**ARE YOU REQUIRED TO COMPLETE THE FOLLOWING FORMS?**

If a facility does not exceed the following thresholds, complete Hazardous Materials General Information Form only and do not continue:

The Hazardous Materials Inventory Statement (HMIS) and Hazardous Materials Management Plan (HMMP) are required by 2018 International Building Code, Section 414 and Mesa Fire Code, 2018 Chapter 50, and shall be provided when requested by the City of Mesa (COM) or the business exceeds the minimum reportable criteria outlined below for hazardous materials:

* **Corrosives**: Gas: 200 cubic feet; Liquid: greater than (>) 55 gal.; Solid: > 1000 lbs.
* **Explosives**: Any amount including operational processes
* **Flammables & Combustible** 
  + Liquid: Class I, > 5 gal. inside & > 10 gal. outside; Class II & Class IIIA, > 25 gal. inside & 60 gal. outside (aggregate)
  + Solid: 100 pounds
  + Gas: 200 cubic feet at normal temperature and pressure (NTP) to include residential liquid oxygen delivery; for Liquid Petroleum Gases (LPG) see IFC 3801and cryogenic fluids see IFC 3201
* **Highly toxic materials**: Any amount
* **Oxidizers**:
  + Gas: 504 cubic feet (including Oxygen)
  + Liquid: Class 1, > 55 gal.; Class 2, > 10 gal.; Class 3, > 1 gal.; Class 4, any amount
  + Solid: Class 1, > 500 lbs.; Class 2, > 100 lbs.; Class 3, > 10 lbs.; Class 4, any amount
* **Organic Peroxide**:
  + Liquid: Class I & II, any; Class III, > 1 gal., Class IV, > 2 gal., Class V, N/A
  + Solid: Class I & II, any; Class III, > 10 lbs., Class IV, > 20 lbs., Class V, N/A
* **Pyrophoric**: Any amount.
* **Toxic**: Gas: Any amount; Liquid: > 10 gal.; Solid: > 100 lbs.
* **Unstable** **Materials**:
  + Liquid: Class 1, > 10 gal.; Class 2, > 5 gal.; Class 3 & 4, any amount
  + Solid: Class 1, > 100 lbs.; Class 2, > 50 lbs.; Class 3 & 4, any amount
* **Water Reactive**:
  + Liquid: Class 1, > 55 gal.; Class 2, > 5 gal.; Class 3, any amount
  + Solid: Class 1, > 500 lbs.; Class 2, > 50 lbs.; Class 3, any amount
* **Any hazardous materials used in processes**: for example - spray painting, dipping, coating, or injected through piping, tubing, etc.

Please direct any questions to the following organizations:

* New business or construction changes: Development Services Department, (480) 644-4273
* Existing business: Mesa Fire Prevention, (480) 644-2622

The City of Mesa Development Services and Fire & Medical Department do not distribute proprietary or trade secret information provided in the following documents.

**If ANY control area stores, uses, or handles hazardous materials above these provided thresholds, complete subsequent documents.**

**Hazardous Materials Construction Permit Checklist**

When hazardous materials (Haz-Mat) quantities being stored, used, or handled exceed thresholds previously mentioned, complete the following checklist:

1. Hazardous Materials Construction Permit Checklist (this page)
2. Hazardous Materials General Information Form (Complete & Sign regardless of threshold limits)
3. Provide Site Plan indicating locations of all hazardous materials in storage and use.

Construction Permit

1. Hazardous Materials Inventory Statement (HMIS) for **each control area**
2. Hazardous Materials Physical and Health Hazard Aggregate Worksheet (Sum each Hazard Classification from HMIS per control area)
3. Safety Data Sheets (SDS), in alphabetical order, for each product listed on the HMIS
4. Submit to COM Development Services along with construction plans, 55 N. Center St.
   1. Submit documents electronically

[**In addition to items 1 - 7, complete following steps when above minimum thresholds**]

1. Hazardous Materials Management Plan (HMMP). See below for thresholds.

Above Thresholds

1. Complete Arizona Emergency Response (AZSAERC) Tier II Reporting requirements at tier2.azserc.org. *Note: Update website annually or within 30 days of any changes.*

