



CITY OF ANAHEIM
ANAHEIM FIRE & RESCUE
201 S. ANAHEIM BLVD., SUITE 300
ANAHEIM, CA 92805
Phone: (714) 765-4040

REQUEST FOR PUBLIC RECORDS HMS / CUPA / LIFE SAFETY

Requestor Information:

Date: _____

Company Name:		Address(es) of Requested Records:
Contact Name:		
Address:		
City, State, Zip:		
☐ Phone:	☐ Fax:	☐ Email:

Please check box to indicate the preferred method of contact.

Hazardous Materials Section (HMS) / Certified Unified Program Agency (CUPA)

- | | | |
|---|--|---|
| ☐ Chemical Inventory | ☐ CUPA Consolidated Permit | ☐ Underground Storage Tank (UST) CUPA Info. |
| ☐ Inspection Reports | ☐ Investigation Reports/Complaints | ☐ Aboveground Storage Tank (AST) CUPA Info. |
| ☐ Risk Management Plan | ☐ Correspondence | ☐ Hazardous Waste (HW) Generator Information |
| ☐ On-site Treatment (TP) Information | ☐ List of all USTs in Anaheim | ☐ Open HMS Violations |
| ☐ Business Emergency Plan | ☐ List of all APSA sites in Anaheim | ☐ Other _____ |

Life Safety Section

- | | | |
|---|--|--|
| ☐ Inspection Worksheet/Correction Notice | ☐ Complaints | ☐ 850 Forms |
| ☐ 5-year Sprinkler Report | ☐ Fire Code Permits | ☐ Correspondence |
| ☐ Wildland Urban Interface (WUI) | ☐ Private Hydrant Test Report | ☐ Open Life Safety Violations |
| | | ☐ Other _____ |

FEES:

- | | |
|---|---|
| ☐ Photocopies
\$0.15 per page | ☐ Flash Drive
\$10.00 per flash drive |
|---|---|

Please note that HMS site maps are not provided and that chemical locations, financial information, and personal phone numbers will be redacted/removed from all records. If items listed above are necessary for review, a certified release of information letter from the business must be presented with your request. Most HMS records are maintained in Laserfiche and have a five-year retention length after they become obsolete. For UST records (prior to 1991) and HW and TP records (prior to 2001), contact Orange County Health Care Agency, Environmental Health at 714-433-6000. For UST Clean-up Information, contact the City of Anaheim Public Utilities Department at 714-765-3300.

I understand that I will be notified within ten (10) calendar days from receipt of this public records request. If production of records is requested, an estimated cost will be provided to me and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents. If arrangements for payment and production are not made within twenty (20) days of the date of the City's response, I understand that a new request may have to be submitted.

- ☐ I wish to inspect City records ☐ I will pick up records ☐ Please mail records

Signature of Requestor: _____

Forms can be submitted via email, mail, or in-person:

FireRecordsRequest@anaheim.net

Anaheim Fire & Rescue
Attn: Custodian of Records
201 S. Anaheim Blvd., Suite #300
Anaheim, CA 92805