Oregon Hazardous Substance Information Survey Annual Report 2004

4/13/06

Oregon Office of Homeland Security
Office of State Fire Marshal
Hazardous Substance Information System
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Table of Contents

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 (HSIS) 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 to 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 HSIS sent to covered facilities in 2004.

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 HSIS, 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

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 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 completing and submitting the Request for Hazardous Substance Information form, which is included in this report. 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 include:

- 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

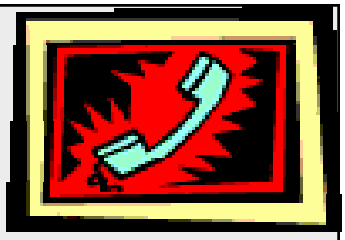
Authority and Application

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 answered M-F 8:00—12:00 and 1:00—5:00 Pacific Standard Time (PST). The number is: (503) 378-6835.

Number of Hazardous Substance Information Hotline Phone Calls in 2004

Hazardous Substance Information Survey Calls

- 8,495 calls received pertaining to:

  Electronic Survey Submission (716)

  Notice and Orders (113)

  Training (9)

  General survey and reporting information (7657)
  For example:
  Explanation of who must report
  What substances are reportable
  How to determine reportable quantities
  How to determine average, maximum and yearly amounts

Hazardous Substance Possession Fee Calls

- 385 calls received pertaining to:

  Explanation of how fees are calculated and assessed

  What programs are funded by the fees

  The basis necessary to request a fee review

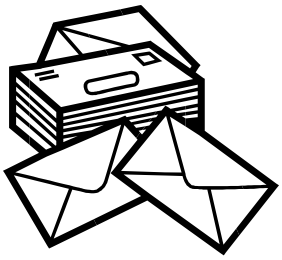
  Procedures to follow for requesting a fee review

  How the review process works and deadlines for filing a review

- 408 other calls received related to miscellaneous information

Data Collection and Distribution

The 2004 surveys were mailed out monthly beginning in February 2004 and ending in October 2004. 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 2004 the Office of State Fire Marshal's Community Right to Know Unit received and processed 60 requests for Hazmat incident information, 40 requests for customized hazardous substance information, 1 request for Toxic Release Inventory information, 1 request for Extremely Hazardous Substance information, and 1 request for Process Safety Management information.

The first priority, once data is entered and validated, is sending detailed and summary information to local fire departments via the Hazardous Substance Information System (HSIS) CD. 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.

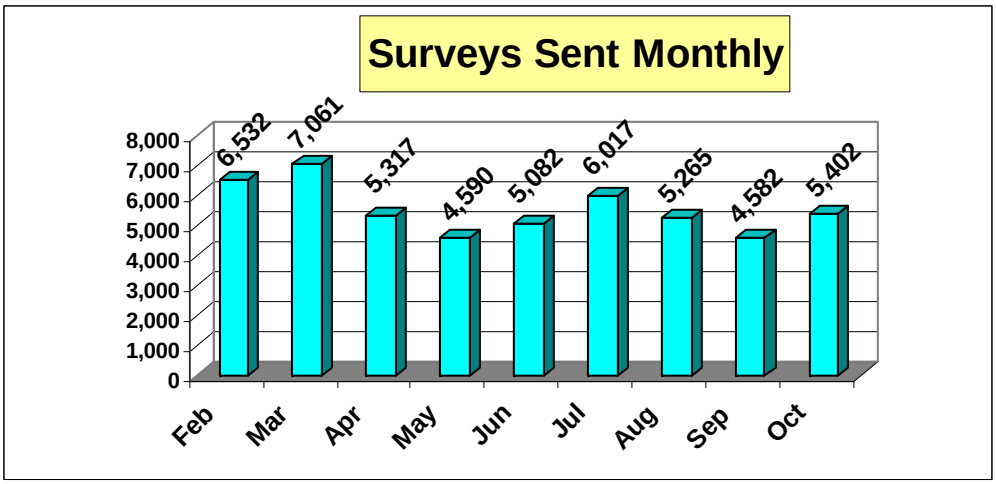
Both detailed and summary information (via the HSIS CD) is also sent to other agencies; e.g. local emergency planning groups, county health agencies, and emergency managers. Except for secured information, most other information is accessible to the public under Oregon's Community Right to Know and Protection Act.

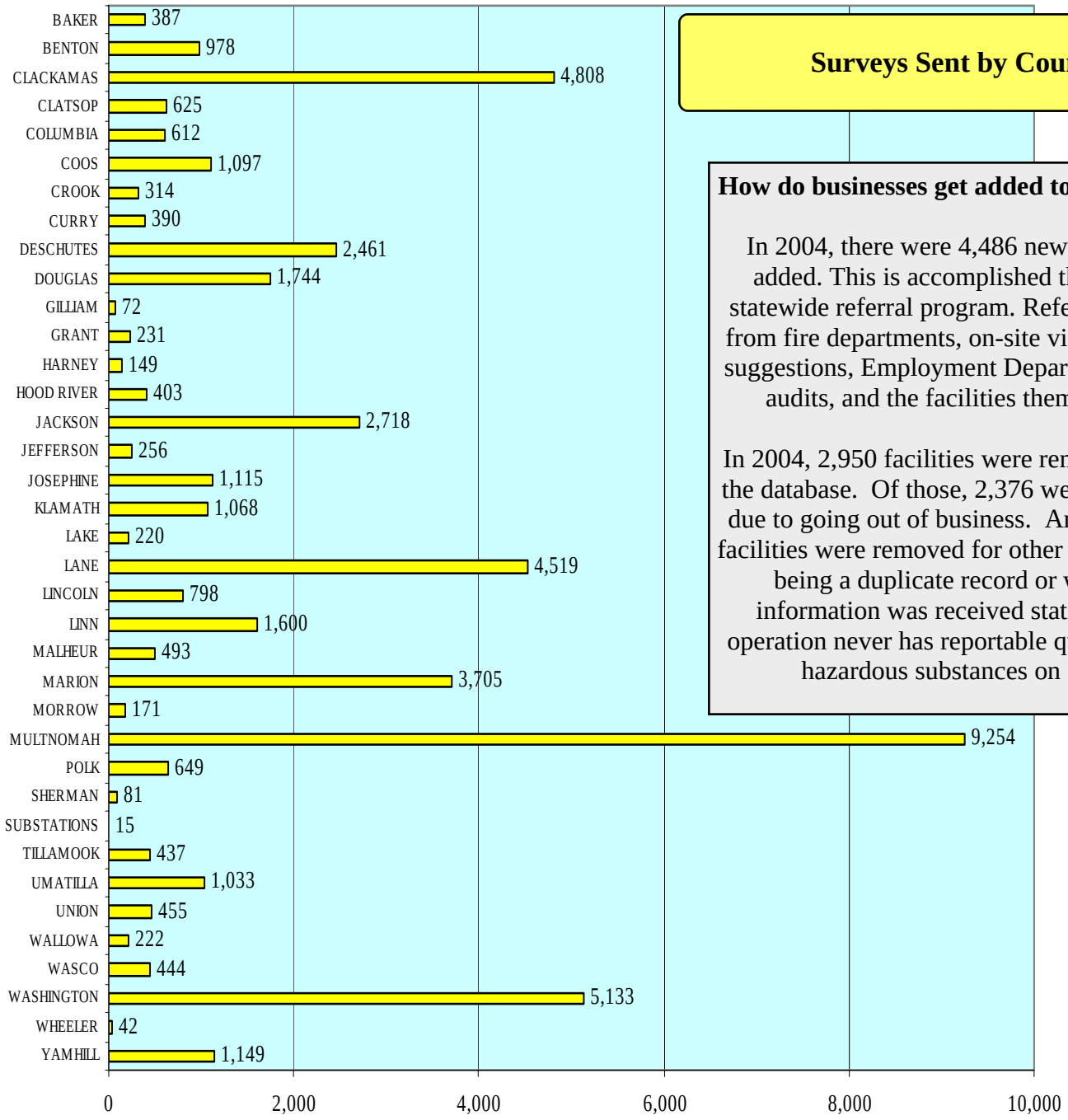
The information gathered (not including secured information) is also available via the internet at www.sfm.state.or.us.

In 2004, the Community Right to Know Unit created and distributed HSIS CD's to 675 fire departments including hazardous materials response teams, 91 emergency managers, 59 county health administrators, and 94 to the general public. The HSIS Training CD was distributed in class to 122 individuals.

Surveys Sent

Surveys "sent" includes hard copy surveys that were mailed and electronic surveys that were emailed. There were a total of 49,848 surveys sent in 2004.





Surveys Sent by County

How do businesses get added to the HSIS?

In 2004, there were 4,486 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 the facilities themselves.

In 2004, 2,950 facilities were removed from the database. Of those, 2,376 were removed due to going out of business. Another 574 facilities were removed for other reasons like being a duplicate record or written information was received stating their operation never has reportable quantities of hazardous substances on site.

