

## OREGON STATE FIRE MARSHAL Community Right to Know

# Public User Manual 2025 Edition

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#### Introduction

The Introduction to CHS Manager Public User Manual provides instructions to public entities on how to utilize CHS Manager to gain knowledge about the hazardous substances stored in your community and across the State of Oregon.

**Community Right to Know** - The Community Right to Know and Protection Act was passed by the Oregon Legislature in 1985 (ORS 453.307 to ORS 453.520). Oregon's Community Right to Know (CR2K) program is administered by the Oregon State Fire Marshal (OSFM) and meets or exceeds certain requirements of the federal Emergency Planning and Community Right to Know Act. The law requires OSFM to survey facilities annually to collect, validate, and disseminate information on hazardous substances located throughout the state.

This guide will walk you through using CHS Manager from beginning to end. It will provide you with a comprehensive understanding of the following:

- Introduction to Community Right to Know
- 2. How to register for the correct User account
- 3. How to log into CHS Manager
- 4. Program features and how they work
- 5. Map Features and how they work
- 6. Using Search Facilities
- 7. Using Search Facilities with Chemicals
- 8. Searching the map
- 9. Resources available in CHS Manager
- 10. Additional Assistance

#### **Confidential and Sensitive Information**

Facilities are required to report the exact maximum daily amount, as well as the exact storage location of all hazardous substances stored within their facility in a reportable quantity. CR2K will not release this information to the public as it is deemed **Confidential**. When members of the public request hazardous substance storage information, they are provided with the name of the Substance, Maximum Daily Storage Amount Code, a Code Range and the Storage Unit.

#### **Example:**

Substance	Maximum Daily Storage	Maximum Daily Storage	Storage Unit
Name	Amount Code	Amount Code Range	
Diesel Fuel	61	25,000,000-49,999,999	Gallons

Also deemed Confidential, is Trade Secret information.

Sensitive information means all information not available through CHS Manager Public access but must be released under ORS 453.327 through a Public Information Request. This includes hazardous substances that have been identified by a facility as Explosive, Poisonous gas or material, Radioactive, or a Biological/Etiological hazard. Members of the public can specifically request this information through a Public Records Request for sensitive information. Under ORS 453.327, the Oregon State Fire Marshal may require an individual to provide their name, address, and proof of identity when necessary to protect the public safety and welfare. The request must be notarized by a Notary Public to be processed for the release of Sensitive information.

To request a Public Information Request please see our website: <a href="https://www.oregon.gov/osfm/Pages/public-records-request.aspx">https://www.oregon.gov/osfm/Pages/public-records-request.aspx</a>





# Part 1: Introduction to Oregon Community Right to Know

#### **Part 1: Oregon Community Right to Know**

The Oregon Community Right to Know and Protection Act (ORS 453.307 to ORS 453.414) requires facilities that possess certain quantities of hazardous substances to submit an annual report to the Oregon State Fire Marshal (OSFM), Community Right to Know (CR2K) program. This law also requires emergency responders to report to OSFM incidents involving the release, or threatened release, of hazardous substances.

The Federal Emergency Planning and Community Right to Know Act (EPCRA Section 312) requires certain facilities to report hazardous substance information to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPC), and local fire agencies. In Oregon, the State Fire Marshal is designated as the (SERC), and this reporting requirement is accomplished by submitting hazardous substance information to OSFM's Community Right to Know (CR2K) program.

Beginning January 1, 2018, hazardous substance reporting migrated from a paper process to an online reporting platform. Reporting facilities are now able to log into the Community Right to Know Hazardous Substance Manager (CHS Manager) and submit the required information. Emergency planners, responders, and the public are also able to use CHS Manager to view the submitted information by facilities.

As required by law, reporting facilities submit demographic information and hazardous substance details for chemicals on site that meet reportable quantity thresholds. A hazardous substance is defined as a substance for which the Oregon Occupational Safety and Health Administration (OR-OSHA) requires the manufacturer to develop a Safety Data Sheet.

The reportable quantity thresholds for **most substances** are:

- 500 pounds of a solid
- 500 gallons of a liquid
- 500 cubic feet of a vaporous gas
- 500 gallons of a liquefied or cryogenic gas

For **highly toxic** substances or **explosives**, the thresholds are:

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

Extremely Hazardous Substances (EHS) designated by the Environmental Protection Agency are reportable at the specific threshold planning quantity established for each substance. **Radioactive** substances that are not within a sealed source are reportable at any quantity (OAR 837-085-0070 (2)(a)).

The reportable quantity threshold for gasoline and diesel in underground storage tanks at retail gasoline service stations is 75,000 gallons and 100,000 gallons respectively.

