

# HAZARDOUS MATERIALS DECLARATION PACKET

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The following declaration serves as a means to obtain information about hazardous materials that are stored, used, dispensed or handled. The information collected in this packet is reviewed to ensure code compliance during the preconstruction and plan review stage, the information is then retained by the applicable fire department to serve as an inventory reference in the event of an emergency.

On page number two of this packet you will discover a document titled *Hazardous Material Declaration Form*. This one page declaration shall be completed by a company representative and attached to each set of commercial construction plans that contain or have the potential to contain hazardous materials.

If when completing this declaration form it is determined that the premise “does” meet or exceed the exempt amounts, then the *Hazardous Material Inventory Statement* shall also be completed and attached to each set of commercial construction plans.



# Hazardous Material Declaration Form



A hazardous material plan review shall be required when the storage, use, dispensing or handling of hazardous materials **meets or exceeds** the following amounts as set forth by the International Fire Code:

<u>Type of Material</u>	<u>Amount</u>	<u>Type of Material</u>	<u>Class</u>	<u>Amount</u>
• Aerosol	500 pounds	• Oxidizing Gases <i>(Including Oxygen)</i>		504 cubic feet
• Cellulose Nitrate <i>(Pyroxylin)</i>	Any Amount	• Oxidizing Liquids	Class 4	Any amount
• Combustible Fiber	100 cubic feet		Class 3	1 gallon
• Combustible Liquids	25 gallons inside, 60 gallons outside		Class 2	10 gallons
• Compressed Gas <i>(Inert and Simple Asphyxiant)</i>	6000 cubic feet		Class 1	55 gallons
• Corrosive Gases	200 cubic feet	• Oxidizing Solids	Class 4	Any amount
• Corrosive Liquids	55 gallons		Class 3	10 pounds
• Corrosive Solids	1000 pounds		Class 2	100 pounds
• Cryogenics - Flammable	1 gallon inside, 60 gallons outside		Class 1	500 pounds
• Cryogenics - Oxidizer <i>(Including Oxygen)</i>	10 gallons inside 50 gallons outside	• Organic Peroxides <i>(Liquids and Solids)</i>	Class I	Any amount
• Cryogenics - Inert	60 gallons inside 500 gallons outside		Class II	Any amount
• Cryogenics – not listed above	Any Amount		Class III	10 pounds (solid) 1 gallon (liquid)
• Explosives	Any Amount	• Refrigerant <i>(per circuit)</i>	Class IV	20 pounds (solid) 2 gallons (liquid)
• Flammable Gases <i>(Except LPG)</i>	200 cubic feet		Class A1	220 pounds
• Flammable Liquids	25 gallons inside 60 gallons outside	• Pyrophoric Materials	All others	30 pounds
• Flammable Solids	100 pounds			Any amount
• Highly Toxic Materials <i>(Pesticides &amp; Fumigants)</i>	Any amount	• Radioactive Materials <i>(Gases, Liquids, Solids)</i>		Any Amount
• Irritant Liquids	55 gallons	• Toxic Gases		Any amount
• Irritant Solids	1000 pounds	• Toxic Liquids		10 gallons
• LPG – (Propane)	2000 gallons	• Toxic Solids		100 pounds
• Lead Acid Batteries	50 gallons	• Unstable Liquids & Gases <i>(Reactive)</i>	Class 4	Any amount
• Magnesium	50 cubic feet		Class 3	Any Amount
			Class 2	5 gallons
			Class 1	10 gallons
		• Unstable Solids <i>(reactive)</i>	Class 4	Any amount
			Class 3	Any Amount
			Class 2	50 pounds
			Class 1	100 pounds
		• Water-Reactive - Liquid	Class 3	Any Amount
			Class 3	5 gallons
			Class 1	55 gallons
		• Water-Reactive - Solid	Class 3	Any Amount
			Class 3	Any Amount
			Class 2	50 pounds
			Class 1	500 pounds

## CHECK ONE

- I declare this premise **DOES NOT** meet or exceed the amounts listed above. (A hazardous material plan review is not required, but this signed form shall be attached to each set of construction plans.)
- I declare this premise **DOES** meet or exceed the amounts listed above and I understand that a hazardous material plan review is required. All five sections of the Hazardous Materials Inventory Statement including this signed form shall be attached to each set of construction plans.

