



# **OREGON STATE FIRE MARSHAL Community Right to Know**

## **INTRODUCTION TO CHS MANAGER Reporting Facility User Manual 2026 Edition**

# TABLE OF CONTENTS

<b>INTRODUCTION TO CHS MANAGER .....</b>	<b>4</b>
<b>PART 1: OREGON COMMUNITY RIGHT TO KNOW.....</b>	<b>5</b>
<b>PART 2: THINGS TO KNOW BEFORE GETTING STARTED .....</b>	<b>8</b>
<b>PART 3: REGISTERING FOR CHS MANAGER .....</b>	<b>12</b>
<b>PART 4: LOGGING INTO CHS MANAGER.....</b>	<b>15</b>
<b>The Home Page, Facilities and Reports.....</b>	<b>17</b>
<b>Accessing Facilities .....</b>	<b>18</b>
<b>Active Facilities Page .....</b>	<b>19</b>
<b>List Submissions Page .....</b>	<b>20</b>
<b>PART 5: UNDERSTANDING EACH REPORT TYPE .....</b>	<b>22</b>
<b>What is the difference between Annual, Update, and Revision Reports?.....</b>	<b>22</b>
<b>PART 6: STEP BY STEP INSTRUCTIONS ON SUBMITTING A REPORT .....</b>	<b>24</b>
<b>Adding a New Report.....</b>	<b>24</b>
<b>Annual Report .....</b>	<b>25</b>
<b>Update Report .....</b>	<b>25</b>
<b>Revision Report - Choose a Report to Revise instructions .....</b>	<b>26</b>
<b>Initiated Reports .....</b>	<b>26</b>
<b>Step 1: Review the Facility Information.....</b>	<b>27</b>
<b>Location and Business Activity at this site (First Tab) .....</b>	<b>27</b>
<b>Get Lat/Long .....</b>	<b>28</b>
<b>NAICS Code and Business Activity .....</b>	<b>29</b>
<b>Occupied or Unoccupied.....</b>	<b>30</b>
<b>Dun &amp; Bradstreet Number .....</b>	<b>31</b>
<b>Safety Plans and Placards.....</b>	<b>31</b>
<b>Owner/Operator (Second Tab).....</b>	<b>32</b>
<b>Mailing and Billing Address (Third Tab) .....</b>	<b>32</b>
<b>Step 2: Review Reporting Exemption Reasons .....</b>	<b>33</b>
<b>Step 3: Review Chemical Inventory.....</b>	<b>34</b>
<b>Chemical Description.....</b>	<b>34</b>
<b>Inventory &amp; Storage .....</b>	<b>34</b>
<b>Verifying Chemicals.....</b>	<b>35</b>
<b>Adding a Chemical .....</b>	<b>35</b>
<b>Uploading a Safety Data Sheet.....</b>	<b>37</b>
<b>My SDS won't open .....</b>	<b>38</b>
<b>Physical and Health Hazards.....</b>	<b>39</b>
<b>Chemical Fee Exemptions (CFE) .....</b>	<b>40</b>
<b>Inventory and Storage .....</b>	<b>41</b>
<b>Chemical Subject to Status .....</b>	<b>42</b>
<b>Storage Locations explained.....</b>	<b>42</b>

Adding a storage location .....	43
Editing or Deleting a Storage Location .....	44
Step 3 Validation .....	45
Step 4: Review Subject to Status .....	45
Step 7: Submit Report .....	47
<b>PART 7: HOW TO VALIDATE AN ADDRESS .....</b>	<b>50</b>
<b>PART 8: HOW TO REQUEST A NEW CHEMICAL TO BE ADDED TO MASTER CHEMICAL LIST.....</b>	<b>53</b>
<b>PART 9: REPORTING A CONTIGUOUS SITE.....</b>	<b>56</b>
<b>What is a Contiguous Site? .....</b>	<b>56</b>
<b>How do I add a contiguous Address? .....</b>	<b>57</b>
<b>How do I remove Contiguous addresses?.....</b>	<b>58</b>
<b>PART 10: CHANGE FACILITY STATUS.....</b>	<b>60</b>
<b>PART 11: SUBSTANTIVE CHANGE .....</b>	<b>63</b>
<b>PART 12: RESOURCES .....</b>	<b>65</b>

## Introduction to CHS Manager

This document provides guidance to facilities with reporting requirements under the Community Right to Know and Protection Act. The statutory provisions described in this guidance presentation contain legally binding requirements. This guidance presentation does not substitute for those provisions or regulations.

For specific requirements and details, refer to the implementing regulations of ORS 453.307 to ORS 453.414, OAR Chapter 837-0085, and OAR Chapter 837-0090.

**Community Right to Know Report (CR2K)** - The Community Right to Know and Protection Act was passed by the Oregon Legislature in 1985. 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 (EPCRA).

The law requires the OSFM to survey facilities annually to collect, validate, and disseminate information on hazardous substances located throughout the state.

This guide will provide a comprehensive explanation of the features in CHS Manager and how to use them, as well as address frequently asked questions about hazardous substance inventory reporting in Oregon.



## 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 in-person 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: <https://www.oregon.gov/osfm/Pages/CHSManager-PublicAccess.aspx>



# Part 2: Things to know before getting started

## Part 2: Things to know before getting started

There are a few things to know before starting the hazardous substance inventory report. Understanding EPA Tier II acronyms, Industry codes, thresholds for reporting, a list of the facility's chemicals, current safety data sheets for each reportable chemical stored at the facility, and facility contacts, to name a few.

### EPA Tier II Acronyms

**EHS** – Extremely Hazardous Substance

**TPQ** – Threshold Planning Quantity

**SDS** – Safety Data Sheet

### Know the chemicals...

Is it a hazardous chemical?

... if OSHA requires an SDS, the Yes.

It may also be an EHS...

...if it is listed in 40 CFR part 355, [Appendix A](#) and [Appendix B](#).

**Note:** An EHS Chemical has more stringent reporting thresholds.

Check to verify both: if it is a hazardous chemical and then if it is also an extremely hazardous substance.

### TPQ -Threshold Planning Quantity

- TPQs apply to Extremely Hazardous Substances (EHS).
- TPQs are established by the EPA.
- TPQs are identified in the [List of Lists](#) and 40 CFR Part 355, [Appendix A](#) and [Appendix B](#).
- Use CAMEO Chemicals to search for TPQs of chemicals: <https://cameochemicals.noaa.gov/>
- TPQs vary from chemical to chemical; check the specific chemicals.

## Facility Information to know

1. The **names of chemicals** stored at the facility
2. A current digital copy in PDF Format of the **Safety Data Sheet** for each chemical
3. If they are **Hazardous Chemicals** (these include Extremely Hazardous Substances listed in 40 CFR part 355)
4. The **maximum quantity** present at the facility, at any time for 24 hours or more during the previous calendar year.
5. The **Dun and Bradstreet number** for the company, if applicable
6. The **NAICS code** for the industry. To search, [click here](#)
7. The correct **latitude and longitude** location for the facilities reporting (CHS Manager will help determine this)
8. **Facility Information** about name and location
9. **Facility Contacts:** Owner, Regulatory Point of Contact, 24-hour Emergency Contact, and Emergency Planning Coordinator (required only if it is an EHS Facility)
10. **Chemical Inventory:** Information on chemicals stored at the facility during the previous calendar year. Including, exact amounts stored and specific storage location(s) and amount(s).

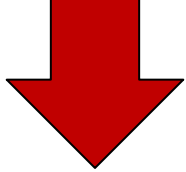


# Does a Hazardous Substance Inventory Report need to be submitted?

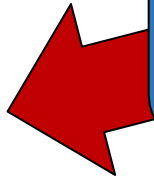
## It's a reportable hazardous chemical if it is...

- Required to have an SDS under OSHA
- 500 pounds, gallons, cubic feet or more

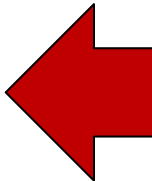
**Upper Reporting Levels**



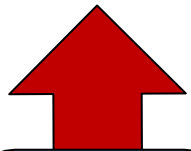
**Lower Reportable Levels (Highly Toxic & Explosives)**



**Extremely Hazardous Substance (EHS)**



**Hazardous Substance Inventory Report Required**



**Retail Diesel or Gasoline**

## It's a reportable hazardous chemical if it is...

- As defined by OAR 837-085-040 (23) or (35)
- Required to have an SDS under OSHA
- Liquid at 5 gallons or more
- Solid at 10 pounds or more
- Gas at 20 cubic feet or more
- Radioactive substance at any amount (unsealed)

## It's a hazardous chemical and an Extremely Hazardous substance (EHS) if it is...

- Required to have an SDS under OSHA
- On the EPA's List of Lists or 40 CFR part 355 Appendix A or B
- Meets or exceeds the TPQ or 500 pounds (whichever is less)

## A retail gas station is defined as a facility which sells gasoline and/or diesel fuel to the general public for motor vehicle use on land. OAR 837-085-070 (2)

- Gasoline and Diesel stored in above ground tanks are reportable at 500 gallons or more
- Gasoline 75,000 gallons or more stored in underground storage tanks
- Diesel Fuel at 100,000 gallons or more stored in underground storage tanks
- Any other substances store at retail gas stations must be reported at the appropriate RQ as indicated on this page



# Part 3: Registering for CHS Manager

## Part 3: Registering for CHS Manager

To register, go to CHS Manager: <https://oregon.hazconnect.com/account/login/asp>

**NOTE:** Each facility can only be linked to a single user account. The username and password can be shared with individuals from the organization as deemed necessary.