The submitted data is frequently validated to ensure it is correct for those who rely upon it. Types of validation include reviewing submitted reports, calling facilities for clarification, and conducting inperson and phone audits to confirm and assist with compliance. A hazardous substance information hotline is available to facilities for assistance with submitting required data.

The public has access to most information at individual facilities, and information about hazardous substance incidents. Information is also accessible by Oregon's SERC, LEPCs, fire agencies, regional Hazmat teams, county and local emergency planners, county health administrators, Public Safety Answering Points (PSAP 911 call centers), and local and state agencies. The data helps these partners make informed decisions about how to protect life, property, and the environment from hazardous materials incidents.

For more information, please visit our CR2K website or call the Hazardous Substance Information Hotline at 503-378-6835 or 1-800-454-6125. To request or obtain hazardous submit information collected by CR2K, please visit: <a href="https://www.oregon.gov/osfm/Pages/CHSManager-PublicAccess.aspx">https://www.oregon.gov/osfm/Pages/CHSManager-PublicAccess.aspx</a>



# Part 2: Registering as a Public User

#### **Part 2: Registering for CHS Manager**

To register go to CHS Manager: <a href="https://oregon.hazconnect.com/account/login/aspx">https://oregon.hazconnect.com/account/login/aspx</a>

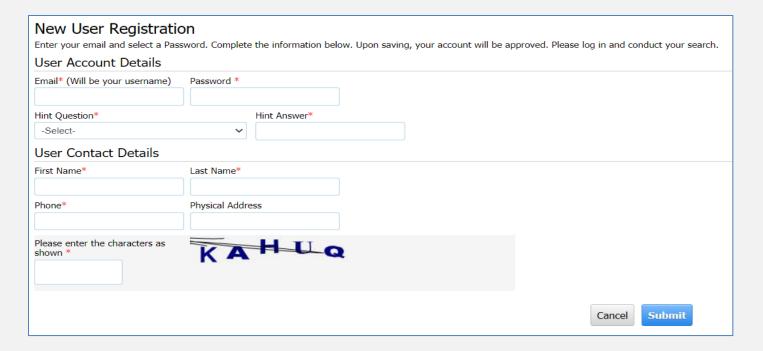
1. Click on the Register Button.



2. Click the dropdown menu, Public User



- 3. Complete the registration form
  - a. Your email address will be used as your username
  - b. Choose a password that you will be able to remember. We recommend writing it down. Keep in mind that passwords are case sensitive



- c. Enter a Hint Question and Answer
  - i. This can be used to reset your password if you ever forget it, so be sure to Select a question and input the answer to the question. The answer field is case sensitive.
- d. Under the User Contact Details Section:
  - i. Enter your First and Last name as well as Phone number
- 4. Enter the CAPTCHA characters as shown into the box



5. Submit your Registration

NOTE: Your registration does not need to be reviewed by the CHS Manager System Administrator for approval. You should be able to log into your account as soon as your registration is submitted.



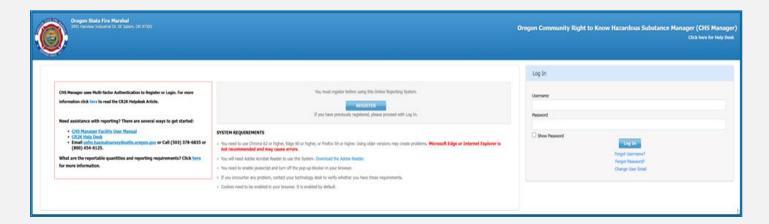
### Part 3: Logging into CHS Manager

#### **Part 3: Logging into CHS Manager**

To login go to CHS Manager: <a href="https://oregon.hazconnect.com/account/login/aspx">https://oregon.hazconnect.com/account/login/aspx</a>

The recommended internet browsers are Chrome, version 62 or higher or Firefox, version 59 or higher. **MS Edge or Internet Explorer are not recommended and may cause errors while reporting.** 

The Oregon State Fire Marshal (OSFM) – Community Right to Know (CR2K) program implemented a required security feature for CHS Manager logins. The **Email Verification** and Multi-Factor Authentication (**MFA**) (also known as One Time Password - **OTP**) took effect the first week of June 2024.

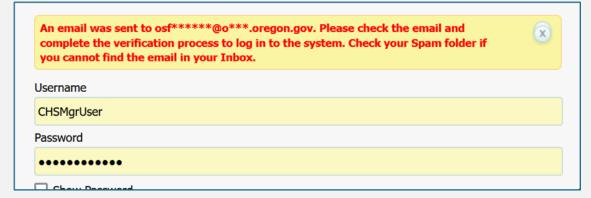


- 1. Enter the Username and Password into the Log In fields
- 2. Click the Log In button

The **Forgot Username**, **Forgot Password**, and to **Change User Email** links can assist if the login failed.

