400-153

SAMPLE FORMAT OF HAZARDOUS MATERIALS MANAGEMENT PLAN (HMMP) INSTRUCTIONS

SECTION I - FACILITY DESCRIPTION

1.1 Part A

- 1. Fill out Items 1 through 11 and sign the declaration.
- 2. Only Part A of this section is required to be updated and submitted annually, or within 30 days of a change.

1.2 Part B—General Facility Description (Site Plan)

- Provide a site plan on 8½ in. by 11 in. (215 mm by 279 mm) paper, using letters on the top and
- bottom margins and numbers on the right and left side margins, showing the location of all buildings, structures, chemical loading areas, parking lots, internal roads, storm and sanitary sewers, wells, and adjacent property uses.
- 2. Indicate the approximate scale, northern direction, and date the drawing was completed.
- 3. List all special land uses within 1 mi (1.609 km).

1.3 Part C—Facility Storage Map (Confidential Information)

- Provide a floor plan of each building on 8½ in. by 11 in. (215 mm by 279 mm) paper, using letters on the top and bottom margins and numbers on the right and left side margins, with approximate scale and northern direction, showing the location of each storage area. Mark map clearly "Confidential — Do Not Disclose" for trade-secret information as specified by federal, state, and local laws.
- 2. Identify each storage area with an identification number, letter, name, or symbol.
- 3. Show the following:
 - (a) Accesses to each storage area.
 - (b) Location of emergency equipment.
 - (c) The general purpose of other areas within the facility.
 - (d) Location of all aboveground and underground tanks to include sumps, vaults, below-grade treatment systems, piping, etc.

4. Provide the following on the map or in a map key or legend for each storage area:

- (a) A list of hazardous materials, including wastes
- (b) Hazard class of each hazardous waste
- (c) The maximum quantity for hazardous materials
- (d) The contents and capacity limit of all tanks at each area and indicate whether they are above or below ground
- 5. List separately any radioactives, cryogens, and compressed gases for each facility.
- Trade-secret information shall be listed as specified by federal, state, and local laws.

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SECTION II—HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS)

2.1 Part A—Declaration Fill out all appropriate information.

2.2 Part B-Inventory Statement

- 1. You must complete a separate inventory statement for all waste and nonwaste hazardous materials. List all hazardous materials in alphabetical order by hazard class.
- 2. Inventory Statement Instructions.

Column Information Required

- 1 Provide hazard class for each material.
- Nonwaste. Provide the common or trade name of the regulated material.
 Waste. In lieu of trade names, you may provide the waste category.
- 3 Provide the chemical name and major constituents and concentrations, if a mixture.
- 4 Enter the chemical abstracts service registry number (CAS number) found in the MSDS. For mixtures, enter the CAS number of the mixture as a whole if it has been assigned a number distinct from its constituents. For a mixture that has no CAS number, leave this item blank.
- 5 Enter the following descriptive codes as they apply to each material. You may list more than one code, if applicable.
 - P = Pure
 - M = Mixture
 - S = Solid
 - L = Liquid
 - G = Gas

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Provide the maximum aggregate quantity of each material handled at any one time by the business. For underground tanks, list the maximum volume [in gallons (liters)] of the tank.

Enter the estimated average daily amount on site during the past year.

- 7 Enter the units used in Column 6 as:
 - lb = Pounds
 - gal = Gallons
 - cf = Cubic Feet
- 8 Enter the number of days that the material was present on site (during the last year).

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 Δ FIGURE C.3.1 Sample Format of Hazardous Materials Management Plan (HMMP) Instructions.

Column Information Required

9 Enter the storage codes below for type, temperature, and pressure:

Type

- A = Aboveground Tank
- B = Belowground Tank
- C = Tank Inside Building
- D = Steel Drum
- E = Plastic or Nonmetallic Drum
- F = Can
- G = Carboy
- H = Silo
- I = Fiber Drum
- J = Bag
- K = Box
- L = Cylinder
- M = Glass Bottle or Jug
- N = Plastic Bottles or Jugs
- O = Tote Bin
- P = Tank Wagon
- Q = Rail Car
- R = Other

Temperature

- 4 =Ambient
- 5 =Greater than Ambient
- 6 = Less than Ambient, but not Cryogenic [less than -150°F (-101.1°C)]
- 7 = Cryogenic conditions [less than -150°F (-101.1°C)]

Pressure

- 1 = Ambient (Atmospheric)
- 2 = Greater than Ambient (Atmospheric)
- 3 = Less than Ambient (Atmospheric)
- 10 For each material listed, provide the SARA Title III hazard class as listed below. You may list more than one class. These categories are defined in 40 CFR 370.66.

