



THE CITY OF SAN DIEGO

SUBMITTAL REQUIREMENTS FOR

Hazardous Materials

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS-401 SAN DIEGO, CA 92101-4101

INFORMATION
BULLETIN

116

JANUARY 2014

The following Information Bulletin contains the guidelines to help the building permit applicant determine whether they need to comply with the hazardous materials reporting requirements for the City of San Diego. This bulletin also describes the minimum requirements for hazardous materials reporting and providing Development Services with the information necessary to ensure uniform application of the requirements. For more information, contact Development Services, Hazardous Materials group at (619) 446-5151.

Documents Referenced in this Information Bulletin

- **Hazardous Materials Reporting Form, [DS-165](#)**
- **San Diego Regional Hazardous Materials Questionnaire, [HM-9171](#)**

I. HAZARDOUS MATERIALS REPORTING GUIDELINES

A. NON-RESIDENTIAL PROJECTS ONLY

These requirements apply to non-residential construction projects only. Applicants for residential projects do not need to fill out the Hazardous Materials Reporting Form described in Section II of this bulletin.

B. TIME REQUIRED

Plan review time for non-residential construction permits may be greatly reduced if the applicant can determine the need for a hazardous material review before permit submittal. This can be done by reviewing the Hazardous Materials Reporting Form explained in Section II.

C. HAZARDOUS MATERIALS REPORTING FORM

All applicants for non-residential structures must completely fill out the Development Services Hazardous Materials Reporting Form (DS-165). Completed forms must accompany the plan set at the time of plan submittal.

If **NO** is selected in Section **II AND III**, a hazardous materials review may be required by Development Services based upon the use of the structure.

If **YES** is selected in Section **II OR III**, then a Development Services Department **Hazardous Materials Review** will be required.

D. HAZARDOUS MATERIALS REVIEW

All businesses applying for a permit which use, handle or store any quantity of hazardous materials shall be reviewed by the Development Services Department. The purpose of this review is to classify the building occupancy in accordance with the California Building

Code (s) along with the fire and life safety protection systems and procedures required. In addition, this review will determine if a Tank Application permit (TA) is required (see Section III below for further information).

E. FUTURE OCCUPANTS

Building owners and their agents have the responsibility to indicate if the occupants of the building will need to comply, regardless of whether there is a tenant at the time the application is made.

If, at a later date, it is determined that a tenant will be handling hazardous materials as described in this Information Bulletin, submittal to Development Services Department is required.

II. FILLING OUT THE HAZARDOUS MATERIALS REPORTING FORM

The following information establishes the requirements for hazardous materials reporting and provides the Development Services Department with information to ensure uniform application of the requirements. See the attachment to this Technical Bulletin for a sample of a completed Hazardous Materials Reporting Form.

A. DEFINITIONS

- 1. 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; OR a name, which will clearly identify the chemical for the purpose of conducting an evaluation.
- 2. Chemical Inventory Report.** A tabular report of the types and total (aggregate) amounts of hazardous materials in each Control Area or each Group H Occupancy area as applicable to the specific operation shall be documented. The types of hazardous materials shall be based on the hazard categories addressed in the California Building Code.

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Upon request, this information is available in alternative formats for persons with disabilities.

3. **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.
4. **Used, 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.
5. **Used, 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.

B. COMPLETING THE HAZARDOUS MATERIALS REPORTING FORM

Form DS-165, chemical inventory report, contains instructions for reporting hazardous materials and their fire and life safety 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 DS-165 are addressed. See the attachment to this Technical Bulletin for a sample of a completed Hazardous Materials Reporting Form.

1. **Physical Location of Hazardous Materials.** Hazardous materials shall be listed on Form DS-165 by control area or Group H Occupancy area as applicable to the facility or project. The control area(s) and Group H Occupancy area(s) shall be identified by a diagram or other approved means. Without approved control area boundaries, the entire building will be considered the one control area.
2. **Order of Listing Chemicals on Inventory Report.** Chemicals shall be grouped by chemical and control area or Group H Occupancy area as applicable to the facility or project and hazard category. The Summary Sheets reflecting the total of all chemical quantities, grouped by hazard category, shall also be provided. When a material has multiple hazards, all hazards shall be addressed.
3. **Uniformity of Units of Measurement.** 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 chemicals.
4. **Storage vs. Use in Group B Occupancies:**
 - a. The DS-165 specifies that the condition (use or storage) be identified. For laboratories and similar operations, storage shall be considered as the primary condition.

- b. Inventories in which all materials in labs and similar settings are listed as "in storage" shall be allowed provided the DS-165 contains a note or attached statement specifying, "Amounts in use will not exceed quantities specified in CBC Tables 3-D and 3-E. 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, 2011 the 2010 CFC and 2010 CBC shall apply. For buildings and control areas build prior to 2011, the code in effect at the time of permit shall apply.
- c. For reporting purposes, both storage and in-use quantities shall be listed.