NOTE: The Hint Answer will be needed for the Security Question

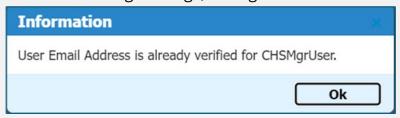
After successfully logging in to CHS Manager an email with the **One Time Email Verification** link will be sent to the email address associated with the user account. The message on the CHS Manager website will look similar to this:



Open the email that was received, which may be received via spam/junk if not received in the inbox, and

click on the link provided.

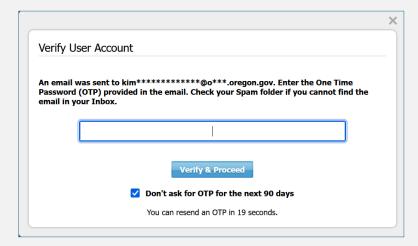
After clicking the link provided in the email, the Default Computer Browser will open on the computer with the following message, stating the username that is associated with the email address:



The user account has now completed the one-time email verification. This will be required every time the user account information changes.

You will need to login to CHS Manager and complete the One Time Password - OTP portion of the MFA.

After successfully logging in for the first time, a message will appear to Verify User Account, see image below. An email is sent to the email address associated with the user account, with a One Time Password (OTP) to be input into the field. **This code is only valid for 10 minutes from the time the email is sent.** 



If an email is not received in the inbox, check the Spam/Junk folder. After the resend OTP count down is complete, a button will appear to Resend OTP

After successfully entering the OTP, click the **Verify & Proceed** button.

The **Update Password** screen may appear, update any required information and click **Save.** 



# Part 4: Program Feature Overview

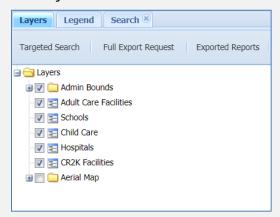
#### **Part 4: Program Feature Overview**

You will notice the screen is divided with a map on the left side, and data on the right had side. At the top of right-hand section, you will see tabs. As you open new windows, additional tabs will be created. This will allow you to easily navigate between different screens, and close out screens you are no longer using.



#### **Layers**

Adjust the layers you see in the mapping program by checking or unchecking the box beside the layer. Clicking on Admin Bounds will show County boundaries; however, it will minimize the view when you run a search.



#### Legend

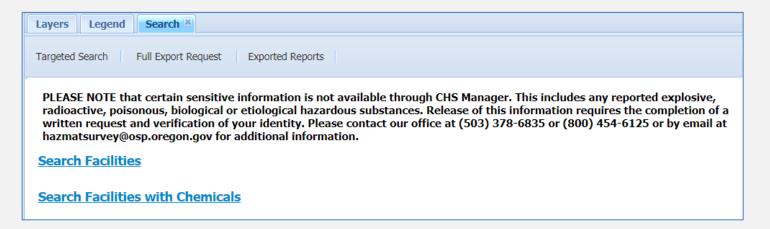
The Legend tab will show what the different icons on the map represent.