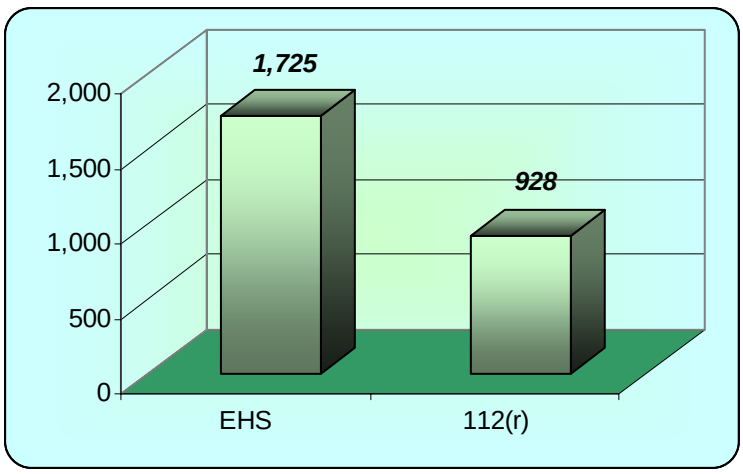
EHS and 112(r) Facilities

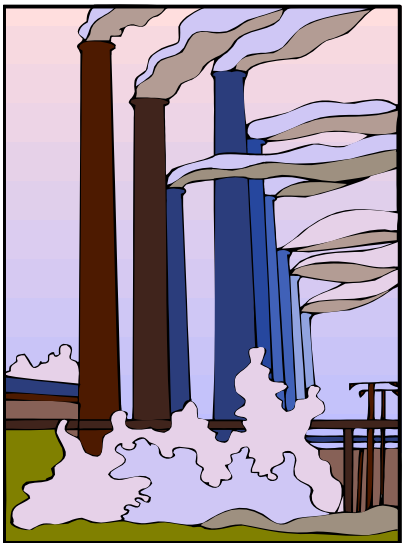
Section 302 – Extremely Hazardous Substances (EHS)

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. Of the facilities surveyed, 1,725 facilities 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/epcraOverview.htm?OpenDocument#emergencyplanning and a list of EHS substances at http://yosemite.epa.gov/oswer/ceppoehs.nsf/EHS_Profile?openform

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





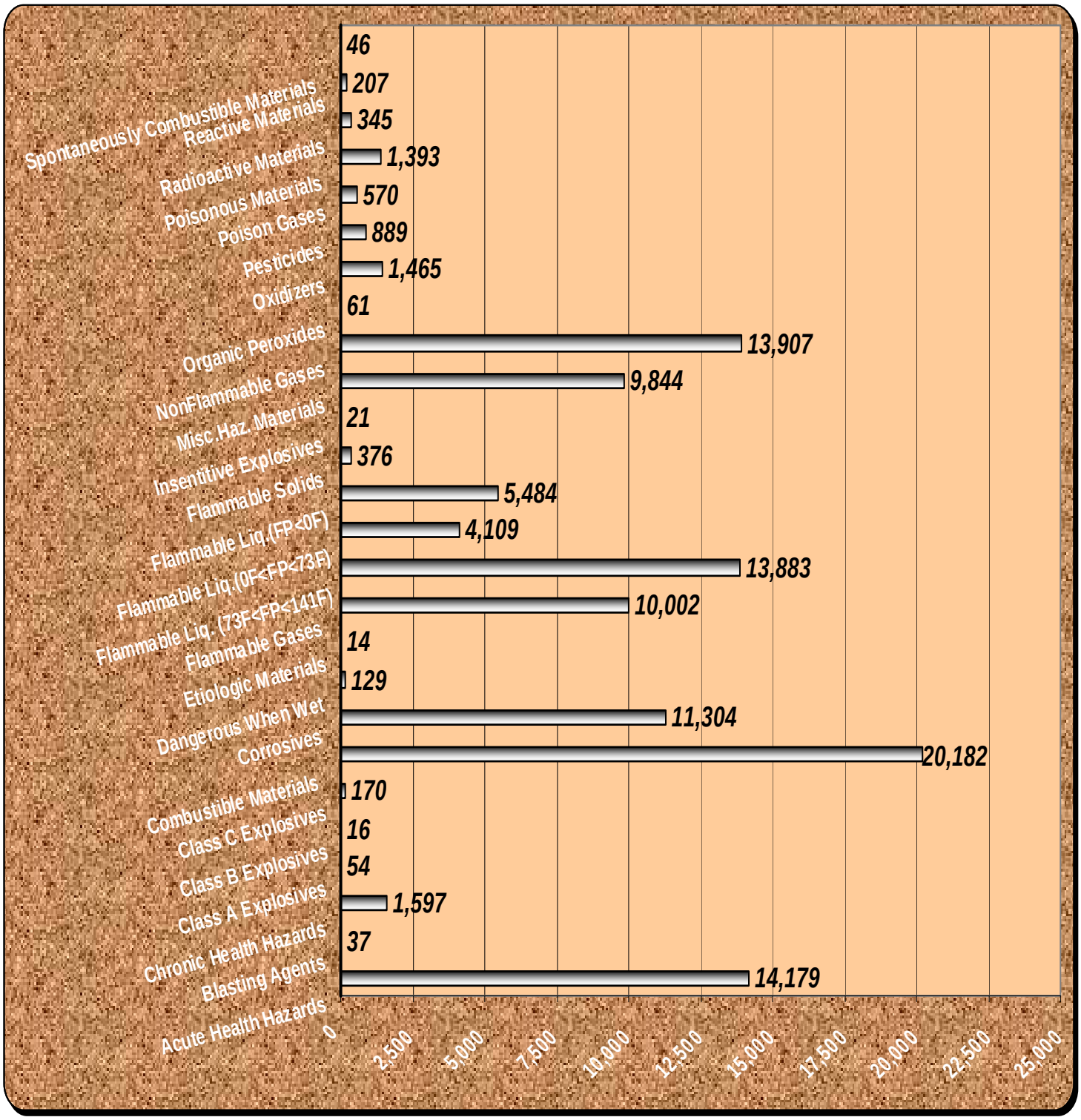
Section 112(r) – Clean Air Act (CAA)

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. Of the facilities surveyed, 928 identified themselves as being subject to the reporting requirements of Section 112(r) of the Clean Air Act.

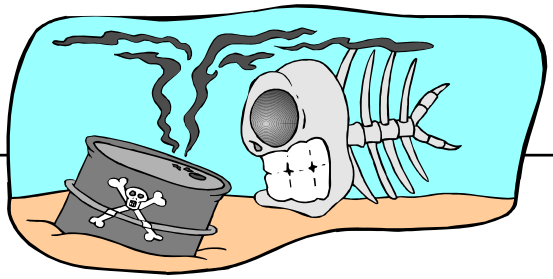
If you have questions about specific 112(r) reporting requirements, contact EPA's RCRA, Superfund and EPCRA Hotline (800) 424-9346, Monday through Friday 9 AM to 6 PM, Eastern Time, **or** Calvin Terada, RMP Program Coordinator, (206) 553-4141 **or** visit the CEPPO home page on the World Wide Web at 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/content/chemicals.htm

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.

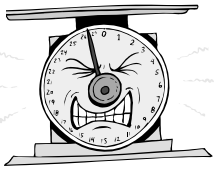
Number of Hazardous Substances Reported By Primary Hazard Classification



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

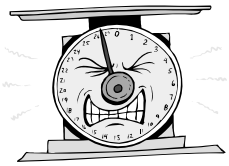


Class A Explosives (1.1)	Dynamite Apcogel Tovex
Class B Explosives (1.2)	Blasting Caps Grenades Flash Bang
Class C Explosives (1.3)	Ammunition Black Powder Firecrackers
Blasting Agents (1.4)	Flares Ammunition Consumer Fireworks
Insensitive Explosives (1.5)	Austinite Blastex Plus Hydromite
Flammable Gases (2.1)	Propane Isobutane Silane
NonFlammable Gases (2.2)	Cougar ® 700 Nitrogen Refrigerant 134A
Flammable Liquids FP<0F (3.1)	Ethyl Chloride Gasoline Acetone
Flammable Liquids 0F<FP<73F (3.2)	Ethanol Toluene N-Propyl Acetate
Flammable Liquids 73F<FP<141F (3.3)	Diesel Mineral Spirits Octane Boost
Flammable Solids (4.1)	Phosphorus Rhodium Sterno ® Cooking Fuel
Spontaneously Combustible Materials (4.2)	Sodium Hydrosulfite Linseed Oil Zirconium Alloy Powders
Dangerous When Wet (4.3)	Calcium Carbide Calcium Cyanamide Phosfume Tabs
Reactive Materials (4.4)	Picric Acid Titanium Tetrackhoride
Combustible Materials (4.5)	2-Butoxyethanol Imaging Oil Rotella Oil 30
Oxidizers (5.1)	Biogard Hydrogen Peroxide Potassium Nitrate
Organic Peroxides (5.2)	Cumene Hydroperoxide Methyl Ethyl Ketone Peroxide Benzoyl Peroxide
Poisonous Materials (6.1)	Mocap EC Phenol Potassium Cyanide
Etiologic Materials (6.2)	Ethidium Bromide Vectobac Biolarvicide Waste Bio-Hazardous
Acute Health Hazards (6.3)	Diethanolamine Lorsban 4E Antifreeze
Chronic Health Hazards (6.4)	Dowanol DM Asbestos Saf-T-Side Oil
Pesticides (6.5)	Slug Bait Moss-B-Ware Roundup Herbicide
Radioactive Materials (7.3)	Nickel 63 Phosphorus 32 Thorium Oxide
Corrosives (8.0)	Hydrofluoric Acid Solutions Caustic Soda Quorum Pink II HF
Misc. Haz. Materials (9.0)	Corn Syrup L-Lysine NB Rubber



