Oklahoma City Fire Marshal's Hazardous Materials Permit Informational Packet

Oklahoma City Fire Marshal's Office

2300 General Pershing Blvd.

Oklahoma City, OK 73107

Office:405-297-3584/Fax:405-297-3330

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Oklahoma City Fire Marshal's
HAZARDOUS MATERIALS REPORTING REQUIREMENTS

(Revised April 2011)

The International Fire Code (IFC 2003) requires an annual permit and technical inspection for all occupancies that store, transport on site, dispense, use or handle hazardous materials at or above specific IFC permit amounts. Further, the following is a checklist of the forms that are required to complete a permit application.

(***Checklist attached***)

Once all of the attached forms are completed, they need to be returned to Oklahoma City Fire Marshal's Office along with the Permit Fee. The information will then be reviewed and a permit issued. You will be contacted to set up a time for an inspection. During the inspection the inspector may ask to see your Hazardous Materials Management Plan, location of the MSDS sheets, training records and recordkeeping. The inspector will verify that the floor plan matches the location of chemicals. The inspector will also determine where and what size of placards will be needed and verify compliance regarding usage and storage of chemicals. Should you have any questions please contact The Oklahoma City Fire Marshal's Office at *405-297-3584*

In October of 1986, President Ronald Reagan signed into law the Superfund Amendments and Reauthorization Act (SARA of 1986), which revise the Act of 1980, known as "Superfund." Title III of SARA, which is the Emergency Planning and Community Right to Know Act or EPCRA, established new authorities for chemical planning and preparedness activities at the State and Local levels. Through the Act, emergency planning committees have been established to implement the act locally. The Oklahoma County Local Emergency Planning Committee (LEPC) and the Oklahoma Department of Environmental Quality (DEQ) are working in conjunction with the Oklahoma City Fire Marshal's Office to unify the reporting requirements. This is an annual report using the SARA III guidelines and forms.

CHECKLIST OF FORMS THAT MUST BE RETURNED

☐ 1**. Facility & Certification Report Form** (Page 4)

(*Filled out and signed)*

☐ **2. Storage Tank Form** (Page 5)

(If Applicable)

☐ **3. Hazardous Material Aggregates Form** (Page 6)

(*This form is a total by category of all chemicals that are used, stored or handled).*

☐ **4. Hazardous Materials Floor Plan** (Page 9)

(*This is a drawing of your entire facility. Include all buildings, sheds, exterior storage areas, tanks permanent access ways, parking lots, internal roads, chemical loading areas, equipment cleaning area, emergency and safety equipment. Label all areas so we can identify storage and use areas as listed on the inventory sheets. This plan needs to be on 8 ½ x 11" paper).*

☐ **5. Facility Closure Notification Report Form** (Page 24)

(Must be turned in 30 days prior to facility closure)

FACILITY & CERTIFICATION REPORT FORM

1. Business/Company Name:_____
2. Street Address:_____
3. City: State: Zip:_____
4. Business Phone:_____
5. Owner:_____
6. Owner's Address:_____
7. Owner's Telephone Number:(Home)_____ (Work)_____
8. Number of Employees:_____ Hours of Operation:_____
9. Name of Technical Contact for Questions: Phone: _____

10. Facility Emergency Coordinators:
(Employees to call in case of chemical emergency)

Name:_____

Phone Business:_____ Home:_____ Cell:_____ Pager:_____

Name:_____

Phone Business:_____ Home:_____ Cell:_____ Pager:_____

Name:_____

Phone Business:_____ Home:_____ Cell:_____ Pager:_____

11. **Mail Renewal Packet**
Attention:_____

Address:_____

Phone:_____

12. CERTIFICATION STATEMENT
I certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the information is true, accurate and complete.

Name Owner/Operator (please Print):_____ Title:_____

Signature:_____ Date:_____

STORAGE TANK FORM

NAME OF BUSINESS/FACILITY:_____

STORAGE TANK FORM (DESCRIPTION OF EACH TANK ON SITE)					
	Contents	**SIZE IN GALLONS**	**INSTALLATION DATE**	**STEEL OR FIBERGLASS**	**SINGLE OR DOUBLE WALLED**
Tank 1					
Tank 2					
Tank 3					
Tank 4					
Tank 5					
Tank 6					
Tank 7					
Tank 8					
Describe tank leak detection, method and frequency:					
Describe piping system's leak detection, method and frequency:					

HAZARDOUS MATERIALS AGGREGATES FORM

When you have completed a Chemical Inventory Report for each hazardous material, list the total for each category of hazardous material. List each material only once under the primary hazard using the *Primary Hazard List.* Quantities are the maximum on site amounts.

MATERIAL (As defined in the International Fire Code)	GALLONS	POUNDS	CYLINDERS/ AEROSOLS
AEROSOLS			
CARCINOGENS			
CELLULOSE NITRATE			
COMBUSTIBLE FIBER			
COMBUSTIBLE LIQUIDS – CLASS II FP at 100F and below 140F*			
COMBUSTIBLE LIQUIDS - CLASS III – AFP Above 140 & below 200F*			
COMBUSTIBLE LIQUIDS – CLASS III – B FP above 200F*			
COMPRESSED GASES-INERT (chemically non reactive)			
COMPRESSED GASES – FLAMMABLE (excluding LP gas)			
COMPRESSED GASES – TOXIC AND HIGHLY TOXIC			
COMPRESSED GASES OXIDIZING			
COMPRESSED GASES- PYROPHORIC			
COMPRESSED GASES – CORROSIVE			
COMPRESSED GASES – UNSTABLE (REACTIVE)			
CORROSIVES (Liquids)			
CORROSIVES (solids)			
CRYOGENIC – CORROSIVE/HIGHLY TOXIC			
CRYOGENIC – FLAMMABLE			
CRYOGENIC – NON FLAMMABLE			
CRYOGENIC – OXIDIZER			
EXPLOSIVES AND BLASTING AGENTS			
FLAMMABLE LIQUIDS – CLASS I – A FP below 73F & BP below 100F*			
FLAMMABLE LIQUIDS – CLASS I – B FP below 73F & BP at 100F*			
FLAMMABLE LIQUIDS – CLASS I – C FP at 73F & BP below 100F*			
FLAMMABLE SOLIDS			
HIGHLY TOXIC LIQUIDS AND SOLIDS			
IRRITANT LIQUID AND SOLIDS			
LIQUIFIED PETROLEUM GASES (propane, butane)			
MAGNESIUM			
NITRATE FILM			
ORGANIC PEROXIDES – Unclassified detonatable			
ORGANIC PEROXIDES class I to class V			
OTHER HEALTH HAZARDS (liquids and solids)			
OXIDIZER (liquids & solids) class 4 to class 1			
PYROPHORIC (solids, gases, liquids)			
RADIOACTIVE MATERIALS			
SENSITIZER LIQUIDS AND SOLIDS			
TOXIC GASES, LIQUIDS & SOLIDS			
UNSTABLE REACTIVE GASES			
UNSTABLE REACTIVE (liquids & solids) class 4 to class 1			
WATER REACTIVES (liquids & solids) class 3 to class 1			
TOTAL AGGREGATE QUANTITIES			

