



HAZARDOUS MATERIALS REPORTING HANDBOOK

"Protecting Your Future"



Fire Prevention Bureau

4814 Henry St., Norton Shores, MI. 49441

Business # 231 799 6809 Fax # 231 798 7302

"Protecting Your Future"

Dear Business Owner,

RE: Hazardous Materials Reporting Requirements

Section 14i of the Michigan Occupational Safety and Health Act (MI-OSHA) Act No. 154 P.A. of 1974 requires each fire chief prepare information on facilities within their jurisdiction in regards to hazardous chemicals. All BUSINESSES ARE REQUIRED TO PROVIDE INFORMATION – EVEN IF YOU HAVE NO REPORTABLE QUANTITIES.

To assist our department in fulfilling the requirements please complete the forms listed in the Hazardous Material Reporting Packet. To print or digitally fill in the PDF Hazardous Material Reporting Packet go to:

1. www.nortonshores.org
2. Department/Fire Department
3. Open the link Hazardous Material Reporting Handbook

REQUIRED FORMS FOR ALL BUSINESSES

1) HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS)

- a. IF YOU DO NOT HAVE REPORTABLE QUANTITIES – Complete the yellow section of the Hazardous Material Inventory Statement and **check the box labeled "NO REPORTABLE QUANTITIES" at the top of the form.**
- b. IF YOU HAVE REPORTABLE QUANTITIES – Complete Hazardous Materials Inventory Statement in its entirety. DO NOT RETURN MSDS OR SDS SHEETS.

- 2) **EMERGENCY CONTACT FORM** – In the event of an after hours emergency this information will be used to contact your company representative.

3) FLOOR PLANS

****NOTE THE NEEDED INFORMATION ON THE SAMPLE FLOOR PLAN****

- a. IF YOU DO NOT HAVE REPORTABLE QUANTITIES – Create a floor plan of your facility. An electronic PDF version is preferred, but a hand drawing is acceptable.
- b. IF YOU DO HAVE REPORTABLE QUANTITIES – An electronic PDF version is required marking the locations of the hazardous materials.

RETURNING FORMS

All forms must be returned within 30 days. If compliance is not met this information will be given MIOSHA for further enforcement. It's also advised to keep this information on file to reference for future updates. Forms can be returned three ways:

1. Email to hazmatreport@mcd911.net
2. Fax to the Fire Prevention Bureau at (231) 798-7302
3. Right Click to SAVE the PDF to your computer, fill out the form and click the Red Submit Form button on the Hazardous Material Inventory Statement (Must have Adobe Acrobat Reader or Pro to Submit this form).

If you have questions completing the forms the Norton Shores Fire Prevention Bureau can be reached at (231) 799-6809.

****If there are any changes to the information prior to our next requested update it's your responsibility to resubmit the information at that time.****

We thank you for your cooperation and look forward to hearing from you.

Protecting Your Future!

A handwritten signature in black ink that reads "Ted Karnitz". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Ted Karnitz
Fire Marshal
Norton Shores Fire Department

EMERGENCY CONTACT FORM

Information contained on this form is for Official Use Only
and is NOT FOR PUBLIC EYES

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

PRIMARY EMERGENCY CONTACT PERSON (During & **AFTER** Hours):

NAME: _____

TITLE: _____

HM ADDRESS: _____

HM PHN: _____ WK PHN: _____

CELL: _____ OTHER: _____

SECONDARY EMERGENCY CONTACT PERSON (During & **AFTER** Hours):

NAME: _____

TITLE: _____

HM ADDRESS: _____

HM PHN: _____ WK PHN: _____

CELL: _____ OTHER: _____

CONTINGENT EMERGENCY CONTACT PERSON (During & **AFTER** Hours):

NAME: _____

TITLE: _____

HM ADDRESS: _____

HM PHN: _____ WK PHN: _____

CELL: _____ OTHER: _____

CHECK ALL THAT APPLY:

Have Lock Box Have Monitored Fire Alarm Have Monitored Fire Suppression

(Add additional sheets if you would like to add additional people to this list.)

Name of Business
Address

"Sample Floor Plan"

Nearby St.

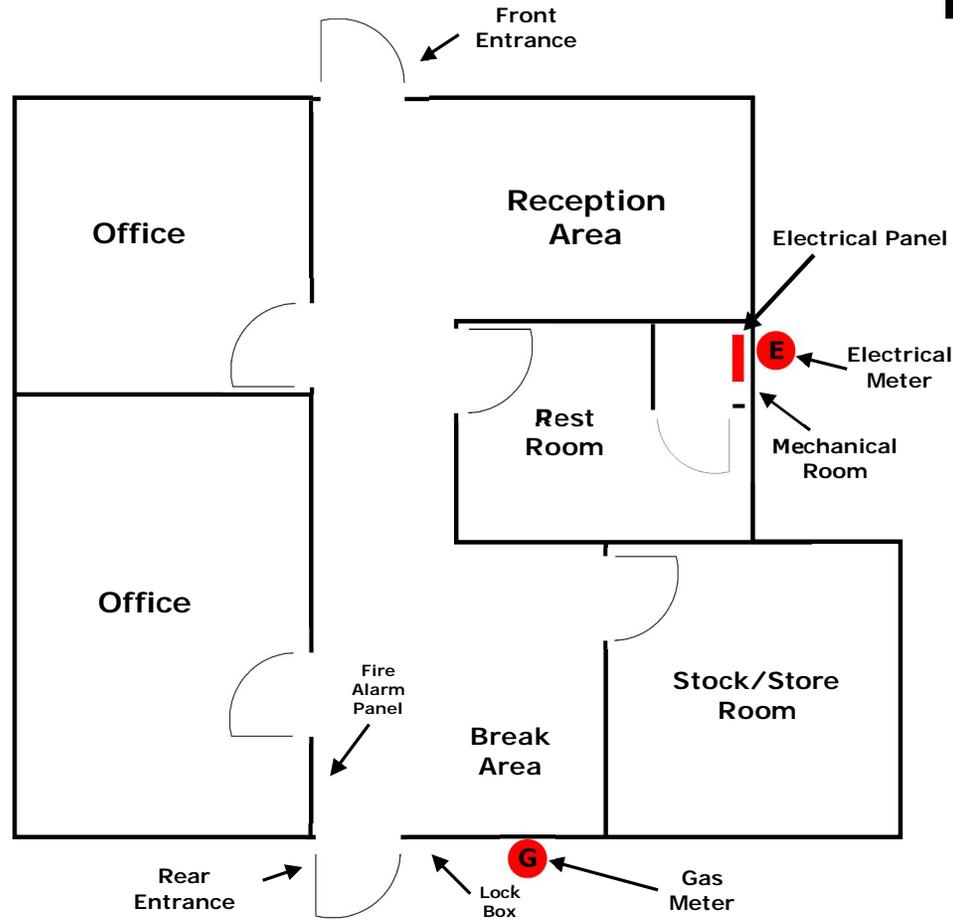


Must Have on drawings:

- Electrical meter & panel
- Gas meter
- Mechanical room location
- Name & address of business
- Floor for each floor of building
- North Orientation
- Nearby Street

ADDITIONAL IF APPLY

- Lock Box Location
- Sprinkler System and Valves
- Fire Alarm Panel
- Fire Department Connection
- HAZARDOUS Materials Location



This can be hand drawn or done on a computer (PDF).
If you have any questions, please contact our office @ 231 799 6809.

Drawn By:
John Smith
231 555 5555
Jan. 1, 2011