



Hazardous Materials Management Plan HMMP Checklist

Business: _____ Reference #: _____

Business Address: _____ RP/Contact: _____

HMMP Contents

Section 1—Fire Department Response Plan

- Provide description of facility emergency procedures

Section 2—General Information

- Business name and address
- Emergency contacts
- Describe business activity
- Business owner or operator
- NFIRS property use
- Number of employees and hours/shifts
- Dunn and Bradstreet number
- Signature of owner, operator, or designated operator

Section 3—General Site Map

- Legible, no larger than 11" by 17"
- Locations of buildings, structures
- Exterior storage facilities, identified with NFPA 704 diamond(s)
- Chemical loading areas
- Fire protection system(s)
- Process emergency shut-offs
- Fire hydrants
- Utility and process gas shut-offs
- Fire department connections
- Domestic and emergency water shut-offs
- Parking lots
- Confined space locations
- Interior roads
- Storm and sanitary sewers
- Adjacent property use
- Indicate scale used, northern direction, and date of drawing
- List of all special land functions or use within one mile of property
- Permanent access ways
- Evacuation and emergency assembly areas
- Equipment cleaning areas
- Emergency response equipment

Section 4—Building Floor Plan and Hazardous Materials Storage Plan

- Legible, no larger than 11" by 17"
- Evacuation routes
- Rooms, doorways, corridors, and exits identified
- Location of hazardous materials or waste within building, including NFPA 704 diamond(s)
- Fire alarm pull stations
- Smoke detectors
- Fire sprinkler riser(s)
- Knox box location(s)
- Main utility shut-off
- Fire alarm panel
- Indicate scale used, northern direction, and date of drawing

Section 5—Hazardous Materials Inventory Statement (Chemical Inventory)

- Provide HMIS per instructions
- Separate HMIS for each occupancy, control area, and exterior storage area

Section 6—Hazardous Materials Handling

- Describe safe handling procedures between storage and manufacturing areas

Section 7—Chemical Compatibility and Separation

- Describe measures taken to ensure separation/protection of hazardous materials from sources of ignition or from potential reactants/incompatibles

Section 8—Hazardous Waste Disposal

- Formal arrangement made for cleanup and disposal
- Provide copy of arrangement



Section 9—Monitoring (Detection and Alarm) Program

- Location
Type
Manufacturer's specifications (if applicable)
Suitability

Section 10—Inspection and Record Keeping

Provide schedules and procedures for inspecting:

- Safety equipment
Monitoring equipment
Emergency equipment
Housekeeping related to hazardous materials safety

Inspection sheet(s) developed to include:

- Date, time, and location of inspection
Problems noted with dates and times of corrective action taken
Name of inspector
Countersignature of designated safety manager for the facility showing the corrective action that has been taken

A separate log of unauthorized hazardous material discharges to include:

- Date, time, location, and reason(s) for the discharge
Type of material and quantity released
Corrective action taken
Whether or not the fire department was contacted for emergency assistance

Section 11—Employee Training

- Included program
Instruction in safe handling and storage
Instruction in maintenance of records

Instruction in emergency procedures, including:

- Leaks, spills, fires, explosions
Operations shutdowns
Evacuation procedures
Record keeping for employee training

Section 12—Other Hazardous Material Related Permits

Provide a list of each hazardous permit required by other government agencies.

- Type of permit
Agency issuing the permit, including address and phone number
Permit identification number
Date of issue of permit and expiration

Section 13—Contingency Plan

- Include copy of contingency or emergency response plan

Include a list of the following equipment, including number of units on hand, the capabilities of the equipment, and normal storage locations.

- Spill and leak control equipment
Chemical protective clothing
Portable monitoring/sampling devices
Decontamination/neutralization supplies and equipment

Reviewed by: _____

Date: _____

Review is: Initial _____

Revision no. _____