



CITY OF EL RENO FIRE DEPARTMENT

Hazardous Material Annual Permit Application

The 2018 International Fire Code(IFC) requires an operational permit for hazardous materials to be stored on site, transport on site, dispense, use or handle in excess of the amounts listed in the IFC 105.6.21.

When all forms are completed, they must be returned to the El Reno Fire Department Fire Marshal's Office, along with the permit fee. After forms are submitted, the forms will be reviewed and an onsite inspection will be scheduled. During inspection the fire inspector may ask to see the facility's Hazardous Materials Management Plan, SDS forms, and training records.

During the inspection the inspector will verify the floor plan and location of hazardous materials. The inspector will also verify placards are located in correct location, Knox boxes and keys are correct, address is posted and visible, maintenance of mean of egress and all fire protection systems are operating with no deficiencies. Please have someone on-site that is familiar with all operations and has access to all locations.

If you have any questions, please contact the El Reno Fire Department Fire Marshal's Office at 405-262-2949.

FACILITY INFORMATION

Part 1

Application Date _____

Permit Number _____

BUSINESS INFORMATION

Business Name _____

Street Address _____ Suite No. _____

Main Phone Number _____ Date Business Began Operations at this Location _____

Principal Business Activity _____

Times of Operation (AM/PM) _____ Number of Shifts _____ Total Employees _____

Number of OSHA 1910.120 Emergency Response Team (ERT) personnel on-site each shift _____

PRINCIPAL CONTACT - Person Responsible for Obtaining Permit/Answering Application Questions

Note: A representative, knowledgeable about operations in the on-site hazardous material areas, to be responsible for liaison with the El Reno Fire Department. Permit Renewal Notices will be mailed to this person. In addition, requests for Material Safety Data Sheets, Hazmat/Fire Inspection results, preplanning information for emergency responses, etc. will be directed to this on-site representative when necessary.

Name _____ Title _____

E-mail _____ Business Ph. _____ Cellular _____

EMERGENCY CONTACTS - 24 hour basis

Name _____ Title _____

E-mail _____ Business Ph. _____ Cellular _____

RESPONSIBLE OFFICIAL - Business Owner, Manager, President, General Manager, etc.

Name _____ Title _____

E-mail _____ Business Ph. _____ Cellular _____

I certify that the information above and on the following parts is true and correct to the best of my knowledge.

Signature _____

Date _____

Annual Fee 150.00 _____ PAID

City of El Reno
2707 Faith Avenue, El Reno, OK 73036

PART 2

A. **FACILITY STORAGE MAP** - Provide one or more maps of the storage facility that show the following:

1. SITE PLAN - provide a site plan showing the location of all buildings, structures, chemical loading areas, parking lots, and internal roads. Indicate the approximate scale or dimensions, northern direction, and the date the drawing was completed.
2. BUILDING FLOOR PLANS - provide a floor plan for each building where hazardous materials are stored and/or used. Show approximate scale or dimensions, and northern direction. Mark each hazardous material storage/use location with a name, letter, or number code of your choice. The location code must be included on the inventory statement per the instructions below. The map should also show accesses to each storage area, the location of emergency equipment, secondary containment areas, purpose of other areas in the facility, and location of aboveground and underground tanks (sumps, pumps, vaults, etc.)

B. **HAZARDOUS MATERIALS INVENTORY STATEMENT (ABOVEGROUND)** - Provide a listing of hazardous materials stored or used aboveground in aggregate quantities greater than that required for reporting by International Fire Code Section 105.6.21. The aggregate reportable quantities are:

	EXTREME HAZARD NFPA 704 RATING= 4*	HIGH HAZARD NFPA 704 RATING = 3*	MODERATE HAZARD NFPA 704 RATING= 2*
HEALTH (H)	0.35 OZ. OR 0.3 FL.OZ.	10 LBS. OR 1 GAL.	110 LBS. OR 55 GAL.
FLAMMABILITY (F)	0.5 LBS. OR 5 GAL.	12 LBS. OR 10 GAL.	60 LBS. OR 120 GAL.
REACTIVITY (R)	0.35 OZ. OR 0.3 FL.OZ.	10 LBS. OR 1 GAL.	110 LBS. OR 55 GAL.