**How to determine if a HMMP short or long form is required**

**HMMP Short Form**

One or more facilities with a minimum storage, use, or handling of Hazardous Materials in an aggregate quantity below the following:

1. 500 pounds or less for solid materials

2. 55 gallons or less for liquid materials

3. 200 cubic feet or less at normal temperatures and pressures for compressed gases

4. Does not exceed thresholds listed in 40 C.F.R., Part 355, Sections 302 & 304.

**HMMP Long Form**

Exceeds above mentioned minimum storage, use, or handling limits. Also, required when applying for either hazardous materials construction or operational permit whenever:

1. Facility are designated as Group H, Division 5 semiconductor manufacturer

2. Buildings or sites with multiple Group H occupancies

3. Hazardous materials storage, dispensing, use, or handling excess of maximum allowable quantities MFC Tables 2703.1.1 (1-4) and Chapter 28 (aerosol products)

4. When otherwise determined by unique circumstances.

**HAZARDOUS MATERIALS GENERAL INFORMATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Business Name |  | Contact Number: |  |
| Address |  | Reference Number |  |
| Person Responsible for Business |  | Responsible Person’s Title and Contact Number |  |
|  |
| Emergency Contact Names |  | Emergency Contact Numbers |  |
|  |  |
| Applicant Name |  | Applicant Title and Contact Number |  |
|  |
| Principal Facility Activity |  | Dun & Bradstreet Number (D-U-N-S) |  |
| Total Number of Employees |  | Shift Designations & Time Changes |  |
| Hours of Operation |  | Number of Personnel Per Shift |  |
| **Indicate equipment or processes encompassing any of the following items**   |  |  |  |  | | --- | --- | --- | --- | | Hydraulic Equipment | Dust Collectors | Drying Rooms | Fiberglass Operations | | Industrial/Medical Gas | Electroplating | Flow Coaters | Dry Cleaning | | Picking or Garneting | Spray Painting | Dip Tanks | Aboveground Tanks | | Magnesium Processing | Ovens, Process | Baler or Shredder | Underground Tanks | | Molten Salt Baths | Welding/Cutting | Other |  |   **This facility does not contain ANY hazardous material as defined by Mesa Fire Code**  Declaration  I certify the information provided including attached documents are accurate to the best of my knowledge.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Must be signed by owner/operator or designated representative)  After a facility receives a Certificate of Occupancy, this form is required to be updated and resubmitted within 30 days for any process or management changes to [fireprevention@mesaaz.gov](mailto:fireprevention@mesaaz.gov)  These forms as well as Safety Data Sheets shall be available on site in paper or electronically by request of the fire code official. 2018 International Fire Code 407.2. | | | |

**HAZARDOUS MATERIALS INVENTORY STATEMENT (PER CONTROL AREA)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPANY NAME** | |  | | | | | | | **CONTROL AREA** | | |  | | | | | | **STORAGE TYPE** | **OUTDOOR STORAGE AMOUNT** | **CHEMICAL HAZARD CLASS** | **SAFETY CANS Y/N** | **STORED IN CABINET Y/N** | **DOT** | |
| **ADDRESS** | |  | | | | | | | **SITE LOCATION** | | |  | | | | | |
| **EMERGENCY CONTACT #** | |  | | | | | | | **DATE** |  | | | **BUILDING #** | | |  | |
| **BUILDING PERMIT #** | |  | | | | | | | **FIRE DEPT Reference#** |  | | | **SPRINKLERS Y/N** | | |  | |
| **Item #** | **Product & Chemical Name** | | **Hazard Classification (MFC Abbrev on following page)** | **Physical State** | **CAS #** | **STORAGE** | | | **USE-CLOSED SYSTEM** | | | **USE-OPEN SYSTEM** | | **NFPA 704** | | | |
| Solid Pounds [cubic feet] | Liquid Gallon [pounds] | Gas cubic ft at NTB | Solid Pounds [cubic feet] | Liquid Gallon [pounds] | Gas cubic ft at NTB | Solid Pounds [cubic feet] | Liquid Gallon [pounds] | Health (Blue) | Flamm (Red) | React (Yellow) | Spec (White) |
| **ID (UN)** | **Haz** |
|  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |
| **Business Owner/Responsible Party** | **Signature** | **Date** |
|  |  |  |
| **Inspector/Reviewer** | **Title** | **Date** |

