



Kyle P. Murphy  
*Fire Chief*

## Andover Fire Rescue

### FIRE HEADQUARTERS

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## MEMORANDUM

This memo outlines the procedures Andover Fire Rescue follows to review and manage hazardous materials stored at facilities in town.

#### 1. Permits for Storage:

All hazardous materials must be stored in accordance with local regulations, requiring a valid permit. Facility operators must obtain this permit to ensure compliance with safety standards.

#### 2. Quantity Reporting:

Facilities must provide detailed records of the quantities of hazardous materials being stored. This information is essential for risk assessment and emergency planning.

#### 3. Emergency Action Plan:

Facilities must submit their Emergency Action Plan (EAP) for review. The EAP should outline procedures for responding to incidents involving hazardous materials, including evacuation routes and communication protocols.

#### 4. Hazardous Waste Incident Contingency Plan:

A Hazardous Waste Incident Contingency Plan report must also be submitted. This plan should detail the procedures in place to manage potential spills or leaks.

#### 5. Response Protocol for Spills/Leaks:

In the event of a spill or leak, our response protocol prioritizes life safety first. Next, we will implement containment measures and request the state's Hazmat team to respond to the scene for further assistance.

#### 6. Cleanup Companies:

Facilities are required to have a list of qualified cleanup companies available for immediate response in the event of a spill or leak. This ensures that proper containment and cleanup measures can be executed swiftly.

#### 9. Safety Data Sheets (SDS):

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It is crucial for all facilities handling hazardous materials to maintain accessible Safety Data Sheets (SDS) for each substance stored. SDS should be kept in close proximity to the storage area to facilitate quick reference in the event of a leak or spill.

**10. Annual Inspections:**

The area designated for hazardous materials storage is inspected and permitted on an annual basis. This inspection ensures that the storage practices meet regulatory requirements and that safety measures are properly implemented.

**11. Facility Inspections:**

In addition to the area inspections, the entire facility undergoes an annual inspection. During this assessment, hazardous materials storage will be reviewed to ensure compliance with safety protocols and to identify any potential risks.

**12. Tier II Reporting:**

The facility must submit a Tier II report annually, detailing the types and quantities of hazardous materials stored. This report is essential for local emergency planning and response.

**13. Third-Party Review:**

A third-party review of the project is required before any permits are issued. This review will ensure that all plans meet applicable fire codes and safety standards, providing an additional layer of oversight.

If you have any questions or need further clarification, please feel free to reach out.

Thank you.

Chief Kyle P. Murphy  
Andover Fire Rescue