

Palo Alto Fire Department  
Hazardous Materials Program  
250 Hamilton Ave., Palo Alto, CA 94301  
Phone: (650) 329-2184  
Fax: (650) 327-6951  
fire@cityofpaloalto.org

### **Instructions for Public Disclosure Requests**

The Palo Alto fire Department maintains records related to hazardous materials storage and handling activities for businesses located within the City limits. These documents include, but are not limited to, Hazardous Materials Business Plans, underground tank monitoring, installation and closure records, facility closure records, site inspection records, etc. These documents are available for your review during normal business hours by appointment.

Please complete the attached application form and return it via mail or fax. If you prefer to use your own stationery, please be sure to include your name, your company name, address and phone number, the site address(es) and business name(s). Our goal is to provide you access to the records within 10 business days. We will contact you to schedule an appointment.

Other important information:

- File reviews are by appointment only. Walk-in file reviews are not permitted.
- Confidential information will not be available for review.
- In most cases, file reviews are limited to ten files per appointment however, if files are quite extensive, only five sites at a time may be reviewed due to staffing impacts.
- Specific street addresses for each site must be provided as all our records are stored by address.
- If you need extended time to review the files, please notify us in advance. We will do our best to accommodate your needs.
- Files must be reviewed in the Fire Department Administrative Office located at City Hall. No documents may be removed. Black and white copies of documents can be made at the rate of \$0.12 per 8 ½ x 11 inch page.
- If the files are not reviewed on the date scheduled they will be re-filed and you must start the process over.

**NOTE:** PROPERTIES WHERE HAZARDOUS MATERIALS ARE OR HAVE BEEN USED, STORED, OR HANDLED ARE SUBJECT TO CLOSURE PROCEDURES. REFER TO [WWW.UNIDOC.S.ORG](http://WWW.UNIDOC.S.ORG) FOR HAZARDOUS MATERIALS CLOSURE REQUIREMENTS OR CONTACT THE PALO ALTO FIRE DEPARTMENTS HAZARDOUS MATERIALS DIVISION AT (650) 329-2184

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**Application for Public Disclosure of Records**

**Information requested by:**

Your Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**(A maximum of 10 sites per request)**

<u>Site Address:</u>	<u>Business Name:</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

**OFFICIAL USE ONLY**

DATE REQUEST RECEIVED: \_\_\_\_\_ DATE CONTACTED: \_\_\_\_\_  
CLERKS NAME: \_\_\_\_\_ P.I.R. LOG #: \_\_\_\_\_