NOTE 1: Compressed and Liquefied GASES - 100 cu. ft. or greater at NTP (70 degrees F), Carbon Dioxide systems - 101 lbs or greater, and Cryogenic Fluids - 1 gal or greater must be reported.

NOTE3: Maintenance quantities for swimming pools and outdoor generator fuel are allowed in greater amounts. Please contact El Reno Fire Department for more details.

***Page 4 and 5 shows a more detailed description of material that must be reported.**

<u>INTERNATIONAL FIRE CODE PERMIT AMOUNTS FOR HAZARDOUS MATERIALS</u>	<u>PERMIT AMOUNT</u>
AEROSOLS Level I,II,III	Lvl I-II- 1000lbs/Lvl III500 lbs
CARCINOGENS	10 lbs
CELLULOSE NITRATE	25 lbs
COMBUSTIBLE FIBER	100 CUBIC FT.
COMBUSTIBLE LIQUIDS – CLASS II, CLASS III-A, CLASS III-B (motor oil, antifreeze, kerosene, diesel)	II-120gal. IIIA-330gal. IIIB-13200gal.
COMPRESSED GASES- (i.e. ammonia, hydrogen chloride, florine)	ANY
CORROSIVES (Liquids)(i.e. chronic, formic, hydrochloric (myratic greater than 15 %) hydrofluoric, nitric (greater than 6 %), perchloric and sulfuric (4%) muriatic acid	55 GAL.
CORROSIVES (solids)	1000 LBS
CRYOGENIC – CORROSIVE/HIGHLY TOXIC	ANY
CRYOGENIC – FLAMMABLE	1 gal inside 60 gal outside
CRYOGENIC – NON FLAMMABLE	1 gal inside 500 gal outside
CRYOGENIC – OXIDIZER	10 gal inside 50 gal outside
EXPLOSIVES AND BLASTING AGENTS (10,000 small arms primers in non-sprinklered bldg. (25000 small arms primers in sprinklered bldg)	1 lb blk powder 20 lbs smokeless 10,000 small arms primers 50 lbs Special industry
FLAMMABLE LIQUIDS – CLASS I-A, CLASS I-B, CLASS I-C	5 gal inside 10 gal inside
FLAMMABLE SOLIDS	100 lbs
HIGHLY TOXIC GASES/ TOXIC GASES	ANY
HIGHLY TOXIC LIQUIDS AND SOLIDS	ANY
IRRITANT LIQUID AND SOLIDS	55 gal
LIQUIFIED PETROLEUM GASES (propane, butane)	ANY
MAGNESIUM	10 lbs
NITRATE FILM	25 lbs
OXIDIZING GASES (i.e. oxygen, ozone, oxides of nitrogen fluorine and chlorine)	504 cubic ft.
OXIDIZING LIQUIDS CLASS 4 (i.e. hydrogen peroxide solutions greater than 91%)	ANY
OXIDIZING LIQUIDS CLASS 3(i.e. hydrogen peroxide solutions greater than 52% up to 91%, chlorine, ammonium nitrate)	1 gal.
OXIDIZING LIQUIDS CLASS 2(i.e. hydrogen peroxide solutions greater than 27.5% up to 52%) lead perchlorate, lithium chlorate, lithium, calcium nitrate	10 gal.
OXIDIZING LIQUIDS CLASS 1 (i.e. nitric acid 40% concentrations or less, perchloric acid solutions less than 50% by weight)	55 gal.
OXIDIZING SOLIDS CLASS 4 (i.e. ammonium perchlorate)	ANY
OXIDIZING SOLIDS CLASS 3 (ammonium dichromate, calcium hypochlorite over 50% by height)	10 lbs.
OXIDIZING SOLIDS CLASS 2 (i.e. hydrogen peroxide greater than 27.5% up to 52% lead perchlorate, lithium chlorate, lithium)	100 lbs.

