



**OFFICE OF STATE FIRE MARSHAL
HAZARDOUS MATERIALS INFORMATION REQUEST
--INFORMATION AVAILABLE--**

The information available through the Office of State Fire Marshal, Community Right to Know unit (OSFM, CR2K), is outlined below. If you are viewing the Word version of this document, you may click on the topic that interests you under the Index heading. The cursor will jump to the description of that topic.

If you would like to receive any of these reports, please complete the Hazardous Materials Information Request form and submit it to our office.

INDEX

HSIS RELATED

Hazardous Substance Information Survey (HSIS) Reporting Requirements
HSIS CD (HSIS statewide substance info re-created monthly)
Online Hazardous Substance Searchable Database - (updated monthly)
HSIS-CAMEO-ready data files
HSIS Public Report (a report on one business)
HSIS Field Descriptions
Copy of HSIS for Facility (requesting a copy of your HSIS)

MSDS RELATED

Online Material Safety Data Sheet (MSDS) Searchable Database - (updated monthly)
MSDS DVD
MSDS PDF (a pdf of one MSDS)

INCIDENT RELATED

Incident Database (copy of Microsoft Access Incident Database - statewide incident info)
Incident Report (a report on one incident)
Online Hazardous Materials Incident Searchable Database - (online Incidents from 1986 - 6/24/04 -- for more recent incident searches, contact OSFM)
Historical Incident Report

GENERAL INFORMATION

Hazardous Materials Information Request form
Storage Tank Info
Customized Report
State Fire Marshal Annual Report (various statistics)
OSFM Contact Information (How to contact the CR2K Unit)

DESCRIPTION OF TOPICS

*******HSIS RELATED*******

Since 1986, the OSFM, CR2K unit has annually surveyed public and private facilities in Oregon that have the potential to use, store, manufacture, or dispose of reportable quantities of hazardous substances.

The information collected includes general demographic information. Facilities that have reportable quantities of hazardous substances are also required to provide specific substance information. CR2K then validates and disseminates this information to the public, emergency responders, emergency planners, and local and state agencies in order for them to make informed decisions about how to protect life, property and the environment from hazardous material incidents. For a complete listing of the types of information available from the Survey database, please refer to the back of the Request for Hazardous Substance Information form.

HSIS REPORTING REQUIREMENTS

If you have questions related to Community Right to Know reporting requirements or substance information, you may review the Survey Instruction Booklet online at http://www.oregon.gov/OSP/SFM/CR2K_Home.shtml#Hazardous_Substance_Information_Survey. Click on Hazardous Substance Information Survey and scroll down a bit to Hazardous Substance Information and Forms. Click on the Survey Instruction Booklet link, or you may call the Hazardous Substance Information Hotline at 503-378-6835 or 800-424-9346.

HSIS CD

The Hazardous Substance Information System (HSIS CD) is available to all who request it. The CD contains a pdf version of a user's manual; as well as facility demographic data, facility chemical data including quantity and storage, a chemical encyclopedia, help menus, a list of Oregon Fire Departments, a list of Hazard Classes, and much more.

Note: Do not install this program if you have Microsoft Access 97 or 2007. You must have Microsoft Access 2000, 2002, 2003, or no Access Software on your computer. You must also have Windows 2000 or XP. Do not install if you have the Windows Vista operating system.

The CD is generated on a monthly basis. You may request to receive the CD on a one time or as needed basis, or you may request to receive it annually, or you may also request to receive it monthly. If you would like to receive this CD, please complete the Hazardous Materials Information Request form. Simply state that you are requesting the HSIS CD, and indicate the frequency you want the CD sent to you.

ONLINE HAZARDOUS SUBSTANCE SEARCHABLE DATABASE

1. There are three databases available online:
 - a. Hazardous Substance Searchable Database (updated monthly)
 - b. Hazardous Materials Incident Searchable Database (1986 through 6/25/04 - for more recent incidents, complete the Hazardous Materials Information Request form)

- c. Material Safety Data Sheet (MSDS) Searchable Database
2. You may perform a search on our website at www.oregon.gov/osp/sfm.
 - a. On the right side panel, click on Community Right To Know.
 - b. Click on Community Right To Know Unit.
3. Online Databases
Click on Searchable Databases. Hazardous Substance information is updated monthly.
4. Substance Searches
 - a. Substance information in the online database is updated on a monthly basis.
 - b. Click on Hazardous Substance Searchable Database.
 - c. You must register to perform substance searches. To register or login, click on the login link. As you log in or register, please keep in mind that your User Name is your email address and your password needs to be between 5 and 7 characters long.
 - d. Once you have run some of the searches to identify the Facility ID Number, you can run the ID Number Search, which will tell you the substances last reported by the facility.
 - e. To return to the list of Searchable Databases, close the current screen by clicking the Red X.

