

OREGON COMMUNITY RIGHT TO KNOW AND PROTECTION ACT

# Substantive Change Requirement

Oregon Administrative Rule 837-085-0100

A **substantive change** is defined as a change in hazardous substance reporting information that requires notification to the Office of State Fire Marshal. Any substantive change is required to be submitted to the Office of State Fire Marshal **within 30 days** of the substantive change. It must be submitted on a form provided by or approved by the Office of State Fire Marshal.

The occurrence of any of the following events constitutes a substantive change and must be reported within 30 days of the occurrence:

- A facility has become exempt from reporting requirements;
- A facility that was previously surveyed and placed in the inactive files because they had no reportable quantities of a hazardous substance, now has a reportable quantity of a hazardous substance on site;
- A hazardous substance not previously reported has been introduced to the facility in a reportable quantity;
- A significant change in the maximum amount of a substance at the site which raises the maximum amount code to a higher quantity range has occurred;
- A reported substance is moved to another location 300 feet or more from its reported location, or to another building or floor level;
- A change of site address or mailing address has occurred;
- A change of ownership or a change in the business name has occurred;
- A change in the emergency contact person has occurred;
- A change of any telephone number has occurred; or
- The facility has been closed or has gone out of business.

To make a substantive change:

- Make a copy of the most current survey for your facility.
- Write "UPDATE" at the top of the copy. (Section A, B, and C must be submitted as a cover page with each update).
- Update the information that needs to be changed.
- Keep a copy of the updated survey pages for your records.
- Mail the updated survey to:

Office of State Fire Marshal  
CR2K Unit  
4760 Portland Rd NE  
Salem OR 97305-1760



**Note:** Blank Section D and E forms can be downloaded at:  
[http://egov.oregon.gov/OSP/SFM/CR2K\\_Home.shtml](http://egov.oregon.gov/OSP/SFM/CR2K_Home.shtml)