City of Phoenix

FIRE DEPARTMENT
FIRE PREVENTION DIVISION
Special Hazards Unit

Dear Business Owner,

Enclosed is a Phoenix Fire Department hazardous materials application that is required for businesses that use, store, or handle hazardous materials.

The amounts of hazardous materials in use, storage, or being handled in the Phoenix area have increased in recent years and so have the number of emergency incidents related to such materials. Due to this fact, in conjunction with heightened community concern, an increased emphasis has been placed on inspections involving hazardous materials along with related fire prevention programs.

In October 2001, the Mayor and City Council approved Fire Code changes relating to hazardous materials. These code revisions established an annual assessment fee based on the type and volume of hazardous materials being stored on-site. The fees generated are used to fund a Fire Department inspection team designed to help businesses that use, store, or handle hazardous materials to reduce their risk, and comply with the Fire Code.

The application and instructions are enclosed. **As part of the application, you are to list up-to-date inventories of all hazardous materials stored on your property, along with a site plan showing the locations of storage and / or use of these materials.** This information will help firefighters in their response to hazardous materials incidents, thus reducing the risk to your employees, citizens and your property.

The application and inventory forms must be completed and returned within 30 days. This information will be used to process your annual hazardous materials assessment fees. Permits required by the City of Phoenix Fire Code to conduct an operation, maintain, store, use or handle hazardous materials are included in the assessment fee. However, your business or place of occupancy may require additional permits of which the cost is not included in this fee. After the Fire Department reviews your completed application, the City of Phoenix will send an invoice for the annual fee based on your inventory.

This application packet is also available on our website and can be completed and submitted electronically. The application and additional information can be found at: http://phoenix.gov/fire/prevention/specialhazards/index.html.

If you have any questions or comments regarding the application or inspection program, please call the Fire Department Special Hazards Unit at 602-262-6771, or special.hazards.unit@phoenix.gov.

Sincerely,

Don Hilderbrand, Deputy Chief
Phoenix Fire Department

Ensure you are on our mailing list to get these timely announcements. Sign up at http://lists.phoenix.gov/fms//pfd-fpsubscribe.html

Fire Prevention forms can be faxed/emailed, most are available online at www.phoenix.gov.fire/prevention/formsapps

Instructions for this packet appear on the back of each form.

Fire Prevention Division

City of Phoenix
FIRE PREVENTION

Hazardous Materials Application

Customer Information (Part 1)

1. BUSINESS INFORMATION	2. BILLING INFORMATION (if same, write same)
Business Name: Store #	Billing Business Name: Store #
Physical Address:	Billing Address:
Building Number: Suite:	Building Number: Suite:
City: State: Zip:	City: State: Zip:
Business Telephone: Business Fax #:	Billing Telephone: Billing Fax #:
Business Owner Name:	Billing Contact Name:
Owner Contact Number:	Billing Contact Number:
Owner Email:	Billing Email:

3. OCCUPANCY INFORMATION	
SQ. Ft. Of Property:	Auto Sprinkler System: Full ☐ Part ☐ None ☐
SQ. Ft. Of Building:	Monitored: Yes ☐ No ☐
Number of Floors: Basement: Yes ☐ No ☐	Monitoring Company Name:
Persons on Site: Day Night	Monitoring Company Phone:
Copy of C of O Yes ☐ No ☐	FD Key Box: Yes ☐ No ☐

4. EMERGENCY CONTACTS	
Primary Name:	24 Hr. Contact No.:
Secondary Name:	24 Hr. Contact No.:

5. RESPONSIBLE PARTY

In accordance with Phoenix Fire Code Section 2703.9.1, Responsible party shall be designated and trained to be liaison personnel to the fire department. These persons shall aid the fire department in preplanning emergency responses and identifying the locations where hazardous materials are located, and shall have access to Material Safety Data Sheets and be knowledgeable in the site's emergency response procedures. A responsible party shall be available 24 hours per day in case of emergency and located in the Phoenix metropolitan area.