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

ABS PLASTIC	DOLOMITE PELLETIZED	LUBRICATING OIL
ABS RESIN	DOLOMITIC HYDRATED LIME	MAGNESIUM CHLORIDE
ALUMINA	ETHANOL	MARINE DIESEL OIL
ALUMINUM	FERTILIZER 38.5,40,41,42,43,44-0-0	MATRIX-MINEX A-270
ALUMINUM FOUNDRY INGOTS	FERTILIZER 0-0-60	MAX CEM
ALUMINUM HYDROXIDE	FERTILIZER 10-34-0	METHYL ALCOHOL
AMMONIA ANHYDROUS	FERTILIZER 11-52-0	MONOAMMONIUM PHOSPHATE FERTILIZER
AMMONIUM NITRATE	FERTILIZER 16-20-0	MOTOR OIL
AMMONIUM NITRATE FERTILIZERS	FERTILIZER 20-0-0	MURIATE OF POTASH
AMMONIUM PHOSPHATE	FERTILIZER 20-0-0-24	MUSTARD AGENT
AMMONIUM PHOSPHATE FERT-LIQUID	FERTILIZER 20-0-0-5	NAPHTHA
AMMONIUM PHOSPHATE MONOBASIC	FERTILIZER 20-3-3-3	NATURAL GAS
AMMONIUM PHOSPHATE SULFATE	FERTILIZER 21-0-0	NIKE GRIND FOAM FRACTION
AMMONIUM POLYPHOSPHATE	FERTILIZER 21-0-0-24	NIKE GRIND RUBBER FRACTION
AMMONIUM SULFATE	FERTILIZER 21-0-0-24 & 20.5-0-0	NITROGEN
AMMONIUM SULFATE FERTILIZER	FERTILIZER 21-0-0-24S	NORTHSTAR SODIUM HYPOCHLORITE
AMMONIUM SULFATE LIQUID FERTILIZERS	FERTILIZER 32-0-0 AN	N-SOL 32
AMMONIUM THIOSULFATE SOLN	FERTILIZER 46-0-0	OIL BUNKER C
ARGON LIQUID	FERTILIZER MIXTURE	OIL NEUTRAL BASE
ARSENIC ACID SOL	FERTILIZER UAN-32	OXYGEN
ASPHALT	FERTILIZER UREA	OXYGEN LIQUID
ASPHALT CHARGE STOCK	FLOUR	PARTICLEBOARD
ASPHALT EMULSION	FLY ASH	PEBBLE QUICKLIME
ASPHALT LIQUID	FORMALDEHYDE	PENTA TREATED WOOD
AVIATION GASOLINE	FORMALDEHYDE SOLUTION	PENTACHLOROPHENOL SOLN
BLACK LIQUOR	FUEL OIL	PERLITE
BUNKER C FUEL OIL	GASOLINE	PERLITE NA66
CARBON ANODE BUTTS	GREEN DIAMOND SAND	PHENOL
CARBON DIOXIDE	GYPSUM	PHENOLIC RESIN
CCA TYPE C	HAZARDOUS WASTE SOLID, NOS	PLY VENEER
CEMENT	INDUSTRIAL OIL	POLYETHYLENE
CHLORINE	ISO 95 POLYISOCYANURATE INSU-LATION BOARD	POLYETHYLENE PELLETS
CHLORINE GAS	JET FUEL	POLYVINYL CHLORIDE RESIN
CHRISTY MINERALS CALCINED FLINT	KINGSFORD CHARCOAL BRIQUETS	PORTLAND CEMENT
CHROMIC ACID	KINGSFORD MATCHLIGHT BRI-QUETS	PORTLAND CEMENT TYPE III
CLAD PANEL	LEAD ACID BATTERIES-DRY	POTASH
CLARIFIER UNDERFLOW SLURRY	LEAD ACID BATTERIES-WET	POTASSIUM CHLORIDE
CLAYS	LEAD ALLOYS AND SCRAP	POTASSIUM CHLORIDE FERTIL-IZER
COAL	LEAD OXIDE	POTASSIUM SULFATE FERTILIZERS
COAL TAR PITCH-LIQUID	LIME MUD	PROPANE
COKE	LIME SLUDGE	QUICKLIME
COMPRESSED AIR	LIMESTONE	RECYCLED FUEL OIL
CR50 R630 780 830 PF708 ISHIHARA	LIMESTONE PELLETIZED	RECYCLED GLASS
CRUDE OIL	LIQUOR BLACK WEAK	REFRACTORY BRICK
CRYOLITE/BATH SOLID	LIQUOR GREEN	RESIN UREA FORMALDEHYDE
DIATOMACEOUS EARTH	LIQUOR WHITE	ROOFING ASPHALT
DIESEL FUEL	LUBE OIL BLENDING ADDITIVES	



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

RUBBER STYRENE BUTADIENE
SALT CAKE
SARIN
SAWDUST/SHAVING
SILICA SAND
SODA ASH
SODIUM CHLORATE CRYSTALS
SODIUM NITRATE
SODIUM SULFATE
SOYBEAN MEAL
STA-LOK 400
STARCH AMYLUM /CORN STARCH
TITANIUM BASE ALLOYS
TITANIUM CHIPS & SPONGE
TITANIUM INGOTS
TURBO POWER PLUS
TYPE S MORTAR
ULTREOUS SMELTER SLAG
UN-32/NS-1 10-34-0
URAN 32-0-0
UREA AMMONIUM NITRATE SOLUTION
UREA FORMALDEHYDE CONCENTRATE 85%
UREA
UREA GRANULAR
UREA LIQUID FERTILIZER
UREA RESIN
USED FOUNDRY SAND
USED OIL
VACUUM GAS OIL
WASTE 300 WASTEWATER
WASTE BLAST MEDIA
WASTE BOILER FLY ASH
WASTE NEWS PRINT
WASTE OIL
WASTE SPENT POTLINER
WHEAT FLOUR
WOOD CHIP & DUST
WOOD FRACTIONS
ZINC INGOTS
ZIRCON
ZIRCONIUM BASE ALLOYS
ZIRCONIUM BASIC CARBONATE
ZIRCONIUM HAFNIUM FD SOLN
ZIRCONIUM METAL
ZIRCONIUM RAFFINATE
ZIRCONIUM SPONGE

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
ADAIR VILLAGE	4	3	75%	8
ADAMS	12	6	50%	135
ADEL	4	3	75%	15
ADRIAN	15	11	73%	25
AGNESS	3	3	100%	5
ALBANY	703	325	46%	2928
ALDERWOOD	1	0	0%	0
ALKALI LAKE	2	1	50%	11
ALLEGANY	1	0	0%	1
ALMA	1	1	100%	3
ALOHA	305	78	26%	284
ALPINE	1	1	100%	1
ALSEA	30	10	33%	35
ALVADORE	4	3	75%	11
AMITY	61	22	36%	79
ANDREWS	2	1	50%	4
ANTELOPE	6	5	83%	11
APPLEGATE	7	3	43%	5
ARCH CAPE	5	2	40%	2
ARLINGTON	23	17	74%	113
AROCK	2	2	100%	7
ASHLAND	331	106	32%	378
ASTORIA	278	128	46%	602
ATHENA	22	11	50%	54
AUBURN MTN	1	1	100%	2
AUMSVILLE	85	29	34%	117
AURORA	156	56	36%	267
AZALEA	10	3	30%	4
BAKER CITY	260	101	39%	428
BALD MT	1	1	100%	1
BANDON	123	60	49%	187
BANKS	74	24	32%	101
BASKET MOUNTAIN	1	1	100%	8
BATES	1	1	100%	4
BAY CITY	19	9	47%	43
BEAR MT	1	1	100%	2
BEAR SPRINGS	1	1	100%	2
BEATTY	4	3	75%	5
BEAVER	9	7	78%	15
BEAVER MARSH	3	0	0%	0
BEAVERCREEK	69	16	23%	41
BEAVERTON	1178	353	30%	2116

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
BEND	1630	468	29%	2201
BIGGS JUNCTION	2	1	50%	2
BIRKENFELD	8	5	63%	12
BLACHLY	11	5	45%	10
BLACK BUTTE	3	3	100%	25
BLODGETT	14	5	36%	15
BLUE RIVER	15	10	67%	45
BLY	18	7	39%	20
BOARDMAN	66	47	71%	472
BONANZA	28	16	57%	71
BONNEVILLE	1	1	100%	3
BORING	271	76	28%	331
BRANDY BAR	1	1	100%	1
BRIDAL VEIL	1	1	100%	1
BRIDGE	1	1	100%	3
BRIGHTON	1	0	0%	0
BRIGHTWOOD	16	5	31%	12
BROADBENT	3	2	67%	8
BROGAN	2	2	100%	2
BROOKINGS	189	76	40%	338
BROOKS	46	29	63%	179
BROTHERS	7	5	71%	15
BROWNLEE VILLAGE	1	0	0%	0
BROWNSVILLE	44	17	39%	41
BUENA VISTA	1	0	0%	0
BURLINGTON	1	1	100%	1
BURNS	102	51	50%	154
BURNT WOODS	2	1	50%	3
BUTTE FALLS	19	13	68%	29
BUTTEVILLE	1	0	0%	0
BUXTON	6	2	33%	4
CABBAGE HILL	1	1	100%	2
CAMAS VALLEY	20	11	55%	31
CAMP SHERMAN	6	5	83%	11
CANBY	280	113	40%	664
CANNON BEACH	25	10	40%	22
CANYON CITY	32	17	53%	61
CANYONVILLE	42	17	40%	59
CARLTON	60	32	53%	163
CARMEN-SMITH	1	1	100%	1
CARVER	4	1	25%	2
CASCADE LOCKS	40	21	53%	116
CASCADIA	5	4	80%	19

