

# Control Area and MAQ Guide

## Getting Started

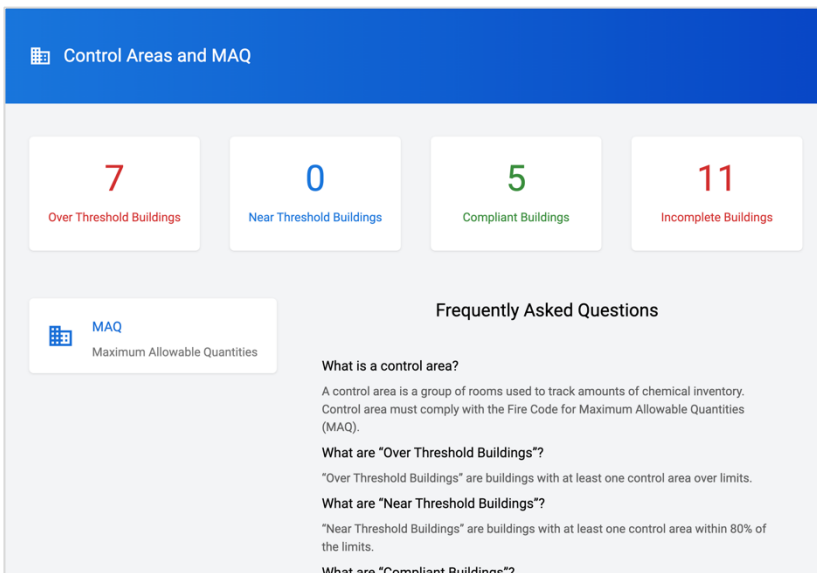
- We recommend using the Google Chrome browser when completing your plans
- To access the system, visit <https://app.riskandsafety.com/maq>. Sign in using your organization's credentials.
- **Note:** Creating and setting up control areas for the MAQ report requires the **Control Area Admin** role. If you are unable to enter the system link above, please contact our Service Desk ([Service@riskandsafety.com](mailto:Service@riskandsafety.com)).
- The default fire code for a building is the 2016 California Fire Code
- Fire suppression for a building is set on the building level in the Location Management interface

## Control Areas and MAQ Homepage

The homepage serves as your dashboard for live compliance data. We display:

- Over Threshold Buildings - over the limits of the established MAQ
- Near Threshold Buildings - nearing the limits of the established MAQ
- Compliant Buildings - in compliance with the established MAQ and no action is needed
- Incomplete Buildings - Control Areas have not been established, so compliance is currently unknown

If you are setting up for the first time, start by selecting **Incomplete Buildings** and choosing a building to begin creating control areas.



Control Areas and MAQ

|                               |                               |                          |                            |
|-------------------------------|-------------------------------|--------------------------|----------------------------|
| 7<br>Over Threshold Buildings | 0<br>Near Threshold Buildings | 5<br>Compliant Buildings | 11<br>Incomplete Buildings |
|-------------------------------|-------------------------------|--------------------------|----------------------------|

MAQ  
Maximum Allowable Quantities

#### Frequently Asked Questions

**What is a control area?**  
A control area is a group of rooms used to track amounts of chemical inventory. Control area must comply with the Fire Code for Maximum Allowable Quantities (MAQ).

**What are "Over Threshold Buildings"?**  
"Over Threshold Buildings" are buildings with at least one control area over limits.

**What are "Near Threshold Buildings"?**  
"Near Threshold Buildings" are buildings with at least one control area within 80% of the limits.


**What are "Compliant Buildings"?**


## Creating a Control Area

Choose a building option from the homepage, then select a building from the list. To create a control area:

1. From the **Control Areas** tab, select the three-dot menu in the lower right corner
2. Select **Add Control Area**
3. Enter the name of the control area and complete the details for the new control area
  - a. Required details include "Occupancy", "Outdoor Area", "Fire Suppression", "Exemptions", and "Approved Storage"
4. When complete, choose **Save** in the upper right

← Buildings


 **MHD Main**  
Address: 202 Cousteau St.

 Incomplete

Building Fire Code: CFC2016  
Building Sprinklered: No

Control Areas   Rooms   Attachments

| Control Area Name                  | Compliance status |
|------------------------------------|-------------------|
| No control areas in this building. |                   |



