

A Hazardous Materials Processing (HMP) Permit requires the following;

- 1) Completed application (top AND bottom)
- 2) All documentation listed on the “Documentation Requirements page, including but not limited to;
 - 2a) Flammable Storage permit #
 - 2b) Recent Fire alarm Test Report
 - 2c) Recent Sprinkler Test report
 - 2d) Permission letter from Building/Property owner
 - 2e) List of items (& quantity) used for processing, sorted by class & category
- 3) \$25 fee, cash, online payment invoice copy, or check payable to City of Waltham.
- 4) CALL Fire Prevention to speak with the Deputy regarding other items on the Documentation Requirements page that may be required for your permit. 781-314-3710.

Please bring or mail all requested items to;
Fire Prevention
175 Lexington Street
Waltham, MA 02452



The Commonwealth of Massachusetts

DEPARTMENT OF FIRE SERVICES

Application for Permit to Process Hazardous Materials



FP-300
(Rev. 1.1.2015)

Company Information:

Company Name: _____

Street Address: _____

Responsible Party:

Official Title: _____

Telephone number: _____ Email: _____

In accordance with 527 CMR 1.00 Section 1.12.8.34.1.2, the above named facility is conducting the following hazardous material process(es) at the category identified below (**Select all categories applicable to the facility**):

- ☐ CATEGORY 2 – Capacity of largest size vessel used in hazardous material process is greater than 2.5 gallons, but does not exceed 60 gallons
- ☐ CATEGORY 3 – H Occupancy Classified facility, per 780 CMR Mass Building Code, or capacity of largest size vessel used in hazardous material process is greater than 60 gallons, but does not exceed 300 gallons
- ☐ CATEGORY 4 – Capacity of largest size vessel used in hazardous material process exceeds 300 gallons, but is not covered by Category 5.
- ☐ CATEGORY 5 – Amount of hazardous material in a process exceeds threshold quantity of 29 CFR 1910.119 or 40 CFR 68

I attest that as the responsible official for the company named above that the facility is in compliance with the applicable requirements of 527 CMR 1.00 Section 60.8 and other applicable provisions of 527 CMR and MGL 148. Further, I hereby certify that I am authorized to execute this application. I declare under the penalty of perjury that the statements and information provided herein are true as of the date of this application.

Signature of Responsible Party: _____

Title: _____ Telephone number: _____



The Commonwealth of Massachusetts

WALTHAM

Fire Department

FP-300

PERMIT

City or Town: **WALTHAM** Date: _____ Permit Number (if applicable): **HMP**

In accordance with the provisions of M.G.L. Chapter 148, as provided in 527 CMR 1.00 Section 1.12.8.34.1.2 this permit is granted

to _____
(Full Name of Person, Firm or Corporation)

at _____
(Street and # or Describe Location for Adequate Identification)

for the processing of hazardous materials.

- ☐ CATEGORY 2 ☐ CATEGORY 3 ☐ CATEGORY 4 ☐ CATEGORY 5

Fee Paid \$ \$25 This Permit will expire on _____

Signature of Official Granting Permit: _____ Title _____



This permit must be conspicuously posted upon the premises



HMP = HAZARDOUS MATERIAL PROCESSES PERMIT

For new AND existing facilities that PROCESS Hazardous Materials, physically or chemically, or by preparation, separation, combination, purification etc.

NOT for storage or waste collection.

EXCLUDES - Retail of pre-mixed solutions

Water treatment facilities

Atmospheric vessels* storing materials that are below normal boiling point,
without heating or cooling

Hazardous materials with a hazard rating of 2 or less (e.g. irritants)

*Vessel= beakers, pails, drums, reactor kettles, pipe reactors. Size of vessel = capacity

Category 1 - Vessel capacity \leq 2.5 gal **

Category 2 – Vessel capacity \leq 60 gal

Category 3 – Vessel capacity \leq 300 gal or Group H occupancy

Category 4 – Vessel capacity > 300 gal and not Category 5

Category 5 – Vessel capacity exceeds chemical threshold quantity of
29 CFR 1910.119 (OSHA Process Safety Management for Highly Hazardous Materials) or
40 CFR part 68 (US EPA Chemical Accident Prevention Protocol)

**Category 1 does NOT need a HMP permit, but must comply with the requirements

Most facilities will be Category 2 or 3

Each PROCESS has a HMP permit, not each facility, and must be renewed annually.

A Flammable Storage permit must still be obtained and renewed annually, if applicable.

Applicant **may** withhold the name of a specific hazardous material or claim certain info is confidential business information. See 527 CMR 33.08: Trade Secrets, for more information and instructions.

In the event of an incident; Categories 3 and 4 must initiate a Post-incident Analysis with 48 hours,
it must be completed and copy provided to WFD within 45 days.
Category 5 must provide a copy of their OSHA or EPA Risk Management Standard report.

Categories 3 and 4 may require a 3rd Party Review if Permit application is rejected in writing.

Category 5 must Maintain Hazard Evaluation Documents 2 years after permit expires.

DOCUMENTATION REQUIREMENTS

CATEGORY	1	2	3	4	5
HMP Permit for each Process, renewed annually	--	Yes	Yes	Yes	Yes
OSHA 1910.1200 compliance	Yes	Yes	Yes	Yes	Yes
Hazardous communication to employees					
OSHA 1910.1450 compliance	Yes	Yes	Yes	Yes	Yes
Occupational exposure to hazardous chemicals in labs					
527 CMR 14.00 compliance (Flammable gases, liquids, solids)	Yes	Yes	Yes	Yes	Yes
Flammable Storage Permit for the Business, recent Fire Alarm & Sprinkler Test reports, Permission letter from building owner					
List of items stored, sorted by class & category					
527 CMR 33.06 compliance (Emergency Response Plan)	Yes	Yes	Yes	Yes	Yes
Category 3 Hazard Evaluation Policy	--	--	Yes	Yes	Yes
Category 4 Limited Process Safety Program	--	--	--	Yes	Yes
Facility Suitability, which includes;					
Building code compliance-code at time of construction	--	--	--	Yes	Yes
High Hazard Features					
Electrical Classification - MA Electrical Code, NFPA 70 Art.500	--	--	--	Yes	Yes
Good Engineering/Safe Work Practices	--	--	--	Yes	Yes
Self-Certify Compliance with 29 CFR 1910.119	--	--	--	--	Yes
(Process Safety Management of Highly Hazardous chemicals)					
OR 40 CFR Part 60 Chemical Accident Prevention					
Name of person responsible for management of changes and a policy in place to ensure proper review prior to any process modification or changes	--	--	Yes	Yes	Yes