

Frequently Asked Questions (FAQs)

Q1: The State Fire Marshal reporting criteria is based on the International Fire Code, 2006 Edition. Where can I obtain a copy?

A: Check your local library or you can purchase a copy from many vendors which can be searched for on Google, YAHOO or any other search engine. Please note that the International Standard Book Number (ISBN) is: 1-58001-255-8. This number will be helpful when inquiring about the book. We do not endorse any particular company.

Q2: Where can I review the criteria for reporting SERC Tier II chemicals?

A: The State Emergency Response Commission reporting criteria is based on the Federal Superfund Amendments and Reauthorization Act (SARA), sections 311 and 312, this is also known as the Emergency Planning and Community Right-to-Know Act (EPCRA). The EPA website is: <http://www.epa.gov/emergencies/content/epcra/index.htm>.

Q3: How do I contact the State Fire Marshal Hazardous Materials office?

**A: You can contact our office Monday through Friday (excluding holidays):
Hazmat Office: 775-684-7524 (for assistance with permitting questions)
Email: hazmat@dps.state.nv.us
Financial Services Unit: 775-684-7503 (for assistance with billing issues)**

Q4: How often must I report and when?

A: You are required to report annually prior to March 1.

Q5: I am reporting for the first time. Do I renew next year, the same month I originally reported?

A: No. Regardless of what month you originally reported, your renewal date is March 1 each year.

Q6: How long is the Hazardous Materials Storage Permit valid?

A: An initial permit is valid from the time of initial application until the last day of February.

A renewal permit is valid from March 1 through the last day of February.

Q7: Are there any steps I should do prior to reporting online?

A: You should gather all your chemical, facility and company data. These items will be needed when you submit:

- **MSDS Sheets for each chemical;**
- **Company and Facility contact names and phone numbers;**
- **Each chemical amount converted into pounds;**
- **Locations of chemicals;**
- **Container types;**
- **Container pressure types;**
- **The Physical and Health Hazards associated with each chemical;**
- **The IFC Material Types for each chemical; and**
- **You will need to turn off all popup blockers on your web-browser and computer.**

Q8: How do I enable JavaScript?

A: The following instructions describe how to enable JavaScript in most used browsers. If your browser isn't listed, please consult your browser's manual or help page.

Internet Explorer

- Select Tools – Internet Options.**
- Click on the Security tab.**
- Click the Custom Level button.**
- Scroll down to the Scripting section.**
- Select Enable for Active Scripting and Scripting of Java Applets.**
- Click O.K.**
- Select YES if a box appears to confirm.**
- Click O.K. Close window.**
- Reload page.**

Mozilla Firefox

- Open Firefox.**
- On the Tools menu, click Options.**
- Click Content in the Options list.**
- Under the Content section, check the box next to Enable JavaScript.**
- Click the Advanced button to open the Advanced JavaScript Options box.**
- Check the appropriate boxes under Allow scripts to.**
- Click O.K.**
- Click O.K.**

Safari

- Select Safari from the top menu.**
- Choose Preferences.**
- Choose Security.**
- Select the checkbox next to Enable JavaScript.**

NOTE: Please keep in mind that upgrading your browser or installing new security software or security patches may affect your JavaScript settings.

Q9: My company does not have internet or email capability, how do I complete a submission?

A: We recommend that you use your local library, home or friend's computer or visit your County LEPC office. We have computers available by appointment at our office. With all these options available, if you still require the manual forms we will send them to you. However there is an administrative fee of \$38.50 which must be included when you send us the completed forms.

Q10: I cannot go on to the next screen. Why?

A: All fields in RED are required information. The database will show you what is missing when you click on "Save and Continue".

Q11: I'm not finished entering my information and I get a System Time Out message! What should I do?

A: The system is set to time out at 20 minutes for security reasons. You must make an entry and then save it to reset the timer. The system will give you a warning before it times out. Click on the OK button to restart the timer. If the system does time out before you finish entering all the data on the screen, you will need to login again (be aware that the data for the area you were working on will not be saved if you time out).

Q12: The system is slow when I click on another tool/function. Why?

