HAZARDOUS MATERIALS REPORTING INFORMATION HANDBOOK

"Protecting Your Future"

Last Revised: October 2014

START YOUR REPORTING PROCESS BY READING THIS PAGE FIRST. It will help you file properly. If you have questions about how to fill out the HMIS Document, please call the Norton Shores Fire Prevention Division at **231 799 6809.**

1. **REVIEW HMIS REPORTING GUIDEBOOK:** It contains definitions and reportable amounts that you'll need to complete the HMIS form.
2. **COMPILE YOUR MSDS DOCUMENTATION:** The Material Safety Data Sheet (MSDS) will provide you with most of the information you need for this reporting procedure. **DO NOT SEND MSDS's** to the fire department *unless specifically requested by the fire department*. Information not contained on the MSDS can be obtained from the manufacturer.
3. **SEPARATE YOUR MSDS DOCUMENTS** into categories listed on the Reportable Amounts Table (found in the HMIS reporting guidebook) Example: Flammable liquids, Corrosives, Cryogenics, etc.
4. **COMPLETE THE HMIS DOCUMENT:** Remember: You are reporting the MAXIMUM AMOUNT OF THE CATEGORY THAT IS ON HAND DURING THE CALENDAR YEAR. Directions are found in the HMIS Reporting Guidebook.
5. **IF YOU'RE NOT SURE HOW TO CLASSIFY** the chemical, review the definition found in the HMIS reporting guidebook for that chemical. If you still cannot determine how to classify the product, contact the manufacturer. Their info is on the MSDS.
6. **EXTREMELY HAZARDOUS SUBTANCES (EHS)**: You must report EHS's. If you're not sure if you have EHS's, you can check the list at this web site: http://www.michigan.gov/documents/deq/deq-ead-sara-ehslist_305998_7.pdf
7. **ONCE COMPLETED, SAVE A COPY OF THE FILE:** Save a copy of the HMIS form for your files.
8. **SURVEY THE FACILITY:** Create a floor plan that shows:

   Locations where reportable quantities of hazardous materials are stored, used or manufactured.

   Identify site specific features on a floor plan, including but not limited to:

Natural Gas Shut Off Location	Fire Alarm Panel
Electric Utility Shut Off Location	Fire Doors & Fire Walls
Fire Suppression Control Valves	Exit Doors

9. **PROVIDE THE FIRE DEPTARTMENT WITH AN ELECTRONIC FLOOR PLAN OF THE FACILITY:** The floor plan should reflect how to get in and out, as well as the items mentioned above. Note street names and north orientation of building on print.
10. **COMPLETE THE EMERGENCY CONTACT FORM**: This form is located in the back of the "*Hazardous Materials Reporting Handbook*". It is self-explanatory. Please be thorough. This information is used in the event we must contact a facility representative after normal operating hours. Send it electronically.
11. **PERMIT APPLICATION:** A fire inspector will review your HMIS form and the supporting documentation and will determine what permit, if any, will be required.

INSTRUCTIONS FOR COMPLETING THE HMIS DOCUMENT

Start in the upper left corner. Fill in all requested information.

1. **CHEMICAL NAME**: This is the chemical name of the product, not the trade name. (**Example**: Report "Gasoline", not "Shell Gas", or "Mobil Gas".)
2. **TRADE NAME**: This is the trade name of the product. (**Example**: Report "Thompson's Water Seal", not "Silicone").

   HOW TO REPORT MIXTURES: Mixtures of chemicals shall not be reported as each individual chemical in the mixture. Rather, report mixtures as a single product.
3. **FD HAZ CLASS**: This is the *Fire Department Hazard Classification Number*. It is the classification of the product as described in the section entitled: "Reportable Quantities". It defines the categories and helps to place chemicals in the proper hazard class number. The "Reportable Quantities" document identifies the Fire Department Hazard Class. The "Reportable Amounts Table" lists the "*trigger amounts"* for reporting that hazard class. (**Example**: You have 3 chemicals in FD Hazard Class "21". If the three chemicals together total *less than* 30 gallons, you do not have to report them. But if together they total 30 gallons or more, then you shall report them on this form.)
4. **EHS**: This stands for *Extremely Hazardous Substance* (EHS). If this is an EHS, it may be noted on the MSDS. To find a list of EHS's, go to: *http://www.michigan.gov/documents/deq/deq-ead-sara-ehslist_305998_7.pdf*
5. **D.O.T. UN/NA NUMBER**: This is a four-digit number that quickly identifies the specific or generic hazards of the product for emergency responders and handlers during the initial response phase of an emergency involving that product. The number is provided on the Material Safety Data Sheet (**MSDS**) for the product you are reporting. (**Examples**: 1017 – Chlorine, 1075 – LPG, 1744 – Bromine)
6. **C.A.S. NUMBER**: C.A.S. stands for Chemical Abstracts Service. ***Key Point*:** CAS numbers *identify the chemical*, but not its concentration or specific mixture.
7. **NFPA 704 NUMBER**: This is a nationally recognized standard adopted by the fire service that addresses the health, flammability, instability, and related hazards that are presented by short-term, acute exposure to a material under conditions of fire, spill, or similar emergencies.