## Assigning Grade Plane

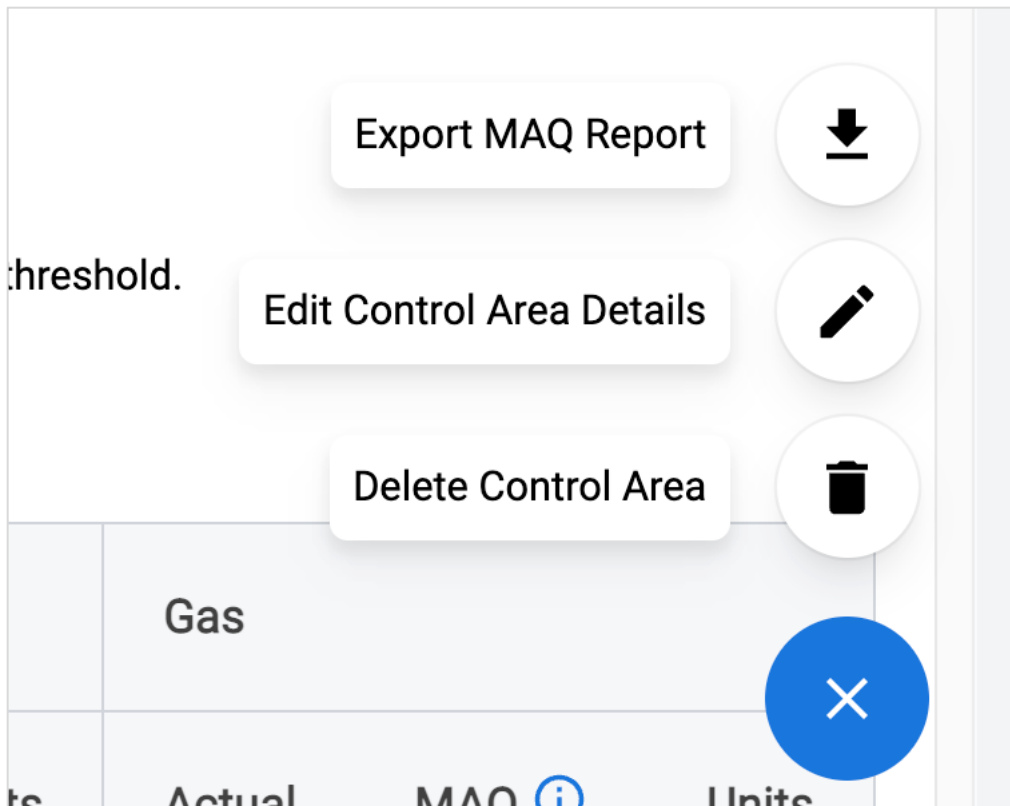
Grade plane assignments are not set for each control area; they are designated for each floor within the RSS Location Management tool. The grade plane is set when the floor of a building is first added into the system. However, it can be changed at any time by anyone with the Location Manager role. Once assigned the Location Manager role, visit Location Management by choosing **Admin Tools** on the top of your RSS homepage, and choose **Locations**. To assign the grade plane:

1. Search for a building
2. Choose the three-dot menu and choose Edit Building Details
3. Choose Floors in the right side menu
4. Select a floor
5. Edit the number in the “Relation to Grade Plane” field
6. Select Save in the upper right

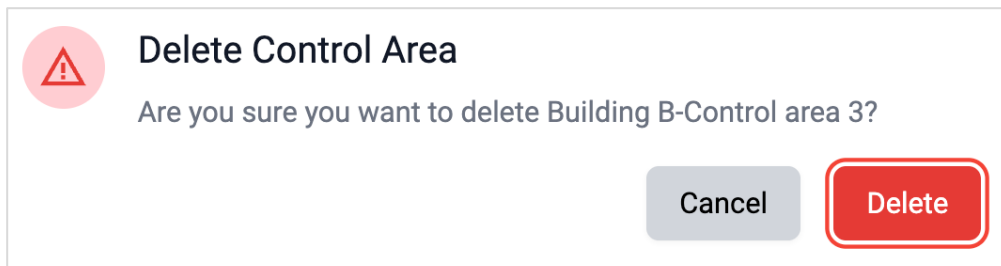
## Deleting a Control Area

**Note:** A control area cannot be deleted if it has rooms assigned to it. (Before deleting, move all rooms to a different control area. This is covered in the next section.)