A: Please be patient, especially if you are running a computer with a standard 56K modem. It is important to let the computer finish what it is doing before you start clicking to go forward. Clicking one button after another before the computer is done processing a previous request will probably result in inconsistent behavior. Remember: No "Frantic Clicking!"

Q13: I clicked on Feedback but I cannot send an email to you. Why?

A: You must have Microsoft Outlook installed on your PC. If you have another email program, paste our email address into your email program to send us an email: hazmat@dps.state.nv.us.

Q14: There are different dates showing on the Reporting Year. Why?

A: In the system, both the SERC and SFM report years are displayed together. The SFM report year is the current year. The SERC report year is for the previous calendar year.

Q15: What are the annual fees for the Hazardous Materials Storage Permit?

A: SFM: The permit fee is \$150 per facility.

SERC: There is a \$100 Registration fee for the first Tier II Chemical that hits its Threshold Planning Quantity (TPQ) amount. If your facility stores EHS in an amount over one ton, there is a \$100 fee, per full ton, starting with the second ton. (There is no tonnage fee for the initial ton.) All EHS chemicals thereafter are added to the total tonnage. SERC Fees are capped at \$7,500 per company, per year.

Q16: What are the criteria for Facility Fee Exemption?

A: There are no exemptions for the State Fire Marshal permit fee. Federal and State facilities are exempt from SERC fees. Retail gas stations storing less than 75,000 gallons of gasoline or 100,000 gallons of diesel entirely underground with no other reportable Tier II chemicals are exempt from SERC fees. Mines conducting business activities under MSHA rules and not subject to OSHA regulations are exempt from SERC fees.

Q17: I am a User with more than 10 Facilities in my Company. Will the system allow me to display all my facilities on one screen?

A: Yes. The system defaults to 10 rows per page. However, it can display up to 1000 lines maximum. To do this, click into the “Rows Per Page” box and change the number of rows to the desired number and then click outside of the box or click on the enter key.

Q18: The company has several facilities. After I report the first facility, do I have to sign in again before reporting the next facility?

A: No. Click on the “Main Menu” link in the green bar at the top of the screen to return to your listing of facilities. Click on “Add a New Facility” and repeat your steps from the first entered facility.

Q19: My facilities all have the same chemicals on site. Can I copy the chemical information from one facility to another?

A: Yes. You can click on “Import Chemicals” on the Facility Home Page.

Q20: The system will not accept the Chemical Inventory I have entered. Why?

A: There is information missing on the chemical screen. The database will tell you what is missing when you click “Save and Continue”.

Q21: I need the Specific Gravity of a chemical. How do I access the MSDS File to obtain that information?

A: Every vendor that supplies your company with chemicals **MUST** provide an MSDS for each chemical. There are many companies that have web-based lookups of MSDS which can be found by searching for them through a search engine such as Google or Yahoo.

Q22: Am I required to attach a Site Plan?

A: No. Attaching documents is not required (Step 3 of the Facility Home Page). You may attach documents that are less than 2MB. Do not attach the MSDS’s on the Chemical Report Screen.

Q23: Am I required to obtain a hazardous materials storage permit if I am transporting hazardous materials?

A: No. You must contact the Nevada Highway Patrol at 775-684-4653 for information on transporting hazardous materials.

Q24: What is NAICS?

A: North American Industry Classification System. This information is a required field in your submission. To assist you with this information, go to www.naics.com or use the lookup function supplied in the system.

Q25: How do I find the Threshold Planning Quantities (TPQs) of chemicals?

A: Go to

http://www.epa.gov/oem/docs/chem/list_of_lists_revised_7_26_2011.pdf for more information.

Q26: I have chemicals stored in separate buildings. Do I need a permit for each building?

A: No. Buildings with the same address, not separated by PUBLIC ACCESS, have the same permit. However, the location of where the chemical is stored must be identified.

Q27: How do I generate an invoice?

