

ARE YOU REQUIRED TO COMPLETE THE FOLLOWING FORMS?

If a facility does not exceed the following maximum thresholds, complete Hazardous Materials General Information form only and do not continue beyond page 3:

The **Hazardous Materials Inventory Statement (HMIS)** and **Hazardous Materials Management Plan (HMMP)** are required by 2024 International Building Code (IBC), Section 414 and International Fire Code (IFC), 2024 Chapter 50, and shall be provided when requested by the City of Mesa (COM) or the business exceeds the maximum reportable criteria outlined below for hazardous materials:

- **Corrosives:** Gas: 200 cubic feet; Liquid: greater than (>) 55 gal.; Solid: > 1000 lbs.
- **Explosives:** Any amount including operational processes
- **Flammables & Combustible:**
 - ❖ Liquid: Class I, > 5 gal. inside & > 10 gal. outside; Class II & Class IIIA, > 25 gal. inside & 60 gal. outside (aggregate)
 - ❖ Solid: 100 pounds
 - ❖ Gas: 200 cubic feet at normal temperature and pressure (NTP) to include residential liquid oxygen delivery; for Liquid Petroleum Gases (LPG) see IFC 6101 and cryogenic fluids see IFC 5501
- **Highly toxic materials:** Any amount
- **Oxidizers:**
 - ❖ Gas: 504 cubic feet (including Oxygen)
 - ❖ Liquid: Class 1, > 55 gal.; Class 2, > 10 gal.; Class 3, > 1 gal.; Class 4, any amount
 - ❖ Solid: Class 1, > 500 lbs.; Class 2, > 100 lbs.; Class 3, > 10 lbs.; Class 4, any amount
- **Organic Peroxide:**
 - ❖ Liquid: Class I & II, any; Class III, > 1 gal., Class IV, > 2 gal., Class V, N/A
 - ❖ Solid: Class I & II, any; Class III, > 10 lbs., Class IV, > 20 lbs., Class V, N/A
- **Pyrophoric:** Any amount.
- **Toxic:** Gas: Any amount; Liquid: > 10 gal. Solid: > 100 lbs.
- **Unstable Materials:**
 - ❖ Liquid: Class 1, > 10 gal.; Class 2, > 5 gal.; Class 3 & 4, any amount
 - ❖ Solid: Class 1, > 100 lbs.; Class 2, > 50 lbs.; Class 3 & 4, any amount
- **Water Reactive:**
 - ❖ Liquid: Class 1, > 55 gal.; Class 2, > 5 gal.; Class 3, any amount
 - ❖ Solid: Class 1, > 500 lbs.; Class 2, > 50 lbs.; Class 3, any amount
- **Any hazardous materials used in processes:** for example - spray painting, dipping, coating, or injected through piping, tubing, etc.

Please direct any questions to the following organizations:

- New business or construction changes: Development Services Department, (480) 644-4273
- Existing business: Mesa Fire Prevention, (480) 644-2622

The City of Mesa Development Services and Fire & Medical Department do not distribute proprietary, or trade secret information provided in the following documents.

If ANY control area stores, uses, or handles hazardous materials above these provided thresholds, complete subsequent documents.

Hazardous Materials Construction Permit Checklist

When hazardous materials (Haz-Mat) quantities being stored, used, or handled exceed thresholds previously mentioned, complete the following checklist:

Construction Permit

- ☐ 1. Hazardous Materials Construction Permit Checklist (this page)
- ☐ 2. Hazardous Materials General Information Form (Complete & Sign regardless of threshold limits)
- ☐ 3. Provide Site Plan indicating locations of all hazardous materials being stored and/or used.
- ☐ 4. Hazardous Materials Inventory Statement (HMIS) for **each control area**
- ☐ 5. Hazardous Materials Physical and Health Hazard Aggregate Worksheet (Sum each Hazard Classification from HMIS per control area)
- ☐ 6. Safety Data Sheets (SDS), in alphabetical order, for each product listed on the HMIS
- ☐ 7. Submit electronically the completed HMIS with all supporting SDS documents to Development Services permitting system, Accela (DIMES) as one PDF file separate from construction plans.

[In addition to items 1 - 7, complete following steps when exceeding maximum thresholds]

Above MAQ Threshold

- ☐ 8. Submit Hazardous Materials Management Plan (HMMP) short form. *See below for thresholds.*
- ☐ 9. Complete Arizona Emergency Response (AZSAERC) Tier II Reporting requirements at <https://azdeq.gov/TierII>. *Note: Update website annually or within 30 days of any changes.*
- ☐ 10. Submit Hazardous Materials Management Plan (HMMP) **long form** to Mesa Fire Prevention **after construction is complete**. For further details, contact Fire Prevention at 480-644-2622.