   The system identifies hazards in three basic categories. They are: Health **(H)**, Flammability **(F)** and Instability (or Reactivity) **(R).** The hazard is graded on a scale of zero to four, with four being the most severe. This information can be found on the MSDS for the product.
8. **REPORTABLE QUANTITIES - AMOUNT ON SITE**: This is the total amount of product that will be stored, delivered, manufactured and or used on site during the calendar year. In other words, what is the largest amount of product you will have at any one time. Please list this amount in English measure and in the physical state (see next definition) that the product is in at normal temperature, time and pressure.

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INSTRUCTIONS FOR COMPLETING THE HMIS DOCUMENT

9. **PHYSICAL STATE OF MATERIALS**: Examples: Solid, Liquid, Gas, Powder, Cryogenic, etc.)

10. **LOCATION OF MATERIALS**: This refers to the physical location of where the product is used, manufactured or stored at this site. Please indicate if the product is located inside or outside. Also, provide a **scale drawing** of this site on 8.5" by 11" paper identifying the location(s), as well as an electronic version of the drawing in either "*.pdf" or "*.tiff" format. Any questions on this, please call the Fire Marshal.

    NOTE: The drawing should also include information such as: location of the fire alarm control panel (FACP), fire department connection (FDC), fire suppression system control valve room, Utility shut off locations, Fire Department Lock Box location and the location of the Inspector's Test Valve (ITV) for the fire sprinkler system.

NO REPORTABLE QUANTITIES: If the total amount of product you have is less than the amount required to report, please indicate by checking the appropriate box on the top of the HMIS form.

REPORTABLE QUANTITIES
DEFINITIONS OF REPORTABLE MATERIALS

Reportable Quantities shall be considered the *maximum amount* of material on site at any given time that *shall be reported to the fire department*. (Example: If a process uses one drum per month of material but that material is ordered at ten drums each time, then the maximum quantity would be the total amount contained in the ten drums.) Reportable amounts are listed on the table found near the end of this document. **NOTE:** *The definitions are filed alphabetically. The FD Hazard Class number precedes each definition.*

Aerosol: A product that is dispensed from an aerosol container by a propellant.

Anhydrous Ammonia: A compound formed by a combination of two gaseous elements, nitrogen and hydrogen, in the proportion of one part nitrogen to three parts hydrogen by volume. Anhydrous ammonia may be in either gaseous or liquid form. It is not to be confused with aqueous ammonia, which is a solution of ammonia gas in water.

Carcinogens: A chemical that is capable of causing cancer as defined by the International Agency for Research on cancer is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program, or is regulated by OSHA as a carcinogen.

Combustible: Able to catch fire and burn regardless of its auto-ignition point or whether it is a solid, liquid or gas.

Combustible Liquids: A liquid having a closed cup flash point at or above 100° F (38° C). Combustible liquids shall be subdivided as follows:

> **Class II:** Liquids having a closed cup flash point at or above 100° F (38° C) and below 140° F (60° C).
>
> **Class IIIA:** Liquids having a closed cup flash point at or above 140° F (60° C) and below 200° F (93° C).
>
> **Class IIIB:** Liquids having a closed cup flash point at or above 200° F (93° C).

Combustible Fibers: Readily ignitable and free burning fibers such as cotton, sisal, henequen, jute, hemp, tow, cocoa fiber, oakum, baled waste, baled wastepaper, kapok, hay, straw, excelsior, Spanish moss and other like material.

