

Oregon Hazardous Substance Information Survey Annual Report 2002



Department of Oregon State Police
Office of State Fire Marshal
Hazardous Substance Information System
4760 Portland Road NE
Salem, Oregon 97305-1760
(503) 378-6835

Table of Contents

Introduction.....	1
Community Right to Know Survey and Compliance Programs	2
Hazardous Substance Information Hotline	2
Data Collection and Distribution	3
Surveys Mailed Monthly.....	4
Surveys Mailed by County.....	4
EHS and 112(r) Facilities.....	5
Hazardous Substance Information Sorted by	
Hazard Classification.....	6
Substances Over 1 Million Pounds, Gallons or Cubic Feet	8
City Information.....	9
County Information.....	20
Historical Data	21
Survey Information.....	22
Reporting Tables.....	22
Reporting Criteria	23
Instructions and Definitions	24
Sample Survey	26
How to Request Information.....	28
Request for Hazardous Substance Information Form.....	29
Instructions for Request Form	30
Referral Program.....	31
Referral Form Instructions	32
Referral Form.....	33
Audit Program.....	34
Explanation of Audits	35
Non-Compliance and Penalty Assessment Criteria	35
Penalties	35
Suspension of Penalties.....	35
Additional 2002 Accomplishments.....	36
Geographic Location Information.....	36
Available Publications	37

Introduction

Overview

The Office of State Fire Marshal (OSFM) annually surveys Oregon facilities as authorized by the Oregon Community Right to Know and Protection Act (ORS 453.307 through 453.402). The Hazardous Substance Information Survey identifies hazardous substances that are used, stored, manufactured and/or disposed of throughout Oregon. The Act requires businesses and industry to provide demographic information and report hazardous substances at or above reportable quantities. Any private or governmental business facility possessing reportable quantities of hazardous substances are required to report specific information including the chemical name, maximum amount and storage location. These facilities are also required to notify the OSFM within 30 days of any substantive changes that occur at the facility.

This report summarizes the information gathered from the annual Hazardous Substance Information Survey sent to covered facilities in 2002.

What benefits are achieved through this information?

A number of benefits related to emergency response planning and protection activities are achieved with the information gathered through the Hazardous Substance Information Survey, including:

- Informed emergency responders and emergency planners in the event of an incident. Having accurate information is essential in order to effectively protect themselves, the facility, the surrounding community and the environment should an incident occur.
- Targeting tools for hazardous materials planning activities
- Risk reduction concerning property losses
- Increased protection for properties with neighboring facilities that may have hazardous substances
- Timely and appropriate emergency response to an incident

(cont.)

These benefits are achieved by facilities whether or not hazardous substances are present at the site. It is as important for emergency responders and planners to know there are no hazardous substances present as it is for them to know there are hazardous substances present.

How is the information used?

The OSFM has created a database containing information received from the Hazardous Substance Information Survey (HSIS). Once the information is data entered and validated, groups and individuals are able to access the information to help with their hazardous substance related activities.

Data collected through the HSIS is provided annually to each local fire department, county emergency manager, county health administrator, the Local Emergency Planning Committee (LEPC) and the State Emergency Response Commission (SERC). This information enables them to effectively plan for and respond to incidents involving hazardous materials and other emergencies.

The HSIS non-confidential information can be accessed via the web at www.sfm.state.or.us. This database has preset queries allowing the user to interact with the data in a variety of ways. The database is also available on CD and can be obtained by calling the Hazardous Substance Information Hotline at 503-378-6835. In addition, the Community Right to Know (CR2K) Unit has staff available to help individuals with more detailed requests. This information is available in a variety of formats, from electronic transfers to hard copy. Examples of the information available are:

- Demographic information
- Amounts and types of hazardous substances used, stored and manufactured at a facility
- Amounts of hazardous substances transported to and from facilities
- Specific hazards relating to hazardous substances at the facility

Community Right to Know Survey and Compliance Programs

Authority and Application

The Community Right to Know Survey and Compliance Program Rules are promulgated under the Office of State Fire Marshal's authority contained in ORS 453.367 and 453.402(2). OAR chapter 837, division 85, applies to covered employers, owners and operators of fixed facilities where hazardous substances or wastes are likely to be manufactured, generated, used, stored, possessed or disposed of.

Purpose and Scope

- To assure all reportable quantities of hazardous substances that are used, stored, manufactured, processed or disposed of at fixed facilities are identified and the information is submitted to the OSFM.
- To address the process by which the information is distributed to emergency personnel, public agencies and the public.
- To establish procedures for issuing non-compliance notices for failure to comply with the reporting requirements.
- To address the process by which hazardous substance information is identified and submitted to the OSFM.
- To address the process by which covered employers, owners, and operators will be evaluated to determine their level of compliance.
- To address the process by which penalties are assessed.

Hazardous Substance Information Hotline

The Hazardous Substance Information Hotline has been established to serve as a gateway for callers who have questions regarding hazardous substances and related reporting requirements. The hotline is active M-F 8:00-5:00 PST and the number is: (503) 378-6835.



Number of Program Related Phone Calls in 2002

Hazardous Substance Information Survey Calls

- ◆ Approximately 9,499 calls received

Information provided included:

- ◆ Explanation of who must report
- ◆ Which substances are reportable
- ◆ How to determine reportable quantities
- ◆ How to determine average, maximum and yearly amounts
- ◆ General survey and reporting information

Hazardous Substance Possession Fee Calls

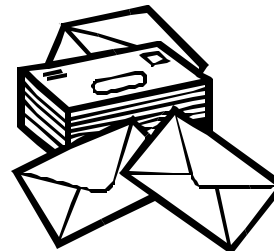
- ◆ Approximately 650 calls received

Information provided included:

- ◆ Explanation on how fees are calculated and assessed
- ◆ What programs are funded by the fees
- ◆ The basis necessary to request a fee review
- ◆ Procedures to follow for requesting a review
- ◆ How the review process works and deadlines for filing a review

Data Collection and Distribution

The 2002 surveys were mailed out monthly beginning in February 2002 and ending in October 2002. The distribution of surveys to facilities each month is determined by the county the facility is located in. This chart shows the county distribution for each month.



February	Baker, Crook, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler
March	Deschutes, Marion, Polk
April	Coos, Curry, Jackson, Josephine
May	Benton, Douglas, Linn
June	Lane, Lincoln
July	Clackamas, Hood River, Yamhill
August	Tillamook, Washington
September	Columbia, Multnomah (Zip Codes greater than or equal to 97217)
October	Clatsop, Multnomah (Zip Codes less than or equal to 97216)

In 2002 the Office of State Fire Marshal's Community Right to Know Unit received and processed 160 requests for Hazmat incident information, 93 requests for customized hazardous substance information and 4 requests for Toxic Release Inventory information. In addition, monthly updates were provided for the information on the OSFM web page, which was accessed approximately 1,337 times in 2002.

The first priority, once data is entered and validated, is sending detailed and summary information to local fire departments. This information helps emergency service personnel better serve and protect their communities. The information allows agencies to do targeted pre-planning which can be a crucial step in protecting human life, property and the environment in an emergency.

Detailed and summary information is also sent to various agencies; e.g., local emergency planning groups, county health agencies, and emergency managers. Except for secured information, most other information is accessible to the public under

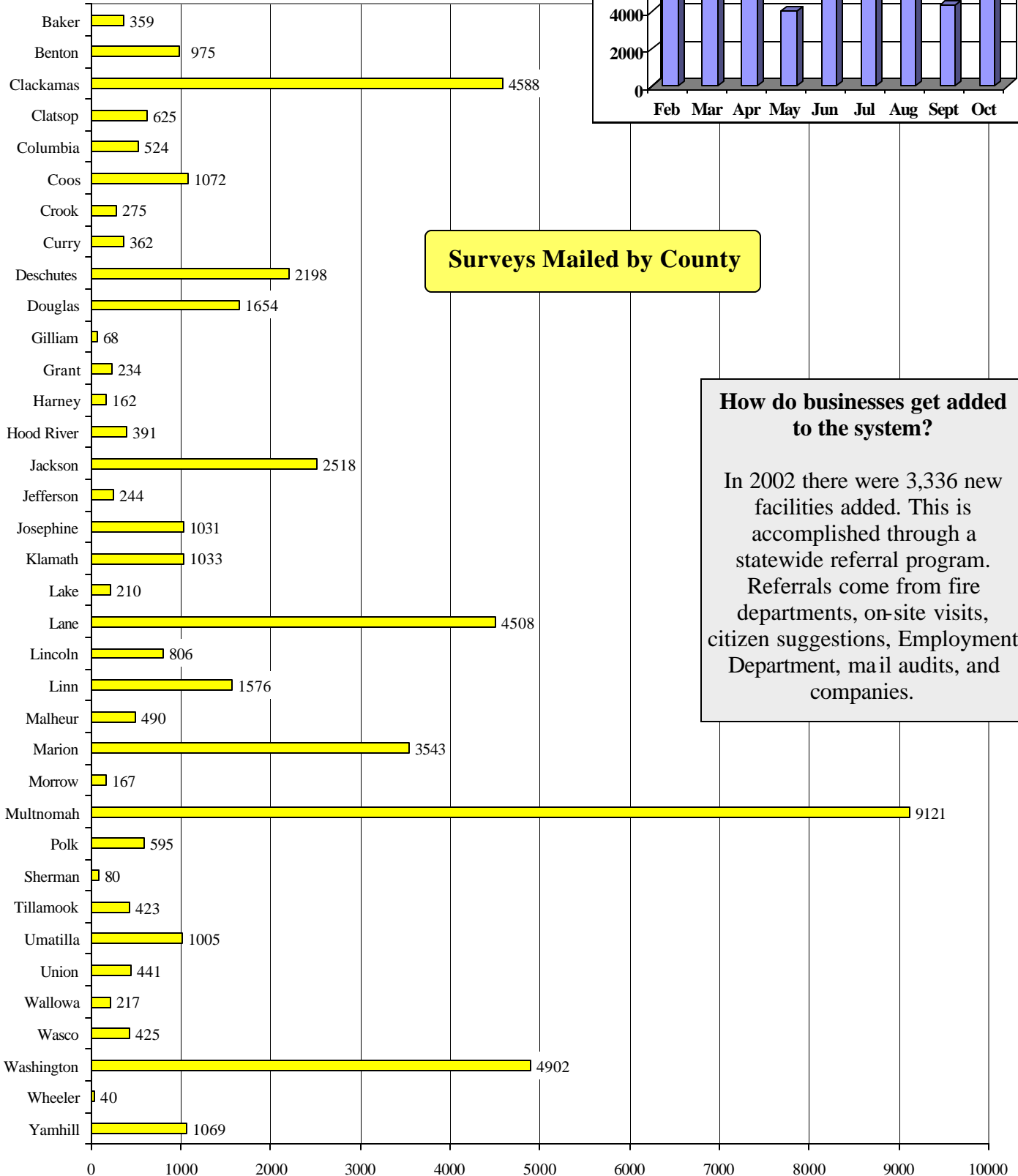
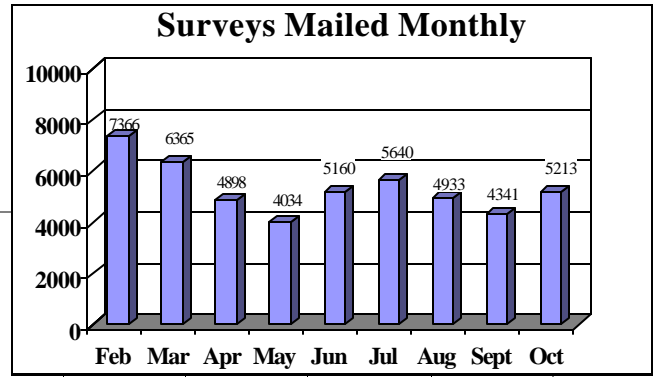
Oregon's Community Right to Know and Protection Act.

The information gathered is also available via the internet at www.sfm.state.or.us, or on the Hazardous Substance Information System (HSIS) CD.

In 2002, the Community Right to Know Unit created and distributed HSIS CD's to 632 fire departments and hazardous materials response teams, 106 emergency managers and 67 county health administrators. In addition, special requests generated 15 CD's for emergency responders and 39 CD's for the general public.

Survey Mailing

Number of surveys mailed in 2002 shown by month and county, with a total of 47,950 surveys mailed.



Surveys Mailed by County

How do businesses get added to the system?

