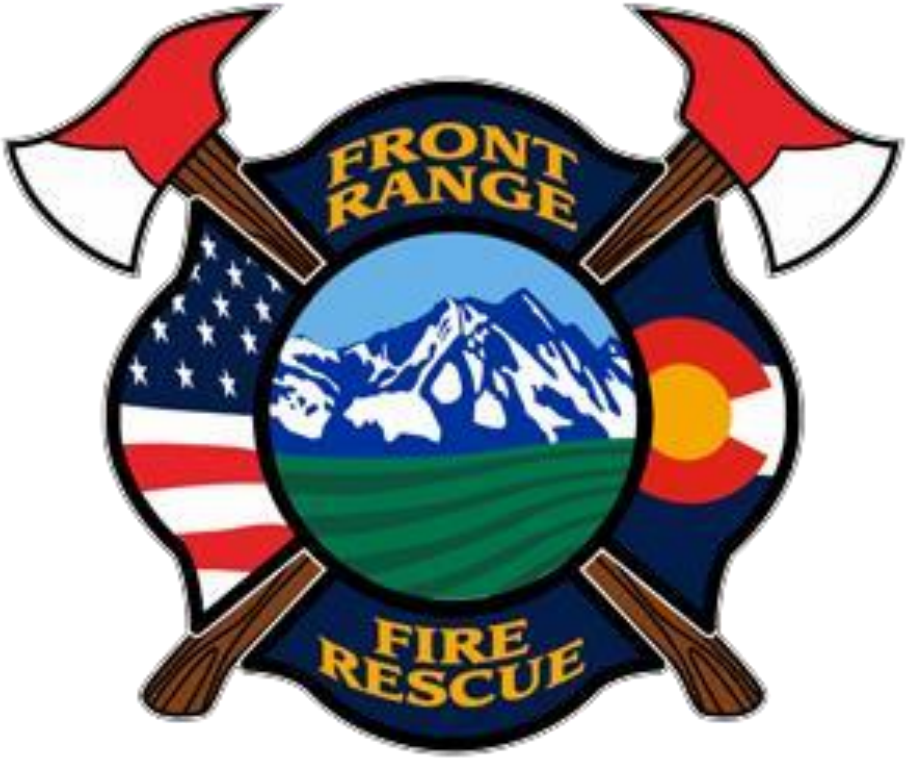
Hazardous Materials Management Plan Information Packet



Front Range Fire Rescue
Life Safety Bureau

Revised August 2020

INTENT

This packet has been developed to assist local business and industry to achieve compliance with the various aspects of the Front Range Fire Rescue hazardous materials management program. A completed Hazardous Materials Management Plan (HMMP), including a Hazardous Materials Inventory Statement (HMIS), shall accompany the application for a hazardous materials permit.

The Hazardous Materials Management Plan and Inventory Statement forms are used to list and provide details concerning the chemicals in use, storage, and/or production at a given facility. The forms also provide information concerning the control measures installed as required by the adopted International Fire Code, as amended, in the building design planning phase. Finally, these plans serve as a resource to emergency response personnel.

INTERNATIONAL FIRE CODE

Front Range Fire Rescue (FRFR) has amended and adopted the 2018 International Fire Code (IFC) within the FRFR response area, including the Town of Milliken, Town of Johnstown, and unincorporated Weld County. The 2018 IFC provides requirements for the prevention, control, and mitigation of dangerous conditions related to hazardous materials. Basic requirements of the adopted International Fire Code include:

- Material safety data sheets (MSDS) shall be readily available for all hazardous materials used, stored, and/or produced within a given facility.
- Hazardous materials permits are required when materials in use and/or storage meet or exceed quantities designated by Front Range Fire Rescue and the adopted International Fire Code.
- Hazardous materials management plans and inventory statements are required for facilities that are required to obtain a hazardous materials permit.
- Mandatory hazardous materials and fire safety inspections for all businesses using, storing, and/or producing hazardous materials requiring a permit.