*FP=Flashpoint
*BP=Boiling Point

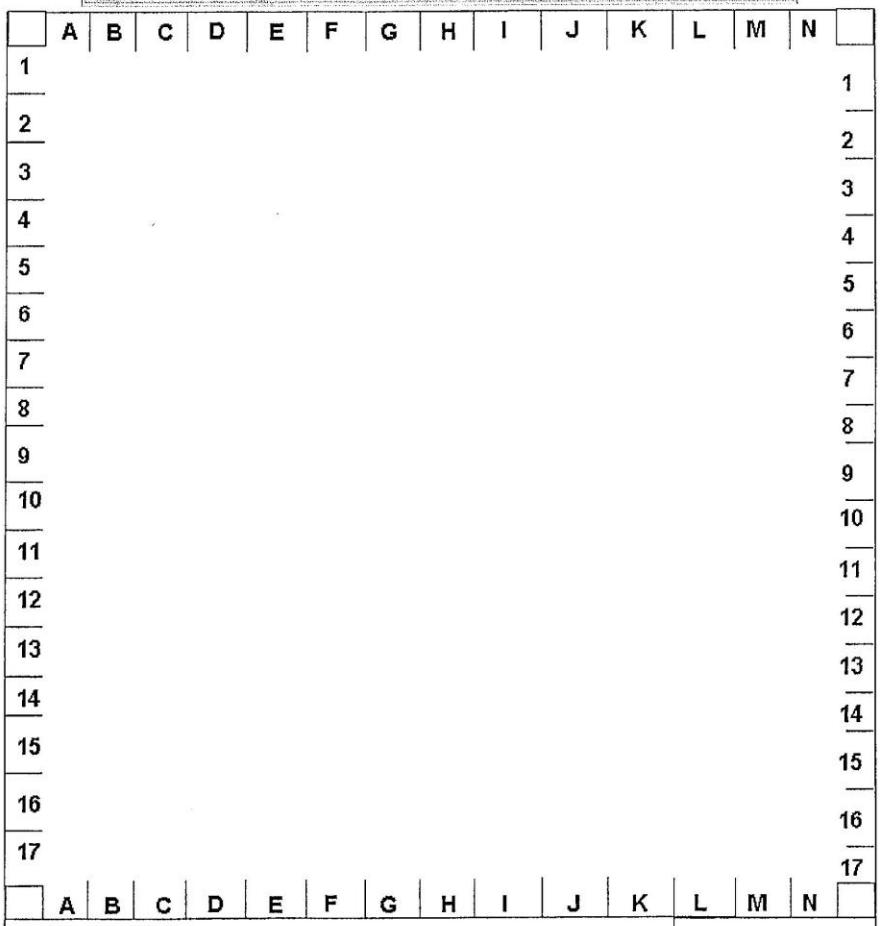
INTERNATIONAL FIRE CODE PERMIT AMOUNTS FOR HAZARDOUS MATERIALS	PERMIT AMOUNT
AEROSOLS Level I,II,III	Lvl I-II-1000lbs/Lvl III-500 lbs
CARCINOGENS	10 lbs
CELLULOSE NITRATE	25 lbs
COMBUSTIBLE FIBER	100 CUBIC FT.
COMBUSTIBLE LIQUIDS – CLASS II, CLASS III-A, CLASS III-B (motor oil, antifreeze, kerosene, diesel)	II-120gal. IIIA-330gal. IIIB-13200gal.
COMPRESSED GASES- (i.e. ammonia, hydrogen chloride, florine)	ANY
CORROSIVES (Liquids)(i.e. chronic, formic, hydrochloric (myratic greater than 15 %) hydrofluoric, nitric (greater than 6 %), perchloric and sulfuric (4%) muriatic acid	55 GAL.
CORROSIVES (solids)	1000 LBS
CRYOGENIC – CORROSIVE/HIGHLY TOXIC	ANY
CRYOGENIC – FLAMMABLE	1 gal inside 60 gal outside
CRYOGENIC – NON FLAMMABLE	1 gal inside 500 gal outside
CRYOGENIC – OXIDIZER	10 gal inside 50 gal outside
EXPLOSIVES AND BLASTING AGENTS (10,000 small arms primers in non-sprinklered bldg. (25000 small arms primers in sprinklered bldg)	1 lb blk powder 20 lbs smokeless 10,000 small arms primers 50 lbs Special industry
FLAMMABLE LIQUIDS – CLASS I-A, CLASS I-B, CLASS I-C	5 gal inside 10 gal inside
FLAMMABLE SOLIDS	100 lbs
HIGHLY TOXIC GASES/ TOXIC GASES	ANY
HIGHLY TOXIC LIQUIDS AND SOLIDS	ANY
IRRITANT LIQUID AND SOLIDS	55 gal
LIQUIFIED PETROLEUM GASES (propane, butane)	ANY
MAGNESIUM	10 lbs
NITRATE FILM	25 lbs
OXIDIZING GASES (i.e. oxygen, ozone, oxides of nitrogen fluorine and chlorine)	504 cubic ft.
OXIDIZING LIQUIDS CLASS 4 (i.e. hydrogen peroxide solutions greater than 91%)	ANY
OXIDIZING LIQUIDS CLASS 3(i.e. hydrogen peroxide solutions greater than 52% up to 91%, chlorine, ammonium nitrate)	1 gal.
OXIDIZING LIQUIDS CLASS 2(i.e. hydrogen peroxide solutions greater than 27.5% up to 52%) lead perchlorate, lithium chlorate, lithium, calcium nitrate	10 gal.
OXIDIZING LIQUIDS CLASS 1 (i.e. nitric acid 40% concentrations or less, perchloric acid solutions less than 50% by weight)	55 gal.
OXIDIZING SOLIDS CLASS 4 (i.e. ammonium perchlorate)	ANY
OXIDIZING SOLIDS CLASS 3 (ammonium dichromate, calcium hypochlorite over 50% by height)	10 lbs.
OXIDIZING SOLIDS CLASS 2 (i.e. hydrogen peroxide greater than 27.5% up to 52% lead perchlorate, lithium chlorate, lithium)	100 lbs.
OXIDIZING SOLIDS CLASS 1(i.e. ammonium persulfate, barium peroxide, calcium peroxide, hydrogen peroxide solutions greater than 8% up to 27.5%)	500 lbs.
ORGANIC PEROXIDES LIQUIDS AND SOLIDS CLASS I (i.e. benzoyl peroxide over 98% concentration, t-butyl hydroperoxide 90%)	ANY
ORGANIC PEROXIDES LIQUIDS AND SOLIDS CLASS II (i.e. hexane 92% and peroxyacetic acid 43%)	ANY
ORGANIC PEROXIDES LIQUIDS AND SOLIDS CLASS III (i.e. benzoyl peroxide 78% and benzoyl peroxide paste 55%)	1 gal./10 lbs.
ORGANIC PEROXIDES LIQUIDS AND SOLIDS CLASS IV (i.e. benzoyl peroxide 70% and	2 gal./20 lbs

