



## Hazardous Materials Instruction Document

Dear Hazardous Materials User,

Fire Departments are tasked with insuring the community is a safe place to work and play. Industry and Fire Departments need to work together and build a trust between each other. In order to assist industry the Fire Codes have certain requirements to support both Industry and Regulators with a common ground.

The Fire Code provides minimum requirements for permitted quantities of chemicals on a site. In other words if a site exceeds the quantities as outlined by the Fire Code then a permit from the local jurisdiction is required. In turn the Fire Code provides for maximum quantities of chemicals for a site depending on locations, storage, use, open or closed conditions, and occupancy.

To determine if a Fire Code permit is required a Hazardous Materials Inventory Statement (HMIS) shall be completed for any new or existing facility with any amount of hazardous chemical on site.

When the HMIS is submitted for review the following is used as a category for Fire Code Permits:

**Minimal:** Quantities of chemicals on site below the permitted amounts, as determined by Adopted codes. No Fire Code Permit is required.

\*Exception to this may exist that would require a permit for the purpose of identifying a unique process, or unique building feature. In most of these cases the permitting fee may be waived.



Fire Code Permit Required for the Following:

**Moderate:** Quantities of chemicals on site greater than the permitted quantities as determined by the Fire Code but less than the following:

- a. 55 gallons of a liquid
- b. 500 pounds of a solid
- c. 200 cubic feet of a gas
- d. 2500 pounds of an aerosol product

**High:** Quantities of chemicals on site greater than the following but less than the EXEMPT amounts as determined by the Fire Code:

- a. 55 gallons of a liquid
- b. 500 pounds of a solid
- c. 200 cubic feet of a gas
- d. 2500 pounds of an aerosol product

**Extreme Hazard:**

Hazardous Materials Management Plan (HMMP) shall be submitted whenever:

- a. Hazardous Materials exceed EXEMPT amounts specified in the Fire code.
- b. Fire Code requires exterior or detached storage of hazardous materials.
- c. The building or site has multiple Building Code Group "H" occupancy classifications.
- d. The facility is a Group H, Division 6 occupancy. (Semiconductor)
- e. SARA Title III extremely hazardous substance is used, handled or stored on site in quantities requiring a Fire Code permit and which are above threshold planning quantities.
- f. When otherwise determined necessary by the Fire Marshal because of unique circumstances.



The Gilbert Fire Department has determined that facilities within the Town of Gilbert shall submit an electronic HMMP or HMIS in a format acceptable by the Fire Department. The submittal shall be required to determine Fire Code Permitting criteria for storage, use, and/or handling of hazardous materials within the Town of Gilbert. Any electronic submittal is acceptable as long as the data will import or interface with the software program currently be used by the Fire Department.

**Electronic reporting shall be required for all new and existing facilities upon permit renewal effective 2004.**

The word document previously used will not import into the current Software Program utilized by the Fire Department, please do not submit the word document at your renewal.

If you have any questions on compatibility or software interface being used or need assistance with your electronic reporting, please contact:  
Fire Prevention at 480-503-6350.

Sincerely,

A handwritten signature in black ink, appearing to read "EAE".

Ernie Encinas  
Gilbert Fire Marshal