Compressed Gas: A material or mixture of materials which:

> 1. Is a gas at 68° F (20° C) or less at 14.7 psia (101 kPa) of pressure; and
>
> 2. Has a boiling point of 68° F (20° C) or less at 14.7 psia (101 kPa) which is either liquefied, non-liquefied or in solution, except those gases which have no other health- or physical-hazard properties are not considered to be compressed until the pressure in the packaging exceeds 41 psia (28 kPa) at 68° F (20° C).

The states of a compressed gas are categorized as follows:

> 1. Non-liquefied compressed gases are gases, other than those in solution, which are in a packaging under the charged pressure and are entirely gaseous at a temperature of 68° F (20° C).

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REPORTABLE QUANTITIES
DEFINITIONS OF REPORTABLE MATERIALS

Compressed Gas: The states of a compressed gas are categorized as follows: (Continued)

2. Liquefied compressed gases are gases that, in a packaging under the charged pressure, are partially liquid at a temperature of 68° F (20° C).

3. Compressed gases in solution are non-liquefied gases that are dissolved in a solvent.

4. Compressed gas mixtures consist of a mixture of two or more compressed gases contained in a packaging, the hazard properties of which are represented by the properties of the mixture as a whole.

Corrosive Gas: A gas that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the point of contact. A chemical shall be considered corrosive if, when tested on the intact skin of albino rabbits by the method described in DOT 49 CFR, Part 173, such chemical destroys or changes irreversibly the structure of the tissue at the point of contact following an exposure period of 4 hours. This term does not refer to action on inanimate surfaces.

Flammable Gas: A material which is a gas at 68°F (20°C) or less at 14.7 pounds per square inch atmosphere (psia) (101 kPa) of pressure [a material that has a boiling point of 68°F (20°C) or less at 14.7 psia (101 kPa)] which:

1. Is ignitable at 14.7 psia (101 kPa) when in a mixture of 13 percent or less by volume with air; or
2. Has a flammable range at 14.7 psia (101 kPa) with air of at least 12 percent, regardless of the lower limit. The limits specified shall be determined at 14.7 psi (101 kPa) of pressure and a temperature of 68°F (20°C) in accordance with ASTM E 681.

Non-Flammable Gas: Any compressed gas other than a flammable compressed gas.

Corrosive Liquids: Those acids, alkaline caustic liquids, and other corrosive liquids which, when in contact with living tissue, will cause severe damage to such tissue by chemical action; or in case of leakage, will materially damage or destroy other containers of other hazardous commodities by chemical action and cause the release of their contents; or capable of causing fire when in contact with organic matter or certain chemicals.

Corrosive Solid: A solid material that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the point of contact. A chemical shall be considered corrosive if, when tested on the intact skin of albino rabbits by the method described in DOT 49 CFR, Part 173, such chemical destroys or changes irreversibly the structure of the tissue at the point of contact following an exposure period of 4 hours. This term does not refer to action on inanimate surfaces.

Cryogenic Fluid: Any liquid having a boiling point lower than –130° F (-89.9° C) at 14.7 pounds per square inch atmosphere (psia) (an absolute pressure of 101.3 kPa).

Cryogenic Liquid (Flammable): A cryogenic fluid that is flammable in its vapor state.

Cryogenic Oxidizer: A cryogenic agent that releases oxygen and will easily combine with fuels to burn. It is a liquid only at very low temperatures.

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REPORTABLE QUANTITIES
DEFINITIONS OF REPORTABLE MATERIALS

Explosive & Blasting Agent:

> **Explosive:** A chemical compound, mixture or device, the primary or common purpose of which is to function by explosion. The term includes, but is not limited to, dynamite, black powder, pellet powder, initiating explosives, detonators, safety fuses, squibs, detonating cord, igniter cord, igniters and display fireworks, 1.3G (Class B, Special). The term "explosive" includes any material determined to be within the scope of USC Title 18: Chapter 40 and also includes any material classified as an explosive other than consumer fireworks, 1.4G (Class C, Common) by the hazardous materials regulations of DOT 49 CFR.
>
> **Blasting Agent:** A material or mixture consisting of fuel and oxidizer, intended for blasting provided that the finished product, as mixed for use or shipment, cannot be detonated by means of a No. test detonator when unconfined. Blasting agents are labeled and placarded as Class 1.5 material by US DOT.

Liquefied Natural Gas (LNG): A fluid in the liquid state composed predominantly of methane and which may contain minor quantities of ethane, propane, nitrogen or other components normally found in natural gas.

Liquefied Petroleum Gas (LPG): A material that is composed predominantly of the following hydrocarbons or mixtures of them: propane, propylene, butane (normal butane or isobutane) and butylenes.