OXIDIZING SOLIDS CLASS 1(i.e. ammonium persulfate, barium peroxide, calcium peroxide, hydrogen peroxide solutions greater than 8% up to 27.5%)	500 lbs.
ORGANIC PEROXIDES LIQUIDS AND SOLIDS CLASS I (i.e. benzoyl peroxide over 98% concentration, t-butyl hydroperoxide 90%)	ANY
ORGANIC PEROXIDES LIQUIDS AND SOLIDS CLASS II (i.e. hexane 92% and peroxyacetic acid 43%)	ANY
ORGANIC PEROXIDES LIQUIDS AND SOLIDS CLASS III (i.e. benzoyl peroxide 78% and benzoyl peroxide paste 55%)	1 gal./10 lbs.
ORGANIC PEROXIDES LIQUIDS AND SOLIDS CLASS IV (i.e. benzoyl peroxide 70% and benzoyl peroxide paste 50%)	2 gal./20 lbs
OTHER HEALTH HAZARDS LIQUIDS	55 gal.
OTHER HEALTH HAZARDS SOLIDS	500 lbs.
PYROPHORIC (solids, gases, liquids)	ANY
RADIOACTIVE MATERIALS(including gases, liquids and solids)	ANY
SENSITIZER LIQUIDS	55 gal.
SENSITIZER SOLIDS	500 lbs.
TOXIC GASES	ANY
TOXIC LIQUIDS	10 gal.
TOXIC SOLIDS	100 lbs.
UNSTABLE REACTIVE GASES	ANY
UNSTABLE REACTIVE LIQUIDS CLASS 4(i.e. acetyl peroxide, ethyl nitrate, peroxyacetic acid and picric acid)	ANY
UNSTABLE REACTIVE LIQUIDS CLASS 3(i.e. hydrogen peroxide greater than 52%, perchloric acid)	ANY
UNSTABLE REACTIVE LIQUIDS CLASS 3(i.e. acrolein, acrylic acid, hydrazine)	5 gal.
UNSTABLE REACTIVE LIQUIDS CLASS 3(i.e. acetic acid, hydrogen peroxide 35% to 52% and tetrahydrofuran)	10 gal.
UNSTABLE REACTIVE SOLIDS CLASS 4	ANY
UNSTABLE REACTIVE SOLIDS CLASS 3	ANY
UNSTABLE REACTIVE SOLIDS CLASS 2	50 lbs.
UNSTABLE REACTIVE SOLIDS CLASS 1	100 lbs.
WATER REACTIVE LIQUIDS CLASS 3(i.e. aluminum alkyls such as triethylaluminum)	ANY
WATER REACTIVE LIQUIDS CLASS 2(i.e. sodium peroxide and sulfuric acid)	5 gal.
WATER REACTIVE LIQUIDS CLASS 1(i.e. acetic anhydride, sodium hydroxide)	55 gal.
WATER REACTIVE SOLIDS CLASS 3(i.e. cromine pentalouride, bromide triflouride)	ANY
WATER REACTIVE SOLIDS CLASS 2(i.e. calcium carbide, calcium metla, and lithium hydride)	50 lbs.
WATER REACTIVE SOLIDS CLASS 1(i.e. sulfer monochloride and titanium tetrachloride)	500 lbs.

HAZARDOUS MATERIALS AGGREGATES FORM

When you have completed a Chemical Inventory Report for each hazardous material, list the total for each category of hazardous material. List each material only once under the primary hazard using the *Primary Hazard List*. Quantities are the maximum on site amounts.

