



FIRE MARSHAL PERMIT PROCESS

May 2012

Dave Mertz, Deputy Fire Marshal
Hanford Fire Department



Background of Permit System at Hanford

- ◆ The idea began in the mid 1990's for creating a Fire Marshal Permit System for the Hanford Site.
- ◆ System was modeled per NFPA 1, Fire Code (then the Fire Prevention Code).
- ◆ The intent was to duplicate to the extent practical the system used by municipalities
- ◆ Initially, the permit system was a completely manual process
- ◆ Transitioned to a Web based/electronic process in early 2000's.
- ◆ Revised periodically to reflect requirement changes and improve user interface friendliness and capabilities



Contract Requirements for Fire Marshal Permit System

- ◆ Initially, there was no contract requirement for a permit system.
- ◆ A contract requirement for using the permit system is now mandatory through SCRD O 420.1B, Chg. 1, Rev. 0 and the Hanford Fire Marshal Charter approved by DOE-RL and DOE-ORP.
- ◆ Through these documents, DOE has tasked the Hanford Fire Department with administering and enforcing the Fire Protection Program for the Hanford Site.
- ◆ One element of the program is the Fire Marshal Permit System, which is administered through the Hanford Fire Marshal's Office.



Purpose of Permit System



Effectively manage fire hazards and risks by ensuring the following:

- Facilities, operations and and activities comply with fire protection requirements
- Emergency responders are aware of the activities, operations and hazards being addressed by the permit