A: Be sure you have added all your facilities to the Company Account. All facility reports must be completed and submitted before attempting to generate an invoice. Ensure your pop-up blockers are off. Click on “Preview Invoice”. When the invoice preview displays, click on “Generate”. Click on “OK” when prompt says “successfully added invoice”. Click on the blue invoice number to display a printable copy of the invoice.

Q28: I have submitted my report. I have not received notice that my Permit has been issued. Why?

A: Please allow at least 30 days from submission of payment. Permits will not be issued if fees are pending. If payment has been made, please call our office at (775) 684-7524.

Q29: I closed out of the system and then tried to sign in again shortly thereafter. There is an error message that I am already logged on, what happened?

A: You must use the links provided to log out of the system. You must use the “Sign Out” link in the green bar at the top of each screen to log out. This will allow you to “Close Window”. Use these tools. Do not click the “X” or use “File then Close” functions in the Windows screen. If you do not use the proper links, you are still logged in to the system for 20 minutes. You must wait until this time expires before you can log back in.

Q30: I have a retail gas station. Do I have to submit a Tier II report?

A: The requirements of Section 312 (40 CFR part 370) apply to the owner or operator of any facility that is required to prepare or have available a material safety data sheet for a hazardous chemical under the OSHA Hazard Communication Standard. OSHA reporting thresholds have been established under this Section below which a facility does not need to report. These thresholds are:

- **Gasoline (all grades combined) that was in tanks entirely underground at a retail gas station that was in compliance at all times during the preceding calendar year with all applicable Underground Storage Tank (UST) requirements: 75,000 gallons.**
 - **Diesel fuel (all grades combined) that was in tanks entirely underground at a retail gas station that was in compliance at all times during the preceding calendar year with all applicable UST requirements: 100,000 gallons.**
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Q31: If I am a retail gas station that stores less than the quantities given for the OSHA requirements, does that mean that I do not have to submit a report?

A: No. You will still have to submit a report if you store enough gasoline or diesel that you meet the Fire Marshal reporting requirements which is based on the International Fire Code, 2006 Edition.

Q32: If I sell my business, does the Hazardous Materials Storage Permit automatically transfer to the Buyer?

A: No.

As the SELLER, you need to:

- **Go to our website www.fire.state.nv.us;**
- **Click on Hazmat Permitting;**
- **Click on Hazmat Permit Office;**
- **Scroll down the screen for a list of forms;**
- **Complete the Hazmat Change Notice and the Termination of Hazmat Storage Application (if applicable) forms; and**
- **Mail the completed, notarized original form(s) to the SFM office at the address shown on the form.**

When the form(s) are received, we will change the status of your online submission to “Inactive.” This change in status will stop the accumulation of fees.

The BUYER must go online and “Register for User Approval” for the new company and complete the submission.

Q33: What if we move? Do we have to start from the beginning in the data base?

A: No. You can call our office at (775) 684-7524. The SFM Administrator will change the Company address.

However, it is the responsibility of the User to change the Facility address. You will need to sign-in to the data base and request a “Previous Year Edit” (PYE) for the current Report Year. When the PYE is approved, you can access your facility information and change the address. Be sure to completely “Submit” your changes.

Q34: How do we notify you if we close our business?

A: You will need to:

- **Go to our website at www.fire.state.nv.us;**
 - **Click on Hazmat Permit Office;**
 - **Scroll down the screen for a list of forms;**
 - **Complete the Hazmat Change Notice and the Termination of Hazmat Storage Application (if applicable); and**
 - **Mail the notarized, completed, original form(s) to the SFM office at the address shown on the form.**
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Q35: The person in our company who is the assigned “user” for the data base no longer works for us. Can we have someone else assigned and how do we go about getting this done?

A: The Company President, CEO, or manager will need to send an email to the Hazmat Administrator at gcapucci@dps.state.nv.us stating that “your current user (state name) is no longer with the company. Please allow (state name) to ‘Register for User Approval’ ”.

The email must contain your Company I.D. number and the Federal Tax I.D. number for each Facility. Be sure to copy the new user with this email.

Once all the information is verified by the Administrator an email with instructions for accessing the website will be sent stating that the new user can register. The new user will be assigned to the existing Company information.
