



**CITY OF EL MIRAGE  
FIRE DEPARTMENT  
FIRE PREVENTION DIVISION**



**HAZARDOUS MATERIALS INVENTORY STATEMENT**

<b>1. BUSINESS &amp; BILLING INFORMATION</b>	
<b>Business Name:</b>	
<b>Address:</b>	<b>Billing Contact:</b>
<b>Building Number/Suite:</b>	<b>Billing Address:</b>
<b>City:</b> <b>State:</b> <b>ZIP:</b>	<b>Billing City:</b> <b>Billing State:</b>
<b>Business Telephone:</b>	<b>Billing ZIP:</b>
<b>Business Owner:</b>	<b>Billing Telephone:</b>
<b>Owner Contact Number:</b>	<b>Fax Number:</b>
<b>2. OCCUPANCY INFORMATION</b>	
<b>Sq. Ft. of Property:</b>	<b>Auto Sprinkler System:</b> Full <input type="checkbox"/> Part <input type="checkbox"/> None <input type="checkbox"/> Contact No.:
<b>Sq. Ft. of Building:</b> <b>Basement:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Occupancy Load:</b> Day (        ) Night (        )	<b>Monitored:</b> Yes <input type="checkbox"/> or No <input type="checkbox"/> , if yes, <b>Monitoring Company Name:</b> <b>Phone:</b>
<b>3. EMERGENCY CONTACTS</b>	
<sup>1</sup> <b>Primary Name:</b>	<b>24 Hr. Contact No.:</b>
<sup>2</sup> <b>Secondary Name:</b>	<b>24 Hr. Contact No.:</b>
<sup>3</sup> <b>Property Owner's Name:</b>	<b>24 Hr. Contact No.:</b>
<b>RESPONSIBLE OFFICIAL</b>	
In accordance with ELMFD Fire Code Section 2703.9.1, these persons shall aid in the fire department in preplanning emergency responses, identifying the locations where hazardous materials are located, have access to Material Safety Data Sheets 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.	
<b>FD Liaison Name:</b>	<b>Title:</b> <b>Contact No.:</b>
<b>Printed Name:</b> _____	
<b>Signature &amp; Date:</b> _____	
I declare that the information provided in the Hazardous Materials Permit Application and Hazardous Material Inventory Statement is true and correct:	

**RETURN THE SIGNED APPLICATION, HAZARDOUS MATERIAL INVENTORY STATEMENT(S) AND SITE PLAN TO:**

City of El Mirage, 12145 NW Grand Ave, El Mirage, Arizona 85335  
Phone: (623) 583-7968 Fax (623) 583-8257 TDD (623) 933-3258  
[www.cityofelmirage.org/fire](http://www.cityofelmirage.org/fire)



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## **FIRE DEPARTMENT**

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#### **INSTRUCTIONS**

The permit application has three parts: 1) Application, 2) Hazardous Material Inventory Statement, and 3) Site Plan. All three are required by the Fire Department. The following summarizes how to complete the application, the Hazardous Materials Inventory Statement and the Site Plan.

#### **COMPLETING THE APPLICATION**

##### **Part 1. Business and Billing Information**

For businesses such as retailers with multiple stores in the City of El Mirage, please note the store number in the business name. If the building address is the same as the billing address, the billing address fields do not need to be completed.

If permit fees are submitted to a corporate office that is different than the building address, please complete the billing address fields. The Fire Department will submit the required invoice to the billing address.

##### **Part 2. Occupancy Information**

Provide total square footage of property. Provide total square foot of building. Does the facility have a basement, yes or no? List the facility's occupancy load for day and night. Does the facility have an automatic sprinkler system available? If the facility's fire alarm is monitored, please provide the monitoring company's name and phone number.

##### **Part 3. Emergency Contacts**

Provide a primary and secondary emergency contact name and 24 hour contact number. Provide the property owner's name and 24 hour contact number.

##### **Part 4. Responsible Official**

In accordance with 2006 IFC Fire Code Section 2703.9.1.1, these persons shall aid in the fire department in preplanning emergency responses, identifying the locations where hazardous materials are located, have access to Material Safety Data Sheets 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.

#### **COMPLETING THE HAZARDOUS MATERIAL INVENTORY STATEMENT**

The Hazardous Material Inventory Statement (HMIS) documents the information required by the Fire Department for determining the applicable El Mirage Fire Code requirements.

Document hazardous materials that are stored or used indoors and outdoors at a given location on a separate HMIS. For example, if a business stores permitable quantities of a corrosive liquefied gas outdoors and flammable liquids indoors, the gases stored outdoors will be documented on one HMIS. A second HMIS will be prepared for the indoor storage.

When completing the quantity field, state the largest maximum quantity that may be on site.

A hazardous material shall be reported when:

- 1) The information is required to classify a building, occupancy or area in accordance with the El Mirage Fire Code or the International Building Code; or
- 2) The amount of hazardous material exceeds the permit quantities specified in the IFC.
- 3) The hazardous material has a Special Hazard or has a health, flammability or reactivity ranking or "4," "3," or "2" when classified in accordance with NFPA 704.