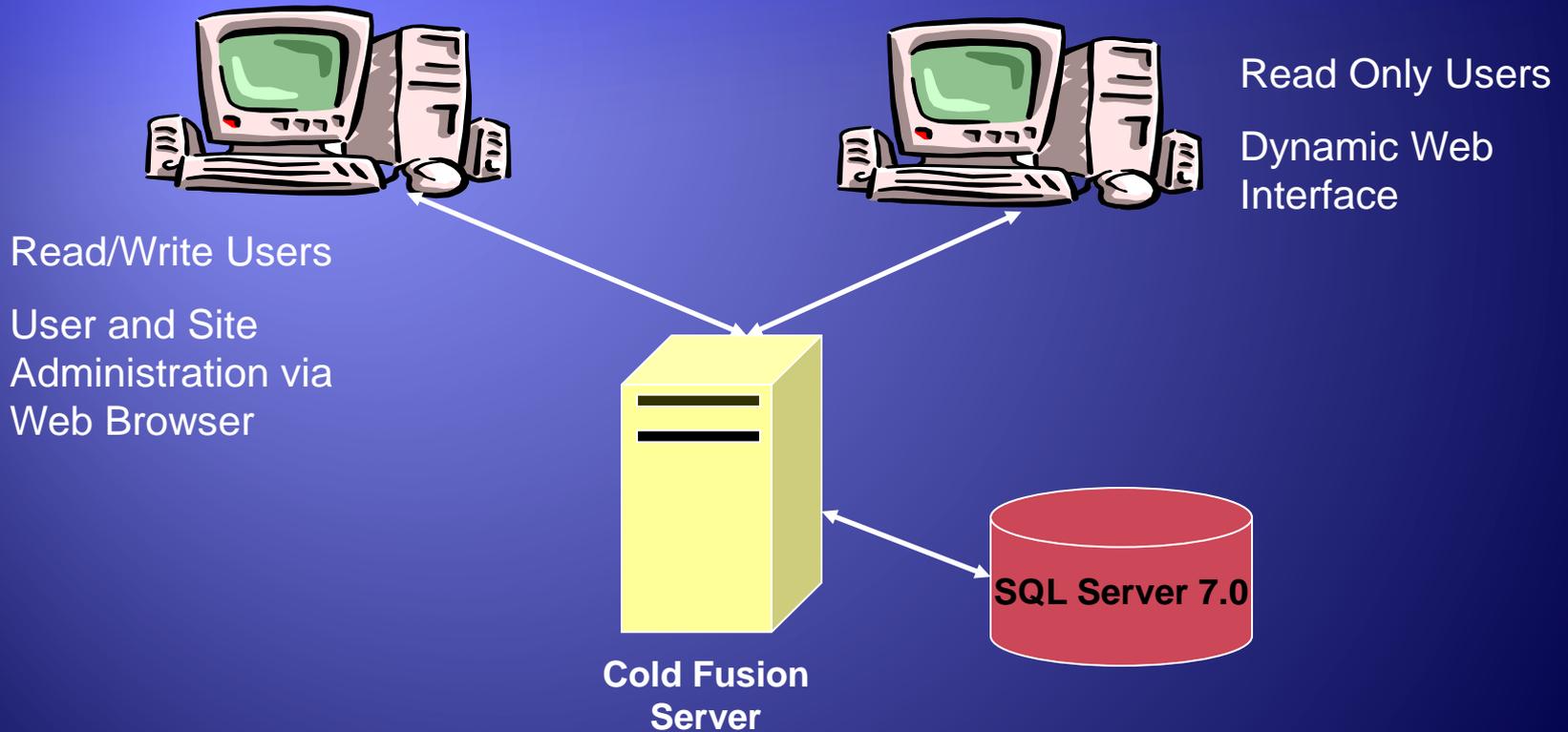


Purpose of Permit (cont.)

- ◆ Responsible management is informed of and takes “ownership” for the facility and/or scope of work and controls addressed by the Permit
- ◆ Define, communicate and agree to controls and compensatory measures.
- ◆ Document a time frame for the facility occupancy, operation, condition and/or activity.



Permit System Set-Up





Permit System Set-Up (cont.)

- ◆ The database is hosted on a Hanford Local Area Network (HLAN) shared Web/Application and database server
- ◆ Application is designed to provide the look and feel common to Web applications
- ◆ Application is distributed by having a browser with access granted to the user.



Permit System Elements

- Permit Homepage (all users)
- MSC-RD-8589 (all users)
- Search for a Permit (all users)
- Permit Request Form (all users)
- Permit Form (read/write users)
- Current Requests (read/write users)
- Current Permits (read/write users)
- Reports (read/write users)
- Administration (Selected read/write users)



Fire Marshal Permit Homepage



HANFORD FIRE MARSHAL PERMIT SYSTEM

MSIN S3-97 • Email - ^Hanford Fire Marshal's Office • 373-4022 Fax 373-5846

[Permit Home](#)
[MSC-RD-8589](#)
[Search for a Permit](#)
[Permit Request Form](#)

[Hanford Home](#)

History is a great teacher. Beginning with the first known fire department established by the Romans about 300 B.C., responsible officials and fire departments have developed ways to prevent fires and to keep them from spreading.

Fire Chiefs in the United States met together for the first time in 1873 in the City of Baltimore and their first items on the Agenda was: 1) The limitation or disuse of combustible material in the structure of buildings; 2) The isolation of each apartment in a building from other apartments; 3) Safe construction of heating apparatus; 4) The presence and care of trustworthy watchmen in warehouses, factories, and theatres, especially during the night; 5) The regulation of the storage of inflammable materiel, and the use of the same for heating or illumination, also exclusion of rubbish liable to spontaneous ignition; and other subjects dealing





Permit User Features

- Anyone with network access can use the permit system
- Only those qualified as Deputy Fire Marshals and those specifically authorized by the Fire Marshal can issue permits.
- Only selected Deputy Fire Marshals have access to the administrative feature of the system.



MSC-RD-8589



- Implementing procedure for the permit system
- Establishes requirements for obtaining and issuing permits and for maintaining permit documentation
- Identifies the activities, processes, operations that require a permit
- Defines personnel responsibilities for the process
- Establishes enforcement authority as the Fire Marshal



Search for a Permit



Search for a Permit

Use the following form to search for a permit in the Hanford Fire Marshal System.

Dates:

After:

Between:

and

Limit Permits to

Permit Type:

Occupancy

Building:

Area:

Permit Issuer:

Permit Number:

Example: 2001-001

Include:

Expired Permits

Closed Permits

Find Permit



Search for a Permit (cont.)