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
CAVE JUNCTION	96	48	50%	166
CEDAR BUTTE	1	1	100%	1
CENTRAL POINT	405	147	36%	740
CHARLESTON	19	15	79%	59
CHEMULT	22	16	73%	61
CHERRY GROVE	1	1	100%	2
CHESHIRE	14	3	21%	7
CHILOQUIN	68	34	50%	137
CHRISTMAS VALLEY	22	9	41%	23
CLACKAMAS	663	274	41%	1943
CLATSKANIE	79	39	49%	406
CLOVERDALE	35	26	74%	74
COBURG	45	20	44%	155
COLTON	48	17	35%	52
COLUMBIA CITY	17	8	47%	32
CONDON	50	22	44%	95
COOS BAY	442	217	49%	909
COQUILLE	127	50	39%	166
CORBETT	48	14	29%	66
CORNELIUS	128	51	40%	468
CORVALLIS	855	343	40%	1835
COTTAGE GROVE	253	84	33%	381
COVE	19	6	32%	15
CRABTREE	4	2	50%	3
CRANE	9	5	56%	12
CRATER LAKE	5	5	100%	16
CRAWFORDSVILLE	3	2	67%	2
CRESCENT	21	10	48%	32
CRESCENT LAKE	10	6	60%	22
CRESWELL	120	38	32%	160
CROOKED RIVER RANCH	17	6	35%	28
CULP CREEK	5	4	80%	11
CULVER	41	22	54%	169
CURTIN	6	1	17%	4
DAIRY	6	2	33%	5
DALE	2	2	100%	6
DALLAS	212	77	36%	443
DAMASCUS	2	0	0%	2
DAYS CREEK	10	7	70%	39
DAYTON	70	32	46%	375
DAYVILLE	11	5	45%	14

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
DEADWOOD	5	3	60%	3
DEER ISLAND	19	6	32%	43
DEPOE BAY	27	11	41%	27
DETROIT	19	13	68%	40
DEXTER	30	12	40%	45
DIAMOND	1	1	100%	1
DIAMOND LAKE	2	2	100%	12
DILLARD	17	15	88%	225
DODSON BUTTE	1	1	100%	2
DONALD	17	8	47%	137
DORA	1	0	0%	2
DORENA	3	1	33%	1
DRAIN	54	28	52%	131
DREWSEY	2	1	50%	1
DUFUR	16	8	50%	31
DUNDEE	42	18	43%	68
DUNES CITY	1	0	0%	0
DURHAM	8	3	38%	25
DURKEE	7	5	71%	35
EAGLE CREEK	49	16	33%	67
EAGLE POINT	142	40	28%	149
ECHO	35	16	46%	39
EDDYVILLE	9	3	33%	8
ELGIN	42	17	40%	92
ELK CITY	1	1	100%	3
ELKTON	23	14	61%	68
ELMIRA	34	10	29%	34
ELSIE	1	1	100%	2
EMPIRE	1	1	100%	2
ENTERPRISE	114	66	58%	197
ESTACADA	156	65	42%	274
EUGENE	2538	911	36%	5113
FAIRVIEW	63	23	37%	167
FALCON COVE BCH	1	0	0%	0
FALL CREEK	9	2	22%	5
FALLS CITY	9	6	67%	9
FERNRIDGE	1	0	0%	1
FIELDS	3	3	100%	7
FINN ROCK	3	1	33%	13
FLORENCE	173	77	45%	275

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
FOREST GROVE	254	116	46%	801
FORT KLAMATH	1	1	100%	2
FORT ROCK	6	4	67%	6
FOSSIL	18	12	67%	38
FOSTER	14	6	43%	43
FOX	1	0	0%	0
FRANKLIN	1	1	100%	3
FRENCHGLEN	2	2	100%	4
GALES CREEK	11	3	27%	6
GALICE	1	1	100%	4
GARDINER	12	8	67%	44
GARIBALDI	24	18	75%	66
GASTON	70	25	36%	115
GATES	13	7	54%	14
GEARHART	30	6	20%	15
GERVAIS	54	22	41%	89
GILCHRIST	7	5	71%	19
GLADSTONE	113	37	33%	199
GLASCOW	1	1	100%	1
GLENADA	1	1	100%	1
GLENDALE	42	22	52%	107
GLENEDEN BEACH	15	5	33%	24
GLENWOOD	3	2	67%	4
GLIDE	37	15	41%	57
GOBLE	1	1	100%	1
GOLD BEACH	104	44	42%	146
GOLD HILL	66	20	30%	79
GOSHEN	12	5	42%	14
GOVERNMENT CAMP	19	13	68%	46
GRAND RONDE	23	10	43%	29
GRANITE	3	2	67%	7
GRANTS PASS	900	289	32%	1184
GRASS VALLEY	9	5	56%	7
GRESHAM	661	201	30%	1273
GRIZZLY MT	1	1	100%	2
HAINES	15	8	53%	17
HALFWAY	31	11	35%	37
HALSEY	46	25	54%	465
HAMMOND	14	3	21%	24
HAPPY VALLEY	8	4	50%	7

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
HARBOR	29	12	41%	31
HARNESS MTN	1	1	100%	2
HARPER	4	2	50%	3
HARRISBURG	80	44	55%	397
HATFIELD	1	1	100%	2
HAUSER	2	2	100%	5
HAYMAKER	1	1	100%	2
HEBO	10	5	50%	13
HELIX	11	7	64%	20
HEMLOCK	1	0	0%	0
HEPPNER	54	34	63%	96
HEREFORD	1	0	0%	0
HERMISTON	355	143	40%	983
HILLSBORO	1070	377	35%	2584
HINES	25	19	76%	91
HOOD RIVER	320	117	37%	668
HOODOO BUTTE	1	1	100%	1
HORSE ROCK	1	1	100%	2
HORTON	3	2	67%	5
HUBBARD	93	42	45%	389
HUNTINGTON	16	9	56%	39
HYATT LAKE	1	1	100%	1
IDANHA	5	5	100%	17
IDLEYLD PARK	20	18	90%	63
IMBLER	13	7	54%	41
IMNAHA	4	2	50%	5
INDEPENDENCE	108	52	48%	433
INTERLACHEN	1	0	0%	0
IONE	13	10	77%	81
IRONSIDE	2	1	50%	4
IRRIGON	27	13	48%	74
ISLAND CITY	35	24	69%	123
JACKSONVILLE	68	12	18%	56
JAMIESON	2	0	0%	0
JASPER	7	6	86%	51
JEFFERSON	50	17	34%	129
JEWELL	2	2	100%	4
JOHN DAY	96	42	44%	207
JOHNS PEAK	1	1	100%	2
JORDAN VALLEY	22	17	77%	67

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
JOSEPH	59	25	42%	77
JUNCTION CITY	232	92	40%	516
JUNTURA	7	5	71%	20
KEATING	1	1	100%	1
KEIZER	197	37	19%	164
KENO	20	10	50%	41
KENT	2	1	50%	11
KERBY	7	3	43%	7
KIMBERLY	2	2	100%	3
KING CITY	12	4	33%	9
KING MOUNTAIN	1	1	100%	2
KLAMATH FALLS	765	337	44%	1713
KNAPPA	7	6	86%	8
LA GRANDE	289	139	48%	765
LA PINE	134	43	32%	155
LACOMB	4	1	25%	1
LAFAYETTE	22	13	59%	29
LAKE GROVE	1	0	0%	0
LAKE OF THE WOODS	3	2	67%	17
LAKE OSWEGO	466	126	27%	476
LAKESIDE	33	12	36%	23
LAKEVIEW	142	79	56%	295
LANGLOIS	16	13	81%	24
LAPINE	6	0	0%	0
LEABURG	14	9	64%	34
LEBANON	319	121	38%	624
LEXINGTON	15	10	67%	42
LIME	2	1	50%	3
LINCOLN CITY	165	61	37%	147
LOGSDEN	7	3	43%	5
LONDON	2	2	100%	2
LONG CREEK	10	7	70%	24
LOOKINGGLASS	1	1	100%	2
LORANE	9	6	67%	16
LOSTINE	21	8	38%	11
LOWELL	25	18	72%	70
LYONS	46	19	41%	167
MADRAS	174	97	56%	602
MALIN	31	20	65%	62
MANNING	4	1	25%	1