1. Choose a building option from the homepage, then select a building from the list
2. From the **Control Areas** tab, select a control area name
3. Select the three-dot menu in the lower right corner
4. Choose **Delete Control Area**



5. Confirm your choice by selecting **Delete**

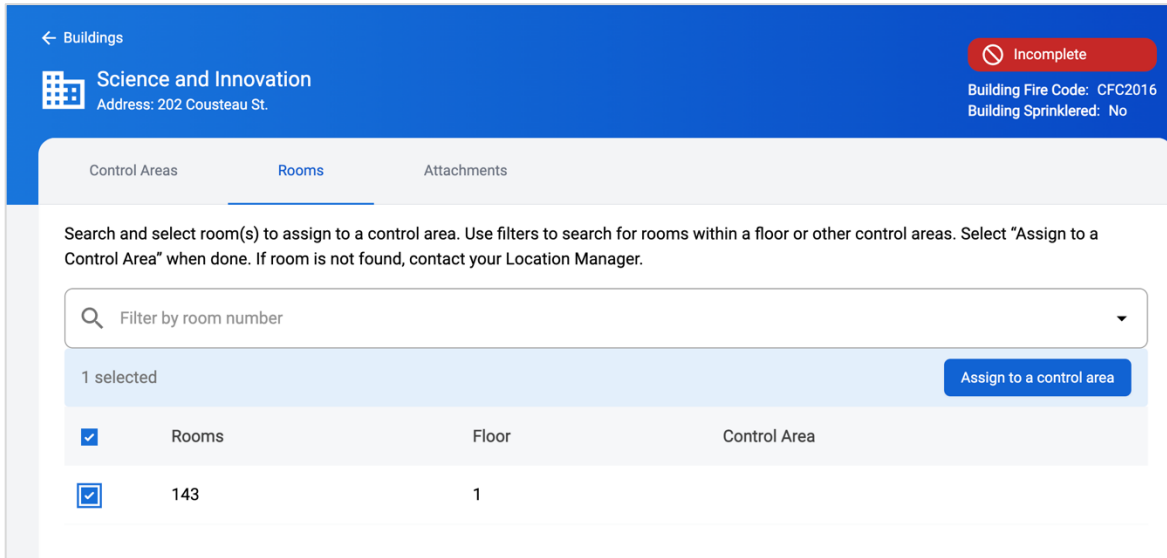


## Adding Rooms to a Control Area or Moving Rooms within Control Areas

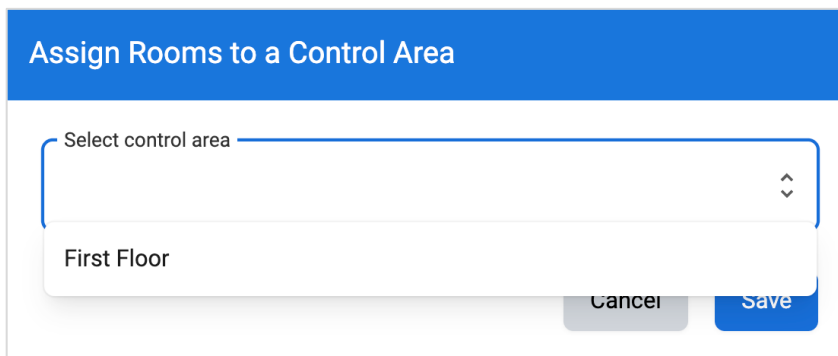
Now that the control area is created, choose which rooms are located within it. This process is the same when moving a room from one control area to another or adding additional rooms to a control area.

