



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Hazardous Materials and Right to Know Information		
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<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	March 2009
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### PURPOSE

To establish a guideline that will outline for all employees the "Right to Know Law" as it pertains to employment with the Fire Department.

### POLICY

This law requires all employers to notify their workers of properties and hazards created by toxic substances in the work place.

One very important facet to this law includes that all local businesses are also required to report all toxic substances to their local Fire Department and to identify the locations of these substances on their premises. The Fire Department is required to maintain this information on file for at least four years.

As a business in the City provides this information to the Department the following procedures shall be followed:

- All information shall be forwarded to the Hazardous Materials Coordinator.
- The Hazmat Team Leader will enter the information provided in Pre Incident files so the facility can be noted for the Hazardous Substance.
- When an inspection is performed of the business, the information shall be up-dated to reflect any changes in the reportable quantity of Hazardous Substances located on-site.

The Federal Reportable Quantity listings shall be used for the gathering and filing of this information. If a business stores a substance in a smaller quantity than that that requires listing under the reportable quantities guide, but it is such a concern, the Hazardous Materials Coordinator or the Deputy Chief may request that it be included in the Pre Incident File for reference.