TO: Property Owner / Manager

RE: Hazardous Materials Reporting Requirements

The Novi Fire Department is required by Act No.154, P.A. of 1974, as amended, Act No.207, P.A. of 1941, and MI-OSHA to assemble information about facilities within the City of Novi that use, produce or handle hazardous materials.

To assist our department in fulfilling its responsibilities under these requirements, we are requesting that you perform the following:

- Complete the enclosed **Hazardous Materials Survey** in its entirety and sign it.
- Complete the **Hazardous Materials Inventory Statement** for all chemical categories reported as **"Have On Site At or Above Reportable Quantity".**
- Provide a building **Floor Plan** indicating the locations of the hazardous materials.
- Complete the enclosed **Emergency Contact & Property Information form.**

Important: DO NOT return Material Safety Data Sheets (MSDS) at this time.

This information is beneficial to our fire fighters when responding to a fire or other emergency at your facility. If your firm does not use, produce or handle any hazardous materials, you much still complete the **Survey** and **Emergency Contact** form. Emergency personnel will hold personal telephone numbers in strict confidence for emergency use only.

Please complete the enclosed survey, inventory and emergency contact form including a building floor plan and return them to the Novi Fire Department within 30 days. All surveys, including negative responses will be kept on file to satisfy state and local requirements.

If there is a change concerning the use, production or quantity of hazardous chemicals at you facility in the future, please contact this department so that we may update our files. Questions concerning this matter can be directed to the Fire Prevention of the Novi Fire Department at **248-735-5674** or MI-OSHA. Thank you in advance for your cooperation.

Sincerely,

Fire Marshal

Novi Public Safety Administration
45125 Ten Mile Road
Novi, Michigan 48375
248.348.7100
248.347.0590 fax

cityofnovi.org

General Procedures for Collecting and Reporting Hazardous Materials Data

START YOUR REPORTING PROCESS BY READING THIS PAGE FIRST. *IT WILL HELP YOU FILE PROPERLY. QUESTIONS CAN BE DIRECTED TO THE FIRE PREVENTION DIVISION OF THE NOVI FIRE DEPARTMENT AT 248-349-2293.*

1. **SURVEY YOUR FACILITY**:
   - Locate and identify the amounts of hazardous materials (HM) within your facility. Group the HM's by category.
   - Identify all locations where reportable quantities of HM's are stored, used or manufactured
   - Locate site specific features, including but not limited to:

Natural Gas Shut Off	Fire Dept. Connection
Electrical Shut Off	Fire Alarm Control Panel
Fire Suppression System(s)	Knox Box (Key Vault for FD)
Sprinkler Control Valves	Fire Doors
Inspector Test Valve	Exit Doors

2. **COMPILE MATERIAL SAFETY DATA SHEETS FOR ALL HAZARDOUS MATERIALS LOCATED WITHIN YOUR FACILITY:** The Material Safety Data Sheet (MSDS) will provide you with most of the information you need for this reporting procedure. **DO NOT** send MSDS's to the fire department unless specifically requested to do so. MIOSHA laws require you to have MSDS documents available to your employees.

3. **COMPLETE THE HAZARDOUS MATERIALS SURVEY:** Complete all of the requested information on this form. For each Chemical Type, indicate whether you have these chemical types either At or Above Reportable Quantity, Below Reportable Quantity, or Do Not Have On Site. Be sure to sign the bottom of page two before submitting this form. **Note: Household Cleaning Chemicals available to consumers and utilized for cleaning of your facility are not required to be reported.**

4. **COMPLETE THE HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS)**: For categories of HM's on site that have quantities At or Above the Reportable Quantity, an Inventory (Doc. 5) shall be provided. Using the information you have gathered, complete the HMIS document. Use the "Completing the Inventory Statement" (Doc. 4) to assist with completing the Inventory.

5. **COMPLETE THE EMERGENCY CONTACT & PROPERTY INFORMATION FORM**: This form is self-explanatory. Please be thorough. This information is used in the event we must contact a facility representative after normal operating hours.

6. **RETURN ALL COMPLETED FORMS:** Return all completed forms within 30 days to the Novi Fire Department, 42975 Grand River Ave., Novi, MI 48375-1731.

