



## Hazardous Materials Operational Permit Application

(Provide two sets of plans - site plan required)

APPLICATION #: \_\_\_\_\_  
(Issued by Fire Department)

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Site Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of Business/Operation: \_\_\_\_\_

Start Date: \_\_\_\_\_ Inspection Request Date/Time: \_\_\_\_\_

Hazardous Materials Inventory Statement (Attached HMIS form required to be filled out)

Other Pertinent Information: \_\_\_\_\_

### Conditions of Permit:

### Fees:

- Permission to maintain, store, handle materials \$100/ea
- Other: \_\_\_\_\_ \$100/ea

Check each hazard classification that most closely describes the storage, use and handling of hazardous materials at the facility for which this application is being completed.

<input type="checkbox"/> Aerosols	<input type="checkbox"/> Cryogenic Flammable	<input type="checkbox"/> Flammable Solids	<input type="checkbox"/> Toxics
<input type="checkbox"/> Combustible Dust	<input type="checkbox"/> Cryogenic Oxidizing	<input type="checkbox"/> Organic Peroxides	<input type="checkbox"/> Unstable (reactive)
<input type="checkbox"/> Combustible Fibers	<input type="checkbox"/> Explosives	<input type="checkbox"/> Oxidizer	<input type="checkbox"/> Water Reactive
<input type="checkbox"/> Combustible liquids	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Oxidizing Gas	<input type="checkbox"/> Other:
<input type="checkbox"/> Corrosives	<input type="checkbox"/> Flammable Liquids	<input type="checkbox"/> Pyrophoric	

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Fire Code Official)

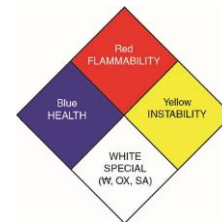
The undersigned hereby agrees that all information on this application is true and correct, and to comply with all applicable city ordinances, state, and federal rules.

**LIABILITY:** THIS PERMIT DOES NOT RELIEVE THE PERMITTEE FROM CRIMINAL OR CIVIL LIABILITY FOR DAMAGES ARISING FROM EVENTS OCCURRING UNDER HIS/HER CONTROL. VIOLATIONS OF THE REQUIREMENTS MAY RESULT IN THE ISSUANCE OF A CITATION OR CIVIL PENALTY.

Permittee or Permittee's Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**PERMIT INVALID WITHOUT PERMITTEE SIGNATURE AND FIRE DEPARTMENT SIGN-OFF**

# Hazardous Material Inventory Statement (HMIS)



**Business Name:** \_\_\_\_\_ **Building ID:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

#	Chemical Name & Concentration	Physical State L=liquid S=solid G=gas ND=not determined	MSDS ID	CAS #	Location	Container Size(s)	Storage Amount	Units of Measurement lbs=pounds gal=gallons cf=cubic feet ND=not determined	Use Amount  Open/Closed	NFPA 704			
										H E A L T H	F L A M M A B I L I T Y	I N S T A B I L I T Y	S P E C I A L

**Completed By:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_

# Code References and Explanatory Material

## Permits

An operational permit is required to store, transport on site, dispense, use, or handle hazardous materials in excess of the amounts listed in the table on page 4 (OFC Section 105).

## Section 407 Hazard Communication

**407.1 General.** The provisions of Sections 407.2 through 407.7 shall be applicable where hazardous materials subject to permits under Section 5001.5 are located on the premises or where required by the fire code official.

**407.2 Material Safety Data Sheets.** Material Safety Data Sheets (MSDS) for all hazardous materials shall be either readily available on the premises as a paper copy, or where approved, shall be permitted to be readily retrievable by electronic access.

**407.3 Identification.** Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs in accordance with Section 5003.5.

**407.4 Training.** Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located, and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures.

**407.5 Hazardous Materials Inventory Statement.** Where required by the fire code official, a Hazardous Materials Inventory Statement (HMIS) in accordance with Section 5001.5.2 shall be provided when quantities meet or exceed those specified in Section 105.6. The fire code official is authorized to accept an alternative inventory statement as may be authorized by other local, state or federal regulations.

**407.6 Hazardous Materials Management Plan.** Where required by the fire code official, a Hazardous Materials Management Plan (HMMP) in accordance with Section 5001.5.1 shall be provided when quantities meet or exceed those specified in Section 105.6. The fire code official is authorized to accept an alternative plan as may be required by other local, state or federal regulations.

**407.7 Facility Closure Plans.** The person responsible for the operation of the facility shall submit to the fire code official a facility closure plan in accordance with Section 5001.6.3 to terminate storage, dispensing, handling or use of hazardous materials.

