

FAQ for completing Site Specific Plan Forms:

Q: How do I submit the forms, once completed?

A: Near the upper right corner in the purple bar is a box labeled "Submit Form", simply click on that box and it will begin setting up an e-mail that will be sent to us. This is a Java-script control, so you must have Java enabled. After clicking the "Submit Form" box, a small window will open and ask you choose whether you are using a desktop or internet e-mail client, make your selection and an e-mail will be generated. You may ignore the instructions that show up on the e-mail about adding the form to a response file (those are for us), and you may attach any additional documents (such as maps) to the e-mail prior to sending it.

Q: What portions of the forms do I have to fill out?

A: Businesses are responsible for completion of the entire form except for the area in the box on the cover page, which has be completed by the Fire Dept.

Q: What is a Facility 302 ID Number?

A: Businesses that have an Extremely Hazardous Substance (EHS) in excess of thresholds established by the Emergency Planning & Community Right-to-Know Act Section 302 should have this ID number. It may also be known as a LEPC (Local Emergency Planning Committee) number.

Q: Under Site Resources and Procedures, there are several boxes for information. What if the information won't fit in the boxes?

A: Try to be concise, but if the information you have to enter exceeds the area of the box, a scroll bar will appear on the right side of the box that will allow us scroll through the information.

Q: The Forms have spaces for 12 Extremely Hazardous Substances (EHS), what if I have fewer or more than 12?

A: If you have fewer than 12 EHS's, simply leave the excess spaces for additional EHS's blank, or Type N/A under the product name. If you have more than 12 please attach additional documents with the information requested for each additional EHS.

Q: How do I determine what substances have to be reported as EHS's?

A: There is a chart on the last page of this FAQ showing the threshold quantities. If you have a chemical with a listed hazardous property in excess of the listed threshold quantity, it must be reported as an EHS.

Q: How do I determine what a chemical's hazardous properties are?

A: The chemical's label and Material Safety Data Sheet (MSDS) will tell you its hazardous properties and provide other information to help you complete the form.

Q: What chemicals should be reported as Other Chemicals of Concern (non-EHS)?

A: Chemicals that have any of the properties listed on the chart on the next page, but that are present in quantities less than the listed thresholds. Please note that common household chemicals, such as those used for cleaning that are kept in small quantities do not need to be reported. As a general rule of thumb, if you have items such as spray paints, thinners, pesticides, glues/adhesives, or other chemicals commonly found around the home or garage, we are not concerned with these items if you have 5 gallons or less of each chemical on hand and containers are under 1.3 gallons in volume.

Q: I have already paid a \$500 fee for my hazardous materials permit for the year. Will I be charged an additional fee because I have to file the Site Specific Forms?

A: No, there are no additional fees for filing these forms.

Q: Is there a penalty if these forms are not filed?

A: If the forms are not filed, a manager or other person responsible for filing the forms can receive a summons to court which may result in fines. Additionally, we are required to report the business to MIOSHA for non-compliance.

Q: When submitting maps and site plans, is there a particular format that I should use?

A: Our pre-planning software is designed to work with JPG image files, so that is the format we would prefer for any diagrams/photos/drawings.

Q: If I have any additional questions, how can I get them answered?

A: Contact Inspector Fred Solomon at (248)364-6757 or fsolomon@auburnhills.org, or Inspector Josh Boyce at (248)364-6753 or jboyce@auburnhills.org.

MATERIAL	SPECIFIED QUANTITY
Combination Flammable Liquid	1000 Gallons
Combustible Fiber	100 Pounds loose or 1000 pounds baled
Combustible Liquid	10,000 Gallons
Consumer Fireworks	125 Pounds
Corrosives, Liquid	1000 Gallons
Corrosives, Solid	500 Pounds
Cryogenic Flammable Liquid	45 Gallons
Cryogenic Oxidizing	45 Gallons
Explosives & Blasting Agents	Any Quantity
Flammable Gas	100 gal. Water Capacity
Flammable Liquid	1000 Gallons
Flammable Solid	100 Pounds
Highly Toxic Gas	Any Quantity
Highly Toxic Liquid or Solid	500 Pounds
Irritating Material, Liquid	1000 Gallons
Irritating Material, Solid	500 Pounds
Known Human Carcinogen	Any Quantity
Non Flamable Gas	100 gal. Water Capacity
Organic Peroxide	250 Pounds
Oxidizer	500 Pounds
Oxidizing Gas	1500 cubic feet or 15 gallons liquified
Pyrophoric/Spontaneously Combustible Material	100 Pounds
Radioactive Material	Any Quantity
Toxic Gas	Any Quantity
Toxic Liquid or Solid	500 Pounds
Unstable, Reactive	Any Quantity
Water Reactive	Any Quantity