benzoyl peroxide paste 50%)	
OTHER HEALTH HAZARDS LIQUIDS	**55 gal.**
OTHER HEALTH HAZARDS SOLIDS	**500 lbs.**
PYROPHORIC (solids, gases, liquids)	**ANY**
RADIOACTIVE MATERIALS(including gases, liquids and solids)	**ANY**
SENSITIZER LIQUIDS	**55 gal.**
SENSITIZER SOLIDS	**500 lbs.**
TOXIC GASES	**ANY**
TOXIC LIQUIDS	**10 gal.**
TOXIC SOLIDS	**100 lbs.**
UNSTABLE REACTIVE GASES	**ANY**
UNSTABLE REACTIVE LIQUIDS CLASS 4(i.e. acetyl peroxide, ethyl nitrate, peroxyacetic acid and picric acid)	**ANY**
UNSTABLE REACTIVE LIQUIDS CLASS 3(i.e. hydrogen peroxide greater than 52%, perchloric acid)	**ANY**
UNSTABLE REACTIVE LIQUIDS CLASS 3(i.e. acrolein, acrylic acid, hydrazine)	**5 gal.**
UNSTABLE REACTIVE LIQUIDS CLASS 3(i.e. acetic acid, hydrogen peroxide 35% to 52% and tetrahydrofuran)	**10 gal.**
UNSTABLE REACTIVE SOLIDS CLASS 4	**ANY**
UNSTABLE REACTIVE SOLIDS CLASS 3	**ANY**
UNSTABLE REACTIVE SOLIDS CLASS 2	**50 lbs.**
UNSTABLE REACTIVE SOLIDS CLASS 1	**100 lbs.**
WATER REACTIVE LIQUIDS CLASS 3(i.e. aluminum alkyls such as triethylaluminum)	**ANY**
WATER REACTIVE LIQUIDS CLASS 2(i.e. sodium peroxide and sulfuric acid)	**5 gal.**
WATER REACTIVE LIQUIDS CLASS 1(i.e. acetic anhydride, sodium hydroxide)	**55 gal.**
WATER REACTIVE SOLIDS CLASS 3(i.e. cromine pentalouride, bromide triflouride)	**ANY**
WATER REACTIVE SOLIDS CLASS 2(i.e. calcium carbide, calcium metla, and lithium hydride)	**50 lbs.**
WATER REACTIVE SOLIDS CLASS 1(i.e. sulfer monochloride and titanium tetrachloride)	**500 lbs.**

PRIMARY HAZARD LIST

	SOLIDS	LIQUIDS	GASES
1	FLAMMABLE	FLAMMABLE	FLAMMABLE
2	PYROPHORIC	OXIDIZER	HIGHLY TOXIC
3	OXIDIZER	UNSTABLE (REACTIVE)	OXIDIZER
4	UNSTABLE (REACTIVE)	HIGHLY TOXIC	RADIOACTIVE
5	HIGHLY TOXIC	RADIOACTIVE	CORROSIVE
6	RADIOACTIVE	CORROSIVE	IRRITANT
7	WATER REACTIVE	IRRITANT	OTHER HEALTH HAZARD
8	CORROSIVE	OTHER HEALTH HAZARD	
9	IRRITANT		
10	OTHER HEALTH HAZARD		

HAZARDOUS MATERIALS SITE MAP

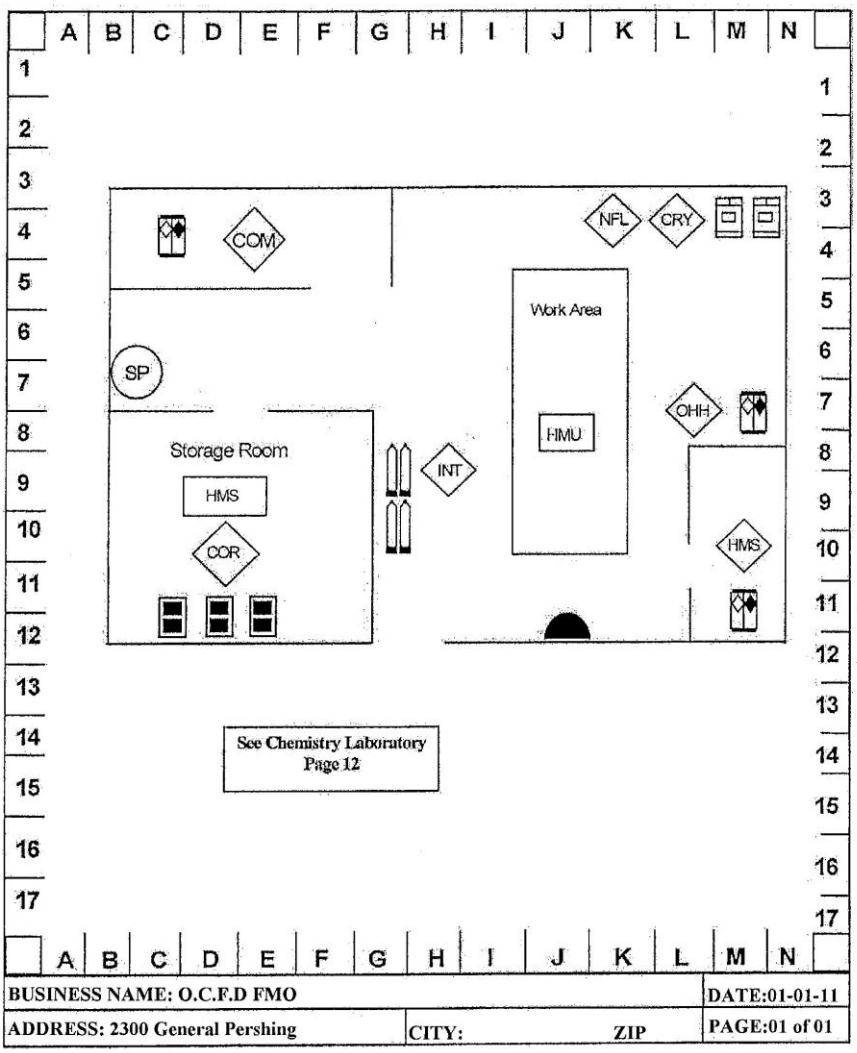


BUSINESS:		DATE:
ADDRESS:	CITY:	PAGE____OF____

Interior ☐ Exterior ☐

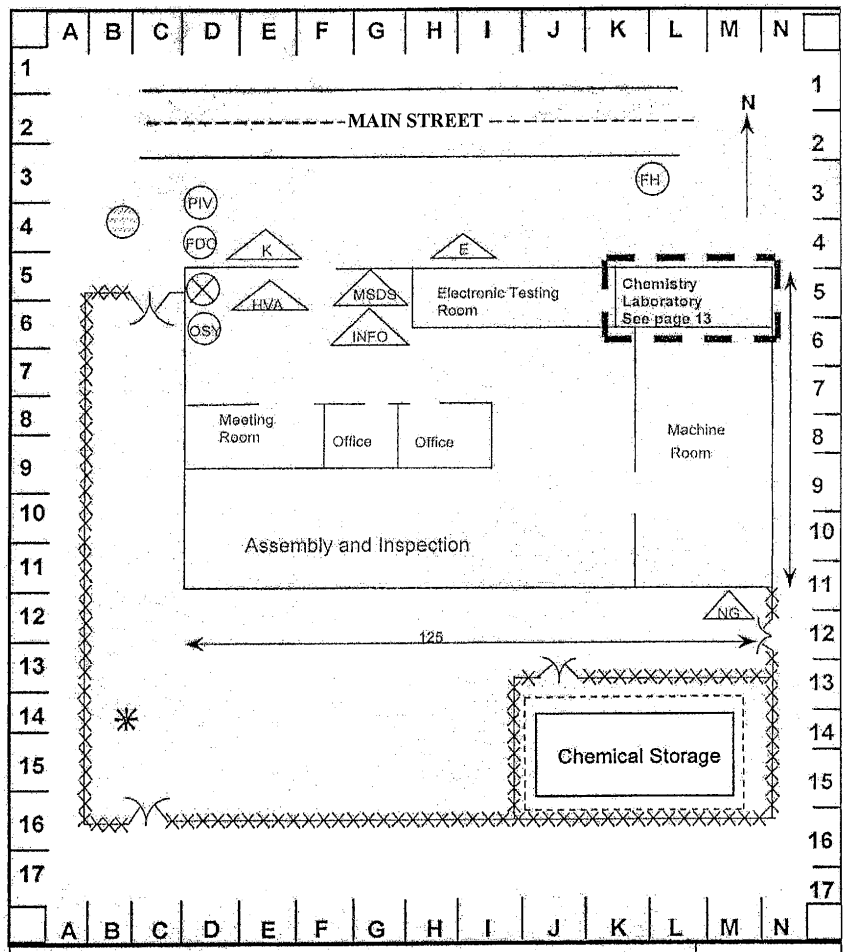
COPY AS NEEDED

SAMPLE ROOM SITE PLAN



BUSINESS NAME: O.C.F.D FMO		DATE:01-01-11
ADDRESS: 2300 General Pershing	CITY: ZIP	PAGE:01 of 01