Flammable Liquid: Any liquid having a closed cup flash point below 100° F (38° C). Flammable liquids are further categorized into a group known as Class I Liquids. The Class I category is subdivided as follows:

> **Class 1A:** Liquids having a flash point below 73° F (23° C) and having a boiling point below 100° F (38° C).
>
> **Class 1B:** Liquids having a flash point below 73° F (23° C) and having a boiling point at or above 100° F. (38° C).
>
> **Class 1C:** Liquids having a flash point at or above 73° F. (23° C) and below 100° F. (38° C).

Flammable Solid: A solid, except a blasting agent or explosive, capable of causing fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which has an ignition temperature below 212° F (100° C) or which burns so vigorously and persistently when ignited as to create a serious hazard.

Irritating Material: A chemical that is not corrosive, but causes a reversible inflammatory effect on living tissue by chemical action at the site of contact.

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Irritating Material: (Continued)

(a) For the purpose of Code of Federal Regulations Parts 170 through 189 of this subchapter, an irritating material is a liquid or solid substance which upon contact with fire or when exposed to air gives off dangerous or intensely irritating fumes, such as bromobenzylcyanide, chloracetophenone, diphenylamine chlorarsine, and diphenyl chlorarsine, but not including any poisonous material, Class A.

Organic Peroxide: An organic compound that contains the bivalent -O-O- structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms have been replaced by an organic radical. Organic peroxides can pose an explosion hazard (detonation or deflagration) or they can be shock sensitive. They can also decompose into various unstable compounds over an extended period of time.

Class I: Those formulations that are capable of deflagration but not detonation.

Class II: Those formulations that burn very rapidly and that pose a moderate reactivity hazard.

Class III: Those formulations that burn rapidly and that pose a moderate reactivity hazard.

Oxidizing Gas: A gas that can support and accelerate combustion of other materials.

Oxidizer: A material that readily yields oxygen or other oxidizing gas, or that readily reacts to promote or initiate combustion of combustible materials. Examples of other oxidizing gases include bromine, chlorine and fluorine.

Class 1: An oxidizer whose primary hazard is that it slightly increases the burning rate but which does not cause spontaneous ignition when it comes in contact with combustible materials.

Class 2: An oxidizer that will cause a moderate increase in the burning rate or that causes spontaneous ignition of combustible materials with which it comes in contact.

Class 3: An oxidizer that will cause a severe increase in the burning rate of combustible materials with which it comes in contact or that will undergo vigorous self-sustained decomposition due to contamination or exposure to heat.

Class 4: An oxidizer that can undergo an explosive reaction due to contamination or exposure to thermal or physical shock. In addition, the oxidizer will enhance the burning rate and can cause spontaneous ignition of combustibles.

Poison: Toxic liquid or solid substance that is a hazard to health.

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REPORTABLE QUANTITIES
DEFINITIONS OF REPORTABLE MATERIALS

Pyrophoric: A material that will spontaneously ignite in air at or below a temperature of 130^{o}F.

Radioactive: Any material or combination of materials that spontaneously release ionizing radiation.

Spontaneously Combustible Material: A material that may ignite by the heat produced through chemical action of its own components.

Toxic Material: A chemical falling within any of the following categories:

> A chemical that has a median lethal dose (LD 50) of more than 50 milligrams per kilogram, but not more than 500 milligrams per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each, ***or,***
>
> A chemical that has a median lethal dose (LD 50) of more than 200 milligrams per kilogram but not more than 1,000 milligrams per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each, ***or,***
>
> A chemical that has a median lethal concentration (LC 50) in air of more than 200 parts per million but not more than 2,000 parts per million by volume of gas or vapor, or more than 2 milligrams per liter but not more than 20 milligrams per liter of mist, fume or dust, when administered by continuous inhalation for 1 hour (or less if death occurs within 1 hour) to albino rats weighing between 200 and 300 grams each.

Highly Toxic Material: A material that produces a lethal dose or lethal concentration that falls within any of the following categories:

> 1. A chemical that has a median lethal dose (LD 50) of 50 milligrams or less per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.
>
> 2. A chemical that has a median lethal dose (LD 50) of 200 milligrams or less per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each.
>
> 3. A chemical that has a median lethal concentration (LC 50) in air of 200 parts per million by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume or dust, when administered by continuous inhalation for one hour (or less if death occurs within 1 hour) to albino rats weighing between 200 and 300 grams each.