Search for a permit

Permit Number	Type	Building	Area	Issuer	Issue Date	
2011-252	Occupancy	MO694	200 W	Stan Wallace	Mar 29, 2011	clone
2011-246	Occupancy	MO693	200 W	Stan Wallace	Mar 25, 2011	clone
2011-245	Occupancy	MO696	200 W	Stan Wallace	Mar 25, 2011	clone
2011-244	Occupancy	MO695	200 W	Stan Wallace	Mar 25, 2011	clone
2011-239	Occupancy	MO653	200 W	Stan Wallace	Mar 23, 2011	clone
2011-238	Occupancy	MO652	200 W	Stan Wallace	Mar 23, 2011	clone
2011-237	Occupancy	MO698	200 W	Stan Wallace	Mar 23, 2011	clone
2011-226	Occupancy	190KE	100K	Bing Deleyos	Mar 21, 2011	clone
2011-216	Occupancy	MO-2216	200E	Larry Anderlini	Mar 16, 2011	clone
2011-215	Occupancy	MO-2215	200E	Larry Anderlini	Mar 16, 2011	clone
2011-212	Occupancy	MO-621	200W	Omberg Carro Susan	Mar 15, 2011	clone
2011-210	Occupancy	MO-1309	100-K	Bing Deleyos	Mar 15, 2011	clone
	Attachments:	Occupancy1309.pdf				
2011-196	Occupancy	MO-6300	100-K	Ben Johnson	Mar 8, 2011	clone



Permit Request Form



Permit Request Form

Fill out this form to request a permit from the Hanford Fire Marshal.

Date:	<input type="text" value="03/30/2011"/>
Date Permit Expires:	<input type="text"/> (optional)
Type of Permit Requested:	<input type="text"/>
Company:	<input type="text" value="American Electric"/>
Area:	<input type="text"/>
Building:	<input type="text"/>
Driving Directions:	<input type="text"/>
Is building a trailer or non-permanent structure?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Hazard Category 1/2/3 Nuclear Facility?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Unreviewed Safety Question (USQ) required?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
Responsible Manager:	<input type="text"/>
Responsible Manager Email:	<input type="text"/>
2 nd Responsible Manager:	<input type="text"/>
2 nd Responsible Manager Email:	<input type="text"/>
Person Requesting Permit:	<input type="text"/>
Phone Number:	<input type="text"/>

Description of activity/process/hazard for which Permit is being requested:



Permit Request Form (cont.)



Description of activity/process/hazard for which Permit is being requested:

Route this request to the following deputy:

Deputy	Area of Responsibility
<input type="radio"/> Larry Anderlini	Solid Waste
<input type="radio"/> John Bell	Spent Nuclear Fuels
<input type="radio"/> Chuck Sadanaga	Plutonium Finishing Plant
<input type="radio"/> Omberg Carro Susan	Spent Nuclear Fuels
<input type="radio"/> Stan Wallace	Central Plateau
<input type="radio"/> I don't know	Route to the Hanford Fire Marshal

Submit Permit Request Form



Current Request Query



Current Fire Permit Requests

Select the date to view and edit the request.

Open Requests

Dave Mertz

Date		Building	Area	Type	Requestor	Company	Phone
11/22/2010	 	MO-185	600	Occupancy	RT Meloy	MSA	373-7162
11/22/2010	 	MO-188	600	Occupancy	RT Meloy	MSA	373-7162
09/14/2010	 	324-C	300	Deactivation of Fire System	Bill Hooper	WCH	376-9719
04/29/2010	 	MO-388	200E	Construction	MG Hunn	MSA	376-8397

Requests Awaiting Management Approval

Dave Mertz

Date		Building	Area	Type	Requestor	Company	Phone
11/22/2010	 	MO-187	600	Occupancy	Bob Meloy	MSA	373-7162
11/17/2010	 	MO-186	600	Occupancy	Bob Meloy	MSA	373-7162
09/09/2010	 	2720EA	200E	Automatic Suppression System	D. D. Deardorff	MSA	373-1321
09/30/2009	 	2719EA	200E	Occupancy	J. E. Ham	FH	372-1785
08/04/2008	 	MO-643	200W	Occupancy	Brad K. Barton	FH	438-3519
06/13/2006	 	N/A	100K/	Construction/Demolition	Monte Farner	Washingt	943-8666
05/08/2006	 	4704S	400	BBQ	W. R. Hayes	FH	373-1401