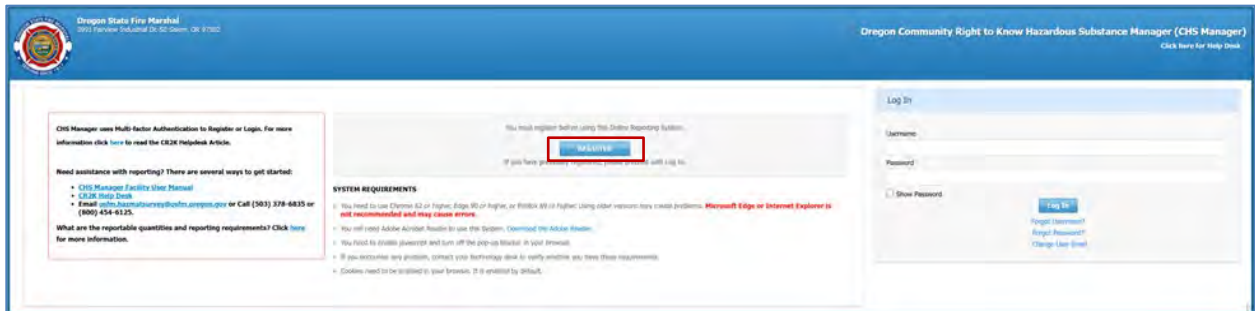
There are no specific requirements for the computer other than the browser requirements below.

The internet browsers, and versions, that work best with CHS Manager are Firefox 59 or higher, Chrome 62 or higher. **MS Edge or Internet Explorer are not recommended and may cause errors while reporting.**

CHS Manager requires the use of Adobe Acrobat Reader.

JavaScript needs to be enabled, turn off the Pop-up Blocker, and Cookies will need to be enabled for the browser.

1. Click on the **Register** Button



2. Click the dropdown menu, and select **Reporting Facility/Business User**, click **Next**

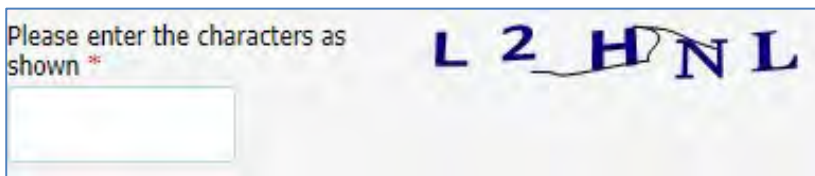


3. Complete the registration form
  - a. When choosing a Username, consider creating a generic name for the facility. This will enable us to transfer the account to a new responsible individual in the future if necessary

b. Choose a Hint Question and Answer

i. This can be used to reset the password if not known

4. Fill out the form with all the required information. All fields with a red asterisk \* are required.
5. In the Facility Details field enter the facility name & address, and Facility ID (if known).
6. If the facility has never reported hazardous substance information to OSFM, enter New Facility.
7. Enter the CAPTCHA characters as shown into the box



8. Submit the registration for review

After submitting the Registration an email will be sent to the email address entered for the user account, with a one-time **Email Verification link**. Follow the instructions in the email to verify the account email address. **The email verification must be completed before CR2K Staff can review your registration.**



# Part 4: Logging into CHS Manager & Accessing Facility Information

## Part 4: Logging into CHS Manager

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

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.

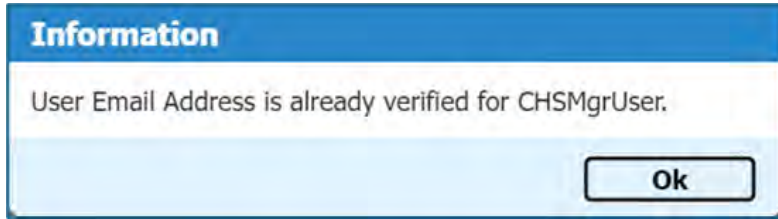
**NOTE: The Hint Answer will be needed for the Security Question**

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, if the email address has not been previously verified. 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 provided link.

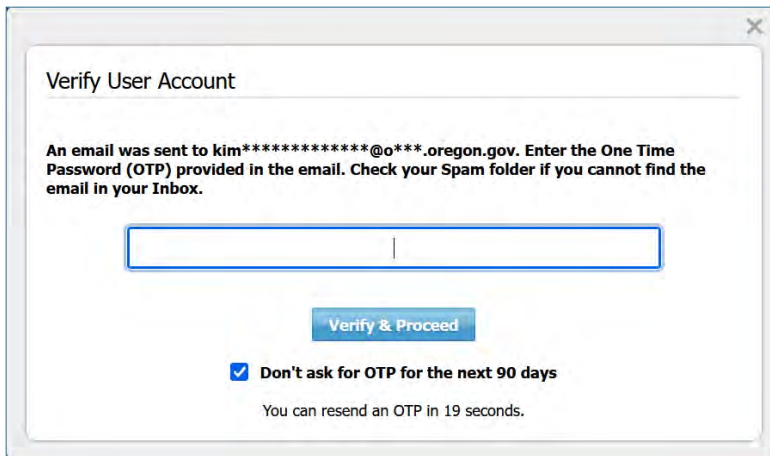
After clicking the link provided in the email, the Default Computer Browser will open on the computer with the following message, stating the username that is associated with the email address:



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 completes, 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**.

# The Home Page, Facilities and Reports

On the Homepage, in the Regulations section, will be helpful links to available training materials and contact information for our office

**Oregon State Fire Marshal**  
3991 Fairview Industrial Dr. SE Salem, OR 97302

**Oregon Community Right to Know Hazardous Substance Manager (CHS Manager) 2022**  
Welcome OSFM. Last Login: 12/04/2023, 09:34 AM  
Click here for Help Desk Submit User Log Out

Home Facilities Aurita My Account Resource Links

Regulations **List Facilities** Continue

Welcome to the Oregon Community Right to Know Hazardous Substance Manager (CHS Manager)

The Oregon State Fire Marshal (OSFM) is responsible for the collection and maintenance of the Community Right to Know (CR2K) data reported by Oregon facilities. The purpose of this data is to provide State and Local officials with specific information on hazardous substances present at your facility for use in emergency preparedness planning. Oregon law also allows the general public to access this information, excluding information deemed Sensitive or Confidential.

**Need assistance with reporting? There are several ways to get started:**

- CHS Manager Facility User Manual
- CR2K Help Desk
- Email [osfm.hazmatsurvey@osfm.oregon.gov](mailto:osfm.hazmatsurvey@osfm.oregon.gov) or Call (503) 378-6835 or (800) 454-6125.

What are the reportable quantities and reporting requirements? Click [here](#) for more information.

**IMPORTANT: You must submit a 2022 Annual report to complete your submission for this year. Submitting a 2023 UPDATE does NOT meet this requirement.**

Recent Submissions	Facility Status Summary																					
2023 Hazardous Substance Update, CR2K Test Site Initiated 09/19/2023	<table border="1"><thead><tr><th></th><th>Active</th><th>Inactive</th></tr></thead><tbody><tr><td>Private Facility</td><td>1</td><td>0</td></tr><tr><td>State Gov/Local Gov/Schools</td><td>0</td><td>0</td></tr><tr><td>Tribal Facility</td><td>0</td><td>0</td></tr><tr><td>Sovereign Immunity</td><td>0</td><td>0</td></tr><tr><td>Agricultural Facility</td><td>0</td><td>0</td></tr><tr><td>Substation Facility</td><td>0</td><td>0</td></tr></tbody></table>		Active	Inactive	Private Facility	1	0	State Gov/Local Gov/Schools	0	0	Tribal Facility	0	0	Sovereign Immunity	0	0	Agricultural Facility	0	0	Substation Facility	0	0
	Active	Inactive																				
Private Facility	1	0																				
State Gov/Local Gov/Schools	0	0																				
Tribal Facility	0	0																				
Sovereign Immunity	0	0																				
Agricultural Facility	0	0																				
Substation Facility	0	0																				
2022 Hazardous Substance Annual (Revision), CR2K Test Site Completed 09/19/2023																						
2022 Hazardous Substance Annual (Revision), CR2K Test Site Canceled 09/13/2023																						
2023 Hazardous Substance Update, CR2K Test Site Canceled 08/17/2023																						

Recent Submissions will show the latest reports submitted for all the facilities linked to the user account

Facility Status Summary shows how many active and inactive facilities are linked to the account by Facility Type

# Accessing Facilities

**Oregon State Fire Marshal**  
3991 Fairview Industrial Dr. SE, Salem, OR 97302

**Oregon Community Right to Know Hazardous Substance Manager (CHS Manager)** 2022  
Welcome OSFM. Last Login: 12/04/2023, 09:34 AM  
[Click here for Help Desk](#) [Submit User](#) [Log Out](#)

Home **Facilities** Audits My Account Resource Links

Regulations **List Facilities** Continue

Welcome to the Oregon Community Right to Know Hazardous Substance Manager (CHS Manager)

The Oregon State Fire Marshal (OSFM) is responsible for the collection and maintenance of the Community Right to Know (CR2K) data reported by Oregon facilities. The purpose of this data is to provide State and Local officials with specific information on hazardous substances present at your facility for use in emergency preparedness planning. Oregon law also allows the general public to access this information, excluding information deemed Sensitive or Confidential.

**Need assistance with reporting. There are several ways to get started:**

- [CHS Manager Facility User Manual](#)
- [CR2K Help Desk](#)
- Email [osfm.hazmatsurvey@osfm.oregon.gov](mailto:osfm.hazmatsurvey@osfm.oregon.gov) or Call (503) 378-6835 or (800) 454-6125.

What are the reportable quantities and reporting requirements? Click [here](#) for more information.

