Oregon Hazardous Substance Information Survey Annual Report 2005

5/6/06

Oregon State Police
Office of State Fire Marshal
Hazardous Substance Information System
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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 2005.

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 staff are 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

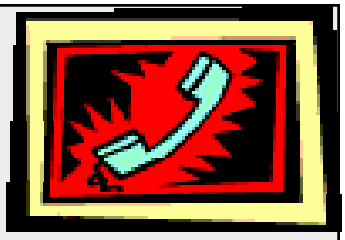
Authority and Application

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 active 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 2005

Hazardous Substance Information Survey Calls

- 8,370 calls received pertaining to:
- Hazardous Substance Information Survey (7336)

  For example:
  Explanation of who must report
  What substances are reportable
  How to determine reportable quantities
  How to determine average, maximum and yearly amounts

  Electronic Survey Submission (1,031)

  Notice and Orders (3)

Hazardous Substance Possession Fee Calls

- 217 calls received pertaining to:

  Explanation of how fees are calculated and assessed

  What programs are funded by the fees

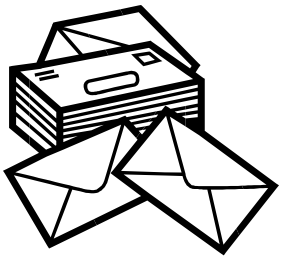
  The basis necessary to request a fee review

  Procedures to follow for requesting a fee review

  How the review process works and deadlines for filing a review
- 545 other calls received related to miscellaneous information

Data Collection and Distribution

The 2005 surveys were mailed out monthly beginning in February 2005 and ending in October 2005. The monthly distribution of surveys is based on the county location of the facility. 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)

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 2005, the Community Right to Know Unit created and distributed HSIS CD's to 362 fire departments, 62 hazardous materials response teams, 96 emergency managers, 61 county health administrators, and 154 to the general public.

Distributing Information To Requestors

In 2005, the Office of State Fire Marshal's Community Right to Know Unit received and processed the following 172 requests for information:

- Emergency Responder HSIS CD with MSDS Set (16)
- Public HSIS CD with MSDS Set (1)
- Emergency Responder HSIS CD (17)
- Public HSIS CD (29)
- MSDS Only (3)
- Combination of Incident and Survey Information (45)
- Incident Information Only (31)
- Survey Information Only (26)
- Other (4)

Many times requestors are not aware of the types of information OSFM has available to them. Information Requestors are contacted by staff in order to verify what information they are requesting, and to share with them additional information that may be available.

Due to events on September 11, 2001, and the potential for future terrorist acts, some of the information reported by facilities has been determined to be confidential and secured. The information considered to be secured includes site specific information regarding the storage location of hazardous substances at a facility and the emergency contact night phone number. It also includes chemicals that have a hazard class code of 1.1, 1.2, 1.3, 1.4, 1.5 (explosives); 2.3 (poison gases); 6.2 (etiologic materials); and 7.3 (radioactive materials). This information is deemed confidential by ORS 453.332 (4).

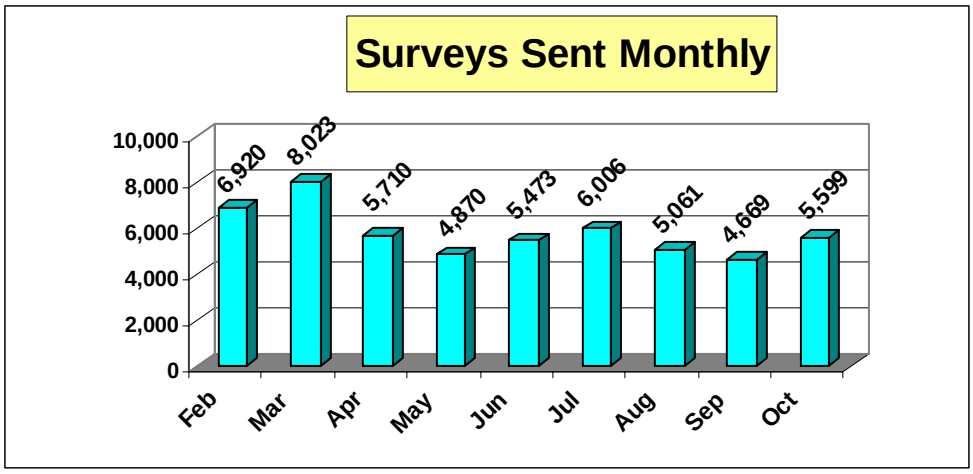
Because certain information is secured, the CR2K Unit produces two versions of the HSIS CD. One is the public version, which does not contain secured information. The other is the Emergency Responder (ER) version, which contains the secured information. Those receiving the ER version are advised that there is confidential and secured information on the CD that cannot be released to anyone but Fire Departments and HAZMAT teams. Those using the ER version are instructed to protect this information.

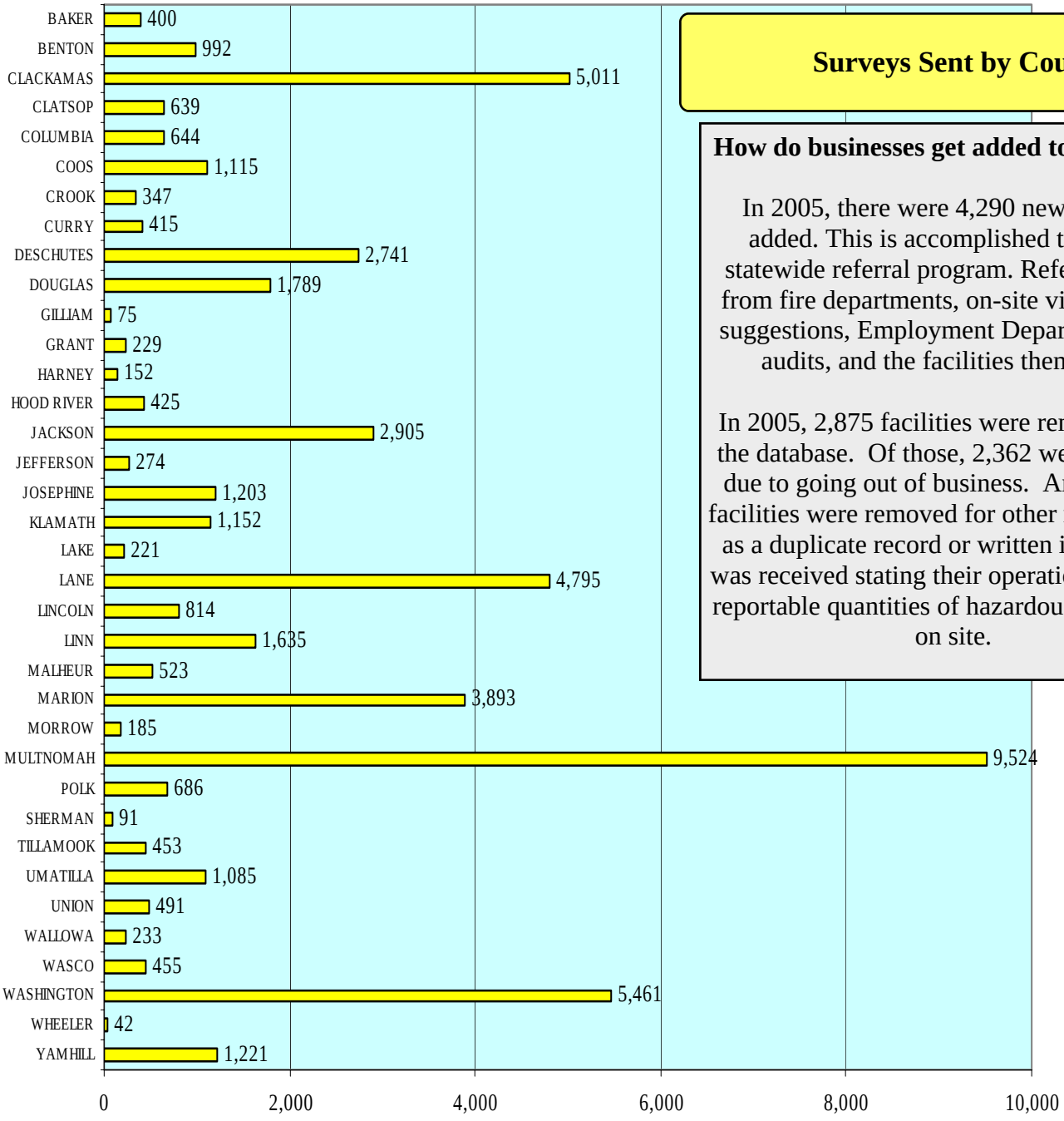
Requests for information often involve performing a search on the Hazardous Materials Incident Database. Many times, requestors seek information from both the Incident database and the Survey database. For instance, in performing an environmental site assessment, one may wish to know if we have any record of a hazardous material spill at a location, and they may also want to know if that location had any above ground storage tanks. This is a typical request.

