

# Request for Chemical Product Inventory

The City of Golden Fire Department has requested Hazardous Materials Inventory Statements (HMIS) from St. John Properties for all buildings in our Golden portfolio. In order to complete the HMIS, we must collect chemical inventory information from all our tenants. The information you provide will only be used the purpose of completing the HMIS, and will not be shared with any third-parties other than our fire engineering consultant, and the City of Golden Fire Department.

## TENANT/OCCUPANT INSTRUCTIONS:

### ***What do I need to list?***

- All chemical products stored or used (or intended to be used) on site, whether currently in stock or not.
- Provide the Product Name as reflected on the container label and Safety Data Sheet (SDS).
- Do **NOT** include household or general consumer goods – i.e., cleaning supplies for your office.
- **If you do not have any chemical inventory to report, we still need a form returned to us.** Please complete the Tenant information and indicate “NONE” on the first line of the attached inventory sheet.

### ***What quantities do I need to reflect?***

- List MAXIMUM INTENDED storage and use quantities, regardless of what is actually on-site on the day you complete the inventory.

### ***What documentation do I need to provide?***

- The most recent Safety Data Sheet (SDS) available from the manufacturer for each listed chemical product needs to be attached to your inventory sheet. (Please make copies and keep your originals on-site to meet regulatory requirements.)
- At the top of each SDS, indicate the associated Ref. # from the inventory sheet.
- Provide any other technical data that may assist in a product’s classification.

### ***Where do I send my completed documents?***

Hard copies to:

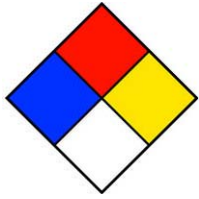
St. John Properties, Inc.  
Attention: Property Administrator  
500 Corporate Circle, Suite G  
Golden, CO 80401

Electronic copies to:

[PropAdmin@sjpicolorado.com](mailto:PropAdmin@sjpicolorado.com)  
[fireinspections@cityofgolden.net](mailto:fireinspections@cityofgolden.net)

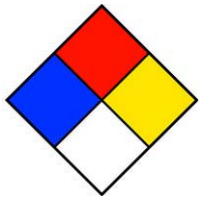
### ***What if I have questions?***

If you need any clarification to fill out the form, please contact a fire engineering consultant. A list of available consultants is provided in our Service Provider List.



# Chemical Product Inventory

Tenant/Occupant:		Premises:				
d/b/a (if applicable) Person completing form:		Golden, CO 80401 Phone #                      E-mail:				
Ref # for SDS	PRODUCT NAME as listed on container label or SDS	Maximum Intended Storage Quantity	Maximum Use or Dispensing Quantity	Unit of measure Gal, lb, qt, liter, ft <sup>3</sup> , etc.	Container or Vessel Indicate type, size and material	During use or dispensing <input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
1						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
2						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
3						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
4						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
5						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
6						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
7						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
8						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
9						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
10						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
11						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
12						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
13						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
14						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
15						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
16						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
17						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
18						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
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20						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
21						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
22						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
23						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
24						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
25						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process



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26						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
27						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
28						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
29						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
30						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
31						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
32						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
33						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
34						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
35						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
36						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
37						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
38						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
39						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
40						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
41						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
42						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
43						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
44						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
45						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
46						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
47						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
48						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
49						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process
50						<input type="checkbox"/> Exposed to Air <input type="checkbox"/> Closed Process