



---

# *FIRE-MEDICAL DEPT*

## *Guideline*

---

Date: October 4, 2012 (revised 07/01/19)

To: All Hazardous Material Permit Holders

From: Peoria Fire-Medical Department – Fire Prevention Division

Subject: Hazardous Material Inventory Statement (HMIS) Guidelines  
Hazardous Material Management Plan (HMMP) Guidelines

---

The purpose of this guideline is to outline the City of Peoria Fire-Medical Department policy as it relates to the submittal of a Hazardous Material Inventory Statement (HMIS) and a Hazardous Materials Management Plan (HMMP) for the prevention, control and mitigation of dangerous conditions related to the storage, dispensing, use and handling of hazardous materials. The tracking and inventory of all hazardous materials is required in order to provide an appropriate response in the event of an emergency.

The requirement for Operational Permits for the storage, dispensing, use or handling of hazardous materials is set forth in §105.6 of the 2018 edition of the *International Fire Code*. When the quantities of hazardous materials require a permit, the provisions requiring an HMIS and/or an HMMP are enforceable.

§407.2 of the *International Fire Code* require that copies of the Safety Data Sheet (SDS) for all hazardous materials be readily available on site. This is required when you have **any amount** of hazardous materials on site. These documents are to be available and provided to the Fire Inspector upon request for review.

§5001.5.2 of the *International Fire Code* requires that an application for a permit include an HMIS. The HMIS shall include the following information.

1. Manufacturer's name.
2. Chemical name, trade names, hazardous ingredients.
3. Hazard classification.
4. MSDS or equivalent.
5. United Nations (UN), North America (NA) or the Chemical Abstract Service (CAS) identification number.
6. Maximum quantity stored or used on site at one time.
7. Storage conditions related to the storage type, temperature and pressure.

Included with this memorandum is the HMIS form for the City of Peoria Fire-Medical Department that must be completed and submitted with each permit application.

§5001.5.1 of the *International Fire Code*, when required by the Fire Code Official, defines the requirements for an HMMP. The HMMP, when required, shall include a facility site plan with the following information provided.

1. Storage and use areas.
2. Maximum amount of each material stored or used in each area.
3. Range of container sizes.
4. Locations of emergency isolation and mitigation valves and devices.
5. Product conveying piping containing liquids or gases, other than utility-owned fuel gas lines and low-pressure fuel gas lines.
6. On and off positions of valves for valves that are of the self-indicating type.
7. Storage plan showing the intended storage arrangement, including the location and dimensions of aisles.
8. The location and type of emergency equipment. The plans shall be legible and drawn approximately to scale. Separate distribution systems are allowed to be shown on separate pages.

Fees for hazardous material permits are set forth under Table 9-33a of the City of Peoria Fire Department amended Fire Code (2019-11) and the Peoria City Code, and breakdown as follows.

**Group 0 - \$0 (no permit fee required)**

Group 0 are locations that contain no hazardous materials or the amount of hazardous materials are below the permitted amount established in Table 105.6.20 of the *International Fire Code*.

**Group 1 - \$150.00 permit fee collected one time.**

Group 1 are locations that have quantities of hazardous materials that required a permit per Table 105.6.20 of the *International Fire Code* but are less than or equal to the following quantities.

- 55 gallons of a liquid
- 500 pounds of a solid
- 200 cubic feet of a gas
- 2,500 pounds of an aerosol product

**Group 2 - \$300.00 permit fee collected annually when the permit is renewed.**

Group 2 are locations that have quantities of hazardous materials that required a permit per Table 105.6.20 of the *International Fire Code* but exceed the following quantities but are below the Maximum Allowable Quantities (MAQ).

- 55 gallons of a liquid
- 500 pounds of a solid
- 200 cubic feet of a gas
- 2,500 pounds of an aerosol product

**Group 3 - \$500.00 permit fee collected annually when the permit is renewed.**

Group 3 are locations that have quantities of hazardous material that exceed the Maximum Allowable Quantities (MAQ) limits in the *International Fire Code*.

For questions regarding this Hazardous Materials policy contact the City of Peoria Fire-Medical Department – Fire Prevention Division at (623) 773-7279.