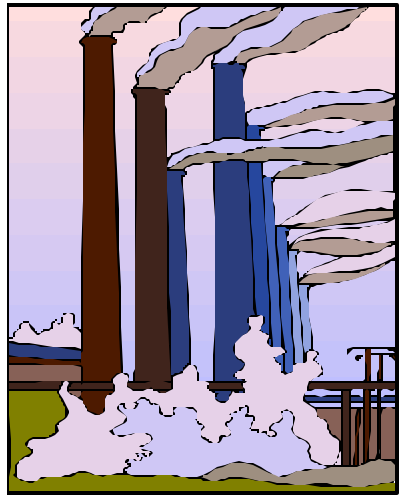
In 2002 there were 3,336 new facilities added. This is accomplished through a statewide referral program. Referrals come from fire departments, on-site visits, citizen suggestions, Employment Department, mail audits, and companies.

EHS and 112(r) Companies

Section 302 – Extremely Hazardous Substances (EHS)

Facilities that have Extremely Hazardous Substances (EHS) present at any one time that meet or exceed the specified Threshold Planning Quantity (TPQ) as defined by the Environmental Protection Agency (EPA) under the Emergency Planning and Community Right to Know Act (EPCRA) are subject to the EHS planning and reporting requirements. Approximately 2.8% of the facilities submitting the Hazardous Substance Information Survey have identified themselves as meeting these requirements.

If you have questions about specific EHS planning and reporting requirements, contact the EPA Emergency Planning and Community Right To Know Hotline (800) 424-9346, Monday through Friday 9 AM to 6 PM, Eastern Time. You can also find EHS information at the EPA web site: <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/index.html> and a list of EHS substances at [http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/title3.pdf/\\$file/title3.pdf](http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/title3.pdf/$file/title3.pdf).

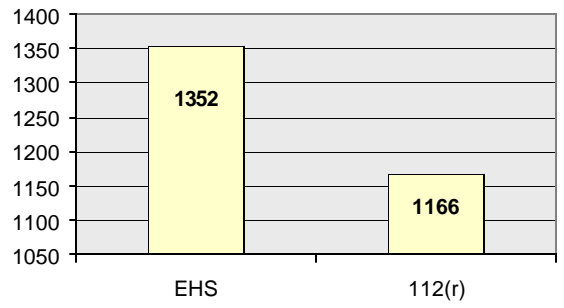


Section 112(r) – Clean Air Act (CAA)

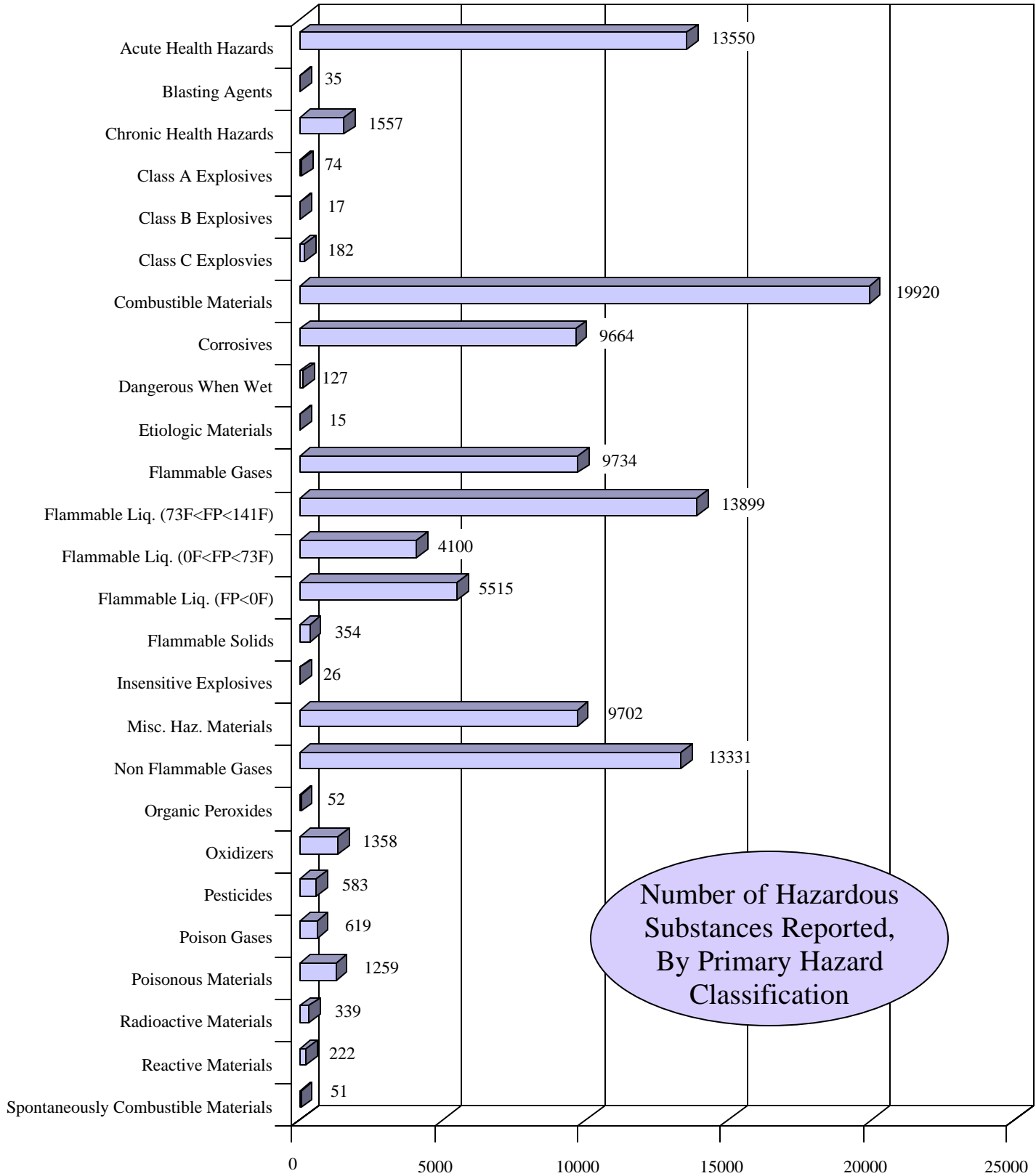
The Clean Air Act (CAA) Amendments of 1990 included revisions to Section 112(r), Prevention of Accidental Releases. These revisions are referred to as Risk Management Plans, and are intended to help prevent accidental releases of certain toxic and flammable substances, minimize the effects of releases, and develop procedures to inform the public and local agencies responsible for responding to accidental releases. Approximately 2.4% of the facilities submitting the Hazardous Substance Information Survey, have identified themselves as being subject to the reporting requirements of Section 112(r) of the Clean Air Act.

If you have questions about specific 112(r) reporting requirements, contact EPA’s RCRA, Superfund and EPCRA Hotline (800) 424-9346, Monday through Friday 9 AM to 6 PM, Eastern Time, **or** Calvin Terada, RMP Program Coordinator, (206) 553-4141 **or** visit the CEPPO home page on the World Wide Web at <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/index.html>. A list of 112(r) substances can be found at [http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/title3.pdf/\\$file/title3.pdf](http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/title3.pdf/$file/title3.pdf).

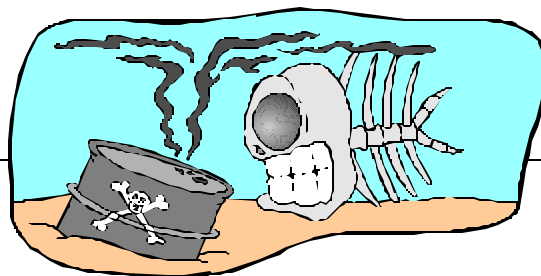
Number of facilities that have identified themselves as being subject to the reporting requirements of EHS or 112(r)



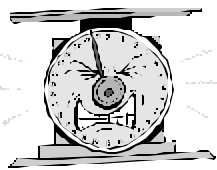
The information gathered through the Hazardous Substance Information Survey can be organized in many different ways to accommodate the specific needs of the user. The following pages have information **shown** by chemical hazard class, amount, city and county.



Below are examples of hazardous substances belonging in each hazard classification. Many substances can be associated with more than one hazard classification.



Class A Explosives (1.1)	Dynamite Geldyne Tovex	Reactive Materials (4.4)	Picric Acid Polymeric MDI Sulfuric Acid 48-93%
Class B Explosives (1.2)	Apcogel Blasting Caps Grenades Flash Bang	Combustible Materials (4.5)	ABS Resin Imaging Oil Rotella Oil 30
Class C Explosives (1.3)	Ammunition Black Powder Firecrackers	Oxidizers (5.1)	Metex IT Oxxium 200 Silver Nitrate
Blasting Agents (1.4)	Anfo Fertilizer Nitro Carbonitrate Tovan Super 80-Water Gel	Organic Peroxides (5.2)	Cumene Hydroperoxide Methyl Ethyl Ketone Peroxide Miesie Polyester Hardener
Insensitive Explosives (1.5)	Austinite Blastex Plus Hydromite	Poisonous Materials (6.1)	Mocap EC Phenol Potassium Titanium Fluoride
Flammable Gases (2.1)	Hydrogen Cyanide Isobutane Silane	Etiologic Materials (6.2)	Ethidium Bromide Vectobac Biolarvicide Waste Bio-Hazardous
NonFlammable Gases (2.2)	Cougar 700 Nitrogen Refrigerant 134A	Acute Health Hazards (6.3)	Diethylene Glycol Lorsban 4E N/F Brake Parts Cleaner
Flammable Liquid FP<0F (3.1)	Ethyl Chloride Gasoline Methyl-T-Butyl Ether	Chronic Health Hazards (6.4)	Dowanol DM Ludox CL Saf-T-Side Oil
Flammable Liquid 0F<FP<73F (3.2)	Ethanol Metasystox-R N-Propyl Acetate	Pesticides (6.5)	Mirage Parathion 8EC Roundup Herbicide
Flammable Liquid 73F<FP<141F (3.3)	Methoxychlor EC Mineral Spirits Octane Boost	Radioactive Materials (7.3)	Nickel 63 Phosphorus 32 Thorium Oxide
Flammable Solids (4.1)	Phosphorous Rhodium Sodium Hydrosulfite	Corrosives (8.0)	Hydrofluoric Acid Solutions Proxel Quorum Pink II HF
Spontaneously Combustible Materials (4.2)	Lexan 920 Linseed Oil Sodium Metal	Misc. Haz. Materials (9.0)	Corn Syrup L-Lysine NB Rubber
Dangerous When Wet (4.3)	Calcium Carbide Calcium Cyanamide Phosfume Tabs		



Hazardous Substances Reported in Quantities Over 1 Million Pounds, Gallons or Cubic Feet



