



Hazardous Materials Online Inventory Project

Chemical File Format

Chemical data files must follow the following format:

The uploaded file must be a tab-delimited text file, with the following information about each chemical in the following order. Click on a field's name to display the valid values for that field.

1. **LOCATION** - The location where the hazardous material is stored. (REQUIRED)
2. **MAP_NUMBER** - If you plan on submitting a map associated with your hazardous material inventory, enter the map number in this field.
3. **GRID_NUMBER** - If you have entered the map associated with this hazardous material (in MAP_NUMBER), enter the corresponding grid number of that map here.
4. **SPRINKLERS** - Enter "Y" or "N" here, depending on whether or not the building in which the material is stored is sprinklered. (REQUIRED if generating Building Occupancy reports) (Click the fieldname to view valid values for this field.)
5. **CONTROL_AREA** - The control area in which the material is stored. (REQUIRED if generating Building Occupancy reports) (Click the fieldname to view valid values for this field.)
6. **MATERIAL_NAME** - The name of the hazardous material. (REQUIRED)
7. **CAS_NUMBER** - The CAS number of the hazardous material.
8. **PHYSSTATE** - The physical state of the hazardous material. (REQUIRED) (Click the fieldname to view valid values for this field.)
9. **MAX_DAILY_AMOUNT** - Enter the maximum daily amount of the hazardous material present in this location at any given time (the units are given in a separate field). (REQUIRED)
10. **AVG_DAILY_AMOUNT** - Enter the average daily amount of the hazardous material present in this location at any given time (the units are given in a separate field). If you are unsure, enter the MAX_DAILY_AMOUNT in this field. (REQUIRED)
11. **ANNUAL_WASTE** - If this is a waste, enter the total amount of the hazardous material handled over the course of the year.
12. **LARGEST_CONTAINER** - The largest container in which the material is handled. For example, if you store 213 gallons of a substance using 1, 2, and 5 gallon containers, enter "5" here. (REQUIRED)
13. **UNITS** - The UNITS of the above quantities. (REQUIRED) (Click the fieldname to view valid values for this field.)
14. **DAYS_ON_SITE** - The total number of days of the year that the material is on site (if always on site, enter "365"). (REQUIRED)
15. **TRADE_SECRET** - Enter "Y" or "N", depending on whether or not the hazardous material is a company trade secret. (REQUIRED) (Click the fieldname to view valid values for this field.)
16. **HAZTYPE** - The type of the hazardous material. (REQUIRED) (Click the fieldname to view valid values for this field.)
17. **STATUS** - The conditions of storage. (REQUIRED) (Click the fieldname to view valid values for this field.)
18. **APPROVED_CABINETS** - Enter "Y" or "N", depending on whether or not the material is stored in an approved storage cabinet, gas cabinet, or exhausted enclosure. (REQUIRED if generating Building Occupancy reports) (Click the fieldname to view valid values for this field.)
19. **RADIOACTIVE** - Enter "Y" or "N", depending on whether or not the hazardous material is radioactive. (REQUIRED) (Click the fieldname to view valid values for this field.)

20. **CURIES** - If the material is radioactive, enter the number of curies (in millicuries, 1000 mCi = 1 Ci) it produces here.
21. **EMITTER TYPE** - If the material is radioactive, enter the emitter type here. (Click the fieldname to view valid values for this field.)
22. **MIXTURE** - Enter "Y" or "N", depending on whether or not the material is a mixture. (REQUIRED) (Click the fieldname to view valid values for this field.)
23. **EHS** - Enter "Y" or "N", depending on whether or not the material is an extremely hazardous substances(EHS). (REQUIRED) (Click the fieldname to view valid values for this field.)
24. **FIRECODE** - The firecode (if any) of the hazardous material. (Click the fieldname to view valid values for this field.)
25. **FIRECODE2** - A second firecode (if any) of the hazardous material. (Click the fieldname to view valid values for this field.)
26. **FIRECODE3** - A third firecode (if any) of the hazardous material. (Click the fieldname to view valid values for this field.)
27. **FIRECODE4** - A fourth firecode (if any) of the hazardous material. (Click the fieldname to view valid values for this field.)
28. **FIRECODE5** - A fifth firecode (if any) of the hazardous material. (Click the fieldname to view valid values for this field.)
29. **FIRECODE6** - A sixth firecode (if any) of the hazardous material. (Click the fieldname to view valid values for this field.)
30. **FIRECODE7** - A seventh firecode (if any) of the hazardous material. (Click the fieldname to view valid values for this field.)
31. **FIRECODE8** - An eighth firecode (if any) of the hazardous material. (Click the fieldname to view valid values for this field.)
32. **FEDHAZ** - The federal hazard categories for this hazardous material. (Click the fieldname to view valid values for this field.)
33. **DOTCLASS** - The DOT Hazard Class of the hazardous material. (Click the fieldname to view valid values for this field.)
34. **STACODE** - The 3-digit State Waste Code for the hazardous material.
35. **MANAGEMENT METHOD** - The management method for handling hazardous material waste for this material. (Click the fieldname to view valid values for this field.)
36. **STORAGE CONTAINER** - A list of the storage containers in which the hazardous material is stored. (REQUIRED) (Click the fieldname to view valid values for this field.)
37. **STORAGE PRESSURE** - The storage pressure of the hazardous material. (REQUIRED) (Click the fieldname to view valid values for this field.)
38. **STORAGE TEMPERATURE** - The storage temperature of the hazardous material. (REQUIRED) (Click the fieldname to view valid values for this field.)

There must be no duplicate chemicals in the same location. For example, having two separate entries for "Acetone" in Location "4B", Map Number "3", Grid Number "H-2" would not be allowed. Instead, consolidate duplicate chemical/location entries to one entry.

For an example inventory file in the correct format, [click here](#). You may have to right-click the link and choose a "Save As" option to save the file to your computer.

[Back to Upload Form](#)

[home](#) | [what's new](#) | [members agencies](#) | [documents and services](#) | [search unidocs](#) | [contact us](#)
[related links](#) | [training and meetings](#)

For comments or questions regarding the HMIS project, contact the [Online Database Administrator](#).

hosted by [City of Palo Alto](#)