Name & Signature:	Title: Date:

PFD USE ONLY

New Customer ☐ Existing ☐ Change of Ownership ☐ Customer No. :_____

Assessment Group: ① ② ③ ④ ⑤ Total Number of Aboveground Tanks: ( )

Is the facility registered with the Annual Facility Permit (AFP) Program: Yes ☐ No ☐

Application Reviewed By: _____Date:_____

Return the application, Hazardous Material Inventory Statement(s) & Site Plan To:

Phoenix Fire Department – Fire Prevention Division
Attn: Special Hazards Unit
150 S. 12th Street, Phoenix, AZ 85034
Fax: 602-271-9243 E-mail: special.hazards.unit@phoenix.gov
http://phoenix.gov/fire/prevention/specialhazards/index.html

For questions call 602-262-6771 TTY users call 602-495-5555

The Hazardous Material Application consists of three parts. (**Part 1**) The Customer Information Page (**Part 2**) The Hazardous Material Inventory Statement (HMIS) (**Part 3**) The Site Plan. All three parts are required by the Phoenix Fire Department.

Sections 1 and 2 - Business & Billing Information

For business such as retailers with multiple stores in the city of Phoenix, please include the store number with the business name. If the building address is the same as the billing address please write **Same** under Billing Business Name. Please include the business owner's information in case contact from the Fire Department is necessary.

If invoices are submitted to a corporate office address that is different than the physical building address, please complete the billing information fields. The Phoenix Fire Department will submit invoices to the billing address.

Section 3 -Occupancy Information

- Provide total square footage of property.
- Provide total square footage of building.
- Provide the total number of floors in facility.
- Does the facility have a basement, yes or no?
- List the number of persons on site both day and night.
- Does the facility have an automatic sprinkler system? If so, is the building alarm monitored? Please provide the alarm monitoring company's name and phone number.
- Does the facility have a Key Box, yes or no?
- Do you have a current copy of your Certificate of Occupancy (**C of O**) for this business address, yes or no?
- Return the application within 30 days even if you do not have a C of O. The C of O is required to complete the permitting process.

You can obtain a Certificate of Occupancy from Planning and Development, located at 200 W. Washington Street, 2nd Floor, Phoenix, AZ 85003 (602-262-7800). http:/phoenix.gov/pdd/topics/certocc.html

Section 4 - Emergency Contacts

Provide a primary and secondary emergency contact name and 24-hour phone number for each. This information is essential when the Phoenix Fire Department responds to your facility after hours and needs to make contact with the facility's responsible party.

Section 5 - Responsible Party

In accordance with the Phoenix Fire Code, these persons shall aid the Fire Department in pre-planning emergency responses, identifying the locations where hazardous materials are located, have access to Material Safety Data Sheets (MSDS) and be knowledgeable in the site's emergency response procedures. This person shall be located in the metropolitan Phoenix area, unless the facility is unattended. Provide a name, title, and contact number for this person.

HMIS- Hazardous Material Inventory Statement (Part-2)

Page _____of _____

Business Name: _____**Store #**_____ **Address:** _____**Date:**_____

Completed By (Print Name): _____ **Telephone Number:** _____

On-Site Generator – Yes☐ **Fuel Qty** _____ **Fuel Type** _____ **On-Site Fire Pump – Yes**☐ **Fuel Qty** _____ **Fuel Type** _____

① Indoor Storage	Outdoor Storage	② Chemical or Trade Name	③ Conc. %	④ CAS Number	⑤ PFC Hazard Classification	⑥ Physical State List: (Solid, Liquid or Gas)	⑦ Total Amt on Property List: (Pounds, Gallons or Cubic ft).	⑧ NFPA 704 RATING			⑨ Tank(s) (Above Ground Only)
								H	F	R	Enter Number
☐	☐										
☐	☐										
☐	☐										
☐	☐										
☐	☐										
☐	☐										
☐	☐										
☐	☐										
☐	☐										
☐	☐										
☐	☐										
☐	☐										
☐	☐										
☐	☐										

Introduction to the Hazardous Material Inventory Statement (HMIS)

The Hazardous Material Inventory Statement (**HMIS**) documents the information required by the Phoenix Fire Department (PFD) for determining the applicable Phoenix Fire Code requirements. The classification system used by the PFD is found in the Appendix E of the Phoenix Fire Code. The information is used to establish tactical priorities for specific hazardous businesses. This information alerts fire companies to the hazardous materials at a given location.