Surveys Sent

Surveys "sent" includes hard copy surveys that were mailed and electronic surveys that were emailed. There were a total of *52,331 surveys sent in 2005.

*15 surveys were sent to substations. Substations are not reflected on the charts displayed on this page.





Surveys Sent by County

How do businesses get added to the HSIS?

In 2005, there were 4,290 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.

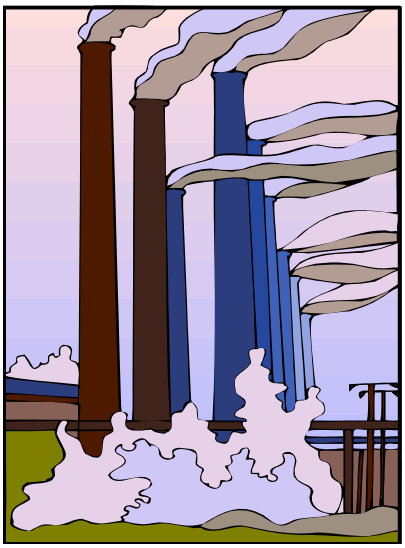
In 2005, 2,875 facilities were removed from the database. Of those, 2,362 were removed due to going out of business. Another 513 facilities were removed for other reasons such as a duplicate record or written information was received stating their operation never has reportable quantities of hazardous 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 submitting their 2005 survey, 1,746 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

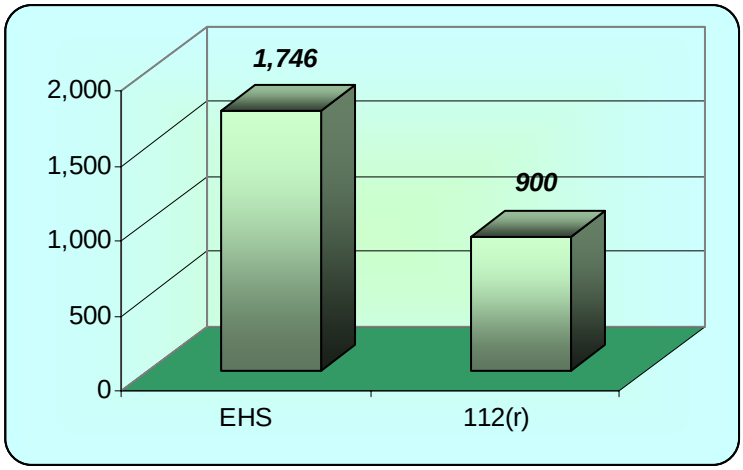


Section 112(r) – Clean Air Act (CAA)

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 submitting their 2005 survey, 900 identified themselves as being subject to the reporting requirements of Section 112(r) of the Clean Air Act.

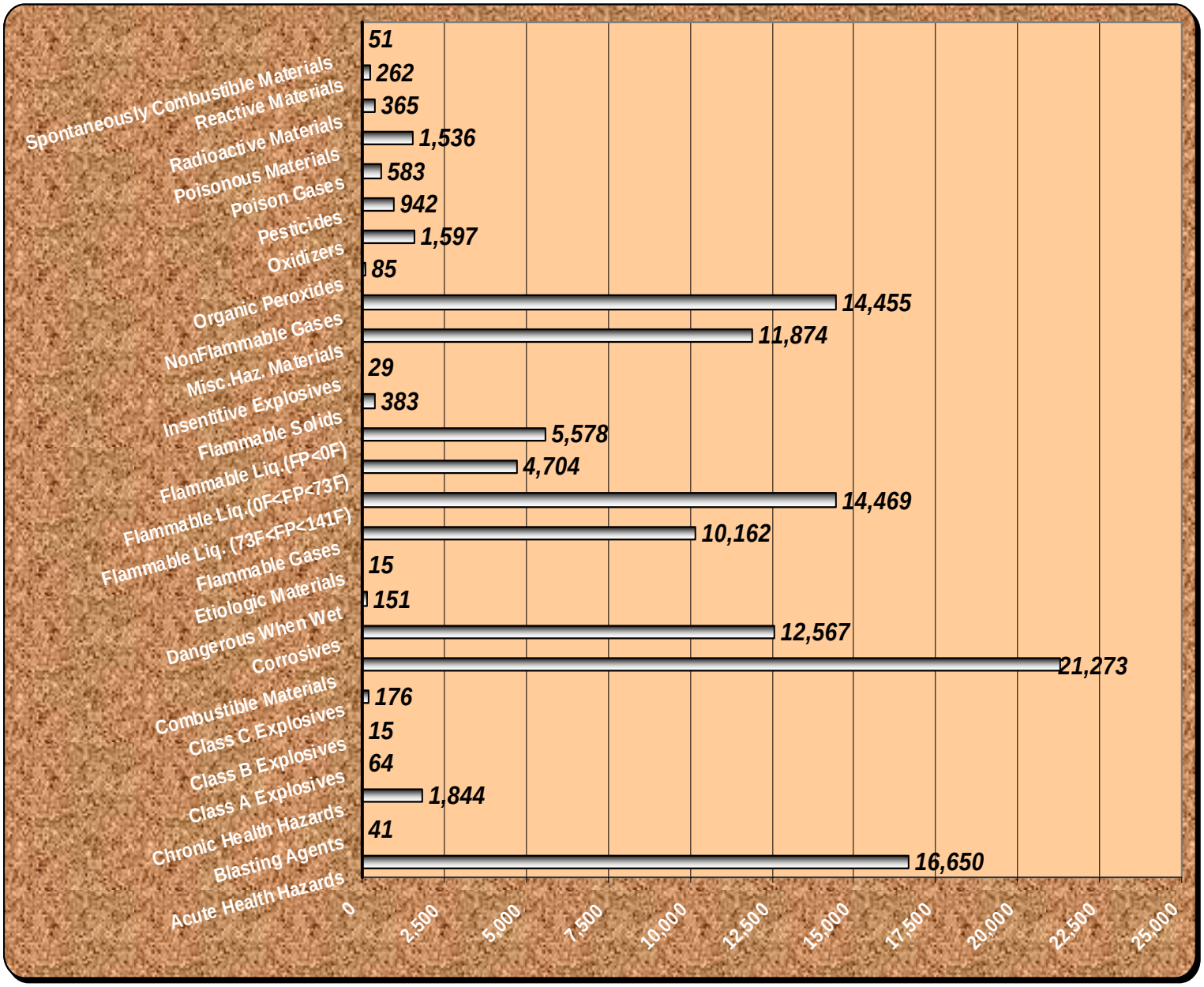
If you have questions about specific 112(r) reporting requirements, contact EPA's RCRA, Superfund and EPCRA Hotline (800) 424-9346, Monday through Friday 9 AM to 6 PM, Eastern Time, **or** Calvin Terada, RMP Program Coordinator, (206) 553-4141 **or** visit the CEPPO home page on the World Wide Web at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