**IMPORTANT: You must submit a 2022 Annual report to complete your submission for this year. Submitting a 2023 UPDATE does NOT meet this requirement.**

**Recent Submissions**

- 2023 Hazardous Substance Update, CR2K Test Site Initiated 09/19/2023
- 2022 Hazardous Substance Annual (Revision), CR2K Test Site Completed 09/19/2023
- 2022 Hazardous Substance Annual (Revision), CR2K Test Site Cancelled 09/13/2023
- 2023 Hazardous Substance Update, CR2K Test Site Cancelled 08/17/2023

**Facility Status Summary**

	Active	Inactive
Private Facility	1	0
State Gov/Local Gov/Schools	0	0
Tribal Facility	0	0
Sovereign Immunity	0	0
Agricultural Facility	0	0
Substation Facility	0	0

**Hover over the Facilities tab and click on List Facilities**

**OR**

**Click on the Continue button**

# Active Facilities Page

Each facility linked to the account will show in this spreadsheet format

Blue column headings can be clicked to sort the data by the field

Empty field boxes can be used to filter the facilities by specified criteria. (i.e. all facilities in Salem, type Salem in the city field)

Oregon State Fire Marshal  
3991 Fairview Industrial Dr SE Salem, OR 97302

Oregon Community Right to Know Hazardous Substance Manager (CHS Manager) 2022  
Welcome OSFM Last Login: 09/19/2023, 09:17 AM  
Click here for Help Desk Submit User Log Out

Home Facilities Alerts My Account Resource Links

Search Primary Address and Contiguous Addresses:  Filter Reset

Active Facilities

Facility ID	Division or Department	Facility Name	Address	County	Facility Type	Facility Status	City	LEPC	Fire Department	Latest Report
122594		CR2K Test Site (ID: 122594)	3991 Fairview Industrial DR SE, 1 SALEM, OR 97302	MARION	Private Facility	Active	SALEM	Marion County LEPC	SALEM FD	2023 Hazardous Substance Report Update (07/13/2023 - Completed)

Total Results: 1 Rows per page: 10

To access the facility information, click on the Facility Name, the next screen will be the List Submissions Page

To open the latest report, click on the report link in the Latest Report column of the facility you wish to view

# List Submissions Page

The List Submissions page is where to view all the Hazardous Substance Inventory Reports previously submitted in CHS Manager, Change Facility Status, and Add a new report.

**Oregon State Fire Marshal**  
3991 Fairview Industrial Dr. SE Salem, OR 97302

**Oregon Community Right to Know Hazardous Substance Manager (CHS Manager)** 2022  
Welcome OSFM Last Login: 09/19/2023, 09:17 AM  
[Click here for Help Desk](#) [Submit User](#) [Log Out](#)

Home Facilities Audits My Account Resource Links

[Back](#) List Submissions

To create and submit a new report, click on the "Add a New Annual/Update/Revision Report" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously completed and submitted report, click on the icon under the "view" column next to the report.

CR2K Test Site (Facility ID: 122594) [Change Facility](#)

3991 Fairview Industrial DR SE, 1, SALEM, OR 97302, United States  
Status: Active Type: Private Facility

[Change Facility Status](#)

**Regulatory Reports** [Add a New Annual/Update/Revision Report](#)

Hazardous Substance Inventory Report

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	View	Submission Type
109641	2023 Hazardous Substance Report Update	Completed	Kim Carlson	07/13/2023 04:22:27 PM		Online
109787	2022 Hazardous Substance Report Annual Revision	Initiated				Online
109508	2022 Hazardous Substance Report Annual Revision	Completed	Kim Carlson	08/05/2023 10:06:00 AM		Online

[Show More](#)

To change the facility status, click the button and answer the questions

Click the button to add a new Annual, Revision, or Update Report

To view a report, click on the Icon in the View column next to the report to view

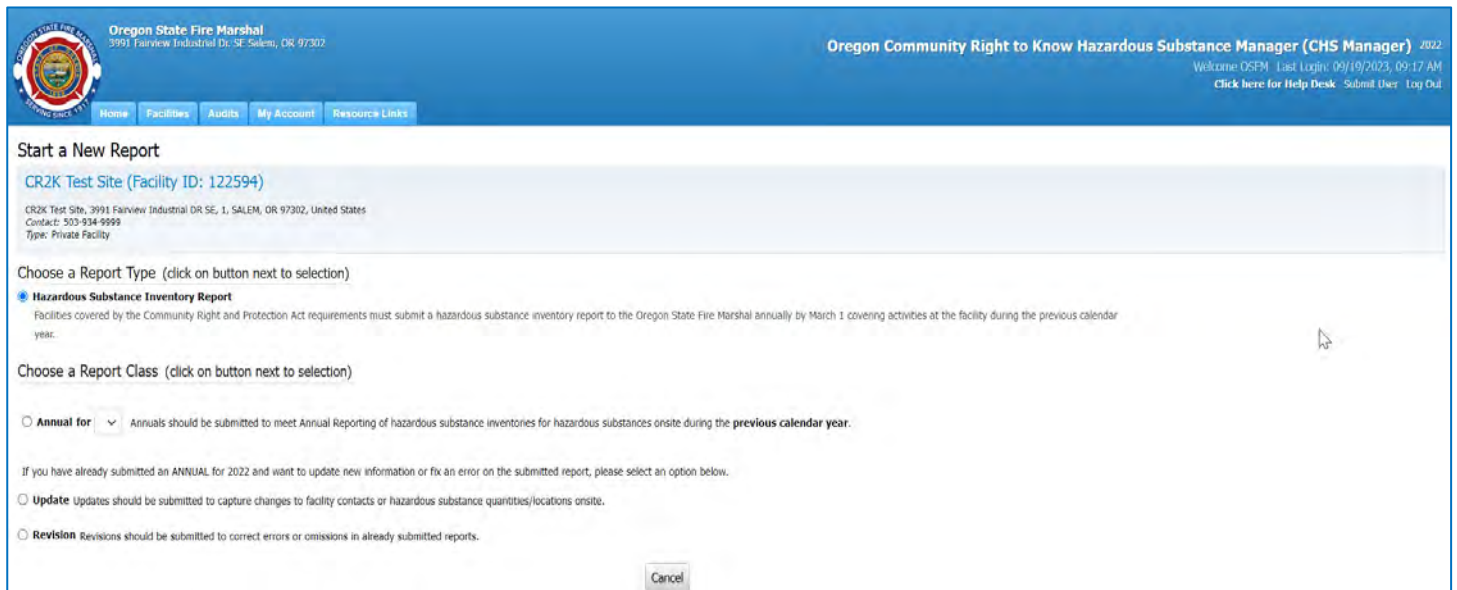
To see more reports for this facility, click the Show More button



# Part 5: Understanding Each Report Type

## Part 5: Understanding Each Report Type

### What is the difference between Annual, Update, and Revision Reports?



The screenshot shows the Oregon State Fire Marshal's CHS Manager web application. The header includes the Oregon State Fire Marshal logo and contact information (3991 Fairview Industrial Dr. SE, Salem, OR 97302). The user is logged in as 'Oregon Community Right to Know Hazardous Substance Manager (CHS Manager) 2022' with a welcome message and last login time of 03/19/2023, 09:17 AM. The navigation menu includes Home, Facilities, Audits, My Account, and Resource Links.

The main content area is titled 'Start a New Report' and shows details for the 'CR2K Test Site (Facility ID: 122594)'. The facility address is 3991 Fairview Industrial DR SE, 1, SALEM, OR 97302, United States, with contact information 503-934-9999 and Type: Private Facility.

The 'Choose a Report Type' section has a radio button selected for 'Hazardous Substance Inventory Report'. A note states: 'Facilities covered by the Community Right and Protection Act requirements must submit a hazardous substance inventory report to the Oregon State Fire Marshal annually by March 1 covering activities at the facility during the previous calendar year.'

The 'Choose a Report Class' section has a dropdown menu set to 'Annual for'. A note states: 'Annuals should be submitted to meet Annual Reporting of hazardous substance inventories for hazardous substances onsite during the previous calendar year.'

Below this, a note says: 'If you have already submitted an ANNUAL for 2022 and want to update new information or fix an error on the submitted report, please select an option below.'

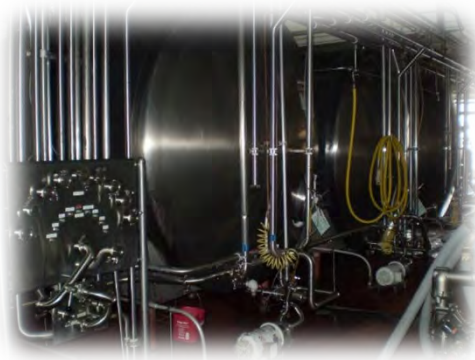
There are two radio buttons for 'Update' and 'Revision' with their respective descriptions. A 'Cancel' button is at the bottom.

**For assistance starting a new report, see [Part 6: Submitting A Report](#) for step by step instructions.**

**Annuals** should be submitted to meet Annual Reporting of hazardous substance inventories for hazardous substances onsite during the **previous calendar year**.

**Updates** should be submitted to capture substantive changes to facility contacts or hazardous substance quantities/locations onsite during the **current calendar year**.

**Revisions** should be submitted to correct errors or omissions in previously submitted Annual reports.





# Part 6: Submitting A Report

# Part 6: Step by Step Instructions on Submitting A Report

## Adding a New Report

After logging in, go to List Facilities, and select the facility name to start a report

Oregon State Fire Marshal  
3991 Fairview Industrial Dr. SE, Salem, OR 97302

Oregon Community Right to Know Hazardous Substance Manager (CHS Manager) 2022  
Welcome OSEFM Last Login: 09/19/2023, 09:17 AM  
Click here for Help Desk Submit User Log Out

Home Facilities Audits My Account Resource Links

Search Primary Address and Contiguous Addresses:  Filter Reset

Active Facilities

Facility ID	Division or Department	Facility Name	Address	County	Facility Type	Facility Status	City	LEPC	Fire Department	Latest Report
122594		CR2K Test Site (ID: 122594)	3991 Fairview Industrial DR SE, 1 SALEM, OR 97302	MARION	Private Facility	Active	SALEM	Marion County LEPC	SALEM FD	2023 Hazardous Substance Report Update (07/13/2023 - Completed)

Total Results: 1 Rows per page: 10

Click on the Facility Name

Oregon State Fire Marshal  
3991 Fairview Industrial Dr. SE, Salem, OR 97302

Oregon Community Right to Know Hazardous Substance Manager (CHS Manager) 2022  
Welcome OSEFM Last Login: 09/19/2023, 09:17 AM  
Click here for Help Desk Submit User Log Out

Home Facilities Audits My Account Resource Links

List Submissions

To create and submit a new report, click on the "Add a New Annual/Update/Revision Report" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously completed and submitted report, click on the icon under the "view" column next to the report.