Mixtures of these materials with ordinary materials, such as water, might not warrant classification as highly toxic. While this system is basically simple in application, experienced, technically competent persons shall perform any hazard evaluation that is required for the precise categorization of this type of material.

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REPORTABLE QUANTITIES
DEFINITIONS OF REPORTABLE MATERIALS

Unstable (Reactive) Material: Substances capable of rapidly undergoing chemical changes or decomposition. Materials that polymerize, decompose, condense or become self-reactive when exposed to air, water, heat, shock or pressure.

Class 2: Materials that readily undergo violent chemical change at elevated temperatures and pressures.

Class 3: Materials that, in themselves, are capable of detonation or explosive decomposition or explosive reaction, but that require a strong initiating source or that must be heated under confinement before initiation.

Class 4: Materials, that in themselves are, readily capable of detonation or explosive decomposition or explosive reaction at normal temperatures and pressures.

Water Reactive Material: A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Class 2: Materials that are capable of forming potentially explosive mixtures with water.

Class 3: Materials that react explosively with water without requiring heat or confinement.

REPORTABLE AMOUNTS TABLE

(EFFECTIVE: JANUARY 2010)

REPORTABLE QUANTITIES OF HAZARDOUS MATERIALS (Quantities equal to or greater than listed)			
FD HAZ CLASS	**MATERIAL**	**HOW or WHERE MATERIAL IS STORED OR USED**	**REPORTABLE AMOUNT**
1	AEROSOLS: LEVEL 2 OR 3		500 LBS.
2	ANHYDROUS AMMONIA (Corrosive Gas)		200 Cu. Ft.
3	CARCINOGENS		Any Amount
4	COMBINATION FLAMMABLE LIQUIDS	Inside	5 Gallons
		Outside	10 Gallons
	COMBUSTIBLE LIQUIDS		
5	CLASS II	Inside / Outside	25 Gal. / 60 Gal.
5A	CLASS III-A	Inside / Outside	25 Gal. / 60 Gal.
5B	CLASS III-B		3,300 Gallons
6A	COMBUSTIBLE FIBER (Loose)	Loose	20 cu.ft.
6B	COMBUSTIBLE FIBER (Baled)	Baled	100 cu.ft.
	COMPRESSED GASES		
7A	CORROSIVE		200 cu.ft
7B	FLAMMABLE (Except: Cryogenic Fluids & Liquid Petroleum Gases		200 cu.ft
7C	HIGHLY TOXIC		Any Amount
7D	INERT & SIMPLE ASPHYXIANT		6,000 cu.ft.
7E	OXIDIZING (Including Oxygen)	Liquefied / Gaseous	504 cu.ft.
7F	TOXIC		Any Amount
7G	NON-FLAMMABLE GAS		100 Gals. Water Cap.
8A	CORROSIVE LIQUIDS		55 Gallons
8B	CORROSIVE SOLIDS		500 LBS.
	CRYOGENIC FLUIDS		
	TYPE OF CRYOGENIC FLUID		
9A	Flammable	Inside / Outside	> 1 Gal. / 60 Gals.
9B	Inert	Inside / Outside	60 Gals / 500 Gals.
9C	OXIDIZING (Including Oxygen)	Inside / Outside	10 Gals. / 50 Gals.
9D	Physical or health hazard not indicated above	Inside / Outside	Any Amount
10	EXPLOSIVE & BLASTING AGENTS: (Not including Class "C" explosive)		Any Amount
11	LIQUEFIED NATURAL GAS		5 Gallons
12	LIQUEFIED PETROLEUM GAS		5 Gallons

REPORTABLE AMOUNTS TABLE

(EFFECTIVE: JANUARY 2010)

