



Ohio Administrative Code

Rule 3750-75-04 Emergency response lock box unit contents and maintenance.

Effective: April 1, 2026

[Comment: For dates of non-regulatory government publications, publications of recognized organizations and associations, federal rules, and federal statutory provisions referenced in this rule, see paragraph (AA) of rule 3750-1-01 of the Administrative Code titled "Referenced materials."]

(A) The emergency response lock box unit shall contain the following information as authorized by division (B)(6)(a)(ii) of section 3750.02 of the Revised Code:

(1) A site plan showing the following:

- (a) The information as set forth by rule 3750-30-20 of the Administrative Code which shows the location of chemicals produced, used, or stored at the facility.
- (b) The location of on-site emergency firefighting and spill clean up equipment, such as, but not limited to:
 - (i) Neutralizers.
 - (ii) Sorbent materials.
 - (iii) Hazardous chemical personal protective equipment.
 - (iv) Fire extinguishers and hydrants.
- (c) The location and sizes of the public and private water supply, including the location of:
 - (i) Water mains.
 - (ii) Fire department connection thread size and design.

[Comment: Rule 1301:7-7-09 of the Administrative Code requires that all threads provided for fire department connections are compatible with connections utilized by the local fire department.]

- (d) The locations of the sewer systems servicing the facility, including:
 - (i) Sanitary sewer drains connected to the publicly operated treatment works system.
 - (ii) Storm sewer drains connected to publicly operated collection systems, ditches, or waters of the state.



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- (e) The fire department of the political subdivision having jurisdiction may also request that the site plan show any of the following:
 - (i) Electrical and natural gas services.
 - (ii) Water shut off locations.
 - (iii) Process piping.
 - (iv) Additional mechanical features identified through pre-planning meetings.
- (2) The most recent copy of the emergency and hazardous chemical inventory form for the facility required to be submitted under section 3750.08 of the Revised Code.

[Comment: Section 3750.05 of the Revised Code requires that the commission and committee be notified within sixty days after first acquiring an extremely hazardous substance. Section 3750.07 of the Revised Code requires the commission, committee, and local fire department be provided a chemical list or SDS within three months after acquiring a chemical defined as hazardous chemicals under OSHA for which a SDS is required, or new information on an existing on-site chemical is determined.]
- (3) Safety data sheets (SDSs) are to be placed in the emergency response lock box unit, or if the volume of the SDSs is too great, the facility shall enter into an agreed upon alternate location with the jurisdictional fire department where the SDSs information can be easily accessed either in hard copy or to a computer terminal where the information can be readily accessed or downloaded by the emergency responders.
- (4) A copy of any emergency management plan for the facility prepared by the fire department of the political subdivision having jurisdiction, when such a document has been provided by the fire department to the owners or operators of the facility for the purposes of this rule.
- (5) A copy of any emergency management plan prepared by the owner or operator as requested by the fire department of the political subdivision having jurisdiction such as:
 - (a) The facility plan developed under the national response team's guidelines for consolidated contingency plans as set forth in the federal register on June 5, 1996.



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- (b) One or more of the plans listed below, selected in consultation with the fire department of the political subdivision having jurisdiction:
 - (i) Occupational safety and health administration (OSHA) chemical process safety plan developed under 29 CFR 1910.119, 29 CFR 1910.120(q).
 - (ii) United States coast guard (USCG) facility response plan developed under 33 CFR part 154, subpart F.
 - (iii) Resource Conservation Recovery Act (RCRA) contingency plan developed under 40 CFR part 264, subpart D, 40 CFR part 265 subpart D, and 40 CFR 279.53.
 - (iv) Clean Air Act risk management plan developed under 40 CFR part 68.
 - (v) Spill prevention control and countermeasure (SPCC) facility response plan developed under 40 CFR parts 112.7(d) to 112.21.
 - (vi) Department of transportation (DOT) pipeline response plan developed under 49 CFR part 194.
 - (vii) Stormwater pollution prevention plan developed under 40 CFR part 122.

- (6) A current list of the names, positions, home addresses, and telephone numbers of key personnel knowledgeable in facility safety procedures and the locations at the facility where extremely hazardous substances, hazardous chemicals, and hazardous substances are produced, used, or stored.
 - (a) If key personnel listed have telephone numbers other than home numbers, such as pager or cellular phone numbers, these shall also be provided.
 - (b) At facilities with more than one work shift, the work hours of the key personnel listed shall be indicated.
 - (c) For purposes of this rule, key personnel includes the following:
 - (i) The facility emergency coordinator.
 - (ii) The facility manager.
 - (iii) Process supervisors.



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(iv) The facility safety manager.

(v) The members of the facility emergency organization.

(B) The information set forth in paragraph (A) of this rule shall be maintained as follows:

- (1) Where the emergency response lock box unit has been placed voluntarily by the owners or operators of the facility, the information shall be maintained as prescribed by an agreement between the owners or operators and the fire department of the political subdivision having jurisdiction over the facility.
- (2) Where the commission has issued an order requiring the placement of an emergency response lock box unit, the information set forth in that order shall be maintained in the manner prescribed by that order.
- (3) A review of the information placed in the facility's emergency response lock box unit shall be conducted by the owner or operator at least annually. Information contained in the lock box unit shall be updated as needed to maintain the accuracy of the information.
- (4) The fire department of the political subdivision having jurisdiction may request a more frequent review and updating of the information contained in the emergency response lock box unit.

(C) The contents of a key box unit are not regulated under this chapter, except for the placement of a lock box key into a key box to provide for lock box access when requested by the fire department having jurisdiction.