

## Nevada Hazardous Waste Materials Permitting Process

The Nevada Department of Public Safety, State Fire Marshal (SFM) is responsible for overseeing hazardous materials permitting requirements pursuant to the Nevada Administrative Code (NAC) 477.323 and 477.281. The Nevada State Emergency Response Commission (SERC) is responsible for collection of hazardous materials inventory reporting pursuant to the federal Emergency Planning and Community Right-to-Know Act (EPCRA), [40 CFR Parts 350-372](#). These agencies have developed an online combined reporting system for annual compliance with these laws and regulations.

The regulations require any business or person, who stores, transports on-site, dispenses, uses or handles hazardous materials in excess of the amount listed in the International Fire Code, to report the chemical(s) and obtain a State Fire Marshal Hazardous Materials Permit. Any facility required by U.S. Occupational Safety and Health Administration (OSHA) regulations to prepare or maintain a Safety Data Sheet (SDS), including those who store extremely hazardous substances on U.S. Environmental Protection Agency's (EPA) [List of Lists](#) ([http://www2.epa.gov/sites/production/files/2013-08/documents/list\\_of\\_lists.pdf](http://www2.epa.gov/sites/production/files/2013-08/documents/list_of_lists.pdf)), is required to report those chemicals.

### When must facilities report?

The Nevada Combined Agency Hazardous Materials Report/Permit is due **annually** by **March 1**. For the Hazardous Materials Permit issued by the State Fire Marshal (SFM), the report must cover the **current year March 1 to the following year, last day of February**. The permit will cover the same time period.

If a company is reporting pursuant to EPCRA, it must report on activities from the **previous calendar year** to meet federal requirements. Reporting pursuant to EPCRA for the previous calendar year will meet the SFM reporting requirements for the current year.

Pursuant to [EPCRA](#), inventory reports must also be submitted by the company/facility to the [Local Emergency Planning Committee \(LEPC\)](#) and the local fire department. It is anticipated online submission will soon accomplish notification to the LEPC and local fire department. Please contact your LEPC and Local Fire Department regarding their requirements.

### What are the reporting fees?

Companies/facilities submitting Nevada Combined Agency Hazardous Materials Reports are subject to annual fees. There is a **\$150** State Fire Marshal permit and surcharge fee per facility pursuant to [NAC 477.323](#) and [NRS 477.045](#).

The SERC collects fees pursuant to [NRS 459.744](#) and [NAC 459.9918](#), *et. seq.* These statutes require a **\$100** fee for reports filed pursuant to [40 C.F.R. Part 370, Subpart B](#). A fee of **\$100** is required for each facility which stores extremely hazardous materials from the EPA List of Lists at or above the threshold planning quantity. A surcharge of **\$100** is owed for each ton of extremely hazardous material stored in excess of one ton. These SERC fees and surcharges are limited and the aggregate amount charged to a company will not exceed **\$7,500** in a calendar year.

There is a fee of **\$100** for the manufacture for transport of an extremely hazardous material and a **\$100** surcharge for each ton of material which is manufactured for transport. These fees are limited and the aggregate amount charged to a company will not exceed **\$2,000** in a calendar year. Payment to the SERC is made through the SFM. Submission of reports and fees to the SFM accomplishes reporting and payment to the SERC.

### ***The Reason the Fee and Data Are Collected:***

The Fire Marshal collects the **\$150** fee for use in education and training of First Responders throughout all of Nevada. **\$60** goes to the SFM Standards and Training Bureau to conduct Hazmat Training to all fire departments and their personnel as well as providing books and equipment for training. **\$90** of that fee goes towards program operating costs and salaries. The Tier II Registration and Tonnage fees collected go to the SERC who issues grants throughout Nevada to equip all the fire departments with the latest equipment and technology for potential hazardous material incidents. The data collected in the database gives the state agencies the ability to quickly assess any hazardous material incident, knowing the location, quantities of chemicals, types and facility information during an actual emergency.

#### **Have all these items gathered before entering the system**

- Safety Data Sheets (SDS) for each chemical;
- Contact names and unique phone numbers for each one;
- Each chemical amount converted into pounds (a conversion tool is available in the system);
- Locations of chemicals;
- Container types;
- Container pressure types;
- The Physical and Health Hazards associated with each chemical;
- The IFC Material Types for each chemical;
- Turn off all popup blockers on your web-browser and computer.