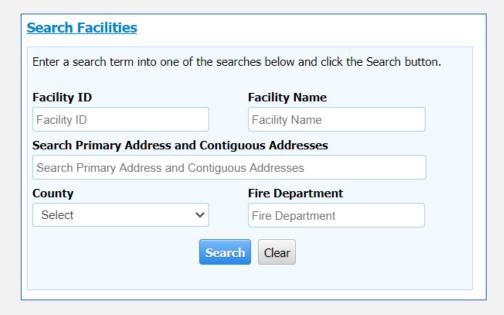


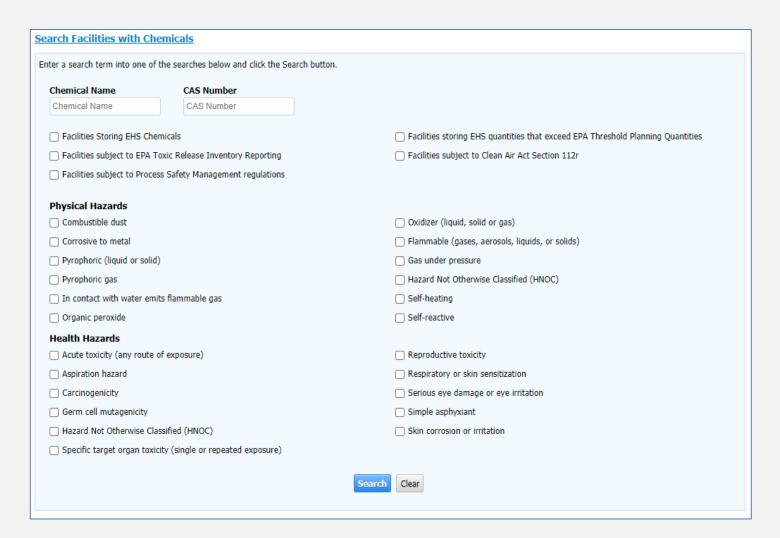
#### Search

The Search tab gives you links to Search Facilities and Search Facilities with Chemicals. Please note that certain **Sensitive or Confidential** information is not available to the public through CHS Manager, per ORS 453.327 and OAR 837-085-0190. **Sensitive** information includes any reported Explosive, Radioactive, Poisonous gas or material and Etiological/Biological substances. Release of Sensitive information requires the completion of a written request and verification of your identity through a <u>Public Information Request</u>.

Certain information reported by facilities is **Confidential** and not released to the public in compliance with ORS 453.332 (4). Confidential information consists of, but is not limited to, Trade Secret chemicals, the exact storage amounts, and the storage locations of chemicals.







When clicking the buttons, a new tab will open allowing you to return to the previous screen, if necessary.

#### **Targeted Search**

Use this button to quickly return to the search menu.

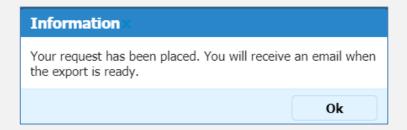
Targeted Search Full Export Request Exported Reports

#### **Full Export Request**

Use this button to export data from the selected year.

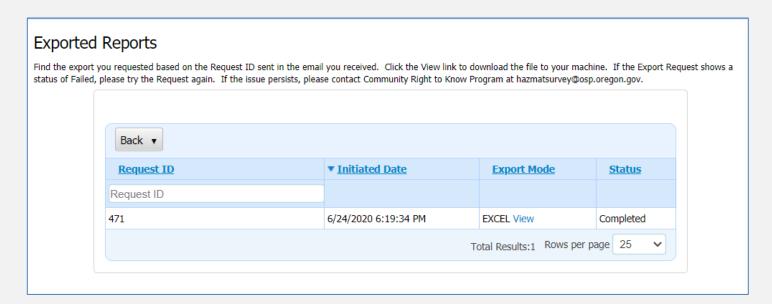


You will receive an email when your export is ready.



#### **Exported Reports**

Use this button to find the export report. When your report is ready you will see a **View** link.





### Part 5: Map Feature Overview

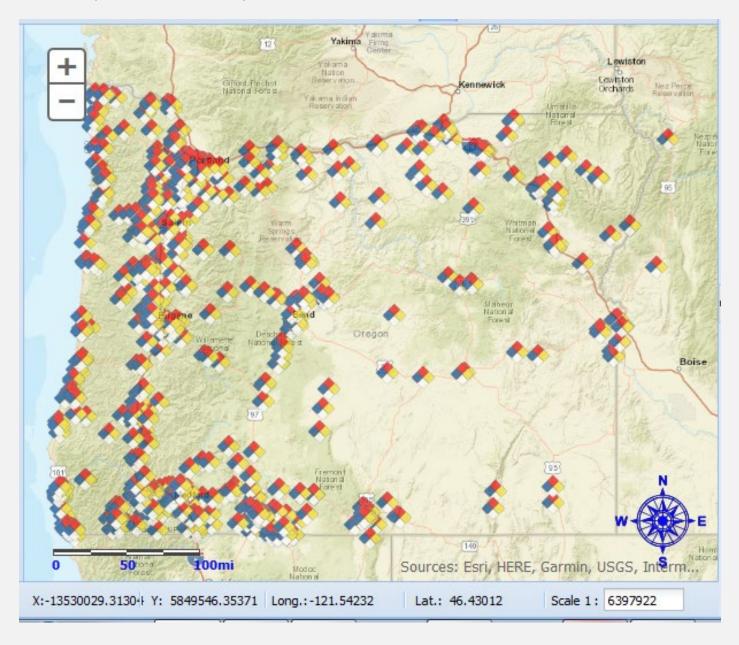
**Part 5: Map Feature Overview** 

3	# ·	<b>P</b>	0	0	Eur	n (C	+	<b>→</b>	0		<del>4?</del> →	7
Refresh Map	Search	Clear	Zoom In	Zoom Out	Pan	Full Extent	Previous Extent	Next Extent	ldentify	Select Feature	Measure	Base Map
Refreshes the page	Search by Layer, Criteria & Text	Clears and resets the map	Zooms in on any area selected	Zooms out of any area selected	Drag the map	Goes back to the entire State view	Previous View	Next View	Identify an icon. Provides facility informati on	Draw a shape to select feature with the zone	Allows you to put points on the map, and Measure distance, or area	Sets base map. The only option is World Streets

Minimizing the map window will allow you to see additional columns in the facility list. The size of the map window may be adjusted by hovering over the vertical line until you see the curser change to this:

Then drag the vertical line to the left or right to resize.

