Fire & Emergency Services Department

A User's Guide to the
Hazardous Materials Inventory Statement (HMIS)

1055 S. Grady Way, Renton, WA 98057
425-430-7000 (Phone) * 425-430-7044 (Fax)

Requirements:

An HMIS shall be provided for each facility in which hazardous materials are stored (indoors or outdoors), dispensed, used or handled in quantities requiring a permit.

The HMIS shall list all hazardous materials at the facility in quantities requiring a permit. The HMIS shall include the following information for each hazardous material listed.

1. Hazard Class

The hazard class (e.g., flammable liquid, corrosive, oxidizer) shall be based on the classification system provided in the current International Fire Code.

Abbreviations for each hazard class are presented on the back of the HMIS form.

2. Common Trade Name

If available, provide the common trade name (e.g., Clorox) of the hazardous material.

3. Chemical Name, Components and Concentration

Provide the chemical name and the concentration of the material. If the material is a mixture, provide the three major components (constituents) of the material and the concentration of each component.

4. Chemical Abstract Service (CAS) Registry Number

The Chemical Abstract Service (CAS) registry number is a unique number assigned to a material prior to manufacturing. These numbers may be obtained from the manufacturer of the material and should be identified on the Material Safety Data Sheet (MSDS) for the product. Some may also be obtained from the CAS Registry Services (Phone: 800-848-6538), P.O. Box 3343, Columbus, OH 43210-0334 or the Code of Federal Regulations (CFR) Title 29. **Note**: UN Number used by the Department of Transportion is *not* an acceptable alternative to the CAS Registry Number.

Mixtures may be comprised of several materials, each with a unique CAS number. If the material listed is such a mixture, provide only the CAS number(s) of the major constituent(s) provided in Item 3 above.

5. Physical State

Physical State shall be used to indicate whether the material listed is a solid (S), liquid (L) or a gas (G).

6. Purity

Purity indicates whether the material is in the form of a Pure compound (P), Mixture (M) or Waste Material (W).

7. Maximum Quantity on Hand

Report the maximum quantity of material on hand at any given time in Column 7.

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8. Units

The units that are associated with the maximum quantity on hand provided in Column 6 (e.g., gallons, pounds, cubic feet) shall be provided in Column 8 of the HMIS.

A list of abbreviations for select units is provided as part of the HMIS form.

9. Container Type

This column shall be used to indicate the type of container in which the material listed is stored. For example, an aboveground tank, steel drum, fiber drum, bag, etc. An extensive list of abbreviations of container types is provided on the list of abbreviations that is provided as part of the HMIS form. These abbreviations should be used whenever possible.

10. Site Map Page

A site map must be included for each facility where hazardous materials are stored or handled. If hazardous materials are stored or handled on more than one floor, submit a separate map page for each floor where hazardous materials are located. Identify the map page where the hazardous material is stored or handled in column (9) of the Inventory Statement. If only one map page is necessary, enter "1" in column (9). A standard Hazardous Material Site Map developed by the Fire & Emergency Services Department is available and may be used if the facility does not already have a site map drawn identifying the storage and use locations of materials.

11. Site Map Grid

After a site map has been prepared for the facility, building, room or area where hazardous materials are located, identify the specific location within the facility, building or room where the hazardous material is stored and/or used by using the grid locators (e.g., numbers and letters A3, B2, etc.) that border the outline of the map. If you are not using the Standard Hazardous Material Site Map because a map has already been drawn for the facility, please modify the existing map to accommodate the need for the grid system notation.

12. Indoor

Place a check or an X in this column if the material is stored and/or used indoors at the facility.

13. Outdoor

Place a check or an X in this column if the material is stored and/or used outdoors at the facility.

14. IFC 2703.5/NFPA 704 Rating

When available, provide the health (H), flammability (F), and reactivity (R) rating of the material based on International Fire Code 2703.5 or the National Fire Protection Association (NFPA) 704 guidelines. The XXX column shall be used to identify special hazards associated with the material (e.g., Oxidizer (OXY), Dangerous When Wet (W)]. These special notations are found in NFPA 704.

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Reporting Laboratory Chemicals on the Hazardous Materials Inventory Statement (HMIS)

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1. Chemicals in containers having an individual capacity not exceeding 500 milliliters or 500 grams need not be included on the Hazardous Materials Inventory Statement (HMIS).

   Exception: Any amount of the following chemicals shall still be reported on the HMIS:

   a. Explosives, blasting agents and black powder
   b. Class 4 oxidizers
   c. Class 4 or Class 3 detonable unstable (reactive) materials
   d. Unclassified detonable and Class I organic peroxides
   e. Class 3 water-reactives
   f. Highly toxic gases, liquids or solids
   g. Radioactive materials

2. Total quantity of chemicals exempted by this policy may not exceed 100 pounds per designated control area nor 1 pound per square foot of actual storage space.

Flammable and Combustible Liquids Tips

Definition of classes for flammable and combustible liquids

Hazard Class	Flash Point	Boiling Point
Class I-A	Less than 73° F	Less than 100° F
Class I-B	Less than 73° F	Greater than or equal to 100° F
Class I-C	Greater than or equal to 73° F and less than 100° F	
Class II	Greater than or equal to 100° F and less than 140° F	
Class III-A	Greater than or equal to 140° F and less than 200° F	
Class III-B	Greater than or equal to 200° F	

F = Fahrenheit

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Examples

Flammable and Combustible Liquid Classes

Hazard Class	Product
Class I-A	Acetaldehyde Ethyl ether
Class I-B	Gasoline Most automotive paints, hardeners & fillers (check the MSDS) Turpentine Methyl ethyl ketone (MEK) Lacquer thinner Jet fuel JP-4 O-xylene Some paint thinners Coleman fuel Toluene Acetone Alcohol (methyl, ethyl, isopropyl & denatured - class depends on the percentage in the solution - check the MSDS)
Class I-C	Some varnishes M-xylene P-xylene
Class II	Fuel oil (diesel, kerosene, range oil, coal oil) Mineral spirits Naptha (Stoddard Solvent) Some paint thinners
Class III-A	Some lubricating oils
Class III-B	Waste oil (if it doesn't contain other flammable/combustible liquids) Lube oil Motor oil Mineral oil Asphalt