### ***When you are ready to begin:***

Go to the Nevada Department of Public Safety, State Fire Marshal, HAZMAT Permitting Office website:  
<http://167.154.11.209/TIER2MANAGER/Account/Login.aspx>

The first time, you will click on “Register Now”. Complete the information and wait for an “approval” email granting you access to the database. **It may take a day or two before you receive the email.** When you receive the approval, go back to the online reporting system and Sign-In with your user name and password. (Reminder, the password is case sensitive.)

## **What information is included in the online reporting?**

The Nevada Combined Agency Hazardous Materials Facility Report requires company/facility addresses and emergency contact information. Also required is chemical inventory information including the identity, hazards, amounts and locations of the reportable chemicals on site at each facility.

### **When registering as a user, be prepared to enter the following:**

- company name
- physical address
- mailing address
- billing address
- name
- phone number
- e-mail address of the responsible authority;
- username and password information including the answer to a standard secret question

### **When entering facility information, be prepared to enter the following:**

- facility name
- physical address
- county name
- fire department name through a drop down menu;
- facility telephone number
- latitude and longitude (available through an online look-up service based on address)
- mailing address
- owner/operator mailing address
- [North American Industry Classification System \(NAICS\)](#) (available through an online look-up service)
- two emergency contact personnel names, telephone numbers and unique 24 hour telephone numbers

### **When entering chemical information, be prepared to enter the following:**

- [Chemical Abstract Service \(CAS\)](#) number (available through an online look-up service)
- chemical name
- trade secret information if applicable
- chemical state – pure/mixture, solid/liquid/gas
- physical and health hazards
- IFC Material Type
- maximum and average daily amounts of chemicals in pounds
- storage codes and location
- and whether or not the chemical was on site during the last calendar year

## *The Nevada State Fire Marshal provides these helpful guides and information sheets for use when entering data:*

- [Hazmat Reporting and Requirements Page \(http://fire.nv.gov/bureaus/FPL/Hazmat\\_Reporting/\)](http://fire.nv.gov/bureaus/FPL/Hazmat_Reporting/);
- [SFM Hazmat System Guidebook \(Adobe PDF Document, Large File 14.19 MB\): \(http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FPL/HAZMAT\\_Customer\\_Guidebook.pdf\)](http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FPL/HAZMAT_Customer_Guidebook.pdf)  
This is a large document. Give it a minute or two to download. Go to the Table of Contents. You will see titles for how to Register, how to Sign-In and how to submit a New Company/Facility Report. Pages 47 through 74 will “walk you through” entering your facility and chemical information after you have registered.
- [International Fire Code \(IFC 2006\) - Quick Checklist: \(http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FPL/IFC\\_HazMatChecklist.pdf\)](http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FPL/IFC_HazMatChecklist.pdf) This document lists the chemicals and quantities that meet the State Fire Marshal reporting requirements.
- [Daily Amounts and Storage Codes \(http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FPL/DailyStorageCodes.pdf\)](http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FPL/DailyStorageCodes.pdf);
- [Liquids and Gases Chemical Conversion Tables: \(http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FPL/ConversionTables.pdf\)](http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FPL/ConversionTables.pdf) All chemicals must be reported in pounds. The conversion table will assist you with converting gallons to pounds.
- [State Emergency Response Commission \(http://serc.nv.gov/\)](http://serc.nv.gov/);
- [FAQs - Frequently Asked Questions \(http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FPL/FAQs.pdf\)](http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FPL/FAQs.pdf).

## *Nevada State Fire Marshal Contact Information*

**Hazmat Office Administrative Assistant**  
Ph: (775) 684-7524

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DISCLAIMER: This guidance document is intended as general information and is not provided nor intended to act as a substitute for legal advice or other professional services. BEP advises the regulated community to read all applicable regulations set forth in both US Code of Federal Regulations (Title 40 C.F.R. Parts 260-279) and the Nevada Hazardous Waste Regulations and to keep informed of all subsequent revisions or amendments to these regulations. This guidance document was developed by BEP with funding support provided by the Nevada Division of Environmental Protection.