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

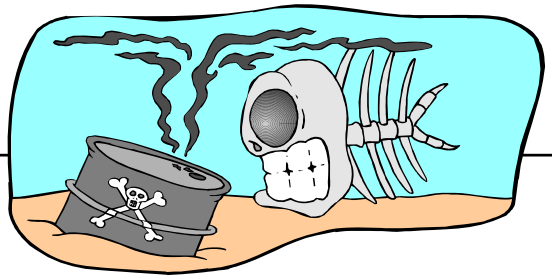


The information gathered through the Hazardous Substance Information Survey can be organized in many different ways to accommodate the specific needs of the user. The following pages have information shown by chemical hazard class, amount, city and county.

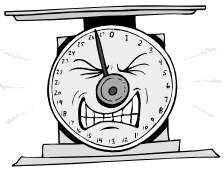
Hazardous Substances Reported
Sorted By Primary Hazard Classification



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

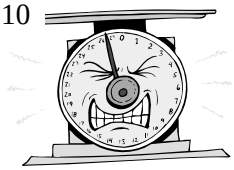


Class A Explosives (1.1)	Dynamite Apcogel Tovex
Class B Explosives (1.2)	Blasting Caps Grenades Flash Bang
Class C Explosives (1.3)	Ammunition Black Powder Firecrackers
Blasting Agents (1.4)	Flares Ammunition Consumer Fireworks
Insensitive Explosives (1.5)	Austinite Blastex Plus Hydromite
Flammable Gases (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	DIESEL FUEL #2	JET FUEL
ABS RESIN	DIESEL OIL	KINGSFORD CHARCOAL BRIQUETS
AG LIME	DOLOMITIC HYDRATED LIME	KINGSFORD MATCHLIGHT BRIQUETS
ALUMINA	ETHANOL	KRAFT LINERBOARD
ALUMINUM	ETHANOL 200 PROOF	LEAD ACID BATTERIES-DRY
ALUMINUM FOUNDRY INGOTS	FERTILIZER 38.5,40,41,42,43,44-0-0	LEAD ACID BATTERIES-WET
ALUMINUM HYDROXIDE	FERTILIZER 0-0-60	LEAD ALLOYS AND SCRAP
AMMONIA ANHYDROUS	FERTILIZER 10-34-0	LEAD OXIDE
AMMONIUM NITRATE	FERTILIZER 11-52-0	LIME MUD
AMMONIUM NITRATE FERTILIZERS	FERTILIZER 11-52-0 WILCO	LIME SLUDGE
AMMONIUM PHOSPHATE	FERTILIZER 16-20-0	LIMESTONE
AMMONIUM PHOSPHATE FERT-LIQUID	FERTILIZER 16-20-0 WILCO	LIQUOR BLACK WEAK
AMMONIUM PHOSPHATE MONOBASIC	FERTILIZER 20-0-0-24	LUBRICATING OIL
AMMONIUM PHOSPHATE SULFATE	FERTILIZER 20-0-0-5	MAGNESIUM CHLORIDE
AMMONIUM POLYPHOSPHATE	FERTILIZER 20-3-3-3	MARINE DIESEL OIL
AMMONIUM SULFATE	FERTILIZER 21-0-0	MATRIX-MINEX A-270
ARGON LIQUID	FERTILIZER 21-0-0-24	MAX CEM
ASPHALT	FERTILIZER 21-0-0-24S	METHYL ALCOHOL
ASPHALT CHARGE STOCK	FERTILIZER 46-0-0	MONOAMMONIUM PHOSPHATE FERTILIZER
ASPHALT EMULSION	FERTILIZER AMMONIUM SULFATE	MOTOR OIL
ASPHALT LIQUID	FERTILIZER MIXTURE	MURIATE OF POTASH
AVIATION GASOLINE	FERTILIZER MURIATE OF POTASH	MURIATE OF POTASH 0-0-60
BLACK LIQUOR	FERTILIZER SUL PO MAG	MUSTARD AGENT
BLASTING AGENT	FERTILIZER UAN-32	NAPHTHA
BUNKER C FUEL OIL	FERTILIZER UREA	NATURAL GAS
CARBON DIOXIDE	FLOUR	NIKE GRIND FOAM FRACTION
CEMENT	FLY ASH	NIKE GRIND RUBBER FRACTION
CHLORINE	FORMALDEHYDE	NITROGEN
CHRISTY MINERALS CALCINED FLINT	FUEL OIL	NORTHSTAR SODIUM HYPOCHLORITE
CLAD PANEL	GASOLINE	N-SOL 32
CLARIFIER UNDERFLOW SLURRY	GASOLINE UNLEADED	OIL BUNKER C
CLAYS	GASOLINE UNLEADED REGULAR	OIL NEUTRAL BASE
COAL	GLYCIDYL ISOCYANURATE	OXYGEN
COAL TAR PITCH-LIQUID	GREEN DIAMOND SAND	OXYGEN LIQUID
COKE	GREEN LIQUOR	PARTICLEBOARD
COMPRESSED AIR	GROUND LIMESTONE	PEBBLE QUICKLIME
CR50 R630 780 830 PF708 ISHIHARA	GYPSUM	PENTA TREATED WOOD
CRUDE OIL	HAZARDOUS WASTE SOLID, NOS	PENTACHLOROPHENOL SOLN
DIATOMACEOUS EARTH	HI-CAT 5273A	PERLITE
DIESEL	INDUSTRIAL OIL	PET RESIN
DIESEL #2	ISO 95 POLYISOCYANURATE INSULATION BOARD	PHENOL
DIESEL FUEL	JET A AVIATION FUEL	PHENOLIC RESIN



