



Hazardous Materials Management Plan Long Form Instructions

Long Form Overview

When quantities of hazardous materials exceed minimum storage amounts (see instructions), one draft copy of an HMMP (PLAN), completed in accordance with instructions contained on the following pages, must be prepared by the permit applicant and submitted for review and approval. One set of current Material Safety Data Sheets (MSDS), in alphabetical order, shall be submitted along with the PLAN. The PLAN shall be submitted in a three-ring binder, or in other hard copy form or electronic form approved by Fire Prevention, within the Fire Department. Material within the PLAN shall be divided into sections as indicated herein, and shall be marked by tab on the first page of each section. Section tabs shall indicate section number and title. All pages of the PLAN shall be numbered consecutively. An index showing section title and page number shall be included as the first page of the PLAN. Please note that any PLAN with missing, incomplete, or vague information will be rejected, and that for new construction, a Certificate of Occupancy may not be issued until the PLAN has been approved by Fire Prevention. Applicants shall:

1. Make any necessary corrections to the package once it is reviewed and returned.
2. Prepare two additional copies of the corrected original.
3. Then make the red lined (uncorrected) original and all three corrected copies available to Fire Prevention staff that will make the final inspection necessary.

Following approval of the PLAN by Fire Prevention, one copy of the approved PLAN shall be maintained on-site at a continuously staffed station, or otherwise be provided to the Fire Department immediately upon arrival of Fire Department staff responding to a chemical release or other emergency. Those facilities determined by Fire Prevention to be major industrial facilities, may be required to apply for and install an approved Knox cabinet containing key information and access means (i.e. keys, access cards or codes) at the main point of entry.

The PLAN requires the applicant to be familiar with the applicable portions of the Mesa Fire Code and related documents. The latest editions of the Mesa Fire Code (**2003 International Fire Code**) and related standards are available by contacting the International Code Council at 1.800.786.4452, or online at 222.iccsafe.org, or the Builders Book Depot at 602.258.8808. City of Mesa amendments to the fire code can be found on our website at www.mesaaz.gov. An updated copy shall be submitted yearly. Please contact us for approval of alternate methods or formats of submittal.



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At the time of permit renewal, the applicant need only provide information for the PLAN that has been changed or revised since the time of the previous application. The most current revision of instructions should be used for the submittal in order to keep up with code changes.

HMMP Long Form Contents

Section 1. Fire Department Response Plan

An emergency response plan jointly developed by the Fire Department and the facility will be included in this section. The PLAN mentioned, is a short summary of how the Fire Department and the facility will interact in the initial phases of an emergency. The PLAN will be based upon existing facility and Fire Department procedures.

Section 2. General Information

See the attached General Information Form. Fill out items 1 through 11, and sign the declaration. This section is required to be updated and submitted annually, or within 30 days of a change. Equivalent forms are acceptable.

Section 3. General Site Map

Provide a site plan on no larger than 11 x 17 inch paper, showing the location of all fire protection systems, process emergency shut-offs, buildings, structures, chemical loading areas, fire hydrants, utility and process gas shut-offs, fire department connections, domestic and emergency water shut-offs, parking lots, confined space locations, internal roads, storm and sanitary sewers, and adjacent property function or use. Indicate the scale used, northern direction and date the drawing was completed. List all special land functions or uses within one mile of your property (example: hospitals, schools, residential sub-divisions, other haz-mat facilities, etc).

In addition, each exterior hazardous materials storage area and tank shall be identified with a numbered diamond. The diamond shall reference a list showing chemical name and NFPA 704 health, flammability, and reactivity numbers for the chemicals identified.

An electronic drawing file may be submitted in place of the paper copy. If an electronic file is submitted, it must be in .dwg, .dxf, or .dgn format.



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Section 4. Building Floor Plan and Hazardous Materials Storage Plan

Provide a floor plan for each building using standard architectural/NFPA symbols. The plan(s) shall be drawn to scale on 11 x 17 inch paper, showing the location of hazardous materials or waste within the building, and shall contain the following elements: fire alarm pull station, smoke detector, fire sprinkler riser, Knox box location, main utility shut-off, 704 fire diamond, HVAC, and fire alarm panel. Indicate the scale used, northern direction, and date the drawing was completed.

Please note that each hazardous materials storage area, room or control area shall be identified with the NFPA 704 health, flammability, and reactivity characteristic for the chemicals within the identified area. The floor plan of each floor of a multi-story building may be placed on separate sheets if consolidation on a single sheet proves impractical.