SAMPLE BUILDING SITE PLAN



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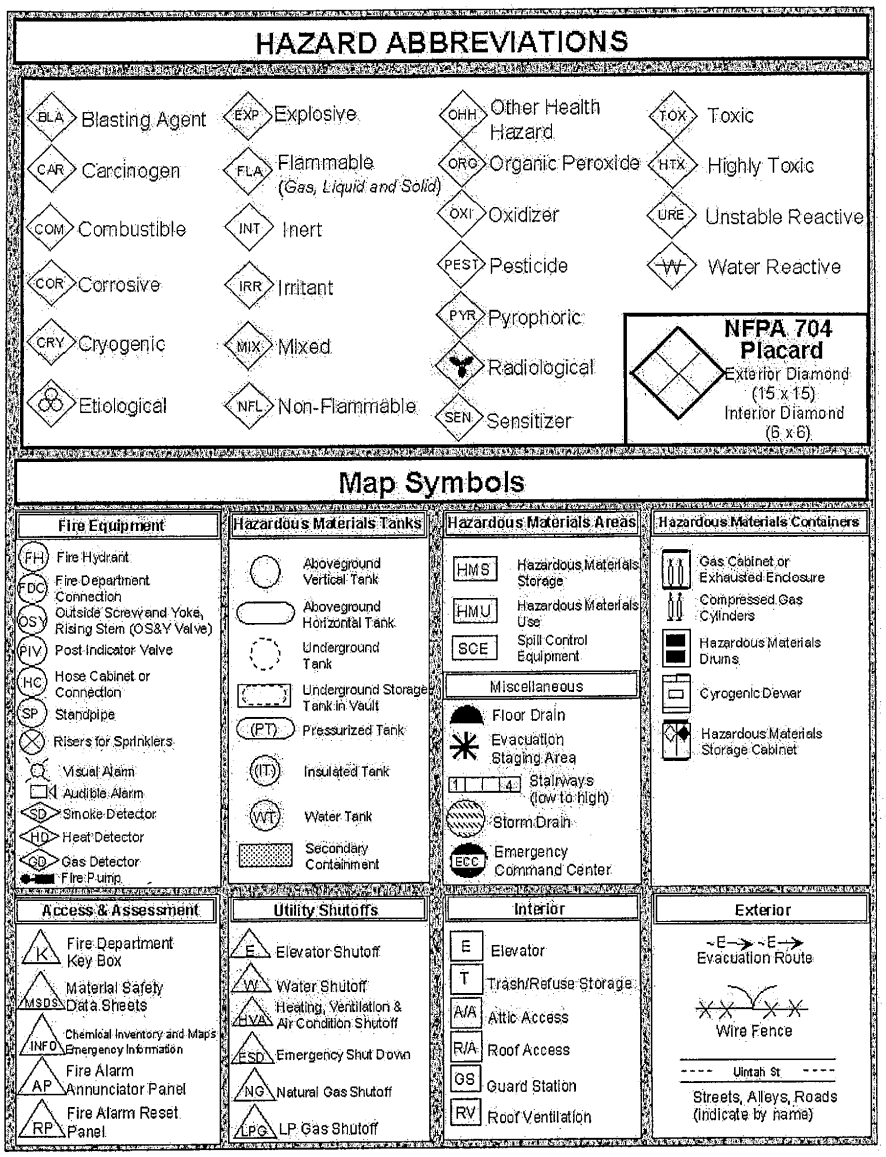
ADDRESS: 2300 General Pershing	CITY:	ZIP:	PAGE: 01 of 01


HAZARD ABBREVIATIONS
BLA Blasting Agent
CAR Carcinogen
COM Combustible
COR Corrosive
CRY Cryogenic
Etiological
EXP Explosive
FLA Flammable (Gas, Liquid and Solid)
INT Inert
IRR Irritant
MIX Mixed
NFL Non-Flammable
OHH Other Health Hazard
ORG Organic Peroxide
OXI Oxidizer
PEST Pesticide
PYR Pyrophoric
Radiological
SEN Sensitizer
TOX Toxic
HTX Highly Toxic
URE Unstable Reactive
W Water Reactive
NFPA 704 Placard
Exterior Diamond (15 x 15)
Interior Diamond (6 x 6)
Map Symbols
Fire Equipment
FH Fire Hydrant
FDC Fire Department Connection
OSY Outside Screw and Yoke, Rising Stem (OS&Y Valve)
PIV Post Indicator Valve
HC Hose Cabinet or Connection
SP Standpipe
Risers for Sprinklers
Visual Alarm
Audible Alarm
SD Smoke Detector
HD Heat Detector
GD Gas Detector
Fire Pump
Hazardous Materials Tanks
Aboveground Vertical Tank
Aboveground Horizontal Tank
Underground Tank
Underground Storage Tank in Vault
(PT) Pressurized Tank
(IT) Insulated Tank
WT Water Tank
Secondary Containment
Hazardous Materials Areas
HMS Hazardous Materials Storage
HMU Hazardous Materials Use
SCE Spill Control Equipment
Miscellaneous
Floor Drain
Evacuation Staging Area
1 4 Stairways (low to high)
Storm Drain
ECC Emergency Command Center
Hazardous Materials Containers
Gas Cabinet or Exhausted Enclosure
Compressed Gas Cylinders
Hazardous Materials Drums
Cryogenic Dewar
Hazardous Materials Storage Cabinet
Access & Assessment
K Fire Department Key Box
MSDS Material Safety Data Sheets
INFO Chemical Inventory and Maps Emergency Information
AP Fire Alarm Annunciator Panel
RP Fire Alarm Reset Panel
Utility Shutoffs
E Elevator Shutoff
W Water Shutoff
HVA Heating, Ventilation & Air Condition Shutoff
ESD Emergency Shut Down
NG Natural Gas Shutoff
LPG LP Gas Shutoff
Interior
E Elevator
T Trash/Refuse Storage
A/A Attic Access
R/A Roof Access
GS Guard Station
RV Roof Ventilation
Exterior
E E Evacuation Route
Wire Fence
Uintah St
Streets, Alleys, Roads (indicate by name)

DEFINITIONS OF HAZARD CATEGORIES

AEROSOL PRODUCTS:
Are products, which are dispensed from an aerosol container by a propellant?

BLASTING AGENT:
Is a material or mixture consisting of a fuel and oxidizer intended for blasting, not otherwise classified as an explosive, in which none of the ingredients is classified as explosive, provided that the finished product as mixed and packaged for use or shipment cannot be detonated by means of a No. 8 test blasting cap when unconfined. Materials or mixtures classified as nitro carbonitrates by DOT regulations are included in this definition.

CARCINOGEN:
Is a substance that causes the development of cancerous growths in living tissue? A chemical is considered to be a carcinogen if:

1. It has been evaluated by the International Agency for Research on Cancer (IARC) and Found to be carcinogen or potential carcinogen, or
2. It is listed as a carcinogen or potential carcinogen in the latest edition of the Annual Report on Carcinogens published by the National Toxicology Program, or
3. OSHA regulates it as a carcinogen.