- On the map a user may scroll to zoom in or out.
- Press and hold the left mouse button to drag the map (pan) to the left or right, up or down.
- To identify a facility, click the Identify button, then click the facility, day care center, or hospital icon on the map.



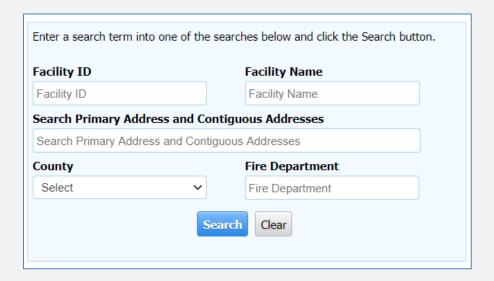


## Part 6: Using Search Facilities

#### **Part 6: Using Search Facilities**

Enter in the information you want to search. If you know the facility name you can enter it here. You can also search for facilities in a specific county, address, city, zip code or for all the facilities that have reported a specific fire department jurisdiction.

Click the search button.



This will create a Facility List.

Blue underlined column headers can be sorted by clicking on the header label.

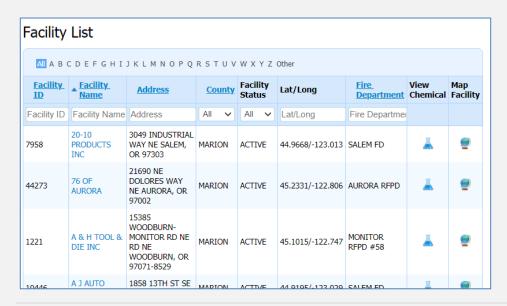
Columns with white searchable text box can be filtered by typing in text or using the drop down provided.

To go to a specific facility, click on the Facility Name.

Icons on the right of the screen can be clicked for additional information.

Clicking on the Beaker Icon will open a tab to show you the facility chemicals.

Clicking on the Globe Icon will show the facility on the map.



#### **Chemicals**



The Chemicals Button, or Tab, shows a list of the chemicals being stored at the facility.

The paper and paperclip icon next to the chemical name can be clicked to access the facilities safety data sheet (SDS). The User can also access Cameo Data Sheets, Chemical Profiles and First Aid Guides. This section can be sorted by any of the blue underlined columns and filtered by CAS Number, Chemical Name or Hazardous Ingredient.



#### **Map Site**

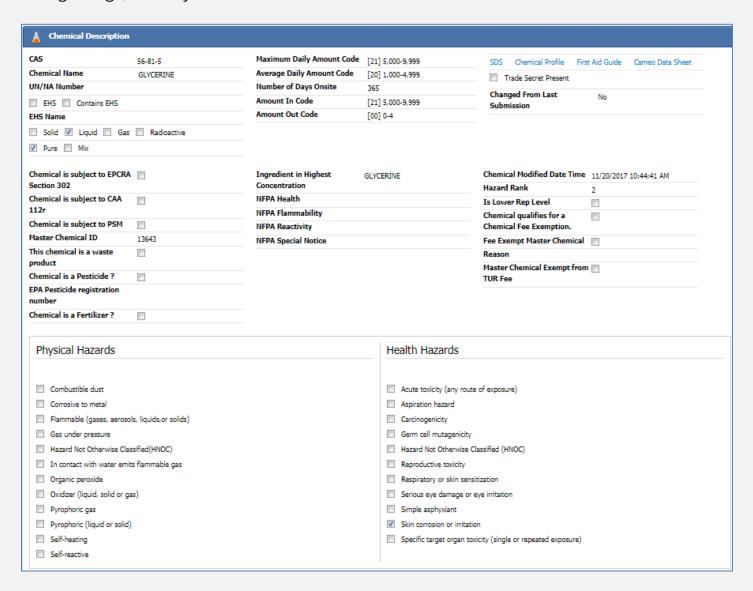
Maps the facility on the maps

#### **CAS No**

A CAS (Chemical Abstracts Service) Registry Number is a numeric identifier that can contain up to 10 digits, divided by hyphens into three parts and is a chemical identifier. In CSH Manager any Chemical that is not a pure substance, and is a mix, will have a CAS number of N/A.

