



# Chandler Fire Department Hazardous Materials Inventory Reporting Instructions

The International Fire Code Section 105.6.21 grants general authority to the Fire Code Official to establish procedures regarding the submittal of information regarding hazardous materials. The procedure requires all new businesses to declare any use and storage of hazardous materials and may require a business to complete a hazardous materials inventory statement (HMIS).

If required by the City of Chandler Fire Code Official or Building Official, complete an HMIS and email the information to the Chandler Fire Department, Fire Prevention Division at [fire.prevention@chandleraz.gov](mailto:fire.prevention@chandleraz.gov).

- If you need an HMIS template, need assistance filling out a form or have questions, please contact the Fire Prevention Division at (480) 782-2120 or at the email above.

Once you have completed filing out the HMIS email it to [fire.prevention@chandleraz.gov](mailto:fire.prevention@chandleraz.gov) for review. Upon review, you will receive a follow-up email with additional directions.

- If you are advised that you do NOT have to file electronically, attach a copy of the email to your building plans upon submittal and you are done.
- If you are advised that you DO have to file electronically, attach a copy of the email and the submitted HMIS to your building plans upon submittal. You will also be required to file for an annual hazardous materials permit. Annual hazardous materials permit have an associated fee and require you to file electronically.

The City of Chandler utilizes the Arizona Emergency Response Commission (AZSERC) website [www.azserc.org](http://www.azserc.org) (click Arizona Tier Two Chemical Reporting) for all electronic filing and reporting requirements.

- To sign up for the AZSERC System Contact Yvonne Rodriguez, Emergency Response Specialist at [YR1@azdeq.gov](mailto:YR1@azdeq.gov) 771-4163 or Randall Matas, Water Quality Division Deputy Director at [RGM@azdeq.gov](mailto:RGM@azdeq.gov) 602-771-2306.

(Note: if you already submit Tier II you are already signed up for the site).

- Verification of electronic submittal and permit fee payment will be verified prior to issuing the permit.
- Annual electronic submittal and permit fee payment will be required depending on hazardous materials inventory quantities.

<p><b>Mailing Address:</b> P.O. Box 4008, M.S. 801 Chandler, AZ 85244-4008 <a href="http://www.chandleraz.gov/fir">www.chandleraz.gov/fir</a></p>	<p><b>CHANDLER FIRE DEPARTMENT</b> 151 E. Boston St. Chandler, AZ 85225 Email: <a href="mailto:fire.prevention@chandleraz.gov">fire.prevention@chandleraz.gov</a> Web <a href="http://www.chandleraz.gov/fire">www.chandleraz.gov/fire</a></p>	<p><b>Telephone: 480-782-2120</b> <b>FAX: 480-782-2125</b> FD Form No. 731 Revised: 5/26/2020 Page 1</p>
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