**HAZARDOUS MATERIALS INVENTORY STATEMENT (PER CONTROL AREA)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **COMPANY NAME** | | Acme Chemical Plant | | | | | | | **CONTROL AREA** | | | B | | | | | | **STORAGE TYPE** | **OUTDOOR STORAGE AMOUNT** | **CHEMICAL HAZARD** | **SAFETY CANS Y/N** | **STORED IN CABINET Y/N** | **DOT** | |
| **ADDRESS** | | 1234 Roadrunner Way, Mesa | | | | | | | **SITE LOCATION** | | | Northwest Corner of Property | | | | | |
| **EMERGENCY CONTACT #** | | (480) 555-4321 | | | | | | | **DATE** | 26 Apr 2019 | | | **BUILDING #** | | | 55 | |
| **BUILDING PERMIT #** | | BLD2016-05332 | | | | | | | **FIRE DEPT Reference #** | 3490014 | | | **SPRINKLERS Y/N** | | | Y | |
| **Item #** | **Product & Chemical Name** | | **Hazard Classification (MFC Abbrev on following page)** |  | **CAS #** | **STORAGE** | | | **USE-CLOSED SYSTEM** | | | **USE-OPEN SYSTEM** | | **NFPA 704** | | | |
|  | Solid Pounds [cubic feet] | Liquid Gallon [pounds] | Gas cubic ft at NTB | Solid Pounds [cubic feet] | Liquid Gallon [pounds] | Gas cubic ft at NTB | Solid Pounds [cubic feet] | Liquid Gallon [pounds] | Health (Blue) | Flamm (Red) | React (Yellow) | Spec (White) |
| **Physical State** | **ID (UN)** | **Haz** |
| 1 | Trinitrotoluene (TNT) | | EXP | Solid | 118-96-7 | 80 |  |  |  |  |  |  |  |  |  |  |  | R | 0 | F, R, C | N | Y | 0209 | 1.1D |
| 2 | Glyceryl Trinitrate Solution | | OX4, EXP | Solid | 55-63-0 |  |  |  |  |  |  | 40 |  | 2  EXAMPLE ONLY | 3 | 4 |  | C | 10 | F, R, C | N | Y | 3357 | 3 |
| 3 | Hexotonal (Plastic Explosive) | | EXP | Solid | 67713-16-0,  Mixture | 40 |  |  |  |  |  |  |  |  |  |  |  | R | 0 | F, R, C | N | Y | 0393 | 1.1D |
| 4 | Di-N-Propyl Peroxydicarbonate | | OP1 | Liquid | 16066-38-9 |  | 80 |  |  |  |  |  | 20 |  |  |  |  | N | 20 | F, R, C | Y | N | 3112 | 5.2 |
| 5 | Acetyl Cyclohexanesulfonyl Peroxide | | OP1, EXP | Liquid | 3179-56-4 |  | 15 |  |  |  |  |  | 10 |  |  |  |  | N | 5 | F, C | Y | Y | 3112 | 5.2, 1 |
| 6 | Ammonium Perchlorate | | OX4, EXP | Solid | 7790-98-9 |  |  |  |  |  |  | 10 |  | 1 | 0 | 4 | OX | C | 10 | F, R, C | N | Y | 1442, 0402 | 5.1, 1.1D |
| 7 | Boron Trifluoride | | COR, HTX | Gas | 7637-07-2 |  |  |  |  |  | 10 |  |  | 4 | 0 | 1 |  | R | 0 | R, C | N | N | 1008 | 2, 8 |
| 8 | Stibine | | UR4, HTX | Gas | 7803-52-3 |  |  |  |  |  | 10 |  |  | 4 | 4 | 2 |  | R | 0 | F, R, C | N | N | 2676 | 2 |
| 9 | Diborane | | PYR, HTX | Gas | 19287-45-7 |  |  |  |  |  |  |  |  | 4 | 4 | 3 | W | L | 200 | F, R, C | N | N | 1911 | 2 |
| 10 | Silane | | PYR | Gas | 7803-62-5 |  |  |  |  |  |  |  |  | 1 | 4 | 3 |  | L | 200 | F, R, C | N | N | 2203 | 2 |
| 11 | Acrylonitrile, Stabilized | | TOX | Liquid | 107-13-1 |  |  |  |  |  |  |  |  | 4 | 3 | 2 |  | A | 10 | F,C | N | N | 1093 | 3, 6 |
| 12 | Phosphoryl Oxychloride | | TOX | Liquid | 10025-87-3 |  |  |  |  |  |  |  |  | 4 | 0 | 2 | W | A | 20 | C | N | N | 1810 | 6, 8 |