#### **Chemical Name**

The name of the chemical reported. Clicking on the chemical name will open a Chemical Details screen and provide more information about the chemical stored at a specific facility. Including a storage range, and Physical and Health Hazards.



#### **CAMEO Data Sheet**

The CAMEO Data Sheet will provide you with more information about the chemical as stored in the CAMEO Chemicals database.

#### **Chemical Profile**

The Chemical Profile will redirect you to the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards and provide you with more information about the chemical.

#### **First Aid Guide**

This will link you to the NIOSH Pocket Guide First Aid procedures for a specific chemical.

#### **Hazardous Ingredient**

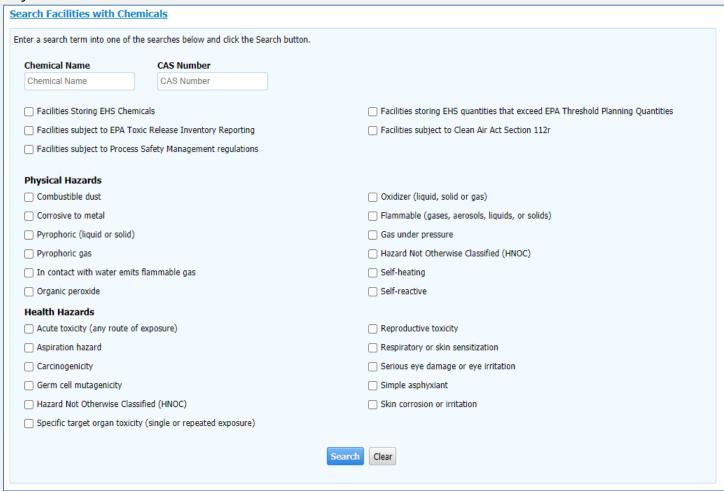
The main ingredient in pure substances or the substance in the highest concentration of a mixture.



# Part 7: Search Facilities with Chemicals

#### **Part 7: Search Facilities with Chemicals**

In this section you can search for all facilities reporting a specific chemical, CAS Number, or Physical and Health Hazards.



Enter the Chemical Name or CAS Number in the search fields. You can also search for chemicals that have a specified Physical or Health Hazard by marking the box.

Enter in the information you want to search. If you know the facility name you can enter it here. You can also search for facilities in a specific county, address, city, zip code or for all the facilities that have reported a specific fire department jurisdiction.

Click the search button.

Facility ID	Facility Name
Facility ID	Facility Name
Search Primary Address and C	ontiguous Addresses
Search Primary Address and Con	itiguous Addresses
County	Fire Department
Select v	Fire Department
	Search Clear

This will create a Facility List.

Blue underlined column headers can be sorted by clicking on the header label.

Columns with white searchable text box can be filtered by typing in text or using the drop down provided.

To go to a specific facility, click on the Facility Name.

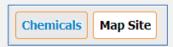
Icons on the right of the screen can be clicked for additional information.

Clicking on the Beaker Icon will open a tab to show you the facility chemicals.

Clicking on the Globe Icon will show the facility on the map.



#### **Chemicals**



The Chemicals Button, or Tab, shows a list of the chemicals being stored at the facility.

The paper and paperclip icon next to the chemical name can be clicked to access the facilities safety data sheet (SDS). The User can also access Cameo Data Sheets, Chemical Profiles and First Aid Guides. This section can be sorted by any of the blue underlined columns and filtered by CAS Number, Chemical Name or Hazardous Ingredient.



#### **Map Site**

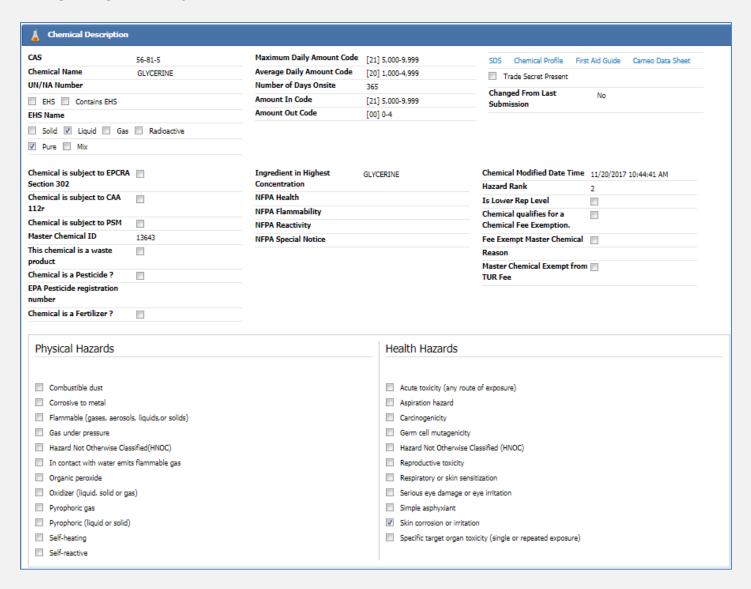
Maps the facility on the maps

#### **CAS No**

A CAS (Chemical Abstracts Service) Registry Number is a numeric identifier that can contain up to 10 digits, divided by hyphens into three parts and is a chemical identifier. In CSH Manager any Chemical that is not a pure substance, and is a mix, will have a CAS number of N/A.

