ONTARIO FIRE DEPARTMENT

Hazardous Material Information Packet

This guideline was developed to assist businesses in complying with the provisions of Chapter 27 of the California Fire Code (CFC) based on the 2007 California Fire Code (CFC). The guideline is applicable to any business storing, using, or handling hazardous materials. Hazardous materials are those chemicals or substances that are physical hazards or health hazards as defined and classified in the CFC, whether the materials are in use, storage or considered waste.

The classification of hazards for chemicals stored, used, and handled at facilities is required to verify that proper fire and life safety protection systems and procedures are in place. Additionally, the information supplied by the applicant is utilized to determine application of CFC provisions and permit requirements.

1. Applicability
The classification of all chemicals stored, used, or handled at the facility is required to determine CFC requirements. This guideline is utilized to evaluate allowable quantities, special increases, control areas, and permit needs. This guideline provides the requirements for all hazardous materials that are in use, storage or considered waste, within the jurisdiction of the Ontario Fire Department.

2. Technical Assistance
Due to the complexity of the designs specified within the CFC and adopted standards, it may be necessary to obtain the service of a fire protection design professional to assist with developing a protection scheme that meets the requirements of the CFC and other applicable regulations. Contact the Fire Prevention Bureau for the latest list of consultants that have done work in this area for additional assistance.

3. Submittal Requirements
This guideline is designed to assist the user in properly submitting Ontario Fire Department Hazardous Information Forms, an explanation of the fields requiring completion, and a list of hazard classes as defined by the 2007 CFC. These definitions can be used when determining the classifications of each of your chemicals. Abbreviations for the classifications have been provided in parentheses next to the name [e.g., Flammable Gas (FLG)]. Other definitions are included to assist you with completion of the packet. Each building and/or control area, exterior storage area, or other detached structure at the facility requires a separate Chemical Classification Packet, including a summary sheet for each area. This packet should be used to classify all chemicals stored, used, or handled at your facility regardless of the quantity of each chemical.
The following information must be completed for each Hazardous Material Information Sheet:

1. Hazardous Information Sheet Page 1 (shows totals by hazard class).
2. Hazardous Information Classification Individual and Classification Page 2 (shows area totals).
3. Material Safety Data Sheets (MSDS), three copies shall be submitted along with the contact information from the preparer of the chemical information.

After completing, submit three sets of Hazardous Material Information sheets, floor plan (to scale) indicating control areas, dimensions and product storage and MSDS sheets to the Fire Department Counter located inside City Hall.

If, upon OFD review, there is any question as to the accuracy or completeness of the information provided, you will be required to make corrections and resubmit your chemical classification packet, which may delay plan approval or permits and incur additional re-submittal fees. In addition, a third party technical report may be required at the expense of your business.

4. Forms
Use the Hazardous Materials Forms in completing your own documents and assure all fields are completed. Provide the name of the facility, address, and area addressed by the packet, if applicable, on each page of the Hazardous Material Form. Use the definitions provided to classify your chemicals into all applicable categories. The forms should be typed or printed. Incomplete or incorrect forms will be returned. Hazardous Materials Information Sheet Page-2 shows a summary of the totals by hazard classification for a given building and/or area. The following is a list of required information for each hazard class and an example of a completed section of the summary:

- Building Square Footage
- Number of Control Areas in building
- Indicate if Multi-Tenant building
- Hazard Class
- Total amount stored inside the building
- Total amount stored outside the building
- Total amount used in open systems
- Total amount used in used systems

The following definitions will assist you in completing the Hazardous Material Form. However, these definitions should not be included on the form you are completing; they are a useful reference tool only.

**Closed System:** Use of a solid or liquid hazardous material in a closed system that remains closed during normal operations where vapors emitted by the product are not liberated outside of the vessel or system and the product is not exposed to the atmosphere during normal operations, including all uses of compressed gases. Examples of closed systems for solids and liquids include reaction process operations and product conveyed through a piping system into a closed vessel, system, or piece of equipment.