Physical Hazard

- $\mathbf{F} = \mathbf{Fire}$
- P = Sudden Release of Pressure
- R = Reactivity

Health Hazard

- I = Immediate (Acute)
- D = Delayed (Chronic)
- 11 Waste Only. For each waste, provide the total estimated amount of hazardous waste handled throughout the course of the year.

SECTION III - SEPARATION AND MONITORING

3.1 Part A—Aboveground

Fill out Items 1 through 6, or provide similar information for each storage area shown on the facility map. Use additional sheets as necessary.

3.2 Part B-Underground

- 1. Complete a separate page for each underground tank, sump, vault, belowgrade treatment system, etc.
- Check the type of tank and method(s) that applies to your tank(s) and piping, and answer the appropriate questions. Provide any additional information in the space provided or on a separate sheet.

SECTION IV-WASTE DISPOSAL

Check all that apply and list the associated wastes for each method checked.

SECTION V-RECORD KEEPING

Include a brief description of your inspection procedures. You are also required to keep an inspection log and recordable discharge log, which are designed to be used in conjunction with routine inspections for all storage facilities or areas. Place a check in each box that describes your forms. If you do not use the sample forms, provide copies of your forms for review and approval.

SECTION VI-EMERGENCY RESPONSE PLAN

- 1. This plan should describe the personnel, procedures, and equipment available for responding to a release or threatened release of hazardous materials that are stored, handled, or used on site.
- 2. A check or a response under each item indicates that a specific procedure is followed at the facility, or that the equipment specified is maintained on site.
- 3. If the facility maintains a more detailed emergency response plan on site, indicate this in Item 5. This plan shall be made available for review by the inspecting jurisdiction.

SECTION VII — EMERGENCY RESPONSE TRAINING PLAN

- 1. This plan should describe the basic training plan used at the facility.
- 2. A check in the appropriate box indicates the training is provided or the records are maintained.
- 3. If the facility maintains a more detailed emergency response training plan, indicate this in Item 4. This plan shall be made available for review by the inspecting jurisdiction.

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△ FIGURE C.3.1 Continued

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Part A—General Information		CHIPTION	
1. Business Name:		ות	
Address:		Phone:	
2. Person Responsible for the Business:			
Name		Title	Phone
3 Emergency Contacts			
Name			
	Title	Home Number	Work Number
4 Person Bognongible for the Aultimeter			
. Terson Responsible for the Application/Prin	ncipal Contact:		
ivame		Title	Phone
5. Property Owner:			
Name	1	Address	Phone
6. Principal Business Activity:			
7. Number of Employees:			
8. Number of Shifts:			
9. Hours of Operation:			
). SIC Code:			
1. Dunn and Bradstreet Number:			
2. Declaration: I certify that the information above and on	the following parts is tru	ae and correct to the best of	my knowledge
Signature:		Data	
Print Name:		Date:	
(Must be signed by owner/operator or design	nated representative)	пие:	
ar D—General Facility Description/Site Pl	an		
se arid format in Dart (1)			
se grid format in Part C)			
se grid format in Part C) ecial land uses within 1 mi (1.609 km):			
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 Δ FIGURE C.3.1 Continued

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SECTION I: FACILITY DESCRIPT	ION (Continued)
Part C — Facility Ma (Use grid format below	p v)
2	2
3	
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
A B C D E F G H I	J K L M N
BUSINESS NAME	DATE
ADDRESS CITY	PAGE OF
SECTION II: HAZARDOUS MATERIALS II	NVENTORY STATEMENT
Part A—Declaration	
1. Business Name:	
2. Address:	
Under penalty of perjury, I declare the above and subsequent informaterials inventory statement, is true and correct.	nation, provided as part of the hazardous
Signature:	Date:
Print Name:	Title:
(Must be signed by owner/operator or designated representative)	
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SECTION II: HAZARDOUS MATERIALS INVENTORY STATEMENT (Contin	nued)
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Part B—Hazardous Materials Inventory Statement

(1)	192 Date 1		1			
(1)	(2)			(3)	(4)	(5)
			Chemi	cal Name, Components	Chemical Abstract	
Hazard Class	Common/Trad	le Name	a	nd Concentration	Service No.	Physical State
				1		
			-			
(6)	(7)	(8)		(9)	(10)	
Maximum Quantity					(10)	(11)
on Hand at Any Time	TInita	n	~	Storage Code (Type,		Annual Waste
at the at the time	Units	Days on	Site	Pressure, Temperature) SARA Class	Throughput

on Hand at Any Time	Units	Days on Site	Pressure, Temperature)	SARA Class	Throughput

