

# Hazardous Materials Declaration Packet

## The City of Battle Ground Fire District 3



***Fire District 3***  
*"more than fire..."*

If you have any questions or comments regarding the information contained within, or if you need assistance interpreting these requirements, please contact:

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Fire District 3  
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## TABLE OF CONTENTS

<b>PURPOSE AND SCOPE</b> .....	2
<b>DEFINITIONS</b> .....	2
<b>INSTRUCTIONS</b> .....	3
<b>COMPLETING THE PACKET</b> .....	3
<b>HAZARDOUS MATERIALS DECLARATION</b> .....	4
<b>HAZARDOUS MATERIALS INVENTORY STATEMENT (INDOOR)</b> .....	5
<b>HAZARDOUS MATERIALS INVENTORY STATEMENT (OUTDOOR)</b> .....	6
<b>GUIDELINES FOR COMPLETING A HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS)</b> .....	7

### PURPOSE AND SCOPE

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The following declaration serves as a means to obtain information about hazardous materials that are stored, used, dispensed or handled. The information collected in this packet is reviewed to determine code compliance during the plan review and permitting process. The information is then retained by the Fire District 3 to serve as an inventory reference in the event of an emergency. Hazardous materials are regulated by the International Fire Code (IFC) as adopted by Battle Ground Municipal Code.

Within this packet you will discover a document entitled *Hazardous Material Declaration (HMD)*. This one page declaration shall be completed by a company representative and attached to each set of commercial development and/or construction plans that contain or have the potential to contain hazardous materials.

If it is determined while completing this form that the premises “does” meet or exceeds the exempt amounts, then a *Hazardous Material Inventory Statement (HMIS)* shall also be completed (IFC 5001.5.2) and must be submitted along with the Hazardous Materials Declaration (HMD).

As a result, the Fire Marshal’s Office may require your future application/plan submittals be certified by a Fire Protection Engineer (FPE) to ensure your project complies with the International Fire Code (IFC). This certification must include, a Hazardous Materials Management Plan (HMMP) per section 5001.5.1 of the IFC. The HMMP and HMIS shall be site specific.

### DEFINITIONS

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**Hazardous Materials.** Those chemicals or substances which are physical hazards or health hazards as defined and classified in this chapter, whether the materials are in usable or waste condition.

**Physical Hazard.** A chemical for which there is evidence that it is a combustible liquid, cryogenic fluid, explosive, flammable (solid, liquid, gas), organic peroxide (solid or liquid), oxidizer (solid or liquid), oxidizing gas, pyrophoric (solid, liquid or gas), unstable (reactive) material (solid, liquid or gas) or water-reactive material (solid or liquid).

**Health Hazard.** A classification of a chemical for which there is statistically significant evidence that acute or chronic health effects are capable of occurring in exposed persons. The term “health hazard” includes chemicals that are toxic, highly toxic and corrosive.

## **INSTRUCTIONS**

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The packet contains two distinct parts: Hazardous Material Declaration Form (HMD) and Hazardous Material Inventory Statement (HMIS).

All sections are required to be completed. Applicants that fail to conform as required will be refused a permit (IFC 105.2.1.) The City of Battle Ground has the right to revoke permits upon non-compliance. All permit fees are non- refundable.

## **COMPLETING THE PACKET**

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### **Step #1 - Hazardous Material Declaration**

Please read the requirements carefully. The Fire Marshal's Office may exercise the right to modify reporting requirements on a case by case basis.

Check the box that applies to your business, then sign and date the form. This form should be attached to the development and/or construction plans. Permits are required per Section 105 of the International Fire Code.

### **Step #2 (If Applicable) – Hazardous Material Inventory Statement (HMIS)**

Please read and follow the directions as stated. Every hazardous material that meets or exceeds the amounts indicated on the Hazardous Materials Declaration (HMD) Form shall be included on the Hazardous Materials Inventory Statement (HMIS). See the attached sheet “Guidelines for completing a Hazardous Materials Inventory Statement (HMIS)” for more detailed descriptions of the information that will be needed.

Document all hazardous materials that are stored or used indoors at a given location on a separate HMIS. Hazardous Materials stored outdoors will be documented on a separate HMIS.



# HAZARDOUS MATERIALS DECLARATION

A hazardous material plan review shall be required when the storage, use, dispensing or handling of hazardous materials **meets or exceeds** the following amounts as set forth by the International Fire Code, Section 105.

