

Form 3: Notification of Possible Major Hazard Facility

V3. 10-05



This form is for compliance with Sections 35, 36, 37, 39 and 49 of the *Dangerous Goods Safety Management Act 2001*

Completion of this form is necessary for facilities which meet the definition of a possible Major Hazard Facility (MHF) as specified in Section 31 of the *Dangerous Goods Safety Management Act 2001* (DGSM Act).

Assistance in completing this form is provided on pages 5 and 6. Note that advisory information is also available from the CHEM Services web page: <http://www.emergency.qld.gov.au/chem/>

Alternatively, the CHEM Services can be contacted on **Phone (07) 3247 8444** or **Fax (07) 3247 8433**

Post the completed form to:	Chemical Hazards and Emergency Management (CHEM) Services Department of Emergency Services GPO Box 1425 BRISBANE, Q 4001
------------------------------------	---

PRIVACY: The information you provide in this notification will be handled in accordance with DES privacy policy. The information will be made available to other government agencies for use in programs associated with protection of community safety, worker safety and the environment. Personal information will not be given to another person or otherwise disclosed without your consent unless required or authorised by law.

Section 1: Occupier Details
Registered Name:
Trading Name:
ABN:
Registered Address:
Postcode:

Section 2: Details of Premises
Facility Name:
Location / Street Address:
Postcode:
Real Property Description
Lot No.:
Registered Plan No.:
Parish:
Postal Address:
Postcode:
Phone No.:
Fax No.:
Workplace Registration No.:

For Office Use Only	
Date Received:	/ /
File Reference:	
Entered By:	
Date Entered:	/ /

Table A

Hazardous Materials at the Facility that are listed in Table 1 of Schedule 2 of the Regulation

Row No.	Hazardous Material	UN Number	Quantity in Facility (tonnes)	Physical Form	Largest Containment System				Prescribed Quantity	
					Quantity (tonnes)	T (°C)	P (kPa)	Site Plan Reference	(tonnes)	Fraction
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

Table A Aggregation Total: _____

Table B

Hazardous Materials at the Facility that are listed in Table 2 of Schedule 2 of the Regulation

Row No.	Hazardous Material	Dangerous Goods		Quantity in Facility (tonnes)	Physical Form	Largest Containment System				Prescribed Quantity	
		Class	Packing Group			Quantity (tonnes)	T (°C)	P (kPa)	Site Plan Reference	(tonnes)	Fraction
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											

Table B Aggregation Total: _____

Table A Aggregation Total: _____

Facility Aggregation Total: (A +B) _____

Guidance Information

CHEM Services has published an advisory document, *Guidelines for Major Hazard Facilities – B – Notification and Classification*. It is strongly recommended that this document should be read before attempting to complete the Notification Form. The document also includes a copy of Schedule 2 of the Regulation. Copies of the Guidelines can be obtained on the Internet at the CHEM Services web page: <http://www.emergency.qld.gov.au/chem/>

Attachments to the Notification Form should include the following:

- (a) A brief description of the nature of the facility, including general site activities, storage, production and auxiliary processes. The description should emphasise sections of the facility which involve hazardous materials listed in Tables 1 and 2 of Schedule 2 of the *Dangerous Goods Safety Management Regulation 2001*, as well as any other dangerous goods or combustible liquids on site which should be listed in the site manifest as under Schedule 4 of the Regulation.
- (b) Scaled facility plan(s) showing the layout of the facility and the location of those systems (storages, tanks, pipelines, and vessels) which contain hazardous materials listed in Schedule 2 of the Regulation as well as any other dangerous goods or combustible liquids which should be listed on a site manifest under Schedule 4 of the Regulation. Indicative quantities (tonnes or cubic metres) of hazardous materials in the systems should be supplied.
- (c) The location of the system (storages, tanks, pipelines, vessels) which contains the largest quantity of each dangerous good or combustible liquid and showing the distance from that system to the facility boundaries. The quantity (tonnes or cubic metres) of hazardous material in each system should be supplied.
- (d) The number of people (including contractors) normally located at the facility and an indication of their distribution between day work and shift work.
- (e) For an existing facility, details of all incidents that have occurred at the facility during the last ten years which have had an impact outside the boundary of the facility on people, property or the environment. Incidents of a strictly environmental nature such as odour complaints, minor spills, etc. should not be included. For a facility that has been in operation for less than 10 years, include details of all such incidents since the facility commenced operations.
- (f) Scaled map(s) for the area up to 1 km from the facility showing the location of:
 - residences (dwelling places) and the straight line distance from the facility to the nearest residence;
 - industrial premises;
 - commercial premises;
 - kindergartens, preschools or schools;
 - sensitive developments where evacuation of occupants is not simple, e.g. a hospital, aged or infirm person care facility;
 - sensitive environmental areas such as watercourses, wet lands, tidal inlets, National Parks, municipal water supplies etc.; and
 - major infrastructures such as airports, railways, major electrical substations and ports.

Tables A and B of the Notification

Hazardous Materials at the Facility which are listed in Section 2 of the Regulation

Tables 1 and 2 of Schedule 2 of the *Dangerous Goods Safety Management Regulation 2001* list certain hazardous materials with their corresponding prescribed quantities.

Record on Tables A and/or B of this Notification Form all hazardous materials listed in Tables 1 and 2 of Schedule 2 which are present or likely to be present at the facility in a quantity greater than two per cent of the corresponding prescribed quantity. Use Table A for hazardous substances listed in Table 1 of Schedule 2 and Table B for hazardous substances listed in Table 2 of Schedule 2.

For each hazardous material complete all details listed in Table A and/or B. Use the following guide to assist with completion of the Tables.

Column Heading in Table A and B	Comment
Row No.	This is an identifier in the table.
Hazardous Material	Provide the chemical name or, where this is not appropriate, the generic name of the hazardous material.
UN Number	This information is available from the Australian Dangerous Goods Code.
Dangerous Goods Classification	
Quantity in Facility	See Section 3 of <i>Guidelines for Major Hazard Facilities B – Notification and Classification</i> .
Physical Form	Specify the form in which the hazardous material is present e.g. solid, liquid, gas, mixture, formulation, liquified gas under pressure, etc.
Largest Containment System for the Hazardous Material	See Section 5.3 of <i>Guidelines for Major Hazard Facilities B – Notification and Classification</i> . Provide details of the quantity contained within this system and the maximum temperature and pressure of the hazardous material in the system. Indicate the location of this system on the scaled site plan of the facility.
Prescribed Quantity	Obtain this quantity from Table 1 or 2 of Schedule 2 of the Regulation. Express the total quantity at the facility as a fraction of the prescribed quantity.
Aggregate quantity of materials	Where no single hazardous material within the facility exceeds its prescribed quantity listed in the Regulation, apply the aggregation rule using the methodology contained in Schedule 2 of the Regulation and explained in <i>Guidelines for Major Hazard Facilities B – Notification and Classification</i> . Determine the aggregation total for each Table and, at the bottom of Table B, combine the two totals to obtain the total for the facility.