Completing the:
Hazardous Materials Inventory Statement

1. **C.A.S. NUMBER**: C.A.S. stands for Chemical Abstracts Service. ***Key point:*** CAS numbers *identify the chemical*, but not its concentration or specific mixture.

2. **FD HAZ CLASS SYMBOL**: This is the *Fire Department Hazard Classification Symbol.* It is the symbol of the chemical types as described on the ***Hazardous Chemical Survey*** and the Hazardous Chemical Definitions sheet. It helps to place chemicals in the proper hazard class.

3. **EHS**: This stands for Extremely Hazardous Substance (EHS). If this is an EHS, it may be noted on the MSDS. If you are unsure whether this chemical is an EHS, leave this box blank.

4. **CHEMICAL NAME**: This is the chemical name of the product, not the trade name. (**Example**: Report "Gasoline", not "Shell Gas", or "Mobil Gas".)

5. **TRADE NAME:** This is the chemical name the product is sold under.

6. **QUANTITY OF PRODUCT**: This is the maximum amount of the product that will be stored, delivered, manufactured and or used on site at any given time during the calendar year. Please list this amount in English measure and in the physical state (see next definition) that the product is in at normal temperature, time and pressure.

7. **PHYSICAL STATE OF MATERIALS**: Examples: Solid, Liquid, Gas, or other physical state.

8. **LOCATION OF MATERIALS**: This refers to the physical location of where the product is used, manufactured or stored at this site. Please indicate if the product is located inside or outside. Also, provide a proportional drawing of this site on 8.5" by 11" paper identifying this (or these) location(s).

   The drawing should also include information such as: location of the fire alarm control panel (FACP), fire department connection (FDC), Utility shut off locations, KNOX box location and the location of the fire sprinkler system control riser and control valves.

HAZARDOUS CHEMICAL DEFINITIONS

Aerosol: A product that is dispensed from an aerosol container by a propellant.

Carcinogens: A chemical that is capable of causing cancer as defined by the International Agency for Research on cancer, is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program, or is regulated by OSHA as a carcinogen.

Combustible Fibers: Readily ignitable and free burning fibers such as cotton, sisal, henequen, jute, hemp, tow, cocoa fiber, oakum, baled waste, baled wastepaper, kapok, hay, straw, excelsior, Spanish moss and other like material.

Combustible Liquids: A liquid having a closed cup flash point at or above 100 degrees F. (38 degrees C.) Combustible liquids shall be subdivided as follows:

> **Class II:** Liquids having a closed cup flash point at or above 100 degrees F. (38 degrees C.) and below 140 degrees F. (60 degrees C.).
>
> **Class IIIA:** Liquids having a closed cup flash point at or above 140 degrees F. (60 degrees C.) and below 200 degrees F. (93 degrees C.).
>
> **Class IIIB:** Liquids having a closed cup flash point at or above 200 degrees F. (93 degrees C.).

Compressed Gases:

> **Toxic:** A compressed gas meeting the definition of a toxic material below.
>
> **Corrosive:** A chemical that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the point of contact.
>
> **Flammable Gas:** A material which is a gas at 68°F (20°C) or less at 14.7 pounds per square inch atmosphere (psia) (101 kPa) of pressure [a material that has a boiling point of 68°F (20°C) or less at 14.7 psia (101 kPa)] which:
>
> 1. Is ignitable at 14.7 psia (101 kPa) when in a mixture of 13 percent or less by volume with air; or
> 2. Has a flammable range at 14.7 psia (101 kPa) with air of at least 12 percent, regardless of the lower limit. The limits specified shall be determined at 14.7 psi (101 kPa) of pressure and a temperature of 68°F (20°C) in accordance with ASTM E 681.
>
> **Liquefied Flammable Gas:** A fluid in the liquid state composed predominantly of methane and which may contain minor quantities of ethane, propane, nitrogen or other components normally found in natural gas.
>
> **Liquefied Oxidizing Gas:** A gas that can support and accelerate combustion of other materials.

HAZARDOUS CHEMICAL DEFINITIONS

Liquefied Petroleum Gas (LPG): A material that is composed predominantly of the following hydrocarbons or mixtures of them: propane, propylene, butane (normal butane or isobutane) and butylenes.

Corrosives: A chemical that causes visible destruction of or irreversible alterations in living tissue at the point of contact.