**Control Area:** Spaces within a building where quantities of hazardous materials not exceeding the maximum allowable quantities per control area (see CFC Table 2703.1.1(1)) are stored, dispensed, used or handled.
**Open System**: Use of a solid or liquid hazardous material in a vessel or system that is continuously open to the atmosphere during normal operations and where vapors are liberated or the product is exposed to the atmosphere during normal operations. Examples of open solid or liquid systems include dispensing from or into open beakers or containers and dip tank and plating tank operations.

**Reactive Material**: A material that can enter into a hazardous chemical reaction with other stable or unstable materials.

**Common Name or trade name**: This is the name of the chemical as it is used in your industry. Sometimes it will be a trade name, like Purple K® is used to mean potassium permanganate. Also, it could be the name that the employees use, like “yellow degreaser,” or a name used throughout the industry, like “motor oil.”

**Chemical Name and %**: This is the technical name for the pure chemical. If the chemical is a mixture, list the components of the mixture with their percentage composition. If it is a pure chemical, list the percent concentration as 100%. If the product is a water solution, list the percent concentration (e.g., sulfuric acid: 50%).

**CAS Number**: The Chemical Abstract Service number can sometimes be found on the material safety data sheet (MSDS) or from the chemical supplier. If not, a chemical manual should provide this information (see reference list in Section D below). A number must be provided for each component of mixtures, if available.

**Material (state)**: Is the product a solid (S), liquid (L), gas (G) or aerosol (A)? Solids shall be reported in pounds, liquids in gallons, and gases in cubic feet. Liquefied petroleum gas (LPG) and cryogenic liquids are treated as liquids and reported in gallons. Aerosols shall be reported in pounds and classified as Level 1, 2, or 3 based on the flammability of the propellant and the product (see definition of aerosol). However, the quantity of nonflammables and non-combustibles like Tox/Corr/UR/WR components in the aerosol must be included in the summary for those hazard classes.

**Quantity Stored**: The amount in storage within closed containers in the building or area.

**Quantity in Use**: The amount in use in the process/dispensing area(s) of the building. Indicate whether the amount in use and in storage is in open or closed systems, control area or outside storage.

**Hazard Classes**: There are often several applicable classifications of hazards for each chemical ( classifications may be abbreviated as indicated in the descriptions of the hazard classes. **All hazard classifications for the chemical must be listed**. Example: 70% sulfuric acid is classified as “WR1, Toxic, and Corrosive. A product’s MSDS may not include a list of chemical components. If this is the case, you should list specific hazard data used to classify that product.

**NOTE**: Chemicals with multiple hazards will be listed under each hazard classification (e.g., acetone is listed under Flammable IB, Irritant, and Other Health Hazard).

**Explosives (EX)**: A chemical that causes a sudden, almost instantaneous release of pressure, gas and heat when subjected to sudden shock, pressure, or high temperatures; a material or chemical, other than blasting agent that is commonly used or intended to be used for the purpose of producing an explosive effect.

**Compressed Gases**: A material or mixture of materials that is a gas at 68°F or less at 14.7 psi of pressure and has a boiling point of 68°F or less at 14.7 psi, which is either liquefied, non-liquefied, or in solution (Exception: those gases that have no other health or physical hazard
properties are not considered to be compressed until the pressure in the packaging exceeds 41 psi at 68°F). The states of a compressed gas are categorized as follows:

- **Non-liquefied compressed gases** are gases other than those in solution that are, in a packaging under the charged pressure, entirely gaseous at a temperature of 68°F.
- **Liquefied compressed gases** are gases that, in a packaging under the charged pressure, are partially liquid at a temperature of 68°F.
- **Compressed gases in solution** are non-liquefied gases that are dissolved in a solvent.
- **Compressed gas mixtures** consist of a mixture of two or more compressed gases contained in a packaging, the hazard properties of which are represented by the properties of the mixture as a whole.

**Corrosive Compressed Gas (CorCG):** A compressed gas that also meets the criteria for a corrosive material.

**Highly Toxic Compressed Gas (HToxCG):** A compressed gas that also meets the criteria for a highly toxic material.

**Toxic Compressed Gas (ToxC):** A compressed gas that also meets the criteria for a toxic material.

**Inert Compressed Gas (ICG):** A compressed gas that exhibits no chemical activity, will not react with any other chemical, and is harmless to persons, animals, and the environment.

**Oxidizing Compressed Gas (OxCG):** A compressed gas that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen and/or other gases.

