

Department of Justice
Bureau of Narcotic Enforcement
Controlled Chemical Substance Program
P. O. Box 161089
Sacramento, California 95816-1089
(916) 319-8464 – main line
(916) 319-9450 – fax
ccsp@doj.ca.gov

APPLICATION FOR CONTROLLED CHEMICAL SUBSTANCE PERMIT GENERAL INSTRUCTIONS

1. A completed application must be submitted by an owner, or representative of any business involved in the manufacture, sale, transfer, furnishing or receipt from outside of the state of any substance listed in Health & Safety Code Section 11100(a). Application forms are completed under penalty of perjury.
2. Live scan fingerprints or fingerprint cards (for applicants outside of California) and Personal History Statements (part II of the application) must be completed by anyone listed as a designated onsite representative who is responsible for the businesses purchase, receipt, use, custody, transfer, or sale of any substance listed in Health & Safety Code Section 11100(a).
3. Live scan fingerprints/fingerprint cards must be submitted by all direct access employees who have direct contact with any substance listed in Health & Safety Code Section 11100(a).

The following general definitions apply for purposes of the application:

- Controlled Chemical Substance means any one of the chemical substances listed under Health & Safety Code Section 11100(a).
- Manufacturer, retailer or wholesaler means anyone who owns, or who represents the owner of an operation or business enterprise dealing in the manufacture, sale, transfer, furnishing or receipt from outside of the state of any substance listed in Health & Safety Code Section 11100(a).
- Direct financial interest means a monetary investment in the operation or business enterprise related to the manufacture, sale, transfer, furnishing or receipt of any substance listed in Health & Safety Code Section 11100(a).

- A Representative is one who represents the interest of the owner in the operation of a business involved in the manufacture, sale, transfer, furnishing or receipt from outside of the state of any controlled chemical substances listed in Health & Safety Code Section 11100(a), whose duties include but may not be limited to: (1) the making or changing of policy; (2) approving credit; (3) hiring or firing employees; or (4) generally exercising independent judgement in the operation of the business. Such person need not have a financial interest in the business.
 - Designated Onsite Representatives are those individuals who are responsible for the businesses purchase, receipt, use, custody, transfer, or sale of any substance listed in Health & Safety Code Section 11100(a). These individuals are required to submit live scan fingerprints or fingerprint cards and a completed Personal History Statement.
 - Direct Access Employees are those individuals who have direct contact with any substance listed in Health & Safety Code Section 11100(a). These individuals are required to submit live scan fingerprints or fingerprint cards. However, they are not responsible for the controlled chemical substances and therefore are not required to submit Personal History Statements.
4. If any of the information submitted by an applicant or permittee changes, the applicant or permittee must notify the Controlled Chemical Substance Program in writing within fifteen (15) calendar days of the change.

Applicants or permittees are required to notify the Controlled Chemical Substance Program in writing within fifteen (15) calendar days of any change in managers or designated onsite representatives, and any replacements must submit live scan fingerprints or fingerprint cards, and a personal history statements (Part II of the application). Applicants or permittees are also required to notify the Controlled Chemical Substance Program in writing within fifteen (15) calendar days of any change in direct access employees, and any replacements must submit live scan fingerprints or fingerprint cards.

5. Print or type an answer to every question. If a question does not apply to you, so state by placing "N/A" in the space provided. If space is insufficient, continue on Page 11 (Additional Information) or use a separate sheet and precede each answer with the appropriate title.
6. Do not mis-state or omit any material fact(s) as each statement herein is subject to verification. The applicant must initial each page as provided in the lower right hand corner. By placing your initials on each page, you are attesting to the accuracy and completeness of the information contained on the page.

7. All applicants are advised that the application form is an official document and misrepresentation or failure to reveal information requested may be deemed to be sufficient cause for the denial or revocation of a permit.
8. The following documents must accompany each Application for a Controlled Chemical Substance Permit:
 - A proof of live scan fingerprint service or a fingerprint card for each individual listed in Part IA sections 2a,b,c,d and e. The fingerprints must be completed by a law enforcement agency or authorized agency and signed by the applicant. Additional live scan forms can be obtained by calling (916) 319-8464. Live scan locations can be found at www.ag.ca.gov/fingerprints/publications/contact.htm
 - Personal history statements for anyone listed in Part 1A sections 2a,b,c and d. Additional personal history statement forms may be photo copied.
 - The Affidavit of Full Disclosure (Part III of the application) must be signed by the applicant and notarized.
 - A non-refundable personal check, certified check, or money order payable to the Department of Justice to include \$1000.00 for the cost of processing a new application, or \$500.00 for the cost of processing a renewal application.
 - Pictures of storage areas
 - A list of current Chemical Inventory that is kept at the storage facility. (Only chemicals listed in Health and Safety Code Section 11100(a). Chemicals not regulated by DOJ are not necessary to submit).
 - Injury Incidents Reports (if any occurrences). Any type of report involving the regulated chemicals.
 - Work Instruction/Procedure (Protocols or Standard Operating Procedures (SOPs)). (Relating to the involvement of regulated chemicals)
 - Name and address of vendors from whom your company purchases the controlled chemicals
 - Book, log or manifests for review that reflects your inventory tracking method (your CURRENT inventory; what's in the cage/cabinet).