New facilities, remodeled facilities, and existing facilities which use, store, and/or produce hazardous materials that meet or exceed permit quantities listed in the adopted International Fire Code shall meet current code requirements related to:

- Building construction
- Treatment systems
- Ventilation
- Security
- Emergency power
- Emergency alarms
- Electrical systems
- Extinguishing systems
- Personnel training
- Separation of chemicals
- Limit controls
- Standby power
- Access and egress
- Spill control
- Detection equipment
- Storage and use
- Explosion control
- Drainage
- Temperature control
- Water supply
- Spill containment

** The HMMP Packet is available for pickup at the Life Safety Bureau office.

COMPLETING THE APPLICATION

The application has three parts:

(1) Application forms,
(2) Hazardous Materials Inventory Statement forms, and
(3) Hazardous Materials Management Plan and site plan

Hazardous Materials Inventory Statement – Chemical Inventory Report forms
The Hazardous Materials Inventory Statement (HMIS) forms document hazardous materials that are stored, used, and/or produced indoors or outdoors at a given location at the building location. This HMIS provides the information required by Front Range Fire Rescue for determining the applicable Fire Code requirements. This information also helps FRFR prepare appropriate emergency response plans for the business address/site.

Hazardous materials shall be reported to FRFR when:

1) They are attached with the application for hazardous materials permit.
2) A hazardous material meets or exceeds the permit quantities specified in the adopted IFC and Amendments, as adopted.
3) The hazardous material poses a special hazard or has a health, flammability or reactivity ranking of 1, 2, 3 or 4 when classified in accordance with the National Fire Protection Association (NFPA) Standard 704.
4) The information is required to properly classify a building, occupancy or area in accordance with the Fire and/or Building Codes and/or when required for construction plans.

The HMMP shall include a facility site plan and it shall be legible and drawn to scale. The facility site plan may include, but is not limited to, the layout and orientation of the building's interior floor plans and exterior with main cross streets and adjacent properties identified; locations where hazardous materials are stored, used, and/or produced indoors and outdoors; maximum amounts of each material stored, used, and/or produced in each area; container sizes; locations of isolation and mitigation valves and devices; product conveying piping containing liquids or gases other than utility-owned fuel gas lines and low pressure fuel gas lines; on and off positions of valves for valves that are of the self-indicating type; storage plan showing storage arrangement, location and dimension of aisles; location and type of emergency equipment; location of the Fire Department Connection, Knox box, access gate locations and other fire department access features; the building's fire detection and suppression system control and/or monitoring locations.

HMMP and MSDS Availability

The FRFR Hazardous Materials Permit, Hazardous Materials Management Plan (HMMP), Hazardous Materials Inventory Statement (HMIS) and Safety Data Sheets (SDS) shall be readily available at a fire department approved location on the premises.

** The HMMP Packet is available for pickup at the Life Safety Bureau office.

Personnel Training and Written Procedures

Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled, used, and/or produced shall be familiar with the chemical nature of the materials and the appropriate mitigation actions necessary in the event of a fire, leak, or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These people shall aid the fire department in preplanning emergency responses and shall be knowledgeable in the site emergency response procedures.

Information Required for Permit Application

All applications for a hazardous materials permit shall be submitted to the Community Safety Division of Front Range Fire Rescue prior to the introduction of any hazardous materials into the building. The following documents are to be submitted as part of the application for a hazardous materials permit:

- Emergency and Hazardous Chemical Inventory Certification Form
- Hazardous Materials Management Plan (HMMP)
- Hazardous Materials Inventory Statement (HMIS)

Before submitting your construction plans for new construction and/or remodeling, please prepare the forms listed above. They must be included in your plan submittal.

Annual Permit and Fee

All hazardous materials permits are valid for no more than 12 months.
Renewal of an expiring hazardous materials permit may only occur after a fire safety inspection and payment of any applicable fees.

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INSTRUCTIONS FOR THE CHEMICAL INVENTORY REPORT

To complete this form, use the information that is found on the manufacturer-supplied Material Safety Data Sheet (MSDS) for the product or the chemical mixture. The manufacturers and/or distributors of your chemical products are required to supply MSDS information to you for the chemicals you purchase. It should be noted that the MSDS may not supply all of the information requested on the Chemical Inventory Report. If this is the case, simply leave that portion of the report blank.

Reporting Period

The reporting period may not 12 months.

Facility Name

Enter the legal name of the facility as it exists on any legal documentation of licenses. Include mailing address and physical address (if different from mailing address), business telephone number, and the date the form is completed.

Chemical Description

Enter the "Chemical Abstract Service" (CAS) registry number and the product name in the space provided in the upper left part of the form. List the product name or trade name for the chemical as indicated on the container label or on the MSDS provided for that chemical. If the material is a waste product, list the waste category instead of a common or trade name.

