

## APPENDIX H

# HAZARDOUS MATERIALS MANAGEMENT PLAN (HMMP) AND HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS) INSTRUCTIONS

*The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance or legislation of the jurisdiction.*

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### User note:

**About this appendix:** Appendix H is intended to assist businesses in establishing a Hazardous Materials Management Plan (HMMP) and Hazardous Materials Inventory Statement (HMIS) based on the classification and quantities of materials that would be found on-site in storage or use. The sample forms and available Safety Data Sheets (SDS) provide the basis for the evaluations. It is also a companion to Sections 407.5 and 407.6, which provide the requirement that the HMIS and HMMP be submitted where required by the fire code official.

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### SECTION H101 HMMP

#### H101.1 Part A (see Example Format in Figure 1).

1. Fill out items and sign the declaration.
2. Part A of this section is required to be updated and submitted annually, or within 30 days of a process or management change.

#### H101.2 Part B—General Facility Description/Site Plan (see Example Format in Figure 2).

1. Provide a site plan on 8<sup>1</sup>/<sub>2</sub>-inch by 11-inch (215 mm by 279 mm) paper, showing the locations of all buildings, structures, outdoor chemical control or storage and use areas, parking lots, internal roads, storm and sanitary sewers, wells and adjacent property uses. Indicate the approximate scale, northern direction and date the drawing was completed.

#### H101.3 Part C—Facility Storage Map—Confidential Information (see Example Format in Figure 3).

1. Provide a floor plan of each building identified on the site plan as containing hazardous materials on 8<sup>1</sup>/<sub>2</sub>-inch by 11-inch (215 mm by 279 mm) paper, identifying the northern direction and showing the location of each storage and use area.
2. Identify storage and use areas, including hazard waste storage areas.
3. Show the following:
  - 3.1. Accesses to each storage and use area.
  - 3.2. Location of emergency equipment.
  - 3.3. Location where liaison will meet emergency responders.
  - 3.4. Facility evacuation meeting point locations.
  - 3.5. The general purpose of other areas within the building.

3.6. Location of all aboveground and underground tanks to include sumps, vaults, below-grade treatment systems, piping, etc.

3.7. Hazard classes in each area.

3.8. Locations of all Group H occupancies, *control areas*, and exterior storage and use areas.

3.9. Emergency *exits*.

### SECTION H102 HMIS

#### H102.1 Inventory statement contents.

1. HMIS Summary Report (see Example Format in Figure 4).
  - 1.1. Complete a summary report for each *control area* and Group H occupancy.
  - 1.2. The storage summary report includes the HMIS Inventory Report amounts in storage, use-closed and use-open conditions.
  - 1.3. Provide separate summary reports for storage, use-closed and use-open conditions.
  - 1.4. IBC/IFC Hazard Class.
  - 1.5. Inventory Amount [Solid (lb), Liquid (gal), Gas (cu ft, gal or lbs)].
  - 1.6. IBC/IFC *Maximum Allowable Quantity per control area* (MAQ). (If applicable, double MAQ for sprinkler protection and/or storage in cabinets. For wholesale and retail sales occupancies, go to Tables 5003.11.1 and 5704.3.4.1 of the *International Fire Code* for MAQs.)
2. HMIS Inventory Report (see Example Format in Figure 5).
  - 2.1. Complete an inventory report by listing products by location.
  - 2.2. Product Name.

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- 2.3. Components. (For mixtures specify percentages of major components if available.)
- 2.4. Chemical Abstract Service (CAS) Number. (For mixtures list CAS Numbers of major components if available.)
- 2.5. Location. (Identify the *control area* or, if it is a Group H occupancy, provide the classification, such as H-2 or H-3.)
- 2.6. Container with a capacity of greater than 55 gallons (208 L). (If product container, vessel or tank could exceed 55 gallons, indicate yes in column.)
- 2.7. Hazard Classification. (List applicable classifications for each product.)
- 2.8. Stored. (Amount of product in storage conditions.)
- 2.9. Closed. (Amount of product in use-closed systems.)
- 2.10. Open. (Amount of product in use-open systems.)