**Flammable Compressed Gas (FLG):** A material that is a gas at 68°F or less at 14.7 psi of pressure (the material has a boiling point of 68°F or less at 14.7 psi) that:

- A. is ignitable at 14.7 psi (101.3 kPa) when in a mixture of 13 percent or less by volume with air;
- or
- B. has a flammable range at 14.7 psi (101.3 kPa) with air of at least 12 percent, regardless of the lower limit. The limits specified shall be determined at 14.7 psi (101.3 kPa) of pressure and a temperature of 68°F (20°C) in accordance with nationally recognized standards.

**Liquefied Petroleum Gas (LPG):** A material that is composed predominantly of the following hydrocarbons or mixtures of them: propane, propylene, butane (normal butane or isobutene), and butylenes.

**Flammable & Combustible Liquids**

**Flammable Liquid:** A liquid having a closed cup flash point below 100°F. Class I liquids shall include those having flash points below 100°F and are subdivided as shown below.

**Combustible Liquid:** A liquid having a flash point at or above 100°F. Combustible liquids are subdivided as shown below.

**Classification of flammable and combustible liquids according to hazard:**

- **Class IA (FLIA)** liquids include those having flash points below 73°F and having a boiling point below 100°F.
- **Class IB (FLIB)** liquids include those having flash points below 73°F and having a boiling point at or above 100°F.
- **Class IC (FLIC)** liquids include those having flash points at or above 73°F and below 100°F.
- **Class II (CLII)** liquids are those having closed cup flash points at or above 100°F and below 140°F.
Class IIIA (CLIIIA) liquids are those having closed cup flash points at or above 140°F and below 200°F.

Class IIIB (CLIIIB) liquids are those liquids having closed cup flash points at or above 200°F.

Flammable Solids (FLS): A solid substance, other than one which is defined as a blasting agent or explosive, that is liable to cause fire through friction or as a result of retained heat from manufacture, which has an ignition temperature below 212°F, or which burns so vigorously or persistently when ignited that it creates a serious hazard. Flammable solids include solid materials that when dispersed in air as a cloud may be ignited and cause an explosion.

Organic Peroxides: An organic compound which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms have been replaced by an organic radical. Organic peroxides can present an explosive hazard (detonation or deflagration) or they can be shock sensitive. They may also decompose into various unstable compounds over an extended period of time.

Classification of organic peroxides according to hazards:
Class I (OP1): Class I peroxides are capable of deflagration, but not detonation. These peroxides present a high explosion hazard through rapid decomposition.
Class II (OP2): Class II peroxides burn very rapidly and present a severe reactivity hazard.
Class III (OP3): Class III peroxides burn rapidly and present a moderate reactivity hazard.
Class IV (OP4): Class IV peroxides burn in the same manner as ordinary combustibles and present a minimum reactivity hazard.
Class V (OP5): Class V peroxides do not burn or present a decomposition hazard.

Oxidizers: A material other than a blasting agent or explosive that readily yields oxygen or other oxidizing gas or that readily reacts to promote or initiate combustion of combustible materials.

Classification of liquid and solid oxidizers according to hazard:
Class 4 (OXY4): An oxidizer that can undergo an explosive reaction due to contamination or exposure to thermal or physical shock. In addition, the oxidizer will enhance the burning rate and may cause spontaneous ignition of combustibles.
Class 3 (OXY3): An oxidizer that can cause a severe increase in the burning rate of combustible material that it comes in contact with or that will undergo vigorous self-sustained decomposition due to contamination or exposure to heat.
Class 2 (OXY2): An oxidizer that will cause a moderate increase in the burning rate or that may cause spontaneous ignition of combustible materials it comes in contact with.
Class 1 (OXY1): An oxidizer whose primary hazard is that it slightly increases the burning rate but does not cause spontaneous ignition when it comes in contact with combustible materials.

Pyrophoric Materials (PYRO): A chemical that will spontaneously ignite in air at or below a temperature of 130°F.

Unstable (Reactive) Classes: A material, other than an explosive, that in the pure state or as commercially produced will vigorously polymerize, decompose, condense, or become self-reactive and undergo other violent chemical changes, including explosion, when exposed to heat, friction, or shock, in the absence of an inhibitor, in the presence of contaminants, or in contact with incompatible materials.

