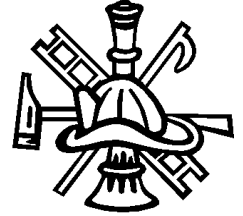




# WATERTOWN FIRE DEPARTMENT

Office of Laboratory Safety  
Fire Department Headquarters, 99 Main Street  
Watertown, Massachusetts 02472-4410  
rmele@fire.watertown-ma.gov  
www.fire.watertown-ma.gov



**RYAN A. NICHOLSON**  
Provisional Chief of Department

**CAPTAIN RALPH MELE**  
Lab Safety Officer

## Required Documents for Laboratory Registration

The following list is required for registering as a laboratory with the Watertown Fire Department.

- Building Hazardous Materials Report (*provided by qualified person, firm, or corporation*)
- Laboratory Compliance Report (*provided by an approved FPE*)
- Hazardous/flammable and combustible material storage permit (if applicable)
- A complete and up to date Hazardous Materials Inventory Summary and Hazardous Materials Inventory Statement (HMIS)
- A copy of the facility's Chemical Hygiene Plan
- A copy of the facility's Emergency Action Plan (EAP)
- A .t2s file created using the latest version of Tier 2 Submit software  
*Required even for non-Tier 2 filers. See [Tier2 Submit Software | US EPA](#) for more information*
- The standardized Watertown Fire Department 24-hour contact list for labs
- A floor plan of the facility sized to an 8.5" x 11" sheet of paper. The following shall be clearly marked on the plan:
  1. Location of hazardous/flammable and combustible material storage areas
  2. Location of fume hoods
  3. Identification of laboratory units/control areas vs. office space
  4. Any other hazards posed to emergency responders and workers
- A floor plan of the facility sized to an 8.5" x 11" sheet of paper. The following shall be clearly marked on the plan:
  1. The location of the main fire alarm panel for the building
  2. The location of fire alarm pull-stations in your facility
  3. Location of fire extinguishers
  4. Emergency evacuation plan and rally point
  5. Any secure access points that may impede emergency responders
- The signed Watertown Fire Department "Laboratory Registration" document, guaranteeing the facility will provide the fire department with updated information as soon as available. This information includes but is not limited to:
  1. Change in company name or status
  2. Change in facility's 24-hour emergency contact
  3. Change in location of company
  4. Changes regarding permits