



### Hazardous Materials Management Plan Short Form Instructions

Business Name: \_\_\_\_\_ BSD Permit # \_\_\_\_\_ Reference #: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

- Attach a site plan or floor plan showing storage of hazardous materials, the hazard classes, and the various states (gases, liquids, and solids) of the chemicals.
- Attach completed Hazardous Materials Inventory Statements and Material Safety Data Sheets.
- Explain how your hazardous materials are used and describe the process(es).
- Complete the attached General Information Form.
- Provide information on how your hazardous materials will be stored.
- Explain in writing how your hazardous materials are handled safely.
- Describe security measures that will be followed.
- Provide a description of your employee(s) training, regarding proper handling and emergency response.
- Indicate on site plan/floor plan/maps where placards and warning signs are posted.
- Provide documentation on how you properly dispose of your hazardous materials (including hazardous waste).
- If you have any questions, you may call the Inspections Division of the Building Department at 480 644-4273.
- If you have any questions for Fire Prevention, you may call 480 644-2622.