ABS PLASTIC	FERTILIZER 20-3-3-3	PERLITE
ACETYLENE	FERTILIZER 21-0-0	PERLITE NA66
ALUMINA	FERTILIZER 21-0-0-24	PFR PRODUCTS
ALUMINUM	FERTILIZER 21-0-0-24S	PFR PRODUCTS-LACTATE
ALUMINUM HYDROXIDE	FERTILIZER 46-0-0	PHENOL
AMMONIA ANHYDROUS	FERTILIZER MIXTURE	PHENOLIC RESIN
AMMONIUM NITRATE	FERTILIZER UAN-32	PLY VENEER
AMMONIUM PHOSPHATE	FERTILIZER UREA	POLYETHYLENE
AMMONIUM PHOSPHATE MONOBASIC	FLY ASH	POLYVINYL CHLORIDE RESIN
AMMONIUM PHOSPHATE SULFATE	FORMALDEHYDE	PORTLAND CEMENT
AMMONIUM POLYPHOSPHATE	FORMALDEHYDE SOLUTION	POTASH
AMMONIUM SULFATE	FUEL OIL	POTASSIUM CHLORIDE
ARGON	GASOLINE	PROPANE
ARGON LIQUID	GREEN DIAMOND SAND	QUICKLIME
ARSENIC ACID SOLUTION	GREEN LIQUOR	RECYCLED FUEL OIL
ASPHALT	GYPNUM	RECYCLED GLASS
ASPHALT CHARGE STOCK	HEATSET INKS	REFRACTORY BRICK
ASPHALT EMULSION	HELIUM	ROOFING ASPHALT
AVIATION GASOLINE	JET A AVIATION FUEL	ROOFING GRANULES
AZ 1512-SED PHOTORESIST	JET FUEL	RUBBER STYRENE BUTADIENE
BLACK LIQUOR	JP-8 JET FUEL	SALT CAKE
BLASTING AGENT	KEROSENE	SARIN
BREATHING AIR	KINGSFORD CHARCOAL BRIQUETTES	SAWDUST/SHAVING
BUNKER C FUEL OIL	KINGSFORD MATCHLIGHT BRIQUETTES	SILICA SAND
CALCIUM CARBONATE	KRF M73Y PRODUCTS	SILICON SOLID
CALCINED PETROLEUM COKE	KRF M75Y PRODUCTS	SODA ASH
CARBON ANODE BUTTS	LEAD ACID BATTERIES -DRY	SODIUM SULFATE
CARBON DIOXIDE	LEAD ACID BATTERIES -WET	SOYBEAN MEAL
CARBON MONOXIDE	LEAD ALLOYS AND SCRAP	STA-LOK 400
CCA TYPE C	LEAD OXIDE	THB 150N
CEMENT	LIME AG	TITANIUM BASE ALLOYS
CHLORINE	LIME MUD	TITANIUM INGOTS
CHROMIC ACID	LIME SLUDGE	TYPE S MORTAR
CLAD WOOD	LIMESTONE	UN-32/NS-1 10-34-0
CLARIFIER UNDERFLOW SLURRY	LIQUID P.F. RESIN	URAN 32-0-0
COAL	LUBE OIL BLENDING ADDITIVES	UREA
COAL TAR PITCH-LIQUID	LUBRICATING OILS	UREA FORMALDEHYDE CONC 85%
COAL TAR PITCH-SOLID	MAGNESIUM CHLORIDE	UREA RESIN
COKE	MARINE DIESEL OIL	USED FOUNDRY SAND
COMPRESSED AIR	MATRIX-MINEX A-270	VACUUM GAS OIL
COOLANT	METHANOL	WASTE BOILER FLY ASH
CR50 R630 780 830 PF708 ISHIHARA	MONOAMMONIUM PHOSPHATE	WASTE GYPSUM & WALLBOARD
CRUDE OIL	MOTOR OIL	WASTE NEWS PRINT
CRYOLITE/BATH SOLID	MUSTARD AGENT	WASTE PROCESS MIXED
DIATOMACEOUS EARTH	NAPHTHA	WASTEWATER TMT SLUDGE
DIESEL FUELS	NATURAL GAS	WHEAT FLOUR
DOLOMITIC HYDRATED LIME	NIKE GRIND FOAM FRACTION	WHITE LIQUOR
ETHANOL	NIKE GRIND RUBBER FRACTION	WOOD CHIP & DUST
FERTILIZER 0-0-60	NITROGEN	WOOD FRACTIONS
FERTILIZER 0-0-62.3	NITROGEN CRYOGENIC	ZIRCON
FERTILIZER 10-34-0	NORTHSTAR SODIUM HYPOCHLORITE	ZIRCONIUM BASE ALLOYS
FERTILIZER 11-52-0	N-SOL 32	ZIRCONIUM BASIC CARBONATE
FERTILIZER 16-20-0	OXYGEN	ZIRCONIUM HAFNIUM FD SOLN
FERTILIZER 18-46-0	OXYGEN LIQUID	ZIRCONIUM METAL
FERTILIZER 20-0-0	PARTICLEBOARD	ZIRCONIUM RAFFINATE
FERTILIZER 20-0-0-24	PENTA TREATED WOOD	ZIRCONIUM SPONGE
FERTILIZER 20-0-0-5	PENTACHLOROPHENOL SOLN	

Information by City

Name of City	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances Reported
ADAIR	1	1	100%	1
ADAIR VILLAGE	1	0	0%	0
ADAMS	10	5	50%	108
ADEL	4	3	75%	15
ADRIAN	13	9	69%	23
AGNESS	3	3	100%	5
ALBANY	680	306	45%	2469
ALDERWOOD	1	0	0%	0
ALKALI LAKE	2	1	50%	12
ALMA	1	1	100%	3
ALOHA	270	71	26%	287
ALPINE	1	1	100%	1
ALSEA	29	10	34%	33
ALVADORE	3	3	100%	11
AMITY	49	20	41%	79
ANDREWS	1	1	100%	2
ANTELOPE	5	4	80%	9
APPLEGATE	6	3	50%	5
ARCH CAPE	4	1	25%	1
ARLINGTON	23	18	78%	117
AROCK	2	2	100%	7
ASHLAND	312	100	32%	371
ASTORIA	286	124	43%	600
ATHENA	20	10	50%	53
AUBURN MTN	1	1	100%	2
AUMSVILLE	79	30	38%	166
AURORA	154	56	36%	272
AZALEA	10	3	30%	4
BADGER MT	1	1	100%	1
BAKER	7	6	86%	17
BAKER CITY	241	94	39%	396
BALD MT	1	1	100%	1
BANDON	114	56	49%	184
BANKS	72	25	35%	104
BARLOW	1	1	100%	6
BASKET MOUNTAIN	1	1	100%	8
BATES	1	1	100%	4
BAY CITY	18	7	39%	34
BEAR MT	1	1	100%	2
BEAR SPRINGS	1	1	100%	2
BEATTY	4	3	75%	6
BEAVER	10	8	80%	19
BEAVER MARSH	3	0	0%	0
BEAVERCREEK	62	13	21%	42
BEAVERTON	1156	336	29%	1864
BEND	1457	446	31%	1916
BIGGS	1	0	0%	0
BIGGS JUNCTION	2	2	100%	4
BIRKENFELD	8	6	75%	14

Information by City

Name of City	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances Reported
BLACHLY	12	5	42%	9
BLACK BUTTE	3	3	100%	27
BLACKWELL	1	1	100%	1
BLODGETT	14	5	36%	14
BLUE RIVER	14	10	71%	47
BLY	16	7	44%	17
BOARDMAN	60	43	72%	355
BONANZA	24	13	54%	56
BONNEVILLE	1	1	100%	2
BORING	239	79	33%	360
BRANDY BAR	1	1	100%	1
BRIDAL VEIL	1	1	100%	1
BRIDGE	1	1	100%	3
BRIGHTON	1	0	0%	0
BRIGHTWOOD	12	5	42%	10
BROADBENT	3	2	67%	8
BROGAN	3	2	67%	2
BROOKINGS	172	78	45%	338
BROOKS	45	28	62%	164
BROTHERS	7	4	57%	13
BROWNLEE VILLAGE	1	0	0%	0
BROWNSVILLE	40	19	48%	42
BUENA VISTA	1	0	0%	0
BURLINGTON	1	1	100%	1
BURNS	106	51	48%	168
BURNT WOODS	1	0	0%	0
BUTTE FALLS	21	14	67%	36
BUTTEVILLE	1	0	0%	0
BUXTON	6	1	17%	2
CABBAGE HILL	1	1	100%	2
CAMAS VALLEY	16	10	63%	25
CAMP SHERMAN	4	3	75%	10
CANBY	277	119	43%	684
CANNON BEACH	21	8	38%	16
CANYON CITY	32	18	56%	65
CANYONVILLE	40	15	38%	56
CARLTON	54	28	52%	142
CARMEN-SMITH	1	1	100%	1
CARNEY BUTTE	1	1	100%	2
CARVER	3	0	0%	0
CASCADE LOCKS	33	17	52%	106
CASCADE SUMMIT	1	1	100%	4
CASCADIA	4	4	100%	17
CAVE JUNCTION	82	44	54%	161
CEDAR BUTTE	1	1	100%	1
CENTRAL POINT	352	143	41%	604
CHARLESTON	22	16	73%	59
CHEHALEM MT	1	1	100%	2
CHEMULT	17	16	94%	56
CHERRY GROVE	1	1	100%	2

Information by City

Name of City	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances Reported
CESHIRE	13	3	23%	7
CHILOQUIN	68	37	54%	148
CHRISTMAS VALLEY	21	10	48%	26
CLACKAMAS	617	249	40%	1921
CLATSKANIE	67	34	51%	312
CLOVERDALE	29	20	69%	54
COBURG	41	18	44%	121
COLTON	48	15	31%	56
COLUMBIA CITY	15	7	47%	28
CONDON	47	19	40%	93
COOS BAY	450	225	50%	927
COQUILLE	123	48	39%	164
CORBETT	44	13	30%	57
CORNELIUS	120	50	42%	535
CORVALLIS	740	278	38%	1477
COTTAGE GROVE	241	87	36%	372
COVE	20	7	35%	16
CRABTREE	4	2	50%	3
CRANE	6	4	67%	9
CRATER LAKE	5	5	100%	18
CRAWFORDSVILLE	3	2	67%	2
CRESCENT	20	10	50%	34
CRESCENT BUTTE	1	0	0%	0
CRESCENT LAKE	7	6	86%	20
CRESWELL	102	38	37%	178
CROOKED RVR RCH	18	5	28%	36
CULP CREEK	2	1	50%	1
CULVER	38	21	55%	177
CURTIN	5	2	40%	2
DAIRY	5	2	40%	4
DALE	2	2	100%	6
DALLAS	193	73	38%	426
DAMASCUS	2	0	0%	0
DAYS CREEK	10	8	80%	40
DAYTON	61	31	51%	468
DAYVILLE	10	5	50%	10
DEADWOOD	5	3	60%	3
DEER ISLAND	18	7	39%	42
DEPOE BAY	25	12	48%	30
DETROIT	18	13	72%	43
DEXTER	36	12	33%	51
DIAMOND	1	1	100%	1
DIAMOND LAKE	2	2	100%	12
DILLARD	15	13	87%	207
DIXONVILLE	2	1	50%	1
DODSON BUTTE	1	1	100%	2
DONALD	16	6	38%	139
DORA	2	0	0%	0
DORENA	3	0	0%	0
DRAIN	54	26	48%	120

Information by City

Name of City	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances Reported
DREWSEY	2	1	50%	1
DRY CREEK	1	1	100%	2
DUFUR	15	8	53%	28
DUNDEE	39	19	49%	64
DUNES CITY	1	0	0%	0
DURHAM	9	3	33%	25
DURKEE	6	5	83%	25
EAGLE CREEK	49	13	27%	59
EAGLE POINT	118	40	34%	115
ECHO	23	13	57%	36
EDDYVILLE	9	3	33%	8
ELGIN	40	18	45%	108
ELK CITY	1	1	100%	4
ELKTON	19	11	58%	57
ELMIRA	29	9	31%	30
ELSIE	1	1	100%	2
EMPIRE	1	1	100%	2
ENTERPRISE	105	60	57%	192
ESTACADA	129	50	39%	204
EUGENE	2504	903	36%	4936
FAIRVIEW	49	15	31%	116
FALCON COVE BEACH	1	0	0%	0
FALL CREEK	7	2	29%	6
FALLS CITY	7	4	57%	6
FERNRIDGE	1	0	0%	0
FIELDS	4	3	75%	7
FINN ROCK	3	1	33%	13
FLORENCE	165	76	46%	251
FOREST GROVE	246	112	46%	838
FORT KLAMATH	2	1	50%	2
FORT ROCK	6	4	67%	6
FOSSIL	16	12	75%	36
FOSTER	12	8	67%	45
FOX	1	0	0%	0
FRANKLIN	1	1	100%	3
FRENCHGLEN	2	2	100%	4
GALES CREEK	9	3	33%	6
GALICE	1	1	100%	4
GARDINER	11	7	64%	47
GARIBALDI	26	18	69%	65
GASTON	63	22	35%	107
GATES	15	8	53%	16
GEARHART	32	6	19%	15
GERVAIS	48	23	48%	91
GILCHRIST	10	6	60%	50
GLADSTONE	111	36	32%	178
GLASCOW	1	1	100%	1
GLENADA	1	1	100%	1
GLENDALE	38	21	55%	106
GLENEDEN BEACH	14	5	36%	21

Information by City

Name of City	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances Reported
GLENWOOD	1	0	0%	0
GLIDE	32	15	47%	66
GOLD BEACH	75	36	48%	126
GOLD HILL	63	19	30%	73
GOSHEN	11	4	36%	13
GOVERNMENT CAMP	17	12	71%	44
GRAND RONDE	20	7	35%	16
GRANITE	2	2	100%	5
GRANTS PASS	837	283	34%	1167
GRASS VALLEY	7	4	57%	6
GREENLEAF	1	0	0%	0
GRESHAM	600	189	32%	1068
GRIZZLY MT	1	1	100%	2
HAINES	13	9	69%	17
HALFWAY	30	9	30%	23
HALSEY	49	23	47%	384
HAMMOND	13	3	23%	15
HAPPY VALLEY	3	3	100%	4
HARBOR	33	15	45%	37
HARNESS MTN	1	1	100%	2
HARPER	5	3	60%	8
HARRISBURG	79	41	52%	379
HATFIELD	1	1	100%	1
HAUSER	2	2	100%	2
HAYMAKER	1	1	100%	2
HEBO	13	8	62%	17
HELIX	9	7	78%	15
HEMLOCK	1	0	0%	0
HEPPNER	57	36	63%	115
HERMISTON	345	138	40%	956
HILLSBORO	962	329	34%	2138
HINES	35	19	54%	83
HOMESTEAD	1	1	100%	1
HOOD RIVER	304	113	37%	610
HOODOO BUTTE	1	1	100%	1
HORSE ROCK	1	1	100%	2
HORTON	2	2	100%	5
HUBBARD	87	41	47%	231
HUNTINGTON	15	9	60%	37
HYATT LAKE	1	1	100%	1
IDANHA	5	5	100%	16
IDLEYLD PARK	22	18	82%	61
IMBLER	15	8	53%	41
IMNAHA	5	2	40%	7
INDEPENDENCE	102	48	47%	471
INTERLACHEN	1	0	0%	0
IONE	13	10	77%	80
IRONSIDE	2	1	50%	4
IRRIGON	25	12	48%	63
ISLAND CITY	35	24	69%	126