Some mixtures may have their own CAS numbers and others will not. If a mixture does have its own name and CAS number, enter this information in the block under the heading CHEMICAL DESCRIPTION. If the mixture does not have its own CAS number, the information block under the heading CHEMICAL DESCRIPTION will remain blank (except for the label name), but a listing of the components of the mixture and their CAS numbers will be placed in the box under the heading CHEMICAL INGREDIENTS. Check the appropriate box or boxes that provide a description of the state of the chemical (ie: PURE, MIXTURE, SOLID, LIQUID, or GAS).

Indicate whether the product has either IMMEDIATE or DELAYED health hazards associated with it. Examples of the products that have IMMEDIATE health hazards would be oxidizers, toxic products, highly toxic products, irritants, corrosives, etc. Examples of those products that have DELAYED hazards would be carcinogens or other chemicals with an adverse effect from long-term exposure.

Inventory Information

Under the "MAX ON SITE" amount, list the maximum aggregate quantity of the chemical stored on site at any time during the reporting period.

Under the "AVG ON SITE" amount, enter a typical daily amount of the chemical found on the site throughout the reporting period.

Provide these amounts in pounds for solids and gallons for liquids. To convert liquid gallons to pounds, use the National Fire Protection Association (NFPA) approved standard of ten pounds per gallon, or the actual weight of the product if known.

If the product is a compressed gas, provide the amount in units of cubic feet at Normal Temperature and Pressure (NTP).

PEAK INVENTORY MONTHS must be completed for the period of time the product is located at the facility. If this is a seasonal product which has a vast difference between the maximum amount being stored during several months of the year compared to the amount being stored the remainder of the year, please circle the appropriate number(s) indicating the months. If the inventory remains fairly consistent throughout the entire reporting period, circle ALL MONTHS in this block.

Storage Locations

This section lists how and where the product is being stored and in what type of containers. Select the code(s) that best describe the type of container being used. Indicate the pressure, if any, at which the product is being stored, and the temperature of the product.

Under the STORAGE LOCATION section of the report, specifically note where the chemical is being stored. Provide a building number, a warehouse location, or other identifying information to cross reference this information to a site building or diagram.

Types of Hazards

Use the manufacturer-supplied MSDS forms to determine which box(es) should be checked. In many cases, there may be more than one hazard category for a specific product.

NFPA 704 PLACARDING information is requested on this form. In some cases, the MSDS will list the NFPA 704 placarding information. If the information is not included, it will require you to read the specific category of the MSDS, or contact the distributor, and determine which hazard number (0-4) best fits each hazard category.

EPA Trade Secrets

Some chemicals and/or mixtures have been identified by the EPA as a trade secret protected mixture. Use this block of the form to indicate if the chemical composition has been identified as such.

Questions?

If you need assistance with completing this form or understanding reporting requirements after you have obtained the MSDS and thoroughly read the instructions contained in this packet, please feel free to contact Front Range Fire Rescue's Life Safety Division at (970) 587-4464.

When all items have been completed, the documents must be sent to:

Front Range Fire Rescue
Life Safety Bureau
PO Box 130
Milliken, CO 80543

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CERTIFICATION FORM Reporting Period: _____ to _____

EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY **(Specific Information by Chemical)**	**FACILITY INFORMATION** Name:	**OWNER/OPERATOR** Name:
	Address:	Address:
	City, State, Zip:	City, State, Zip:

ATTACHMENTS

☐ I have attached a CHEMICAL INVENTORY REPORT for all regulated products located on the site.

☐ I have attached a detailed site plan that includes the location(s) of all regulated products and the location of all fire safety items.

☐ Are any chemicals reported considered TRADE SECRETS by the EPA?

CERTIFICATION Read and sign after completing all sections

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

I further understand that copies of the Material Safety Data Sheets (MSDS) and Hazardous Materials Management Plan (HMMP) MUST remain on site and available for inspection at all times. Failure to maintain this requirement may be a violation of Federal, State and/or local laws.

_____ _____ _____

Printed Name and Title of Owner/Operator Signature Date Signed

SARA FORM #001

CHEMICAL INVENTORY REPORT ******Copy as needed. Use one sheet per product.**

REPORTING PERIOD: to SARA FORM #002

FACILITY NAME: ADDRESS:

CHEMICAL DESCRIPTION

Read ALL instructions before completing form

CAS NUMBER: ___ ___ ___ ___ ___ ___ - ___ ___ - ___

PRODUCT OR LABEL NAME: _____

PHYSICAL COMPOSITION

Check all that apply ☐ Solid ☐ Liquid ☐ Gas ☐ Pure ☐ Mix

Health Hazard

☐ Immediate

☐ Delayed

Is this product or any of its ingredients on the SARA Extremely Hazardous Substance (EHS) list?