Facilities that have prepared, filed and submitted a Tier II Inventory Report required by the U.S. Environmental Protection Agency (USEPA) or required by a state that has secured USEPA approval for a similar form shall be deemed to have complied with this section.

### **SECTION H103 EMERGENCY PLAN**

1. Emergency Notification. (See Example Format in Figure 6.)
2. Where OSHA or state regulations require a facility to have either an Emergency Action Plan (EAP) or an Emergency Response Plan (ERP), the EAP or ERP shall be included as part of the HMMP.

### **SECTION H104 REFERENCED STANDARD**

ICC IBC—18 International Building Code H102.1

FIGURE 1  
HAZARDOUS MATERIALS MANAGEMENT PLAN  
SECTION I: FACILITY DESCRIPTION

1. Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

2. Person Responsible for the Business  
Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Emergency Contacts:

Name:	Title:	Home Number:	Work Number:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Person Responsible for the Application/Principal Contact:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

5. Principal Business Activity:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

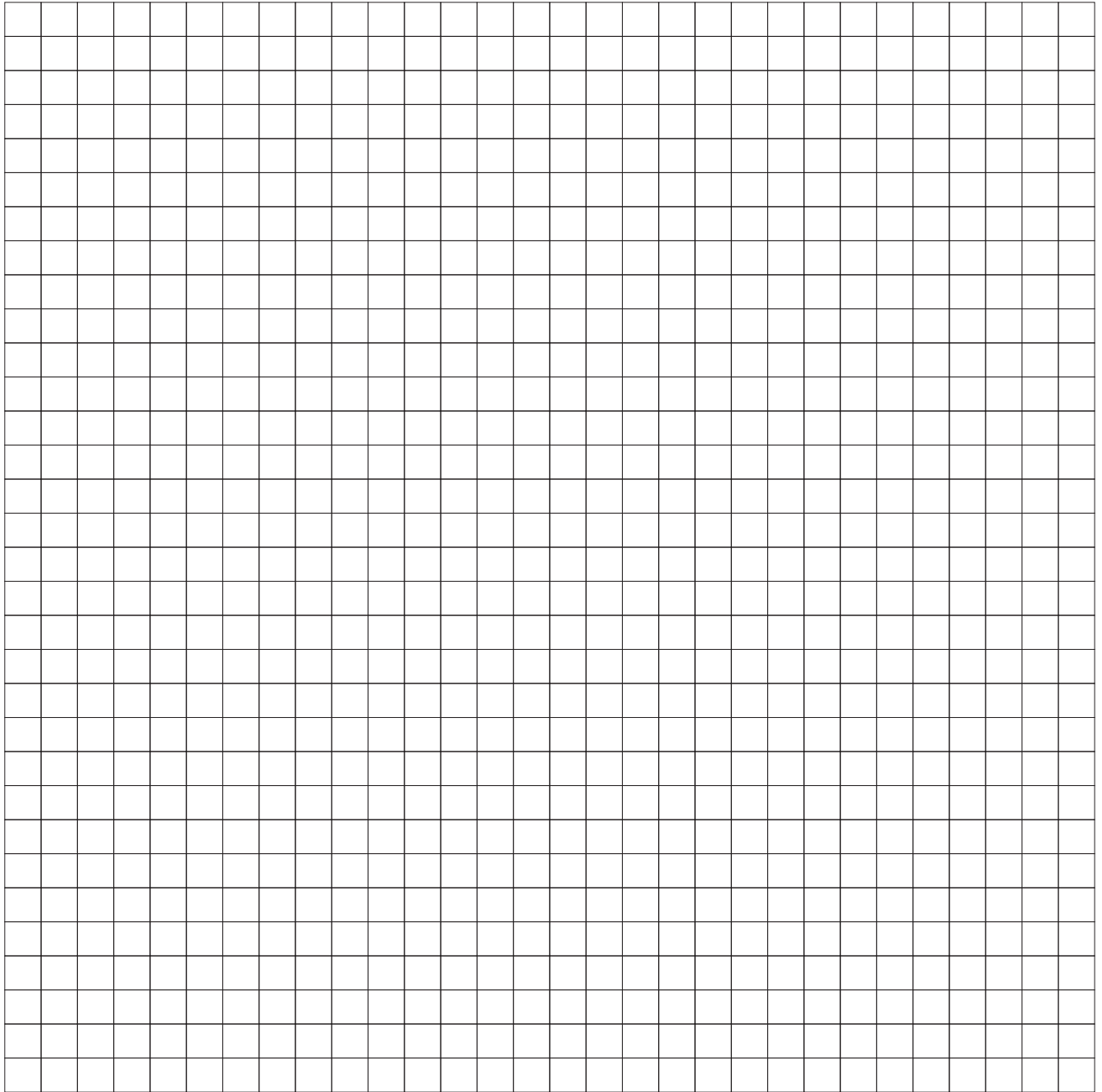
6. Number of Employees: \_\_\_\_\_

7. Number of Shifts: \_\_\_\_\_  
a. Number of Employees per Shift:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Hours of Operation: \_\_\_\_\_



**FIGURE 3**  
**HAZARDOUS MATERIALS MANAGEMENT PLAN SECTION I: FACILITY DESCRIPTION PART C—FACILITY MAP**



<b>Business Name</b>	<b>Date</b>
<b>Address</b>	<b>Page of</b>

**FIGURE 5**  
**SECTION II — HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS) INVENTORY REPORT**  
*(Sort Products Alphabetically by Location of Product and then Alphabetically by Product Name)*

