HAZARDOUS MATERIALS FORMS

Use the following forms and/or format to disclose hazardous materials information.

If you **DO NOT exceed** normal consumer amounts of hazardous materials, **complete the first form ONLY.**

If you **DO exceed** normal consumer amounts of hazardous materials, DO **NOT complete the first form**, **but complete ALL ADDITIONAL forms**.

Additional information on classification of chemicals and exempt amounts can be found in the International Fire Code. Information on control areas can be found in the International Building Code.

NON-USE OF HAZARDOUS MATERIALS - VERIFICATION

In accordance with applicable Building Code and Fire Code requirements owners and designers are required to evaluate, and when necessary, incorporate certain design features into any building that may contain chemicals that could be considered a physical or health hazard to occupants or the community (see below for examples of such chemicals).

In order for the designer and jurisdiction to evaluate these criteria, the owner/user must disclose any such chemicals. Common cleaning chemicals, toners, inks, and touch-up paints in normal office quantities would not generally impact such design. However, facilities that may have laboratory areas or that use or store compressed gases require disclosure of such materials.

If your facility does not store, use or handle hazardous chemicals beyond those considered to be normal consumer cleaning and office products and your facility does not have larger quantities than considered to be normal for consumer storage and use, please sign below and return to your designer or jurisdiction. If you need assistance or have questions about specific products please let us know. If your facility DOES anticipate use of products considered hazardous or that are above quantities for normal consumer use do not use this form. Instead, complete the Hazardous Materials Use Disclosure form and Hazardous Materials Inventory Statement (HMIS).

Our facility <u>does not</u> anticipate any storage or use of hazardous chemicals or agents beyond common consumer products and quantities. Therefore, our engineer and/or designer is not expected to incorporate any special design features into the indicated project.

Signature: _____ Print: _____

Title: _____

Company: _____Date: _____

The following list provides examples of chemicals considered hazardous that require disclosure to the designer and jurisdiction. This list is only a sample of common hazardous materials. The owner/user is responsible to disclose, store and handle all hazardous materials in accordance with the applicable codes and regulations.

Flammable: acetone, alcohol, ethylene oxide, gasoline, ether, acetylene, carbon monoxide, ethane, hydrogen.

Combustible: motor oils, diesel, hydraulic fluids (other than elevators), kerosene.

Oxidizers: oxygen, nitrous oxide, chlorine, hydrogen peroxide (>10%), nitric acid, bromine, sulfuric acid, nitrates, nitrites, ozone, peroxides, perchiorates, percioric acid.

Pyrophorics: phosphine, silane, lithium, phosphorus, potassium.

Unstable materials: picric acid, peroxyacetic acid, sodium perchiorate, acetic acid, ethyl nitrate.

Water reactive: calcium carbide, sodium hydroxide, sodium metal, bromine pentafluoride.

Corrosive: nitric acid, sulfuric acid, calcium, potassium, ammonia, fluorine, iodine.

Toxic: nitric oxide, nicotine, mercury, allyl alcohol, barium chloride, oxalic acid

HAZARDOUS MATERIALS USE DISCLOSURE

In accordance with applicable Building Code and Fire Code requirements, a fire protection engineer or other qualified individual approved by the jurisdiction is required to evaluate, and when necessary, incorporate certain design features into any building that may contain chemicals that could be considered a physical or health hazard to occupants or the community. This form and attachments shall be used **ONLY** if the owner/user will store or use hazardous materials.

The owner/user shall indicate below each location that will have hazardous materials. The location name must match the location indicated on the Hazardous Materials Inventory Statements (HMIS), page 4 of this document.

LOCATION

I have reviewed the attached Hazardous Materials Inventory Statements. As the owner/user or authorized representative, I affirm that these documents accurately reflect hazardous materials, stored, used, or otherwise handled by our facility.

Signature: _____ Print: _____

Title: _____ Date: _____

Company: _____

HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS)

In accordance with applicable Building Code and Fire Code requirements, a qualified fire protection engineer or other qualified party approved by the jurisdiction is required to evaluate, and when necessary, incorporate certain design features into any building that may contain chemicals that could be considered a physical or health hazard to occupants or the community. In order for the jurisdiction and engineer to evaluate these criteria, the owner/user must provide information regarding any such chemicals. Common cleaning chemicals in normal office quantities would not generally impact such design. However, facilities that may have laboratory areas or that use or store compressed gasses require owner disclosure of such materials. See separate instructions for more information.

Location of products: _____

Completed By: _____Telephone Number: _____Date:_____

Chemical or Trade Name	Concentration	CAS Number (Not ingredients)	Hazard Classification (List all that apply)	Physical State (L,G,S)	AMOUNTS (Anticipated 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.

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Oxidizers: oxygen, nitrous oxide, chlorine, hydrogen peroxide (>10%), nitric acid, bromine, sulfuric acid, nitrates, nitrites, ozone, peroxides, percloric acid.
Pyrophorics: phosphine, silane, lithium, phosphorus, potassium.
Unstable materials: picric acid, peroxyacetic acid, sodium perchlorate, acetic acid, ethyl nitrate.
Water reactive: calcium carbide, sodium hydroxide, sodium metal, bromine pentafluoride.
Corrosive: nitric acid, sulfuric acid, calcium, potassium, ammonia, fluorine, iodine.
Toxic: chlorine, nitric oxide, nicotine, mercury, allyl alcohol, barium chloride, oxalic acid.