## OSFM Hazardous Substance Reporting

If the maximum amounts of a hazardous substance stored at the site exceeds the minimum reportable quantity listed on page 5 of this document, then it is a reportable quantity and must be reported. See also: [https://www.oregon.gov/OSP/SFM/pages/cr2k\\_home.aspx](https://www.oregon.gov/OSP/SFM/pages/cr2k_home.aspx)

Type of Material	Amount
Aerosol products	See section 105.6.1
Combustible dust	See section 105.6.6
Combustible fibers	See section 105.6.7
Combustible liquids	See section 105.6.16
Corrosive materials	
Gases	See section 105.6.8
Liquids	55 gallons
Solids	1000 pounds
Cryogenic fluids	See section 105.6.10
Explosive materials	See section 105.6.14
Flammable materials	
Gases	See section 105.6.8
Liquids	See section 105.6.16
Solids	100 pounds
Highly toxic materials	
Gases	See section 105.6.8
Liquids	Any amount
Solids	Any amount
Oxidizing materials	
Gases	See section 105.6.8
Liquids	
Class 4	Any amount
Class 3	1 gallon <sup>a</sup>
Class 2	10 gallons
Class 1	55 gallons
Solids	
Class 4	Any amount
Class 3	10 pounds <sup>b</sup>
Class 2	100 pounds
Class 1	500 pounds
Organic peroxides	
Liquids	
Class I	Any amount
Class II	Any amount
Class III	1 gallon
Class IV	2 gallons
Class V	No permit required
Solids	
Class I	Any amount
Class II	Any amount
Class III	10 pounds
Class IV	20 pounds
Class V	No permit required
Pyrophoric materials	
Gases	Any amount
Liquids	Any amount
Solids	Any amount
Toxic materials	
Gases	See section 105.6.8
Liquids	10 gallons
Solids	100 pounds
Unstable (reactive) materials	
Liquids	
Class 4	Any amount
Class 3	Any amount
Class 2	5 gallons
Class 1	10 gallons
Solids	
Class 4	Any amount
Class 3	Any amount
Class 2	50 pounds
Class 1	100 pounds
Water-reactive materials	
Liquids	
Class 3	Any amount
Class 2	5 gallons
Class 1	55 gallons
Solids	
Class 3	Any amount
Class 2	50 pounds
Class 1	500 pounds

- a. 20 gallons when Table 503.1.1(1). Note k applied and hazard identification signs in accordance with Section 5003.5 are provided for quantities of 20 gallons or less.
- b. 200 pounds when Table 5003.1.1(1). Note k applies and hazard identification signs in accordance with Section 5003.5 are provided for quantities of 200 pounds or less.

# REPORTABLE QUANTITIES

A **hazardous substance** is any substance required by Oregon-OSHA to have a Material Safety Data Sheet (MSDS) or (SDS), as defined in OAR 837-085-0040(38). Examples are substances shipped to, stored at, or produced at the site; including solutions and waste substances. The minimum reportable quantities (RQs) are listed in the tables below.

If the maximum amount of a hazardous substance stored at the site meets or exceeds the minimum reportable quantity listed in the appropriate table below at any one time during the survey period (the previous twelve months from the survey mail date), then it is a **reportable quantity** and must be reported. Please do not add a substance to the survey if it is below the RQ.

Upper Reporting Level		Lower Reporting Level - (Highly Toxic and Explosives) OAR 837-085-0040 (22) and (33)	
Liquids:	500 gallons or more	Liquids:	5 gallons or more
Solids:	500 pounds or more	Solids:	10 pounds or more
Non-liquefied gases:	500 cubic feet or more	Gases:	20 cubic feet or more
Liquefied gases:	500 gallons or more	Radioactive Substances:	Any amount

## Radioactive Substance Reporting Levels

**Any quantity** of a radioactive substance or radioactive waste must be reported. Radioactive substances are reported in millicuries. **Exception:** Sealed source radioactive materials meeting OAR 333-100-0001(123) are not reportable.

## Extremely Hazardous Substance (EHS) Reporting Levels

Substances present at the Federal EPCRA Section 302 Threshold Planning Quantity (TPQ) or 500 pounds whichever is less, must be reported even if the amount is less than the OSFM minimum RQ's. **You must also answer "YES" to Section A, question 2 and provide the Emergency Coordinator contact information.**

Refer to page 18 in this booklet for information on reporting EHS.

Refer to the EPA website for additional information: <https://www.epa.gov/laws-regulations/summary-emergency-planning-community-right-know-act>

Refer to the Consolidated List of Lists for the EHS Section 302 chemicals:

<https://www.epa.gov/epcra/epcracerclacaa-ss112r-consolidated-list-lists-march-2015-version>

## Retail Gas Stations - Gasoline and Diesel Fuel Reporting Levels

A retail gas station is defined as a facility which sells gasoline and/or diesel fuel to the general public for motor vehicle use on land.

Gasoline:	75,000 gallons or more	Diesel Fuel:	100,000 gallons or more
This RQ is only for gasoline stored in underground storage tanks (UST) that are in compliance with all Department of Environmental Quality (DEQ) regulations. When all grades of gasoline added together are <b>equal to or greater than 75,000 gallons</b> , the gasoline must be reported. All grades of gasoline are to be reported as 'Gasoline'.		This RQ is only for diesel fuel stored in underground storage tanks (UST) that are in compliance with all DEQ regulations. When all grades of diesel fuel added together are <b>equal to or greater than 100,000 gallons</b> , the diesel fuel must be reported. All grades of diesel fuel are to be reported as 'Diesel Fuel'.	

Any other substances stored at the retail gas station must be reported at the appropriate RQ as indicated on this page.

## EXCEPTION

Gases intended for human/animal ingestion and/or inhalation either directly or added to a product are exempt from reporting if **ALL** of the following apply:

- The gas is present at the site where human/animal ingestion and/or inhalation occurs.
- The gas is not being used in a manufacturing process.
- The gas is not a cryogenic.
- The gas is not being stored at the site in excess of 1,000 cubic feet.

**Example:** Carbon Dioxide used at a restaurant to carbonate soft drinks is exempt from reporting.