

## Hazardous Materials Management Plan (HMMP)

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### Project Information

Project Address: \_\_\_\_\_

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### 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: \_\_\_\_\_

## Hazardous Materials Inventory Statement (HMIS)

### Section 2: HMIS Example Form & Instructions

#### Provide Correct Information

- Hazard class, column 1 of the HMIS is often not completed correctly. Many chemicals are multi-hazard class chemicals and every hazard class must be provided. For example, Trimethyl Phosphite is not just a corrosive acid, but also a combustible liquid II, other health hazard, and a class 1 water reactive. Include all classes for each chemical on the HMIS.
- Chemical name, column 3 of the HMIS; fire department requires the chemical concentration (%) to accompany each chemical and provide the chemical name not the formula.
- The HMIS must be formatted to reflect separate chemical information and totals for each area or room, not a consolidated report.
- For each storage or use area or room, provide accumulative totals for each hazard class and for each respective chemical state solid, liquid, and gas.

**Sample: Location: Room 275**

**USE: Storage for manufacturing process**

1	2	3	4	5	6	7	8	9	10	11	12
Hazard Class	Trade Name	Chem Name, & %	CAS, Abstract No.	State (G,S, or L)	Open	Closed	Quantity	Unit (lbs or gal)	Strg Code	NFPA	Location of Chem in Bldg
Flam. Liq 1B, Irritant	Isopropanol	Isopropal Alco. 99%	67-63-0	PL	X		300	GA	L-1-4	1-3-0	
Flam Liq 1B, OHH, WR-2	TMB	Trimethyl Borate 100%	121-43-7	PL		X	30	GA	L-2-4	2-3-1-WR	
<b>Totals</b>											
Flam Liq 1B							330				
Irritant							300				
OHH							30				
WR-2							30				

- Declare if the chemical in use is in an open or closed condition, column 6 and 7.

**Use (material) is:**

- Placing a material into action, including solids, liquids, and gases, or,
- Making a material available for service by opening or connecting anything utilized for confinement of material including solids, liquids, and gases.

**Use, closed system,** is the use of a solid or liquid hazardous material in a closed vessel or system that remains closed during normal operations where vapors emitted by the product are not liberated outside of the vessel or system and the product is not exposed to the atmosphere during normal operations. All compressed gases meet this criteria. Examples of closed systems for solids and liquids include reaction process operations and product conveyed through a piping system into a closed vessel, system or piece of equipment.

**Use, open system,** is use of a solid or liquid hazardous material in a vessel or system that is continuously open to the atmosphere during normal operations and where vapors are liberated, or the product is exposed to the atmosphere during normal operations. Examples of open systems for solids and liquids include dispensing from or into open beakers or containers, and dip tank and plating operations.

- the blank form of the sample:** found on the next page.



## Hazardous Materials Management Plan (Continued)

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### Section 3: Emergency Plan

1. In the event of an emergency, the following shall be notified:

a. Facility Liaison

Name	Title	Home Number	Work Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b. Agency

Agency	Contact	Phone Number
Fire Department	_____	_____
LEPC	_____	_____
Other	_____	_____