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| --- | --- | --- |
|  |  |  |
| **Business Owner/Responsible Party** | **Signature** | **Date** |
|  |  |  |
| **Inspector/Reviewer** | **Title** | **Date** |

**MESA FIRE CODE (MFC) HAZARD CLASSIFICATION**

**General HMIS Instructions**

* **Product or Chemical Name**: Only list primary product and chemical name.
* **Hazard Classification**: See Table 1 above for applicable codes. If material has a physical and/or health hazard, enter all hazard types. For multiple hazards, enter all hazards. i.e.: chlorine = OLG/COR/TOX
* **Physical State**: Enter general shape or material aspect, i.e. solid, liquid, gas, granule, etc.
* **CAS #** (Chemical Abstract Service): Located on MSDS. Example: chlorine=7782-50-5. If material is a mixture, enter “mixture” (do not enter all mixture components).
* **Storage Amount**: Maximum total quantity stored at one time. Does not include “use” amounts.
* **Use-Closed System**: Not emitting vapors outside vessel during normal operations, i.e. medical gas piping
* **Use-Open System**: Solids or liquids in a vessel continuously open to the atmosphere during normal operations, i.e. automotive parts washers.
* **NFPA 704**©: Provide 0-4 hazard value for each hazard including special hazards. i.e. no water = W
* **Storage Type**: Enter primarily container(s) storage type. Letter code found in Table 2 above.
* **Outdoor Storage Amount**: Total material quantity stored outside by pounds, gallons, or gas (cubic feet).
* **Chemical Hazard**: Indicate all hazards presented by the material, both physical: fire (F), pressure (P), reactivity (R), and then enter the health effect(s), either: acute (A) or chronic (C).
* **DOT I.D**: Enter four-digit Department of Transportation hazard number for material. i.e. chlorine 1017
* **DOT Hazard**: Enter all Department of Transportation hazard class codes. i.e. chlorine = 2.3

|  |  |
| --- | --- |
| **Table 1 (Material Classifications)**  **Physical Hazards**  CL2 Combustible liquid, Class II  C3A Combustible liquid, Class III-A  C3B Combustible liquid, Class III-B  CMF Combustible fiber  CRF Cryogenic, flammable  CFC Consumer fireworks (Class C Common)  CR Cryogenic, oxidizing  EXP Explosives  FG Flammable gas  F1A Flammable liquid, 1-A  F1B Flammable liquid, 1-B  F1C Flammable liquid, 1-C  CFL Combination flammable liquid  FLS Flammable solid  OPD Organic peroxide, unclassified detonable  OP1 Organic peroxide, Class 1  OP2 Organic peroxide, Class 2  OP3 Organic peroxide, Class 3  OP4 Organic peroxide, Class 4  OP5 Organic peroxide, Class 5  OX1 Oxidizer, Class 1  OX2 Oxidizer, Class 2  OX3 Oxidizer, Class 3  OX4 Oxidizer, Class 4  OGG Oxidizing gas, gaseous  OLG Oxidizing gas, liquefied  PYR Pyrophoric  UR1 Unstable (reactive), Class 1  UR2 Unstable (reactive), Class 2  UR3 Unstable (reactive), Class 3  UR4 Unstable (reactive), Class 4 | WR1 Water reactive, Class 1  WR2 Water reactive, Class 2  WR3 Water reactive, Class 3  **Health Hazards**  COR Corrosives  HTX Highly toxics  TOX Toxics  **Note:** A material with a primary classification within one class can also present a hazard in another class. Be sure to list all applicable hazards for each material.  **Table 2 (Storage Types)**  A. Above-ground tank  B. Below-ground tank  C. Tank inside building  D. Steel drum  E. Plastic or non-metallic drum  F. Can  G. Carboy  H. Silo  I. Fiber drum  J. Bag  K. Box  L. Cylinder  M. Glass bottles or jugs  N. Plastic bottles or jugs  O. Tote bin  P. Tank wagon  Q. Rail car  R. Other |