How to determine if a HMMP short or long form is required

HMMP Short Form

One or more facilities with minimum storage, use, or handling of Hazardous Materials in an aggregate quantity below the following:

- 1. 500 pounds or less for solid materials
- 2. 55 gallons or less for liquid materials
- 3. 200 cubic feet or less at normal temperatures and pressures for compressed gases
- 4. Does not exceed thresholds listed in 40 C.F.R., Part 355, Sections 302 & 304.

HMMP Long Form

Exceeds above-mentioned minimum storage, use, or handling limits. Also, required when applying for hazardous materials operational permit whenever:

- 1. Facilities are designated as Group H, Division 5 semiconductor manufacturer.
- 2. Buildings or sites with multiple Group H occupancies.
- 3. Hazardous materials storage, dispensing, use, or handling excess of maximum allowable quantities per IFC Tables 5003.1.1 (1-4) and Chapter 51 (aerosol products).
- 4. When otherwise determined by unique circumstances.

HAZARDOUS MATERIALS GENERAL INFORMATION FORM

Business Name		Contact Number:	
Address		Reference Number	
Person Responsible for Business		Responsible Person's Title and Contact Number	
Emergency Contact Names		Emergency Contact Numbers	
Applicant Name		Applicant Title and Contact Number	
Principal Facility Activity		Dun & Bradstreet Number (D-U-N-S)	
Total Number of Employees		Shift Designations & Time Changes	
Hours of Operation		Number of Personnel Per Shift	

Indicate equipment or processes encompassing any of the following items

☐ Hydraulic Equipment	☐ Dust Collectors	☐ Drying Rooms	☐ Fiberglass Operations
☐ Industrial/Medical Gas	☐ Electroplating	☐ Flow Coaters	☐ Dry Cleaning
☐ Picking or Garneting	☐ Spray Painting	☐ Dip Tanks	☐ Aboveground Tanks
☐ Magnesium Processing	☐ Ovens, Process	☐ Baler or Shredder	☐ Underground Tanks
☐ Molten Salt Baths	☐ Welding/Cutting	☐ Lithium-Ion Batteries	☐ Other

☐ **This facility does not contain ANY hazardous material as defined by International Fire Code.**

Declaration

I certify the information provided including attached documents is accurate to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____ Title: _____

(Must be signed by owner/operator or designated representative)

After a facility receives a Certificate of Occupancy, this form is required to be updated and resubmitted within 30 days for any process or management changes to fireprevention@mesaaz.gov

This completed form as well as Safety Data Sheets for all hazardous materials shall be either readily available on the premises as a paper copy, or where approved, retrievable by electronic access per 2024 IFC 407.2.

mesa·az
DEVELOPMENT SERVICES

[illegible]

Date _____

Date

HAZARDOUS MATERIALS GUIDE



HAZARDOUS MATERIALS INVENTORY STATEMENT (PER CONTROL AREA)