When completing this Section (**Part-2**) helpful reference information may be found by using tools such as the Material Safety Data Sheets (**MSDS**), product manufacturer information, and the Phoenix Fire Code located at: www.phoenix.gov/fire/prevention/firecode/index.html (PHOENIX FIRE CODE Chapter 27 through 44).

What Products Should Be Reported on The HMIS?

- Include containers that are marked with US Department of Transportation (**DOT**) hazard labels, such as "Flammable Liquid," "Corrosive," "Explosive," and "Organic Peroxide".
- Include all compressed gas cylinders marked with a DOT Hazard Label.
- Include products with the US Environmental Protection Agency warning label of "Danger" or "Warning"
- Include the quantity and type of fuel used in Generators and Fire pumps.
- Include all products that have a NFPA 704 hazard rating of a "**4**", "**3**", or "**2**" in any one of the rating boxes or have a special hazard rating, i.e. Water Reactive (**W**), Corrosive (**COR**) or Oxidizer (**OXY**).

What can be excluded from the HMIS?

- The storage and use of less than 500 pounds aggregate of aerosols.
- Office supplies like copier toner or correction fluid.
- Cleaning products intended for consumer use.
- Solder and solder flux.
- Automotive batteries and general use batteries.

Completing (Part 2) of the Hazardous Material Inventory Statement (HMIS)

Note: The HMIS portion of this application may be submitted to the Fire Department as an Excel spreadsheet, or a facility's inventory document may be used as long as the required information is included as listed on the provided HMIS form. If you require more space to list chemicals please make additional blank copies of the HMIS as needed, or use the electronic supplemental HMIS document.

Please Include the Business name, store #, address, and date. Provide a printed name and contact number of the party completing this portion of the HMIS. If your facility uses a generator and /or fire pump, please check mark the "yes" box, include the quantity of fuel storage and the type of fuel used.

1. Check mark the appropriate box to indicate if the chemical is stored as **Indoor Storage** or **Outdoor Storage**. (If stored indoors and outdoors, please use a second column, and specify the total amount stored in each location).

2. List the **Chemical or trade name** of the product.

3. Write the **Concentration (%).** If a product is in a pure state, it should be indicated as "**100%**." If it is a weaker solution, write the concentration as indicated on the MSDS. If the product is a mixture of several chemicals, write "**MIX.**"

4. Include the **CAS Number** (Chemical Abstract Service number). Every chemical made has an associated CAS number. This can be found in the MSDS. If the product is a mixture, list the two or three primary chemicals found in the product and their associate concentration under the column listed as **Conc. %.**

5. Write in the **Phoenix Fire Code Hazard Classification** for each chemical (ex. oxidizer, corrosive, flammable liquid, etc.). To determine the hazard classification, refer to the product MSDS. You may also need to refer to the Phoenix Fire Code to accurately make this determination. For more information, go to: www.phoenix.gov/fire/prevention/firecode/index.html (Phoenix Fire Code Chapters 27 through 44).

(Instructions continue on the back of the next page)

SITE PLAN WORKSHEET (Part 3)

N

Please include the following building features using the below symbols as needed:

- ☐ Exterior Arrangement
- ☐ Interior Arrangement
- ☐ Hazmat Storage locations
- ☐ Critical Interior Walls
- ☐ Firewalls
- ☐ All Exits & Entrances
- ☐ Stairwells or Lofts
- ☐ NFPA 704 sign locations
- ☐ Fire Control Panel
- ☐ Lock Box
- ☐ Hydrants
- ☐ OS&Y Sprinkler Shutoff
- ☐ FDC Connection

Symbols

Electrical connection to building (E)

Gas connection to building (G)

Sprinkler Connection

Standpipes intake outtake

OS&Y Sprinkler shutoff

Man doors

Roll up doors

Stairways

Elevators E

Firewall

Hydrants

Lock Box LB

Fences

Gates

Locked Gates

Block walls

Fire control FCP

Electrical line E E E E

6. Determine the **Physical State** of a product. Most chemicals will be listed as a solid, liquid or gas. There are a few exceptions:
   - Aerosol products should be listed as "**aerosol**."
   - Propane, ammonia and chlorine should be listed as "**liquefied gas**."
   - Cryogenic fluids should be listed as "**cryogen**".
   - Compressed gases should be listed as "**compressed gas**".

