Hazardous Materials Inventory Statement Summary

Section 1: Facility Description

1. **Business Name:** _____ **Phone:** _____

   Address:_____

2. **Person Responsible for the Business:**

Name	Title	Phone

3. **Emergency Contacts:**

Name	Title	Home Number	Work Number

4. **Person Responsible for the Application/ Principal Contact:**

Name	Title	Phone

5. **Principal Business Activity :**

   _____

   _____

   _____

6. **Number of Employees:** _____
7. **Number of Shifts:** _____
   a. **Number of Employees per Shift :**

   _____

   _____

   _____

8. **Hours of Operation:** _____

9. **Facility Description:**

10. **Operation Description:**

10. General Facility Site Plan

a. **Provide a site plan on 8 ½ by 11-inch paper, showing the locations of all buildings, structures, outdoor chemical control or storage and use areas, parking lots, internal roads, storm and sanitary sewers, wells and adjacent property uses.**
b. **Indicate the approximate scale, northern direction and date the drawing was completed.**

11. Facility Storage Map Site Plan (please provide the following):

a. **Provide a floor plan of each building identified on the site plan containing hazardous materials on an 8 ½ inch by 11-inch paper.**
    i. **Identifying the northern direction and showing the location of each storage and use area.**
b. **Identify storage and use areas, including hazard waste storage areas.**
c. **Show the following:**
    i. **Accesses to each storage and use area.**
    ii. **Location of Emergency equipment.**
    iii. **Location where liaison will meet emergency responders.**
    iv. **Facility evacuation meeting point locations.**
    v. **The general purpose of other areas within the building.**
    vi. **Location of all aboveground and underground tanks to include sumps, vaults, below-grade treatment systems, piping etc.**
    vii. **Show Hazard classes in each area.**
    viii. **Show locations of all Group H occupancies, control areas, and exterior storage and use areas.**
    ix. **Show emergency exits.**

12. Hazardous Materials Inventory Statement Summary Report

Product Name	IBC/IFC Hazard Class [1]	Inventory Amount			IBC/IFC Maximum Allowable Quantity[2]		
		Solid (lb)	Liquid (gal)	Gas (cu ft, gal, lb)	Solid (lb)	Liquid (gal)	Gas (cu ft, gal, lb)

[1] Use criteria for hazard class as described in IFC definitions for Flammable or Combustible Liquids or Solids.

[2] Include increases for sprinklers or storage in cabinets, if applicable.

13. Storage Tank Form

Storage Tank Form (Description of each tank on site)					
	Contents	Size in Gallons	Installation Date	Steel or Fiberglass	Single or Double Wall
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:					

14. Hazardous Materials Inventory Statement Inventory Report

Product Name (components)[1]	CAS Number	Location[2]	Container >55 Gal[3]	Haz Class 1	Haz Class 2	Haz Class 3	Stored (lbs)	Stored (gal)	Stored (gas)[4]	Closed (lbs)	Closed (gal)	Closed (gas)	Open (lbs)	Open (gal)

[1] Specify percentages of main component if available.
[2] Identify the control area or, if it is a Group H occupancy, provide the classification, such as H-2, H- etc.
[3] If the product container, vessel or tank could exceed 55 gallons, indicate yes in the column.
[4] In cubic feet, gallons or pounds.