



## THE CITY OF SAN DIEGO

**FPB POLICY  
H-13-10**

**HAZARDOUS MATERIALS INVENTORY REPORTING  
USING FORM FPB-500**

### ***I. PURPOSE***

This policy establishes the requirements for hazardous materials reporting and provides the Fire-Rescue Department information to ensure uniform application of the requirements.

It is the intent of the Fire-Rescue Department to minimize the impact of detailed hazardous material reporting while still gathering the information necessary for analysis and application during inspection and plan check processes.

### ***II. SCOPE***

This policy applies to hazardous material reporting using the Fire-Rescue Department form FPB-500, "Hazardous Materials Information."

### ***III. DEFINITIONS***

**CHEMICAL NAME:** The scientific designation of a chemical in accordance with one of the following:

- The International Union of Pure Applied Chemistry;
- The Chemical Abstracts Service rules of nomenclature;
- A name which will clearly identify a chemical for the purpose of conducting an evaluation.

**CHEMICAL INVENTORY REPORT:** A tabular report of the types and total (aggregate) amounts of hazardous materials (chemicals) in each Control Area or each H Occupancy area as applicable to the specific operation shall be documented. The types of hazardous materials (chemicals) shall be based on the hazard categories addressed in the 2010 California Fire Code (CFC) and the 2010 California Building Code.

**STORAGE, HAZARDOUS MATERIALS:** The keeping, retention or leaving of hazardous materials in closed containers, tanks, cylinders or similar vessels supplying operations through closed connections to the vessel.

**USE, CLOSED:** Use of a solid or liquid hazardous material in a closed vessel or system that remains closed during normal operations where vapors omitted by the product are not liberated outside of the vessel or system.

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**USE, OPEN:** Use of a solid or liquid hazardous material in a vessel or system continuously open to the atmosphere during normal operations and where vapors are liberated.

#### **IV. COMPLETING THE FORM FPB-500**

Form FPB-500, chemical inventory report, contains instructions for reporting chemicals (hazardous materials) and their properties. This policy outlines conditions and instructions to streamline the process. The report can be in an alternative format as long as all of the items in Form FPB-500 are addressed. Questions about completing the form should be directed to the CEDMAT Fire Prevention Supervisor or Inspector.

**A. When Required:** The FPB-500 shall be provided as follows:

- 1. Initial Inventory and Summary Reports:** The first chemical inventory report and summary report shall be provided when applying for a building permit for occupancy classifications purposes and/or to define control areas as applicable to the project. Businesses that did not require a building permit will submit their initial inventory report with their first annual fire inspection.
- 2. Annual Inspection Report:** If there are no changes to the report submitted in the first inspection or from the report used for a building permit (see item 3 below), the 1<sup>st</sup> page of the FPB-500 form shall be completed and provided to the Fire Department Inspector, with the following statement provided in the “Notes” section of the form: *“No changes in inventory from the (insert date) inventory report.”*
- 3. Annual Reporting with Changes in Inventory:** In any given year, if there is more than a 5% change in any single hazard classification category, a new chemical inventory for that hazard classification shall be provided if the total amount of materials in that hazard classification exceeds 90% of the exempt amount allowed outside approved cabinets.
- 4. General Reporting Frequency:** A chemical inventory report and a chemical summary report shall be provided at the following frequencies:
  - a. Not less than every three years.
  - b. When required by the Fire-Rescue Department Inspector because of discrepancies from what was reported the previous year.
  - c. When required for new construction or tenant improvements.

**B. Physical Location of Chemicals:** Chemicals shall be listed on Form FPB-500 by control area or H Occupancy area as applicable to the facility or project. The control area(s) and H Occupancy area(s) shall be identified by a diagram or other approved means. Without approved control area boundaries, the entire building shall be considered the one control area.

**C. Order of Listing Chemicals on Inventory Report:** Chemicals shall be grouped by chemical and control area or H Occupancy area as applicable to the facility or project and hazard category. A summary total of all chemical quantities, grouped by hazard category, shall also be provided. When a material has multiple hazards, all hazards shall be addressed.

**D. Uniformity of Units of Measurement:**

**Chemical Inventory Report:** The units of measurements for inventory reports shall be allowed to be in either S.I. Units or U.S. Units with the same units of measurement (either U.S. or S.I.) used for all inventory items.

Units of Measurement		
Material State	U.S. Units	S.I. Units
Cryogenic Fluids	Gallons	Milliliters or Liters
Gases @ NTP - Gaseous	Cubic Feet	Cubic Meters
Gases @ NTP - Liquefied	Cubic Feet or Gallons	Cubic Meters or Liters
Liquids	Gallons	Milliliters or Liters
Solids	Pounds	Milligrams, Grams or Kilograms
Aerosol	Pounds	Milligrams, Grams or Kilograms

**E. Storage vs. Use in Group B Occupancies:**

1. The FPB-500 specifies that the condition (use or storage) be identified. For lab and similar operations, storage shall be considered as the primary condition.
2. For Fire-Rescue Department reporting, inventories in which all materials in labs and similar settings are listed as "in storage" shall be allowed provided the FPB-500 contains a note or attached statement specifying, *"Amounts in use will not exceed quantities specified in CFC 2703.1.1 (1) and CFC 2703.1.1 (2). The aggregate quantity in use and storage shall not exceed the quantity listed for storage." For new buildings or control areas completed after January 1, 2008 the 2010 CFC and 2010 CBC shall apply. For buildings and control areas build prior to 2008, the code in effect at the time of permit shall apply.*
3. For reporting purposes, both storage and in-use quantities shall be listed.

Promulgated by: \_\_\_\_\_

Date: \_\_\_\_\_