7. Write the total amount of this chemical on site under **Total Amt on Property**. Solids and aerosols should be listed in pounds (**lbs**.), liquids and liquid gases should be listed in gallons (**gal**.), and gases should be listed in cubic feet (**cu. ft**.).

8. Under **NFPA 704 RATING**, list the hazard number found on the MSDS. This is a 0 – 4 rating that indicates the relative risk of a chemical, where "H" stands for **health** hazard, "F" stands for **flammability** hazard, and "R" stands for **reactivity** hazard.

9. **"Tanks" (Above Ground Only).** Indicate the number of tanks storing chemicals above-ground. Above ground Tanks are defined by the Phoenix Fire Code as products in storage vessels containing **60 gallons** or more**.**

Example

Classifications of Commonly Stored and Used Hazardous Materials							
Chemical	**Conc. %**	**CAS No.**	**Phoenix Fire Code Classification**	**Physical State**	**704 H**	**704 F**	**704 R**
Calcium Hypochlorite	100	7778-54-3	Class 3 Oxidizer, Class 2 Unstable (Reactive); Corrosive	Solid	3	0	1
Trichloroisocyanuric Acid	100	87-90-1	Class 1 Oxidizer, Class 1 Unstable (Reactive); Toxic	Solid	4	0	1
Sodium Dichloroisocyanurate, dihydrate	100	51580-86-0	Class 1 Oxidizer, Class 1 Unstable (Reactive)	Solid	2	0	1
Sodium Hydroxide pellets	100	1310-73-2	Corrosive	Solid	3	0	0
Potassium Hydroxide pellets	100	1310-58-3	Corrosive, Toxic	Solid	3	0	0
Chromium Trioxide	100	1332-82-0	Class 2 Oxidizer, Corrosive, Toxic	Solid	3	0	0
Gasoline	100	8006-61-9	Flammable Liquid I-B, Irritant	Liquid	2	3	0
Diesel Fuel	100	Mixture	Combustible Liquid II	Liquid	2	2	0
Motor Oil	100	Mixture	Combustible Liquid IIIB	Liquid	2	1	0
Isopropyl Alcohol	100	67-63-0	Flammable Liquid I-B	Liquid	2	3	0
Hexane	100	110-54-3	Flammable Liquid I-B	Liquid	2	3	0
Methyl Ethyl Ketone	100	78-93-3	Flammable Liquid I-B	Liquid	2	3	0
Styrene Monomer	100	100-42-5	Flammable Liquid I-C, Class 2 Unstable (Reactive)	Liquid	2	3	2
Hydrochloric Acid	15-37	7647-01-0	Corrosive	Liquid	3	0	0
Sulfuric Acid	98	7664-93-9	Corrosive, Class 2 Water Reactive, Toxic	Liquid	3	0	0
Sulfuric Acid	12.7-50	7664-93-9	Corrosive, Class 1 Water Reactive, Toxic	Liquid	3	0	0
Sodium Hydroxide, aqueous	2-50	1310-73-2	Corrosive	Liquid	3	0	0
Propane	100	74-98-6	Flammable Liq. Gas	Liq. Gas	0	4	0
Acetylene	100	74-86-2	Flammable Com. Gas	Com. Gas	0	4	2
Oxygen, Compressed	100	7782-44-7	Oxidizer Com. Gas	Com Gas	0	0	0
Oxygen, Liquefied	100	7782-44-7	Oxidizer Cryo. Fluid	Cryogen	3	0	0
Nitrogen, Liquefied	100	7727-37-9	Inert Cryo. Fluid	Cryogen	3	0	0