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#### **COMPLETING THE SITE PLAN**

The site plan should be prepared on the attached form. The drawing should illustrate the basic layout and orientation of the building, the locations where hazardous materials are stored and used indoors and outdoors, and the location of the fire sprinkler intake connection. Access gate locations and points of FD access such as doors should also be identified.

#### **COMPLETING THE HAZARDOUS MATERIAL INVENTORY STATEMENT (HMIS)**

##### **Introduction**

The Hazardous Material Inventory Statement (HMIS) documents the information required by the Fire Department for determining the applicable Fire Code requirements. ELMFD uses the information to establish tactical planning priorities for particular businesses. This information is inputted into the Fire Department's established tactical planning priorities for particular businesses. This information is inputted into the Fire Department's Computer Aided Dispatch system so that fire companies are aware of the hazardous materials at a given location.

##### **Electronic Submission**

The HMIS can be submitted to the Fire Department as an Excel spreadsheet or an Access database

##### **What should be included in the HMIS?**

When preparing the HMIS, include containers that are marked with US Department of Transportation (DOT) hazard labels such as "Flammable Liquid," "Corrosive," "Explosive," "Organic Peroxide" and the like. Materials that have a NFPA 704 hazard rating of "4", "3", or "2" or have special hazard ratings like water reactive (W), corrosive (COR) or oxidizer (OXY) should be included. Unless the contents are inert, all compressed gas cylinders marked with a DOT hazard label should also be included on the HMIS. Buildings that store pesticides, fungicides, or herbicides with a US Environmental Protection Agency warning label of "Danger" or "Warning" should be included.

##### **What can be excluded from the HMIS?**

Office supplies like copier toner or correction fluid. Cleaning products intended for consumer use. Inert compressed gases. Solder and solder flux.

##### **How are mixtures classified?**

Mixtures of products or products that are sold by a particular name (ex.: Number 4 Cleaner) require a review of the Material Safety Data Sheet to determine which chemical constituents represent the greatest hazard.



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## CLASSIFICATIONS OF COMMONLY STORED AND USED HAZARDOUS MATERIALS

CHEMICAL	CONC %	CAS No.	HAZARD 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	2
Trichloroisocyanuric Acid	100	87-90-1	Class 1 Oxidizer, Class 1 Unstable (Reactive); Toxic	Solid	3	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	2
Gasoline	100	8006-61-9	Flammable Liquid I-B, Irritant	Liquid	1	3	0
Diesel Fuel	100	Mixture	Combustible Liquid II	Liquid	0	2	0
Motor Oil	100	Mixture	Combustible Liquid IIIB	Liquid	0	1	0
Isopropyl Alcohol	100	67-63-0	Flammable Liquid I-B	Liquid	1	3	0
Hexane	100	110-54-3	Flammable Liquid I-B	Liquid	1	3	0
Methyl Ethyl Ketone	100	78-93-3	Flammable Liquid I-B	Liquid	1	3	0
Styrene Monomer	100	100-42-5	Flammable Liquid I-C, Class 2	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	2
Sulfuric Acid	12.7-50	7664-93-9	Corrosive, Class 1 Water Reactive Toxic	Liquid	3	0	1
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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## Hazardous Materials Inventory Statement - Product Details

Complete one form for each product or chemical and attach the corresponding MSDS to the form.

PRODUCT NAME \_\_\_\_\_

CAS NUMBER \_\_\_\_\_ DOT # \_\_\_\_\_

UN CLASSIFICATION \_\_\_\_\_

NFPA Hazard Code \_\_\_ H \_\_\_ F \_\_\_ R \_\_\_\_\_ Special Hazards

### PRODUCT DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UNITS IN STOCK \_\_\_\_\_ (Circle one) Gallons Liters Pounds Cubic Feet

AVG DAILY AMT \_\_\_\_\_ (Circle one) Gallons Liters Pounds Cubic Feet

MAX DAILY AMT \_\_\_\_\_ (Circle one) Gallons Liters Pounds Cubic Feet

Physical State (Circle all that apply) Pure Mixture Liquid Solid Gas

HAZARDS (Circle all that apply)

Fire Pressure Reactive Acute Chronic

STORAGE LOCATION (Be Specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Storage Temperature: (Circle most appropriate)

Ambient Greater than Ambient Less than ambient Cryogenic

Storage Pressure (Circle most appropriate)

Ambient Greater than Ambient Less than ambient



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**SITE PLAN WORKSHEET 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 is, the more useful the information.

- Include all exterior and any SIGNIFICANT interior walls (i.e. firewalls, separations between office space and warehouse).
- Utilize the symbols located 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 upper right corner of grid, include appropriate fire diamond.
- Identify all significant hazardous material locations.
- Complete the section below on responsible party contacts.

**RESPONSIBLE PARTY CONTACT INFORMATION**

**Address:** \_\_\_\_\_

**Primary Responsible Party:** \_\_\_\_\_

**24 Hr. Phone:** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Pager:** \_\_\_\_\_

**Secondary Responsible Party:** \_\_\_\_\_

**24 Hr. Phone:** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Pager:** \_\_\_\_\_