COMPANY NAME					Acme Chemical Plant			CONTROL AREA			2				STORAGE TYPE	OUTDOOR STORAGE AMOUNT	CHEMICAL HAZARD	SAFETY CANS Y/N	STORED IN CABINET Y/N	<u>DOT</u>				
ADDRESS					1234 Roadrunner Way, Mesa			SITE LOCATION			Northwest Corner of Facility													
EMERGENCY CONTACT NAME & #					John Doe, (480) 555-4321			DATE		26 June 2026		BUILDING #		4										
BUILDING PERMIT #					PMT26-01272			OPERATION HOURS		M -F (7a-7p)		SPRINKLERS Y/N		Y										
Item #	Product & Chemical Name	Hazard Classification (MFC Abbrev on following page)	Physical State	CAS #	STORAGE			USE-CLOSED SYSTEM			USE-OPEN SYSTEM		NFPA 704				STORAGE TYPE	OUTDOOR STORAGE AMOUNT	CHEMICAL HAZARD	SAFETY CANS Y/N	STORED IN CABINET Y/N	ID (UN)	Haz	
					Solid Pounds [cubic feet]	Liquid Gallon [pounds]	Gas cubic ft at NTB	Solid Pounds [cubic feet]	Liquid Gallon [pounds]	Gas cubic ft at NTB	Solid Pounds [cubic feet]	Liquid Gallon [pounds]	Health (Blue)	Flamm (Red)	React (Yellow)	Spec (White)								
1	Trinitrotoluene (TNT)	EXP	Solid	118-96-7	80												R	0	F, R, C	N	Y	0209	1.1D	
2	Glyceryl Trinitrate Solution	OX4, EXP	Solid	55-63-0								40		2	3	4	C	10	F, R, C	N	Y	3357	3	
3	Hexotonal (Plastic Explosive)	EXP	Solid	67713-16-0, Mixture	40												R	0	F, R, C	N	Y	0393	1.1D	
4	Di-N-Propyl Peroxydicarbonate	OP1	Liquid	16066-38-9		80							20				N	20	F, R, C	Y	N	3112	5.2	
5	Acetyl Cyclohexanesulfonyl Peroxide	OP1, EXP	Liquid	3179-56-4		15							10				N	5	F, C	Y	Y	3112	5.2, 1	
6	Ammonium Perchlorate	OX4, EXP	Solid	7790-98-9								10		1	0	4	OX	C	10	F, R, C	N	Y	1442, 0402	5.1, 1.1D
7	Boron Trifluoride	COR, HTX	Gas	7637-07-2						10				4	0	1	R	0	R, C	N	N	1008	2, 8	
8	Stibine	UR4, HTX	Gas	7803-52-3						10				4	4	2	R	0	F, R, C	N	N	2676	2	
9	Diborane	PYR, HTX	Gas	19287-45-7										4	4	3	W	L	200	F, R, C	N	N	1911	2
10	Silane	PYR	Gas	7803-62-5										1	4	3	L	200	F, R, C	N	N	2203	2	
11	Acrylonitrile, Stabilized	TOX	Liquid	107-13-1										4	3	2	A	10	F, C	N	N	1093	3, 6	
12	Phosphoryl Oxychloride	TOX	Liquid	10025-87-3										4	0	2	W	A	20	C	N	N	1810	6, 8

Business Owner/Responsible Party

Signature

Date

Inspector/Reviewer

Title

Date

HAZARDOUS MATERIALS GUIDE

MESA FIRE CODE (MFC) HAZARD CLASSIFICATION

Table 1 (Material Classifications)			
Physical Hazards		WR1	Water reactive, Class 1
CL2	Combustible liquid, Class II	WR2	Water reactive, Class 2
C3A	Combustible liquid, Class III-A	WR3	Water reactive, Class 3
C3B	Combustible liquid, Class III-B	Health Hazards	
CMF	Combustible fiber	COR	Corrosives
CRF	Cryogenic, flammable	HTX	Highly toxics
CFC	Consumer fireworks (Class C Common)	TOX	Toxics
CR	Cryogenic, oxidizing	Note: A material with a primary classification within one class can also present a hazard in another class. Be sure to list all applicable hazards for each material.	
EXP	Explosives	Table 2 (Storage Types)	
FG	Flammable gas	A.	Above-ground tank
F1A	Flammable liquid, 1-A	B.	Below-ground tank
F1B	Flammable liquid, 1-B	C.	Tank inside building
F1C	Flammable liquid, 1-C	D.	Steel drum
CFL	Combination flammable liquid	E.	Plastic or non-metallic drum
FLS	Flammable solid	F.	Can
OPD	Organic peroxide, unclassified detonable	G.	Carboy
OP1	Organic peroxide, Class 1	H.	Silo
OP2	Organic peroxide, Class 2	I.	Fiber drum
OP3	Organic peroxide, Class 3	J.	Bag
OP4	Organic peroxide, Class 4	K.	Box
OP5	Organic peroxide, Class 5	L.	Cylinder
OX1	Oxidizer, Class 1	M.	Glass bottles or jugs
OX2	Oxidizer, Class 2	N.	Plastic bottles or jugs
OX3	Oxidizer, Class 3	O.	Tote bin
OX4	Oxidizer, Class 4	P.	Tank wagon
OGG	Oxidizing gas, gaseous	Q.	Rail car
OLG	Oxidizing gas, liquefied	R.	Other
PYR	Pyrophoric		
UR1	Unstable (reactive), Class 1		
UR2	Unstable (reactive), Class 2		
UR3	Unstable (reactive), Class 3		
UR4	Unstable (reactive), Class 4		