HSIS CAMEO-READY DATA FILES

The OSFM can create CAMEO .mer files containing the Hazardous Substance Information for facilities in a fire district, county, or Hazmat Team Region.

The CAMEO (Computer-Aided Management of Emergency Operations) Suite assists emergency responders and planners with hazardous material planning. The suite includes four software applications: 1) CAMEO is a chemical database, 2) ALOHA is an air dispersion model, 3) MARPLOT is a map viewer program, and 4) LANDVIEW is a source of maps. The CAMEO Suite provides emergency planners and responders with tools for developing incident scenarios in order to better prepare communities for chemical emergencies. These are free downloadable programs available from the Environmental Protection Agency (EPA) website at <http://www.epa.gov/ceppo/cameo/>.

The Office of the State Fire Marshal (OSFM) provides free data files which can be imported directly into the CAMEO database structure. The data comes from the Hazardous Substance Information Survey (HSIS) is distributed to Hazmat Teams bi-annually. Emergency responders and planners are invited to request the HSIS-CAMEO data files from OSFM. The files can be customized to include facility information by Hazmat Team jurisdiction, Fire District, or county.

In addition, OSFM recently purchased Geographic Information System (GIS) software which will provide correct latitude/longitude codes. About 75% of the correct lat/long codes have been incorporated into the HSIS database. Recipients can now use CAMEO in conjunction with the MARPLOT mapping system.

If you desire more information about CAMEO, GIS, or the HSIS-CAMEO data files, please contact Shelly Kendrick, Community Right To Know (CR2K) Information Assistant. You may call 503-934-8353, or email sfm.cr2k@state.or.us, or visit the OSFM website at www.oregon.gov/osp/sfm.

HSIS PUBLIC REPORT

To request an HSIS Public Report for one or several facilities, complete the [Hazardous Material Information Request form](#). Note the site address and/or Facility ID for each site. If you don't know the exact addresses, then you can provide us with an address range, e.g. 1000 to 8000 Main Street.

HSIS FIELD DESCRIPTIONS

A document outlining the field names and their descriptions is available upon request. This can be useful when interpreting a customized report from our office.

COPY OF YOUR HSIS

If you are the CEO/Registered Agent for the facility, you may request a copy of the HSIS that was last submitted by your facility. If you are not the CEO/Registered Agent, our office must receive a letter from the CEO/Registered Agent authorizing you to receive the information.

******MSDS RELATED******

The Office of State Fire Marshal, Community Right to Know Unit collects Material Safety Data Sheets (MSDS). A MSDS is a document designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance. MSDSs include information such as physical data (melting point, boiling point, flash point, etc.); toxicity; health effects; first aid; reactivity; storage/disposal; protective equipment; and spill/leak procedures.

ONLINE MSDS SEARCHABLE DATABASE

Viewing the MSDSs online is that quickest and most efficient way to view them. We publish our collection of MSDS's online at http://www.sfm.state.or.us/CR2K_SubDB/MSDS.asp This will take you to where you can find MSDSs for hazardous substances found at Oregon facilities.

The MSDSs made available on this site are for general information purposes only. The MSDSs are provided on an "as is" basis and the Office of State Fire Marshal assumes no responsibility for the use or misuse of this information. While every effort is made to provide accurate and complete information, the Office of State Fire Marshal does not control information created and maintained by other organizations, and cannot guarantee the relevance, timeliness or accuracy of their data. These MSDS should not replace the most up-to-date manufacturers copy of the MSDS.

The online MSDS search allows you to find an MSDS for specific chemicals that are manufactured, used, stored and/or disposed of in Oregon. Enter a chemical name in the form and press the "Search" button. Note: If you search for a substance such as hydrogen, the resulting MSDS list will include each one in the CR2K database that contains the word hydrogen, such as Hydrogen Bromide, Hydrogen Chloride and Hydrogen Peroxide.

Some of the MSDSs are Portable Document Format (PDF) files. To view these files you will need Adobe Acrobat Reader, which you can download at no cost from the Adobe web site at <http://www.adobe.com/support/downloads/main.html> . Choose the Adobe Reader for your particular computer configuration. Once Acrobat Reader is loaded on your computer, just click on the hyperlink for the document you want to view. Acrobat will run and the document will be displayed.

If you have comments or suggestions for improvements or additional queries, e-mail SFM.CR2K@state.or.us

MSDS DVD

The MSDS DVD is available to those who do not have access to the internet. The MSDS DVD is designed to be used in tandem with the Hazardous Substance Information System (HSIS) CD. A word about the HSIS CD: The HSIS CD contains a pdf version of a user's manual; as well as facility demographic data, facility chemical data including quantity and storage, a chemical encyclopedia, help menus, a list of Oregon Fire Departments, a list of Hazard Classes, and much more.