CR2K Test Site (Facility ID: 122594) [Change Facility](#)

3991 Fairview Industrial DR SE, 1, SALEM, OR 97302, United States  
Status: Active Type: Private Facility

[Change Facility Status](#)

Regulatory Reports [Add a New Annual/Update/Revision Report](#)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	View	Submission Type
109641	2023 Hazardous Substance Report Update	Completed	Kim Carlson	07/13/2023 04:22:27 PM		Online
109787	2022 Hazardous Substance Report Annual Revision	Initiated				Online
109508	2022 Hazardous Substance Report Annual Revision	Completed	Kim Carlson	07/05/2023 10:06:00 AM		Online

Show More

Click on Add New Annual/Update/Revision Report

Select the report type:

**Annual:** Select the correct year from the dropdown menu (to report the storage of hazardous substances during the selected year)

**Update:** To report a Substantive change in the current year

The screenshot shows the 'Start a New Report' page in the Oregon State Fire Marshal's CHS Manager. The page header includes the Oregon State Fire Marshal logo and contact information, and the Oregon Community Right to Know Hazardous Substance Manager (CHS Manager) 2022 logo. The main content area is titled 'Start a New Report' and includes the following sections:

- CR2K Test Site (Facility ID: 122594)**: CR2K Test Site, 991 Fairview Industrial DR SE, L, SALEM, OR 97302, United States. Contact: 503-744-9999. Type: Private Facility.
- Choose a Report Type (click on button next to selection)**:  **Hazardous Substance Inventory Report**. Facilities covered by the Community Right and Protection Act requirements must submit a hazardous substance inventory report to the Oregon State Fire Marshal annually by March 1 covering activities at the facility during the previous calendar year.
- Choose a Report Class (click on button next to selection)**:  **Annual for** [2022]. Annuals should be submitted to meet Annual Reporting of hazardous substance inventories for hazardous substances onsite during the **previous calendar year**.
- If you have already submitted an ANNUAL for 2022 and want to update new information or fix an error on the submitted report, please select an option below.**:
  - Update**: Updates should be submitted to capture changes to facility contacts or hazardous substance quantities/locations onsite.
  - Revision**: Revisions should be submitted to correct errors or omissions in already submitted reports.
- Buttons**:

**Revision:** To make corrections to an already submitted report

**Click the Proceed button to start the report**

## Annual Report

The Annual Report is due every year between January 1<sup>st</sup> and March 1<sup>st</sup>. This report meets the annual reporting requirements, reporting the Hazardous Substance(s) that were stored onsite in the previous Calendar year.

## Update Report

The Update Report is used for updating Substantive Changes for the Current Year, see [Part 11](#) for more information on Substantive Changes.

## Revision Report - Choose a Report to Revise instructions

The screenshot shows a web form titled "Choose a Report to Revise". The form includes a dropdown for "Select Report Type" (set to "Hazardous Substance Inventory Report"), a dropdown for "Revise a Submitted Report" (set to "52724 - Hazardous Substance Inventory Report 2019 Annual (Revision)"), a text area for "Reason for Revision", and a checkbox for "I acknowledge that the information entered here is accurate and true." There are "Cancel" and "Finish" buttons at the bottom right. Four blue callout boxes with red arrows provide instructions: 1. Click the arrow to select the report to revise from the dropdown menu (pointing to the second dropdown); 2. Enter the reason for the revision. (Example: Update Chemical amounts) (pointing to the text area); 3. Mark the acknowledgement box (pointing to the checkbox); 4. Click Finish to load the report (pointing to the Finish button).

**1. Click the arrow to select the report to revise from the dropdown menu**

**2. Enter the reason for the revision. (Example: Update Chemical amounts)**

**3. Mark the acknowledgement box**

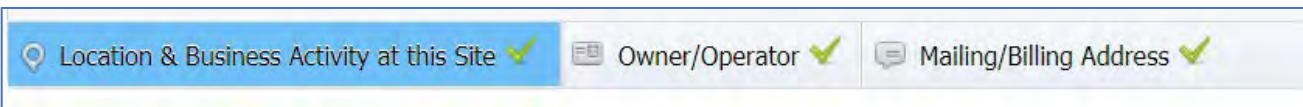
**4. Click Finish to load the report**

## Initiated Reports

All reports look the same when in the Initiated state. Each report has **7 steps** to complete the report.



Some steps may have **multiple tabs** to complete the step.



A green checkmark will appear on each tab when the Step has been completed. A green checkmark must appear on Steps 1-6 to be able to submit the report in Step 7.

## Step 1: Review the Facility Information

This step will contain the Facility Name, Location, business activity at the site, Owner/Operator information, and the Mailing and Billing address. The Facility Name is the legal business/company name of the facility.

**In the upper right corner of the blue bar , click the Edit button to Edit each section**

Facility ID	124352	LEPC	None
Facility Name	OSPM Test Site	Lat/Long	44.8864/-122.988
Division or Department		Occupied	Yes
Facility Status	Active	Maximum Number of Occupants at one time	333
Facility Status Reason	Active - No Report Present	Facility Type	State/Local Govt. Facility
Status Change Date		NAICS 1	921190

Within Step 1 there are three tabs. Verify the information entered in each section, one section at a time, and click the Save button at the bottom to move to the next tab. As each tab is completed, the green check mark will appear on the tab once all the required fields have been completed, and the page is saved successfully.

### Location and Business Activity at this site (First Tab)

This tab contains the site address and description of business activity for this facility. If a message concerning the address validation appears, after clicking Save, see this [article](#) in the CR2K Help Desk or see [Part 7](#) in this manual for validating the address.

Check if facility address is not a standard address

Facility Name *	Facility ID
CR2K Test Site	122594
Department or Division	Street Number *
	3991
Street Direction Prefix	Street Name *
Select One	Fairview Industrial
Street Type (and Street Direction Suffix if applicable) *	Street Unit
Drive South East	Select One
Street Unit Description	County *
	MARION
City *	State *
SALEM	Oregon
Zip Code *	Country *
97302	United States

Verify that the Facility Name and Location are both correct. (Note: The address fields are separated by Street Number, Street Direction, Street Name, Street Type, etc.)

**Example:** The address 3991 Fairview Industrial Dr SE, Salem, Oregon 97302 will be entered as follows:

**Street Number:** 3991

**Street Direction Prefix:**

**Street Name:** Fairview Industrial

**Street Type** (and Street Direction Suffix if applicable): Drive, SE

**Street Unit:**

**Street Unit Description:**

**City:** Salem

**State:** Oregon

**Zip Code:** 97302

### Get Lat/Long

Latitude (in decimal degrees) *	Longitude (in decimal degrees) *
<input type="text" value="44.8967"/>	<input type="text" value="-123.0088"/>
<input type="button" value="Get Lat/Long"/>	

The Get Lat/Long feature is to verify the Latitude & Longitude for the facility's location. Clicking the **Get Lat/Long** button will bring up the **Locate Your Address** map.

**Locate Your Address**

Address/LatLong Value

Lat  Long

**If you want to move the point, click and drag the red point to the new location and then click 'Pick this location' to paste the coordinates back to the form.**

**Once marker has been placed, click the "Pick this Location" button to update the Latitude/Longitude fields in the report**

**Drag the Red Marker and drop it on the map directly over the facility**

LEPC *	Fire Department *	
Marion County LEPC	SALEM FD	
Tax ID Number *	Are you a State Gov/Local Gov/Schools facility? *	Are you an Agricultural Facility with grow-only operations? * <a href="#">What is this?</a>
12-3456789	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select the county Local Emergency Planning Committee (**LEPC**), if applicable, from the drop-down menu.

Verify, or enter, the **Tax ID Number**. This is the Federal Employer Identification Number (FEIN).

Select the local **Fire Department** (the fire department that would respond to an incident at the facility).

Is the facility a State Gov/Local Gov/Schools Facility?

Any State, County, or City agency such as Police or Fire Departments, or public/private Schools.

Is the facility an **Agricultural Facility** with grow-only operations?

**Agricultural facility** means a facility where the only operations conducted are the cultivation and/or breeding of animals and/or plants to provide food, fiber, medicinal plants and other products to sustain and enhance life. **Agricultural facility** does not include facilities where, harvested animals or plants are processed for consumption or use, this includes but is not limited to packing plants, canneries, and mills.