Cryogenic Liquid (Flammable): Any liquid that has a boiling point below -200 degrees F. (-129 degrees C.) and is flammable in the vapor state.

Cryogenic Liquid (Oxidizer): A cryogenic agent that releases oxygen and will easily combine with fuels to burn. It is a liquid only at very low temperatures.

Explosive & Blasting Agent: A chemical compound, mixture or device, the primary or common purpose of which is to function by explosion.

Flammable Liquid: Any liquid having a closed cup flash point below 100 degrees F. (38 degrees C.). Flammable liquids are further categorized into a group known as Class I Liquids. The Class I category is subdivided as follows:

Class 1A: Liquids having a flash point below 73 degrees F. (23 degrees C.) and having a boiling point below 100 degrees F. (38 degrees C.).

Class 1B: Liquids a having flash point below 73 degrees F. (23 degrees C.) and having a boiling point at or above 100 degrees F. (38 degrees C.).

Class 1C: Liquids having a flash point at or above 73 degrees F. (23 degrees C.) and below 100 degrees F. (38 degrees C.).

Flammable Solid: A solid, except a blasting agent or explosive, capable of causing fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which has an ignition temperature below 212 degrees F. (100 degrees C.) or which burns so vigorously and persistently when ignited as to create a serious hazard.

Highly Toxic Material: A material that produces a lethal dose or lethal concentration that falls within any of the following categories:

1. A chemical that has a median lethal dose (LD 50) 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 (LD 50) 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 (LC 50) 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 1 hour) to albino rats weighing between 200 and 300 grams each.

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

Toxic Material: A chemical falling within any of the following categories:

A chemical that has a median lethal dose (LD 50) 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 300 grams each, ***or,***

A chemical that has a median lethal dose (LD 50) 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, ***or,***

A chemical that has a median lethal concentration (LC 50) in air of 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 1 hour (or less if death occurs within 1 hour) to albino rats weighing between 200 and 300 grams each.

Irritating Material: A chemical that is not corrosive, but causes a reversible inflammatory effect on living tissue by chemical action at the site of contact.

Organic Peroxide: An organic compound that contains the bivalent -O-O- 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 pose 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.

Class 1: Those formulations that are capable of deflagration but not detonation.

Class 2: Those formulations that burn very rapidly and that pose a moderate reactivity hazard.

Class 3: Those formulations that burn rapidly and that pose a moderate reactivity hazard.

Oxidizer: A material that readily yields oxygen or other oxidizing gas, or that readily reacts to promote or initiate combustion of combustible materials. Examples of other oxidizing gases include bromine, chlorine and fluorine.

Class 1: An oxidizer whose primary hazard is that it slightly increases the burning rate but which does not cause spontaneous ignition when it comes in contact with combustible materials.

HAZARDOUS CHEMICAL DEFINITIONS

Class 2: An oxidizer that will cause a moderate increase in the burning rate or that causes spontaneous ignition of combustible materials with which it comes in contact.

Class 3: An oxidizer that will cause a severe increase in the burning rate of combustible materials with which it comes in contact or that will undergo vigorous self-sustained decomposition due to contamination or exposure to heat.

Class 4: An oxidizer that can undergo an explosive reaction due to contamination or exposure to thermal or physical shock. In addition, the oxidizer will enhance the burning rate and can cause spontaneous ignition of combustibles.

Poisonous Gas: Any gas of such nature that a small amount of gas in the air is dangerous to life.

Pyrophoric Materials: A material that will spontaneously ignite in air at or below a temperature of 130 degrees F.

Radioactive Materials: Any material or combination of materials that spontaneously release ionizing radiation.

Unstable (Reactive) Material: Substances capable of rapidly undergoing chemical changes or decomposition. Materials that polymerize, decompose, condense or become self-reactive when exposed to air, water, heat, shock or pressure.

Class 2: Materials that readily undergo violent chemical change at elevated temperatures and pressures.

Class 3: Materials that, in themselves, are capable of detonation or explosive decomposition or explosive reaction, but that require a strong initiating source or that must be heated under confinement before initiation.

Class 4: Materials that in themselves are readily capable of detonation or explosive decomposition or explosive reaction at normal temperatures and pressures.

Water Reactive Material: A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Class 2: Materials that are capable of forming potentially explosive mixtures with water.

Class 3: Materials that react explosively with water without requiring heat or confinement.