**PHYSICAL AND HEALTH HAZARD AGGREGATE WORKSHEET**

**COMPLETE ONE SHEET PER CONTROL AREA (REFERENCE IFC 2018 EDITION, CHAPTER 50 FOR ASSISTANCE)**

**Business Name:** **Building** **Permit #**:

**HAZARDOUS MATERIALS POSING A PHYSICAL HAZARD**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MATERIAL** | **CLASS** | **STORAGE** | | | **USE-CLOSED SYSTEMS** | | | **USE-OPEN SYSTEMS** | |
|  |  | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

HAZARDOUS MATERIALS POSING A HEALTH HAZARD

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MATERIAL** | **STORAGE** | | | **USE-CLOSED SYSTEMS** | | | **USE-OPEN SYSTEMS** | |
|  | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** |
|  |  |  |  |  |  |  |  |  |

**HAZARDOUS MATERIALS POSING A PHYSICAL HAZARD IN OUTDOOR AREAS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MATERIAL** | **CLASS** | **STORAGE** | | | **USE-CLOSED SYSTEMS** | | | **USE-OPEN SYSTEMS** | |
|  |  | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** |
|  |  |  |  |  |  |  |  |  |  |

**HAZARDOUS MATERIALS POSING A HEALTH HAZARD IN OUTDOOR CONTROL AREAS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MATERIAL** | **STORAGE** | | | **USE-CLOSED SYSTEMS** | | | **USE-OPEN SYSTEMS** | |
|  | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** |
|  |  |  |  |  |  |  |  |  |

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**NOTE: Materials posing multiple hazard classifications (depending on mixture concentrate) and/or classified as BOTH a health and physical hazard, must be aggregated into each hazard classification and meet requirements for each classifications.**

**PHYSICAL AND HEALTH HAZARD AGGREGATE WORKSHEET**

**COMPLETE ONE SHEET PER CONTROL AREA (REFERENCE IFC 2018 EDITION, CHAPTER 50 FOR ASSISTANCE)**

**Business Name:** Acme Chemical Plant **Building** **Permit #**: BLD2016-05332

**HAZARDOUS MATERIALS POSING A PHYSICAL HAZARD**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MATERIAL** | **CLASS** | **STORAGE** | | | **USE-CLOSED SYSTEMS** | | | **USE-OPEN SYSTEMS** | |
|  |  | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** |
| Explosives | 1.1 | 120 |  |  |  |  |  | 50 |  |
| Oxidizer | 4 |  |  |  |  |  |  | 50 |  |
| Organic Peroxide | 1 |  | 95 |  |  | 30 |  |  |  |
| Unstable | 4 |  |  |  |  |  | 10 |  |  |

HAZARDOUS MATERIALS POSING A HEALTH HAZARD

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MATERIAL** | **STORAGE** | | | **USE-CLOSED SYSTEMS** | | | **USE-OPEN SYSTEMS** | |
|  | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** |
| Corrosive |  |  |  |  | EXAMPLE ONLY | 10 |  |  |
| Highly Toxic |  |  |  |  |  | 20 |  |  |

**HAZARDOUS MATERIALS POSING A PHYSICAL HAZARD IN OUTDOOR AREAS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MATERIAL** | **CLASS** | **STORAGE** | | | **USE-CLOSED SYSTEMS** | | | **USE-OPEN SYSTEMS** | |
|  |  | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** |
| Explosive | 1.1 | 25 |  |  |  |  |  |  |  |
| Oxidizer | 4 | 20 |  |  |  |  |  |  |  |
| Organic Peroxide | 1 | 25 |  |  |  |  |  |  |  |
| Pyrophoric |  |  |  | 400 |  |  |  |  |  |

