quantity for such chemical, the

location of each such extremely hazardous chemical must be identified on the diagram using the chemical's chemical or common name.

**6.0 Penalty for violation.** Any person who violates these Rules and Regulations shall be subject to the fines set forth in Section 11-4-1200(F); the abatement and cessation provisions set forth in 11-4-025; and the license suspension or revocation provisions set forth in 4-6-210, as applicable.