☐ YES ☐ NO

If "YES" list EHS Name: _____

If "NO" is the chemical stored in an mount greater than 10,000 pounds? ☐ YES ☐ NO

INVENTORY AMOUNTS

MAX ON SITE	AVG ON SITE	
_____	_____	Pounds
_____	_____	Cu-Ft STP
_____	_____	Gallons

Use actual quantities

PEAK INVENTORY MONTH(S)

1 2 3 4 5 6

7 8 9 10 11 12

ALL MONTHS

(circle all that apply)

Container Type	Pressure	Temperature

Storage Location

_____

_____

_____

Container Type	Code	Container Type	Code	Pressure	Code
Above Ground Tank	A	Bag	J	Ambient	1
Below Ground Tank	B	Box	K	More than ambient	2
Tank Inside Building	C	Cylinder	L	Less than ambient	3
Steel Drum	D	Glass bottles or jugs	M	**Temperatur**	
Plastic or non-metallic drum	E	Plastic bottles or jugs	N	Ambient	4
Can	F	Tote bin	O	More than ambient	5
Carboy	G	Tank wagon	P	Less than ambient	6
Silo	H	Rail car	Q	Cryogenic	7
Fiber drum	I	Other	R		

CHEMICAL INGREDIENTS: (TRADE SECRET ☐)

CAS NUMBER

___ ___ ___ ___ ___ ___ - ___ ___ - ___ Percent Mix _____%

Ingredient Name: _____

CAS NUMBER

___ ___ ___ ___ ___ ___ - ___ ___ - ___ Percent Mix _____%

Ingredient Name: _____

CAS NUMBER

___ ___ ___ ___ ___ ___ - ___ ___ - ___ Percent Mix _____%

Ingredient Name: _____

HAZARD CLASSES

- ☐ Aerosol Products
- ☐ Blasting Agent
- ☐ Carcinogen
- ☐ Corrosive pH _____
- ☐ Cryogenic
- ☐ Explosive
- ☐ Flammable Gas
- ☐ Hazardous Waste
- ☐ Highly Toxic
- ☐ Infectious Agents
- ☐ Irritants
- ☐ Non-Hazardous Chemicals
- ☐ Organic Peroxide
- ☐ Other Health Hazard _____
- ☐ Oxidizer
- ☐ Pesticide
- ☐ Pyrophoric
- ☐ Radioactive
- ☐ Sensitizer
- ☐ Toxic
- ☐ Unstable (Reactive)
- ☐ Water-Reactive

FLAMMABLE LIQUIDS

- ☐ Class IA
- ☐ Class IB
- ☐ Class IC
- ☐ LPG on site

COMBUSTIBLE LIQUIDS

- ☐ Class II
- ☐ Class IIIA
- ☐ Class IIIB

NFPA 704 HAZARD RATING

Flammability

*** Place 0-4 rating in each box*

Health Reactivity

Hazard Abbreviations

(see next page)

This Chemical Inventory Report Form meets the reporting requirements of S.A.R.A. Title III, Tier II Reporting Form and the International Fire Code.

HAZARD ABBREVIATIONS

- BLA — Blasting Agent
- CAR — Carcinogen
- COM — Combustible
- COR — Corrosive
- CRY — Cryogenic
- Etiological
- EXP — Explosive
- FLA — Flammable (*Gas, Liquid and Solid*)
- INT — Inert
- IRR — Irritant
- MIX — Mixed
- NFL — Non-Flammable
- OHH — Other Health Hazard
- ORG — Organic Peroxide
- OXI — Oxidizer
- PEST — Pesticide
- PYR — Pyrophoric
- Radiological
- SEN — Sensitizer
- TOX — Toxic
- HTX — Highly Toxic
- URE — Unstable Reactiv
- W — Water Reactive

NFPA 704 Placard

Exterior Diamond (15 x 15)

Interior Diamond (6 x 6)

HAZARDOUS MATERIALS INVENTORY STATEMENT

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

PERSON COMPLETING FORM:_____PHONE: _____

Use the table below to list any and all hazardous materials that your business will store, handle, and/or use. Examples of hazardous materials may include, but is not limited to, gasoline, diesel, black powder, acids, blasting caps, oxygen, helium, acetylene, etc. Attach additional copies of this page if needed. If possible, please also provide safety data sheets (SDS) for each chemical.

SUBSTANCE NAME	PHYSICAL STATE (solid, liquid, gas)	MAXIMUM DAILY QUANTITY	DESCRIBE USE AND STORAGE

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