MATERIAL (As defined in the International Fire Code)	GALLONS	POUNDS	CYLINDERS/ AEROSOLS
AEROSOLS			
CARCINOGENS			
CELLULOSE NITRATE			
COMBUSTIBLE FIBER			
COMBUSTIBLE LIQUIDS – CLASS II FP at 100F and below 140F*			
COMBUSTIBLE LIQUIDS - CLASS III – AFP Above 140 & below 200F*			
COMBUSTIBLE LIQUIDS – CLASS III – B FP above 200F*			
COMPRESSED GASES-INERT (chemically non reactive)			
COMPRESSED GASES – FLAMMABLE (excluding LP gas)			
COMPRESSED GASES – TOXIC AND HIGHLY TOXIC			
COMPRESSED GASES OXIDIZING			
COMPRESSED GASES- PYROPHORIC			
COMPRESSED GASES – CORROSIVE			
COMPRESSED GASES – UNSTABLE (REACTIVE)			
CORROSIVES (Liquids)			
CORROSIVES (solids)			
CRYOGENIC – CORROSIVE/HIGHLY TOXIC			
CRYOGENIC – FLAMMABLE			
CRYOGENIC – NON FLAMMABLE			
CRYOGENIC – OXIDIZER			
EXPLOSIVES AND BLASTING AGENTS			
FLAMMABLE LIQUIDS – CLASS I – A FP below 73F & BP below 100F*			
FLAMMABLE LIQUIDS – CLASS I – B FP below 73F & BP at 100F*			
FLAMMABLE LIQUIDS – CLASS I – C FP at 73F & BP below 100F*			
FLAMMABLE SOLIDS			
HIGHLY TOXIC LIQUIDS AND SOLIDS			
IRRITANT LIQUID AND SOLIDS			
LIQUIFIED PETROLEUM GASES (propane, butane)			
MAGNESIUM			
NITRATE FILM			
ORGANIC PEROXIDES – Unclassified detonatable			
ORGANIC PEROXIDES class I to class V			
OTHER HEALTH HAZARDS (liquids and solids)			
OXIDIZER (liquids & solids) class 4 to class 1			

PYROPHORIC (solids, gases, liquids)			
RADIOACTIVE MATERIALS			
SENSITIZER LIQUIDS AND SOLIDS			
TOXIC GASES, LIQUIDS & SOLIDS			
UNSTABLE REACTIVE GASES			
UNSTABLE REACTIVE (liquids & solids) class 4 to class 1			
WATER REACTIVES (liquids & solids) class 3 to class 1			
TOTAL AGGREGATE QUANTITIES			

*FP=Flashpoint

*BP=Boiling Point

Continued from Page 6

STORAGE TANK FORM (DESCRIPTION OF EACH TANK ON SITE)					
	Contents	SIZE IN GALLONS	INSTALLATION DATE	STEEL OR FIBERGLASS	SINGLE OR DOUBLE WALLED
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:					

Frequently Asked Questions

Where do I find the information about my hazardous materials?

Your MSDS will have all the information you need, including the NFPA 704 information regarding placard numbers.

Do I need secondary containment for my 55 gal drums?

Yes, any single chemical container of 55 gallons or more, with any NFPA 704 rating over a “1”, needs secondary containment.

What size of secondary containment do I need?

If you use a tub type, it must hold at least half of the main container, if you use a pallet type, it must be able to hold the entire contents of the largest container. Example: you can have (2) 55 gal. Drums and (2) 30 gal. Drums on (1) pallet type containment system with at least a 55 gal. Capacity.

Can Propane be stored inside?

The small 2.5lb. bottles used for retail sale are the only propane bottles allowed to be stored inside. All others must be outside and comply with the following: 1) no closer than 20ft. from an opening 2) must have crash protection 3) must be secured from tampering 4) cannot be under an unprotected combustible overhang. If LP-Gas containers are being stored inside they must conform to 6103.2.1.1 through 6103.2.1.7.

What size of gasoline containers can I have?

If you have plastic gas cans, they must be stored in a flammable cabinet. You can have up to 10 gallons stored outside of a flammable cabinet, as long as you use metal safety cans.

Are there regulations for applying flammable finishes in my auto body shop?