III. REVIEW BY CITY OF SAN DIEGO FIRE PREVENTION BUREAU TECHNICAL SERVICES

Prior to obtaining a permit from Development Services, applicants must obtain a Tank Application (TA) permit from Technical Services at the Fire Prevention Bureau located at 1010 2nd Ave., Ste. 300, San Diego, CA 92101 or call (619) 533-4400 if required. It is recommended to attach a copy of the TA permit at the time of building permit submittal. The following hazardous materials and processes require TA from Technical Services:

A. INSTALLATION AND/OR REMOVAL OF:

1. Above-ground tanks for fuels, oils and other lubricants, chemicals and flammable or combustible liquids containing greater than 25 gallons in a building or greater than 60 gallons outside a building.
2. All underground tanks for fuels, oils and other lubricants, chemicals and flammable or combustible liquids.

B. RE-PIPE OR MODIFICATIONS TO EXISTING HAZARDOUS SYSTEMS OR INSTALLATIONS; INSTALLATION OF:

1. **Liquid Petroleum Gas (LPG).** Storage or use of LPG tanks and piping.
2. **Compressed Natural Gas (CNG).** CNG dispensing into motor vehicles.
3. **Compressed Gas.** The following amounts of compressed gases:
 - a. Any amount of toxic, highly toxic or pyrophoric gas.
 - b. 200 cubic feet of corrosive or flammable gas.
 - c. 500 cubic feet of oxidizing gas.
 - d. 6,000 cubic feet of inert or simple asphyxiant gas.
4. **Medical gas.** Anesthetic and other gases used in medicine (including veterinary medicine) which are not otherwise regulated by the State of California (i.e. schools and institutions). Check with Technical Services.

5. Cryogenic. The following amounts of cryogenics:

- a. 1 gallon inside the building and 60 gallons outside the building of flammable cryogenics.
- b. 10 gallons inside the building and 50 gallons outside the building of oxidizing cryogenics.
- c. 60 gallons inside the building and 500 gallons outside the building of inert.
- d. Any amount of cryogenics that are other physical or health hazards not listed above.

6. Pressurized Solvent Systems: Pressurized solvent system for distillation or filtering.

7. Mechanical Refrigeration Systems: Refrigeration systems containing in a single circuit of 220 pounds of A1 refrigerant or 30 pounds of any other group of refrigerant. Where multiple systems are located in the same control area, the amounts are cumulative.

C. SITE/SOIL REMEDIATION

Any device is installed for the remediation of a site, or soil stockpiled on a site, in which hazardous liquids or vapors are recovered or used during the process.

IV. OUTSIDE AGENCY REVIEWS

San Diego County Department of Environmental Health (DEH), Hazardous Materials Management Division (HMMD) and San Diego County Air Pollution Control District (APCD) conduct a review of the San Diego Regional Hazardous Materials Questionnaire for businesses which use, handle, or store hazardous materials.

V. OPTIONS FOR REVIEW PROCESS

For all projects, please check in on the 3rd floor of the Development Services Center, located at 1222 First Avenue. The following options are available for the review of hazardous materials.

A. OVER-THE-COUNTER REVIEW

The following types of projects can be reviewed over-the-counter:

1. Cell sites
1. Dental office tenant improvements
2. Generators (exterior)
3. Vapor Recovery System (Healy Tanks)
4. Production phase master plan pools or spas accessory to a non-residential or multiple dwelling unit use, up to 6-foot depth
5. Equipment platforms
6. Roof mounted equipment
7. Foundations for tanks (fuel or compressed gas)

B. SUBMITTED REVIEW

All other projects must be submitted for plan review.

SAMPLE

CHEMICAL CLASSIFICATION TABLE

COMMON NAME	CHEMICAL NAME	% CONC	CAS #	MATERIAL STATE (Liquid, Solid, Gas)	QUANTITY STORED	QUANTITY IN USE (Open/Closed)	LOCATION (Storage & Use)	HAZARDOUS CLASSIFICATIONS
Acetic Acid	Acetic Acid, Glacial	100	64-19-7	L	15 gal	5 gal, Open	Stor: Flam Cab Use: Wet Process	CL-II, COR
Acetone	Acetone	100	67-64-1	L	55 gal	10 gal, Open	Stor: Exter Stor Use: H-2 Room	FL-IB
Diesel	Diesel Fuel, #2	100	Mixture	L	200 gal	20 gal, Closed	Stor: H-3 Room Use: Generator Room	CL-II
Formaldehyde	Formaldehyde with 12% Methanol	37	50-00-0	L	20 gal	20 gal, Open	Stor: Flam Cab Use: Wet Process	CL-II, COR, HTOX
Hydrochloric Acid	Hydrochloric Acid	90	7647-01-0	L	300 gal	55 gal, Closed	Stor: Corr Stor Use: Wet Process	COR
Lye	Sodium Hydroxide	45	1310-73-2	L	5 gal	0	Stor: Exter Stor	WR-1, COR
Potassium	Potassium	100	7440-09-7	S	1 lb	0	Stor: Exter Stor	FLAM SOLID, WR-2, COR
Sodium Dichromate	Sodium Chromate	100	10588-01-9	S	50 lb	10 lb, Open	Stor: Exter Stor Use: Wet Process	COR, HTOX, OXY-1
Sulfuric Acid	Sulfuric Acid	94	7664-93-9	L	55 gal	15 gal, Closed	Stor: Corr Stor Use: Wet Process	COR, TOX, WR-1
Toluene	Toluene	100	108-88-3	L	5 gal	10 gal, Open	Stor: Flam Cab Use: Wet Process	FL-IB
Tris	Tris Hydrochloride	100	1185-53-1	L	10 gal	10 gal, Closed	Stor: H-7 Room Use: H-7 Room	NONE