REPORTABLE QUANTITIES OF HAZARDOUS MATERIALS (Quantities equal to or greater than listed)			
FD HAZ CLASS	**MATERIAL**	**HOW or WHERE MATERIAL IS STORED OR USED**	**REPORTABLE AMOUNT**
	FLAMMABLE LIQUIDS		
13A	CLASS 1-A		5 GALLONS
13B	CLASS 1-B		5 GALLONS
13C	CLASS 1-C		5 GALLONS
14	Flammable Solid		25 lbs
15L	IRRITATING MATERIAL (Liquid)		1,000 GAL.
15S	IRRITATING MATERIAL (Solid)		500 LBS.
	ORGANIC PEROXIDES		
16L-1	CLASS I	Liquid	Any Amount
16L-2	CLASS II		Any Amount
16L-3	CLASS III		1 Gallon
16L-4	CLASS IV		2 Gallons
16S-1	CLASS I	Solid	Any Amount
16S-2	CLASS II		Any Amount
16S-3	CLASS III		10 lbs.
16S-4	CLASS IV		20 lbs.
	OXIDIZERS		
7E	OXIDIZING GAS		504 CU. FT. @ NTP
17L-4	CLASS 4	Liquid	Any Amount
17L-3	CLASS 3		1 Gallon
17L-2	CLASS 2		10 Gallons
17L-1	CLASS 1		50 Gallons
17S-4	CLASS 4	Solid	Any Amount
17S-3	CLASS 3		10 lbs.
17S-2	CLASS 2		100 lbs.
17S-1	CLASS 1		500 lbs.
18L	Poison	Liquid	50 Gals.
18S		Solid	500 lbs.
19G	Pyrophoric	Gases	10 cu.ft. @ NTP
19L		Liquid	Any Amount
19S		Solid	Any Amount
20	Radioactive Material		Any Amount
21	SPONTANEOUSLY COMBUSTIBLE MATERIAL		100 LBS.

REPORTABLE AMOUNTS TABLE

(EFFECTIVE: JANUARY 2010)

REPORTABLE QUANTITIES OF HAZARDOUS MATERIALS (Quantities equal to or greater than listed)			
FD HAZ CLASS	**MATERIAL**	**HOW or WHERE MATERIAL IS STORED OR USED**	**REPORTABLE AMOUNT**
TOXIC MATERIAL			
22S	Toxic Material	SOLID	100 lbs.
22L		LIQUID	10 Gals.
22G		GAS	Any Amount
HIGHLY TOXIC MATERIAL			
23S	Toxic Material (Highly)	SOLID	10 lbs.
23L		LIQUID	10 Gals.
23G		GAS	Any Amount
UNSTABLE (REACTIVE) MATERIAL			
24L-1	CLASS 1	Liquid	10 Gals.
24L-2	CLASS 2		5 Gals.
24L-3	CLASS 3		Any Amount
24L-4	CLASS 4		Any Amount
24S-1	CLASS 1	Solid	100 LBS.
24S-2	CLASS 2		50 LBS.
24S-3	CLASS 3		Any Amount
24S-4	CLASS 4		Any Amount
WATER REACTIVE MATERIAL			
25L-1	CLASS 1	Liquid	55 Gals
25L-2	CLASS 2		5 Gals
25L-3	CLASS 3		Any Amount
25S-1	CLASS 1	Solid	500 Lbs
25S-2	CLASS 2		50 Lbs
25S-3	CLASS 3		Any Amount

EMERGENCY CONTACT FORM

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

DIRECTIONS:

This information is being requested to update our files. Please *"…provide a current list of emergency contacts who will respond to the premises in the event of an emergency, or to reset or deactivate the alarm system, or who could contact the alarm user if the alarm user is not at the scene."* In the event of an emergency at your location, the fire department would be able to access this information and make timely contact with you or one of your employees.

When filling out this form, please do the following:

- Make a copy of the blank form. Then set the original aside.
- Fill out the blank copy with the information requested. *Please list key holders that will respond if required by the Fire Department in case of emergency.* The more information provided, the sooner the fire department can contact you in the event of an emergency.
- Fax the form, to our office at **231 798 7302**, or Email it to: **hazmatreport@mcd911.net**. (If you cannot fax or email it, make a copy of the completed form. Place one completed copy in an envelope and mail it to our office.
- After you have provided a copy to this office, take the completed copy and the blank original and file it away until next year. At that time, review the information for any changes. If any changes have been made, make a copy of the blank form, fill in the changes and e-mail or fax it to our office.
- If you have a Lock Box and change keys, you must contact our office.
- If you have any questions, please contact the fire department office.

Name of Business
Address

"Sample Floor Plan"

Nearby St.

