



## **HAZARDOUS MATERIALS SUBMITTAL REQUIREMENTS**

## **KELLER FIRE-RESCUE FIRE MARSHAL'S OFFICE**

This guideline is intended to provide the minimum submittal requirements for obtaining a Hazardous Materials Permit for any building or use in which Hazardous Materials are to be used or stored. Additional requirements and/or information may be required based upon the individual project.

All applicable requirements of the 2021 International Fire Code Chapters 50 and 55 shall be met in addition to any applicable NFPA Editions. Additional fire protection requirements may be included based upon a review of the proposed storage arrangement, height or chemicals and/or chemicals to be used or stored (i.e. smoke exhaust, IR/UV detection, Standpipes, Fire Pump, Etc.)

Approval and issuance of a Hazardous Materials Permit must be completed prior to the issuance of a C.O.

### **WHEN REQUIRED**

A permit for installation is required when the quantity of hazardous materials to be used or stored exceeds those indicated in Tables 105.5.9, 105.5.11 and 105.5.22.

### **FACILITY STORAGE MAP**

1. Site Plan. Provide a Site Plan showing the location of all building, structures, loading areas, parking lots, internal roads/fire lanes, storm sewer inlets and adjacent property uses. A Utility Plan shall also be provided to indicate the location of all fire hydrants, the fire department connection (FDC) and the location of the fire sprinkler riser and/or fire pump.
2. Building Floor Plan. Provide a scaled and dimensions floor plan for each building where hazardous materials are stored and/or used. Mark each hazardous material storage/use location with a name, letter, or number code of your choice. Access to each storage area, the location of emergency equipment, secondary containment areas, purpose of other areas in the facility, and location of aboveground and underground tanks (sumps, pumps, vaults, etc.) shall also be indicated.
3. Chemical Breakdown Listing. Provide a detailed listing of each individual chemical, total quantity, individual container size, and number of containers, container type and NFPA 704 rating.

### **SDS SHEETS**

4. SDS sheets shall be located on-site in an approved location. If allowed by the Fire

Marshal, these documents can be maintain off-site if they are immediately available on-line by fax, or other approved immediate on-demand method to the Incident Commander.

## **EMERGENCY CONTACT**

5. Two emergency contact persons shall be designated. Representatives shall be available on a 24 hour basis and shall be updated as necessary.
6. Contact information for a representative hazardous materials tracking company shall be provided, if applicable.

## **HADARDOUS MATERIALS MANAGEMENT PLAN (HMMP)**

7. Storage and use areas.
8. Maximum amount of each material stored or used in each area.
9. Range of container sizes.
10. Locations of emergency isolation and mitigation valves and devices.
11. Product piping containing liquids or gases, other than utility-owned fuel gas lines and low-pressure fuel gas lines.
12. On and off positions of valves for valves that are of the self-indicating type.
13. Storage plan showing the intended storage arrangement, including the location and dimensions of aisles.
14. The location and type of emergency equipment. The plans shall be legible and drawn approximately to scale. Separate distribution systems are allowed to be shown on separate pages.
15. Facility evacuation meeting point locations.
16. Hazard classes in each area of the building(s).
17. Location of all control areas.
18. Emergency exits and egress paths.

## **HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS)**

19. SARA Title II, Tier II or other approved statement, where applicable.
20. SDS Sheets or equivalent.
21. UN, NA of CAS Numbers.
22. Maximum quantity stored or used on-site at any one time.
23. Storage conditions related to the storage type, temperature and pressure.
24. Hazard classifications.
25. Manufacturer's name, chemical name, trade name, hazardous ingredients.
26. Amounts in storage and use.

To expedite the plan review and inspection processes, please refer to the information listed below.

## **PERMITTING REQUIREMENTS**

1. Electronic submittal through the City of Keller eTrackiT System.
2. A scaled copy of the Site Plan and Floor Plan which indicate the type and locations of all materials using the classifications in Chapters 50 and 55.

3. Size of the building.
4. Usable storage height.
5. Type of construction.
6. Type and location of all fire suppression, fire detection systems and smoke control/exhaust systems.
7. Location of valves controlling the water supply of ceiling and in-rack sprinklers.
8. Size and location of all water supplies and/or water lines servicing the building or site.
9. Documentation and/or policies/procedures indicating compliance with housekeeping and maintenance requirements.
10. Location of SDS sheets for all hazardous materials stored or used on-site. Indicate whether the information is available in hardcopy on-site, internet, or telephone.
11. Location and arrangement of storage. Note that additional permits and/or requirements may be necessary based upon the storage arrangement.
12. Construction and location of any hazardous materials rooms.
13. Construction and location of any secondary containment walls or diking systems.
14. Indicate the quantity and type of all stored materials. In addition, specifically, indicate any of the following:
  - a. Aerosol Products
  - b. Explosives
  - c. Flammable & Combustible Liquids, Solids & Gases
15. Location of commodities which are banded or encapsulated.
16. Location of required fire department access doors.
17. Additional information regarding required design features, commodities, storage and fire protection features within hazardous materials storage/use area shall be provided at the time of permit, when required by the code official.
18. Size and location of all water supplies and/or water lines servicing the building or site.
19. Documentation and/or policies or procedures indicating compliance with all housekeeping and maintenance requirements.
20. **No hazardous materials shall be located on site until a Permit has been issued. Any work performed prior to the issuance of this permit may result in a citation being issued for violation of Section 107.4 of the 2021 International Fire Code.**

## GENERAL SUBMITTAL REQUIREMENTS

21. Each submittal shall have a completed Keller Fire-Rescue Permit Application, Signed Checklist, Signed Executed Contract for the proposed work and all manufacturer data for the proposed installation. Manufacturer information shall identify the specific size appurtenances, valves, hoses and any other specifics of the installation.
22. **UL Listing Information**
23. Plans approved by the Fire Marshal's Office give authorization for installation. Final approvals are subject to field verification. Any approval issued by the Fire Marshal's Office does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances.
24. All fire department inspection forms and permits shall be kept on the job site until final inspection.
25. All installations shall comply with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Marshal's Office.

All hazardous materials for the purposes of this guideline and any other guidelines or requirements of the Fire Department shall conform to the 2021 International Fire Code, as adopted and amended by the City of Keller.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Keller, or determinations and positions of the Fire Chief or Fire Marshal.