Information by City

Name of City	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances Reported
JACKSONVILLE	57	10	18%	53
JAMIESON	2	0	0%	0
JASPER	7	6	86%	33
JEFFERSON	48	16	33%	75
JEWELL	2	2	100%	4
JOHN DAY	97	45	46%	191
JOHNS PEAK	1	1	100%	2
JORDAN VALLEY	22	17	77%	66
JOSEPH	61	23	38%	71
JUNCTION CITY	226	97	43%	473
JUNTURA	6	5	83%	16
KEATING	1	1	100%	1
KEIZER	185	52	28%	134
KENO	17	7	41%	33
KENT	3	1	33%	10
KENYON MT	1	0	0%	0
KERBY	7	3	43%	9
KIMBERLY	2	1	50%	2
KING CITY	10	3	30%	8
KING MOUNTAIN	1	1	100%	1
KINGSLEY FIELD	1	0	0%	0
KLAMATH FALLS	734	325	44%	1644
KNAPPA	4	3	75%	4
LA GRANDE	271	129	48%	703
LA PINE	121	43	36%	149
LACOMB	4	1	25%	1
LAFAYETTE	18	9	50%	26
LAKE GROVE	2	1	50%	1
LAKE OF THE WOOD	2	2	100%	15
LAKE OSWEGO	464	113	24%	447
LAKESIDE	25	12	48%	22
LAKEVIEW	135	74	55%	267
LANGLOIS	11	8	73%	22
LAPINE	2	0	0%	0
LEABURG	10	7	70%	33
LEBANON	327	126	39%	615
LEXINGTON	15	11	73%	45
LIME	1	1	100%	2
LINCOLN	1	0	0%	0
LINCOLN CITY	158	61	39%	178
LOGSDEN	7	3	43%	5
LONDON	2	1	50%	1
LONG CREEK	10	8	80%	28
LOOKINGGLASS	1	1	100%	2
LORANE	8	5	63%	20
LOSTINE	21	8	38%	10
LOWELL	22	17	77%	78
LYONS	42	15	36%	106
MADRAS	159	89	56%	516
MALIN	35	19	54%	51

Information by City

Name of City	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances Reported
MANNING	3	0	0%	0
MANZANITA	12	9	75%	22
MAPLETON	20	10	50%	79
MARCOLA	19	9	47%	27
MARION	1	0	0%	0
MARYLHURST	4	2	50%	6
MARYS PEAK	1	1	100%	2
MAUPIN	27	20	74%	84
MCCOY	1	0	0%	0
MCKENZIE BRIDGE	8	4	50%	30
MCLEAD	1	1	100%	1
MCMINNVILLE	371	155	42%	1060
MCNARY	1	1	100%	4
MEACHAM	6	2	33%	14
MEDFORD	1119	393	35%	2263
MEDICAL SPRINGS	1	1	100%	1
MEHAMA	11	7	64%	18
MERLIN	41	15	37%	53
MERRILL	41	24	59%	118
METOLIUS	6	2	33%	2
MIDLAND	3	1	33%	2
MILL CITY	33	15	45%	104
MILLERSBURG	9	8	89%	51
MILTON FREEWATER	141	59	42%	363
MILWAUKIE	618	176	28%	1030
MIST	7	5	71%	36
MITCHELL	11	7	64%	21
MOHLER	1	0	0%	0
MOLALLA	209	77	37%	316
MOLINO	1	1	100%	2
MONMOUTH	75	27	36%	127
MONROE	49	24	49%	117
MONUMENT	10	6	60%	18
MORO	21	9	43%	44
MOSIER	18	10	56%	16
MT ANGEL	61	30	49%	486
MT BALDY	3	3	100%	3
MT HOOD	12	5	42%	21
MT HOOD-PARKDALE	1	1	100%	2
MT LOOKOUT	1	1	100%	2
MT NEBO	2	2	100%	2
MT VERNON	28	15	54%	32
MULINO	46	11	24%	67
MURPHY	5	3	60%	22
MYRTLE CREEK	130	51	39%	158
MYRTLE POINT	109	44	40%	124
NEHALEM	45	22	49%	58
NEOTSU	4	1	25%	2
NESKOWIN	7	3	43%	3
NETARTS	4	3	75%	6

Information by City

Name of City	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances Reported
NEW PINE CREEK	1	0	0%	0
NEWBERG	294	101	34%	650
NEWPORT	252	112	44%	426
NICOLIAI RIDGE	2	2	100%	3
NIMROD	2	1	50%	1
NORTH BEND	189	96	51%	429
NORTH PLAINS	72	27	38%	103
NORTH POWDER	19	8	42%	61
NORWAY	3	2	67%	8
NOTI	11	5	45%	46
NYSSA	70	39	56%	262
OAK GROVE	9	5	56%	21
OAKLAND	47	22	47%	71
OAKRIDGE	58	30	52%	140
OAKVILLE	1	1	100%	1
OBRIEN	5	3	60%	4
ODELL	16	11	69%	125
ONTARIO	295	146	49%	851
OPHIR	3	1	33%	1
OREGON CITY	606	171	28%	865
ORIENT	1	1	100%	2
OTIS	35	14	40%	39
OTTER ROCK	3	2	67%	5
OWYHEE RESERVOIR	1	0	0%	0
OXBOW	6	5	83%	29
PACIFIC CITY	15	8	53%	19
PAISLEY	13	7	54%	32
PALMER BUTTE	1	1	100%	2
PARKDALE	27	15	56%	79
PAULINA	7	5	71%	13
PEDEE	1	0	0%	0
PENDLETON	308	131	43%	697
PHILOMATH	139	68	49%	297
PHOENIX	54	25	46%	80
PILOT CREEK	1	0	0%	0
PILOT ROCK	23	10	43%	53
PINE CREEK	1	1	100%	2
PINE GROVE	4	4	100%	6
PINE HURST	1	0	0%	0
PISTOL RIVER	3	0	0%	0
PLACER	1	1	100%	1
PLEASANT HILL	42	11	26%	37
PLUSH	2	1	50%	3
PORT ORFORD	53	28	53%	84
PORTLAND	8812	3070	35%	21855
POST	2	1	50%	1
POWELL BUTTE	23	9	39%	24
POWERS	21	12	57%	35
PRAIRIE CITY	24	11	46%	45
PRAIRIE PEAK	1	1	100%	2

Information by City

Name of City	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances Reported
PRESCOTT	1	1	100%	1
PRINCETON	2	1	50%	1
PRINEVILLE	241	107	44%	568
PROSPECT	18	13	72%	68
PROSPECT HILL	1	0	0%	0
PROVOLT	2	2	100%	3
QUARTZVILLE	1	0	0%	0
RAINIER	71	36	51%	172
RALEIGH HILLS	1	0	0%	0
REDMOND	416	156	38%	675
REEDSPORT	107	47	44%	190
RESTON	1	1	100%	3
RHODODENDRON	8	3	38%	7
RICHARDSON	1	1	100%	1
RICHLAND	16	7	44%	22
RICKREALL	32	14	44%	230
RIDDLE	49	23	47%	186
RIDDLE CREEK	1	0	0%	0
RILEY	2	2	100%	5
RITTER	1	1	100%	1
ROCKAWAY	8	5	63%	17
ROCKAWAY BEACH	13	7	54%	12
ROGUE RIVER	75	26	35%	103
ROME	1	0	0%	0
ROSE LODGE	7	4	57%	9
ROSEBURG	761	320	42%	1461
RUFUS	14	9	64%	33
RUGGS	1	0	0%	0
SAGINAW	1	1	100%	28
SALEM	2231	834	37%	5464
SANDY	220	88	40%	271
SANTIAM JCT	1	0	0%	0
SAUVIE ISLAND	1	1	100%	14
SCAPPOOSE	108	47	44%	176
SCHOLLS	1	1	100%	2
SCIO	57	28	49%	85
SCOTTS MILLS	13	5	38%	7
SCOTTSBURG	4	2	50%	8
SEAL ROCK	20	6	30%	31
SEASIDE	136	47	35%	206
SELMA	21	9	43%	14
SENECA	8	7	88%	12
SHADY COVE	26	15	58%	26
SHANIKO	7	6	86%	10
SHEDD	23	3	13%	36
SHERIDAN	88	40	45%	286
SHERWOOD	253	92	36%	655
SILETZ	29	11	38%	25
SILVER LAKE	19	12	63%	40
SILVERTON	183	71	39%	322

Information by City

Name of City	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances Reported
SIMNASHO	2	1	50%	1
SISKIYOU	2	1	50%	2
SISKIYOU MT	1	1	100%	5
SISTERS	122	37	30%	133
SIXES	5	1	20%	1
SOUTHBEACH	39	20	51%	100
SPRAGUE RIVER	8	6	75%	10
SPRAY	12	8	67%	19
SPRING RIVER	1	1	100%	2
SPRINGFIELD	743	281	38%	2126
ST BENEDICT	1	1	100%	3
ST HELENS	158	62	39%	434
ST PAUL	32	18	56%	196
STAFFORD	1	1	100%	2
STANFIELD	29	14	48%	51
STAYTON	149	68	46%	832
STONE BUTTE	1	1	100%	2
STUKEL MT	1	1	100%	2
SUBLIMITY	28	8	29%	101
SUMMER LAKE	3	2	67%	13
SUMMERSVILLE	11	2	18%	2
SUMNER	1	1	100%	2
SUMPTER	9	3	33%	8
SUNNY VALLEY	6	3	50%	6
SUNRIVER	38	19	50%	88
SUTHERLIN	131	52	40%	191
SWEET HOME	147	65	44%	324
SWISSHOME	6	3	50%	17
TAKILMA	1	1	100%	1
TALENT	71	23	32%	96
TANGENT	65	42	65%	354
TENMILE	7	4	57%	7
TERREBONNE	41	12	29%	24
THE DALLES	307	139	45%	711
TIDE	1	1	100%	1
TIDEWATER	13	4	31%	8
TIGARD	717	200	28%	1047
TILLAMOOK	209	109	52%	508
TILLER	6	3	50%	7
TIMBER	3	2	67%	2
TIMBERLINE	1	1	100%	17
TOKETEE	3	3	100%	20
TOLEDO	88	44	50%	253
TOLOVANA PARK	1	0	0%	0
TRAIL	14	10	71%	50
TROUTDALE	194	65	34%	361
TROY	2	2	100%	8
TUALATIN	498	202	41%	1876
TURNER	54	24	44%	127

Information by City

Name of City	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances Reported
TYGH VALLEY	17	9	53%	42
UKIAH	10	6	60%	23
UMAPINE	1	1	100%	1
UMATILLA	59	32	54%	397
UMPQUA	11	3	27%	6
UNION	31	16	52%	55
UNITY	9	4	44%	9
VALE	64	42	66%	177
VAUGHN	1	1	100%	21
VENETA	87	30	34%	121
VERNONIA	56	21	38%	75
VIDA	13	5	38%	6
WAKONDA BEACH	1	0	0%	0
WALDPORT	76	32	42%	68
WALLOWA	23	11	48%	45
WALTON	9	2	22%	3
WAMIC	11	7	64%	17
WAPINITIA	1	0	0%	0
WARM SPRINGS	27	23	85%	75
WARREN	25	5	20%	21
WARRENTON	106	48	45%	263
WASCO	29	22	76%	127
WAUNA	2	2	100%	6
WELCHES	20	8	40%	30
WEST HARNESS MT	1	1	100%	2
WEST LINN	239	39	16%	211
WESTFALL	1	1	100%	4
WESTFIR	5	3	60%	12
WESTLAKE	5	0	0%	0
WESTON	14	8	57%	66
WESTPORT	8	3	38%	4
WHEELER	9	7	78%	14
WHITE CITY	188	91	48%	852
WILBUR	2	2	100%	5
WILDERVILLE	7	2	29%	4
WILLAMINA	54	31	57%	188
WILLIAMS	19	7	37%	15
WILSONVILLE	353	110	31%	1087
WIMER	1	1	100%	1
WINCHESTER	7	3	43%	14
WINCHESTER BAY	10	7	70%	36
WINSTON	48	24	50%	74
WIPPER HILL	1	1	100%	2
WOLF CREEK	12	7	58%	17
WOLF MOUNTAIN	1	1	100%	2
WOLF RIDGE	1	1	100%	2
WOOD VILLAGE	19	9	47%	29
WOODBURN	259	103	40%	1380
WREN	1	1	100%	1
YACHATS	14	11	79%	29
YAMHILL	50	20	40%	83
YONCALLA	43	23	53%	67
ZIG ZAG	2	1	50%	1

