

BEAUFORT COUNTY HAZARDOUS MATERIALS

RENEWAL FORM INSTRUCTIONS

The attached yellow HAZARDOUS MATERIALS RENEWAL FORM is intended for businesses that have already registered their hazardous materials inventory with the Beaufort County Hazardous Materials Office and needs to renew them for the upcoming calendar year.

If the ownership of your business has changed or if you did not renew the registration of your hazardous materials for the last calendar year, you must complete a different form than the one included. Please call (843) 255-4000 for information on re-registration.

PLEASE COMPLETE ALL REQUESTED INFORMATION IN FULL

Reference #2, you must list your E-911 street address. If you need assistance in finding out what your E-911 street address is, or, if you need to be assigned an E-911 street address, please contact the Beaufort County Addressing Center at (843) 255-4017.

Reference #7, we need to know the physical location of the Safety Data Sheets (SDS) at the business for the chemicals you have listed on the renewal form.

Reference to #8, THIS SECTION MUST BE COMPLETE TO RECEIVE YOUR CERTIFICATE

The following explanations are provided the Hazardous Materials on site:

- **Common Name of Chemical:** The label, shipping or trade name identifying the material/substance.
- **Maximum Amount:** The **maximum amount** of material on site at any given time. If you did a stock order, what the maximum amount would be for that product.
- **Unit:** List unit of measure, i.e. gallon, each, pound, pint, quart, etc. – gas cylinders should be listed in pounds
- **Container Type:** List type of container material is packaged or stored in. Examples are on the following list:

Glass	Poly Pail
Underground Metal Tank	Poly Drum
Above Ground Metal Tank	Poly Container
Metal Drum (Not Steel)	Poly Bag
Metal Tank (Not Steel)	Steel Can
Metal Pail (Not Steel)	Steel Drum
Metal Can (Not Steel)	Steel Cylinder
Metal Cylinder (Not Steel)	Fiber Drum
Underground Fiberglass Tank	Fiber Pail
Above Ground Fiber Tank	Fiber Box
Fiberglass Drum	Fiber Bag
Underground Poly Tank	Paper Bag
Above Ground Poly Tank	Other

- **Physical State:** Is the material a solid, liquid, gas, granules, powder, aerosol, etc.

ONLY include SDS if you have a new chemical on site. If we already have your SDS on file then you do not need to include them with this renewal form.

(OVER)

The renewal fee schedule is as follows. If you are unsure which Category your business is in, it can be found on last year's Certificate or you can call (843) 255-4000 for assistance.

CATEGORY A: (\$200.00) CATEGORY B: (\$100.00) CATEGORY C: (\$50.00)

We accept cash, checks or money orders. Checks or money orders should be made payable to EMERGENCY MANAGEMENT DIVISION. Unfortunately, we cannot take credit cards.

Renewal paperwork and fee must be in received in the Hazardous Materials Office no later than close of business on January 1st.

Renewals received after the deadline date of January 1st will be charged a late fee. This will be the same amount as your renewal fee (example: Category B renewal fee is \$100.....late fee would be \$100 so total would be \$200.)

Please use the enclosed return addressed envelope to mail the completed form and renewal fee.

OR, you may mail it to the following address:

Beaufort County Sheriff's Office
Hazardous Materials Section
P.O. Drawer 1758
Beaufort, S.C. 29901

Those wishing to deliver the renewal form and fee in person may do so at:

2001 Duke Street,
Second Floor, Room 226 (at the receptionist window)
8:00am – 12:00 Noon
1:00pm – 5:00 pm.

If you have questions or need assistance completing the renewal form, please call the Hazardous Materials Office at (843) 255-4000, Monday through Friday, 8:00am to 5:00 pm.

PLEASE REMEMBER: Your renewal certificate should be kept on file at your business in case you need to prove you have registered your hazardous materials for the current calendar year.