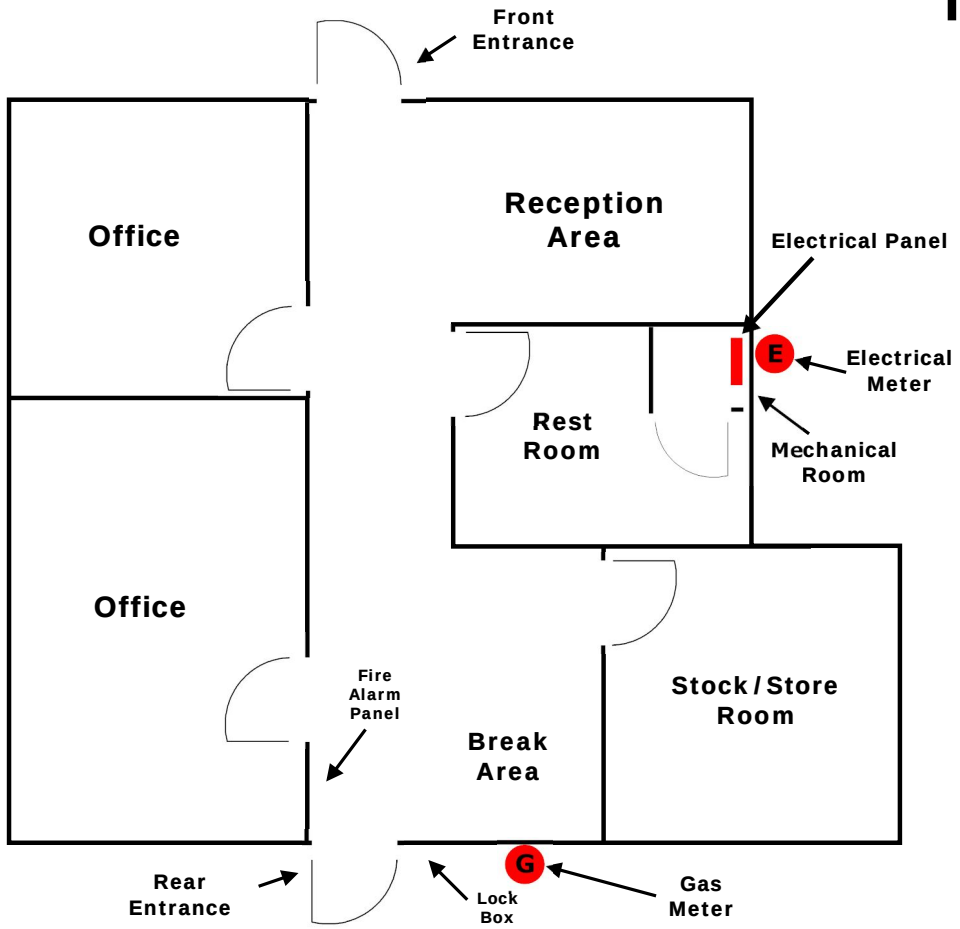
N

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

DATE INFO ENTERED:	Jan. 8, 2012	**INFO EXPIRES:**	*Jan. 8, 2015*	***REPORT INFORMATION EXPIRES:***	***3 YEARS AFTER SUBMITTAL***
INFO ENTERED BY / CONTACT PERSON:				**DAYTIME CONTACT PHONE:**	
CONTACT PERSON E-MAIL ADDRESS:				**P.F. #:**	–
FACILITY NAME:				**FACILITY ADDRESS:**	
FACILITY PHONE:				**FACILITY:**	
HMIS Document Version:	***January 2010***			**If you have *No Reportable Quantities*, please enter an "X" in this box:**	

INFORMATION CONTAINED IN THE SHADED AREAS ARE FOR EXAMPLES ONLY. IT DOES NOT REPRESENT ANY PRODUCT THAT IS, OR MAY BE, ON-SITE AT THIS LOCATION.						NFPA 704 (No. 1-4)			REPORTABLE QUANTITIES AMOUNT ON SITE			PHYSICAL STATE OF MATERIAL						LOCATION
CHEMICAL NAME	**TRADE NAME**	**FD HAZ CLASS.**	**EHS**	**DOT UN/NA No.**	**C.A.S. No.**	**H**	**F**	**R**	**GALS**	**LBS**	**CU. FT**	**LIQ**	**SOL**	**GAS**	**GRAN**	**PWDR**	**CRYO**	**INSIDE / OUTSIDE / BOTH (IDENTIFY LOCATIONS ON SITE DRAWING)**
Ethyl Alcohol	Ethanol	15		1170	64-17-5		3	0	500			x						(I) Room A
Hydrogen Cyanide	Hydrogen Cyanide	36	X	1051	74908	4	4	2	30			x						(O) Shed