

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

## **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.

## **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.

## **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

**CERTIFICATION FORM**

Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

<b>EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY</b>  (Specific Information by Chemical)	<b>FACILITY INFORMATION</b>	<b>OWNER/OPERATOR</b>
	Name:	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




















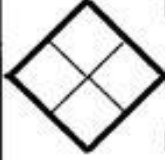




# CHEMICAL INVENTORY REPORT

\*\*Copy as needed. Use one sheet per product.\*\*

REPORTING PERIOD: _____ to _____		SARA FORM #002													
FACILITY NAME: _____				ADDRESS: _____											
<b>CHEMICAL DESCRIPTION</b> Read ALL instructions before completing form  CAS NUMBER: _____ - _____ - _____  PRODUCT OR LABEL NAME: _____		<b>INVENTORY AMOUNTS</b>  MAX ON SITE _____ Pounds AVG ON SITE _____ Cu-Ft STP _____ Gallons  Use actual quantities		Container Type _____ _____ _____	Pressure _____ _____ _____	Temperature _____ _____ _____	<b>Storage Location</b>  _____ _____ _____								
<b>PHYSICAL COMPOSITION</b>  Check all that apply <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> Pure <input type="checkbox"/> Mix		<u>Health Hazard</u> <input type="checkbox"/> Immediate <input type="checkbox"/> Delayed		<b>Container Type</b> Above Ground Tank Below Ground Tank Tank Inside Building Steel Drum Plastic or non-metallic drum Can Carboy Silo Fiber drum		<b>Code</b> A B C D E F G H I		<b>Container Type</b> Bag Box Cylinder Glass bottles or jugs Plastic bottles or jugs Tote bin Tank wagon Rail car Other		<b>Code</b> J K L M N O P Q R		<b>Pressure</b> Ambient More than ambient Less than ambient Ambient More than ambient Less than ambient Cryogenic		<b>Code</b> 1 2 3 4 5 6 7	
Is this product or any of its ingredients on the SARA Extremely Hazardous Substance (EHS) list?  <input type="checkbox"/> YES <input type="checkbox"/> NO  If "YES" list EHS Name: _____  If "NO" is the chemical stored in an amount greater than 10,000 pounds? <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>PEAK INVENTORY MONTH(S)</b>  1    2    3    4    5    6 7    8    9    10    11    12  ALL MONTHS (circle all that apply)		<b>HAZARD CLASSES</b> <input type="checkbox"/> Aerosol Products <input type="checkbox"/> Blasting Agent <input type="checkbox"/> Carcinogen <input type="checkbox"/> Corrosive pH _____ <input type="checkbox"/> Cryogenic <input type="checkbox"/> Explosive <input type="checkbox"/> Flammable Gas <input type="checkbox"/> Hazardous Waste <input type="checkbox"/> Highly Toxic <input type="checkbox"/> Infectious Agents <input type="checkbox"/> Irritants <input type="checkbox"/> Non-Hazardous Chemicals <input type="checkbox"/> Organic Peroxide <input type="checkbox"/> Other Health Hazard _____ <input type="checkbox"/> Oxidizer <input type="checkbox"/> Pesticide <input type="checkbox"/> Pyrophoric <input type="checkbox"/> Radioactive <input type="checkbox"/> Sensitizer <input type="checkbox"/> Toxic <input type="checkbox"/> Unstable (Reactive) <input type="checkbox"/> Water-Reactive											
<b>CHEMICAL INGREDIENTS: (TRADE SECRET <input type="checkbox"/>)</b>  CAS NUMBER _____ _____ - _____ - _____ Percent Mix _____%  Ingredient Name: _____  CAS NUMBER _____ _____ - _____ - _____ Percent Mix _____%  Ingredient Name: _____  CAS NUMBER _____ _____ - _____ - _____ Percent Mix _____%  Ingredient Name: _____		<b>FLAMMABLE LIQUIDS</b> <input type="checkbox"/> Class IA <input type="checkbox"/> Class IB <input type="checkbox"/> Class IC <input type="checkbox"/> LPG on site								<b>COMBUSTIBLE LIQUIDS</b> <input type="checkbox"/> Class II <input type="checkbox"/> Class IIIA <input type="checkbox"/> Class IIIB					
<b>NFPA 704 HAZARD RATING</b> Flammability 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	 EXP	Explosive	 OHH	Other Health Hazard	 TOX	Toxic
 CAR	Carcinogen	 FLA	Flammable (Gas, Liquid and Solid)	 ORG	Organic Peroxide	 HTX	Highly Toxic
 COM	Combustible	 INT	Inert	 OXI	Oxidizer	 URE	Unstable Reactiv
 COR	Corrosive	 IRR	Irritant	 PEST	Pesticide	 W	Water Reactive
 CRY	Cryogenic	 MIX	Mixed	 PYR	Pyrophoric	 <b>NFPA 704 Placard</b> Exterior Diamond (15 x 15) Interior Diamond (6 x 6)	
	Etiological	 NFL	Non-Flammable		Radiological		
				 SEN	Sensitizer		