#### **Chemical Name**

The name of the chemical reported. Clicking on the chemical name will open a Chemical Details screen and provide more information about the chemical stored at a specific facility. Including a storage range, and Physical and Health Hazards.



#### **CAMEO Data Sheet**

The CAMEO Data Sheet will provide you with more information about the chemical as stored in the CAMEO Chemicals database.

#### **Chemical Profile**

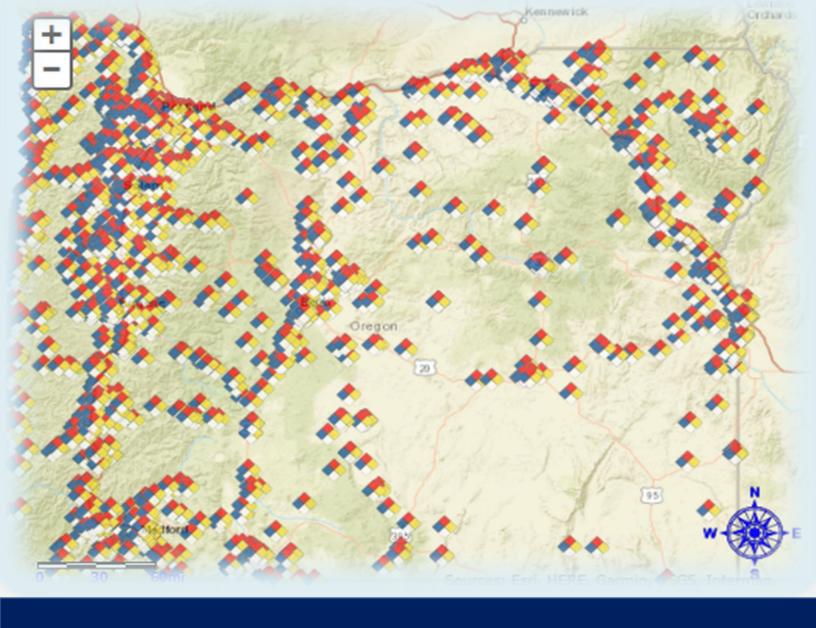
The Chemical Profile will redirect you to the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards and provide you with more information about the chemical.

#### **First Aid Guide**

This will link you to the NIOSH Pocket Guide First Aid procedures for a specific chemical.

#### **Hazardous Ingredient**

The main ingredient in pure substances or the substance in the highest concentration of a mixture.