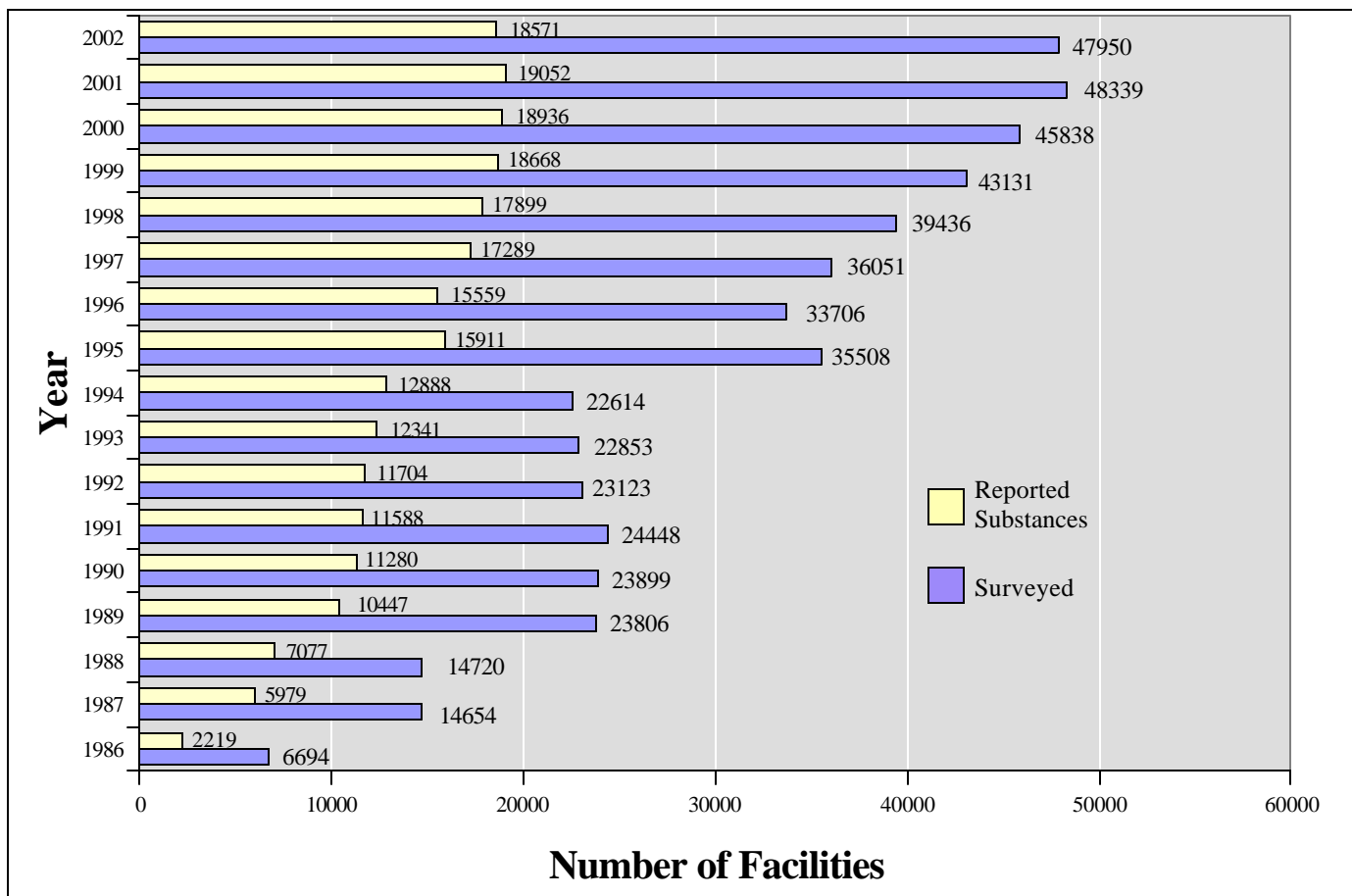
Information by County

Name of County	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances per County
BAKER	359	156	43%	617
BENTON	975	386	40%	1931
CLACKAMAS	4588	1481	32%	8238
CLATSOP	625	255	41%	1299
COLUMBIA	524	226	43%	1170
COOS	1072	524	49%	1979
CROOK	275	123	45%	608
CURRY	362	173	48%	618
DESCHUTES	2198	716	33%	3015
DOUGLAS	1654	750	45%	3330
GILLIAM	68	36	53%	208
GRANT	234	122	52%	419
HARNEY	162	86	53%	283
HOOD RIVER	391	161	41%	901
JACKSON	2518	936	37%	4802
JEFFERSON	244	138	57%	806
JOSEPHINE	1031	385	37%	1481
KLAMATH	1033	494	48%	2294
LAKE	210	116	55%	417
LANE	4508	1713	38%	9389
LINCOLN	806	350	43%	1250
LINN	1576	720	46%	5058
MALHEUR	490	268	55%	1423
MARION	3543	1362	38%	9887
MORROW	167	109	65%	632
MULTNOMAH	9121	3181	35%	22635
POLK	595	242	41%	1614
SHERMAN	80	50	63%	211
TILLAMOOK	423	233	55%	839
UMATILLA	1005	443	44%	2876
UNION	441	210	48%	1080
WALLOWA	217	107	49%	335
WASCO	425	219	52%	965
WASHINGTON	4902	1606	33%	10309
WHEELER	40	28	70%	78
YAMHILL	1069	452	42%	3002

Historical Data

Year	Number Surveyed	Number Reporting Substances	Percent Reporting Substances
2002	47950	18571	39%
2001	48339	19080	39%
2000	45838	18936	41%
1999	43131	18668	43%
1998	39436	17899	45%
1997	36051	17289	48%
1996	33706	15559	46%
1995	35508	15911	45%
1994	22614	12888	57%
1993	22853	12341	54%
1992	23123	11704	51%
1991	24448	11588	47%
1990	23899	11280	47%
1989	23806	10447	44%
1988	14720	7077	48%
1987	14654	5979	41%
1986	6694	2219	33%

The Office of State Fire Marshal's Community Right to Know Unit has been collecting information through the Hazardous Substance Information Survey since 1986. Since then, the number of facilities surveyed has grown from 6,694 in 1986 to 47,950 in 2002.



Survey Information

The following pages include information and instructions on how the survey is completed. For a complete copy of the survey instruction booklet, visit our web site at: www.sfm.state.or.us. Shown on this page are the tables used for completion of the survey. The next page gives information on reporting requirements, followed by two pages of specific instructions from the survey instruction booklet and a sample copy of the survey.

TABLE I
Physical State

1=Solid
2=Liquid
3=Gas
4=Millicuries

TABLE II
Quantity Units

1=Pounds
2=Gallons
3=Cubic Feet

TABLE IV
Storage Codes

A = Aboveground tank
B = Underground tank
C = Tank inside building
D = Steel drum
E = Plastic or non-metallic drum
F = Can
G = Carboy
H = Silo
I = Fiber drum
J = Bag
K = Box
L = Cylinder
M = Glass bottles or jugs
N = Plastic bottles or jugs
O = Totebin
P = Tank wagon
Q = Railcar
R = Other
S = Dewar

TABLE III
Reporting quantities amounts and codes

CODE	FROM...	TO...
00	0	4
01	5	9
02	10	19
03	20	49
04	50	199
10	200	499
11	500	999
20	1,000	4,999
21	5,000	9,999
30	10,000	49,999
31	50,000	99,999
40	100,000	249,999
41	250,000	499,999
42	500,000	749,999
43	750,000	999,999
50	1,000,000	2,499,999
51	2,500,000	4,999,999
52	5,000,000	7,499,999
53	7,500,000	9,999,999
60	10,000,000	24,999,999
61	25,000,000	49,999,999
70	50,000,000	74,999,999
71	75,000,000	99,999,999
80	100,000,000	249,999,999
81	250,000,000	499,999,999
90	500,000,000	749,999,999
91	750,000,000	999,999,999
99	1 Billion	Higher than 1 Billion

TABLE V
Temperature and Pressure Conditions and Storage

<u>Codes</u>	<u>Storage Conditions</u>
	(PRESSURE)
1	Normal pressure
2	Greater than normal pressure
3	Less than normal pressure
	(TEMPERATURE)
4	Normal temperature
5	Greater than normal temperature
6	Less than normal temperature but not cryogenic
7	Cryogenic conditions

TABLE VI
Hazard Classification Codes

(1.1) Class A Explosives	(4.3) Dangerous When Wet
(1.2) Class B Explosives	(4.4) Reactive Materials
(1.3) Class C Explosives	(4.5) Combustible Materials
(1.4) Blasting Agents	(5.1) Oxidizers
(1.5) Insensitive Explosives	(5.2) Organic Peroxides
(2.1) Flammable Gases	(6.1) Poisonous Materials
(2.2) Nonflammable Gases	(6.2) Etiologic Materials
(2.3) Poison Gases	(6.3) Acute Health Hazards
(3.1) Flammable Liq. (FP<0°F)	(6.4) Chronic Health Hazards
(3.2) Flammable Liq. (0°F<FP<73°F)	(6.5) Pesticides
(3.3) Flammable Liq. (73°F<FP<141°F)	(7.3) Radioactive Materials
(4.1) Flammable Solids	(8.0) Corrosives
(4.2) Spontaneously Combustible Materials	(9.0) Misc. Hazardous Materials

Reporting Criteria

What must be reported?

All substances that OR-OSHA requires a Material Safety Data Sheet (MSDS) be created for, must be considered for reporting. If the maximum amount on site at any time during the survey period meets or exceeds the reportable quantities established by the Office of State Fire Marshal, the substance is required to be reported. This includes substances produced and waste products.

1. Facilities must report any substance requiring an MSDS that they have equal to or greater than:

- 50 gallons of a liquid
- 200 cubic feet of a gas
- 500 pounds of a solid



2. Facilities must report on the survey any poison or explosive they have equal to or greater than:

- 5 gallons of a liquid
- 20 cubic feet of a gas
- 10 pounds of a solid



3. Facilities must report **any** quantity of a radioactive substance including radioactive wastes. EXCEPTION: Sealed source radioactive materials, as defined by OAR 333-100-055(71), are not required to be reported; e.g., contained in smoke detectors, survey equipment and small laboratory testing equipment.

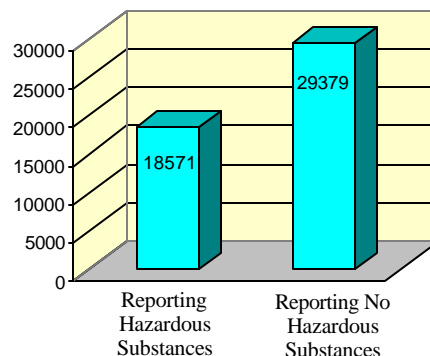


4. Extremely Hazardous Substances (EHS) that meet or exceed their Threshold Planning Quantity (TPQ) are required to be reported at the TPQ or the amounts listed above, whichever is lower.

Exceptions

1. The reportable quantity is 1,000 cubic feet for the following gases, if they are not cryogenic: Argon, Carbon Dioxide, Helium, Krypton, Neon, Nitrogen and Xenon.
2. Gases intended for human/animal ingestion and/or inhalation either directly or added to a product are exempt from reporting if ALL of the following apply:
 - The gas is present at the site where human/animal ingestion/inhalation occur
 - The gas is not being used in a manufacturing process
 - The gas is not a cryogenic
 - The gas is not being stored at the site in a quantity exceeding 1,000 cubic feet

In the year 2002 there were 47,950 facilities that reported through the Hazardous Substance Information Survey. Of those, 18,571 reported that they had reportable quantities of hazardous substances and 29,379 reported that they did not have a reportable quantity of hazardous substances.



INSTRUCTIONS AND DEFINITIONS

HAZARDOUS SUBSTANCE INFORMATION SURVEY

THIS SURVEY IS REQUIRED TO BE FILLED OUT COMPLETELY AND ACCURATELY FOR THE SURVEY PERIOD. THE SURVEY PERIOD IS THE 12 MONTHS PRIOR TO THE RECEIPT OF THIS SURVEY.

ALL PORTIONS MUST BE TYPED OR PRINTED.

Please take the time to accurately report the hazardous substances for each site. **If you have sites that have not been previously surveyed and you have not notified this office, please complete the form included in this booklet for each site.** Call the Hazardous Substance Information Hotline if you have any questions. If updates need to be made, cross out any information that is no longer correct and provide updated information in the gray shaded area.