If the State Fire Marshal has an MSDS available for a particular substance you are seeing in the HSIS, you can view that MSDS with the click of a button, and by inserting the MSDS DVD. It is necessary to use the MSDS DVD that was created in the same month as the HSIS program in order for the program to work properly. Ensure the month noted on the MSDS DVD label matches the month noted on the HSIS CD label.

The HSIS CDs and MSDS DVDs are generated on a monthly basis. You may request to receive the CD/DVD annually, monthly, or one time (in which case, each time you want an updated version, you would complete the [Hazardous Materials Information Request](#) form). If you already have the HSIS and are requesting the MSDS DVD, please indicate on the Hazardous Materials Information Request form the month and year noted on the HSIS CD. Thank you for your interest.

MSDS PDF

To request a pdf of one MSDS, you may complete the [Hazardous Material Information Request](#) form and the pdf can be emailed, faxed, or mailed to you.

*******INCIDENT RELATED*******

Since 1986, OSFM has collected Hazardous Material Incident Reports from emergency responders who responded to incidents. These reports are entered into an Incident database.

INCIDENT DATABASE

All or part of the Incident Database can be burned to CD and mailed to you. If you want all the incidents for one county, or within one zip code, or within one cite, etc., this may be the best way to view the data.

To make this request, please complete the [Hazardous Material Information Request](#) form. You will be mailed a CD containing two databases which together will allow you to view each incident. You will also receive an instructional letter outlining how and where to save the two databases.

ONLINE INCIDENT SEARCHABLE DATABASE

At this time, the incidents online are from 1986 through June 25, 2004. To obtain information on more recent incidents, it is temporarily necessary to complete the Hazardous Materials Information Request form. The following are instructions on how to navigate to that database.

1. You may perform a search on our website at www.oregon.gov/osp/sfm.
 - a. On the right side panel, click on Community Right To Know.
 - b. Click on Community Right To Know Unit.
2. Online Incident Database
 - a. Click on Searchable Databases. At this time, the incidents online are from 1986 through June 25, 2004. To obtain information on more recent incidents, it is temporarily necessary to complete the Hazardous Materials Information Request form.
 - b. Click on Hazardous Materials Incident Searches Database.
 - c. You do not have to register to perform Incident searches.
 - d. The Incidents By Street search is a great option.
 - e. If you are not sure how the street name may have been entered in our Incident database, I recommend the Incidents By Zip Code search. You can then scroll through the incidents, looking at the incident location (IncLocation) for a match.
 - f. To return to the list of Searchable Databases, hit the Back button a couple times.

INCIDENT REPORT

OSFM can tell you if a hazardous materials incident has occurred, and can print out a report of the incident upon receiving your [Hazardous Material Information Request](#) form. Please note the addresses of the businesses that are within the area of concern, and/or the Incident ID if known. If you don't know the exact address, please provide us with an address range, e.g. 1000 to 8000 Main Street. Print, complete, and fax the report back to us at 503-373-1825 (the fax number noted on the top of the form).

*******GENERAL INFORMATION*******

STORAGE TANK INFO

The OSFM permits the installation of above ground storage tanks, but not the actual tank itself. OSFM keeps a paper file for only ASTs that are over 1000 gallons (OSFM, Codes Unit). The Department of Environmental Quality (DEQ) permits underground storage tanks. If the tank is in a cement vault, it may not qualify as an underground storage tank and so may not be permitted by DEQ.

The OSFM, CR2K can tell you if a facility is reporting an underground or above ground storage tank, and what is in it. This information is included on the HSIS CD, HSIS Cameo Ready Data Files, and on the HSIS Public Report.

Storage Tank Contact Information:

Contact DEQ, Underground Storage Tanks, Steve Paiko, 503-229-6652

Contact OSFM, Codes, John Caul, 503-934-8269

Contact OSFM, CR2K, Shelly Kendrick, 503-934-8353 (email: sfm.cr2k@state.or.us)

CUSTOMIZED REPORT

We can design and run a customized query for you if the existing resources are not adequate to address your needs. For customized reports, complete the [Hazardous Material Information Request](#) form. Fields are listed on the back of the form. Please mark the fields you want included on the customized report. If you are unsure if you need to make a customized request, feel free to call the Information Assistant at 503-934-8353.

CONTACTING CR2K

Hazardous Substance Information Hotline: 503-378-6835

Shelly Kendrick, Information Assistant

Phone: 503-934-8353

Fax: 503-373-1825

Email: sfm.cr2k@state.or.us

Web: www.oregon.gov/osp/sfm

Link to Hazardous Material Information Request form:

http://www.oregon.gov/OSP/SFM/docs/CR2K/Cr2k_pdfs/Info_Request_Form.pdf