COMBUSTIBLE LIQUID:
A combustible liquid is a liquid having a flash point at or above 100 degree F. Combustible liquids are subdivided as follows:

Class II liquids are those having flash points at or above 100 degree F and below 140 degree F.
Class III-A liquids are those having flash points at or above 140 degree and below 200 degree F.
Class III-B liquids are those having flash points at or above 200 degree F.

CORROSIVE:
Is a chemical that causes visible destruction of, or irreversible alterations in living tissue by chemical action at the site of contact? A chemical is considered to be corrosive if, when tested on the intact skin of albino rabbits by the method described in Appendix A to C.F.R. 49, Part 173, it destroys or changes irreversibly the structure of the tissue at the site of contact following an exposure period off ours hours. This term does not refer to action on inanimate surfaces.

CRYOGENIC:
Is a fluid that has a normal boiling point below minus 150 degree F?

EXPLOSIVE:
1. A chemical that causes a sudden, almost instantaneous release of pressure, gas and heat when subjected to sudden shock, pressure, or high temperatures, or
2. A material or chemical, other than a blasting agent, that is commonly used or intended to be used for the purpose of producing an explosive effect and is regulated by Article 77 of the International Fire Code (IFC).

FLAMMABLE GAS:
Is a gas which, at NTP, is flammable in a mixture of 13% or less by volume with air, or which has a flammable range with air, which is wider than 12%, regardless of the lower explosive limit?

FLAMMABLE LIQUID:
A flammable liquid is a liquid having a flash point below 100 degrees F and having a vapor pressure not exceeding 40 psi a at 100 degrees F. Flammable liquids include those having flash points below 100 degrees F and are subdivided as follows:
Class 1-A liquids include those having flash points below 73 degrees F and having boiling points below 100 degrees F.
Class 1-B liquids include those having flash points below 73 degrees F and having boiling points at or above 100 degrees F.
Class 1-C liquids include those having flash points at or above 73 degrees F and having boiling point below 100 degrees F.

DEFINITIONS OF HAZARD CATEGORIES CONTINUED

HAZARDOUS WASTE: Is any waste material as classified by the EPA, 40 CFR or Oklahoma Department of Health, which cannot be disposed of by normal methods.

HIGHLY TOXIC MATERIAL:

Is a material that produces a lethal dose or lethal concentration, which falls within any of the following categories?

1. A chemical that has a median lethal dose (LD50) of 50 milligrams or less per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.
2. A chemical that has a median lethal dose (LD50) of 200 milligrams or less per kilogram of body weight when administered by continuous contact for 24 hours, or less if death occurs within 24 hours, with the bare skin of albino rabbits weighing between 2 and 3 kilograms each.
3. A chemical that has a median lethal concentration (LC50) in air of 200 parts per million by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume or dust, when administered by continuous inhalation for one hour, or less if death occurs within one hour, to albino rats weighing between 200 and 300 grams each.

Mixtures of these materials with ordinary materials such as water many not warrant classification as highly toxic. While this system is basically simple in application, experienced technically competent persons must perform any hazard evaluation required for the precise categorization of this type of material.

INFECTIOUS AGENTS:

Those agents, which are usually, located in research or medical facilities which pose the hazard of spreading infectious contamination if contact is made with the product.

IRRITANT:

Is a chemical which is not corrosive, but which causes reversible inflammatory effect on living tissue by chemical action at the site of contact. A chemical is a skin irritant if, when tested on the intact skin of albino rabbits by the method of 16 C.F.R. 1500.41 for four hours exposure or by other appropriate techniques, it results in an empirical score of 5 or more. A chemical is an eye irritant if so determined under the procedure listed in 16 C.F.R. 1500.42 or other approved techniques.

LIQUIFIED PETROLEUM GAS (LP-GAS):

Is a material, which is composed predominantly of the following hydrocarbons or mixtures of them: Propane, propylene, butane (normal butane or isobutane) and butylenes.

NON-HAZARDOUS MATERIAL:

Is a product that poses NO hazard to the environment or the health of those who may come in contact with the product and poses no fire or reactive hazard.

NORMAL TEMPERATURE PRESSURE (NTP)

A temperature of 70 degree F (21.1degree C) and a pressure of 1 atmosphere [14.7 psia (101.3kPa)]

OTHER HEALTH HAZARD MATERIAL:

If the product states in the “Health” portion of the Materials Safety Data Sheet (MSDS) that there is a health hazard associated with exposure to the chemical, but the definition of HIGHLY TOXIC, TOXIC, or INFECTIOUS CHEMICALS do not meet the hazard posed, then the OTHER HEALTH HAZARD box should be checked.

OXIDIZER:

Is a chemical other than blasting agent or explosive that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases. Classification of liquid and solid oxidizers is according to hazard

Class 4: An oxidizing material that can undergo an explosive reaction when catalyzed or exposed to heat, shock or friction.

Class 3: An oxidizing material that will cause a severe increase in the burning rate of combustible materials with which it comes in contact.

Class 2: An oxidizing material that will moderately increase the burning rate or which may cause spontaneous ignition of combustible materials with which it comes in contact.

Class 1: An oxidizing material whose primary hazard is that it may increase the burning rate of combustible materials with which it comes in contact.

DEFINITIONS OF HAZARD CATEGORIES CONTINUED

ORGANIC PEROXIDE:
Is an organic compound that contains the bivalent -0-0- structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms have been replaced by an organic radical. Organic peroxides can present an explosion hazard (detonation or deflagration) or they can be shock sensitive. They can also decompose into various unstable compounds over an extended period of time.

PESTICIDE:
Is a substance or mixture of substances, including fungicides, intended for preventing, destroying, repelling, or migrating pests and substances or a mixture of substances intended for use as a plant regulator, defoliant or desiccant. Products defined, as drugs in the Federal Food, Drug and Cosmetic Act are exempt.

PYROPHORIC:
Is a chemical that will spontaneously ignite in air at or below a temperature of 13degree F.

RADIOACTIVE:
Is a material or combination of materials that spontaneously emits ionizing radiation.

SENSITIZER:
Is a chemical that causes a substantial proportion of exposed people or animals to develop an allergic reaction in normal tissue after repeated exposure to the chemical.

TOXIC MATERIAL:
Is a material, which produces a lethal dose or a lethal concentration within any of the following categories:
1. A chemical or substance that has a median lethal dose (LD50) of more than 50 milligrams per kilogram but not more than 500 milligrams per kilogram of body weight when administered orally to albino rats weighing between 200 and 300grams each.
2. A chemical or substance that has a median lethal dose (LD50) of more than 200 milligrams per kilogram but not more than 1,000 milligrams per kilogram of body weight when administered by continuous contact for 24 hours, or less if death occurs within 24 hours, with the bare skin of albino rabbits weighing between 2 and 3 kilograms each.
3. A chemical or substance that has a median lethal concentration (LC50) in air more than 200 parts per million but not more than 2,000 parts per million by volume of gas or vapor, or more than 2 milligrams per liter but not more than 20 milligrams per liter of mist, fume or dust, when administered by continuous inhalation for one hour, or less if death occurs within one hour, to albino rats weighing between 200 and 300 grams each.

UNSTABLE (REACTIVE):
Is a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under condition of shock, pressure or temperature.

WATER-REACTIVE MATERIAL:
Is a material, which explodes; violently reacts; produces flammable, toxic or hazardous gases; or evolves enough heat to cause self-ignition or ignition of nearby combustibles upon exposure to water or moisture.

