



Hazardous Materials Inventory Statement (HMIS) Instructions for Completion

General Instructions: Please type or *legibly* print out all available information. Each numbered item corresponds to a line or space on the Hazardous Materials Inventory Statement (HMIS). Most of the requested information can be found on the Material Safety Data Sheet (MSDS) for the applicable material.

This form is incomplete without Page 1, Cover Sheet, including signature

1. **Business Name:** Enter the name of the business occupying the site for which the inventory is being submitted.
2. **Fire Department Reference #:** Leave blank, this is for Fire Department use only. Leave blank.
3. **Permit #:** Enter the City of Mesa Building Safety Department permit number, if applicable.
4. **Address:** Enter the physical street address of the business occupying the site for which the inventory is being submitted. Include direction (E, W, N, or S), street type (Ave., Cir, etc.)
5. **Bldg. #:** Enter the building and/or suite number(s).
6. **Control Area:** Enter control area location.
7. **Location on Site:** Enter the exact location of hazardous materials on site (inside, outside, cabinets, storage rooms, etc) (for example, inside the building on the second floor in the northwest corner cabinets or outside the building on the east corner in the storage cabinets, etc)
8. **#:** Enter the number, for example 1, 2, 3, etc., in numerical order.
9. **Chemical Name and Concentration:** List each material by its chemical name. If material is a mixture (more than one component), list brand name, and enter “mixture” into the CAS # space (for mixtures, do not enter all components; information will be for the hazard of the material material’s hazard as a whole.
10. **CAS #:** Enter the Chemical Abstract Service (CAS) number for the material, for example chlorine=7782-50-5. For mixtures, (more than one component) write enter “mixture”



11. **Use Amount (Open/Closed):** “Use” is defined as placing a hazardous material into action including solids, liquids, and gases. Enter the use amount in the appropriate field for the following:
 - Use (Open System): If use of a solid or liquid hazardous material in a vessel/system is continuously open to the atmosphere during normal operations and where the vapors are liberated or the product is exposed to the atmosphere during normal operations, for example, plating tanks or automotive parts washers.
 - Use (Closed System): If vapors are not emitted outside the vessel/system during normal operations and if the product is not exposed to the atmosphere during normal operations and all uses of compressed gases, for example fuel transfer and medical gas piping.
12. **Storage Amount:** Enter the average maximum total quantity **stored** at one time. This does not include the amount that is “in use”.
13. **Outdoor Amount:** Enter the total amount of hazardous materials outside building(s), both in storage and in use.
14. **Hazard:** The Mesa Fire Code (MFC) Hazard Classification. Enter the MFC Hazard Classification If the material has a physical and/or a health hazard, enter (by code) all the types of hazards that apply. See Table 1 on next page for applicable codes. Some materials may have multiple hazards, both physical and health related. For example, enter Example: chlorine = OLG/COR/TOX for chlorine.
15. **Physical State:** Indicate the physical state by entering whether the material is pure (P), a mixture (M), solid (S), liquid (L), or gaseous (G). Include all that apply. For example, if material is present in both liquid and gaseous form, indicate enter L/G.
16. **NFPA 704©:** Provide the numbered hazard values by entering (0-4) for each hazard presented by the material corresponding to the NFPA© 704 hazard diamond; (H) health, (F) fire, (R), reactivity, and (SP) special hazards present. Special hazards include oxidizer (OX), corrosive.
17. **DOT I.D:** Enter four-digit Department of Transportation hazard number for material. Example: chlorine 1017.
18. **DOT Hazard:** Enter the Department of Transportation hazard class code for material. For example, enter 2.3 for: chlorine = 2.3
19. **Storage Type:** Enter the type of container(s) material is primarily stored in. List all that apply using the letter code found in Table 2 below.
20. **Units:** Enter the unit of measurement used for the material (pounds, gallons, grams, feet, etc.)
21. **Chemical Hazards:** Indicate all hazards presented by the material, both physical: fire (F), pressure (P), reactivity (R), and then enter the health effect(s), either; acute (A), or chronic (C).



Business Name: 1. Your Business Name Fire Dept. Reference # 2. Permit # 3.

Address: 4. 1234 E. Your St. Bldg. #: 5. Control Area: 6. Location on Site: 7.

8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21.

#	Chemical Name and Concentration	CAS #	Use Amount		Storage Amount	Outdoor Amount	Hazard Physical (P) or Health (H)	Physical State	NFPA 704				DOT ID	DOT Hazard	Storage Type	Units	Chemical Hazards
			Open	Closed					H	F	R	O					
1	Isopropanol Anhydrous, 99%	000067-63-0	0	0	400 gal	55 gal	F1A/CAR	Liquid	1	3	0	-	1219	3	D	12	F/C
2	Sulfuric Acid, 98%	7664-93-9	0	0	200 gal	0	WR1/COR/TOX	Liquid	3	0	2	W	1830	8	D	12	R/AC
3	Sodium Fluoride	7681-49-4	0	0	50 lbs	0	IRR/TOX	Solid	3	0	0	-	1690	6.1	I	22	R/A
4	Safety Wash	NONE	0	0	1 gal	0	CL2/IRR	Liquid	0	1	0	-	UNK	3	D	12	None
5	Hydraulic Oil –Blend	NONE	0	0	55 gal	55 gal	CI2IRR/F1C	Liquid	-	-	-	-	NA	D	D	12	F/C
	Zinc Diakylidithiophosphate	68-649-42-3	-----	-----	-----	-----	UR4	Liquid	2	1	0	-	NA	D	D	12	F/C
	Vinyl Acetate	108-05-4	-----	-----	-----	-----	F1B/UR2/IRR	Liquid	2	3	2	-	NA	D	D	12	F/C
6	Acetylene	74-86-2	0	0	40 cu ft	20 cu ft.	FG/UR4	Gas	1	4	2	-	1001	I	L	15	F/AC