Permit Request Editor

Permit Request Editor

Date:	<input type="text" value="11/22/2010"/>
Date Permit Expires:	<input type="text"/>
Permit Requested:	<input type="text" value="Occupancy"/>
Company:	<input type="text" value="Mission Support Alliance"/>
Area:	<input type="text" value="600"/>
Building:	<input type="text" value="MO-185"/>
Driving Directions:	<input type="text" value="West on Rt 3 to Lab Loop Rd. North on Lab Loop to MO-185."/>
Trailer/Non Permanent:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Hazard Category 1/2/3 Nuclear Facility?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Unreviewed Safety Question (USQ) required?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
Requestor's Phone:	<input type="text" value="373-7162"/>

Description of activity/process/hazard for which Permit is being requested:



Permit Request Editor (cont.)

Description of activity/process/hazard for which Permit is being requested:

Shop type maintenance involving the use of hand tools as well as power tools: Bench Grinder, Drill Press, Chop Saw, Band Saw, Pipe Machine.
Diagnostic/Trouble Shooting of electrical circuits including energizing circuits and operating motors up to 220 VAC.

Engineer:

Dave Mertz

Current Status

Open Request

Permit Action:

- Update Request: Status = Open Request
- Update Request: Status = Awaiting Approval
- Assign Permit Number: Status = Open Permit
- Cancel Request

Submit Action



New Permit Form



New Permit Editor

This form assigns a new permit number and creates a new permit.

Date Requested:	<input type="text" value="03/31/2011"/>
Date Assigned:	<input type="text" value="03/31/2011"/>
Date Permit Expires:	<input type="text"/> (optional)
Permit Type:	Automatic Suppression System <input type="button" value="v"/> Not in List: <input type="text"/>
Company:	American Electric <input type="button" value="v"/> Not in List: <input type="text"/>
Area:	<input type="text"/>
Building:	<input type="text"/>
Driving Directions:	<input type="text"/>
Trailer/Non Permanent:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Hazard Category 1/2/3 Nuclear Facility?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Unreviewed Safety Question (USQ) required?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
Responsible Manager:	<input type="text"/>
Responsible Manager's Email:	<input type="text"/>



New Permit Form (cont.)

Responsible Manager:	<input type="text"/>
Responsible Manager's Email:	<input type="text"/>
2nd Responsible Manager:	<input type="text"/>
2nd Responsible Manager Email:	<input type="text"/>
Person Requesting Permit:	<input type="text"/>
Phone:	<input type="text"/>

Description of activity/process/hazard for which Permit is being requested:

Require Fire Chief Signature:	<input type="checkbox"/>
Engineer:	<input type="text" value="Dave Mertz"/>
Action::	<input checked="" type="radio"/> Save Request as Awaiting Approval <input type="radio"/> Assign New Permit Number

Save Information



Permit Editor

Permit Editor

 Print

 Print - *No History*

 Clone Permit

Permit Number:	2011-211
Revision:	0
Date Requested:	03/14/2011 03/14/2011
Date Assigned:	03/15/2011 03/15/2011
Date Permit Expires:	04/01/2011
Type of Permit Requested:	Construction
Company:	Mission Support Alliance
Area:	200E
Building:	2266E
Driving Directions:	Southwest corner of Baltimore and 4th Street
Trailer/Non Permanent:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Hazard Category 1/2/3 Nuclear Facility?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Unreviewed Safety Question (USQ) required?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
Responsible Manager:	Mike Neville
Responsible Manager's Email:	john_m_neville@rl.gov



Current Permits



Current Fire Permits

Select the Permit Number to view and edit the permit.