Frequently Asked Questions

Where do I find the information about my hazardous materials?
Your MSDS will have all the information you need, including the NFPA 704 information regarding placard numbers.

Do I need secondary containment for my 55 gal drums?
Yes, any single chemical container of 55 gallons or more, with any NFPA 704 rating over a '1', needs secondary containment.

What size of secondary containment do I need?
If you use a tub type, it must hold at least half of the main container, if you use a pallet type, it must be able to hold the entire contents of the largest container. Example: you can have (2) 55 gal. Drums and (2) 30 gal. Drums on (1) pallet type containment system with at least a 55 gal. Capacity.

Can Propane be stored inside?
The small 2.5lb. Bottles used for retail sale are the only propane bottles allowed to be stored inside. All others must be outside and comply with the following: 1) no closer than 20ft. from an opening 2) must have crash protection 3) must be secured from tampering 4) cannot be under an unprotected combustible overhang.

What size of gasoline containers can I have?
If you have plastic gas cans, they must be stored in a flammable cabinet. You can have up to 10 gallons stored outside of a flammable cabinet, as long as you use metal safety cans.

Are there regulations for applying flammable finishes in my auto body shop?
Yes, you must have an approved spray booth (see IFC 2003) with an approved suppression system and ventilation. If you mix on site, you will also need an approved mixing room (see IFC 2003) with a suppression system and ventilation. Prior to installing anything new, you must apply for a permit by submitting 3 sets of plans to the development center.

How do I find out about placards?
During the inspection, you will be told where to place your NFPA 704 placards. Your MSDS should have the appropriate numbers for these placards. The Fire Dept. Inspector can also advise you on this.

What materials do I need to report?
The amounts permitted are listed in the packet. If you have more than the listed amount, then you need to include it in your aggregate amount.

I really don't understand any of this, what do I do?
You can always call the The Oklahoma City Fire Marshal's Office for any questions you may have.

What happens if I don't turn in this packet?
Initially, you will be given a "Notice of Fire Code" violation. If you still don't comply, you may be given a court summons and fined. If you still don't comply, your business could be "shut down".

What happens after the inspection?
If all compliance issues are met, you will be issued your permit. The Hazardous Materials Permit is renewed annually, and you will be sent a renewal notice the following year prior to your expiration date.

PLACARDING

I. GENERAL REQUIREMENTS:

A. Proprietor, owner, manager or other person or organization, which has control over any location where hazardous materials are present, is required to post warning signs according to city ordinance. (The fire companies conducting the inspections shall participate and assist in aiding the proprietor to properly locate the 704-M placards). The proprietor, owner, manager, or other persons who has control over any location where hazardous materials are present shall furnish these placards. The placards are to comply with signage and placement requirements as specified in these standards.

B. The National Fire Protection Association 704 System, 1985 Edition, is the Standard for the posting of signs – References should include; NFPA 704, NFPA 49, NFPA 325M, and NFPA 491M.

C. Signs shall identify hazards in three (3) general categories, each indicating a severity number. The signs shall be diamond shape and arranged with health on the left, flammability on the top, reactivity on the right and the bottom space for special hazard warning.

D. Signs shall be at least 7-1/2 inches on each side. The spaces in the sign shall be at least 3-3/4 inches on a side. Severity number in each space shall be at least 3 inches in height.

II. POSTING REQUIREMENTS:

A. SIGN LOCATIONS

1. A building with a floor space of 5,000 square feet or less shall have posted signs on the outside of the structure in agreement with the inspecting fire companies and building proprietor.
2. If the building has a floor space that is greater than 5,000 square feet signs shall be posted on the outside of the structure as stated above, and at the place within the building where each hazardous material is permanently stored.
3. Outside aboveground storage tanks shall also have signs posted on them stating the content OR a 704-M placard.
4. The inspecting fire company and the proprietor, owner, or manager of the property again will mutually decide the sign location.

B. PRINCIPLE

1. The principle behind posting warning signs is to alert emergency response personnel of potential chemical hazards within a given location. Additionally, it provides the incident commander with information to develop tactical plans to protect firefighters and the public in the general area. In most facilities, there will be a wide variety or materials with various severity ratings. In these cases, the signs shall identify the most severe hazard rating for each hazard group. (If this rating would be misleading because of the presence of insignificant amount, a lesser severity rating shall apply).
2. Significant Amounts shall include:
   Any amount of a hazardous material, which is classified according to the U.S. Department of Transportation as:

   Class A explosive
   Class B explosive
   Class A poison
   Class B poison
   A flammable solid with a dangerous when wet warning
   A yellow III label radio-active material OR

   The aggregate amount of hazardous chemical stored, placed, or used at the workplace is greater than or equal to **fifty-five (55) gallons** of liquid or **five hundred (500) pounds** of non-liquid where the numerical rating of the hazardous chemical based on the NFPA 704 - 1985 system results in:

   a) Health rating of greater than or equal **2**, or
   b) Flammability rating greater than or equal to **2**, or
   c) Reactivity rating of greater than or equal to **1**.

   If hazardous chemical is in a liquid or solid state, the aggregate amount measurement shall be made considering the combined poundage.

III. VARIANCE APPLICATIONS:

A. Proprietor can make application to the commissioner for less stringent sign posting requirements.

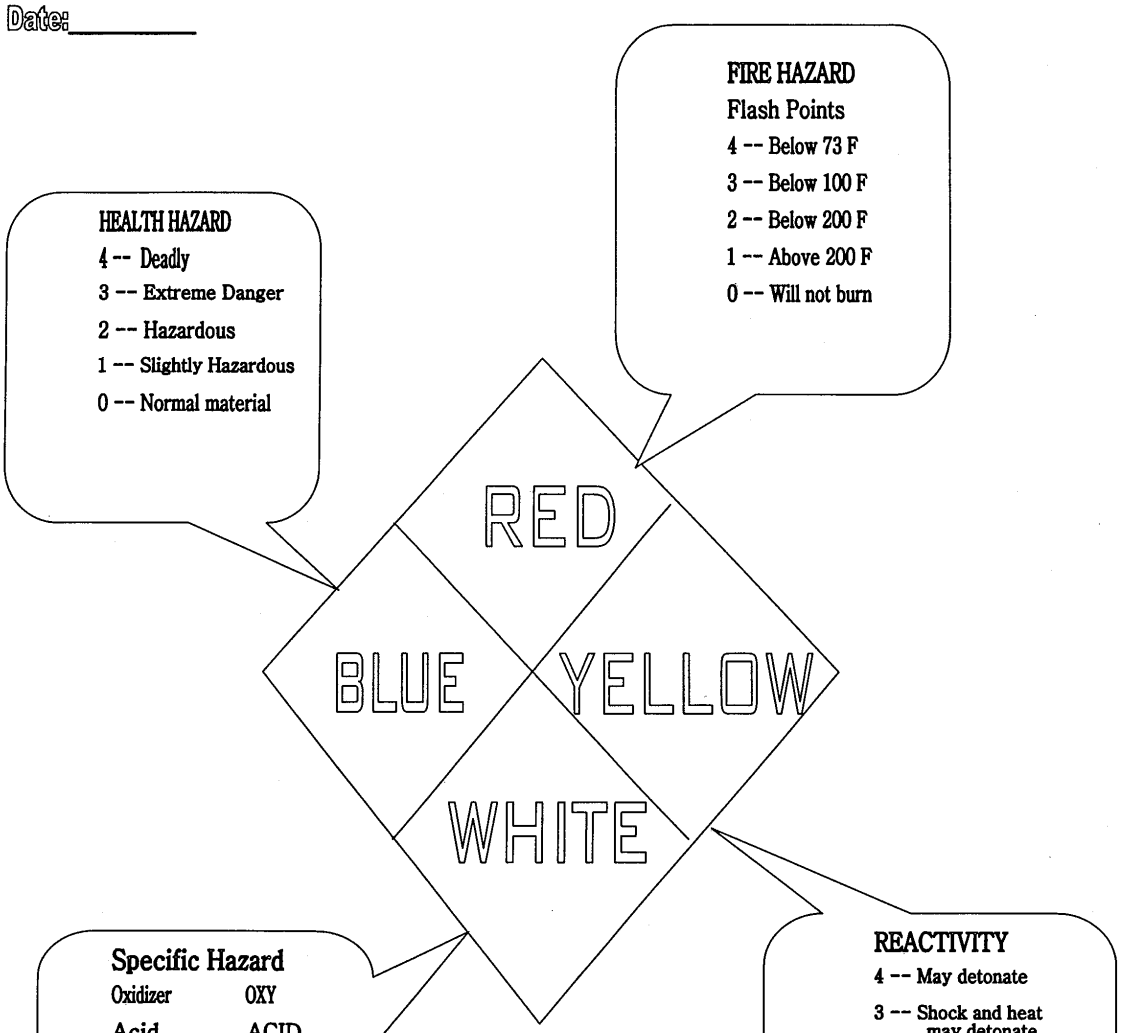
B. The proprietor shall have the burden of proof to show that compliance imposes undo hardship, and that less stringent sign posting will offer the same degree of notice and protection to emergency responders.