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
MANZANITA	14	8	57%	23
MAPLETON	20	11	55%	83
MARCOLA	19	10	53%	17
MARYLHURST	4	2	50%	4
MARYS PEAK	1	1	100%	2
MAUPIN	35	22	63%	84
MCCOY	1	0	0%	0
MCKENZIE BRIDGE	9	4	44%	30
MCMINNVILLE	394	175	44%	1241
MCNARY	1	1	100%	4
MEACHAM	7	2	29%	15
MEDFORD	1196	408	34%	2513
MEDICAL SPRINGS	1	1	100%	2
MEHAMA	12	7	58%	19
MERLIN	47	17	36%	58
MERRILL	42	23	55%	123
METOLIUS	6	2	33%	2
MIDLAND	4	1	25%	4
MILL CITY	31	13	42%	100
MILLERSBURG	9	6	67%	43
MILTON FREEWATER	143	58	41%	344
MILWAUKIE	646	184	28%	1011
MIST	7	4	57%	36
MITCHELL	12	9	75%	27
MOLALLA	227	80	35%	350
MONMOUTH	80	30	38%	172
MONROE	55	26	47%	169
MONUMENT	9	6	67%	30
MORO	21	10	48%	44
MOSIER	18	10	56%	16
MT ANGEL	64	29	45%	485
MT BALDY	2	2	100%	4
MT HOOD	13	5	38%	21
MT HOOD-PARKDALE	3	2	67%	3
MT LOOKOUT	1	1	100%	2
MT NEBO	2	2	100%	3
MT VERNON	28	13	46%	24
MULINO	53	14	26%	81
MURPHY	5	4	80%	23
MYRTLE CREEK	129	50	39%	167

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
MYRTLE POINT	106	42	40%	126
NEHALEM	45	23	51%	64
NEOTSU	4	1	25%	2
NESKOWIN	6	3	50%	4
NETARTS	3	3	100%	6
NEW PINE CREEK	1	0	0%	0
NEWBERG	323	117	36%	682
NEWPORT	245	109	44%	431
NICOLIAI RIDGE	1	1	100%	2
NIMROD	1	1	100%	1
NORTH BEND	212	104	49%	438
NORTH PLAINS	83	31	37%	113
NORTH POWDER	19	8	42%	64
NORWAY	3	3	100%	9
NOTI	13	6	46%	49
NYSSA	72	35	49%	231
OAK GROVE	14	7	50%	55
OAKLAND	50	20	40%	53
OAKRIDGE	57	32	56%	137
OAKVILLE	1	1	100%	1
O'BRIEN	5	3	60%	4
ODELL	18	12	67%	128
ONTARIO	291	153	53%	846
OPHIR	2	0	0%	0
OREGON CITY	654	175	27%	987
ORIENT	1	1	100%	2
OTIS	35	11	31%	35
OTTER ROCK	4	2	50%	5
OWYHEE RESERVOIR	1	0	0%	0
OXBOW	7	5	71%	32
PACIFIC CITY	16	8	50%	20
PAISLEY	13	9	69%	35
PALMER BUTTE	1	1	100%	2
PARKDALE	22	13	59%	66
PAULINA	7	5	71%	13
PEDEE	1	0	0%	0
PENDLETON	317	143	45%	739
PHILOMATH	153	72	47%	326
PHOENIX	58	26	45%	83
PILOT ROCK	21	11	52%	55

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
PINE CREEK	1	1	100%	2
PINE GROVE	3	3	100%	5
PINE HURST	1	0	0%	0
PISTOL RIVER	1	0	0%	0
PLACER	1	1	100%	1
PLEASANT HILL	41	12	29%	32
PLUSH	2	1	50%	4
PORT ORFORD	55	27	49%	81
PORTLAND	9088	3274	36%	23983
POST	3	2	67%	4
POWELL BUTTE	30	10	33%	26
POWERS	20	12	60%	36
PRAIRIE CITY	23	11	48%	43
PRAIRIE PEAK	1	1	100%	2
PRESCOTT	1	1	100%	1
PRINCETON	1	1	100%	1
PRINEVILLE	273	113	41%	412
PROSPECT	21	13	62%	65
PROVOLT	2	2	100%	3
RAINIER	86	41	48%	214
REDMOND	494	165	33%	723
REEDSPORT	113	51	45%	199
RESTON	1	1	100%	3
RHODODENDRON	11	4	36%	9
RICHARDSON	1	1	100%	1
RICHLAND	22	8	36%	22
RICKREALL	31	14	45%	146
RIDDLE	48	21	44%	182
RILEY	2	2	100%	5
RITTER	3	1	33%	2
ROCKAWAY	21	12	57%	21
ROGUE RIVER	81	23	28%	96
ROME	1	0	0%	0
ROSE LODGE	6	4	67%	9
ROSEBURG	815	326	40%	1510
RUFUS	13	8	62%	35
RUGGS	1	0	0%	0
SAGINAW	1	1	100%	19
SAINT HELENS	5	3	60%	101
SALEM	2380	867	36%	6174

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
SANDY	249	90	36%	293
SANTIAM JCT	1	0	0%	0
SAUVIE ISLAND	1	1	100%	11
SCAPPOOSE	126	51	40%	189
SCHOLLS	1	1	100%	2
SCIO	62	31	50%	98
SCOTTS MILLS	16	6	38%	8
SCOTTSBURG	3	2	67%	8
SEAL ROCK	23	5	22%	22
SEASIDE	140	51	36%	211
SELMA	23	10	43%	14
SENECA	7	6	86%	11
SHADY COVE	31	15	48%	25
SHANIKO	7	6	86%	11
SHEDD	17	3	18%	68
SHERIDAN	91	41	45%	280
SHERWOOD	271	98	36%	819
SILETZ	28	10	36%	17
SILVER LAKE	22	16	73%	49
SILVERTON	197	70	36%	333
SIMNASHO	3	2	67%	2
SISKIYOU	2	2	100%	8
SISTERS	141	43	30%	157
SIXES	4	0	0%	0
SOUTHBEACH	36	21	58%	98
SPRAGUE RIVER	9	6	67%	9
SPRAY	12	9	75%	23
SPRING RIVER	1	1	100%	2
SPRINGFIELD	756	289	38%	2027
ST BENEDICT	1	1	100%	3
ST HELENS	181	74	41%	485
ST PAUL	33	19	58%	192
STAFFORD	1	1	100%	2
STANFIELD	36	13	36%	56
STAYTON	153	69	45%	910
STUKEL MT	1	1	100%	2
SUBLIMITY	37	8	22%	112
SUMMER LAKE	3	2	67%	10
SUMMERVILLE	11	3	27%	5

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
SUMNER	1	1	100%	2
SUMPTER	11	4	36%	9
SUNNY VALLEY	12	3	25%	11
SUNRIVER	43	23	53%	82
SUTHERLIN	141	53	38%	225
SWEET HOME	162	68	42%	321
SWISSHOME	5	3	60%	18
TAKILMA	1	1	100%	1
TALENT	73	24	33%	100
TANGENT	68	45	66%	402
TENMILE	9	5	56%	9
TERREBONNE	47	13	28%	24
THE DALLES	322	148	46%	741
TIDE	1	1	100%	1
TIDEWATER	12	5	42%	12
TIGARD	734	220	30%	1152
TILLAMOOK	226	114	50%	627
TILLER	7	3	43%	15
TIMBER	4	2	50%	3
TIMBERLINE	2	1	50%	17
TOKETEE	3	3	100%	20
TOLEDO	93	46	49%	252
TOLOVANA PARK	1	0	0%	0
TRAIL	17	11	65%	50
TROUTDALE	216	71	33%	406
TROY	2	2	100%	7
TUALATIN	527	224	43%	1913
TUMALO	1	0	0%	1
TURNER	65	30	46%	130
TYGH VALLEY	23	10	43%	42
UKIAH	10	6	60%	23
UMAPINE	1	1	100%	1
UMATILLA	66	33	50%	492
UMPQUA	11	4	36%	10
UNION	33	16	48%	56
UNITY	10	3	30%	6
VALE	75	43	57%	195
VAN	1	1	100%	2
VAUGHN	1	1	100%	30
VENETA	93	30	32%	111
VERNONIA	69	25	36%	83

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
VIDA	15	5	33%	7
WAKONDA BEACH	1	0	0%	0
WALDPORT	71	31	44%	63
WALLOWA	25	10	40%	33
WALTON	10	1	10%	4
WAMIC	12	8	67%	19
WAPINITIA	1	0	0%	0
WARM SPRINGS	28	22	79%	71
WARREN	34	7	21%	32
WARRENTON	117	51	44%	278
WASCO	33	23	70%	136
WAUNA	2	2	100%	6
WELCHES	22	7	32%	26
WEST FIR	1	1	100%	2
WEST HARNESS MT	1	1	100%	2
WEST LINN	248	45	18%	323
WESTFALL	2	2	100%	7
WESTFIR	4	2	50%	10
WESTLAKE	4	0	0%	0
WESTON	17	7	41%	80
WESTPORT	7	4	57%	5
WHEELER	9	7	78%	14
WHITE CITY	218	102	47%	986
WILBUR	2	2	100%	6
WILDERVILLE	7	3	43%	5
WILLAMINA	56	30	54%	176
WILLIAMS	23	8	35%	21
WILSONVILLE	362	113	31%	1491
WIMER	1	1	100%	1
WINCHESTER	7	3	43%	22
WINCHESTER BAY	11	6	55%	36
WINSTON	58	24	41%	69
WIPPER HILL	1	1	100%	2
WOLF CREEK	13	8	62%	14
WOLF MOUNTAIN	2	1	50%	2
WOOD VILLAGE	27	12	44%	103
WOODBURN	276	112	41%	1721
WREN	1	1	100%	2
YACHATS	17	11	65%	34
YAMHILL	60	25	42%	98
YONCALLA	42	25	60%	64

