

# ENVIRONOTES

*A Newsletter from the City of Phoenix Office of Environmental Programs (OEP)  
September/October 2002*

## OEP/P2 and Fire Department, Fire Prevention Division, Partner on Hazardous Material Inventory Statement, Electronic Reporting Business System



OEP/P2 and the Fire Department's Fire Prevention Division,

recently collaborated on a way to generate and review an online hazardous material inventory statement (HMIS). An HMIS is a hazardous material report required by the Phoenix Fire Code. It helps fire fighters make good tactical decisions on the ground and it is used to determine if a facility requires a fire permit.

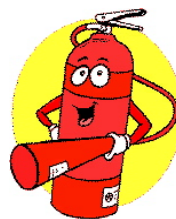
The significance of this new business system is that Fire can use the HMIS report to determine if a facility needs to submit a complete fire permit application. The application consists of: 1) an application, 2) an HMIS, and 3) a site plan.

The facility's chemical inventory in the Environmental Data Management System (EDMS) can be electronically formatted into a HMIS that meets Fire Department requirements.

The process developed by Fire and OEP to review City facilities is simple:

- Department facility staff update their chemical inventory in the EDMS and forward it to OEP/P2 for input.
- P2 forwards an HMIS to Fire Prevention for review and comment.
- Fire Prevention sends the results of the review back to OEP/P2, who records the response. The information is forwarded to the facility staff that submitted the HMIS.

Facilities that are found by the Fire Department to have chemicals in excess of fire permit threshold limits are advised which chemical(s) exceed the permitted amount and the permit quantity. This information can be very beneficial to facilities that may opt to initiate a voluntary inventory reduction for the chemical(s) in question.



Fire Prevention provides 30 days for facilities to initiate an inventory reduction. The facility then forwards updated chemical inventory information to OEP/P2. Should an inventory reduction of the chemical(s) not be possible, the facility will be contacted by the Fire Department for further fire permitting actions.

Fire permits are required depending on the product, volume and fire hazard potential. A monetary fee is charged for a fire permit, and the issuance of a permit will also warrant an inspection from the Fire Department.

Please explore this option! Over 30 facilities from various departments have already participated in this process. Please contact Jeff Menke at 602-256-3456, if you need technical assistance in updating your on-line facility chemical inventory, or have questions pertaining to the electronic HMIS process.

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## City Departments to Showcase their Environmental Programs – P2 Week



P2 Week gives City departments the opportunity to showcase their environmental programs, as well as

provide an excellent outreach to City employees who desire to increase their level of environmental awareness. Employees are encouraged to visit the environmental booths set up by participating departments for this year's Pollution Prevention (P2) Week, October 7-11, in the Phoenix City Hall Atrium.

On October 11<sup>th</sup> between 11:00 - 1:30, the booths will have department P2 representative's on-hand that will gladly share ways that you as an individual can incorporate "P2" practices into your workplace. You will also hear departmental P2 success stories, plus come away with P2 prizes and giveaways! For questions contact Caye Thomas, P2 Section, at 602-534-1778.

## Civic Plaza Promotes Environmental Excellence Concept

Phoenix Civic Plaza is very proud to announce that they have implemented an Environmental Excellence Program, which will be administered by the Department Safety Analyst, Linda Wheeler. The program consists of 19 elements, some of which are listed below:

- ◆ waste minimization
- ◆ purchase of environmentally preferred products wherever practical and feasible
- ◆ evaluation of waste streams
- ◆ environmental incentive program


The program reflects Phoenix Civic Plaza's commitment to environmental regulatory compliance and will be a vehicle by which Phoenix Civic Plaza tracks and documents environmental initiatives. For more information, please contact Linda Wheeler, Civic Plaza, at 602-262-6202.

## Be Informed and an Active P2 Program Participant - Sign Up for P2 Training Classes!

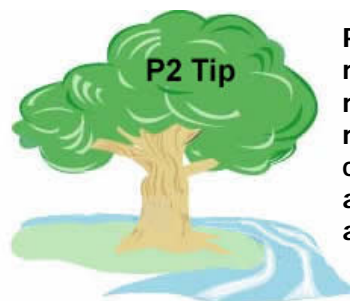


You are encouraged to obtain a copy of the new Personnel Department's Employee Development

Catalog, and review the Pollution Prevention University (P2 U) classes that are available to City employees. Classes include:

- **Introduction to Pollution Prevention**
- **Environmentally Preferable Purchasing**
- **Effectively Managing Hazardous Materials**
- **How to Evaluate Your Waste Streams**
- **A Supervisor's Guide to P2**
- **Protecting Our Water Resources** 

P2 classes focus on ways that City employees can implement environmental compliance, make the workplace safer, and help protect the environment. If you need further information concerning P2 training, contact Caye Thomas at 602-534-1778.



### P2 Tip

**Proper hazardous material inventory management can mitigate potential spills, chemical exposures, and costly response actions.**