

HAYWARD FIRE DEPARTMENT

CHEMICAL INVENTORY WORKSHEET

To prepare a chemical inventory based on the Hayward Fire Code, you are required to report the quantities of chemicals found in the facility, separated by Hazard Category, and by location. You are also to classify the chemicals as to storage and manner of use. Handling and storage requirements are determined by these factors: the nature of the chemical or its hazard; the location; the manner of use or storage; and the quantity involved in each particular manner of use or storage.

A Control Area is a building, a portion of the building, or an outside area where chemicals are allowed to be stored, dispensed, used or handled subject to certain conditions and requirements.

This packet consists of the following lists and the Chemical Inventory Worksheet form:

1. Hazardous Materials Hazard Categories. This is the list printed on goldenrod paper. Based on the Uniform Fire Code, this is the classification of chemicals by hazard categories. The different hazard categories are defined and examples are provided for each. Most chemicals exhibit more than one hazard, and all hazards should be considered when preparing your chemical inventory.
2. Tables of Regulated Substances Under the CalARP Program. Printed on pink paper, these are the lists of flammable and toxic substances that, if present at or above certain threshold quantities, will require the preparation of a Risk Management Plan
3. Federal List of Extremely Hazardous Substances (EHS). This list is printed on blue paper. These are the substances that the federal government classifies as extremely hazardous substances.

The Hayward Fire Department has included “CalARP-Listed or EHS-Listed Chemicals” as a separate Hazard Category. *If you report a Cal-ARP-listed chemical, at or in excess of the threshold quantity given in the lists, complete the attached Program Registration for the CalARP Program and submit it with your inventory to the Fire Department.*

4. Chemical Inventory Worksheet for a Hazard Category. For each Control Area, use one form for each Hazard Category of chemicals found in this location. Make copies of the form so that you will have enough for the number of categories and the number of Control Areas you have. Refer to the goldenrod list for the HAZARD CATEGORY. Where possible, the Hazard Category should be specified down to the Class level. For example, Flammable Liquids should be reported as Class I-A, Class I-B, or Class I-C in separate worksheets. Write the Hazard Category and the Control Area on the space provided.

For each chemical in a specified Hazard Category in a Control Area, enter the information required under each column. These are the following:

- a. Chemical Name – use chemical name, if known, or the common name. Common name is usually the trade name or the name by which the chemical is known in industry.

- b. State – indicate if the chemical is solid, liquid, or gas at normal temperature and pressure. If found on site in various states, separate by listing each state in a separate row.
 - c. Container Size – give the capacity of each type of container used to hold the chemical, whether in storage or when in use. Use “Pound” for solids, “Gallon” for liquids, and “cubic foot” for gases.
 - d. Inside Building / Outside Building – enter the maximum quantities of the chemical that may be found inside any or all of the buildings on site, outside any or all of the buildings on site, and the total of these quantities.
 - e. Used Open / Used Closed / Stored – Further specify the maximum quantities into “Use” or “Storage.” A chemical is in “use” if the container is opened or connected to any equipment while on site. A chemical may be used in an “Open System” or a “Closed System.” The Open/Closed system of use refers to the ability of gas, liquid, vapor or dust to escape from the container into the atmosphere during normal operations. “Stored” means that the material is held (in storage) without being used up or without going through any process or process equipment. When in storage, a container is not opened or connected to any equipment and the chemical is not dispensed in any way.
 - f. Total On-Site – add up the quantities used and stored, inside and outside buildings.
 - g. Haz Waste Generated? – Indicate by writing “yes” or “no” under this column if the chemical becomes or becomes a part of any hazardous waste generated by the facility.
 - h. TOTAL – Add the quantities listed under each column, separating solids, liquids, and gases. Note that units should be consistent: pounds for solids; gallons for liquids; and cubic feet for gases.
5. Chemical Inventory Summary By Control Area. Summarize the quantities per Hazard Category, by storage and manner of use for solids, liquids, and gases in each Control Area. The number of rows presented in the summary for the Control Area should equal the number of Chemical Inventory Worksheets (one worksheet for each Hazard Category) for that Control Area. Make copies of the summary form.
 6. Chemical Inventory Summary For The Entire Facility. Report the total quantities per Hazard Category, by storage and manner of use for solids, liquids, and gases in all the Control Areas. This Chemical Inventory_Summary For The Entire Facility lists all the Hazard Categories as contained in the attached goldenrod list.

When you complete your inventory, expect some chemicals to be listed in different worksheets and control area summary sheets because of their multiple hazards and their multiple locations.

If you have any questions on the Chemical Inventory Worksheet and how it is completed, please call the Fire Marshal’s Office at (510) 583-4900.

This packet and the Chemical Inventory Worksheet forms are also available online at the City of Hayward’s website - <http://www.hayward-ca.gov/>

Chemical Inventory Summary for the Entire Facility

Project Address: _____

Hazard Category	Hazard Class	Solids (pounds)			Liquids (gallons)			Gases (cu. ft. @ NTP)	
		Stored	Used Open	Used Closed	Stored	Used Open	Used Closed	Stored	Used Closed
Explosives, Blasting Agents, and Detonators	High Expl								
	Low Expl								
	Blasting Agents								
Compressed Gases	Flammable								
	Oxidizing								
	Corrosive								
	Highly Tox								
	Toxic								
	Inert								
	Pyrophoric								
	Unstable (Reactive)								
Flammable Liquids	Class I-A								
	Class I-B								
	Class I-C								
Combustible Liquids	Class II								
	Class III-A								
	Class III-B								
Flammable Solids	Organic								
	Inorganic								
	Metals								
	Dusts & Powders								
Oxidizers	Class 4								
	Class 3								
	Class 2								
	Class 1								

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