City of Staunton Fire Marshal's Office

ABOVEGROUND HAZARDOUS MATERIALS PERMIT APPLICATION

Part 1

*Application Date*_____ *Permit Number*_____

BUSINESS INFORMATION

*Business Name*_____

*Street Address*_____ *Suite No.*_____ *City*_____*Zip*_____

*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: Virginia Statewide Fire Prevention Code Section 5001.5.1 requires a representative, knowledgeable about operations in the on-site hazardous material areas, to be responsible for liaison with the City of Staunton Fire & Rescue. Permit Renewal Notices will be mailed to this person. In addition, requests for 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*_____

MAKE CHECK AND MAIL TO: City of Staunton Fire & Rescue -Fire Marshal's Office
Aboveground Hazardous Materials Permitting
302 Grubert Avenue, Staunton, Virginia 24401
CASH OR CHECK PAYMENTS ONLY

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NEXT LINE FOR OFFICIAL USE ONLY, CONTINUE ON PAGES 2,3 & 4 FOR CHEMICAL REPORTING AND FEE CALCULATION INSTRUCTIONS.

RECEIPT # _____ *DATE* _____ *US$*_____ *Munis*_____ *BATCH* ____ _____

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, internal roads, storm and sanitary sewers, wells and adjacent property uses. 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 Virginia Statewide Fire Prevention Code Section 107.2. The aggregate reportable quantities are:*

	EXTREME HAZARD	***HIGH HAZARD***	***MODERATE HAZARD***
	NFPA 704 RATING= 4*	***NFPA 704 RATING = 3****	***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.*

** See the description of Hazard Ratings in B.5. below.*

NOTE 1: ***Compressed and Liquefied GASES -*** *100 cu. ft. or greater at NTP (70 degrees F and 1 atm), Carbon Dioxide systems - 101 lbs or greater, and Cryogenic Fluids - 1 gal or greater must be reported.*
NOTE 2:Underground storage of flammable and combustible liquids must be reported to SFD FMO and to the Virginia DEQ.
NOTE3: Maintenance quantities for swimming pools and outdoor generator fuel are allowed in greater amounts. Contact SFD for specifics.

The aboveground inventory must include reportable quantities at the site both indoors and outside. Aboveground storage exceeding the above quantities must be reported to the StauntonFire Department on the attached inventory form (see page Three) or one similar in appearance. The SFD Hazardous Material Inventory Statement must include the following as shown on the attached form:

1. LOCATION - Enter the storage/use location name or code (from the FACILITY STORAGE MAP) in the Location column for each material reported. Hazardous materials reported may be grouped together by building, room, etc.

2. CHEMICAL/PRODUCT NAME - Enter the product, commodity, or trade name for mixtures. Enter the common name of pure chemicals. These should be entered in the Chemical/Product Name column. Waste materials should be reported by product name with the designation "waste" afterward. Waste product must be reported but will not be included in the fee calculation.

3. MAXIMUM QUANTITY STORED - Enter the maximum amount stored at any one time for each of the materials reported in the Maximum Quantity Stored column. The aggregate quantity on-site should be reported for each hazard class (i.e. Health, Fire, and/or Reactivity). Aggregate quantities in each hazard class may be organized by building, room, etc.

4. UNITS - Enter the units corresponding to the quantities reported. There are only three units of quantity that will be accepted. Liquids must be reported in "GALLONS". Compressed and liquefied gases must be reported in "Cubic Feet" at normal temperature and pressure (Cryogenic fluids may be reported in gallons and carbon dioxide may be reported in lbs). Solids must be reported in "Pounds". Many product quantities require conversion from another unit, if difficulty is encountered in determining equal units, call the AFD Engineering Services for assistance.

5. HAZARD RATING - Enter the numerical hazard rating for each of the products reported in the column marked "H" for health hazard, "F" for flammability hazard, and "R" for reactivity hazard. Except for compressed oxygen, only materials with a 2, 3, or 4 in any hazard class should be reported. These ratings are determined using criteria outlined in NFPA Standard No. 704. The ratings range from "0" for little hazard, to "4" for extreme hazard and are assigned for health, flammability, and reactivity. Many products will have ratings in two or more hazard categories. These ratings sometimes can be found on the Safety Data Sheet (SDS) for each product. If no ratings are given, they can be determined from lethal dose, flashpoint, and stability information shown on theSDS. If difficulty is encountered in determining hazard ratings, call the SFD FMO for assistance.

Page Three

To complete, please refer to instructions on page 2. *Inventory statements that exceed the space on this page must be submitted in a searchable electronic spreadsheet via email to wellerpw@ci.staunton.va.us. The chemical inventory must be grouped by physical state and highest hazard rating .*

City of Staunton Fire Marshal's Office				***Aboveground Hazardous Materials Permit Application***		
Location	*Chemical/Product Name*	*QUANTITY* *Maximum Aggregate On-Site*	*UNITS* *gallons-liquid, cubic feet-gas, pounds-solid and C02*	*HEALTH RATING* *NFPA 704 0, 1, 2, 3, or 4*	*FIRE RATING* *NFPA 704 0, 1, 2, 3, or 4*	*REACTIVE RATING* *NFPA 704 0, 1, 2, 3, or 4*

C. **PERMIT FEE** *- Payment of a permit fee is required before an SFD Aboveground HazardousMaterials Permit can be issued. The permit fee is valid for a one year period and cannot be prorated for a lesser time if a business ceases operations or verifies removal of hazardous materials from the site. The following instructions show how to calculate the permit fee from information in the Hazardous Materials Inventory Statement.*

1. DETERMINE HAZARD CLASS - Many products reported will have numerical ratings in one, two, or all three of the health, flammability, and reactivity hazard classes. Select the highest numerical rating for each chemical/product. This allows the chemical/product to be defined as a health hazard, flammability hazard, or reactivity hazard. If the highest numerical rating is the same for two or all three hazards, then order of priority for deciding which hazard class is applicable should be flammability first, then health, then reactivity.

2. TOTAL EACH HAZARD CLASS FOR PHYSICAL STATES (LIQUIDS, GASES, & SOLIDS) - Beginning with the chemical/products determined to be health hazards, total the aggregate quantity of liquids reported in gallons, then the gases reported in cubic feet, and last the solids reported in pounds. Do the same for the aggregate quantity of flammability hazards (gallons, cu. ft., lbs.) and reactivity hazards (gallons, cu. ft., lbs.).

3. DETERMINE HAZARD CLASS / PHYSICAL STATE - Use the Hazard Fee Schedule to determine each hazard class/physical state (health/liquid, health/gas, health/solid, flammable/liquid, flammable/gas,flammable/solid, reactive/liquid, reactive/gas, reactive/solid).

4. TOTAL PERMIT FEE DUE - The Permit Fee is $50 per year. This amount must be paid before a SFD Aboveground Hazardous
Materials Permit will be issued.