



These guidelines are intended to provide the minimum submittal requirements for obtaining a Hazardous Materials Permit. Additional requirements and/or information may be required based upon the individual project.

All hazardous materials storage, use, or handling for the purposes of these guidelines and any other guidelines or requirements of the Rockwall Fire Marshal Division shall conform to the 2015 International Fire Code, as adopted and amended by the City of Rockwall.

These guidelines do not replace, nor supersede any codes and/or ordinances adopted by the City of Rockwall, or determinations and positions of the Rockwall Fire Marshal Division.

General Requirements

- 1) The construction documents for a Hazardous Materials Permit may be concurrently submitted for review with the building plans, providing all of the below information is provided.

Submittal Requirements

- 2) Each submittal shall have a completed Rockwall Fire Marshal Division Permit Application.

Hazardous Materials Management Plan (HMMP)

- 3) Each application for a permit shall include a Hazardous Materials Management Plan (HMMP). The HMMP shall include a facility site plan designating the following:
 - (a) Access to each storage and use area.
 - (b) Location of emergency equipment.
 - (c) Location where liaison will meet emergency responders.
 - (d) Facility evacuation meeting point locations.
 - (e) The general purpose of other areas within the building.
 - (f) Location of all above-ground and underground tanks and their appurtenances including, but not limited to, sumps, vaults, below-grade treatment systems and piping.
 - (g) The hazard classes in each area.
 - (h) Locations of all control areas and Group H occupancies.
 - (i) Emergency exits.

Hazardous Materials Inventory Statement (HMIS)

- 4) An application for a permit shall include a Hazardous Materials Inventory Statement (HMIS), such as SARA Title III, Tier II Report, or other approved statement. The HMIS shall include the following information:
 - (a) Product name.
 - (b) Component.
 - (c) Chemical Abstract Service (CAS) number.
 - (d) Location where stored or used.
 - (e) Container size.
 - (f) Hazard classification.
 - (g) Amount in storage.
 - (h) Amount in use-closed systems.
 - (i) Amount in use-open systems.



HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS)

Chemical or Trade Name	Concentration	CAS Number (Not ingredients)	Location where stored or used	Container Size	Hazard Classification (List all that apply)	Physical State (L,G,S)	AMOUNTS (max at one time)		
							Storage	Use Open	Use Closed



Guidelines for Completing a Hazardous Materials Information Statement (HMIS)

The following information is provided to assist in filling out the Hazardous Materials Inventory Statement (HMIS). The International Fire Code provides detailed chapters and appendix material to assist in completing this form. Material Safety Data Sheets (MSDS) shall be available for all chemicals indicated and such MSDS sheets shall be provided.

It is important that hazardous materials be listed/summarized by location. Do not lump all quantities that may be used or stored in different areas. As an example, you might use alcohol on the second and third floors. List each area separately. This is critical in establishing control areas. One-hour barriers allow a user to increase the amount of chemicals within separate control areas. Control areas are generally an inexpensive and very effective approach to increasing facilities allowable amounts while providing good protection. If an owner/user wants to calculate the information only once, it is important to do it effectively the first time.

Chemical or Trade Name: This is the chemical name that is used on the Material Safety Data Sheet (MSDS). Chemical names on containers are required to match the chemical names on the MSDS sheets.

Concentration: The chemical concentration can have a significant impact on the hazardous properties of a chemical. This concentration generally refers to the concentration with respect to an inert balance of the product such as 90% sulfuric acid in a balance of water. Chemical mixtures having various components are not required to be and should not be broken out on this form.

CAS (Chemical Abstract Service) Number: This is a number assigned to a product following testing and classification. This number must apply to the chemical or mixture as a whole. If a CAS number is not indicated on the MSDS then indicate "Not Available" in this space. Do not list CAS numbers for individual ingredients.

Hazard Classification: Chemicals presenting a hazard must be classified in accordance with each hazard. Examples include Flammable Class IA, Corrosive, and Toxic. Many chemicals will have more than one hazard as indicated in the example. List each category. Breakdowns of these hazard categories can often be found in the MSDS sheets. The International Fire Code provides additional information to assist in classifying these hazards. The hazard indicated must be the hazard for the mixture and not hazards associated with each individual ingredient. Chemical manufacturers, Certified Industrial Hygienists, Certified Safety Professionals, Fire Protection Engineers, and other qualified individuals can assist in classifying chemicals.

Physical State: Indicate whether the chemical is stored or used in a liquid, solid or gaseous state.

Amounts: Indicate the maximum anticipated amount used in each condition. Liquids shall be reported in gallons, Solids in pounds, and Gas in cubic feet.

CLOSED SYSTEM. The use of a solid or liquid hazardous material involving a closed vessel or system that remains closed during normal operations where vapors emitted by the product are not liberated outside of the vessel or system and the product is not exposed to the atmosphere during normal operations; and all uses of compressed gases. Examples of closed systems for solids and liquids include product conveyed through a piping system into a closed vessel, system or piece of equipment.

OPEN SYSTEM. The use of a solid or liquid hazardous material involving a vessel or system that is continuously open to the atmosphere during normal operations and where vapors are liberated, or the product is exposed to the atmosphere during normal operations. Examples of open systems for solids and liquids include dispensing from or into open beakers or containers, dip tank and plating tank operations.