1. Choose a building option from the homepage, then select a building from the list
2. Select the **Rooms** tab

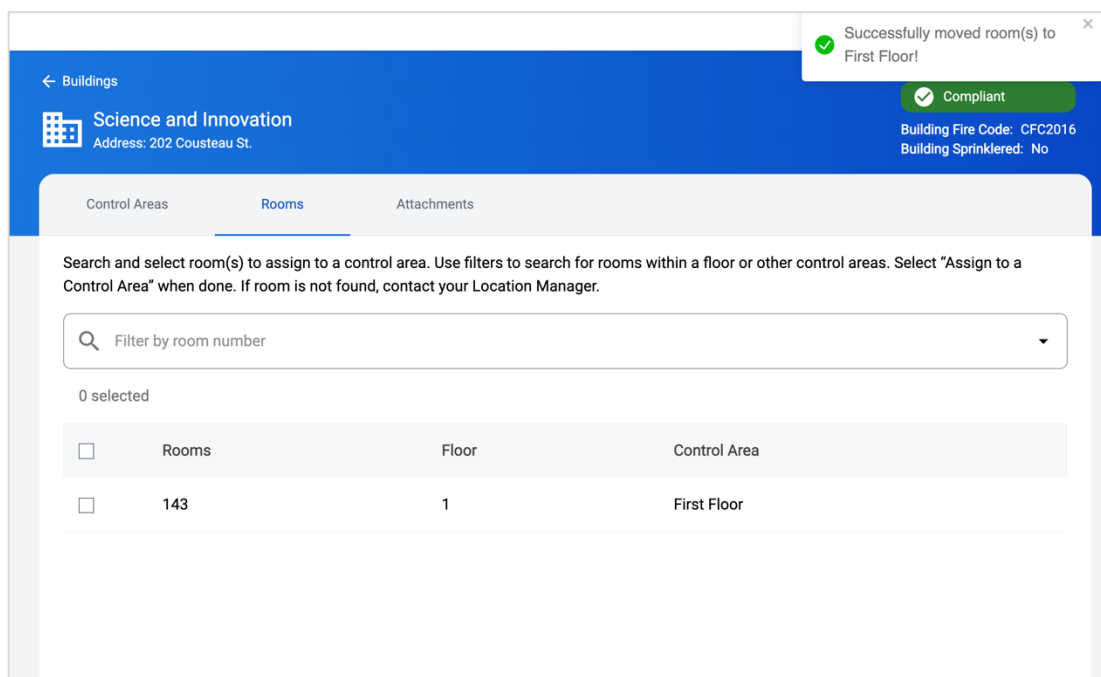
3. Select the checkbox next to the rooms you want to add or move



4. Select **Assign to a control area** in the upper right when complete
5. Select the control area name from the dropdown to assign the rooms
  - a. If this is blank, that means there are no control areas created. Please create a control area first.



- Choose **Save**. A confirmation is displayed on the page for successfully adding or moving a room into a control area.



**Note:** Rooms cannot be removed (deleted) from a control area once assigned; they can only be reassigned to a different control area. Please keep this in mind when setting up the control area.

## Add Approved Storage to Control Area

- Choose a building option from the homepage, then select a building from the list
- Select the **Control Areas** tab and choose a control area
- Select the three-dot menu in the lower right corner
- Select **Edit Control Area Details**
- Select the hazard class and physical state from the **Approved Storage** dropdown
- Select **Save**

## Exempt Control Areas

- Choose a building option from the homepage, then select a building from the list
- Select the **Control Areas** tab and choose a control area
- Select the three-dot menu in the lower right corner
- Select **Edit Control Area Details**

5. Under “Exemptions”, identify whether the control area is exempt or not
  - a. If exempt, provide a reason for exemption from the dropdown and add any notes for documentation
6. Select **Save**

## Exempt Containers within a Control Area

1. Choose a building option from the homepage, then select a building from the list that has an “Over Threshold” or “Near Threshold” compliance status
2. Select the **Control Areas** tab and choose a control area
3. Scroll down. In the “Material” column, select a **Hazard Class** name
  - a. **Note:** Only hazard classes with containers that contribute to an overage to the MAQ are selectable
4. Select “Not Exempt” (not the Chemical ‘Name’) to mark the container as **Exempt**
  - a. **Note:** Selecting the ‘Name’ of the chemical will take you to the Chemical detail page
5. Select **Exemption Reason** from the dropdown
6. Provide a description for the exemption
7. Select **Save**

## Edit the Fire Code for a Building

This is used to choose the fire code that governs the calculations for limits in the building. This feature requires the Location Manager role to access. The default fire code is the 2016 California Fire Code. If you are trying to change the building to a different fire code and do not see a fire code you would like to use, or do not have the Location Manager role, **please contact us by emailing [Service@RiskandSafety.com](mailto:Service@RiskandSafety.com)**.

1. Choose a building option from the homepage, then select a building from the list
2. Select the three-dot menu in the lower right corner
3. Select **Edit Building Details**
4. Select the **Fire Code** from the dropdown
5. Select **Save**

## Attach Files to Building

1. Choose a building option from the homepage, then select a building from the list
2. Select the **Attachments** tab
3. Select **Add Attachment**



4. Drag a file into the “drag and drop” area or select the area to choose a file to upload from your computer
5. Provide a description (optional)
6. Choose **Save**. You can then view the attachment by selecting the attachment file name

## Identify Fire Suppression on Building

1. Choose a building option from the homepage, then select a building from the list
2. Select the three-dot menu in the lower right corner
3. Select **Edit Building Details**
4. Use the toggle option to identify **Fire Suppression Coverage (Sprinklered)** for building
5. Choose **Save**