SECTION III: SEPARATION, SECONDARY CONTAINMENT, AND MONITORING

Part A—Aboveground Storage Areas

Storage Area Identification (as shown on facility map):	
 Storage Type: Original containers Inside machinery 55 gal (208.2 L) drums or storage shed Pressurized vessel 	Safety cans Bulk tanks Outside barrels Other:
2. Storage Location: Inside building Secured	Outside building
 Separation: All materials Compatible Separation by 20 ft (6.1 m) 	One-hour separation wall/partition Approved cabinets Other:
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Δ FIGURE C.3.1 Continued

. Secondary Containment:	
Approved cabinet	Secondary drums
Tray	Bermed, coated floor
Vaulted tank	Other:
Double-wall tank	
. Monitoring:	
Visual	Other:
Continuous	Attach specifications if necessary
. Monitoring Frequency:	
Daily	Other:
Weekly	
levt D Underground	Attach adoltional sneets as necessary
Single-Wall Tanks and Piping	
ank Area Identification (as shown on facility map)	
Model and manufacturer:	
Continuous or monthly testing	
Groundwater monitoring wells	
Monthly precision tank test	
. Piping	
Monitoring method:	
Frequency:	
Other:	
ouble-Wall Tanks and Pining	
ank Area Identification (as shown on facility man)	
. Method of monitoring the annular space:	
Frequency: Continuous C Daily C We	eekly 🗅 Other:
. List the type of secondary containment for pipin	g:
. List method of monitoring the secondary contain	ment for piping:
. Are there incompatible materials within the sam	ne vault? 🗆 Yes 📮 No
If yes, how is separate secondary containment p	rovided?
Note: If you have continuous monitoring equipment eports shall be made available for review on site, a	, you shall maintain copies of all service and maintenance work. Such nd shall be submitted to the fire prevention bureau upon request.
Attach ad	uunionai sneets as necessary
SECTIO	N IV: WASTE DISPOSAL
Discharge to the Sanitary Sewer—	Pretreatment—
Wastes:	Wastes:
Licensed Waste Hauler—	Recycle—
Wastes:	Wastes:

Δ FIGURE C.3.1 Continued

SECTION IV: WA	ASTE DISPOSAL (Continued)	
Other — Describe methods		
Wastes		
No Waste		
SECTION	V: RECORD KEEPING	
Description of our inspection program:		
We will use the attached sample forms in our in	aspection program	
We will not use the sample forms. We have atta	ched a copy of our own forms.	
SECTION VI: EME	RGENCY RESPONSE PLAN	
In the event of an emergency, the following shall be A. On-Site Responders:	e notified:	
Name	Title	Phone
B. Method of Notification to Responder:		
Automatic alarm	Verbal	
Manual alarm	Other:	
Phone	000001	
C. Agency and Phone Number:		
Fire Department:		
State Office of Emergency:		
Services:		
Other:		
Designated Local Emergency Medical Facility:		
Name	Address	Phone (24 hours)
Mitigation Equipment:		
A. Monitoring Devices:		
Toxic or flammable gas detection		
Fluid detection		
Other:		
B. Spill Containment:		
Absorbents	Other:	
C. Spill Control and Treatment		
Vapor scrubber	Mechanical ventilation	
Pumps/vacuums	Secondary containment	
Neutralizer	Other:	
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 Δ FIGURE C.3.1 Continued

Evacuation:		
Immediate area evacuation routes pos	sted	
Entire building evacuation procedures	s developed	
Assembly areas preplanned		
Evacuation maps posted		
Other:		
Supplemental hazardous materials emergency a Location:	response plan on site	
Responsible person:		
Phone:		
SECTION VII: EMER	GENCY RESPONSE TRAINING PI	LAN
Person responsible for the emergency response	training plan:	
Name	Title	Phone
Training Poquirements		
A All amployees trained in the following as ind	icated:	
A. All employees trained in the following as ind	tion	
Procedures for internal alarministication	amargangy rasponse organizations	
Procedures for notification of external		
Location and content of the emergence	y response plan	
B. Chemical handlers are trained in the following	ng as indicated:	
Safe methods for handling and storage	e of hazardous materials	
Proper use of personal protective equi	pment	
Locations and proper use of fire- and s	spill-control equipment	
Specific hazards of each chemical to w	hich they may be exposed	
C. Emergency response team members are train	ned in the following:	
Procedures for shutdown of operations	5	
Procedures for using, maintaining, and	d replacing facility emergency and mon	itoring equipment
The following records are maintained for all em	ployees:	
Verification that training was complet	ed by the employee	
Description of the type and amount of	introductory and continuing training	
Documentation on and description of e	emergency response drills conducted at	the facility
A more comprehensive and detailed emergency	response training plan is maintained o	n site.
Location:		
Responsible person:		
Phone:		

 Δ FIGURE C.3.1 Continued

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