C. Medical research areas or companies with trade secret formulas, which they wish not to release, should be forwarded to the HAZ-MAT station for handling.

DBA:_____

Address:_____

Date:_____



AVAILABILITY OF PLACARDS
Placards may be purchased at the local fire protection equipment companies as listed in the yellow pages of the telephone book.

NFPA 704 Warning Placard Requirements

Introduction

Whenever large amounts of hazardous materials are being stored and used within SLAC, warning placards are required. These placards act as an immediate warning system for emergency service personnel, helping them identify the kinds of materials present and the dangers they pose[1, 2].

[1] *The placard design is based on the hazard identification system described in Recommended System for the Identification of the Fire Hazards of Materials, National Fire Protection Association (NFPA) 704.*
[2] *For more information, see ES&H Manual, Chapter 37, "Emergency Management."*

Hazard Categories

The diamond-shaped placards use these four color-coded categories to give at a glance a general idea of the hazards present:

- Health: blue, at the left. Injury hazard from burning materials
- Flammability: red, at the top. Susceptibility of materials to burning
- Reactivity: yellow, at the right. Susceptibility of materials to release energy
- Special hazards: white, at the bottom for hazards important to emergency response personnel; additional special hazards in rectangular white boxes below the placard

Hazard Rankings

The numbers in each box give the order of severity in emergency conditions such as spills, leaks, and fires, from four, indicating severe hazard or extreme danger, to zero, indicating no required warning.

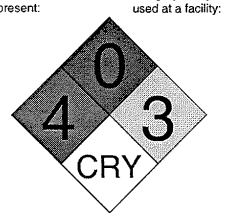
Determining Warning System Placarding Requirements

Follow these steps to determine whether placards are required.

Step One: Select Rating Numbers

Determine each material stored or used at the facility and its warning system category and rating. Refer to the material safety data sheets (MSDS) for your building/facility. Use these criteria:

Hazard Category	Rating Number	Description
Health (Blue)	4	Materials that under emergency conditions can be lethal
	3	Materials that under emergency conditions can cause serious injury
	2	Materials that under emergency conditions can cause temporary incapacitation or residual injury
	1	Materials that under emergency conditions can cause significant irritation
	0	Materials that offer no hazard beyond that of ordinary cumbustible material
Flammability (Red)	4	All liquids and gases with a flash point below 73F and a boiling point below 100F
	3	All liquids and gases with flash points at or below 73F and a boiling point at or above 100F and those liquids having flash point at or above 73F and below 100F
	2	All liquids with a flash at or above 100F and below 200F or solids that readily give off vapors
	1	All liquids, solids, and semi solids with flash points at or above 200F
	0	Materials that will not burn, including any material that will not burn in air when exposed to a temperature of 1500 for a period of 5 minutes
Reactivity (Yellow)	4	Materials readily capable of detonation or explosive reaction at normal temperatures and pressures. Includes materials that are very sensitive to heat, shock, or light. Examples would include explosives A & B and organic peroxides
	3	Materials which when heated and under confinement are capable of detonation and which may react violently with water. A "W" should appear as a special hazard if an explosive reaction with water can be expected. Examples would include blasting agents, fireworks, and ammonium nitrate fertilizer
	2	Materials which will undergo a violent chemical change at elevated temperatures and pressures but do not detonate. A "W" should appear as a special hazard if contact with water may cause a violent reaction or may cause potentially explosive mixtures to be formed. Examples would include combustible metals and water reactive corrosive materials
	1	Materials which are normally stable but may become unstable in combination with other materials or at elevated temperatures and pressures. A "W" should appear as a special hazard if a vigorous but not violent reaction with water may take place. Examples would include most common corrosive and oxidizing materials
	0	Materials that in themselves are normally stable, even under fire conditions
Special Hazards (White)		Note: Refer to the MSDS for the NFPA symbol for each hazard category. Special hazard symbols, such as W (water reactive), OXY (oxidizing material), CRY (cryogenic material), COR (corrosive material), POI (poisonous material), or the radiation warning symbol, must be added to the white bottom section of the placard when available information indicates that one of these special hazards exist. When multiple special hazards exist, add white panels below the placard to list the additional special hazards that apply.



Step Two: Determine the Need for Placards

Compare the total amount of materials with the same hazard category number to the amount requiring placards for each hazard category number. ***Note: Placards will not be required for underground storage of motor fuel***

Building/Facility Placards

Facility and building placards identify the highest hazard rating in each category based on the combined materials in a category rating exceeding threshold quantities. Placards will be required when the following amounts of materials are stored or used at a facility:

Hazard Category	Rating Number	Amount Requiring Placarding on a Building or within a Facility (Aggregate Totals of Weight or Volume)
Health (Blue)	4	> 100 lbs or 10 gals or 50 cu ft
	3	> 100 lbs or 10 gals or 50 cu ft
	2	> 500 lbs or 55 gals or 1000 cu ft
	1	> 1000 lbs or 110 gals or 200 cu ft
Flammability (Red)	4	> 500 lbs or 55 gals or 1000 cu ft
	3	> 500 lbs or 55 gals or 1000 cu ft
	2	> 1000 lbs or 110 gals or 2000 cu ft
	1	> 2000 lbs or 220 gals or 4000 cu ft
Reactivity (Yellow)	4	> 100 lbs or 10 gals or 50 cu ft
	3	> 100 lbs or 10 gals or 50 cu ft
	2	> 500 lbs or 55 gals or 1000 cu ft
	1	> 500 lbs or 55 gals or 1000 cu ft

Subdivision Placards

Subdivisions (rooms or compartments) of buildings or areas within a facility will be placarded to indicate the greatest possible hazards within those subdivisions. Placards will be required when the following amounts of materials are stored or used in a subdivision:

Hazard Category	Rating Number	Amount Requiring Placarding on a Building or within a Facility (Aggregate Totals of Weight or Volume)
Health (Blue)	4	Any amount
	3	Any amount
	2	> 100 lbs or 10 gals or 50 cu ft
	1	> 500 lbs or 55 gals or 1000 cu ft
Flammability (Red)	4	> 100 lbs or 10 gals or 50 cu ft
	3	> 100 lbs or 10 gals or 50 cu ft
	2	> 500 lbs or 55 gals or 1000 cu ft
	1	> 1000 lbs or 110 gals or 2000 cu ft
Reactivity (Yellow)	4	Any amount
	3	Any amount
	2	Any amount
	1	Any amount

Step Three: Make and Place the Placards

Building facility placards must be 15 inches by 15 inches, with each category diamond 7.5 inches by 7.5 inches. Each category diamond on the placard must have the proper background color. The numbers must be 6.0 inches in height with a 0.75-inch stroke, and the number must be centered within its diamond. The numbers may be either white or black, providing sufficient contrast is made against the background color in each category. Subdivision placards may be smaller, typically 8.0 x 8.0 inches.