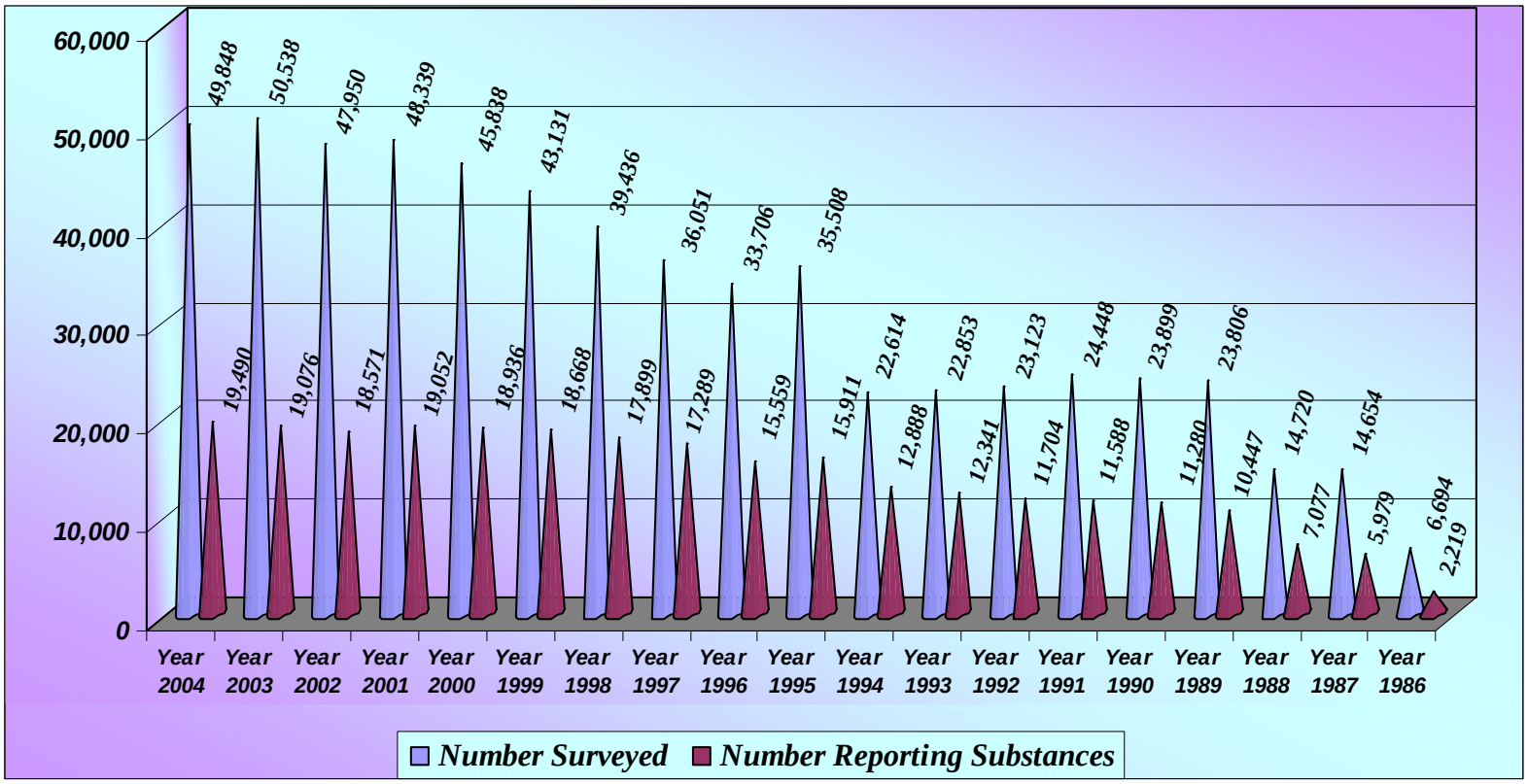
Information by County

Name of County	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances per County
BAKER	380	158	42%	660
BENTON	1,007	453	45%	2,380
CLACKAMAS	4,896	1,562	32%	9,027
CLATSOP	634	271	43%	1,380
COLUMBIA	593	260	44%	1,444
COOS	1,116	529	47%	1,989
CROOK	295	132	45%	459
CURRY	394	177	45%	629
DESCHUTES	2,393	756	32%	3,372
DOUGLAS	1,733	767	44%	3,465
GILLIAM	74	39	53%	208
GRANT	236	115	49%	436
HARNEY	161	87	54%	280
HOOD RIVER	415	167	40%	948
JACKSON	2,693	969	36%	5,360
JEFFERSON	259	150	58%	872
JOSEPHINE	1,101	401	36%	1,513
KLAMATH	1,071	508	47%	2,369
LAKE	212	126	59%	454
LANE	4,737	1,741	37%	9,564
LINCOLN	796	344	43%	1,202
LINN	1,598	754	47%	5,789
MALHEUR	507	274	54%	1,411
MARION	3,732	1,397	37%	11,235
MORROW	177	113	64%	762
MULTNOMAH	9,666	3,413	35%	25,104
POLK	639	256	40%	1,527
SHERMAN	81	49	60%	218
TILLAMOOK	437	13	3%	993
UMATILLA	1,032	243	24%	3,057
UNION	458	463	101%	1,128
WALLOWA	218	218	100%	332
WASCO	442	114	26%	1,000
WASHINGTON	5,150	227	4%	11,277
WHEELER	44	1,740	3955%	90
YAMHILL	1,142	31	3%	3,175

Historical Data

Year	Number Surveyed	Number Reporting Substances	Percent Reporting Substances
Year 2004	49,848	19,490	39%
Year 2003	50,538	19,076	38%
Year 2002	47,950	18,571	39%
Year 2001	48,339	19,052	39%
Year 2000	45,838	18,936	41%
Year 1999	43,131	18,668	43%
Year 1998	39,436	17,899	45%
Year 1997	36,051	17,289	48%
Year 1996	33,706	15,559	46%
Year 1995	35,508	15,911	45%
Year 1994	22,614	12,888	57%
Year 1993	22,853	12,341	54%
Year 1992	23,123	11,704	51%
Year 1991	24,448	11,588	47%
Year 1990	23,899	11,280	47%
Year 1989	23,806	10,447	44%
Year 1988	14,720	7,077	48%
Year 1987	14,654	5,979	41%
Year 1986	6,694	2,219	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 49,848 in 2004.



Survey Information

The following pages include information and instructions on how the survey is completed. 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.

For a complete copy of the survey instruction booklet, visit our web site at: www.sfm.state.or.us. On the right column, click on Unit Information. Scroll down and click on Community Right To Know Services Unit. Scroll down and click on item number 4.

TABLE I
Physical State

1=Solid
2=Liquid
3=Gas

TABLE II
Quantity Units

1=Pounds
2=Gallons
3=Cubic Feet
4=Millicuries

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 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, jugs, or buckets
N = Plastic bottles, jugs, or buckets
O = Totebin
P = Tank wagon
Q = Railcar
R = Other
S = Dewar

TABLE V
Temperature and Pressure Conditions and Storage

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

Reporting Criteria

What must be reported?

All substances that have a Material Safety Data Sheet (MSDS) as required by OR-OSHA must be considered for reporting. If the maximum amount on site at any time during the survey period meets or exceeds the quantities below, 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 (E.g. gasoline, diesel, motor oil, acetone, paint)
   - 200 cubic feet of a gas at atmospheric pressure and temperature (E.g. acetylene, oxygen, propane, liquid oxygen, sulfur dioxide, Freon)
   - 500 pounds of a solid (E.g. lime, metal ingots, fertilizer, caustic soda)

2. 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 on this page, whichever is lower.