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

PLY VENEER	UREA RESIN
POLYETHYLENE	USED FOUNDRY SAND
POLYETHYLENE COMPOUND	USED LEAD ACID BATTERIES-WET
POLYETHYLENE PELLETS	USED OIL
POLYETHYLENE RESIN	VACUUM GAS OIL
POLYVINYL CHLORIDE RESIN	WASTE 300 WASTEWATER
PORTLAND CEMENT	WASTE BLAST MEDIA
PORTLAND CEMENT TYPE III	WASTE BOILER FLY ASH
POTASH	WASTE OIL
POTASSIUM CHLORIDE	WASTE REFORMER CATALYST
POTASSIUM CHLORIDE FERTILIZER	WHEAT FLOUR
QUICKLIME	WHEAT FLOUR-NFP
RECYCLED FUEL OIL	WHITE LIQUOR
RECYCLED GLASS	WOOD DUST
REFRACTORY BRICK	WOOD FRACTIONS
RESIN PLASTIC ABS	ZIRCON
RESIN UREA FORMALDEHYDE	ZIRCONIUM BASE ALLOYS
ROOFING ASPHALT	ZIRCONIUM HAFNIUM FD SOLN
RUBBER STYRENE BUTADIENE	ZIRCONIUM METAL
SALT CAKE	ZIRCONIUM RAFFINATE
SARIN	ZIRCONIUM SPONGE
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	
TYPE S MORTAR	
ULTREOUS SMELTER SLAG	
UN-32/NS-1 10-34-0	
URAN 32-0-0	
UREA	
UREA 46-0-0 FERTILIZER	
UREA AMMONIUM NITRATE SOLUTION	
UREA FORMALDEHYDE CONCENTRATE 85%	
UREA FORMALDEHYDE RESIN	

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
ADAIR VILLAGE	3	1	33%	6
ADAMS	11	6	55%	116
ADEL	4	3	75%	15
ADRIAN	13	10	77%	26
AGNESS	3	3	100%	5
ALBANY	738	348	47%	2811
ALLEGANY	1	1	100%	1
ALOHA	315	78	25%	290
ALPINE	1	1	100%	1
ALSEA	30	8	27%	35
ALVADORE	5	3	60%	11
AMITY	71	23	32%	81
ANTELOPE	6	5	83%	11
APPLEGATE	8	3	38%	4
ARCH CAPE	6	2	33%	2
ARLINGTON	25	17	68%	113
AROCK	2	2	100%	7
ASHLAND	343	104	30%	379
ASTORIA	284	129	45%	581
ATHENA	24	11	46%	87
AUMSVILLE	88	26	30%	121
AURORA	166	67	40%	292
AZALEA	11	2	18%	3
BAKER CITY	269	104	39%	441
BANDON	131	62	47%	179
BANKS	77	27	35%	104
BATES	1	1	100%	4
BAY CITY	20	10	50%	44
BEATTY	4	2	50%	5
BEAVER	10	8	80%	15
BEAVERCREEK	70	15	21%	48
BEAVERTON	1208	359	30%	2025
BEND	1816	498	27%	2134
BIRKENFELD	9	5	56%	12
BLACHLY	13	7	54%	14
BLODGETT	15	6	40%	15
BLUE RIVER	22	13	59%	73
BLY	17	9	53%	23
BOARDMAN	68	48	71%	404
BONANZA	31	16	52%	72
BORING	284	76	27%	319

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
BRIDAL VEIL	1	1	100%	1
BRIGHTWOOD	18	6	33%	12
BROADBENT	3	2	67%	7
BROGAN	2	2	100%	2
BROOKINGS	209	81	39%	341
BROOKS	48	31	65%	174
BROTHERS	7	5	71%	15
BROWNSVILLE	44	20	45%	43
BURNS	102	54	53%	158
BUTTE FALLS	20	14	70%	35
BUXTON	6	3	50%	4
CAMAS VALLEY	19	9	47%	21
CAMP SHERMAN	6	5	83%	11
CANBY	290	114	39%	667
CANNON BEACH	24	10	42%	19
CANYON CITY	30	16	53%	63
CANYONVILLE	45	19	42%	62
CARLTON	61	32	52%	171
CASCADE LOCKS	39	21	54%	116
CASCADE SUMMIT	1	1	100%	4
CASCADIA	6	6	100%	23
CAVE JUNCTION	98	49	50%	162
CENTRAL POINT	435	144	33%	708
CHARLESTON	19	15	79%	61
CHEMULT	24	17	71%	65
CHESHIRE	16	4	25%	12
CHILOQUIN	69	36	52%	147
CHRISTMAS VALLEY	22	14	64%	26
CLACKAMAS	676	270	40%	1892
CLATSKANIE	94	50	53%	607
CLOVERDALE	37	28	76%	81
COBURG	47	25	53%	163
COLTON	47	15	32%	51
COLUMBIA CITY	19	9	47%	33
CONDON	50	21	42%	81
COOS BAY	452	227	50%	952
COQUILLE	136	53	39%	165
CORBETT	45	14	31%	67
CORNELIUS	134	48	36%	463
CORVALLIS	722	304	42%	1575
COTTAGE GROVE	268	98	37%	393
COVE	22	7	32%	16

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
CRABTREE	4	2	50%	3
CRANE	8	5	63%	12
CRATER LAKE	5	5	100%	16
CRAWFORDSVILLE	3	2	67%	2
CRESCENT	21	7	33%	31
CRESCENT LAKE	10	8	80%	22
CRESWELL	121	42	35%	161
CROOKED RIVER RANCH	18	4	22%	26
CULP CREEK	4	3	75%	9
CULVER	41	24	59%	209
CURTIN	7	2	29%	3
DAIRY	6	3	50%	5
DALE	2	2	100%	6
DALLAS	218	84	39%	463
DAMASCUS	1	1	100%	1
DAYS CREEK	11	9	82%	41
DAYTON	75	33	44%	157
DAYVILLE	12	6	50%	17
DEADWOOD	5	3	60%	3
DEER ISLAND	18	8	44%	99
DEPOE BAY	29	15	52%	28
DETROIT	19	15	79%	44
DEXTER	31	11	35%	45
DIAMOND	1	1	100%	1
DIAMOND LAKE	2	2	100%	12
DILLARD	14	13	93%	213
DONALD	18	8	44%	129
DORENA	4	1	25%	1
DRAIN	55	27	49%	128
DREWSEY	2	1	50%	1
DUFUR	17	8	47%	36
DUNDEE	50	23	46%	78
DURHAM	2	2	100%	2
DURKEE	9	7	78%	38
EAGLE CREEK	55	14	25%	64
EAGLE POINT	159	43	27%	134
ECHO	26	14	54%	33
EDDYVILLE	8	4	50%	8
ELGIN	42	16	38%	91
ELKTON	25	16	64%	67
ELMIRA	34	12	35%	35
ENTERPRISE	118	66	56%	191

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
ESTACADA	158	58	37%	232
EUGENE	2640	975	37%	5351
FAIRVIEW	68	27	40%	146
FALL CREEK	9	2	22%	2
FALLS CITY	9	5	56%	7
FIELDS	7	6	86%	16
FLORENCE	190	85	45%	276
FOREST GROVE	278	115	41%	762
FORT KLAMATH	1	1	100%	2
FORT ROCK	6	5	83%	9
FOSSIL	18	12	67%	42
FOSTER	13	7	54%	43
FOX	1	0	0%	0
FRENCHGLEN	2	1	50%	2
GALES CREEK	13	4	31%	6
GARDINER	13	9	69%	47
GARIBALDI	25	16	64%	63
GASTON	75	26	35%	117
GATES	14	6	43%	13
GEARHART	36	8	22%	18
GERVAIS	64	25	39%	89
GILCHRIST	6	4	67%	19
GLADSTONE	115	34	30%	206
GLENDALE	42	21	50%	102
GLENEDEN BEACH	15	6	40%	24
GLENWOOD	3	2	67%	2
GLIDE	36	17	47%	56
GOLD BEACH	99	47	47%	150
GOLD HILL	72	25	35%	110
GOSHEN	1	0	0%	0
GOVERNMENT CAMP	22	17	77%	71
GRAND RONDE	27	13	48%	31
GRANITE	3	3	100%	7
GRANTS PASS	968	307	32%	1190
GRASS VALLEY	11	4	36%	11
GRESHAM	688	204	30%	1232
HAINES	18	8	44%	18
HALFWAY	31	10	32%	36
HALSEY	45	24	53%	389
HAMMOND	14	4	29%	24
HARBOR	30	12	40%	32
HARPER	5	3	60%	9