Yes, you must have an approved spray booth (see IFC 2015) with an approved suppression system and ventilation. If you mix on site, you will also need an approved mixing room (see IFC 2018) with a suppression system and ventilation. Prior to installing anything new, you must apply for a permit by submitting plans to the development center.

How do I find out about placards?

During the inspection, you will be told where to place your NFPA 704 placards. Your MSDS should have the appropriate numbers for these placards.

What materials do I need to report?

The amounts permitted are listed in the packet. If you have more than the listed amount, then you need to include it in your aggregate amount.

I really don't understand any of this, what do I do?

You can always call the El Reno Fire Marshal's office for any questions you may have.

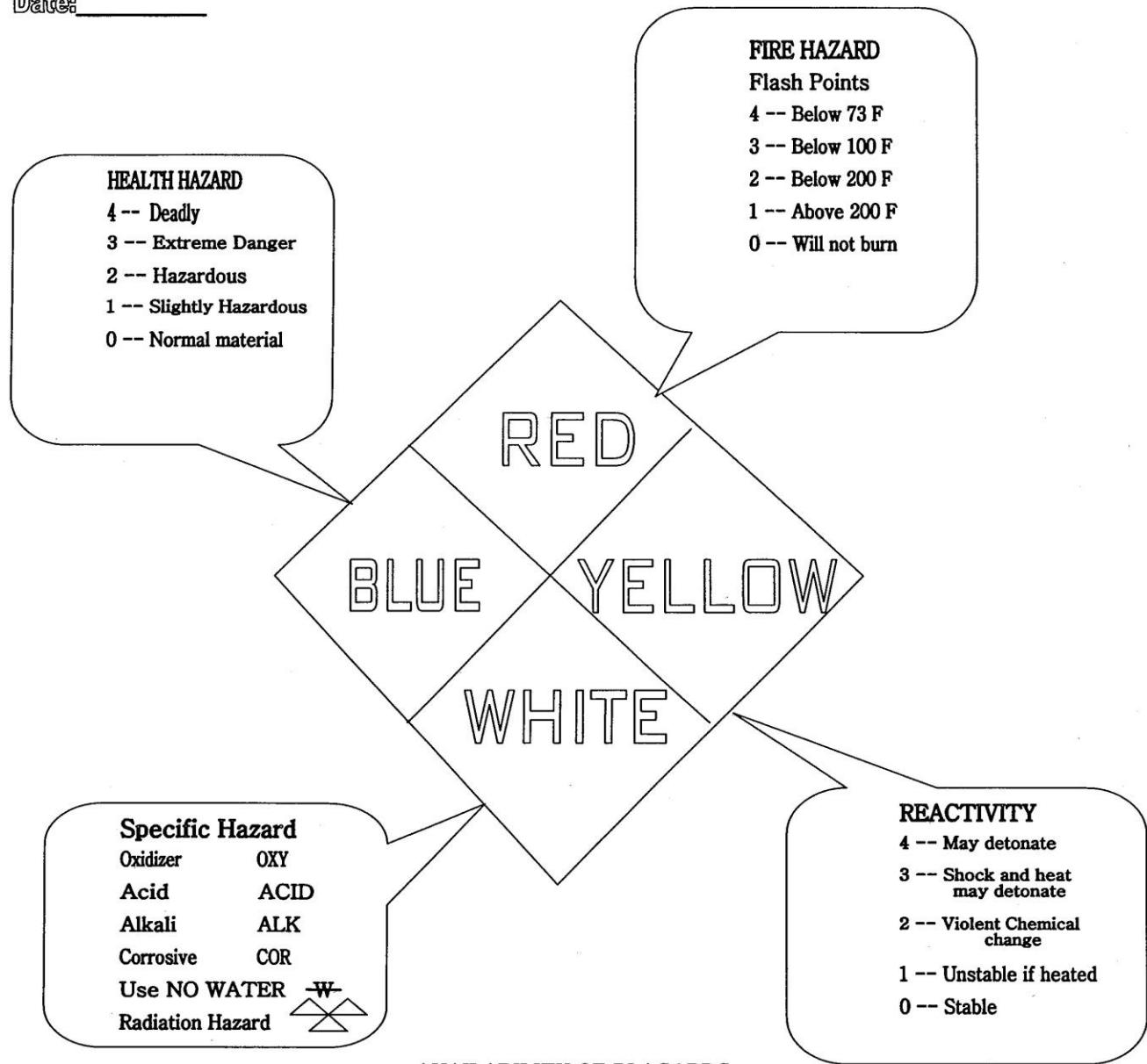
What happens if I don't turn in this packet?