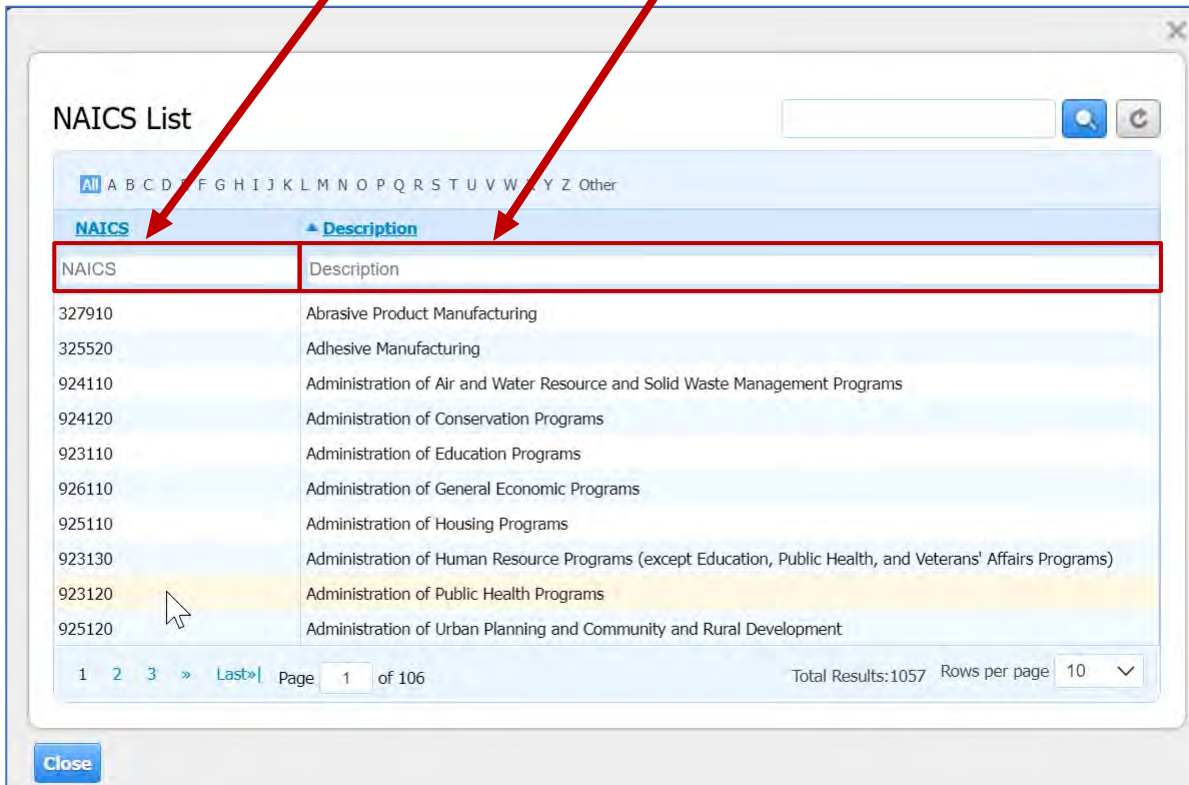
### NAICS Code and Business Activity

NAICS 1 * <a href="#">[clear]</a>	NAICS 1 Description *
921190	Other General Government Support
<a href="#">Search NAICS</a>	
NAICS 2 <a href="#">[clear]</a>	NAICS 2 Description
922160	Fire Protection
<a href="#">Search NAICS</a>	
Description of Business Activities *	
State Fire Marshals Office	

**NAICS** codes are limited to two codes, one in each field. These codes are updated with the newest codes from the United States Census Bureau, <https://www.census.gov/naics/>. If your current listed NAICS code is not recognized by CHS Manager a new Search will be required via the Search NAICS button. The Census Bureau will discontinue codes and issues new codes on occasion, a search for the NAICS Description may be required in this case. The **Description of Business Activities** is a required field and should contain the nature of business being conducted at the location.

Click on the **Search NAICS** button.

Enter the NAICS number in the NAICS search field, or type the industry type in the Description field, then hit Enter



Click on the appropriate NAICS code. Repeat these steps for the NAICS 2 field if the facility has a secondary NAICS.

### Occupied or Unoccupied

Mark the appropriate field for Occupied/Unoccupied. Enter the Maximum Number of Occupants at one Time.

Occupied/Unoccupied *	Maximum Number of Occupants at one time *
<input checked="" type="radio"/> Occupied	
<input type="radio"/> Unoccupied	<input type="text" value="500"/>

**Note:** The maximum occupancy is calculated by the total maximum number of people that **could potentially** be inside the facility at any given point. This number includes all staff, employees, visitors, vendors, and people in attendance of a meeting or training within the facility.

**Example:** 25 Office Staff Members, 500 Warehouse employees, 100-200 visitors a day, 3-5 vendor personnel, Monthly safety training with 100-150 people. Maximum Occupancy = 880 (Always account for the higher occupancy potential)

## Dun & Bradstreet Number

Dun & Brad No <sup>\*</sup>

If you do not have a Dun & Brad No, please enter "N/A".

Is there an Automatic Fire Suppression System present at this facility<sup>\*</sup>  Yes  No

Does a Written Emergency Plan exist for this facility<sup>\*</sup>  Yes  No

Plan Location

Is storage placarded according to NFPA 704?<sup>\*</sup>  Yes  No

Are other types of placards used?<sup>\*</sup>  Yes  No

If the facility has a Dun & Bradstreet number, enter it in the Dun & Brad No field. If the facility does not have one, please enter N/A.

**Note:** The Dun & Bradstreet D U N S Number is a unique nine-digit identifier for businesses. This number is assigned once the patented identity resolution process, part of the DUNSRight methodology, identifies a company as being unique from any other in the Dun & Bradstreet Data Cloud.

## Safety Plans and Placards

Answer the safety questions for the facility, and then click Save.

Is there an Automatic Fire Suppression System present at this facility<sup>\*</sup>  Yes  No

Does a Written Emergency Plan exist for this facility<sup>\*</sup>  Yes  No

Plan Location

Is storage placarded according to NFPA 704?<sup>\*</sup>  Yes  No

Are other types of placards used?<sup>\*</sup>  Yes  No

Clicking Save will move to the Owner/Operator Tab of Step 1

## Owner/Operator (Second Tab)

This screen/tab includes the direct site phone number and owner's first name, last name, and email. Verify the Parent Company information. Contiguous addresses are also entered in this section, if applicable.

Location & Business Activity at this Site ✓ Owner/Operator ✓ Mailing/Billing Address ✓

### Direct Site Communication

Enter general information for direct contact at the facility site (ex. Reception or Guard house) or if unmanned, next best contact.

Phone \*  
503-999-9999

### Parent Company Address

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

Pick Parent Company Contact:

Parent Company Name: \_\_\_\_\_ Dun & Brad Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Country: United States

City: \_\_\_\_\_ State: Oregon

Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Owner/Operator Mailing Address and Contact Details

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

Pick Owner/Operator Contact: \_\_\_\_\_ Copy Facility Address

Name of the person who is the owner of the business or is the highest ranking individual responsible for the facility.

First Name \* Jane Last Name \* Smith

Street 1 3565 Trelstad AVE Street 2 Building 2

Country \* United States City \* SALEM

State \* Oregon Zip Code \* 97317

Owner/Operator Phone \* 503-999-9999

Owner/Operator Email \* OwnerEmail@test.com

OwnerEmail@test.com

### Multiple Addresses Part of Same Facility Site ID (Contiguous Addresses)

Does your facility have multiple addresses as part of the same Facility Site ID?  Yes  No

[Add Contiguous Address](#)

### Contiguous Address List

Street	City	Zip	Latitude	Longitude	Edit	Delete
3545 Trelstad St SE, Bldg 2	SALEM	97317	44.883325	-122.992012		
3655 N Trelstad AVE, Building 4	SALEM	97317	44.8855	-122.9877		

Cancel Save

## Mailing and Billing Address (Third Tab)

On this tab, the Mailing and Billing address is mandatory. The **Copy Physical Address** link will copy the physical address previously entered for the facility. In the Billing Address field, the **Copy Mailing Address** or **Copy Physical Address** link can be used to populate the fields.

Location & Business Activity at this Site ✓ Owner/Operator ✓ Mailing/Billing Address ✓

### Mailing Address

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

[Copy Physical Address](#)

Company Name \* Test Facility Attention \* JANE SMITH Street 1 \* 3565 Trelstad AVE Street 2 Building 2

Country \* United States City \* SALEM State \* Oregon Zip Code \* 97317

Phone \* 503-999-9999

### Billing Address

If the Hazardous Substance Possession Fee (if applicable) is to be mailed to an address different than your facility's mailing address, please provide a billing address. If you enter an address outside of the US or Canada, enter the state/province name in the State field.

[Copy Mailing Address](#) [Copy Physical Address](#)

Company Name \* Test Facility Attention \* JANE SMITH Street 1 \* 3565 Trelstad AVE Street 2 Building 2

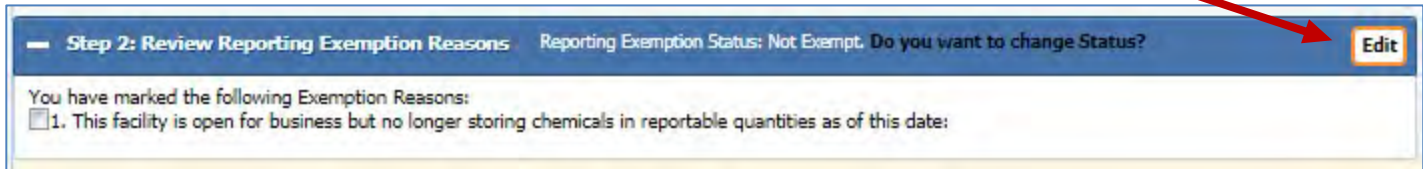
Country \* United States City \* SALEM State \* Oregon Zip Code \* 97317

Phone \* \_\_\_\_\_ Email: \_\_\_\_\_

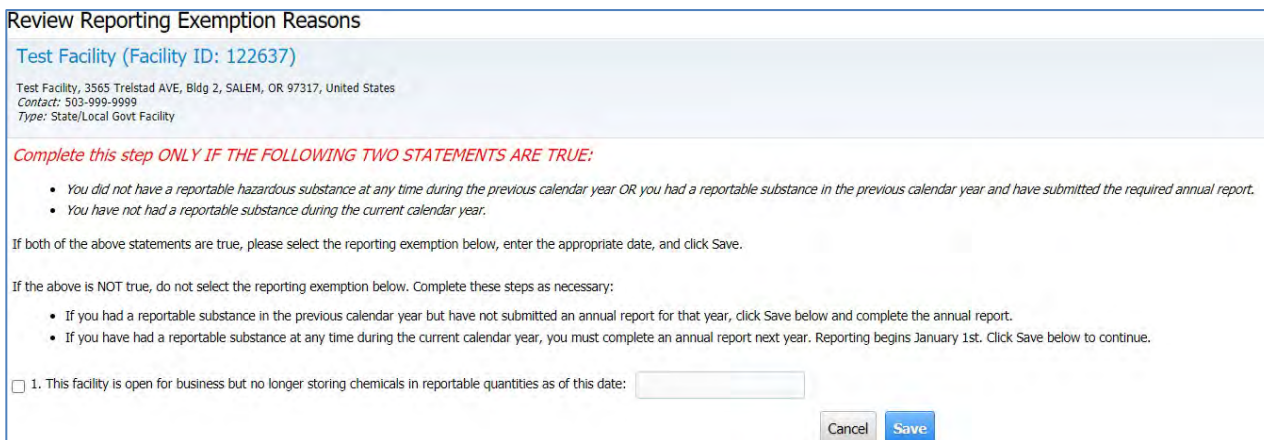
Cancel Save

## Step 2: Review Reporting Exemption Reasons

**In the upper right corner, of the blue bar, click the Edit button to edit the section**



This step is only completed if the facility is no longer storing chemicals at a Reportable Quantity (RQ). If the facility is longer storing chemicals, select the checkbox to indicate that this facility no longer stores chemicals and indicate the date the facility stopped storing chemicals. By default, this will always be set to non-exempt. (If there is an orange exclamation on this step, but have Reportable Quantities, click the edit button and then click the save button to clear the step.)