SAMPLE

CHEMICAL CLASSIFICATION SUMMARY TABLE

HAZARD CLASS: FL-IB				
Chemical Name	Amount Stored	O.S. Use	C.S. Use	Location of Use
Acetone	55 gal	10 gal	0 gal	Exterior Storage
Toluene	5 gal	10 gal	0 gal	Flam Cab
Totals for FL-IB:				
Total Stored: 55 gal in Exterior Storage, 5 gal in Flam Cab				
Total Open System: 10 gal in H-2 Room, 10 gal in Wet Process				

HAZARD CLASS: CL - II				
Chemical Name	Amount Stored	O.S. Use	C.S. Use	Location of Use
Acetic Acid	15 gal	5 gal	0 gal	Flam Cab
Diesel	200 gal	0 gal	20 gal	H-3 Room
Formaldehyde	20 gal	20 gal	0 gal	Flam Cab
Totals for CL-II:				
Total Stored: 35 gal in Flam Cab, 200 gal in H-3 Room				
Total Open System: 25 gal in Wet Process				
Total Closed System: 20 gal in Generator Room.				

HAZARD CLASS: FLAMMABLE SOLID				
Chemical Name	Amount Stored	O.S. Use	C.S. Use	Location of Use
Potassium	1 lb	0 lb	0 lb	Exterior Storage
Totals for Flammable Solid:				
Total Stored: 1 lb in Exterior Storage				

HAZARD CLASS: OXIDIZER CLASS I				
Chemical Name	Amount Stored	O.S. Use	C.S. Use	Location of Use
Sodium Dichromate	50 lbs	10 lb	0 lb	Exterior Storage
Totals for Oxidizer Class I:				
Total Stored: 50 lb in Exterior Storage				
Total Open System: 10 lb in Wet Process				

HAZARD CLASS: WATER REACTIVE CLASS II				
Chemical Name	Amount Stored	O.S. Use	C.S. Use	Location of Use
Potassium	1 lb	0 lb	0 lb	Exterior Storage
Totals for Water Reactive Class II:				
Total Stored: 1 lb in Exterior Storage				

SAMPLE

CLASSIFICATION SUMMARY TABLE

HAZARD CLASS: WATER REACTIVE CLASS I					
Chemical Name	Amount Stored	O.S. Use	C.S. Use	Location of Storage	Location of Use
Sodium Hydroxide	5 gal	0 gal	0 gal	Exterior Storage	
Sulfuric Acid	55 gal	0 gal	15 gal	Corr Storage	Wet Process
Totals for Water Reactive Class I:					
Total Stored: 5 gal in Exterior Storage , 55 lb in Corr. Storage					
Total Closed System: 15 gal in Wet Process					

HAZARD CLASS: CORROSIVE					
Chemical Name	Amount Stored	O.S. Use	C.S. Use	Location of Storage	Location of Use
Acetic Acid	15 gal	5 gal	0 gal	Flam Cab	Wet Process
Formaldehyde	20 gal	20 gal	0 gal	Flam Cab	Wet Process
Hydrochloric Acid	300 gal	0 gal	55 gal	Corr Storage	Wet Process
Sodium Hydroxide	5 gal	0 gal	0 gal	Exterior Storage	
Potassium	1 lb	0 lb	0 lb	Exterior Storage	
Sodium Dichromate	50 lb	10 lb	0 lb	Exterior Storage	Wet Process
Sulfuric Acid	55 gal	0 gal	15 gal	Corr Storage	Wet Process
Totals for Corrosive:					
Total Stored: 35 gal in Flam Cab, 355 gal in Corr. Storage, 5 gal, 51 lb in Exterior Storage					
Total Open System: 25 gal, 10 lb in Wet Process					
Total Closed System: 70 gal in Wet Process					

HAZARD CLASS: TOXIC					
Chemical Name	Amount Stored	O.S. Use	C.S. Use	Location of Storage	Location of Use
Sulfuric Acid	55 gal	0 gal	15 gal	Corr Storage	Wet Process
Totals for Toxic:					
Total Stored: 55 lb in Corr. Storage					
Total Closed System: 15 gal in Wet Process					

HAZARD CLASS: HIGHLY TOXIC					
Chemical Name	Amount Stored	O.S. Use	C.S. Use	Location of Storage	Location of Use
Formaldehyde	20 gal	20 gal	0 gal	Flam Cab	Wet Process
Sodium Dichromate	50 lb	10 lb	0 lb	Exterior Storage	Wet Process
Totals for Highly Toxic:					
Total Stored: 20 gal in Flam Cab, 50 lbs Exterior Storage					
Total Open System: 20 gal, 10 lb in Wet Process					