

# Seattle Fire Marshal's Office

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## User's Guide: Hazardous Materials Inventory Statements

### Section 1: Introduction

The Seattle Fire Code requires you to provide a Hazardous Materials Inventory Statement (HMIS) so Fire Inspectors can verify the permit requirements for your building. Without the HMIS, the Seattle Fire Marshal's Office cannot review your application for a permit or renew your existing permit. The HMIS will assist Fire Inspectors in ensuring that your business is in compliance with the Seattle Fire Code.

Following these instructions will provide the Seattle Fire Marshal's Office with a simple HMIS, which will be used as a preliminary screening tool. Depending on your situation, it is possible that a more detailed HMIS will be required.

Factors that could necessitate the detailed HMIS include:

1. Quantity of hazardous material
2. Multiple storage and use locations in a building or outside
3. Types of hazardous materials
4. Lack of a fire sprinkler system

If a detailed HMIS is needed, you may need to obtain the services of a third-party technical expert. We have found this saves time, ensures accuracy, and prevents frustration for you and Fire Inspectors. At a minimum, this expert shall be certified in the International Fire Code by the International Code Council or be a fire protection engineer, chemist or industrial hygienist.

### Section 2: Fire Code Requirements

In the City of Seattle, new permits with the following permit codes will require an HMIS Reporting Form to be submitted at the time the permit is applied for the permit types list below. The fire code official may also require an HMIS in some cases for permit renewals.

4501	Limited Spray Finishing
4502	Spray Finishing Process/Non-Marine
4503	Spray Finishing Process/Non-Marine/Above Permit Quantities
4504	Marine Spray Finishing Process/Below Permit Quantities
4505	Marine Spray Finishing Process/Above Permit Quantities
7904	Bulk Plant or Terminal
801 Series	Variety of Hazardous Gases/Liquids/Solids
8002	Laboratories

The HMIS shall include the following information:

1. Location where stored or used
2. URL for SDS
3. Product name.
4. Hazard Classification
5. Quantities:
  - a. In use, Open

- b. In use, Closed
  - c. Storage
6. Container
  7. Physical State

### **Section 3: HMIS Reporting Form**

You or your 3<sup>rd</sup> party expert must complete and return the HMIS form stored on our website:

<https://www.seattle.gov/fire/business-services/permits#hazardousmaterial>. The following section provides guidance on completing the form. Completed forms shall be emailed along with the application to [permits@seattle.gov](mailto:permits@seattle.gov).

**Section 3.1:** If you have multiple control areas within the property, provide a separate HMIS Reporting Form for each control area including outside control areas.

**Section 3.2:** Obtain Safety Data Sheets (SDS) for all your chemicals. Contact each of your suppliers or manufacturer and request SDS's for each product. For verification purposes, electronic SDS's are required when submitting your HMIS. Use either a web link or PDF.

**Section 3.3:** Complete and submit the HMIS Reporting Form.

1. In Section 1 enter the location of the product.
2. In Section 2 enter the URL of your product. If the URL is unavailable, you are required to supply the PDF of each product. If a PDF is supplied, enter **PDF** in Section 2. PDF versions of your SDS will need to be emailed to your assigned inspector or to [sfd\\_fmo\\_specialhazards@seattle.gov](mailto:sfd_fmo_specialhazards@seattle.gov). Put multiple SDS's into a file, using a file zip tool to compress the folder to a size that can be emailed to the inspector.
3. In Section 3 enter the generic name of the product.
4. In Section 4, using your SDS and this User's Guide, enter the abbreviation for the appropriate, **reportable** hazard for each product. You will use sections 2 and 9 of your SDS to classify your product's Hazard Classes. Many products have multiple hazards associated with them, carefully follow this guide to ensure correct information is entered.

Generally, using Section 2 of your SDS will allow you to complete the hazard identification. If your SDS lists categories of hazards that correspond to a **RED** item in *Table 1: Health Hazard Classes and Categories* or *Table 2: Physical Hazard Classes and Categories* (below), enter the corresponding code into the HMIS Reporting Form.