General HMIS Instructions

- ♦ **Resource Assistance:** Review 2024 IFC Appendix E, F, and G. **Free IFC access:** <https://codes.iccsafe.org>
- ♦ **Product or Chemical Name:** Only list primary product and chemical name.
- ♦ **Hazard Classification:** See Table 1 above for applicable codes. If material has a physical and/or health hazard, enter all hazard types. For multiple hazards, enter all hazards. e.g.: chlorine = OLG/COR/TOX
- ♦ **Physical State:** Enter general shape or material aspect, e.g. solid, liquid, gas, granule, etc.
- ♦ **CAS # (Chemical Abstract Service):** Located on MSDS. Example: chlorine=7782-50-5. If material is a mixture, enter "mixture" (do not enter all mixture components).
- ♦ **Storage Amount:** Maximum total quantity stored at one time. Does not include "use" amounts.
- ♦ **Use-Closed System:** Not emitting vapors outside vessel during normal operations, e.g. medical gas piping
- ♦ **Use-Open System:** Solids or liquids in a vessel continuously open to the atmosphere during normal operations, e.g. automotive parts washers.
- ♦ **NFPA 704©:** Provide 0-4 hazard value for each hazard including special hazards. e.g. no water = W
- ♦ **Storage Type:** Enter primarily container(s) storage type. Letter code found in Table 2 above.
- ♦ **Outdoor Storage Amount:** Total material quantity stored outside by pounds, gallons, or gas (cubic feet).
- ♦ **Chemical Hazard:** 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).
- ♦ **DOT I.D:** Enter four-digit Department of Transportation hazard number for material. e.g. chlorine 1017
- ♦ **DOT Hazard:** Enter all Department of Transportation hazard class codes. e.g. chlorine = 2.3

HAZARDOUS MATERIALS GUIDE

PHYSICAL AND HEALTH HAZARD AGGREGATE WORKSHEET

Note: Critical document. Combine chemicals with similar classifications.

Complete one sheet per control area (reference IFC 2024 edition, Chapter 50 for assistance)

Business Name: _____ Building Permit #: _____

HAZARDOUS MATERIALS POSING A PHYSICAL HAZARD

MATERIAL	CLASS	STORAGE			USE-CLOSED SYSTEMS			USE-OPEN SYSTEMS	
		Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)

HAZARDOUS MATERIALS POSING A HEALTH HAZARD

MATERIAL	CLASS	STORAGE			USE-CLOSED SYSTEMS			USE-OPEN SYSTEMS	
		Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)

HAZARDOUS MATERIALS POSING A PHYSICAL HAZARD IN OUTDOOR AREAS

MATERIAL	CLASS	STORAGE			USE-CLOSED SYSTEMS			USE-OPEN SYSTEMS	
		Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)

HAZARDOUS MATERIALS POSING A HEALTH HAZARD IN OUTDOOR CONTROL AREAS

MATERIAL	CLASS	STORAGE			USE-CLOSED SYSTEMS			USE-OPEN SYSTEMS	
		Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)

NOTE: Materials posing multiple hazard classifications (depending on mixture concentrate) and/or classified as BOTH a health and physical hazard, must be aggregated into each hazard classification and meet requirements for each classifications.

HAZARDOUS MATERIALS GUIDE

PHYSICAL AND HEALTH HAZARD AGGREGATE WORKSHEET

Note: Critical document. Combine chemicals with similar classifications.

Complete one sheet per control area (reference IFC 2024 edition, Chapter 50 for assistance)

Business Name: Acme Chemical Plant

Building Permit #: PMT26-01272

HAZARDOUS MATERIALS POSING A PHYSICAL HAZARD

MATERIAL	CLASS	STORAGE			USE-CLOSED SYSTEMS			USE-OPEN SYSTEMS	
		Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)
Explosives	1.1	120						50	
Oxidizer	4							50	
Organic Peroxide	1		95			30			
Unstable	4						10		

HAZARDOUS MATERIALS POSING A HEALTH HAZARD

MATERIAL	CLASS	STORAGE			USE-CLOSED SYSTEMS			USE-OPEN SYSTEMS	
		Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)
Corrosive							10		
Highly Toxic							20		

HAZARDOUS MATERIALS POSING A PHYSICAL HAZARD IN OUTDOOR AREAS

MATERIAL	CLASS	STORAGE			USE-CLOSED SYSTEMS			USE-OPEN SYSTEMS	
		Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)
Explosive	1.1	25							
Oxidizer	4	20							
Organic Peroxide	1	25							
Pyrophoric				400					

HAZARDOUS MATERIALS POSING A HEALTH HAZARD IN OUTDOOR CONTROL AREAS

MATERIAL	CLASS	STORAGE			USE-CLOSED SYSTEMS			USE-OPEN SYSTEMS	
		Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)	Gas (Cubic ft. at NTP)	Solid (pounds)	Liquid (gal.)
Highly Toxic				200					
Toxic			30						

NOTE: Materials posing multiple hazard classifications (depending on mixture concentrate) and/or classified as BOTH a health and physical hazard, must be aggregated into each hazard classification and meet requirements for each classifications.