Placards shall be affixed to buildings or areas within the facility on each side where entry can be made at an appropriate height to be easily seen from approaching emergency equipment. A placard must be placed at the property line on a facility gate or post if a placarded building or area within a facility cannot be easily seen when approaching the property. Affix subdivision placards next to access points into the subdivisions. These placards must be visible when doors into subdivisions are opened or closed.

SLAC-I-730-0A06S-001-R009 25 June 2007
RT 18741

The Oklahoma City Fire Marshal's Office
Hazardous Materials Facility Closure Guidance

GENERAL
Occupancies that maintain hazardous materials may go out of business, move locations or eliminate their hazardous substances. In doing so, instances have occurred where the fire department was not notified which has resulted in out of date records, poor information for responding crews, and insufficient hazardous materials management. As a result, a process has been developed for managing the closeout of hazardous materials stock or facilities.

Facilities warranting a Closure Plan are considered to be either temporarily or permanently out of service/closed. A facility closure plan is required to terminate storage, dispensing, handling or use of hazardous materials and when required, shall be submitted to the fire code official at least 30 days prior to facility closure. The plan is used to document the timetable and proposed decommissioning for the proper transportation, disposal or other approved disposal method of all chemicals, including any contaminated equipment and environmental conditions that are on site.

NOTIFICATION
A 30 day notification prior to the facility's closure is intended to enable proper measures to be taken for disposing or eliminating hazardous materials before the owner/operator vacates the premises. Submit a OCFD Annual Hazardous Materials Operational Permit Closure Notification form at least 30 days prior to temporary or permanent closure. Submittals are accepted via the postal mail or hand delivery to the Oklahoma City Fire Marshal's Office, 2300 General Pershing Blvd., Oklahoma City, OK 73107

PERMIT CLOSURE EXPIRATION
Closure notification expires 180 days from the date of written notification unless otherwise specified by the fire code official on the notification form and if within 30 days of annual renewal date. To revise or renew a closure notification, resubmit a closure notification form at least 30 days prior to the closure date.

CLOSURE INSPECTION
Schedule the permit closure inspection by contacting the Oklahoma City Fire Marshal's Office at (405) 297-3584. Please schedule inspections at least 5 work days in advance. Closure inspection occurs following the proper removal, transport, disposal, decommissioning, and/or disabling of all hazardous materials and associated equipment in accordance with local, state, and federal laws and regulations.

The Oklahoma City Fire Marshal's Office
Hazardous Materials Facility Closure Guidance

The facility shall provide copies of all documentation and demonstrate disposition of all materials and equipment to the fire official prior to or at the time of closure inspection (see post closure report and documents below).

A Closure Plan, Post Closure Report and support documents may include but not be limited to: Consultant/contractor contact info., transportation and documentation of the disposition of chemicals (i.e. waste manifests, chain of custody, etc.); documentation of decommissioning/disabling of process equipment that stored, used or processed the materials; documentation of identified contamination and subsequent remediation; site safety plans with the closure plan if warranted; other agency closure documentation/permit closure, *Special Provisions* during or after closure including site security, fire protection system maintenance, fire department access, number of occupants in building, etc.

Additional agency notification or permits may be required. These may include various building departments, local health department, state or federal agencies.

FEES
Annual Operational Hazardous Material Permit fees and/or other appropriate fees shall be paid for the current closure year.

Exception:
No annual permit fee shall be invoiced if the facility provides a minimum 30-day written notification prior to its annual permit renewal date and the facility is required to close and complete a Closure Inspection within 30 days following the annual renewal date.

No annual permit fee shall be invoiced when a facility is within 30 days (prior or post) to its annual permit renewal date and it provides a written closure notification the day of the 1st annual inspection date. The facility is also required to close and complete a Closure Inspection within 30 days following the annual renewal or inspection date.

A re-inspection fee may be assessed when more than one inspection is required to complete the closure inspection. Re-inspection fees are based on the current OCFD fee schedule.

CLOSURE NOTIFICATION FORM
ANNUAL HAZARDOUS MATERIALS OPERATIONAL PERMIT

Complete and submit this form **30 days** prior to closure of facility. Based on the information provided below, a written Closure Plan may be required.

FACILITY INFORMATION

Facility Name:_____ Facility Phone:_____

Facility Address:_____

City:_____ State:_____ Zip:_____

Contact Name:_____ Phone:_____

Email:_____ Fax:_____

Forwarding Address:_____ City:_____ State/Zip:_____

Forwarding Phone:_____

Property Owner Name:_____

Property Owner Address:_____

(If different from Facility)

City:_____ State:_____ Zip:_____ Phone:_____

CLOSURE INFORMATION

☐ Temporarily Modified or Out of Service ☐ Permanently Modified or Closed Facility

Date of Closure Notification:___/___/_____ Proposed Date of Closure:___/___/_____

Describe the proposed closure activity. Include a Site Facility Map with hazardous material use, storage, handling, transport locations and provide chemical inventory statement and report form(s) in your Hazmat Forms permit. Include equipment, processes, tanks, piping, ventilation, exhaust and treatment systems, and proposed final disposition of any hazardous materials and/or wastes, and equipment. Attach additional pages if needed. Provide Site Safety Plan if available.

_____

_____

_____

_____

_____

_____

_____

_____

Applicant Name (Print):_____ ☐ Owner ☐ Agent/Representative

Applicant Title:_____ Company:_____

Phone:_____ Email:_____ Fax:_____

Signature of Applicant: _____ Date:___/___/_____

DIVISION OF FIRE MARSHAL USE ONLY

Closure Plan: ☐Required ☐Not Required **Inspection:** ☐Required ☐Not Required **Fee:** ☐ Required ☐ Not Required

Remarks/Notes:_____

_____

Staff Reviewer/Inspector:_____ Date:___/___/_____

"No Fee" Notification Expires (see above):___/___/_____ Permit Notification Expires: ___/___/_____

Oklahoma Fire Marshal's Office
Facility Closure Guidance

Annual Hazardous Materials Operational Permit

FORMS AND DOCUMENTS
Closure Notification Form, guidance document and fee schedule may be found in the Hazardous Permit Packet.

CHECKLIST AND SUBMITTALS
- ☐ OCFD Annual Hazardous Materials Operation Permit Closure Notification Form
- ☐ Facility Closure Plan (if required)
- ☐ Facility closure inspection and closure inspection report
- ☐ A Post Closure Plan or support documents (if required)
- ☐ Payment of applicable OCFD fees (if required)

Oklahoma City Fire Marshal's Office enforces the 2003 International Fire Code. Please refer to this document prior to submitting plans for new construction items (i.e. Spray booths, mixing rooms…etc.). The information provided in this packet is generalized; please refer to the 2003 IFC for specifics. If you have questions that you cannot find the answers to, please call the Oklahoma Fire Marshal's Office at 405-297-3584