Section A

HAZARDOUS SUBSTANCE PRESENCE

1. Check "Yes" or "No" depending upon whether or not your facility had hazardous substances in reportable quantities during the survey period. A hazardous substance is any substance for which a Material Safety Data Sheet (MSDS) is required by Oregon Occupational Safety and Health Act (OSHA). **Substances will NOT be deleted from the survey unless the "NO LONGER REPORTABLE" box in Section D is checked.**
2. Check "Yes" or "No" depending upon whether or not an Extremely Hazardous Substance (EHS) was present at this facility at or above its Threshold Planning Quantity (TPQ) during the survey period. Refer to the section in this booklet on EHS.
3. Check "Yes" or "No" depending upon whether or not the facility is subject to the reporting requirements of Section 112(r) of the Clean Air Act. Refer to the section in this booklet on the Clean Air Act, Section 112(r).
4. Check "Yes" or "No" depending upon whether or not your facility is subject to the notification requirements of OR-OSHA's Process Safety Management (PSM) Program. Refer to the section in this booklet on OR-OSHA's PSM program.

Section B

DEMOGRAPHIC DATA

1. **SIC Code 1** - (Standard Industrial Classification Code 1) - List the four digit number that corresponds to the business activity at your facility. If you are unsure, call the Hazardous Substance Information Hotline.
2. **SIC Code 2** - List the four-digit number that corresponds to any other type of business at your facility, if applicable.
3. **Business Activity** - Describe the type of business occurring at the site address identified in #10. Is it Logging, Cherry Brining, Silicon Chip Manufacturing, Sawmill, Welding Shop, Automotive Repair Shop, Gas Station, Office, etc? If the site is an office, also state the main type of business for the office. E.g., Office for trucking company.
4. **Dun & Bradstreet #** - Enter this number if applicable.
5. **Manager's Name** - Name of the person in charge at this site.
6. **Send to Attention of** - This person will receive all correspondence regarding the Hazardous Substance Information Survey.
7. **E-mail Address** - Company's e-mail address. If there is no e-mail address enter **NA**.
8. **Business Name** - Name that business is known by, operates under or DBA.
9. **Dept. or Div.** - Department or Division of Company if applicable.
10. **Site Address** - A facility's business location in Oregon, including street number and name, city, county, and zip code. A firm may have more than one site. Each site is separate if it has a different address or if a distance or barriers physically separate it from another site. A separate survey must be completed for each site.
11. **Mailing Address** - The address that will receive all correspondence regarding the hazardous substance information survey.
12. **Business Phone** - Telephone number that can be used to contact your company during business hours.
13. **Number of Employees** - Number of persons employed by your business at this site only.
14. **Emergency Assistance Contact Person** - Person qualified to give on-site information concerning hazardous substances used at this site. This is required under both state and federal statutes.
15. **Emergency Contact Phones** - Daytime and nighttime phone numbers for the emergency contact person.
16. **Responsible Fire Department** - Name of the fire department that would respond to an emergency at this site.
17. **Emergency Plan** - Check "Yes" or "No" depending upon whether or not your company has a WRITTEN emergency plan. If yes, enter where the plan is kept.
18. **Automatic Fire Suppression**- Check "Yes" or "No" depending upon whether or not your building has an automatic sprinkler system or other automatic fire suppression system.
19. **Are Buildings/Tanks/Areas Placarded according to NFPA 704?**- Check "Yes" or "No" depending upon your company's use of the National Fire Protection Agency's (NFPA) 704 code. This placard is now required for new construction by Article 80 of the Uniform Fire Code. If you have any questions, contact your local fire department or the Office of State Fire Marshal.
20. **Other Placarding** - Check "Yes" or "No" if labeling or placarding other than NFPA 704 is used.

NFPA
Placarding



Section C

PERSON COMPLETING FORM

1. **Print Name** - Printed name of the person completing the survey.
2. **Signature** - Signature of the person completing the survey.
3. **Date** - Enter the date you completed the survey.
4. **Phone Number** - Enter the phone number of the person completing the survey.

Section D

SUBSTANCE INFORMATION - This section is completed only if you have reportable quantities.

- **Common/Trade Name** - Enter the name of the hazardous substance in the space provided. The name of the hazardous substance is on the container, package or tank that it came in or which you keep it in. **A substance name is to be reported only once on the survey even if it is stored in several different locations at the facility.** Duplicate entries of substance names will be returned to the facility to be corrected.
- **Hazardous Ingredient** - Enter the name of the chemical present in the substance in highest concentration. See the Material Safety Data Sheet or contact your supplier.
- **Extremely Hazardous Substance (EHS)** - If this product is or contains an EHS, place an X in this box. A list of EHS substances is provided in this instruction booklet.
- **112(r)** - If this product is or contains a 112(r) substance, place an X in this box. A list of 112(r) substances is provided in this instruction booklet.
- **Process Safety Management (PSM)** - If this product is or contains a PSM substance, place an X in this box. A list of PSM substances is provided in this instruction booklet.
- **Pure or Mixture** - Enter the correct number in the brackets. Pure substances have only one component; for example, oxygen, acetone. Mixtures contain two or more different components mixed together; for example, paint, gasoline. See the Material Safety Data Sheet or contact your supplier for assistance.
- **No Longer Reportable** - Check this box if the substance is no longer reportable. A substance is no longer reportable only if the substance was not on site in a reportable quantity at any time during the previous 12 months.
- **Physical State** - Enter the code number that represents the physical state of the substance as it would be if released into the atmosphere. (Use Table I for code values.)
- **Unit of Measure** - Enter the code number that represents the applicable unit of measure for this substance. (Use Table II for code values). Report solids in pounds, liquids in gallons, gases in cubic feet, radioactives in millicuries, and liquefied and cryogenic gases in gallons.
- **Average Amount** - Enter the two-digit code for the average amount possessed during the previous 12 months. (Use Table III for code values. Also see FAQ section on how to calculate.)
- **Maximum Amount** - Enter the two-digit code for the maximum amount possessed during the previous 12 months. (Use Table III for code values.)
- **Amount In** - Enter the two-digit code for the amount of the substance transported to the facility during the previous 12 months (Use Table III for code values). NOTE: If no amounts were transported to the facility, place 00 in the box.
- **Amount Out** - Enter the two-digit code for the amount of the substance transported from the facility during the previous 12 months (Use Table III for code values). NOTE: If no amounts were transported from the facility, place 00 in the box. (This does not include amounts transported from the facility due to accidental or intentional releases, the fuel, gas, oil, etc., used in the company vehicles or other substances used up at the site.)
- **Number of Days on Site** - Enter the number of days the substance was on site during the previous 12 months.
- **Storage Codes** - Enter the code(s) that describe the type(s) of storage containers and conditions of storage for this substance; e.g., C 1 4. (Use Tables IV & V for code values.) Review the example of Marksman Herbicide located on the tables page for assistance. Note: More than one storage code may apply.
- **Hazard Classes** - Enter all applicable hazard classes that apply to this substance. (Use Table VI for code values.) Department of Transportation guides or Material Safety Data Sheets can be used for reference. More than one hazard class may apply.
- **CAS NUMBER** - Enter the Chemical Abstract Service identifier number (if known) for the ingredient listed in highest concentration. Material Safety Data Sheets can be used for reference.
- **UN/NA NUMBER** - Enter the United Nations/North America 4 digit classification number (if known). Material Safety Data Sheets can be used for reference.
- **EPA Pesticide Registration Number** - If the substance reported is a pesticide, enter the EPA Registration Number that is located on the pesticide label.
- **Locations** - Report or update the locations using the format indicated below. All locations containing a reportable quantity of a substance must be included in the "location" field of Section D along with the max. amt. code for that location. If there are more locations with reportable quantities than space allows, enter the additional locations on the Section E form provided. If the facility does not have a reportable quantity in a single location but the accumulative amount throughout the facility reaches the OSFM reportable quantity, enter "various" on the first location line in the "Building" column. At least one location must be entered for each substance name reported. See **Storage Locations** page for more detailed instructions.
- If a storage location previously reported is no longer valid, check the "delete" box next to the location to be removed. If the substance should be removed from the survey completely, check the "no longer reportable" box next to the substance information.

	In/Out	Building	Floor	Area	Room	Quadrant	Max Code
<input type="checkbox"/> Delete	[I]	[Main]	[1]	[NA]	[Repair]	[NE]	[10]
<input type="checkbox"/> Delete	[O]	[Warehouse]	[]	[Parking Lot]	[NA]	[SW]	[04]
<input type="checkbox"/> Delete	[I]	[Various]	[1]	[NA]	[NA]	[V]	[04]

Section E

ADDITIONAL LOCATION SHEET – This section is completed only if you have reportable quantities.

- **Location** If you need more space to report substance locations than is allowed under Section D, complete Section E, including all required information as instructed under Section D "Location".

RETAIN A COPY OF THIS SURVEY FOR 3 YEARS

Due Date:

2002

Facility ID Number

OREGON STATE FIRE MARSHAL HAZARDOUS SUBSTANCE INFORMATION SURVEY

CROSS OFF THE OLD OR INCORRECT INFORMATION AND TYPE OR PRINT CHANGES OR ADDITIONS IN THE [BRACKETED] AREAS

SECTION A

HAZARDOUS SUBSTANCE PRESENCE Check the correct box at the left.

- 1. Were there hazardous substances present at this site in reportable quantities during this survey period?
2. Were there Extremely Hazardous Substances (EHS) present at this site that meet the threshold planning quantities during this survey period?
3. Is this facility subject to the reporting requirements of Section 112(r) of the Clean Air Act?
4. Is facility subject to the reporting requirements of OR-ORSH's Process Safety Management (PSM) program

SECTION B

DEMOGRAPHIC DATA Complete, correct or add information in the [bracketed] areas.

- 1. Sic Code 1: Definition:
2. Sic Code 2: Definition:
3. Business Activity at This Site:
4. Dun & Bradstreet #:
5. Manager's Name:
6. Send to Attention of:
7. E-Mail Address:
8. Business Name:
9. Dept or Div:
10. Site Address:
11. Mailing Address:
12. Business Phone:
13. Number of Employees at This Site:
14. Emergency Assistance Contact Person for This Site:
15. Emergency Contact Phones:
16. Responsible Fire Department:

Special Fire Department Information This section is for information the fire service needs to know in case of an emergency.

- Written emergency plan. If yes, where at site:
Automatic fire suppression system present; e.g., sprinklered, halon system, etc
Are storage buildings/tanks/areas placarded according to NFPA 704?
Are other types of placards used?

SECTION C Person Completing Form

This person will be contacted to answer any questions needing clarification.

- 1. Print Name:
2. Signature (Required):
3. Date: Phone No:

Requests for Information

How to Request Information



To request information, complete and submit the "Request for Hazardous Substance Information" form found on the OSFM website at www.sfm.state.or.us (example shown on next two pages). All requester information must be provided on the form. Mail your request to the address below, or fax the request to the number listed on the form.

Department of State Police
Office of State Fire Marshal
Hazardous Substance Information System
4760 Portland Road NE
Salem, Oregon 97305-1760

Material Safety Data Sheet (MSDS)

There are over 11,000 MSDSs currently available from the Office of State Fire Marshal. They can be obtained in three different ways:

1. They are available on the internet at the Office of State Fire Marshal's web site.
2. They are available on the Office of State Fire Marshal's Hazardous Substance Information System MSDS CD.
3. If the internet is not accessible, copies of MSDSs can be sent electronically through email or as a hardcopy by completing and submitting the information request form.

Hazardous Substance Information System Compact Disc



Data obtained from the Hazardous Substance Information Survey is available on the HSIS CD. Information available on the CD includes, but is not limited to, the following:

- The hazardous substances and quantity ranges a facility has on site.
- Where hazardous substances are located throughout Oregon. There are multiple ways to search for data; e.g., by county, city, zip code, chemical, and hazard classification.
- Specific chemical information; e.g., hazard classification, health hazards and hazardous ingredient in highest concentration.
- Over 11,000 MSDSs are available on separate CDs (when requested) and can be viewed on screen and printed.
- There are several preset queries and reports that allow the user to interact with the data.



Fire Service and Emergency Response

The Hazardous Substance Information System CD is sent to fire departments on a yearly basis. There are many preset queries that can be used to analyze the information available for a specific area. If there is a need for assistance in managing the data, or if it is found that additional queries would be useful, please complete the information request form and/or contact our office at (503) 378-6835.