3. Facilities must report on the survey any **poison or explosive** they have equal to or greater than: (E.g. cyanide, strychnine, dynamite, black powder.)
   - 5 gallons of a liquid
   - 20 cubic feet of a gas
   - 10 pounds of a solid

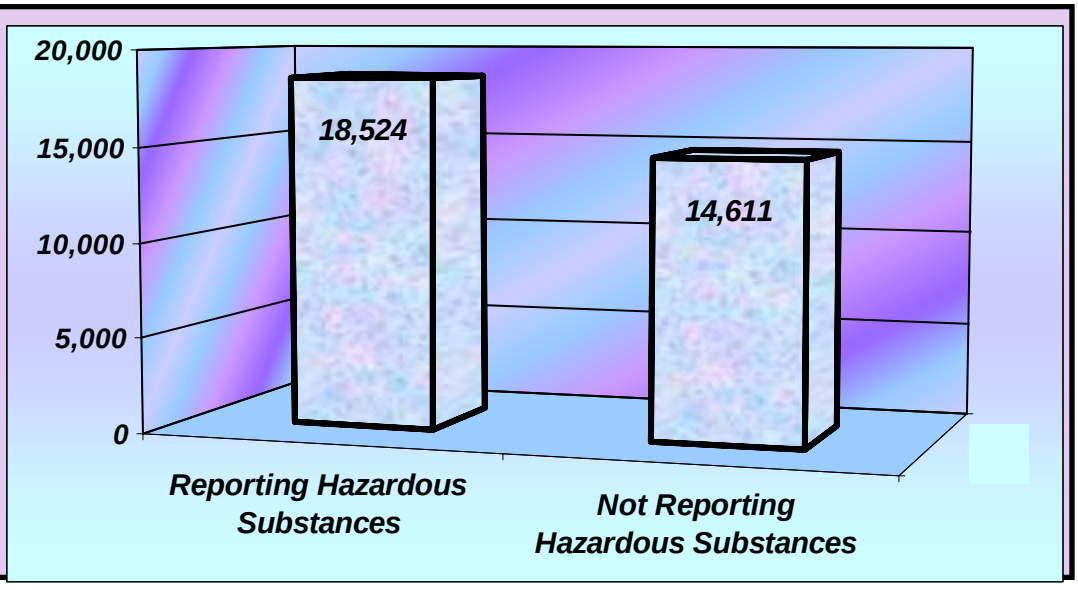
4. Facilities must report **any** quantity of a **radioactive substance** including radioactive wastes.

Exceptions

1. Sealed source radioactive materials, as defined by OAR 333-100-0055(118), are not required to be reported. (E.g. contained in smoke detectors, survey equipment, and small laboratory testing equipment.)

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 occurs.
   - 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 2004, of the 33,135 facilities who submitted the Hazardous Substance Information Survey, 18,524 reported they had reportable quantities of hazardous substances and 14,611 reported that they did not have a reportable quantity of hazardous substances.



INSTRUCTIONS AND DEFINITIONS

THIS SURVEY IS REQUIRED TO BE FILLED OUT COMPLETELY AND ACCURATELY FOR THE SURVEY PERIOD. See sample survey included in this report. 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 request form for unreported sites included in this booklet for each location.** 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

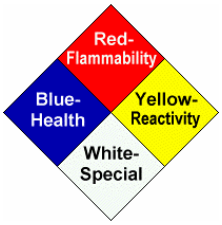
1. Check "Yes" or "No" depending upon whether or not your facility had hazardous substances in reportable quantities during the survey period. A hazardous substance is any substance for which a Material Safety Data Sheet (MSDS) is required by Oregon Occupational Safety and Health Act (OSHA). **Substances 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. **NAICS Code 1** (North American Industry Classification System Code) - List the six-digit number that corresponds to the business activity at your facility. If you are unsure of your code you can obtain information at http://www.census.gov/epcd/www/naics.html.
2. **NAICS Code 2** - List the six-digit number that corresponds to any other type of business activity at your facility, if applicable.
3. **Business Activity** - Describe the type of business occurring at the site address identified in #10. Is it Logging, Landscaping, 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. **Owner/CEO/Reg Agent**- This is the person of legal record for the facility E.g, owner, chief executive officer, registered agent, director, and/or president.
6. **Send to Attention of** - This person will receive all correspondence regarding the HSIS.

INSTRUCTIONS AND DEFINITIONS

7. **E-mail Address** - Facility's e-mail address. If there is no e-mail address enter NONE**.** Do not enter web sites.
8. **Business Name** - Name that the business is known by, operates under or DBA.
9. **Dept. or Div.** - Department or Division of the facility if applicable.
10. **Site Address** - A facility's business location in Oregon, including street number and name, city, county, and zip code. A facility 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 HSIS.
12. **Business Phone** - Telephone number that can be used to contact your facility 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 facility's use of the National Fire Protection Agency's (NFPA) 704 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.

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 (and extension if applicable) of the person completing the survey.

INSTRUCTIONS AND DEFINITIONS

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 Material Safety Data Sheet (MSDS), container, or package or tank that the substance came 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.** The HSIS will be returned if duplicate entries of substance names are entered.

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.

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.

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 the 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 the instruction booklet.

Pure or Mixture - Enter a 1 or 2 in the brackets. Pure substances have only one component; e.g., oxygen or acetone. Mixtures contain two or more different components mixed together; e.g., paint or gasoline. See the Material Safety Data Sheet or contact your supplier for assistance.

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. Also see FAQ section on how to calculate). This amount cannot be greater than the maximum amount code or the location maximum (loc max) code.

Maximum Amount - Enter the two-digit code for the maximum amount possessed at one time during the previous 12 months. (Use Table III). The Max Amt code must be equal to or larger than the Avg Amt code and the Loc Max code.

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). 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 off the site during the previous 12 months (Use Table III). NOTE: If no amounts were transported from the facility, place 00 in the box. (This does not include accidental and/or intentional releases or the fuel, gas, oil, etc., used in the company vehicles or other substances consumed 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) Review the example 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). 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 Pesticide 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 reported in the "location" field of Section D along with the Loc Max code for that location. Loc Max codes cannot be greater than the Max Amt Code. 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, a "V" in the "quadrant" column and the Loc. Max code for the amount of substance throughout the facility. At least one location must be entered for each substance name reported. See **Storage Locations** page in the instruction booklet for more detailed instructions.

If a storage location previously reported is no longer applicable, 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	Loc Max UseTable III
☐ Delete	[I]	[Main]	[1]	[NA]	[Repair]	[NE]	[10]
☐ Delete	[O]	[Warehouse]	[ ]	[Parking Lot]	[NA]	[SW]	[04]
☐ Delete	[I]	[Various]	[1]	[NA]	[NA]	[V]	[04]

Enter all fields that apply.

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

Location - If additional space is needed to report substance locations than is available 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:

Facility ID Number:

2004
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 to the left.

☐ YES ☐ NO 1. Were there hazardous substances present at this site in reportable quantities during this survey period?
☐ YES ☐ NO 2. Were Extremely Hazardous Substances (EHS) present at this site at or above the threshold planning quantities during this survey period?
☐ YES ☐ NO 3. Is this facility subject to the reporting requirements of Section 112(r) of the Clean Air Act?
☐ YES ☐ NO 4. Is this facility subject to the Process Safety Management (PSM) requirements of OR-OSHA?

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

1. NAICS CODE 1: DEFINITION:
2. NAICS CODE 2: DEFINITION:
3. BUSINESS ACTIVITY AT THIS SITE: [ ]
4. DUN & BRADSTREET #: [ ]
5. OWNER/CEO/REG AGENT: [ ]
6. SEND TO ATTENTION OF: [ ]
7. E-MAIL ADDRESS: [ ]
8. BUSINESS NAME: [ ]
9. DEPT OR DIV: [ ]
10. SITE ADDRESS: [ ]
    CITY: [ ]
    COUNTY: [ ]
    STATE: [ ] ZIP CODE: [ ]
11. MAILING ADDRESS: [ ]
    CITY: [ ]
    COUNTY: [ ]
    STATE: [ ] ZIP CODE: [ ]
12. BUSINESS PHONE: [( )]
13. NUMBER OF EMPLOYEES AT THIS SITE: [ ]
14. EMERGENCY ASSISTANCE CONTACT PERSON FOR THIS SITE: [ ]
15. EMERGENCY CONTACT PHONES:
    DAY: [( )] NIGHT: [( )]
16. RESPONSIBLE FIRE DEPARTMENT: [ ]

SPECIAL FIRE DEPARTMENT INFORMATION This section is for information the fire service needs to know in case of an emergency.

17. ☐ YES ☐ NO WRITTEN EMERGENCY PLAN. IF YES, WHERE AT SITE: _____
18. ☐ YES ☐ NO AUTOMATIC FIRE SUPPRESSION SYSTEM PRESENT; e.g., sprinklered, halon system, etc.
19. ☐ YES ☐ NO ARE STORAGE BUILDINGS/TANKS/AREAS PLACARDED ACCORDING TO NFPA 704?
20. ☐ YES ☐ NO ARE OTHER TYPES OF PLACARDS USED?

SECTION C **PERSON COMPLETING FORM**

Signature required: I certify that the information provided is true and accurate to the best of my knowledge. This person will be contacted to answer any questions needing clarification.

1. PRINT NAME: _____
2. SIGNATURE: _____
3. Date: _____ Phone: _____ Ext: _____

For office use only: R____ F____ DE____/____ C____

Chemical Form

2004
OREGON STATE FIRE MARSHAL
Hazardous Substance Information Survey

Facility ID Number

SECTION D Cross off the old or incorrect information and type or print changes or additions in the [bracketed] area.