Classification of unstable reactive chemicals according to hazard:
Class 4 (UR4): Materials that, in themselves, are readily capable of detonation, explosive decomposition, or explosive reaction at normal temperatures and pressures. This class should
include materials that are sensitive to mechanical or localized thermal shock at normal temperatures and pressures.

*Class 3 (UR3):* Materials that, in themselves, are capable of detonation, explosive decomposition, or explosive reaction but which require a strong initiating source or which must be heated under confinement before initiation. This degree should include materials that are sensitive to thermal or mechanical shock at elevated temperatures and pressures.

*Class 2 (UR2):* Materials that, in themselves, are normally unstable and readily undergo violent chemical change but do not detonate. This degree should include materials which can undergo chemical change with rapid release of energy at normal temperatures and pressures and which can undergo violent chemical change at elevated temperatures and pressures.

*Class 1 (UR1):* Materials that, in themselves, are normally stable but which can become unstable at elevated temperatures and pressures.

**Water Reactive Classes:** A material that explodes; violently reacts; produces flammable, toxic or other hazardous gases; or generates enough heat to cause self-ignition of nearby combustibles upon exposure to water or moisture.

**Classification of water reactive chemicals according to hazard:**

*Class 3 (WR3):* Materials that react explosively with water without requiring heat or confinement.

*Class 2 (WR2):* Materials that may form potentially explosive mixtures with water.

*Class 1 (WR1):* Materials that may react with water with some release of energy but not violently.

**Cryogenic Fluids (CRY):** Fluids with a normal boiling point below 150 °F.

**Highly Toxic Materials (HTOX):** A material which produces a lethal dose or lethal concentration that falls within any of the following categories:

- A chemical that has a median lethal dose (LD₅₀) of 50 mg/kg or less of body weight when administered orally to albino rats weighing between 200 and 300 grams.
- A chemical that has a median lethal dose (LD₅₀) of 200 mg/kg or less of body weight when administered by continuous contact for 24 hours, or less if death occurs within 24 hours, with the bare skin of albino rabbits weighing between 200 and 300 grams.
- A chemical that has a median lethal concentration (LC₅₀) in air of 200 ppm by volume or less of gas or vapor, or 2 mg/L of mist, fume, or dust, when administered by continuous inhalation for one hour to albino rats weighing between 200 and 300 grams.
- Mixtures of these materials with ordinary materials, such as water, may not warrant classification as highly toxic. While this system is basically simple in application, experienced, technically competent persons shall perform any hazard evaluation that is required for the precise categorization of this type of material.

**Toxic Material (TOX):** A material which produces a lethal dose or a lethal concentration within any of the following categories:

- A chemical or substance that has a median lethal dose (LD₅₀) of more than 50 mg/kg but not more than 500 mg/kg of body weight when administered orally to albino rats weighing between 200 and 300 grams.
- A chemical or substance that has a median lethal dose (LD₅₀) of more than 200 mg/kg but not more than 1,000 mg/kg of body weight when administered by continuous contact for 24 hours, or less if death occurs within 24 hours, with bare skin of albino rabbits weighing between 200 and 300 grams.
• A chemical or substance that has a median lethal concentration (LC50) in air more than 200 ppm but not more than 2,000 ppm by volume of gas or vapor, or more than 2 mg/L but not more than 20 mg/L of mist, fume, or dust, when administered by continuous inhalation for one hour, or less if death occurs within one hour, to albino rats weighing between 200 and 300 grams.

Corrosive (COR): A chemical that causes visible destruction of or irreversible alterations in living tissue by chemical action at the site of contact. A chemical is considered to be corrosive if, when tested on the intact skin it destroys or changes irreversibly the structure of the tissue at the site of contact following an exposure period of four hours. This term does not refer to action on inanimate surfaces.

Aerosols (AERO1, AERO2, AERO3): A product that is dispensed from an aerosol container by a propellant. Aerosols are classified based upon the heat of combustion (Hc) of their constituents.