Internet Access



Data obtained from the Hazardous Substance Information Survey is also available via the internet at www.sfm.state.or.us. Facility and/or chemical information can be looked up in a variety of ways, such as by facility, city, county and chemical at http://www.sfm.state.or.us/CR2K/Database_Search.html. Other information available on the Office of State Fire Marshal's web site are hazardous materials incident information at http://www.sfm.state.or.us/CR2K_IncDB/Incident_Search.html and MSDSs at http://www.sfm.state.or.us/CR2K_SubDB/MSDS_Search.htm.

Confidential Information

Some of the information gathered is confidential. Only fire service and emergency response personnel are given the following information:

- Specific storage locations of substances
- Emergency contact night phone number
- Specific information on substances classified in certain hazard classes that could pose an increased concern for public safety

This is the **Request for Hazardous Substance Information** form. The form is two pages and must be completed and submitted when requesting information.

Request for Hazardous Substance Information



NOTE: ALL REQUESTER INFORMATION MUST BE PROVIDED BEFORE THE REQUEST CAN BE PROCESSED

Mailing Address: Office of State Fire Marshal
4760 Portland Rd. NE
Salem OR 97305-1760

Phone: (503) 378-6835
Fax: (503) 373-1825
email: SFM.CR2K@state.or.us

1. Requester & Title:		2. Date Requested:	
3. Organization:		4. Phone Number:	
5. Email Address:		6. Fax Number:	
7. Requester Mailing Address:		8. Requester County & Street Address:	
9. Describe what information you are requesting. Include the Name and Address of the Site(s) you are requesting information for. On the second page of this form, check the data elements you want included in your report, if applicable. If more space is needed than is provided, add additional pages.			
10. Describe what the information will be used for.			
11. How would you like to receive the information?		12. If you are requesting 4, 5 or 6 please check format	
1. <input type="checkbox"/> Verbal 2. <input type="checkbox"/> Printed Copy 3. <input type="checkbox"/> Fax		<input type="checkbox"/> Access <input type="checkbox"/> Excel <input type="checkbox"/> Other / Specify format ®	
4. <input type="checkbox"/> E-Mail Transfer 5. <input type="checkbox"/> Diskette 6. <input type="checkbox"/> CD, How Many _____		<input type="checkbox"/> Text <input type="checkbox"/> D-Base	
OSFM USE ONLY			
<u>Type of Organization Requesting</u>		<u>Request Type</u>	
<input type="checkbox"/> Educational Organization <input type="checkbox"/> Emergency Management <input type="checkbox"/> Environmental Consultant <input type="checkbox"/> Environmental Group <input type="checkbox"/> Fire Service <input type="checkbox"/> Financial Institution <input type="checkbox"/> Other / Specify ®		<input type="checkbox"/> HSIS CD ER <input type="checkbox"/> HSIS CD PUB <input type="checkbox"/> MSDS <input type="checkbox"/> H&M ER <input type="checkbox"/> H&M PUB <input type="checkbox"/> Pesticide <input type="checkbox"/> Secured HazClass <input type="checkbox"/> Other / Specify →	
<input type="checkbox"/> General Medical <input type="checkbox"/> Hospital <input type="checkbox"/> General Government <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Private Business <input type="checkbox"/> Public		<input type="checkbox"/> Survey <input type="checkbox"/> Incident <input type="checkbox"/> Inc & Surv <input type="checkbox"/> HMT <input type="checkbox"/> TRI <input type="checkbox"/> EHS <input type="checkbox"/> 112R <input type="checkbox"/> PSM <input type="checkbox"/> Tech Asst	
<u>Purpose</u>		Person Receiving Request: _____	
<input type="checkbox"/> Education / Library <input type="checkbox"/> Company Look-up <input type="checkbox"/> Presentation / Meeting <input type="checkbox"/> Regulatory <input type="checkbox"/> Other / Specify ↓		Person Providing Request: _____	
<input type="checkbox"/> Response <input type="checkbox"/> Planning <input type="checkbox"/> Exercise <input type="checkbox"/> ESA <input type="checkbox"/> TTA		Person Verifying: _____	
		Date Request Provided: _____	
		Query Name: _____	
		Special Request Approval: _____	
		Type of S.I. H.C. <input type="checkbox"/> Spec. Loc <input type="checkbox"/> Emer Night # <input type="checkbox"/>	
		On going <input type="checkbox"/> One Time <input type="checkbox"/>	

INSTRUCTIONS FOR FILLING OUT THE REQUESTER SECTION OF THIS FORM

NOTE: ALL REQUESTER INFORMATION MUST BE PROVIDED BEFORE THE REQUEST CAN BE PROCESSED

IF AN AREA OF THE REQUEST FORM DOES NOT APPLY, ENTER “NONE” OR “N/A”

1. **Requester:** Enter the name of the person requesting the information.
2. **Date Requested:** Enter the date the information is being requested.
3. **Organization:** Enter the name of the organization the requester is affiliated with.
4. **Phone Number:** Enter the Phone Number of the person requesting the Information.
5. **Email Address:** Enter the email address of the person requesting the information.
6. **Fax Number:** Enter the fax number of the person requesting the information.
7. **Requester Mailing Address:** Enter the mailing address of the person requesting the information.
8. **Requester Street Address:** Enter the street address of the person requesting the information. If the street address is the same as the mailing address enter “**SAME**”.
9. **Describe what information you are requesting:** Enter a detailed description of the information you are requesting. Provide enough detail to give a clear understanding of what information you want. Be sure to include the **Name and Address** of the facility you are requesting the information for.
10. **Describe what the information will be used for:** Enter a description of what this information will be used for.
11. **How would you like to receive the Information?** Check the box that indicates how you would like to receive the information. If requesting fax or email, be sure to provide that information in number 5 or 6 as applicable.
12. **If you are requesting 4, 5 or 6 please check format:** If requesting an electronic version of the information, check the box indicating the format in which you want to receive it. If the format you want is not identified by a check box, write the format in the area identified as “**Other / Specify format**”.

SURVEY & INCIDENT DATABASE FIELD SELECTIONS:

SURVEY

SURVEY CONT

1. Are Hazardous Substances Present at Facility
2. EHS Substances that Meet TPQ
3. Subject to Sec 112R of CAA
4. Subject to PSM Requirements
5. SIC Codes for Facility
6. Business Activity
7. Manager’s Name
8. Send to Attention of
9. Email Address
10. Business Name
11. Department / Division
12. Site Address
13. Mailing Address
14. Business Phone
15. Number of Employees
16. Emergency Contact Person
17. Emergency Contact Day Number
18. Emergency Contact Night Number-**Restricted**
19. Responsible Fire Dept.
20. Substance Name
21. Hazardous Ingredient
22. Is or Contains a 112r substance
23. Is or Contains an EHS
24. Is or Contains a PSM substance
25. Physical Sate
26. Unit of Measure
27. Max Amount. Code
28. Amount In
29. Amount Out
30. Storage Code
31. Hazard Class
32. UN/NA Number
33. EPA Pesticide Reg. Number
34. CAS Number

35. Storage Location-**Restricted**
36. Facility ID Number
37. Geo Loc Codes

INCIDENT

-
- A. District of Incident
 - B. County of Incident
 - C. Dept. Responding
 - D. Date of Incident Day of the Week
 - E. Call Time
 - F. In Route Time
 - G. Arrive Time
 - H. Depart Scene Time
 - I. Time Back in quarters
 - J. In Service Time
 - K. Incident Location
 - L. Responsible Party Information
 - M. Scene Type
 - N. Area Type
 - O. Weather Type
 - P. Agencies Responding
 - Q. Action Taken
 - R. Source of Incident
 - S. Material Involved
 - T. Cause of Incident
 - U. Hazmat Behavior on Release
 - V. Chemical Name and Information
 - W. Material Identity
 - X. Estimated Property Loss
 - Y. Casualties

HAZARDOUS SUBSTANCE INFORMATION SYSTEM REFERRAL PROGRAM

During certain facility inspections conducted by participating local fire inspectors, a hazardous materials inventory review is conducted. The purpose of these reviews are to supplement the Community Right to Know (CR2K) auditing activities. Reviews also help place unreported facilities into the Oregon Hazardous Substance Information System and validate the accuracy of the information in the system. To process and track the unreported or misreported information obtained during these reviews, a CR2K survey referral form is completed.



The Office of State Fire Marshal (OSFM) recognizes the need to jointly coordinate with local fire departments in the processing of information obtained during these reviews. Without a coordinated effort there is no assurance the information obtained will be entered into the Hazardous Substance Information System. This Referral Program formalizes this coordinated effort.

Prior to conducting a hazardous substance inventory review, the inspector should review the Hazardous Substance Information System to see if the facility is reporting, and if so, what they are reporting. This will better prepare the inspector to determine whether or not a referral should be initiated. Information obtained during the Hazardous Substance Information System review can be compared to what is actually at the facility. Things to look for in the Hazardous Substance Information System are:

- Is the facility currently in the Hazardous Substance Information System?
- What Standard Industrial Classification (SIC) group is the facility in (what type of operation is it)?
- What has been reported by other facilities in the same SIC?
- What hazardous substances were reported by the facility?
- If hazardous substances were reported, what quantities were reported?

Once a fire department determines that a referral should be initiated, they complete the Referral Form and mail it to the OSFM/CR2K unit for processing. Once the OSFM receives the referral, the following steps are taken:

- Review the referral information
- Assign a facility ID number and enter the facility information given on the referral into the database
- Mail the survey and track it until returned to the OSFM/CR2K Unit
- Process substance information when the survey is returned
- Notify the submitting fire department of the update

NOTE: If your fire department is interested in finding out more information or initiating a referral system, call the CR2K Services Coordinator, Terry Wolfe, at (503) 373-1540 ext. 219.

Referral Form Instructions

The following are the items on the referral form and what information needs to be entered into the corresponding fields. Anyone completing the form is encouraged to provide as much information as possible; however, the bolded items below are the only items that are required for proper Office of State Fire Marshal processing. Once the information is provided, please send the referral form to the address to the right.

Office of State Fire
Marshal
Attn: CR2K Unit
4760 Portland Rd NE
Salem OR 97305

- | | | |
|-----|---|--|
| 1. | Company Name | Enter the name the company is doing business as (DBA) |
| 2. | Dept/Div | Enter the name of the department or division of the site in question e.g, paper mill, this is also used for the “official business name”, if the DBA is being used as the company name |
| 3. | Site Location | Enter the site address, city, state and zip code |
| 4. | Site County | Enter the county the facility is located in |
| 5. | Responding Fire Dept | Enter the responding fire dept e.g, Portland |
| 6. | Mailing Address | Enter the entire mailing address for the facility |
| 7. | Manager’s Name | Enter the name of the manager, owner, or whoever is in charge of the site |
| 8. | Phone Number | Enter the phone number for the facility |
| 9. | Send to the Attn Of | Enter the name of the person who the survey and correspondences should be sent to |
| 10. | SIC Code1 | Enter the primary SIC Code for the facility if known |
| 11. | SIC Code2 | Enter the secondary SIC Code for the facility if known |
| 12. | Business Activity | Enter the type of business that is conducted at the facility |
| 13. | E-mail Address | Enter the email address for the company or “N/A” if the Co does not have an email address |
| 14. | Person Notifying of Referral | Enter the name of the person who is giving the information regarding the facility |
| 15. | Phone | Enter the phone number for the person who is giving information regarding the facility |
| 16. | Organization Notifying of Referral | This is who is notifying OSFM of this unreported site e.g, Company Initiated if Co is notifying, Portland Fire if Portland is notifying |
| 17. | Station | This is the name of the fire station that is submitting the referral. |
| 18. | OSFM Staff | Enter your initials here |
| 19. | Date | Enter the date the referral form was completed |
| 20. | Hazardous Substances | To be completed by a fire inspector if they are at the site |
| 21. | Quantities | To be completed by a fire inspector if they are at the site |
| 22. | Location | To be completed by a fire inspector if they are at the site |
| 23. | New Subst | To be completed by a fire inspector if they are at the site |

REVIEWER USE ONLY

- | | | |
|-----|---|---|
| 24. | Facility not currently in HSIS | After the referral form is complete, the person completing the form needs to check this box so that the data entry staff knows that the system has initially been checked for duplication |
| 25. | Facility Misreported Reportable Quantities | If it is determined the facility misreported reportable quantities this box will need to be checked |
| 26. | Facility Failed to Report Reportable Substances | If it is determined the facility failed to report substances, this box will need to be checked |
| 27. | Facility given copy of subs chng brochure | Enter appropriate information |
| 28. | Facility given copy of Rep. Rqmnt brochure | Enter appropriate information |
| 29. | Person forwarding to OSFM | Enter name of the person forwarding the form to OSFM |
| 30. | Date Forwarded | Enter the date the form was forwarded to OSFM |

Note: The Referral form also has a section for comments. If you feel there may be some comments that would be helpful to either the data entry staff, or someone who may review this file in the future, make sure that they are entered in the comments section.