- Outline of your security measures, including the receiving, distribution and storage of the chemicals.
- Name of who holds the keys to the locked security cage/cabinet
- Floor plan of your building
- Current copies of the following permits or licenses:
 - Business License
 - Hazardous Materials permit
 - Any other permit required for your company to do business at this location
- Name and address of:
 - Hazardous Waste Disposal Company
 - Alarm Company
 - Security Services
 - Company conducting background checks of employees, if any
 - Company conducting employee drug screening, if any

A number of questions on the application refer to specific instructions. The following information is provided to assist the applicant in completing those questions.

PART I - Business Information

- A. "General Business Information" requests the applicant/business to supply the Business Name and to fill out the sections applicable to type of ownership. The Business Address should identify the actual physical location of the business for which the permit will be issued.

If this is an individual owner, complete 2a,d and e.

If this is a partnership, complete 2b. Information must be provided on all partners irrespective to their day to day involvement in the business, and the kind of interest or working title they have as part of the partnership (i.e. Secretary/Treasurer, Managing Partner, Silent Partner, Limited Partner, etc.). Partners not residing in California must also be listed. The amount of money invested by each partner or individual listed, and the corresponding percentage of interest that dollar amount represents must be included. Any owners, partners, representatives or other individuals who are responsible for the businesses purchase, receipt, use, custody, transfer, or sale of any substance listed in Health & Safety Code Section 11100(a) must also complete 2d. Direct access employees must complete 2e.

If this is a corporation, complete 2c. Information must be provided on all Corporate Officers and members of the Board of Directors irrespective of their day to day involvement in the business and their corporate or working title. Corporate officers not residing in California must also be listed (Corporate Officers and members of the board of directors of publicly held corporations with 50 or more shareholders are exempt from this requirement). Any officers or directors, that are designated onsite representatives who are responsible for the businesses receipt, use, custody, transfer or sale of any substance listed in Health & Safety Code Section 11100(a) must also complete 2d. Direct access employees must complete 2e.

Personal history statements, live scan fingerprints or fingerprint cards and fingerprinting fees must be submitted by everyone listed in PART IA sections 2a,b,c, and d, whose legal residence is in the State of California; or whose legal residence is outside California but who is actively involved in the day to day operation of the business (Corporate Officers and members of the board of directors of publicly held corporations with 50 or more shareholders are exempt from this requirement).

- B. Check all controlled chemical substances applicable and describe in detail either, (1) the service your business provides (i.e. retail sales, manufacturing, wholesale, research, etc.); or (2) the purpose which requires a permit; (3) provide information on training which is required in the conduct of your business.

PART II - PERSONAL HISTORY

The entire Personal History Record section must be completed by everyone listed in PART IA sections 2,a,b,c and d, as an owner, partner, corporate officer, manager, or designated onsite representative (Corporate Officers and members of the board of directors of publicly held corporations with 50 or more shareholders are exempt from this requirement). Additional copies of this section may be obtained from the Controlled Chemical Substance Program or may be reproduced from this application.

Privacy Notification

The Information Practices Act of 1977 requires this Department to provide the following to individuals who are asked by the Controlled Chemical Substance Program of the Department of Justice to provide information:

The principle purpose for requesting personal and financial history information is to determine suitability to be permitted under the provisions of Health & Safety Code Section 11106.

The California Health & Safety Code requires that every individual who manufactures, sells, transfers, furnishes, or obtains from outside of the state any substance in subdivision (a) of Section 11100 obtain a permit from the Department of Justice.

With the exception of the social security number, it is mandatory to furnish all the appropriate information requested by the application form.

As authorized by law, the information furnished on this form may be given to, or used by local law enforcement or other governmental agencies. In addition, the names and business addresses of permittees are made available to the public.

An individual has a right of access to records containing his/her personal information that are maintained by the Department of Justice. The official responsible for maintaining the information is: Manager, Controlled Chemical Substance Program, Department of Justice, P. O. Box 161089, Sacramento, California 95816-1089. The telephone number is (916) 319-8464 and email address is ccsp@doj.ca.gov.