**If the facility stored chemicals for more than a 24-hour period in the previous calendar year, the facility is required to submit a report.**

### Step 3: Review Chemical Inventory

This step is where the chemical inventory information is entered for the facility. Each chemical will need to be added, or edited, individually in this section. An SDS is required to be uploaded for each substance. **Once the Chemical has been added the Chemical Name cannot be edited. The chemical must be deleted and re-added.**

The screenshot shows a web interface titled "Step 3: Review Chemical Inventory" with a "Total: 2" indicator. At the top right is an "Add Chemicals" button. Below it is a search bar and a "Back" button. A navigation menu lists letters A through Z and "Other". The main area contains a table with the following columns: CAS No, Chemical Name, Pure/Mix, Max Daily Amt, Edit, Delete, Is Valid, Last Modified Date, and Hazardous Ingredient. Two rows are visible: one for "BIODIESEL" and one for "TRUCK PAINT". Below the table, a red message reads: "After reviewing all chemicals, CLICK HERE TO CONFIRM that all the SDSs you uploaded are valid." Red arrows point from callout boxes to the "Add Chemicals" button, the "Edit" icons, and the "Delete" icon.

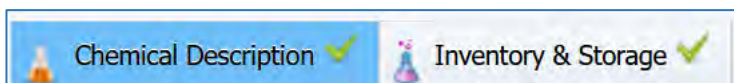
CAS No	Chemical Name	Pure/Mix	Max Daily Amt	Edit	Delete	Is Valid	Last Modified Date	Hazardous Ingredient
N/A	BIODIESEL	Mix	100000 gal			✓	10/25/2019 2:29:35 PM	N/A
N/A	TRUCK PAINT	Mix	1000000 gal			✓	12/17/2019 1:28:10 PM	VARIOUS

There are two ways to edit an existing chemical, either click on the Chemical name then click "Edit Chem" at the top of the screen OR Click on the Edit Icon in the Edit column of each Chemical

To delete a chemical (that was not stored for more than 24-hours during the previous calendar year) click the Delete Icon

To add a new chemical that is not currently on the chemical list, click the Add Chemicals button

There are two tabs that are required for each substance entered, **Chemical Description** and **Inventory and Storage**



#### Chemical Description

The Chemical Description tab contains information about the chemical itself. Be prepared to upload the Safety Data Sheet (SDS) for each chemical reported. The SDS should be reviewed, for every chemical reported, to ensure the most current SDS is uploaded. The SDS file requirement: **Must be in .PDF format and is smaller than 5mb's in size.**

#### Inventory & Storage

The Inventory & Storage tab contains information about the chemical's amounts and storage location.

## Verifying Chemicals

Verify that all the Chemicals in the **Chemical List** have a green check mark in the **Is Valid** column. If there is a red circle with an exclamation mark in the **Is Valid** column the chemical(s) will need to be corrected. Typically, this means the Chemical has either been Inactivated or Deleted from the Master Chemical List by our Chemical Specialist. Click on the **Edit** icon, or the **Chemical Name** itself, to see any instructional messages for the specific chemical.

CAS No	Chemical Name	Pure/Mix	Max Daily Amt	Edit	Delete	Is Valid	Last Modified Date	Hazardous Ingredient	Removed Date
1302789	CAT LETTER	Pure	350 lbs				3/20/2023 9:53:00 AM	BENTONITE	
N/A	DIESEL	Mix	1 gal				11/14/2019 5:29:44 PM	PETROLEUM DISTILLATES	
57501	GRANULATED SUGAR	Pure	350 lbs				3/20/2023 9:53:17 AM	SUCROSE	
74986	PROPANE AIRGAS USA LLC	Pure	5 gal				2/3/2025 4:31:54 PM	PROPANE	

## Adding a Chemical

To **add** a chemical, while in an initiated report, click on **Add Chemical** in **Step 3**.

CAS No	Chemical Name	Pure/Mix	Max Daily Amt	Edit	Delete	Is Valid	Last Modified Date	Hazardous Ingredient
N/A	BIODIESEL	Mix	100000 gal				10/25/2019 2:29:35 PM	N/A
N/A	TRAFFIC PAINT	Mix	1000000 gal				12/17/2019 1:28:10 PM	VARIOUS

After reviewing all chemicals, [CLICK HERE TO CONFIRM](#) that all the SDSs you uploaded are valid.

While in the Chemical Description Tab click the **Search by CAS/Chemical Name** link. Search for the Chemical/Product name listed at the top of the SDS. If the chemical is a pure chemical, it will have a CAS number listed by the Chemical/Product name, search by one or the other.

**Chemical Description**

[Search by CAS/Chemical Name](#) [Request Chemical Not Found in Lookup](#)

CAS Number \*  Chemical Name \*

Chemical Removed Date (This does not delete the chemical from the report, this is only a notice for First Responders.)

Ingredient in Highest Concentration \*  UN/NA Number \*

Substance is Trade Secret  No file selected.

**Chemical List**

Search the list below and click on the chemical you are reporting. Pure chemicals can be searched by CAS number or name. Mixtures can only be searched by name.

Prior to saving, ensure the SDS of the chemical you are reporting matches the name, CAS number and NFPA codes with the Master Chemical List. If there are any discrepancies or if the chemical is a **TRADE SECRET**, please close this lookup and click on the link "Request Chemical Not Found in Lookup." The uploaded SDS will be reviewed and you will be contacted via email, at which point you can proceed with reporting.

Chemical quality reviews are conducted on submitted reports. If your report contains incorrect information, you will be required to complete a Revision.

ABCDEFGHIJKLMNOPQRSTUVWXYZ Other

CAS No (no dashes)	Chemical Name	IS EHS	EHS Name	Ingredient in Highest Concentration	Contains EHS
N/A	D-(-)-Ribose	No		D-(-)-Ribose	No
N/A	FERTILIZER CANNAZYM	No		PHOSPHORIC ACID	No
N/A	MCPQ-66HD-01 TSV PLATING SOLUTION	No	SULFURIC ACID	COPPER SULFATE	Yes
N/A	#1 FLEET PREP	No	HYDROFLUORIC ACID	SULFURIC ACID	No
811972	1,1,1,2-TETRAFLUOROETHANE (R134A)	No		1,1,1,2-TETRAFLUOROETHANE	No
530621	1,1-CARBONYLBIS-1H-IMIDAZOLE (CDI)	No		1,1-CARBONYLBIS-1H-IMIDAZOLE (CDI)	No
530621	1,1-CARBONYLDIIMIDAZOLE	No		1,1-CARBONYLDIIMIDAZOLE	No
95147	1,2,3 BENZOTRIAZOLE	No		BENZOTRIAZOLE	No
13035615	1,2,3,5-TETRAACETATE RIBOFURANOSE	No		BETA-D-RIBOFURANOSE 1,2,3,5-TETRAACETATE	No
288880	1,2,4-TRIAZOLE	No		1,2,4-TRIAZOLE	No

1 2 3 ... Last Page 1 of 1780 Total Results:17795 Rows per page 10

**In the search screen, type the first few letters of the chemical name in the Chemical Name column**

**Hint:** If no results, verify the spelling and try searching with fewer words. Example: Search Lead Acid instead of Lead Acid Battery.

Scroll through the list to see if the chemical needing to be added is in the Master Chemical List. Click on the Chemical Name, in the results list, to select the Chemical. If the Chemical is not found, see the article [How do I add a chemical that is not listed in the Master Chemical List](#), or review **Part 8** of this manual for instructions.

After selecting a Chemical from the search, the system will auto populate the: **CAS number, Chemical Name, Ingredient in Highest Concentration, UN/NA Number, EPA Pesticide Registration Number (if applicable), Chemical is Pesticide, Chemical is Fertilizer, NFPA codes and Physical and Health Hazards.** The **auto-populated fields cannot be modified.** If the auto-populated information does not match the SDS, re-search the Chemical in the Search by CAS/Chemical Name and verify the Product names match.

If no match is found a **Request Chemical Not Found in Lookup** will need to be submitted. See **Part 8** of this manual for instructions or see the CR2K Help Desk Article [How do I add a chemical that is not listed in the Master Chemical List](#).