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
HARRISBURG	78	49	63%	407
HEBO	11	6	55%	15
HELIX	11	7	64%	23
HEPPNER	58	33	57%	109
HEREFORD	1	0	0%	0
HERMISTON	372	145	39%	1005
HILLSBORO	1087	402	37%	2400
HINES	26	18	69%	93
HOOD RIVER	329	115	35%	706
HUBBARD	98	47	48%	461
HUNTINGTON	20	13	65%	46
IDANHA	6	4	67%	16
IDLEYLD PARK	25	20	80%	81
IMBLER	14	7	50%	48
IMNAHA	4	2	50%	5
INDEPENDENCE	107	49	46%	417
IONE	14	11	79%	83
IRONSIDE	2	1	50%	4
IRRIGON	33	15	45%	91
ISLAND CITY	4	3	75%	10
JACKSONVILLE	84	11	13%	56
JAMIESON	3	1	33%	2
JASPER	7	6	86%	34
JEFFERSON	45	17	38%	85
JOHN DAY	97	45	46%	180
JORDAN VALLEY	23	17	74%	65
JOSEPH	59	25	42%	77
JUNCTION CITY	241	99	41%	548
JUNTURA	7	6	86%	21
KEIZER	234	52	22%	183
KENO	19	10	53%	40
KENT	2	1	50%	10
KERBY	6	3	50%	7
KIMBERLY	2	2	100%	3
KLAMATH FALLS	826	354	43%	1774
LA GRANDE	346	163	47%	1025
LA PINE	151	47	31%	162
LAFAYETTE	24	11	46%	28
LAKE OSWEGO	463	120	26%	458
LAKESIDE	34	14	41%	24
LAKEVIEW	145	83	57%	308
LANGLOIS	15	12	80%	23

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
LEABURG	15	8	53%	33
LEBANON	328	128	39%	609
LEXINGTON	14	9	64%	41
LINCOLN CITY	166	70	42%	152
LOGSDEN	7	3	43%	8
LONG CREEK	9	7	78%	25
LORANE	8	5	63%	16
LOSTINE	22	8	36%	11
LOWELL	26	16	62%	69
LYONS	43	18	42%	99
MADRAS	183	100	55%	563
MALIN	42	21	50%	93
MANNING	3	1	33%	1
MANZANITA	14	9	64%	23
MAPLETON	18	10	56%	81
MARCOLA	17	8	47%	16
MARYLHURST	3	2	67%	4
MAUPIN	36	22	61%	87
MC KENZIE BRIDGE	1	1	100%	0
MCMINNVILLE	408	175	43%	1227
MCNARY	1	1	100%	4
MEACHAM	7	3	43%	15
MEDFORD	1256	439	35%	2390
MEDICAL SPRINGS	1	1	100%	2
MEHAMA	12	8	67%	21
MERLIN	53	21	40%	77
MERRILL	46	22	48%	130
METOLIUS	6	2	33%	2
MIDLAND	4	2	50%	4
MILL CITY	30	14	47%	97
MILTON-FREEWATER	147	60	41%	428
MILWAUKIE	670	192	29%	1027
MITCHELL	11	8	73%	23
MOLALLA	237	86	36%	396
MONMOUTH	84	32	38%	144
MONROE	52	27	52%	115
MONUMENT	9	7	78%	27
MORO	23	9	39%	48
MOSIER	19	11	58%	25
MOUNT ANGEL	68	33	49%	499
MOUNT HOOD PARKDALE	45	21	47%	90
MOUNT VERNON	28	13	46%	23

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
MULINO	57	17	30%	80
MURPHY	9	8	89%	24
MYRTLE CREEK	126	51	40%	168
MYRTLE POINT	105	41	39%	127
NEHALEM	47	25	53%	68
NEOTSU	4	1	25%	2
NESKOWIN	7	4	57%	5
NETARTS	3	3	100%	6
NEW PINE CREEK	1	1	100%	0
NEWBERG	344	125	36%	689
NEWPORT	240	117	49%	479
NORTH BEND	210	106	50%	436
NORTH PLAINS	75	32	43%	116
NORTH POWDER	23	8	35%	81
NORWAY	3	3	100%	9
NOTI	15	7	47%	52
NYSSA	79	39	49%	233
OAK GROVE	16	9	56%	70
OAKLAND	52	23	44%	55
OAKRIDGE	60	35	58%	139
O'BRIEN	6	3	50%	4
ODELL	18	12	67%	130
ONTARIO	306	166	54%	934
OPHIR	2	0	0%	0
OREGON CITY	678	183	27%	932
OTIS	40	11	28%	33
OTTER ROCK	4	2	50%	5
OXBOW	8	6	75%	31
PACIFIC CITY	15	6	40%	15
PAISLEY	13	8	62%	34
PAULINA	7	5	71%	14
PENDLETON	331	150	45%	774
PHILOMATH	159	80	50%	321
PHOENIX	61	25	41%	87
PILOT ROCK	22	12	55%	55
PISTOL RIVER	1	0	0%	0
PINE GROVE	1	1	100%	1
PLEASANT HILL	40	12	30%	36
PLUSH	3	1	33%	3
PORT ORFORD	51	28	55%	84
PORTLAND	9279	3327	36%	22660
POST	3	3	100%	4

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
POWELL BUTTE	31	11	35%	25
POWERS	20	11	55%	36
PRAIRIE CITY	25	10	40%	43
PRINCETON	2	2	100%	3
PRINEVILLE	302	119	39%	530
PROSPECT	21	13	62%	61
RAINIER	90	43	48%	193
REDMOND	531	180	34%	738
REEDSPORT	109	48	44%	183
RHODODENDRON	12	3	25%	7
RICHLAND	22	7	32%	20
RICKREALL	34	18	53%	285
RIDDLE	46	23	50%	180
RILEY	2	2	100%	5
RITTER	3	2	67%	2
ROCKAWAY BEACH	22	13	59%	25
ROGUE RIVER	84	26	31%	78
ROSE LODGE	10	7	70%	13
ROSEBURG	845	323	38%	1507
RUFUS	15	9	60%	40
SAGINAW	1	1	100%	19
SAINT BENEDICT	1	1	100%	3
SAINT HELENS	185	73	39%	436
SAINT PAUL	32	18	56%	194
SALEM	2425	888	37%	5812
SANDY	254	89	35%	266
SCAPPOOSE	138	50	36%	188
SCIO	67	36	54%	101
SCOTTS MILLS	15	6	40%	7
SCOTTSBURG	3	1	33%	1
SEAL ROCK	18	5	28%	22
SEASIDE	146	56	38%	221
SELMA	22	9	41%	12
SENECA	7	6	86%	11
SHADY COVE	37	15	41%	25
SHANIKO	6	4	67%	11
SHEDD	18	5	28%	55
SHERIDAN	84	39	46%	295
SHERWOOD	293	112	38%	840
SILETZ	29	8	28%	15
SILVER LAKE	20	13	65%	61
SILVERTON	211	77	36%	342

