



NEWPORT BEACH FIRE DEPARTMENT

Hazardous Materials Inventory Statement

100 Civic Center Drive, Newport Beach, CA 92660
Fire Prevention Division Phone: 949-644-3106

Hazardous materials are commonly found in various settings such as laboratories, paint shops, automotive repair shops, medical facilities, warehouses, retail stores and even restaurants. According to the California Fire Code Section 5001.5.2, the fire code official has the authority to establish procedures for submitting hazardous materials information. This includes requiring any business that stores, uses, or handles hazardous materials to report and maintain an approved hazardous materials management plan and/or a hazardous materials inventory statement. It is important to note that this requirement doesn't replace the county environmental form which, also requires a business to report their hazardous materials.

The current California Fire Code sets minimum requirements for hazardous materials, which apply to quantities exceeding certain thresholds based on chemical classification, occupancy type, storage conditions, and usage. New businesses or changes to existing materials on-site must submit a hazardous Materials Inventory Statement (HMIS), detailing all hazardous materials and their quantities on-site.

According to the current edition of the California Fire Code, a hazardous material is defined as a material that encompasses any solid, liquid, or gas capable of causing harm to people, other living organism, property, or the environment. Only materials classified as hazardous according to the California Fire Code (CFC) need to be included in the inventory statement. Below is the list of hazardous materials required to be reported:

Combustible Fibers	Highly Toxic Materials
Combustible Liquids (Class II, IIIA, IIIB)	Organic Peroxides (Class I, II, III, IV, V)
Compressed Gases – All Classes	Oxidizers - Solid, Liquid, or Gas (Class 4, 3, 2, 1)
Corrosives	Pyrophoric Materials
Cryogenic Fluids – Flammable, Inert, Oxidizing	Toxic Materials – Solid, Liquid, or Gas
Flammable Gases	Unstable Reactive Materials (Class 4, 3, 2, 1)
Flammable Liquids (Class IA, IB, IC)	Water-Reactive Materials (Class 3, 2, 1)
Flammable Solids	Explosives

Any changes to latest recorded inventory statement shall require an updated resubmittal and approval.

COMPLETING THE HAZARDOUS MATERIALS INVENTORY STATEMENT

The following information is provided to assist in filling out the Hazardous Materials Inventory Statement (HMIS). The California Fire Code also provides detailed chapters and appendix material to assist in completing this form. Either paper or digital copies (stored on a flash drive) of Safety Data Sheets (SDS) for all listed chemicals must be available onsite, and a copy of each SDS should accompany the completed HMIS form.

Please use the Hazardous Materials Inventory Statement (HMIS) form attached to this document.

CHEMICAL NAME – List the chemical name (i.e., acetone, paint thinner, etc.). A trade name with multiple chemicals shall be listed with the chemicals sub-listed.

CLASSIFICATION - Provide the hazard classification(s) of all materials. Classification information can be obtained from Appendix E, California Fire Code (CFC) or from the SDS. All hazard classifications must be in accordance with the CFC. Flammable or combustible liquids shall be listed as a Class IA, IB, IC, II, IIIA, or IIIB liquid. Other hazards shall be listed as corrosive, oxidizer, toxic, etc. When a material has multiple hazard classifications, all classifications shall be listed.

CAS NUMBER – As assigned by the Chemical Abstract Service. The CAS number usually appears on the SDS if the chemical substance is registered. If the substance is not registered, place N/A on the inventory form.

CONCENTRATION(S): List the percentage of each hazardous material in each solution or mixture.

QUANTITIES - List the materials by the following: [Liquids in Gallons](#), [Gases by Cubic Feet](#) and [Solids by Pounds](#). Quantities must be specified for the following types of use and storage:

- A. **IN USE OPEN**: process or use with vapors escaping to the atmosphere during normal operations.
- B. **IN USE CLOSED**: no vapors escaping to the atmosphere during normal operations.
- C. **STORAGE**: stored only in closed containers (not IN USE OPEN or IN USE CLOSED).

LOCATION: List the specific physical location of all hazardous materials used or stored inside or outside building(s).

NFPA 704 – A classification system that briefly summarizes the health (H), flammability (F), reactivity (R) and other (O) special hazardous characteristics of a substance. If the characteristics have not been assigned, the applicant is responsible for obtaining qualified assistance in making the determination of the characteristics and including them on the inventory form.



To find all the necessary details pertaining the hazardous materials, please reference the Safety Data Sheet. Below is a sample illustrating how to complete the spreadsheet referenced fields for each identified hazardous material:

Chemical Name	Classification	CAS Number	Concentration	In-Use Open	In-Use Closed	Storage	Location	H	F	R	S
Isopropyl Alcohol	FL-IB	67-63-0	100%	10 gal	N/A	110 gal	In Lab Room 2	1	3	-	-
Oxygen Compressed Gas	Oxidizing Gas	7782-44-7	100%	N/A	400 CF	200 CF	Med Gas Closet	-	-	-	OX
Hydrogen Peroxide	Oxidizing Liquid	7732-18-5	30%	5 gal	N/A	50 gal	Medical Supply Room	3	-	2	OX
Nitrogen Liquid	Cryogenic Liquid	7727-37-9	100%	N/A	60 gals	60 gals	Storage Room	3	-	-	-

**If a business is unable to complete the required form, it is imperative to seek outside consultation. It is solely the responsibility of the business to ensure all required information is completed.*



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Hazardous Materials Inventory Sheet

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Fire Prevention Division Phone: 949.644.3106

BUSINESS NAME:							DATE:					
BUSINESS ADDRESS:							SUITE:					
BUSINESS PHONE NUMBER:												
EMERGENCY CONTACT PERSON:												
EMERGENCY CONTACT PERSON NUMBER:					EMAIL:							
Chemical / Common Name	Classification	CAS Number	Concentration	Quantities			Location	NFPA 704				
				In-Use Open	In-Use Closed	Storage		H	F	R	S	

I hereby certify that the above mention information is current and understand any changes to this inventory sheet is my responsibility to update the Newport Beach Fire Department:

Print: _____

Signature: _____

Date: _____