Chemical Description Inventory & Storage

Chemical Description

Search by CAS/Chemical Name Request Chemical Not Found in Lookup

CAS Number \*

Chemical Name \*

Ingredient in Highest Concentration \*

UN/NA Number \*

Trade Secret Proof  No file chosen

Substance is Trade Secret

Chemical State of Use

Physical State\*  EPA Pesticide Registration Number

Chemical is a Pesticide?\*  Yes  No

Chemical is a Fertilizer?\*  Yes  No

SDS

This chemical is a waste product

Attach SDS\*

If chemical is a trade secret, do not provide an SDS you do not want released to the public

[ADVANTIS\\_FC\\_English \(2\).pdf](#)  
(Remove)

NFPA

Health\*  Flammability\*

Reactivity\*  Special Notice\*

**The Chemical Name, CAS number (if a pure substance) and NFPA Codes listed in CHS Manager, need to match the ones listed on the SDS.**

SECTION 1. PRODUCT AND COMPANY IDENTIFICATION	
Product name	: ADVANTIS FC
Other means of identification	: Not applicable
Recommended use	: Cleaning product
Restrictions on use	: Reserved for industrial and professional use.
Product dilution information	: 0.78 % - 3.91 %

A current SDS is required to be uploaded for each chemical. SDS's must be uploaded in a Portable Document Format (PDF). The file size must be under 5mb.

Save the SDS in PDF format to the computer. Once saved, verify that the PDF is no more than five (5) megabytes (MB). If it is too large, compress the file size using either Adobe Acrobat Pro features or an online file compression resource.

**NOTE: If you do not have an SDS in pdf format or do not have the capability of saving the SDS in an uploadable format, contact the manufacturer or supplier to obtain the pdf version to upload into CHS Manager.**

## Uploading a Safety Data Sheet

In the Chemical Description form, select **Choose File** under the SDS section

Chemical Description Inventory & Storage

A pdf copy of the current Safety Data Sheet (SDS) with the matching chemical name and CAS number is required to be uploaded for each reported substance. If you do not have a copy of the SDS, please contact your vendor to request one. File size should be 5MB or less.

Chemical Description

Search by CAS/Chemical Name Request Chemical Not Found in Lookup

CAS Number \*

Chemical Name \*

Chemical Removed Date

Ingredient in Highest Concentration \*

UN/NA Number \*

Trade Secret Proof  No file chosen

Substance is Trade Secret

Chemical State of Use

Physical State\*  EPA Pesticide Registration Number

Chemical is a Pesticide?\*  Yes  No

Chemical is a fertilizer?\*  Yes  No

SDS

This chemical is a waste product

Attach SDS\*

If chemical is a trade secret, do not provide an SDS you do not want released to the public

No file chosen

NFPA

Health\*  Flammability\*

Reactivity\*  Special Notice\*

Physical and Health Hazards \*

**Physical Hazards**  
Check all that apply

Combustible dust  Oxidizer (liquid, solid or gas)

Corrosive to metal  Poisonous Gas

Explosive  Poisonous Material

Flammable (gases, aerosols, liquids, or solids)  Pyrophoric gas

Gas under pressure  Pyrophoric (liquid or solid)

Hazard Not Otherwise Classified (HNOC)  Radioactive

In contact with water emits flammable gas  Self-heating

Organic peroxide  Self-reactive

**Health Hazards**  
Check all that apply

Acute toxicity (any route of exposure)  Respiratory or skin sensitization

Aspiration hazard  Serious eye damage or eye irritation

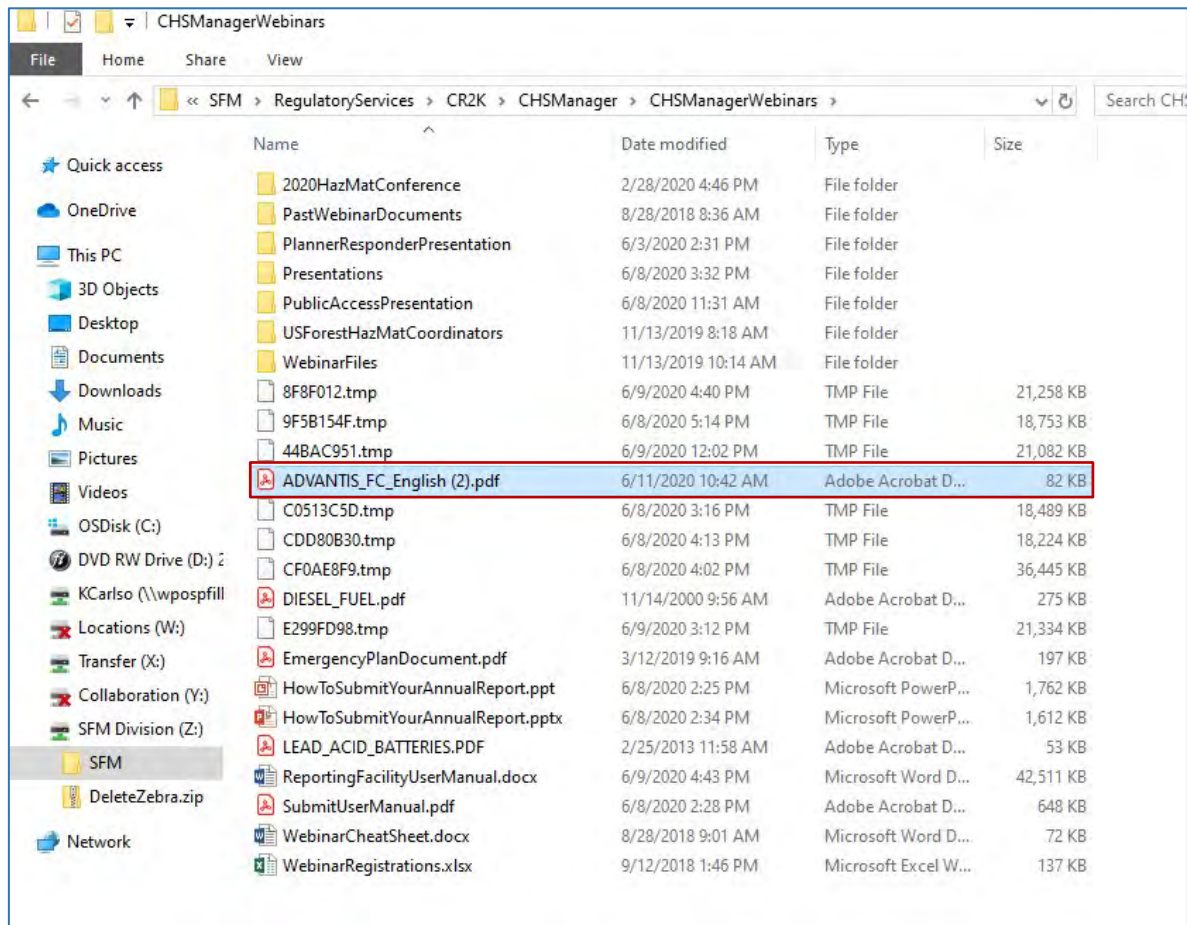
Carcinogenicity  Simple asphyxiant

Germ cell mutagenicity  Skin corrosion or irritation

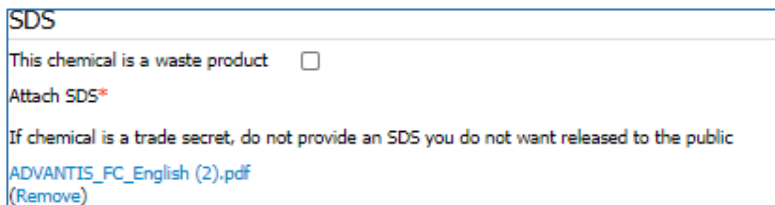
Hazard Not Otherwise Classified (HNOC)  Specific target organ toxicity (single or repeated exposure)

Infectious or etiologic (biological hazard)  Reproductive toxicity

Navigate to the appropriate SDS on the computer, select **Open**.

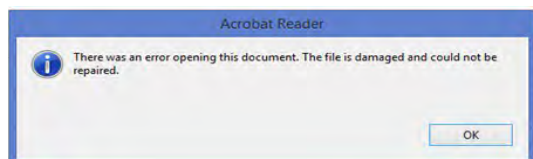


Once the SDS is uploaded, it will now replace the Browse button with the named document. If the SDS needs to be changed, click **Remove** and go through the upload steps again to select the correct SDS.



### My SDS won't open

If the below Popup occurs, or with similar verbiage, the issue may be with the browser settings. The browser settings will need to be changed, to allow the PDF document to be opened in the browser instead of in Adobe. If assistance is needed with the process, please contact your IT department, or do an internet search on how to change the settings for viewing a PDF document.



## Physical and Health Hazards

Verify all Physical and Health Hazards. **These fields cannot be modified.** See below screenshots for Example.

**Physical and Health Hazards \***

**Physical Hazards**  
Check all that apply

Combustible dust  
 Corrosive to metal  
 Explosive  
 Flammable (gases, aerosols, liquids, or solids)  
 Pyrophoric (liquid or solid)  
 Radioactive  
 Self-heating  
 Self-reactive

Oxidizer (liquid, solid or gas)  
 Poisonous Gas  
 Poisonous Material  
 Pyrophoric gas  
 Gas under pressure  
 Hazard Not Otherwise Classified (HNOC)  
 In contact with water emits flammable gas  
 Organic peroxide

**Health Hazards**  
Check all that apply

Acute toxicity (any route of exposure)  
 Respiratory or skin sensitization  
 Serious eye damage or eye irritation  
 Simple asphyxiant  
 Skin corrosion or irritation

Reproductive toxicity  
 Aspiration hazard  
 Carcinogenicity  
 Germ cell mutagenicity  
 Hazard Not Otherwise Classified (HNOC)  
 Infectious or etiologic (biological hazard)  
 Specific target organ toxicity (single or repeated exposure)


**SECTION 2. HAZARDS IDENTIFICATION**

**GHS Classification**

**Product AS SOLD**  
 Skin corrosion : Category 1A  
 Serious eye damage : Category 1

**Product AT USE DILUTION**  
 Skin corrosion : Category 1A  
 Serious eye damage : Category 1

**GHS label elements**

**Product AS SOLD**  
 Hazard pictograms : 

Signal Word : Danger

Hazard Statements : Causes severe skin burns and eye damage.