### Part 8: Searching the Map

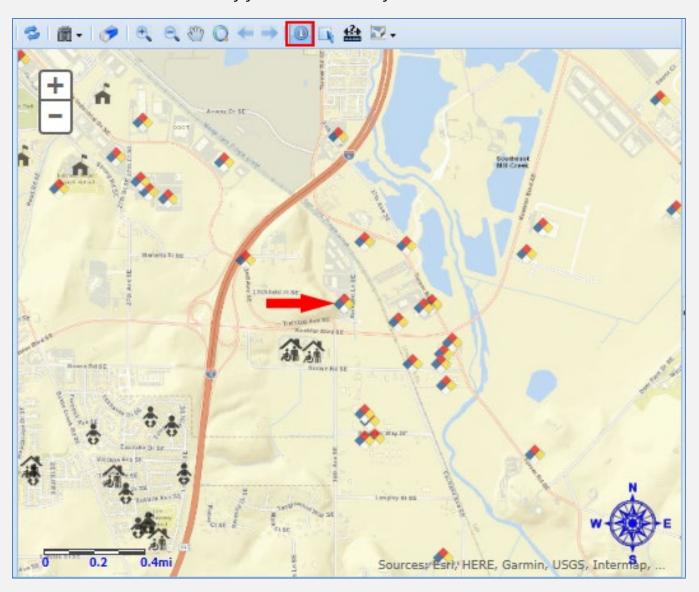
#### **Part 8: Searching the Map**

#### **Identifying a Facility from the Map**

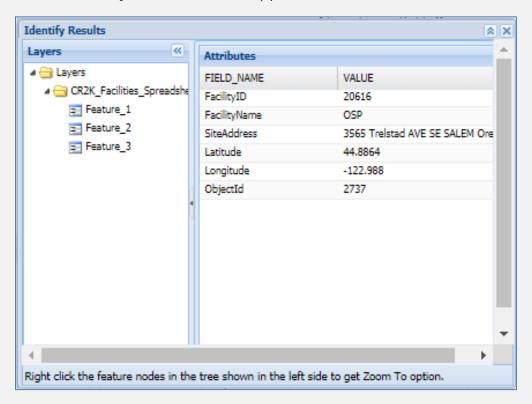
1. First click on the Identify icon



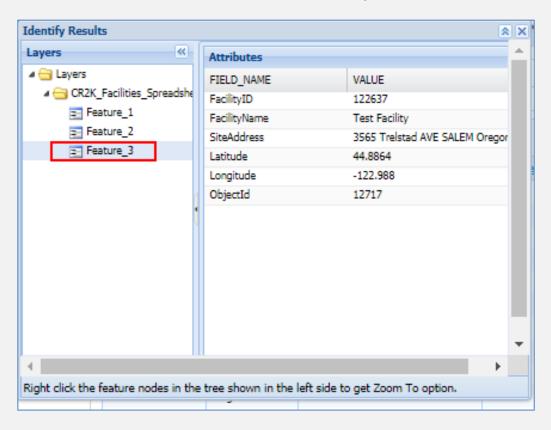
2. Then Click on the Facility you wish to identify



3. The Identify Results box will appear on the screen.



4. If multiple facilities have reported at the same location, they will be listed as different features. Click on each feature to view facility information.



5. To view the facility information and reports, write down the Facility ID, and return to the List Facilities page. Enter the Facility ID to view the information.

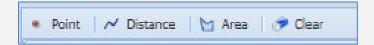
#### **Using the Measuring Tools**

The measurement tool allows you to put points on the map, as well as measure both distance and area.





2. Select whether you want to enter points, measure distance, or measure area.



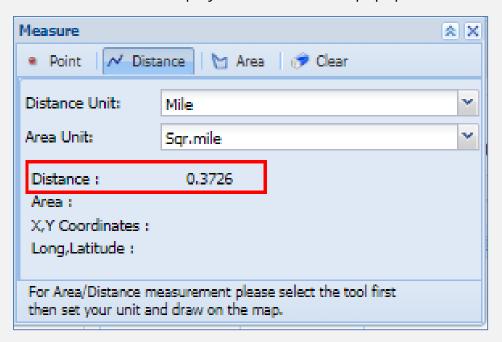
3. Then select your Distance Unit of Measure or Area Unit of Measure from the dropdown menus.



4. To measure the distance between two points, click on the first map point, then click on the second map point. This will draw a red line. Double click to get distance.



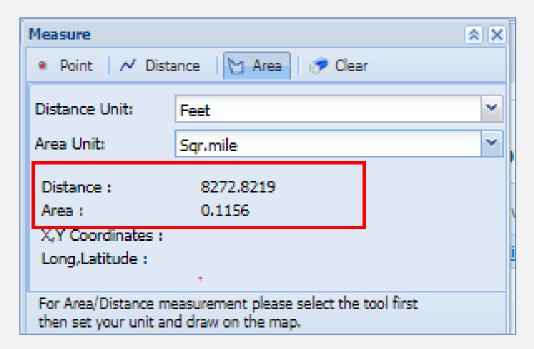
5. The distance will be displayed in the Measure popup box.



6. To measure an area, click on the area button. Set the area unit, then click on your first point, then any additional points. Double click to close the area block.



7. The area measurement will appear in the popup box.





### Part 9: CHS Manager Resources

#### **Part 9: Resources**

#### **Community Right to Know Contact Information**

#### **Hazardous Substance Information Hotline**

**Toll Free in Oregon 800-454-6125** 

Phone: 503-378-6835

CR2K Email osfm.hazmatsurvey@osfm.oregon.gov

CHS Manager <a href="https://oregon.hazconnect.com/Account/Login.aspx">https://oregon.hazconnect.com/Account/Login.aspx</a>

CR2K Help Desk <a href="https://cr2khelp.zendesk.com/hc/en-us">https://cr2khelp.zendesk.com/hc/en-us</a>

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Produced by

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https://www.oregon.gov/osfm/industry/Pages/CR2K.aspx

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#### **OREGON STATE FIRE MARSHAL**

503-378-6835/800-454-6125 oregon.gov/osfm | ask.osfm@osfm.oregon.gov