Type of Material	Amount	Type of Material	Amount
Combustible Liquids	25 gallons (inside) 60 gallons (outside)	Oxidizing Materials	Class
Corrosive Materials		Gases (including oxygen)	504 cubic feet
Gases	200 cubic feet	Liquids	4 Any Amount 3 1 gallon 2 10 gallons 1 55 gallons
Liquids	55 gallons	Solids	4 Any Amount 3 10 pounds 2 100 pounds 1 500 pounds
Solids	1000 gallons	Organic Peroxides	Class
Compressed Gas (Inert or simple asphyxiant)	6000 cubic feet	Liquids	I Any Amount II Any Amount III 1 gallon IV 2 gallons V No Permit Required
Cryogenic Fluids		Solids	I Any Amount II Any Amount III 10 pounds IV 20 pounds V No Permit Required
Flammable	1 gallon (inside) 60 gallons (outside)	Unstable (Reactive) Materials	Class
Inert	60 gallons (inside) 500 gallons (outside)	Liquids	4 Any Amount 3 Any Amount 2 5 gallons 1 10 gallons
Oxidizing (includes oxygen)	10 gallons (inside) 50 gallons (outside)	Solids	4 Any Amount 3 Any Amount 2 50 pounds 1 100 pounds
Physical/Health Hazard Not Mentioned	Any Amount (inside/outside)	Water-Reactive Materials	Class
Explosive Materials	Any Amount	Liquids	3 Any Amount 2 5 gallons 1 55 gallons
Flammable Materials		Solids	3 Any Amount 2 50 pounds 1 500 pounds
Gases (Except cryogenic fluids&LPG)	200 cubic feet		
Liquids	5 gallons (inside) 10 gallons (outside)		
Solids	100 pounds		
Solids (Magnesium)	10 pounds		
Highly Toxic Materials			
Gases	Any Amount		
Liquids	Any Amount		
Solids	Any Amount		
LP-Gas (Except R-3 Occupancies. See IFC)	Any Amount		
Pyrophoric Materials			
Gases	Any Amount		
Liquids	Any Amount		
Solids	Any Amount		
Toxic Materials			
Gases	Any Amount		
Liquids	10 gallons		
Solids	100 pounds		

**Check One**

- I declare this premise **DOES NOT** meet or exceed the amounts listed above. (A hazardous material plan review is not required, but this signed form shall be attached to each set of construction plans.)
  
- I declare this premise **DOES** meet or exceed the amounts listed above and I understand that a hazardous material plan review is required. All five sections of the Hazardous Materials Inventory Statement including this **signed** form shall be attached to each set of construction plans.



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# HAZARDOUS MATERIALS INVENTORY STATEMENT (INDOOR)

## INVENTORY

Product Name	Component (Solid, Liquid, Gas)	CAS Number	Location Where Stored or Used	Container Size	Hazard Classification	Amount in Storage	Amount in use-Closed Systems	Amount in use-Open Systems

Return this completed form with applicable Material Safety Data Sheets (MSDS) attached to the City of Battle Ground. Attach additional forms as

necessary. I declare the above information provided as a part of this Hazardous Materials Inventory Statement is true and correct.

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Name (Signature): \_\_\_\_\_

Date: \_\_\_\_\_



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# HAZARDOUS MATERIALS INVENTORY STATEMENT (OUTDOOR)

## INVENTORY

Product Name	Component (Solid, Liquid, Gas)	CAS Number	Location Where Stored or Used	Container Size	Hazard Classification	Amount in Storage	Amount in use-Closed Systems	Amount in use-Open Systems

Return this completed form with applicable Material Safety Data Sheets (MSDS) attached to the City of Battle Ground. Attach additional forms as

necessary. I declare the above information provided as a part of this Hazardous Materials Inventory Statement is true and correct.

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Name (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

## GUIDELINES FOR COMPLETING A HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS)

The following information is provided to assist in filling out the Hazardous Materials Inventory Statement (HMIS). The International Fire Code also provides detailed chapters and appendix material to assist in completing this form. Material Safety Data Sheets (MSDS) shall be available for all chemicals indicated and such MSDS shall be provided.

1. **Product Name.** This is the name of the product being utilized. The product name of the chemical can be found on the MSDS. The Chemical Name is the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry, or a name which will clearly identify a chemical for the purpose of conducting an evaluation.
2. **Component.** Indicate whether the chemical is stored or used in a solid, liquid, or gaseous state.
3. **Chemical Abstract Service (CAS) Number.** This is a number assigned to a product following testing and certification. This number must apply to the chemical or mixture as a whole. If a CAS number is not indicated on the MSDS, then indicate "Not Available" in the space. Do Not list CAS numbers for individual ingredients.
4. **Location Where Stored or Used.** Identify the locations or areas where the chemicals are being stored or used.
5. **Container Size.** Identify the size of containers the chemicals are stored in.
6. **Hazard Classification.** Chemicals presenting a hazard must be classified in accordance with each hazard type. **Health Hazard** is a classification of a chemical for which there is statistically evidence that acute or chronic health effects are capable of occurring in exposed persons. The term "health hazard" includes chemicals that are toxic, highly toxic, and corrosive. **Physical Hazard** is a chemical for which there is evidence that is a flammable or combustible liquid, cryogenic fluid, explosive, flammable (solid, liquid, or gas), organic peroxide (solid or liquid), oxidizer (solid or liquid), oxidizing gas, pyrophoric (solid, liquid, or gas), unstable (reactive) material (solid, liquid, or gas) or water-reactive material (solid or liquid). When listing chemicals, please group them by their hazard classification.
7. **Amount in Storage.** Identify the total amount of the chemical being stored.
8. **Amount in Use-Closed Systems.** Identify the use of a solid or liquid hazardous material involving a closed vessel or system that remains closed during normal operations where vapors emitted by the product are not liberated outside the vessel or system and the product is not exposed to the atmosphere during normal operations; and all uses of compressed gases. Examples of closed systems for solids and liquids include product conveyed through a piping system into a closed vessel, system or piece of equipment.
9. **Amount in Use-Open Systems.** Identify the use of solid or liquid hazardous material involving a vessel or system that is continuously open to the atmosphere during normal operations and where vapors are liberated, or the product is exposed to the atmosphere during normal operations. Examples of open systems for solids and liquids include dispensing from or into open beakers or containers, dip tank and plating tank operations.