PLEASE NOTE: While the following classifications were previously defined in the model code, all but Irritant has been removed from the 2007 California Fire Code. In order to assure that a complete inventory has been submitted to the Ontario Fire Department for approval and for the inspector of record to verify, please include chemicals that may fall into these categories on the inventory, place an NR in the hazard classification column.

Radioactive Material (RAD): A material or combination of materials that spontaneously emits ionizing radiation.

Carcinogen (CAR): A substance that causes the development of cancerous growths in living tissue. A chemical is considered to be a carcinogen if:
• It has been evaluated by the International Agency for Research on Cancer (IARC) and found to be a carcinogen or potential carcinogen; or
• It is listed as a carcinogen or potential carcinogen in the latest edition of the Annual Report on Carcinogens published by the National Toxicology Program; or
• It is regulated by OSHA as a carcinogen.

Irritant (IRR): A chemical that is not corrosive but which causes a reversible inflammatory effect on living tissue by chemical action at the site of contact.

Sensitizer (SENS): A chemical that causes a substantial proportion of exposed people or animals to develop an allergic reaction in normal tissue after repeated exposure to the chemical.

Other Health Hazard Material (OHH): A material which affects target organs of the body. They are also known as “Target Organ Toxins.”
HAZARDOUS MATERIAL DISCLOSURE FORM

Prior to completing this form, permit applicants should visit Hazardous Materials Division Of the San Bernardino County’s website at http://www.sbcfire.org/hazmat/CUPA.asp and the Ontario Fire Department website at www.ci.ontario.ca.us/index.cfm/8114 to familiarize themselves with the terms used in this form.

PROJECT ADDRESS: ____________________________ Date: __________________

1. Will the use/facility use, generate, process, produce, treat, store, emit, or discharge a hazardous material in quantities at or exceeding 55 gallons, 500 pounds, or 200 cubic feet (compressed gas) at any one time in the course of one year?
   ( ) Yes  ( ) No

2. Is the use/facility a hazardous waste generator?
   ( ) Yes  ( ) No

3. Does the use/facility handle, store, or use Category I or II pesticides, as defined by Federal Insecticide, Fungicide, and Rodenticide Act, regardless of the amount?
   ( ) Yes  ( ) No

4. Does the use/facility handle, store, or use DOT Hazard Class 1 material (explosives, found in 49 Code of Federal Regulation) regardless of the amount?
   ( ) Yes  ( ) No

5. Does the use/facility handle, store, or use extremely hazardous substances (EHSs) in quantities exceeding the “Threshold Planning Quantity” (TPQ). See www.epa.gov/swercepp/ehs/ehsalpha.html.
   ( ) Yes  ( ) No

6. Is the use/facility subject to Emergency Planning and Community Right to Know Act (EPCRA), also known as SARA Title III? Generally EPCRA facilities handle hazardous substances above 10,000 lbs. Or extremely hazardous substances above threshold planning quantities. There are exceptions, including retail gas stations with up to 75,000 gallons of gasoline or 100,000 gallons of diesel fuel in underground storage tanks that meet the 1998 upgrade requirements.
   ( ) Yes  ( ) No

7. Does the use/facility handle, store or use radioactive material that is listed in Appendix B of Chapter 1 of 10 Code of Federal Regulations? See www.epoaccess.gov/cfr/index.html.
   ( ) Yes  ( ) No
HAZARDOUS MATERIAL DISCLOSURE FORM (Cont.)

If you answer YES to any of the above, contact the Hazardous Materials Division of the San Bernardino County Fire Department for the appropriate hazardous material handling permit. They can be reached at:

620 S “E” Street
San Bernardino, California 92415-0153
(909) 386-8401  Fax (909) 386-8460
www.sbcfire.org

If you answer YES to any of the above, submit an “Ontario Fire Department Hazardous Material Information Sheet” and a “San Bernardino County Fire Department Business Emergency/Contingency Plan” ELECTRONICALLY to the Fire Prevention Bureau of the Ontario Fire Department. These forms are available in the Fire Department’s Forms section at www.ci.ontario.ca.us/index.cfm/8114. The Ontario Fire Department can be reached at:

425 E “B” Street
Ontario, California 91764
(909) 395-2029  Fax (909) 295-2585
ofdprevention@ci.ontario.ca.us

Please note that per Government Code Section 65850.2, a final Certificate of Occupancy and Business License cannot be issued until the San Bernardino County Fire Department and the Ontario Fire Department have determined that your project meets their hazardous material disclosure requirements.

