



## City of Phoenix

FIRE DEPARTMENT  
FIRE PREVENTION

Dear Business Owner and/or Authorized Agent,

Due to the possible danger that facilities and locations that store, use, and handle hazardous materials can pose; an annual assessment fee is required by City of Phoenix Code. Enclosed is the Phoenix Fire Department's hazardous materials application packet, which is mandatory for businesses that store, transport on site, dispense, use, or handle hazardous materials to complete and submit. This application process is crucial in assisting your facility in compliance with fire code regulations and can afford you the ability to take a proactive approach to safety for first responders, your employees, and the community.

As part of the application process, an up-to-date inventory of all hazardous materials stored on your property, along with a site plan indicating the locations where these materials are stored or used, must be included. The inventory statement form (HMIS) is included in this packet. This information is vital for firefighters in responding effectively to hazardous materials incidents, thereby reducing risks to your employees, property, and the community.

This information will be used to process your annual hazardous materials assessment fee based on the types and quantities of hazardous materials on site. This annual assessment fee covers some of the hazardous materials operational permit fees but not all operational permits that may be required for your facility or location. After reviewing your application, the City of Phoenix will send an invoice for the annual fee based on your inventory.

Please electronically submit the application packet to [pdf.hmis@phoenix.gov](mailto:pdf.hmis@phoenix.gov).

Additional information and additional blank HMIS sheets may be found at:  
<https://www.phoenix.gov/fire/prevention/specialhazards>

If you have any questions or inquiries regarding the application, assessments, or inspection program, please contact the Fire Prevention Section at 602-262-6771 or [PFD.Prevention@phoenix.gov](mailto:PFD.Prevention@phoenix.gov).

Thank you for your cooperation in helping us provide for a safer community.

Sincerely,

A handwritten signature in black ink, appearing to read "John Mertens".  

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John Mertens, Fire Marshal



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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.

## The Customer Information Page - Part 1

### Sections 1 and 2 - Business & Billing Information

For business such as retailers with multiple store locations in the City of Phoenix, please include the store number or identifier 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 anticipated number of persons on site both day and night.
- Does the facility have an automatic sprinkler system? I
- Is the buildings fire alarm or sprinkler system monitored by a 3<sup>rd</sup> party company? Please provide the alarm monitoring company's name and phone number.
- Does the facility have a Key Box for emergency access?

### 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, this 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.



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FIRE PREVENTION

## 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:
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 <input type="checkbox"/> Part <input type="checkbox"/> None <input type="checkbox"/>	
SQ. Ft. Of Building:		Monitored: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of Floors:	Basement: Yes <input type="checkbox"/> No <input type="checkbox"/>	Monitoring Company Name:	
Persons on Site: Day	Night	Monitoring Company Phone:	
Copy of C of O	Yes <input type="checkbox"/> No <input type="checkbox"/>	FD Key Box: Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. EMERGENCY CONTACTS			
Primary Name:		24 Hr. Contact No.:	
Secondary Name:		24 Hr. Contact No.:	
5. RESPONSIBLE PARTY			
<p>In accordance with Phoenix Fire Code Section 5003.9.1, 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.</p>			
Name & Signature:		Title:	Date:
<p>Fire Prevention staff will review and process your application packet and inventory statement. A fire inspector may contact you for further information, clarification, or to schedule a site visit. Based on the information submitted and obtained through the review, the facility may be assigned a hazardous materials annual assessment fee group. This fee will be billed annually and will only cease upon the application and issuance of a hazardous materials facility closure permit. The annual assessment fee covers specific hazardous materials storage, transportation on site, dispensing, use, or handling operational permit fees.</p>			

Return the application, Hazardous Material Inventory Statement(s) & Site Plan To: [PFD.HMIS@PHOENIX.GOV](mailto:PFD.HMIS@PHOENIX.GOV)

Phoenix Fire Department - Community Risk Reduction Division - Fire Prevention Section  
150 S. 12th Street, Phoenix, AZ 85034  
Main Phone 602-262-6771

TTY users call 602-495-5555



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# Introduction to the Hazardous Material Inventory Statement (HMIS) - Part 2

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 Safety Data Sheets (**SDS**), product manufacturer information, and the Phoenix Fire Code located at: <https://www.phoenix.gov/fire/prevention/fire-code> (PHOENIX FIRE CODE Chapter 50 through 67).

### 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.



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FIRE DEPARTMENT  
FIRE PREVENTION

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

**Note:** The HMIS portion of this application must be submitted to the Fire Department as a PDF along with this packets application page, 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 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 diesel generator and /or diesel 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 associated 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: <https://www.phoenix.gov/fire/prevention/fire-code> (Phoenix Fire Code Chapters 50 through 67).
6. Determine the Physical State of a product. Most chemicals will be listed as a solid, liquid or gas. There are a few exceptions:
  - a. Aerosol products should be listed as "aerosol."
  - b. Propane, ammonia and chlorine should be listed as "liquefied gas."
  - c. Cryogenic fluids should be listed as "cryogen".
  - d. 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.



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FIRE DEPARTMENT  
FIRE PREVENTION

## 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





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### Site Plan Worksheet (Part 3) Instructions

The purpose of the site plan worksheet is to provide an overview of your facility for the fire department companies. When completed, this information will be available to the responding fire department apparatus in case of an emergency response to your facility.

Please complete the drawing using the following directions. Remember the clearer the drawing the more useful the information.

- Include all exterior and any SIGNIFICANT interior walls (i.e. firewalls, separations between office space and warehouse).
- Utilizing the symbols location on the bottom of the form include all pertinent information
- When drawing elevators and stairwells, please include what floors are serviced (B-2 = basement to 2<sup>nd</sup> floor); or 1-R = 1<sup>st</sup> floor to roof).
- In the upper right corner of the grid include appropriate fire diamond.
- Identify all significant hazardous material locations.
- Complete the section below with responsible party contact information.