Product Name (Components) <sup>c</sup>	CAS Number	Location <sup>a</sup>	Container > 55 gal <sup>b</sup>	Haz Class 1	Haz Class 2	Haz Class 3	Stored (lbs)	Stored (gal)	Stored (gas) <sup>d</sup>	Closed (lbs)	Closed (gal)	Closed gas <sup>d</sup>	Open (lbs)	Open (gal)
<b>ACETYLENE</b> (Acetylene gas)	74-86-2	Control Area 1		FLG	UR2				150					
<b>BLACK AEROSOL SPRAY PAINT</b> (Mixture)	Mixture	Control Area 1		A-L3			24							
<b>GASOLINE, UNLEADED</b> (Gasoline-Mixture) Methyl-t-Butyl-Ether-15% Diisopropyl Ether-7% Ethanol-11% Toluene-12% Xylene-11%	8006-61-9 1634-04-4 108-20-3 64-17-5 108-88-3 1330-20-7	Control Area 1		F1B				5						
<b>MOTOR OIL-10W40</b> (Hydrotreated Heavy Paraffinic Distillate-85%; Additives-20%)	64742-54-7 Mixture	Control Area 1		C3B				3						
<b>DIESEL</b> (Diesel-99-100%; Additives)	68476-34-6 Proprietary	Control Area 2	Yes	C2				225						
<b>TRANSMISSION FLUID</b> (Oil-Solvent-Neutral; Performance Additives)	64742-65-0	Control Area 2		C3B				3						
<b>OXYGEN, GAS</b> (Oxygen)	7782-44-7	H-3		OXG					5,000					

a. Identify the control area or, if it is a Group H occupancy, provide the classification, such as H-2, H-3, etc.

b. If the product container, vessel or tank could exceed 55 gallons, indicate yes in the column.

c. Specify percentages of main components if available.

d. In cubic feet, gallons or pounds.

**(This is an example; add additional hazard classes as needed.)**

**FIGURE 6  
HAZARDOUS MATERIALS MANAGEMENT PLAN  
SECTION III: EMERGENCY PLAN**

1. In the event of an emergency, the following shall be notified:

a. Facility Liaison

Name	Title	Home Number	Work Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b. Agency

Agency	Contact	Phone Number
Fire Department	_____	_____
LEPC	_____	_____
Other	_____	_____