**HAZARDOUS MATERIALS POSING A HEALTH HAZARD IN OUTDOOR CONTROL AREAS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MATERIAL** | **STORAGE** | | | **USE-CLOSED SYSTEMS** | | | **USE-OPEN SYSTEMS** | |
|  | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** | **Gas (Cubic ft. at NTP)** | **Solid (pounds)** | **Liquid (gal.)** |
| Highly Toxic |  |  | 200 |  |  |  |  |  |
| Toxic |  | 30 |  |  |  |  |  |  |

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**NOTE: Materials posing multiple hazard classifications (depending on mixture concentrate) and/or classified as BOTH a health and physical hazard, must be aggregated into each hazard classification and meet requirements for each classifications.**

**HAZARDOUS MATERIALS MANAGEMENT PLAN (HMMP) FORM CHECKLIST**

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| **HMMP SHORT FORM**  **Section 1 - General Information**  Complete Hazardous Materials General Info. Form  **Section 2 - Fire Department Response Plan**  Describe facility emergency procedures  **Section 3 - Hazardous Materials Inventory Statement (HMIS) (Chemical Inventory)**  Completed HMIS  Provide MSDS for each identified chemical  Separate HMIS for each control area  **Section 4 - Aggregate Physical & Health Hazard Forms**  Fill out Aggregate Physical & Health Hazards tables  **Section 5 - Building Floor & Site Plans**  Legible, no larger than 11” by 17”  Rooms, doorways, corridors, and exits identified  Show each Haz-Mat (plus waste) locations, identify hazard placards & NFPA 704  Outline all control areas  Fire alarm panel  Fire sprinkler riser(s)  Fire department connection (FDC)  Main utility shut-off  Lock Box (Knox box) location(s)  Indicate scale used, north direction, & drawing date  **Section 6 - Employee Training**  Employees training records [29 CFR 1910.1200(h)]  Training program summary including employee training on proper handling & emergency response  **Section 7 - Hazardous Materials Handling**  Summarize the safe handling procedures between storage and manufacturing areas  Instructions on safe handling and storage  *Instructions on emergency procedures*:  How to handle leaks, spills, fires, explosions, etc.  **Section 8 - Hazardous Waste Disposal**  Formal arrangement document for cleanup and disposing including Haz-Mat waste  **Section 9 – Haz-Mat Security & Monitoring**  Detection types and who monitors system  How is access controlled?  **HMMP LONG FORM (INCLUDE SHORT FORM INFO)**  **Section 10 - Contingency Plan**  Contingency or emergency response plan.  Contingency equipment list including units on hand, capabilities, and storage locations.  Spill and leak control equipment  Chemical protective clothing  Portable monitoring/sampling devices  Decontamination/neutralization supplies & equip | **Section 5.1 - Detailed Site Map**  **(2d part of Section 5 - HMMP Long Form only)**  Legible, page no larger than 11” by 17”  Building and structure locations  Exterior storage, identified with hazard signs/NFPA 704  Chemical loading areas  Fire protection system(s)  Fire hydrants  Emergency equipment shut-offs  Utility and gas shut-offs  Domestic and emergency water shut-offs  Above and below storage tanks including piping  Parking lots  Confined space locations  Compound interior roads (with names)  Storm and sanitary sewers  Adjacent property use  List special land functions within 1 mile of property  Permanent access ways  Evacuation and emergency assembly areas  Equipment cleaning areas  Emergency response equipment  Fire alarm pull stations  Smoke detectors  Evacuation procedures  Operations shutdowns  Indicate scale used, north direction, & drawing date  **Section 12—Chemical Compatibility and Separation**  Describe Haz-Mat protection procedures to protect from ignition sources or other potential reactants/incompatibles  **Section 13 - Inspection and Record Keeping**  Provide schedules and procedures for inspecting:  Safety, monitoring, and safety equipment  Hazardous materials safety housekeeping procedures Inspection sheet(s) developed to include:  Date, time, and location of inspections  Problems noted, corrective action taken with designated safety manager’s name, signature, and date  Inspector name and contact information  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 fire department was contacted for assistance  Instruction in maintenance of records  **Section 14 - Other Haz-Mat Related Permits**  Provide a list of each hazardous permit required by other government agencies.  Type of permits  Agency issuing the permit, including address and phone number  Permit identification number  Issued and expiration date of permit |

**MUST MAINTAIN AN APPROVED HMMP COPY ON THE PREMISES FOR AT LEAST 3 YEARS**