ACKNOWLEDGEMENT

I HAVE COMPLETED THIS FORM TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT A FINAL CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED FOR MY PROJECT IF I FAIL TO OBTAIN THE PROPER HAZARDOUS MATERIAL HANDLING PERMITS/CLEARANCE FROM THE HAZARDOUS MATERIAL DIVISION OF THE SAN BERNARDINO COUNTY FIRE DEPARTMENT AND THE ONTARIO FIRE DEPARTMENT.

OWNER or AUTHORIZED AGENT: __________________________________________________________
Print Name     Signature

MAILING ADDRESS: ______________________________________________________________________

PHONE NUMBER: ___________________________________
HAZARDOUS MATERIALS INFORMATION SHEET
WORKSHEET

INFORMATION SOURCES: It is necessary to have information on each chemical or material that contains the following:

1. **Hazard Category** according to the California Fire Code (CFC 2007 edition, Appendix F) for Form Side 1 list of “Material Types”.
2. **Flash Point** and **Boiling Point** for Flammable Liquids.
3. NFPA Hazard for **Health-Flammability-Reactivity** and water reactivity.
4. Chemical name and C.A.S. #.

Information is best obtained from the supplier or manufacturer of the chemical. Ask them for the above information.

**FORM SIDE 1:** Name, address, phone, Hazardous Materials Summary Sheet

1. For each material on Side 2, total the quantity by Material Type; and the use in storage or Closed Use or Open Use in the appropriate column.
2. For the Quantity listed in each box, if the physical state is the type in “parentheses” put “( )” around the quantity in each appropriate box.
3. Complete the information at the top of the form.

**FORM SIDE 2:** Individual Chemical Information & Classification

1. List each chemical or material by names; C.A.S. Physical State of Solids, Liquid (L) or Gas (G); concentration; and Hazard Category.
2. List each chemical by quantity in Use; maximum quantity of storage; and units in gallons, quarts, pounds.
3. Indicate by an “X” whether the chemical is in a Closed System of all piping or Open Use in Open Containers/Dispensing or Outside.
4. Indicate, if inside, which Control Area the use is in by using a numbering system. Each Control Area is One Hour Fire Resistive construction with fire doors. If use is not in separate Control Areas leave column blank. If using Control Areas, a floor plan drawing indicating the same numbered Control Area shall be included.

**MSDS**

Include 3 copies of the MSDS for each material listed on Side 2 and underline in red or highlight the product Name/Chemical Name matching the same name as listed on Side 2.

**PLAN SUBMITTAL**

After completing, bring at least 3 sets of MSDS, hazardous materials form and floor plan (to scale) indicating the areas, dimensions, and product storage to the Fire Department counter located at 303 East “B” Street, inside City Hall.

Plan Review fees will be charged at the time of submittal.
<table>
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<tr>
<th>ITEM #</th>
<th>PRODUCT NAME</th>
<th>CHEMICAL NAME OF HAZARDOUS MATERIALS</th>
<th>C.A.S. #</th>
<th>STATE(S)/LG</th>
<th>CONCENTRATION %</th>
<th>MAXIMUM QUANTITY</th>
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I hereby certify that the use, storage or process of hazardous materials in this building or premises will be limited to quantity as indicated above. Under penalty of perjury, all information supplied in this survey is true and correct to the best of my knowledge, and I have read and understand this survey in its entirety.

Print Building Owner or Occupant Name ___________________________ Phone # ___________________________ Building Owner or Occupant Signature ___________________________ Date ____________

CITY PERSONNEL USE ONLY

HAZ MAT Inspector Reviewing Form ___________________________ Date ____________

Occupancy Classification ___________________________ DEHS Action Required? ___________________________

REV. 12-01
## Hazardous Materials Summary Sheet

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<tr>
<th>Condition</th>
<th>Material</th>
<th>Class</th>
<th>Solid Lbs. (Cu. Ft.)</th>
<th>Liquid Gallons (Lbs.)</th>
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List separately, on the reverse side, any hazardous materials indicated above. Show maximum quantities in use or storage.