



# TOWNSHIP OF FAIRFIELD

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## HAZARDOUS CHEMICAL CONTROL APPLICATION/PERMIT INSTRUCTIONS

1. A separate application must be filled out:
  - a.) for every lot or site upon which a significant quantity of hazardous chemicals are located or,
  - b.) If the number or types of chemicals exceed the provided number of spaces on the application.
2. All information on the Hazardous Chemical Application must be answered truthfully and completely. If a response is "none" or "not applicable", it must be so stated.
3. A separate "Material Safety Data Sheet" or approved alternative must be submitted for each hazardous chemical appearing on the application, except that materials having similar properties may be grouped on the same sheet if approved.
4. Two approved copies of a floor plan must be submitted before an application can be approved. A separate list of floor plan guidelines is attached to the application. The floor plans will not be returned to the applicant.
5. A copy of a certificate of liability insurance in the amount of \$1,000,000.00 must be included with the completed application before approval can be granted.
6. The required fee must be included with the application. The fee, which will be determined by the Chief is payable through check or money order to the "Township of Fairfield". A copy of the current fee schedule is attached.
7. Approved permits must be kept on the premises at all times, and must be shown to any municipal official upon request
8. The types and classes of hazardous chemicals cannot be altered following permit approval, nor can the amount exceed the maximum amount approved on the permit, without written notice to the Fire Prevention Chief at least 24 hours prior to the intended change and his approval.
9. Permit applications, which are denied, will be returned to the applicant with all accompanying fees and enclosures and the reason for disapproval. Appeals must be filed in writing within seven days to the Mayor and Council of Fairfield who will act on the appeal within thirty days. The appeal ruling and permit denial will be in no way prevent or prohibit refilling by the applicant.
10. All permits expire on December 31<sup>st</sup> of the calendar year for which they are issued. Applications for renewal of Hazardous Chemical Permits must be filed ninety days prior to the expiration date so that applications may be properly reviewed. New data sheets and floor plans must be submitted with each application unless otherwise approved by the Chief.

## **MATERIAL SAFETY DATA SHEET**

- Chemical Name
- Other name
- Chemical Family
- Appearance & Odor
- Hazardous Ingredients
- CAS Number
- UN Number
- Fire and Explosion Hazards
  - Flash Point
  - Auto Ignition Temperature
  - Flammable Limits in Air

### **Extinguishing Media**

- Special Fire Fighting Procedures other than normal
- Fire Fighting Procedures to be avoided
- Unusual Fire and Explosion Hazards
- Description of Special Fire Fighting Supplies
- Quantity of Special Fire Fighting Supplies on Premises

### **Health Hazard Data**

- a) Threshold Limit Value
- b) Effects of over exposure
- c) Emergency and First Aid Procedures

### **Reactivity Data**

- a) Stable
  - b) Unstable
  - c) Incompatibility (Material to avoid)
  - d) Conditions to Avoid
  - e) Hazardous Decomposition Products  
(May occur or may not occur)
  - f) Hazardous Polymerization Products  
(May occur or may not occur)
- Spill or Leak Procedures
  - Waste Disposal Method
  - Special Protection
    - a) Respiratory protection
    - b) Ventilation local exhaust / mechanical exhaust
    - c) Protective gloves
    - d) Other protective equipment
    - e) Eye protection
    - f) Precautionary labeling
    - g) Other handling & storage conditions

**Note:** Form LSB00S-4 provided by the U.S. Department of Labor shall be an acceptable alternative. In either case, material having similar properties may be grouped on the same sheet.

**FLOOR PLAN GUIDELINES – FROM ORDINANCE #758**

- 1) Standard size sheet 24” x 36” or on computer disk in a bitmap file format
- 2) Scale to be 1/8” or more = 1’
- 3) Plan must show partitions, bearing walls & non-bearing walls
- 4) All doors, both overhead and personnel must be included
- 5) Distinct work areas should be labeled “office”, ”shop”, “warehouse”, etc.
- 6) Location of sprinkler control valve, fire department connection, gas shut off, and main electrical service must be shown.
- 7) All Stairwells open and closed, and all elevator and other open shafts must be so indicated.
- 8) Location of all **HAZARDOUS CHEMICAL STORAGE AREAS** must be shown, including all stationary containers and their sizes, and other storage areas containing significant quantities of Hazardous Chemicals.
- 9) Waste Disposal Methods, including names and addresses of persons and contractors authorized to clean up spills and remove waste of material.
- 10) Legend must include applicant name, address, block and lot numbers, use group and construction class.

**HAZARDOUS CHEMICALS**

**ORDINANCE #758:** A permit is required for the manufacturing, processing, handling, using or storage of a significant quantity (more than 54 gallons, pounds, or cubic feet in any combination total) of the following hazardous chemicals:

- 1) Flammable liquids, gases or solids
- 2) Combustible liquids or gases
- 3) Corrosive or otherwise toxic liquids, gases or solids
- 4) Oxidizing solids or gases
- 5) Organic peroxides
- 6) Liquefied Petroleum gas
- 7) Organic coatings

**COMBINED TANK & DRUMS ANNUAL PERMIT  
OR OTHER INVENTORY**

	<b>PERMIT</b>	<b>PER GAL</b>	<b>PER C.F. PER POUND</b>	
54-1,000 total gallons and / or pound and / or cubic feet	\$250.00 permit	\$0.03 gal.	\$0.02 c.f.	\$0.10per lb.
1,001-4,999 total gallons and / or pound and / or cubic feet	\$750.00 permit	\$0.03 gal.	\$0.02 c.f.	\$0.10per lb.
5,000 and more total gallons and / or pound and / or cubic feet	\$2,500.00 permit	\$0.03 gal.	\$0.02 c.f.	\$0.10per lb.



**NOTE: The fee shall be a total of the annual Permit to Operate plus the total quantity stored multiplied by the applicable rate.**