If in Section 2 of your SDS a hazard classification is identified but NOT listed in **RED** in the below tables then that product is NOT REPORTABLE and is not required to be entered onto the HMIS Reporting Form. For further information, review Seattle Fire Code Appendix E and H.

5. In Section 5 enter the amount of product that you open the lid and use at the facility (In use-open), the amount of product that you use but the lid is closed (In use-closed), and the amount of product that is in storage for later use or sale.
6. In Section 6 check the box if the product is in a 55-gallon container.
7. In Section 7 indicate the physical state of the product (gas, liquid, solid).

**Table 1: Health Hazard Classes and Categories**

ITEMS IN RED ARE REPORTABLE ON YOUR HMIS

Hazard	Hazard Category			
	Acute Toxicity	<b>1 = HTM</b>	<b>2 = HTM</b>	<b>3 = TOX</b>
Skin Corrosion/Irritation	<b>1A = COR</b>	<b>1B = COR</b>	<b>1C = COR</b>	2 = NR
Serious Eye Damage/ Eye Irritation	<b>1 = COR</b>	2A = NR	2B = NR	
Respiratory or Skin Sensitization	1A = NR		1B = NR	
Germ Cell Mutagenicity	1A = NR	1B = NR	2 = NR	
Carcinogenicity	1A = NR	1B = NR	2 = NR	
Reproductive Toxicity	1A = NR	1B = NR	2 = NR	Lactation = NR
STOT – Single Exposure	1 = NR	2 = NR	3 = NR	
STOT – Repeated Exposure	1 = NR		2 = NR	
Aspiration	1 = NR			
Simple Asphyxiants	<b>Single Category = ASPH</b>			

**Table 2: Physical Hazard Classes and Categories**

ITEMS IN RED ARE REPORTABLE ON YOUR HMIS

Hazard	Hazard Category						
	Combustible Dust	<b>1 = CDUST</b>					
Corrosive to Metal	1 = NR						
Compressed Gas, Liquefied Gas, Refrigerated Liquefied Gas	1 = NR						
Explosives <i>Contact inspector for details</i>	<b>Unstable Explosives</b>	<b>1 = Div 1.1</b>	<b>2A = 1.1, 1.2, 1.3, 1.4, 1.5, 1.6</b>		<b>2B = 1.4</b>	<b>2C = 1.4</b>	
Flammable Gases	<b>1 = FLG</b>			2			
Flammable Aerosols	<b>1 = AERO1</b>			<b>2 = AERO2</b>			
Flammable Liquids	<b>1 = F1A</b>	<b>2 = F1B</b>		<b>3 = F1C</b>	<b>4 = C3A</b>		
Flammable Solids	<b>1 = FLS</b>			2 = NR			
Organic Peroxides	<b>A = UD</b>	<b>B = OP1</b>	<b>C = OP2</b>	<b>D = OP3</b>	<b>E = OP4</b>	<b>F = OP5</b>	
Oxidizing Gases	<b>1 = OXG</b>						
Oxidizing Liquids	<b>1 = OX4</b>	<b>2 = OX3</b>		<b>3 = OX2</b>			
Oxidizing Solids	<b>1 = OX4</b>	<b>2 = OX3</b>		<b>3 = OX2</b>			
Pyrophoric Liquids	<b>1 = PYRO</b>						
Pyrophoric Solid	<b>1 = PYRO</b>						
<i>Pyrophoric Gases</i>	<b>1 = PYRO</b>						
Self-heating Chemicals	1			2			
Unstable Reactive	<b>Type A = UR4</b>	<b>Type B = UR4</b>	<b>Type C = UR3</b>	<b>Type D = UR3</b>	<b>Type E = UR2</b>	<b>Type F = UR2</b>	Type G = NR
Water reactive	<b>1 = WR3</b>		<b>2 = WR2</b>		3 = NR		