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
SISTERS	153	54	35%	177
SIXES	4	0	0%	0
SOUTH BEACH	42	24	57%	107
SPRAGUE RIVER	9	5	56%	10
SPRAY	12	9	75%	23
SPRINGFIELD	804	291	36%	1991
STANFIELD	32	14	44%	54
STAYTON	160	70	44%	929
SUBLIMITY	35	8	23%	117
SUMMER LAKE	4	3	75%	14
SUMMERVILLE	11	2	18%	4
SUMPTER	10	3	30%	8
SUNNY VALLEY	1	1	100%	0
SUNRIVER	47	22	47%	81
SUTHERLIN	142	56	39%	228
SWEET HOME	171	71	42%	321
SWISSHOME	7	4	57%	20
TALENT	73	26	36%	96
TANGENT	64	42	66%	397
TENMILE	10	5	50%	9
TERREBONNE	51	12	24%	25
THE DALLES	330	143	43%	796
TIDEWATER	11	4	36%	8
TIGARD	763	232	30%	1133
TILLAMOOK	229	113	49%	542
TILLER	8	4	50%	15
TIMBER	4	2	50%	3
TOLEDO	97	49	51%	262
TOLOVANA PARK	1	0	0%	0
TRAIL	20	11	55%	52
TROUTDALE	215	75	35%	408
TUALATIN	547	242	44%	1939
TURNER	66	29	44%	137
TYGH VALLEY	22	9	41%	35
UKIAH	11	8	73%	26
UMATILLA	67	32	48%	484
UMPQUA	11	3	27%	6
UNION	33	16	48%	53
UNITY	8	5	63%	7
VALE	76	47	62%	198
VENETA	98	31	32%	145
VERNONIA	67	29	43%	90

Information by City

Name of City	# of Facilities Surveyed	# of Facilities Reporting Substances	% of Facilities Reporting Substances	Total Substances Reported
VIDA	18	6	33%	19
WALDPORT	69	31	45%	79
WALLOWA	30	13	43%	39
WALTON	10	3	30%	5
WAMIC	12	7	58%	17
WARM SPRINGS	30	23	77%	75
WARREN	40	11	28%	34
WARRENTON	120	54	45%	272
WASCO	38	24	63%	151
WEDDERBURN	1	1	100%	1
WELCHES	23	8	35%	26
WEST LINN	254	54	21%	232
WESTFALL	2	2	100%	7
WESTFIR	1	0	0%	0
WESTLAKE	5	0	0%	0
WESTON	21	10	48%	85
WESTPORT	5	3	60%	4
WHEELER	8	7	88%	14
WHITE CITY	221	108	49%	980
WILBUR	1	1	100%	4
WILDERVILLE	8	3	38%	5
WILLAMINA	54	27	50%	182
WILLIAMS	24	8	33%	21
WILSONVILLE	355	118	33%	1274
WINCHESTER	6	2	33%	8
WINCHESTER BAY	12	6	50%	38
WINSTON	58	25	43%	77
WOLF CREEK	26	13	50%	22
WOOD VILLAGE	27	13	48%	101
WOODBURN	293	116	40%	1458
YACHATS	17	14	82%	33
YAMHILL	56	24	43%	90
YONCALLA	44	27	61%	66