Business Name:	Business Address:
Submitted By:	Submitters Telephone #:
Company Representative Signature:	Date:

# HAZARDOUS MATERIAL INVENTORY STATEMENT

## Sections of the Hazardous Materials Inventory Statement

The **Hazardous Material Inventory Statement** (HMIS) has five sections:

- (1) *The Hazardous Material Declaration Form* (page 2 of this packet)
- (2) *The Hazardous Material Inventory Application* (page 4)
- (3) *The Hazardous Material Inventory Reporting Chart* (make as many copies as needed)
- (4) *The Hazardous Material Inventory Exterior Site Plan*
- (5) *The Hazardous Material Inventory Interior Site Plan*

## Completing the Hazardous Material Inventory Application (page 4)

### Business Information (Part 1)

This information is collected for general contact filing purposes only.

### After Hours Emergency Contact (Part 2)

Please provide two emergency contacts that are familiar with the building and the hazardous materials located on the premises.

### Person Responsible for Completing this Packet (Part 3)

This information is collected in the event that there are questions during the plan review process.

### On-Site Responsible Official (Part 4)

The 2003 IFC, Section 2703.9.1.1 requires a representative knowledgeable about operations involving hazardous materials serve as a liaison to the fire department.

The On-Site Responsible Official with decision making authority for the company shall sign the Application.

### Property Owner (Part 5)

If the tenant does not own the property please provide the property owners (or the property owners representative) contact information.

## Completing the Hazardous Material Inventory Reporting Chart

The **Inventory Reporting Chart** documents the information required in order to determine compliance to the 2003 International Fire Code. Feel free to make as many copies of this chart as needed.

Every hazardous material that meets or exceeds that amounts indicated on the Declaration Form (page 2) shall be included on the Inventory Reporting Chart.

Please document hazardous materials that are indoors on a separate inventory chart from those that are stored outdoors.

## Completing the Hazardous Material Inventory Exterior Site Plan

The **Exterior Site Plan** shall illustrate the basic layout and orientation of the building(s), a North arrow, cross streets, access gates, site access roads, location of the fire department sprinkler connection and the location of any hazardous materials located on the site (exterior of the structures).

## Completing the Hazardous Material Inventory Interior Site Plan

The **Interior Site Plan** shall illustrate the basic layout of the structure, a North arrow, interior walls, access doors, material safety data sheets and the location of hazardous materials.

# HAZARDOUS MATERIAL INVENTORY APPLICATION

## BUSINESS INFORMATION (Part 1)

Business Name:

Business Address:

City, State, Zip:

Telephone:

Fax:

Principle Business Activity:

Number of Employees:

Hours of Operation:

## AFTER HOURS EMERGENCY CONTACT (Part 2)

Primary Contact:

Telephone No:

Cellular No:

Pager No:

Secondary Contact:

Telephone No:

Cellular No:

Pager No:

## PERSON RESPONSIBLE FOR COMPLETING THIS PACKET (Part 3)

Name:

Title:

E-mail:

Telephone:

## ON-SITE RESPONSIBLE OFFICIAL (Part 4)

A Responsible Official is any person who is: (1) current owner or operator (2) arranges for the storage, use, handling or dispensing of hazardous materials, or (3) arranges for the treatment, storage, or disposal of hazardous materials.

Name:

Title:

Telephone:

E-mail:

Cellular No:

Pager No:

*I declare that the information provided in this Hazardous Materials Permit Application and attached Hazardous Materials Inventory Statement is true and correct to the best of my knowledge.*

Signature & Date: \_\_\_\_\_

## PROPERTY OWNER (Part 5)

Name:

Telephone:

Address:

City, State, Zip:



# HAZARDOUS MATERIAL INVENTORY REPORTING CHART

Page: \_\_\_\_ of \_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

INDOORS

OUTDOORS

Chemical or Trade Name	Concentration (%)	CAS Number	Hazard Class	Physical State	MAXIMUM AMOUNTS			NFPA 704 Rating			
					Storage	Use Closed	Use Open	H	F	R	Other

Completed By: \_\_\_\_\_ Telephone Number: \_\_\_\_\_



