**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.govThese 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** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Use keyboard tab button to create additional rows**

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

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  | 2EXAMPLE 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 |

**Use keyboard tab button to create additional rows**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **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 IIC3A Combustible liquid, Class III-AC3B Combustible liquid, Class III-BCMF Combustible fiberCRF Cryogenic, flammableCFC Consumer fireworks (Class C Common)CR Cryogenic, oxidizingEXP ExplosivesFG Flammable gasF1A Flammable liquid, 1-AF1B Flammable liquid, 1-BF1C Flammable liquid, 1-CCFL Combination flammable liquidFLS Flammable solidOPD Organic peroxide, unclassified detonableOP1 Organic peroxide, Class 1OP2 Organic peroxide, Class 2OP3 Organic peroxide, Class 3OP4 Organic peroxide, Class 4OP5 Organic peroxide, Class 5OX1 Oxidizer, Class 1OX2 Oxidizer, Class 2OX3 Oxidizer, Class 3 OX4 Oxidizer, Class 4OGG Oxidizing gas, gaseousOLG Oxidizing gas, liquefiedPYR PyrophoricUR1 Unstable (reactive), Class 1UR2 Unstable (reactive), Class 2UR3 Unstable (reactive), Class 3UR4 Unstable (reactive), Class 4 | WR1 Water reactive, Class 1WR2 Water reactive, Class 2WR3 Water reactive, Class 3**Health Hazards**COR CorrosivesHTX Highly toxicsTOX 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 tankB. Below-ground tankC. Tank inside buildingD. Steel drumE. Plastic or non-metallic drumF. CanG. CarboyH. SiloI. Fiber drumJ. BagK. BoxL. CylinderM. Glass bottles or jugsN. Plastic bottles or jugsO. Tote binP. Tank wagonQ. Rail carR. 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.)** |
|   |   |   |   |   |   |   |   |   |

**Use keyboard tab button to create additional rows**

**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 |  |  |  |  |  |  |

**Use keyboard tab button to create additional rows**

**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**

|  |  |
| --- | --- |
| **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**