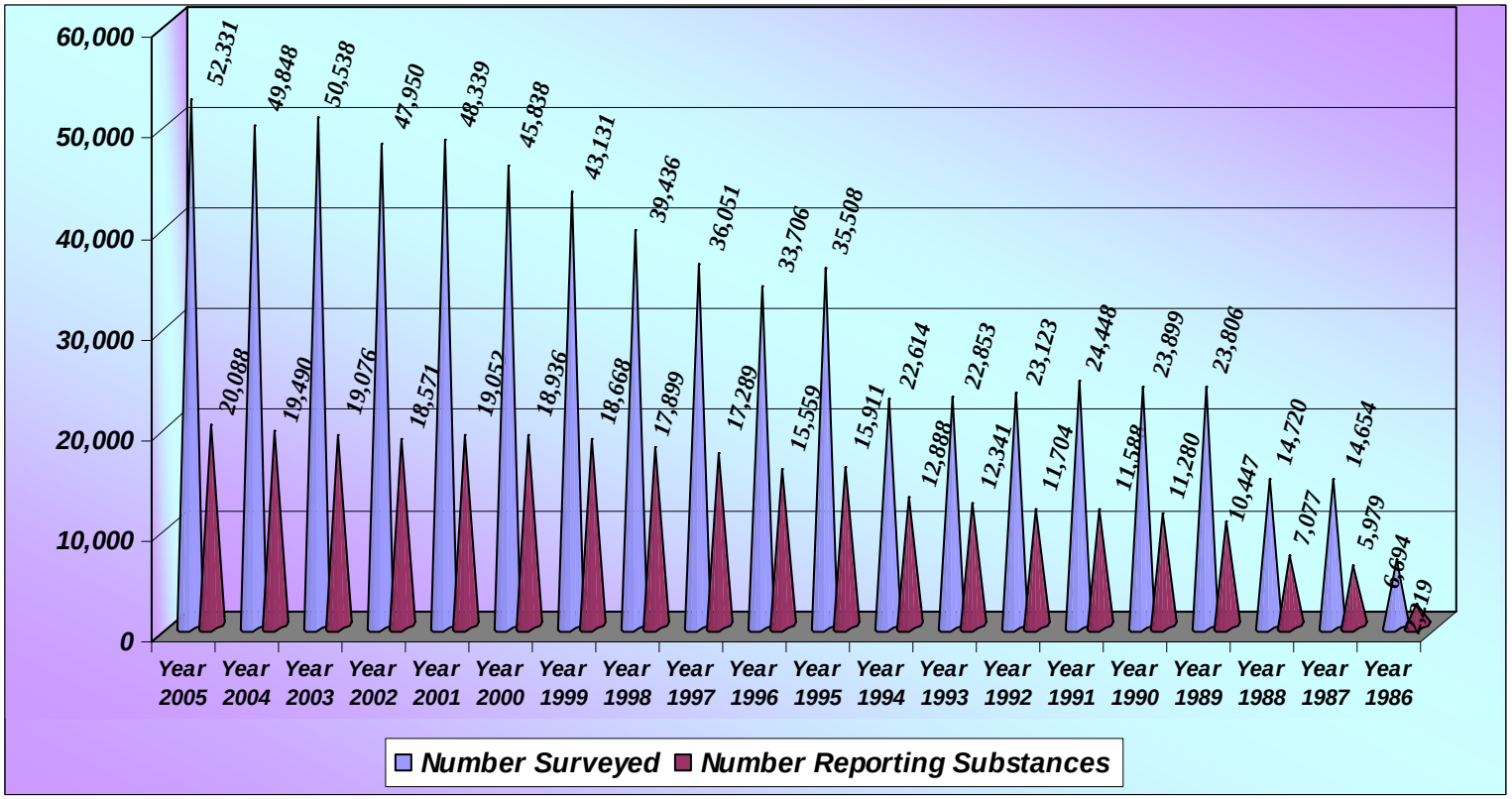
Information by County

Name of County	Number of Facilities Surveyed	Number of Facilities Reporting Substances	Percent of Facilities Reporting Substances	Total Substances per County
BAKER	400	165	41%	704
BENTON	992	422	43%	2,030
CLACKAMAS	5,011	1,595	32%	8,629
CLATSOP	639	271	42%	1,163
COLUMBIA	644	271	42%	1,677
COOS	1,115	534	48%	1,994
CROOK	347	139	40%	575
CURRY	415	183	44%	635
DESCHUTES	2,741	812	30%	3,315
DOUGLAS	1,789	774	43%	3,411
GILLIAM	75	38	51%	194
GRANT	229	118	52%	409
HARNEY	152	91	60%	291
HOOD RIVER	425	164	39%	992
JACKSON	2,905	1,004	35%	5,186
JEFFERSON	274	151	55%	870
JOSEPHINE	1,203	424	35%	1,516
KLAMATH	1,152	525	46%	2,466
LAKE	221	131	59%	481
LANE	4,795	1,822	38%	9,750
LINCOLN	814	374	46%	1,286
LINN	1,635	784	48%	5,481
MALHEUR	523	297	57%	1,512
MARION	3,893	1,458	37%	10,705
MORROW	185	116	63%	722
MULTNOMAH	9,524	3,444	36%	23,668
POLK	686	267	39%	1,655
SHERMAN	91	48	53%	264
TILLAMOOK	453	250	55%	920
UMATILLA	1,085	473	44%	3,196
UNION	491	220	45%	1,267
WALLOWA	233	114	49%	323
WASCO	455	217	48%	1,030
WASHINGTON	5,461	1,834	34%	10,994
WHEELER	42	30	71%	90
YAMHILL	1,221	515	42%	2,975

Historical Data

Year	# Surveyed	# Reporting Substances	Percent Reporting Substances
Year 2005	52,331	20,088	38%
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 52,331 in 2005.



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

Code	Type of Storage
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 – TEMP AND PRESSURE CONDITIONS & STORAGE CODES

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

EXAMPLE: Marksman Herbicide in the main building is kept in a tank inside the building, at normal pressure and normal temperature.

Table IV shows you that the code for a tank inside a building is C. Table V shows you that the code for normal pressure is 1 and the code for normal temperature is 4.

You enter: C 1 4

TABLE VI – HAZARD CLASSIFICATION CODES

Code	Class	Code	Class
(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 Hazard
(3.1)	Flammable Liq. (FP less than 0^{o}F)	(6.4)	Chronic Health Hazard
(3.2)	Flammable Liq. (FP between 0^{o}F & 73^{o}F)	(6.5)	Pesticide
(3.3)	Flammable Liq. (FP between 73^{o}F & 141^{o}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 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 in quantities of:
   - 50 gallons or more of a **liquid** (E.g. gasoline, diesel, oils, acetone, paint, cleaners, etc.)
   - 500 pounds or more of a **solid** (E.g. lime, metal ingots, fertilizer, caustic soda, flour)
   - 200 cubic feet or more of a **gas** at atmospheric pressure and temperature (E.g. acetylene, oxygen, propane, liquid oxygen, sulfur dioxide, Freon, etc.)

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**
   - 10 pounds of a **solid**
   - 20 cubic feet of a **gas**

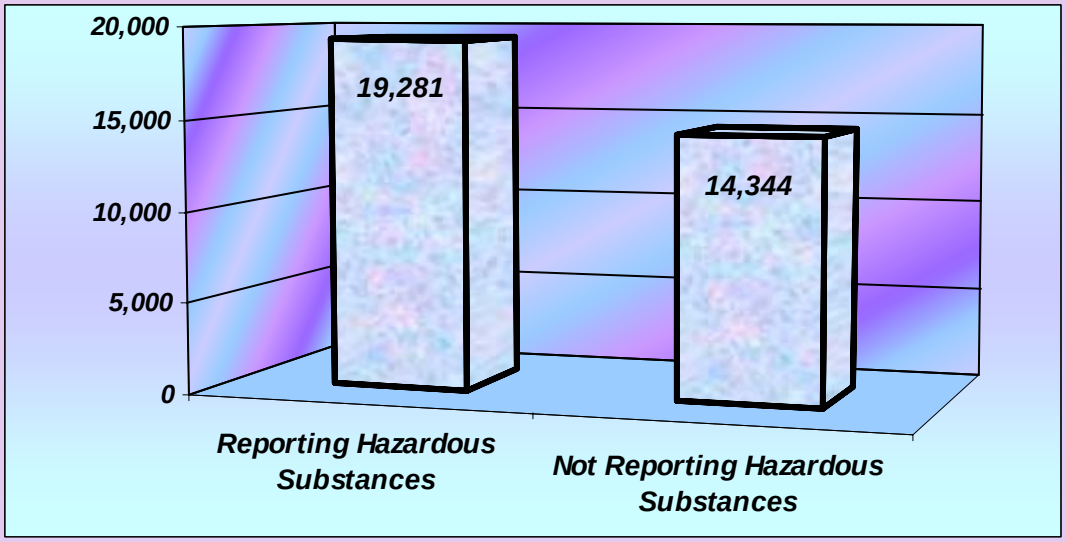
4. Facilities must report **any** quantity of a **radioactive substance** including radioactive wastes.

Exceptions

1. Sealed source radioactive materials, as defined by OAR 333-100-0005(124), 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 2005, of the 48,351 facilities who submitted the Hazardous Substance Information Survey, 19,281 reported they had reportable quantities of hazardous substances and 14,344 reported that they did not have a reportable quantity of hazardous substances.



INSTRUCTIONS AND DEFINITIONS

- This survey is required to be completed correctly and accurately for the survey period or it will be returned for correction and not considered received.
- The survey period is the 12 months prior to the receipt of this survey. If updates need to be made to the survey, cross out the information that is no longer correct and provide the updated information in the gray shaded area.
- If you have other sites in Oregon that are not receiving a survey and you have not already notified our office, complete the request form for Unreported Sites on page 2 of this booklet.
- **ALL PORTIONS MUST BE TYPED OR PRINTED IN BLACK OR BLUE INK**

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 OR-OSHA requires the Manufacturer to produce a **M**aterial **S**afety **D**ata **S**heet (**MSDS**). **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 name of the Owner/CEO/ Registered Agent for the entity. E.g, owner, chief executive officer, registered agent, director, or president.
6. **Send to Attention of** - This person will receive all correspondence regarding the HSIS.

INSTRUCTIONS AND DEFINITIONS

1. **E-mail Address** – E-mail address of the person at the site who should receive the survey. If there is no e-mail address, enter NONE**.** Do not enter web sites. By providing an e-mail for the facility, you will have the option to complete an electronic version of the survey in the future.
2. **Business Name** - Name that the business is known by, operates under or DBA.
3. **Dept. or Div.** - Department or Division of the Facility if applicable.
4. **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. A separate survey must be completed for each site.
5. **Mailing Address** - The address that all correspondence from OSFM will be sent to regarding the HSIS.
6. **Business Phone** - Telephone number that can be used to contact your facility during business hours.
7. **Number of Employees** - Number of persons employed by your business at this site only.
8. **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.
9. **Emergency Contact Phones** - Daytime and nighttime phone numbers for the emergency contact person.
10. **Responsible Fire Department** - Name of the fire department that would respond to an emergency at this site.
11. **Emergency Plan** - Check "Yes" or "No" depending upon whether or not your facility has a WRITTEN emergency plan. If yes, enter where the plan is kept.
12. **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.
13. **Are Buildings/Tanks/Areas Placarded According to NFPA 704?** - Check "Yes" or "No" if any storage buildings, tanks or areas at the site are placarded according to NFPA 704. If you have any questions, contact your local fire department or the Office of State Fire Marshal.