HAZARDOUS MATERIALS MANAGEMENT PLAN (HMMP) FORM CHECKLIST

HMMP SHORT FORM Section 1 - General Information ☐ Complete Hazardous Materials General Info Form Section 2 - Fire Department Response Plan ☐ Describe facility emergency procedures Section 3 - Hazardous Materials Inventory Statement (HMIS) (Chemical Inventory) ☐ Completed HMIS ☐ Provide MSDS for each identified chemical ☐ Separate HMIS for each control area Section 4 - Aggregate Physical & Health Hazard Forms ☐ Fill out Aggregate Physical & Health Hazards tables Section 5 - Building Floor & Site Plans ☐ Legible, no larger than 11" by 17" ☐ Rooms, doorways, corridors, and exits identified ☐ Show each Haz-Mat (plus waste) locations, identify hazard placards & NFPA 704 ☐ Outline all control areas ☐ Fire alarm panel ☐ Fire sprinkler riser(s) ☐ Fire department connection (FDC) ☐ Main utility shut-off ☐ Lock Box (Knox box) location(s) ☐ Indicate scale used, north direction, & drawing date Section 6 - Employee Training ☐ Employees training records [29 CFR 1910.1200(h)] ☐ Training program summary including employee training on proper handling & emergency response Section 7 - Hazardous Materials Handling ☐ Summarize the safe handling procedures between storage and manufacturing areas ☐ Instructions on safe handling and storage <i>Instructions on emergency procedures:</i> ☐ How to handle leaks, spills, fires, explosions, etc. Section 8 - Hazardous Waste Disposal ☐ Formal arrangement document for cleanup and disposing including Haz-Mat waste Section 9 - Haz-Mat Security & Monitoring ☐ Detection types and who monitors system ☐ How is access controlled? HMMP LONG FORM (INCLUDE SHORT FORM INFO) Section 10 - Contingency Plan ☐ Contingency or emergency response plan. ☐ Contingency equipment list including units on hand, capabilities, and storage locations. ☐ Spill and leak control equipment ☐ Chemical protective clothing ☐ Portable monitoring/sampling devices ☐ Decontamination/neutralization supplies & equip	Section 5.1 - Detailed Site Map (2^d part of Section 5 - HMMP Long Form only) ☐ Legible, page no larger than 11" by 17" ☐ Building and structure locations ☐ Exterior storage, identified with hazard signs/NFPA 704 ☐ Chemical loading areas ☐ Fire protection system(s) ☐ Fire hydrants ☐ Emergency equipment shut-offs ☐ Utility and gas shut-offs ☐ Domestic and emergency water shut-offs ☐ Above and below storage tanks including piping ☐ Parking lots ☐ Confined space locations ☐ Compound interior roads (with names) ☐ Storm and sanitary sewers ☐ Adjacent property use ☐ List special land functions within 1 mile of property ☐ Permanent access ways ☐ Evacuation and emergency assembly areas ☐ Equipment cleaning areas ☐ Emergency response equipment ☐ Fire alarm pull stations ☐ Smoke detectors ☐ Evacuation procedures ☐ Operations shutdowns ☐ Indicate scale used, north direction, & drawing date Section 12 - Chemical Compatibility and Separation ☐ Describe Haz-Mat protection procedures to protect from ignition sources or other potential reactants/incompatibles Section 13 - Inspection and Record Keeping <u>Provide schedules and procedures for inspecting:</u> ☐ Safety, monitoring, and safety equipment ☐ Hazardous materials safety housekeeping procedures <u>Inspection sheet(s) developed to include:</u> ☐ Date, time, and location of inspections ☐ Problems noted, corrective action taken with designated safety manager's name, signature, and date ☐ Inspector name and contact information <u>Separate log of unauthorized hazardous material discharges to include:</u> ☐ Date, time, location, and reason(s) for the discharge ☐ Type of material and quantity released ☐ Corrective action taken ☐ Whether fire department was contacted for assistance ☐ Instruction in maintenance of records Section 14 - Other Haz-Mat Related Permits ☐ Provide a list of each hazardous permit required by other government agencies. ☐ Type of permits ☐ Agency issuing the permit, including address and phone number ☐ Permit identification number ☐ Issued and expiration date of permit
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MUST MAINTAIN AN APPROVED HMMP COPY ON THE PREMISES FOR AT LEAST 3 YEARS