Initially, you will be given a “Notice of Fire Code” violation. If you still don't comply, you may be given a court summons and fined. If you still don't comply, your business could be “shut down”.

What happens after the inspection?

If all compliance issues are met, you will be issued your permit. The Hazardous Materials Permit is renewed annually, and is the responsibility of the business to stay up to date on the permit.

DBA: _____
Address: _____
Date: _____



AVAILABILITY OF PLACARDS
Placards may be purchased at the local
fire protection equipment companies

NFPA 704 Warning Placard Requirements

Introduction

Whenever large amounts of hazardous materials are being stored and used within SLAC, warning placards are required. These placards act as an immediate warning system for emergency service personnel, helping them identify the kinds of materials present and the dangers they pose.^{1,2}

¹The standard design is based on the hazard identification system described in Recommended System for the Identification of the Fire Hazards of Materials, National Fire Protection Association (NFPA) 704.

²For more information, see FSAH Manual, Chapter 37, "Emergency Management."

Hazard Categories

The diamond-shaped placards use these four color-coded categories to give at a glance a general idea of the hazards present:

- Health: blue, at the left; injury hazard from burning materials
- Flammability: red, at the top; Susceptibility of materials to burning
- Reactivity: yellow, at the right; Susceptibility of materials to release energy
- Special hazards: white, at the bottom for hazards important to emergency response personnel; additional special hazards in rectangular white boxes below the placard

Hazard Rankings

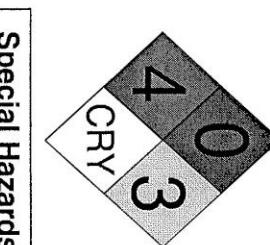
The numbers in each box give the order of severity in emergency conditions such as spills, leaks, and fires, from four, indicating severe hazard or extreme danger, to zero, indicating no required warning.

Determining Warning System Placarding Requirements

Follow these steps to determine whether placards are required:

Step One: Select Rating Numbers

Determine each material stored or used at the facility and its warning system category and rating.



Special Hazards

Subdivision Placards

Subdivisions (rooms or compartments) of buildings or areas within a facility will be placarded to indicate the greatest possible hazards within those subdivisions. Placards will be required when the following amounts of materials are stored or used in a subdivision:

Hazard Category	Rating Number	Amount Requiring Placarding on a Building or within a Facility (Aggregate Totals of Weight or Volume)
Health (Blue)	4	> 500 lbs or 55 gals or 1000 cu ft
	3	> 100 lbs or 10 gals or 50 cu ft
	2	> 1000 lbs or 110 gals or 200 cu ft
	1	> 500 lbs or 55 gals or 1000 cu ft
Flammability (Red)	4	> 500 lbs or 55 gals or 1000 cu ft
	3	> 1000 lbs or 110 gals or 200 cu ft
	2	> 2000 lbs or 220 gals or 4000 cu ft
	1	> 100 lbs or 10 gals or 50 cu ft
Reactivity (Yellow)	4	> 500 lbs or 55 gals or 1000 cu ft
	3	> 100 lbs or 10 gals or 50 cu ft
	2	> 500 lbs or 55 gals or 1000 cu ft
	1	> 50 lbs or 5 gals or 1000 cu ft

Subdivision Placards

Subdivisions (rooms or compartments) of buildings or areas within a facility will be placarded to indicate the greatest possible hazards within those subdivisions. Placards will be required when the following amounts of materials are stored or used in a subdivision:

Hazard Category	Rating Number	Amount Requiring Placarding on a Building or within a Facility (Aggregate Totals of Weight or Volume)
Health (Blue)	4	Any amount
	3	Any amount
	2	> 100 lbs or 10 gals or 50 cu ft
	1	> 500 lbs or 55 gals or 1000 cu ft
Flammability (Red)	4	> 100 lbs or 10 gals or 50 cu ft
	3	> 1000 lbs or 110 gals or 200 cu ft
	2	> 500 lbs or 55 gals or 1000 cu ft
	1	> 1000 lbs or 110 gals or 200 cu ft
Reactivity (Yellow)	4	Any amount
	3	Any amount
	2	Any amount
	1	Any amount

Step Three: Make and Place the Placards

Building facility placards must be 15 inches by 15 inches, with each category diamond 7.5 inches by 7.5 inches. Each category diamond on the placard must have the proper background color. The numbers must be 6.0 inches in height with a 0.75-inch stroke, and the number must be centered within its diamond. The numbers may be either white or black, providing sufficient contrast is made against the background color in each category. Subdivision placards may be smaller, typically 8.0 x 8.0 inches. Placards shall be affixed to buildings or areas within the facility on each side where entry can be made at an appropriate height to be easily seen from approaching emergency equipment. A placard must be placed at the property line on a facility gate or post if a placard building or area within a facility cannot be easily seen when approaching the property. Affix subdivision placards next to access points into the subdivisions. These placards must be visible when doors into subdivisions are opened or closed.

ANNUAL HAZARDOUS MATERIALS OPERATIONAL PERMIT CHECKLIST

1. Site plan (as stated above)
2. Floor plan (as stated above)
3. Hazardous Material Aggregates Form
4. Payment of applicable fees



City of El Reno Fire Department's Facility Closure Guidance

Temporarily out-of-services facilities

Facilities that are temporarily out of service shall continue to maintain a permit and be monitored and inspected.

Permanently out-of-service facilities

Facilities for which a permit is not kept current or is not monitored and inspected on a regular basis shall be deemed to be permanently out of service and shall be closed in an approved manner. Permittees shall apply for approval to close permanently storage, use or handling facilities. The fire code official is authorized to require that such application be accompanied by an approved facility closure plan.

Facility closure plan

Where a facility closure plan is required, it must be submitted to the fire code official not less than 30 days prior to facility closure. The plan shall demonstrate that hazardous materials that are stored, dispensed, handled or used in the facility will be transported or disposed of, which will eliminate the need for further maintenance and any threat to public health and safety.

CLOSURE NOTIFICATION FORM
ANNUAL HAZARDOUS MATERIALS OPERATIONAL PERMIT

Complete and submit this form **30 days** prior to closure of facility. Based on the information provided below, a written Closure Plan may be required.

FACILITY INFORMATION

Facility Name: _____	Facility Phone: _____
Facility Address: _____	
City: _____	State: _____
Zip: _____	
Contact Name: _____	Phone: _____
Email: _____	Fax: _____
Forwarding Address: _____	City: _____
State/Zip: _____	
Forwarding Phone: _____	
Property Owner Name: _____	
Property Owner Address: _____	
(If different from Facility)	
City: _____	State: _____
Zip: _____	Phone: _____

CLOSURE INFORMATION

Applicant Name (Print): _____ Owner Agent/Representative
Applicant Title: _____ Company: _____
Phone: _____ Email: _____ Fax: _____
Signature of Applicant: _____ Date: _____ / _____ / _____

DIVISION OF FIRE MARSHAL USE ONLY

Closure Plan: <input type="checkbox"/> Required <input type="checkbox"/> Not Required	Inspection: <input type="checkbox"/> Required <input type="checkbox"/> Not Required	Fee: <input type="checkbox"/> Required <input type="checkbox"/> Not Required
Remarks/Notes: _____		