NFPA 704 Placard

14. **Other Placarding** - Check "Yes" or "No" if labeling or placarding is used at the site other than NFPA 704.

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 the survey was completed.
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 can not be removed from the survey unless it has been present in an amount less than a reportable quantity for 12 complete 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 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 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. The maximum amount code must be reviewed and provided for each reportable substance.

- **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 of the fuel, gas, oil, etc., used in the facility 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 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 enter the Loc. Max code for the amount of substance located throughout the facility. 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 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:

2005
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

2005
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

2005
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.

Oregon State Police
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: By county, city, zip code, chemical, and by 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 various methods, including the Hazardous Substance Information Hotline, the CR2K Web page, informational packets, flyers, and informational presentations.

During 2005, the audit program conducted 1,433 review audits, 167 fee audits, and 142 on-site audits.

The Audit Program consists of 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 2005

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 facility 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 facility file, along with extensive facility personnel interviews, review of facility 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	=	Failing to request and/or submit the Hazardous Substance Information Survey or substantive changes when required.
Class II	=	Failing to maintain and/or provide hazardous substance records when requested.
Class III	=	Failing to report all required information and/or report the information correctly.
Class IV	=	Failing to report all reportable hazardous substances or to report the correct maximum daily quantity.
Class V	=	Intentionally misreporting on the survey, substantive change, survey corrections, or records of hazardous substances.

PENALTIES

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

	1st Instance	2nd Instance	3rd Instance	4th Instance	5th Instance
Class I	$1,000.00	$2,000	$4,000	$8,000	$16,000
Class II	$100.00	$200	$400	$800	$1,600
Class III	$50.00	$100	$200	$400	$800

- Covered employers, owners and operators found to be in **Class IV non-compliance** will have a penalty calculated for "Lower Reporting Levels" (LRL) and/or a penalty calculated for "Upper Reporting Levels" (URL).
- LRL substances include: radioactive substances, Class A and B poisons, explosives, and Extremely Hazardous Substances.
- For purposes of making the LRL and URL penalty calculations, a total quantity range for both LRL and URL substances will be determined. A total quantity range will be converted to code using the Quantity Range Code Chart found on page ##. If penalties are determined for both LRL and URL substances, the higher penalty shall be assessed.

Class IV Non-Compliance

Quantity Range Code	LRL	URL
01	$100	$75
02	$200	$150
03	$300	$225
04	$400	$300
05	$500	$375
06	$600	$450
07	$700	$525
08	$800	$600
09	$900	$675
10	$1,000	$750

Covered employers, owners and operators found to be in **repeat Class IV non-compliance** within a five year period will be assessed a penalty as follows:

2nd Instance	3rd Instance	4th Instance	5th Instance
Penalty x 2	Penalty x 4	Penalty x 8	Penalty x 16

Covered employers, owners and operators found to be in Class V non-compliance will be assessed a $1,000 penalty for each day they are in noncompliance.

SUSPENSION OF PENALTIES

Penalty suspensions will *not* be made on Class V Noncompliance penalty assessments. Penalty suspensions will be calculated for each Class I, II, III, and IV Noncompliance issue identified. To receive a penalty suspension, the non-compliance issues identified in the notice must be complied with. The amount suspended depends on both the number of instances, and the number of days it takes to comply.

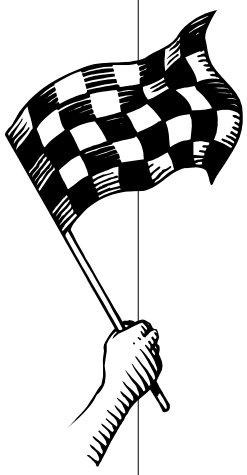
	1-45 days	46-60 days	61-75 days	76-90 days	After 90 days
1st Instance	100%	75%	50%	25%	0%
2nd Instance	75%	50%	25%	0%	0%
3rd Instance	50%	25%	0%	0%	0%
4th Instance	25%	0%	0%	0%	0%
5th Instance	0%	0%	0%	0%	0%

Additional 2005 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.

- The Public HSIS CD was distributed to 63 individual requestors. An HSIS CD (in most cases, the Public version) was distributed to 61 Health Administrators and 96 Emergency Managers. The Emergency Responder HSIS CD was distributed to 362 fire service personnel, and 62 hazmat team members.



- Staff conducted 13 workshops on how to use the Hazardous Substance Information System (HSIS) compact disc. The fire departments receiving the training were located in Dallas, Canby, Redmond, East Umatilla, Hood River, Newport, La Grande, Philomath, Klamath Falls, Hermiston, Jackson County, and The Dalles. This training was also provided to DEQ.

- In 2005, the Planning Assistance to Fire Service (PATFS) Program was initiated in nine communities throughout the state, and the process was completed in 12 communities. This program was first initiated in 2004. It's goal is to assist fire service personnel in 1) identifying facilities within their jurisdictions possessing hazardous substances, and 2) assist with pre-planning for hazardous material emergencies involving those facilities.

  Developed in a low-impact format, the PATFS program trains first responders and planners in utilizing information contained in the Hazardous Substance Information System (HSIS) database and on using the Hazardous Materials Planning Priority program, which electronically compiles HSIS data into easy to understand reports, for identifying and analyzing HazMat facilities and their potential impact to the surrounding community.

  The program provides instruction to first responders on actual on-site HazMat facility reporting issues. Liaisons work with the facility and first responder by facilitating a plan interface evaluation utilizing the Phase I Plan Interface Evaluation form. This form asks a series of questions to validate the cohesiveness of emergency response plans. A meeting with the facility and first responder to go over the form helps identify areas where emergency plans may leave holes in response, or conflict with each other. After the meeting, a summary report is distributed to participants that identify action items to be completed and a drill or exercise to validate the plan updates is promoted.

- Facilitated the activities of the Local Emergency Planning Committee (LEPC) and the Community Response Capability Assessment Program.

- Facilitated maintenance of the LEPC web site which includes programming that allows visitors to enter their Oregon address and cross reference with the OSFM HSIS database to determine if they are in a 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 2005, 2,506 facilities were accepted into the ESS program. The ESS software was mailed to 896 facility headquarters.

- The Hazardous Materials Emergency Preparedness (HMEP) grant funds made it possible to provide training on a variety of topics to 478 emergency responders. Topics included Incident Command System, Railroad Emergency Response, Inland Spill Response, Flammable Liquid Response, Confined Space, Firefighter Accountability System, Hazardous Materials Categorizing (HazCat), HazMat Chemistry, LPG Response, CAMEO, and Advanced HazMat Life Support.

- Mailed Fire Pal CDs to all Elementary Schools in Oregon..

- Other accomplishments of the HMEP grant included a Commodity Flow Study, development of a Hazardous Materials Planning Guidance Manual, development of a Community Notification System Planning Project, and revising the Awareness and Operations training curriculum.

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.