Dave Mertz

Open Permits

Number	Building	Area	Type	Date Issued	Expires
2011-211	2266E	200E	Construction	Mar 15, 2011	Apr 1, 2011
2011-019	Outdoor Concrete Pad	100K	Designated Hotwork Area	Jan 11, 2011	Dec 31, 2011
2010-850	4732C	400	Occupancy	Dec 14, 2010	n/a
2010-811	Hammer site	600	Compressed Gas/LP Gas	Dec 7, 2010	Feb 28, 2011
2010-713	6099	600 (HAMMER)	Occupancy	Nov 1, 2010	n/a
2010-685	4734B	400	Chemicals	Oct 21, 2010	n/a
2010-665	6089	600 (HAMMER)	Construction	Oct 18, 2010	n/a
2010-157	200E Fuel Station	200E	Construction	Apr 12, 2010	n/a
2010-104	6099	600	Construction/Demolition	Mar 15, 2010	n/a
2010-081	MO-988	100B	Occupancy Permit	Mar 2, 2010	n/a
2010-034	2266E	200E	Cutting/Welding (Designated)	Jan 19, 2010	Dec 31, 2010
2009-432	6091 (HAMMER)	600	Automatic Suppression System	Dec 9, 2009	n/a



Issued Permit



Hanford Fire Marshal

P.O. Box 650
Richland, WA 99352
(509) 373-4022
FAX (509) 373-5846

Permit Number: 2010-104 Revision: 0

Issue Date: March 15, 2010
Expiration Date: No expiration date
Contractor: Mission Support Alliance
Permit Type: Construction/Demolition
Area: 600
Building: 6099
Driving Directions: North or South on Route 4S, then west on Horn Rapids Road then right on Hammer Road. Building 6099 to be located east of Al Alm building 6092.
Hazard Category 1/2/3 Nuclear Facility? No
Unreviewed Safety Question (USQ) required? N/A

Record History:

Description:

This permit is for the construction of a new building, 6099, located approximately 100 feet East of the HAMMER Al alm building (6092). The project number is T-220.

"I affirm that the facility/operation listed above will be maintained in accordance with this permit."

Charles T. O' Neill, Responsible Manager

Dave Mertz, HFM Approval



Administration Feature



Administration

Select function you wish to perform.

Permit Administration

- Show all CURRENT Permits
- Show all EXPIRED Permits
- Show all CANCELED Permits
- Show ALL Permit for:

Hanford Fire Marshal

- Limit Dates

Between 1/1/2011 and 03/31/2011

Administer Permits

User Administration

- Add a new Engineer or Administrator
- Edit information for:

Larry Anderlini

Administer Users

Permit Type Administration

- Add a new Permit Type
- Edit information for:

Automatic Suppression System

Administer Permit Types

Number Administration

- Current Numbers:

Current Year: 2011
Current Number: 257

Administer Numbers

Request Administration

- Show all OPEN Permit Requests
- Show all APPROVED Permit Requests
- Show all CANCELED Permit Requests
- Show ALL Permit Requests for:

Hanford Fire Marshal

- Limit Dates

Between 1/1/2011 and 03/31/2011

Administer Requests

Email Administration

- Add a new person to the email chain
- Edit information for:

Administer Email Chain

Company Administration

- Add a new Company
- Edit information for:

American Electric

Administer Company



Permit System Operational Features

- Cloning feature for duplicating an existing permit
- System automatically records permit history
- Permit history/changes can be viewed/printed if desired
- Automatically assigns a revision number when permit revised
- Browser feature allows permit attachments (PDF files, Word files, etc.)
- Capability to e-mail proposed permit for review prior to issue.
- E-mail notification sent prior to expiration for permits assigned an expiration date
- Automatically sends e-mail to identified recipient list when permit is issued.
- Automatically sends e-mail to same identified recipient list when permit is revised.



Communication Tool Features

- Automatically sends email to identified recipient list when permit is issued.
- Automatically sends email to same identified recipient list when revised.
- Recipient list includes the following:
 - HFD Battalion Chiefs
 - HFD Captains
 - HFD dispatch/ computer automated dispatch personnel
 - Responsible facility management
 - Telecommunications organization (US West)
 - Hanford Patrol Operations Center personnel
 - Emergency preparedness



Permitting Trends



Majority of issued permits are in a handful of categories:

- Occupancy (primarily business, industrial, storage and assembly at the Hanford Site)
- Fire system activation/deactivation (Hanford Fire Chief approval required for all fire system deactivation permits.)
- Construction/Demolition
- Hazardous materials/flammable and combustible liquids
- Other notable categories are portable generators and designated hot work areas.



Questions??