Common Name or Trade Name: [ ]

Hazardous Ingredient: [ ]

☐ No Longer Reportable
☐ 112R
☐ EHS
☐ PSM
☐ 1-Pure 2-Mixture [ ]

Physical State Use Table I	Units of Measure Use Table II	Avg Amt Code Use Table III	Max Amt Code Use Table III	Amt IN Code Use Table III	Amt OUT Code Use Table III	No Days On Site 3 digits	Storage Code Use Table IV & V	Hazard Class Table VI	UN/NA if known	EPA Pesticide Registration No: / CAS No. if known
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ][ ][ ]	[ ]	[ ]	[ ]

LOCATION

Delete	In/Out	Building	Floor	Area	Room	Quadrant	Loc Max Use Table III
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Common Name or Trade Name: [ ]

Hazardous Ingredient: [ ]

☐ No Longer Reportable
☐ 112R
☐ EHS
☐ PSM
☐ 1-Pure 2-Mixture [ ]

Physical State Use Table I	Units of Measure Use Table II	Avg Amt Code Use Table III	Max Amt Code Use Table III	Amt IN Code Use Table III	Amt OUT Code Use Table III	No Days On Site 3 digits	Storage Code Use Table IV & V	Hazard Class Table VI	UN/NA if known	EPA Pesticide Registration No: / CAS No. if known
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ][ ][ ]	[ ]	[ ]	[ ]

LOCATION

Delete	In/Out	Building	Floor	Area	Room	Quadrant	Loc Max Use Table III
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Common Name or Trade Name: [ ]

Hazardous Ingredient: [ ]

☐ No Longer Reportable
☐ 112R
☐ EHS
☐ PSM
☐ 1-Pure 2-Mixture [ ]

Physical State Use Table I	Units of Measure Use Table II	Avg Amt Code Use Table III	Max Amt Code Use Table III	Amt IN Code Use Table III	Amt OUT Code Use Table III	No Days On Site 3 digits	Storage Code Use Table IV & V	Hazard Class Table VI	UN/NA if known	EPA Pesticide Registration No: / CAS No. if known
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ][ ][ ]	[ ]	[ ]	[ ]

LOCATION

Delete	In/Out	Building	Floor	Area	Room	Quadrant	Loc Max Use Table III
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Location Form

2004
OREGON STATE FIRE MARSHAL
Additional Location Sheet

Facility ID Number

SECTION E

Enter the information in the [bracketed] areas.

Common Name or Trade Name: [ ]

LOCATION

Delete	In/Out	Building	Floor	Area	Room	Quadrant	Loc Max Use Table III
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Common Name or Trade Name: [ ]

LOCATION

Delete	In/Out	Building	Floor	Area	Room	Quadrant	Loc Max Use Table III
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Common Name or Trade Name: [ ]

LOCATION

Delete	In/Out	Building	Floor	Area	Room	Quadrant	Loc Max Use Table III
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Common Name or Trade Name: [ ]

LOCATION

Delete	In/Out	Building	Floor	Area	Room	Quadrant	Loc Max Use Table III
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Common Name or Trade Name: [ ]

LOCATION

Delete	In/Out	Building	Floor	Area	Room	Quadrant	Loc Max Use Table III
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
☐	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

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 requested 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.

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

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 19,600 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.

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

Material Safety Data Sheet (MSDS)

There are over 19,600 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 at www.sfm.state.or.us.
2. They are available on the Office of State Fire Marshal's Hazardous Substance Information System MSDS CDs.
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.

Fire Service and Emergency Response

The Hazardous Substance Information System CD is sent to fire departments on an annual 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.

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?

1. ☐ Verbal
2. ☐ Printed Copy
3. ☐ Fax
4. ☐ E-Mail Transfer
5. ☐ Diskette
6. ☐ CD, How Many_____

12. If you are requesting 4, 5 or 6 please check format

☐ Access ☐ Text
☐ Excel ☐ D-Base
☐ Other / Specify format →

OSFM USE ONLY

Type of Organization Requesting

☐ Educational Organization ☐ General Medical
☐ Emergency Management ☐ Hospital
☐ Environmental Consultant ☐ General Government
☐ Environmental Group ☐ Law Enforcement
☐ Fire Service ☐ Private Business
☐ Financial Institution ☐ Public
☐ Other / Specify →

Purpose

☐ Education / Library ☐ Response
☐ Company Look-up ☐ Planning
☐ Presentation / Meeting ☐ Exercise
☐ Regulatory ☐ ESA
☐ Other / Specify ↓ ☐ TTA

Request Type

☐ HSIS CD ER ☐ Survey
☐ HSIS CD PUB ☐ Incident
☐ MSDS ☐ Inc & Surv
☐ H&M ER ☐ HMT ☐ TRI
☐ H&M PUB ☐ EHS
☐ Pesticide ☐ 112R
☐ Secured HazClass ☐ PSM
☐ Other / Specify → ☐ Tech Asst

Person Receiving Request: _____
Person Providing Request: _____
Person Verifying _____
Date Request Provided: _____
Query Name: _____
Special Request Approval: _____

Type of S.I. H.C.☐ Spec. Loc ☐ Emer Night # ☐
On going ☐ One Time ☐

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

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 or 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

SURVEY CONT

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

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, fee audits, and telephone consultations.

Staff provided assistance and information on the reporting requirements through a variety of methods, including the Hazardous Substance Information Hotline, the CR2K Web page, informational packets, flyers, and informational presentations.

During 2004, the audit program conducted 1,908 review audits, 182 fee audits, 491 on-site audits, and 97 audits of facilities requesting an appeal to Notices of Non-Compliance.

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.

The two categories of audits have different types of audits as indicated below:

OSFM Initiated Audits	Facility Initiated Audits
• On-site audits • Non-Response audits • Mail audits • Review audits • Verification Audits	• Fee Review Request audits • Review audits
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.	**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.

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 IN 2004

On-site Audit - An audit initiated because of a possible reporting error, a review of a North American Industrial Classification (NAICS) 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 NAICS 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 NAICS 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.

Verification Audits - An audit initiated by the Office of State Fire Marshal in order to verify information reported on their survey. These audits are conducted at the facility and may include a walk-through of the entire site and a review of the facility records, such as purchase orders, invoices, etc.

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

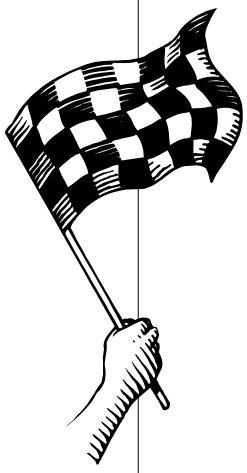
- Penalties for *first instance* (within five years) Class I, II, III and/or VI Non-Compliance, will be suspended provided the employer, owner or operator submits the required information by the compliance date.
- Penalties for *second instance* (within five years) Class I, II, III and/or VI Non-Compliance, 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 2004 Accomplishments

- Provided 13,119 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 91 requests for customized hazardous substance information reports.

- An HSIS CD (in most cases, the Public version) was distributed to 59 Health Administrators and 91 Emergency Managers. The Public HSIS CD was distributed to 94 individual requestors. The Emergency Responder HSIS CD was distributed to 675 fire service personnel, including hazmat team members. The HSIS Training CD was distributed in class to 122 individuals.



- Provided monthly updates to the hazardous substance information available on the OFSM web page. The CR2K web databases and the Chemical of the Month page was accessed over 6,032 times in 2004.

- In September 2004, the Planning Assistance to Fire Service (PATFS) Program was initiated in seven communities throughout the state. This program is a six-step process aimed at assisting fire service personnel in identifying facilities within their jurisdictions that possess hazardous substances. PATFS enables fire service personnel to pre-plan for hazardous material incidents at these facilities. The program trains first-responders to utilize the Hazardous Substance Information System CD (HSIS) and the Hazardous Materials Planning Priority program (a computer program included on the HSIS CD). A liaison works with the facility and first responder to evaluate their emergency response plans, identifying areas where plans may leave holes in response, or plans that conflict with each other. The liaison provides instruction on using the Hazardous Materials Training Resource Information Center (HazTRIC), which is an online training identifier. A liaison also promotes fire department involvement in a Referral Program.

- Staff conducted eleven general invitation workshops on how to use the Hazardous Substance Information System (HSIS) compact disc, and conducted six similar workshops for fire departments located in Forest Grove, Albany, Roseburg, Mt. Angel, Astoria, and Ashland.

- 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.

- Facilitated the maintenance of the LEPC web site which includes programming to allow visitors to enter their Oregon address and cross reference with the OSFM HSIS database to determine if they may be in the planning area for a facility containing hazardous material. Visit http://www.oregonLEPC.org to learn more.

- Implemented the Electronic Survey Submission program allowing facilities to report their Hazardous Substance Information Survey using a computer program on a compact disc. In 2004, 508 facilities were accepted into the ESS program, and the ESS software was mailed to 290 facility headquarters.

- Projects completed through the Hazardous Materials Emergency Preparedness (HMEP) grant include two commodity flow studies, one emergency response plan update, and one hazardous materials exercise. HMEP funds also made it possible to provide training on a variety of topics to 1,041 emergency responders. Topics included Incident Command System, HazMat On-Scene Incident Command, Awareness and Operations, Radiological Response, HazMat Catching, Awareness Refresher for Law Enforcement, LPG Response, CAMEO, and Advanced HazMat Life Support.

COMMUNITY RIGHT TO KNOW SERVICES UNIT

AVAILABLE PUBLICATIONS

Reports and Booklets

"Annual Report of Hazardous Materials Incidents in Oregon"

- A listing of the hazardous material 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"

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

"Hazardous Substance Information System Questions & Answers"

- A brief history and answers to 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"

- A booklet explaining 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

- A booklet including 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

- 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

- A pamphlet, published by the EPA, which 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

- A pamphlet containing 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

- A pamphlet containing 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

- A pamphlet explaining 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

- A brochure outlining 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

- A brochure outlining 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

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