Referral Form

Note: The Referral form also has a section for comments. If you feel there may be some comments that would be helpful to either the data entry staff, or someone who may review this file in the future, make sure that they are entered in the comments section.

**OFFICE OF STATE FIRE MARSHAL
COMMUNITY RIGHT TO KNOW SURVEY REFERRAL FORM**

1. COMPANY NAME	2. DEPT/DIV	FACILITY I.D.	
3. SITE LOCATION (SITE, CITY, STATE, ZIP)			
4. SITE COUNTY	5. RESPONDING FIRE DEPT.		
6. MAILING ADDRESS (STREET, CITY, STATE, ZIP)			
7. MANAGERS NAME	8. PHONE		
9. SEND TO ATTN OF	10. SIC CODE 1 <input style="width: 40px;" type="text"/>		
	11. SIC CODE 2 <input style="width: 40px;" type="text"/>		
12. BUSINESS ACTIVITY	13. E-MAIL ADDRESS		
14. PERSON NOTIFYING OF REFERRAL	15. PHONE		
16. ORGANIZATION NOTIFYING OF REFERRAL			
17. STATION	18. OSFM STAFF	19. DATE	
20. HAZARDOUS SUBSTANCES	21. QUANTITY	22. LOCATION	23. NEW SUBSTANCES
_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N

REVIEWER USE ONLY

- 24. Facility Not Currently in HSIS
- 25. Facility Misreported Reportable Quantities
- 26. Facility Failed to Report Reportable Substances
- 27. Facility given copy of Substantive Change Brochure
 Date _____ Given To: _____
- 28. Facility given copy of CR2K Reporting Requirements Brochure
 Date _____ Given To: _____
- 29. Person Forwarding to OSFM
- 30. Date Forwarded

PERSON COMMENTING <input style="width: 40px;" type="text"/>	PHONE
COMMENTS	

Community Right to Know Unit Audit Program

The Audit Program was developed to validate the information submitted on the Hazardous Substance Information Survey. This is accomplished by conducting review audits, on-site audits and telephone consultations. In addition, informational workshops are provided to assist facilities in understanding the regulations and how to stay in compliance with them.

During 2002, the audit program conducted 2,181 review audits, 358 fee audits and 28 on-site audits.

The Audit Program conducts several types of audit activities under two general categories. These categories are:

- Office of State Fire Marshal (OSFM) Initiated Audits, which result in enforcement action.
- Facility Initiated Audits, which are exempt from enforcement action.

Each of the two categories have different types of audits as indicated below.

OSFM Initiated Audits	Facility Initiated Audits
<ul style="list-style-type: none"> • On-site audits • Non-Response audits • Mail audits • Review audits 	<ul style="list-style-type: none"> • Fee Review Request audits • Review audits
<p>Office of State Fire Marshal Initiated Audits - These are audits initiated by the Office of State Fire Marshal. If, during these types of audits, a facility is found to be in non-compliance with the reporting requirements, the facility is issued a Notice of Non-Compliance and Proposed/Final Penalty Assessment Order.</p>	<p>Facility Initiated Audits - These are audits initiated by the facility requesting assistance. If during these types of audits, a facility is found to be in non-compliance with the reporting requirements, the facility is NOT issued a Notice of Non-Compliance and Proposed/Final Penalty Assessment Order.</p>

NOTE: Facilities that are issued a Notice of Non-Compliance and Proposed/Final Penalty Assessment Order for a first instance of non-compliance will have the penalty suspended, provided they comply with the requirements prior to the end of the audit.

EXPLANATION OF AUDITS

On-site Audit - An audit initiated because of a possible reporting error, a review of a Standard Industrial Classification (SIC) code or a random selection process. These audits are conducted at the facility and include a walk-through of the entire site and a review of the facility records, such as purchase orders, invoices, etc.

Non-Response Audit - An audit initiated because of a facility's failure to comply with the reporting requirements. These audits include a review of the company file and may be conducted at the facility, over the phone or by mail.

Mail Audit - An audit initiated because of a possible reporting error or when an entire SIC code is being evaluated. These audits consist of sending the facility a letter explaining the audit, an explanation of the reporting requirements and a list of substances reported by other facilities within their SIC code. The facility is asked to re-evaluate their reporting information and notify the Office of State Fire Marshal of their findings. The Office of State Fire Marshal then evaluates their findings to determine whether or not an on-site audit should be made to verify the report.

Fee Review Request - A review initiated by the facility when they feel there has been an error in the Hazardous Substance Possession Fee billing. These reviews include a complete analysis of the company file, along with extensive facility personnel interviews, review of company records and a possible on-site audit.

Review Audits - An audit initiated by the Office of State Fire Marshal, or by the facility, in order to ask questions concerning their survey, or to make corrections to their survey. These audits consist of a file review and facility personnel interviews.

NON-COMPLIANCE AND PENALTY ASSESSMENT CRITERIA

For the purpose of determining the penalties that may be assessed for non-compliance of the reporting requirements, "Non-Compliance Classes" were established (OAR 837-085-0280). Those classes are:

- Class I** = Failure to request and/or submit the hazardous substance information survey or substantive changes when required.
- Class II** = Failure to maintain and/or provide hazardous substance records when requested.
- Class III** = Failure to report all required information and/or report the information correctly.
- Class IV** = Failure to immediately provide health professionals with hazardous substance information during a medical emergency.
- Class V** = Intentional misreporting of survey, substantive change, survey correction or records information.
- Class VI** = Failure, when submitting a survey, to report all reportable substances and/or report the correct maximum quantity.

PENALTIES

Covered employers, owners and operators found to be in Class I, II, III or IV non-compliance, will be assessed a penalty for each class for which they are in non-compliance, as follows:

Class I Non-Compliance	\$200.00
Class II Non-Compliance	\$70.00
Class III Non-Compliance	\$30.00
Class IV Non-Compliance	\$1,000.00

Class V Penalties will be assessed daily for each classification of non-compliance. Penalties will be calculated from the date the Office of State Fire Marshal receives the intentional misreporting, to the date the misreporting is identified.

Class VI Non-Compliance penalties will be assessed according to the total combined amounts of hazardous substances not reported.

SUSPENSION OF PENALTIES

- Penalties for *first instance* (within five years) Class I, II, III and/or VI Non-Compliance, will be suspended provided the employer, owner or operator submits the required information by the compliance date.
- Penalties for *second instance* (within five years) Class I, II, III and/or VI Non-Compliance, will have a 50% suspension provided the employer, owner or operator submits the required information by the compliance date.
- Penalties for *third instance* (within five years) Class I, II, III and/or VI Non-Compliance, will NOT be suspended.
- Penalties for Class IV and V Non-Compliance, will NOT be suspended.

Additional 2002 Accomplishments

- | | |
|---|--|
| <ul style="list-style-type: none"> • Provided 9,548 reminder letters, 15 days prior to the survey due date, to facilities that had not yet submitted their survey. This is done to remind facilities to submit their surveys by the due date, so they do not fall into a non-compliance situation. • Received and processed 257 requests for customized hazardous substance information. • Provided monthly updates to the hazardous substance information available on the OFSM web page. The CR2K web page was accessed over 1,337 times in 2002. • Continued the information campaign to notify Oregon businesses about the requirement to make notification to the Office of State Fire Marshal, Community Right to Know Unit, if they meet or exceed the reportable quantities of hazardous substances. • Coordinated, promoted and facilitated two Advanced HazMat Life Support classes at strategic locations throughout the state. | <ul style="list-style-type: none"> • Coordinated and facilitated activities of the Interagency Hazard Communication Council (IHCC), State Emergency Response Commission (SERC) and Local Emergency Planning Committee (LEPC) members and provided them with administrative assistance. • Continued work on development and implementation for allowing electronic submission of the Hazardous Substance Information Survey over the Internet and on compact disc. • Coordinated the development and delivery of Article 79 and 80 training for OSFM deputies and other deputies from local jurisdictions. • Attended over 50 Community Awareness and Emergency Response (CAER) group meetings, providing Community Right to Know information, and made five formal program presentations. • Utilized HMEP grant funding to provide HazMat teams with interactive CD training. |
|---|--|



Geographic Locations for Hazmat Facilities Now Available From OSFM!

In a continued effort to increase the usefulness of hazardous materials information provided, we have acquired, and are making available, the latitude and longitude of facilities reporting through the Hazardous Substance Information Survey.

What is this data?

CR2K has obtained the geographic coordinates for facilities that are required to submit a Hazardous Substance Information Survey. These coordinates are the latitude and longitude of the facility site and describe the location of the site on the earth's surface.

Who can use this data?

Anyone with an existing Geographic Information System (GIS) mapping program, or with a desire to develop such a program in order to visually display information on a map will find this data extremely valuable. Emergency responders and managers will also find this information useful for targeting their hazmat related activities.

How can this data be used?

The data can be incorporated into a user's GIS mapping program to create a map with the location of facilities. The data can be used in conjunction with existing response software to generate toxic cloud models that can then be used by emergency personnel to determine impact zones around a facility. Selected areas, or specific facilities can be viewed by visually locating them on a computer-generated map. The user can then access hazardous substance information associated with that area or facility.

How can I obtain this data?

This data has been added to the HSIS CD that is mailed to the fire service and is also available to the general public upon request. You can request this information by completing and submitting an Information Request Form. This form can be downloaded from our website at www.sfm.state.or.us. You may also request this form by contacting us via email at SFM.CR2K@state.or.us or by calling the Hazardous Substance Information Hotline at 503-378-6835.

COMMUNITY RIGHT TO KNOW SERVICES UNIT

AVAILABLE PUBLICATIONS



Reports and Booklets

“Hazardous Materials Emergency Incident Statewide Quarterly Summary Report”

- This is a two page report identifying the number of hazardous materials incidents and general information of the incidents occurring within Oregon by quarter.

“Annual Report of Hazardous Materials Incidents in Oregon”

- This booklet contains a listing of the hazardous materials incidents occurring in Oregon each year, along with a summary of the amounts released, hazard class and other general information.

“Historical Listing of all HazMat Incidents as Reported to the Office of State Fire Marshal”

- This is a historical report of the information collected through the Hazardous Materials Incident Report system since 1986. The report contains an updated listing of all hazardous materials incidents occurring in Oregon, including the county, city location, chemical and incident date and information on how to obtain additional data or reports.

“SARA Title III, Section 302 Companies” annual report

- This booklet provides a listing of all facilities within the state of Oregon, which have a substance identified on the list of Extremely Hazardous Substances, at or above the Threshold Planning Quantities. The booklet also provides a list of Extremely Hazardous Substances and the Threshold planning Quantity for the substance.

“Hazardous Substance Information System Questions & Answers”

- This document gives a brief history and answers 24 of the most frequently asked questions about the Hazardous Substance Information Survey and Community Right to Know program.

“Hazardous Materials Incident Reporting System Training Manual”

- This booklet explains who completes the hazardous materials incident report, when a report needs to be completed and how to complete the report.

“Oregon Hazardous Substance Information Survey and Possession Fee” booklet

- This booklet includes Oregon Revised Statutes and Oregon Administrative Rules pertaining to the Community Right to Know (CR2K) and Hazardous Substance Possession Fee programs. It also includes a sample survey and instruction booklet which outlines the CR2K reporting requirements.

Pamphlets and Brochures

“What are Hazardous Substances” pamphlet

- This is a pamphlet providing information on how to determine whether or not a facility has hazardous substances, as defined by the Oregon Community Right To Know reporting requirements.

“Federal Emergency Planning and Community Right To Know, SARA Title III” pamphlet

- This pamphlet, published by the EPA, provides general information on the federal SARA Title III reporting requirements, by section and what the requirements mean to you.

“Office of State Fire Marshal Oregon Community Right To Know Information” pamphlet

- This pamphlet contains information about the reporting requirements of the Oregon Community Right To Know and Protection Act.

“Is your Facility Subject to the Reporting Requirements for Possession of Hazardous Substances?” pamphlet

- This pamphlet contains information on what the reporting requirements are for facilities that use, store, manufacture, and/or dispose of hazardous substances.

“What is a Substantive Change and How do I Submit One?” pamphlet

- This pamphlet explains to reporting facilities under what circumstances they need to immediately report changes on their survey, rather than during the annual submission.

“Shelter in Place” brochure

- This brochure outlines the five basic steps to shelter in place during a short-lived air release of hazardous chemicals.

“What is the Local Emergency Planning Committee (LEPC)” brochure

- This brochure outlines the mission, function, goals and structure of the Oregon LEPC and provides information on the benefits of membership and how to apply to serve on the LEPC.

“Is Your Community Prepared to Respond to a Hazardous Materials Incident?” brochure

- This brochure provides information on the LEPC process, what benefits the LEPC can provide to a community and how to become involved in LEPC activities.