An electronic drawing file may be submitted in place of the paper copy. If an electronic file is submitted, it must be in .dwg, .dxf, or .dgn format.

Section 5. Hazardous Materials Inventory Statement (Chemical Inventory)

Complete the Hazardous Materials Inventory form(s) for this section (see attachment, comparable forms, may be used.) Please note that any RCRA hazardous wastes are treated as "hazardous materials" by the fire code, and must be included as such.

A separate Hazardous Materials Inventory form shall be submitted for each:

1. Building designated as a single occupancy.
2. Occupancy within a building (when there is more than one).
3. Exterior storage area.
4. Control area within a building.

For example, a building comprised of a B occupancy having two control areas, which also has an H-3 flammable liquids storage room and an H-2 mixing room; would have four HIMS documents submitted. A fifth HIMS document would be submitted for an exterior storage area.

Provide the latest Tier II reports at the end of this section if not already submitted to the City of Mesa for the current reporting year (See 40 CFR, Part 372.25).



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Section 6. Hazardous Materials Handling

Provide a written summary that describes how the handling of hazardous materials between storage areas and manufacturing processes on-site is conducted in a manner to prevent the accidental release of such materials. The summary should not exceed one page in length.

Section 7. Chemical Compatibility and Separation

Provide information showing procedures, controls, signs, or other methods used to ensure separation and protection of stored materials from factors that could cause accidental ignition or reaction of ignitable, reactive or incompatible materials in each area.

Section 8. Hazardous Waste Disposal

List the formal arrangement (with at least one firm) for the clean-up and disposal of hazardous materials following an accidental release. Provide a copy of the arrangement, including the name, location, and 24-hour emergency telephone number of the firm designated to perform the clean up and disposal services. A written proposal or quotation for services may serve as evidence to meet requirements of this section.

Section 9. Monitoring (Detection and Alarm) Program

List information including, but not limited to; the location, type, manufacturer's specifications (if applicable), and suitability of installed chemical monitoring or detection equipment systems for each storage facility or area, when required by the Fire Code or when otherwise in place. Provide a list of communication systems (internal and external), as well as fire detection and alarm systems.

Section 10. Inspection and Record Keeping

Information regarding a facility inspection procedure by facility staff and a log of unauthorized discharges of hazardous materials shall be included in this section.

Develop and follow a written inspection procedure for inspecting the facility for malfunctions and deterioration, poor housekeeping practices, which may be causing or may lead to unauthorized discharges of hazardous materials. These inspections must be of a frequency appropriate to the possible deterioration of equipment and facilities



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and to the probability of human error, and of sufficient frequency to detect problems prior to discharge. Unless otherwise approved by the Fire Marshal, inspection frequency shall be no greater than once every 30 days. An inspection sheet shall be created and maintained for Fire Department review and shall include the following elements:

1. Dates, times, and location(s) of inspections.
2. Name of inspector.
3. Problems discovered during inspections.
4. Date, time, and nature of corrective action(s).
5. Counter signature of the designated safety manager for the facility showing the corrective action that has been taken.

The separate log of unauthorized hazardous material discharges shall be created and maintained by the applicant. The log shall note the:

1. Date, time, location, and reason(s) for the discharge.
2. Type of material and quantity released.
3. Corrective action taken.
4. Whether or not the Fire Department was contacted for emergency assistance.

Section 11. Employee Training

Specify in this section how employee training requirements (MFC 2703.9.1) are to be met. For example, contents may be in accordance with the following example:

All employees are trained in accordance with 29 CFR 1910.1200(h) "Employee Information and Training."

Section 12. Other Hazardous Materials Related Permits

Provide a list of each hazardous materials permit required by other government agencies (example: radioactive materials, wastewater discharge, etc.). Include the type of permit; the agency that issued the permit, the permit identification number, as well as



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the telephone number and address of the agency that issued the permit, the date of issue and expiration. If other permits are not required, please insert a typed page stating, "No other permits are required" in this section.

Section 13. Contingency Plan

In this section, provide a copy of the facility contingency or emergency response plan.

Include a list of all portable emergency equipment at the facility such as spill and leak control equipment, chemical protective clothing, portable monitoring/sampling devices, decontamination and neutralization supplies, and equipment. Specify the number of units on hand, capabilities of the equipment (such as chemical compatibility of protective clothing), and their normal storage/use locations.