Precautionary Statements : **Prevention:** Wash skin thoroughly after handling. Wear protective gloves/ protective clothing/ eye protection/ face protection.  
**Response:** IF SWALLOWED: Rinse mouth. Do NOT induce vomiting. IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTER/doctor. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER/doctor. Wash contaminated clothing before reuse.



## Chemical Fee Exemptions (CFE)

Certain substances qualify for a fee exemption based on how the substance is used. Chemical Fee Exemptions (CFE) must go through a Request process. To Request a CFE, click on the **Do you want to request to Change or Remove Chemical Fee Exemptions** link, this will expand the CFE List, see print screens. Each exemption will need to be reviewed to see if the facility qualifies for the exemption. Descriptions for each exemption are provided in the **"What is this?"** links for each exemption. If an exemption is selected to Yes, multiple selections are allowed, a reason for the exemption(s) request must be input in the Chemical Fee Exemption Request Reason. Our office will review all CFE requests and may request validation.

**Chemical Fee Exemptions**

[Do you want to request to Change or Remove Chemical Fee Exemptions?](#)

**Chemical Fee Exemptions**

[Do you want to request to Change or Remove Chemical Fee Exemptions?](#)

Please read each exemption carefully before selecting. Click on the "What is this?" for additional information. Do not select an exemption without ensuring it applies. You may be asked to provide justification. Please [submit a ticket](#) or call (503) 378-6835 or (800) 454-6125 if you have any questions.

**Set Chemical Fee Exemptions** Mark All as No

1. Hazardous substance is NATURAL GAS that is only used as fuel in an over-the-road motor vehicle, or is stored in vaporous form for non-vehicular use. <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Hazardous substance is a crude oil or petroleum product (e.g. gasoline, diesel motor fuel, motor oil, etc.) derived from the refining of crude oil, but is not a derivative of these products (e.g. petroleum jelly, cleaning solvent or asphalt paving). <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
3. Hazardous substance is propane and is for over-the-road vehicle use ONLY. <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. Hazardous substance is a solid waste as defined in ORS 459.005. <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
6. Hazardous substance is a hazardous waste as defined in ORS 466.005. <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
7. Hazardous substance was not present in a reportable quantity during the reporting period and therefore not required to be reported, but facility wishes to report it anyway. <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
9. Hazardous substance is displayed in a retail location in full view and accessible by retail customers without store assistance. <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
10. Reported product is an article that (1) is not subject to OSHA requirements for an SDS, and (2) is not used in a manufacturing process. NOTE: OSHA requires an SDS for <b>lead acid batteries</b> and they therefore <b>DO NOT QUALIFY</b> for this exemption. <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
11. Hazardous substance is contained within an over-the-road motor vehicle or trailer routinely used for delivery or transporting the hazardous substance (e.g. a propane or a battery delivery vehicle). This exemption does not apply to a permanently or semi-permanently parked vehicle or trailer that is used for storage at the facility. <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
12. Hazardous substance was not present on the site for more than 24 consecutive hours. <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
13. Hazardous substance is radioactive material encased in a capsule designed to prevent leakage or escape of the radioactive material. <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No
14. Hazardous substance is used for agricultural growing operations AND IS PRESENT where the agricultural growing operations occur. This DOES NOT INCLUDE substances used in processing operations such as packing, preparing for storage, etc. or substances only for sale for agricultural purposes. <a href="#">What is this?</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Chemical Fee Exemption Request Reason\*

## Inventory and Storage

In this tab, enter the storage locations and amounts for each of the chemicals that are being reported. Changes to the amounts stored of each chemical must be updated. Verify/edit each storage location.

Also, if a substance is stored in different physical states, they will need to be reported separately. **Example:** Sodium Cyanide (Solid) vs. Sodium Cyanide Solution (Liquid) each will be reported separately.

The **Unit** is auto populated based off the **Physical State** selected on the Chemical Description tab (Solid, Liquid, Gas, Radioactive)

The **Maximum Daily Amount** that is stored in at facility for more than a 24-hour period

The **Average Daily Amount** that is stored at the facility

The **Maximum Daily & Average Daily Amount Code** will auto populate based on the amount entered in their corresponding fields

The **Amount In Code** is for the total amount of this substance that has been **delivered to or brought into** the facility over the calendar year

The **Amount Out Code** is for the total amount of this substance that has been **distributed or sold** by the facility over the calendar year

The **Number of Days Onsite** is the number of days the substance was stored at the facility, for the reporting period

Field	Value
Maximum Daily Amount *	100000
Unit	Gallons
Maximum Daily Amount Code *	[40] 100,000-249,999
Average Daily Amount *	1000
Unit	Gallons
Average Daily Amount Code *	[20] 1,000-4,999
Amount In Code *	[31] 50,000-99,999
Amount Out Code *	[41] 250,000-499,999
Number of Days Onsite *	365

## Chemical Subject to Status

Answer the three Subject to Status questions for each chemical. The response to these questions will populate the fields in Step 4. Click on the **What is this?** links for more information about each status.

**Chemical Subject to Status**

Is this chemical subject to EPCRA Section 302 (EHS meets or Exceeds TPQ)?<sup>2\*</sup>  Yes  No [What is this?](#)

Is this chemical subject to Clean Air Act Section 112(r)?<sup>2\*</sup>  Yes  No [What is this?](#)

Is this chemical subject to Process Safety Management (PSM)?<sup>2\*</sup>  Yes  No [What is this?](#)

## Storage Locations explained

The storage locations pertain to where the chemical is stored at the facility. Each storage location will have its own Max Daily Amount, for each location reported, with a combined total equaling the Max Daily Amount for the report chemical. If the facility has a Contiguous Site storing the same chemicals in different buildings, report each storage location separately, and select the appropriate address from the list. See [Part 9](#) for Contiguous Sites

**Storage Location**

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

**Storage Location List**

Max Daily Amount	Chemical Address	Inside/Outside	Building	Floor	Stored Area	Room	Quadrant	Container Type	Pressure	Temperature	Edit	Delete
650	3991 Fairview Industrial DR SE, 1, SALEM, OR 97302	Inside	Main	Main	Main	1	S	[A]Above ground tank	[1]Ambient pressure	[4]Ambient temperature		

If the chemical is stored in more than one location, **more than 300 feet apart**, each storage location will need to be entered separately. If the same chemical is stored in different containers in the same location, report each container type as a separate storage location.

**Example:** If the chemical is stored in a Above ground tank and a Plastic drum, report the chemical once, but under the Storage Location section add a storage location for the chemical in a Above ground tank and one for the Plastic drum container. Note the Max Daily Amount for each container type, when combined, will equal the Max Daily Amount reported for the chemical.

**Storage Location**

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

**Storage Location List**

Max Daily Amount	Chemical Address	Inside/Outside	Building	Floor	Stored Area	Room	Quadrant	Container Type	Pressure	Temperature	Edit	Delete
150	3991 Fairview Industrial DR SE, 1, SALEM, OR 97302	Inside	Main	Main	Main	1	S	[A]Above ground tank	[1]Ambient pressure	[4]Ambient temperature		
200	3991 Fairview Industrial DR SE, 1, SALEM, OR 97302	Inside	Main	1	na	2B	N	[E]Plastic or nonmetallic drum	[1]Ambient pressure	[4]Ambient temperature		

### Adding a storage location

While on the **Inventory and Storage** Tab, enter storage information in the **Add Storage Location** section. If a section has a red asterisk (\*) the information is required, N/A can be used, in typable fields, that do not pertain to the storage location.

**Example:** Storage Building: N/A, if the Container Type is an Above Ground Storage Tank that is outside.

**Add Storage Location**

<b>Container Type *</b> <input type="text" value="Select One"/>	<b>Pressure *</b> <input type="text" value="Select One"/>	<b>Temperature *</b> <input type="text" value="Select One"/>
<b>Inside/Outside *</b> <input type="text" value="--Select--"/>	<b>Address*</b> <input type="text" value="--Select--"/>	
<b>Storage Building *</b> <input type="text"/>	<b>Storage Floor</b> <input type="text"/>	<b>Storage Area *</b> <input type="text"/>
<b>Storage Room</b> <input type="text"/>	<b>Storage Quadrant *</b> <input type="text" value="--Select--"/>	<b>Max Daily Amount *</b> <input type="text"/>

Once all fields have been completed, click **Save Storage Location**. The added storage location will then show in the **Storage Location List**.

**Storage Location**

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

**Storage Location List**

Max Daily Amount	Chemical Address	Inside/Outside	Building	Floor	Stored Area	Room	Quadrant	Container Type	Pressure	Temperature	Edit	Delete
350	3991 Fairview Industrial DR SE, 1, SALEM, OR 97302	Inside	Main	1	N/A	1	N	[J]Bag	[1]Ambient pressure	[4]Ambient temperature		





## Editing or Deleting a Storage Location

In the **Storage Location List** each storage location can be Edited or Deleted by clicking on the corresponding icon.

Storage Location

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

**Storage Location List**

Max Daily Amount	Chemical Address	Inside/Outside	Building	Floor	Stored Area	Room	Quadrant	Container Type	Pressure	Temperature	Edit	Delete
1000	3545 Trelstad ST SE, Bldg 2, SALEM, OR 97317	Outside	main		main		E	[A]Above ground tank	[1]Ambient pressure	[4]Ambient temperature		
1000	3655 N treilstad AVE, Building 4, SALEM, OR 97317	Inside	2	grou	main	main	NW	[C]Tank inside building	[1]Ambient pressure	[4]Ambient temperature		

Clicking the Edit icon will allow for editing in the **Edit Storage Location** section.

**Edit Storage Location**

Container Type *	Pressure *	Temperature *
Bag	Ambient pressure	Ambient temperature
Inside/Outside *	Address*	
Inside	3991 Fairview Industrial DR SE, 1, SALEM, OR 97302	
Storage Building *	Storage Floor	Storage Area *
Main	1	N/A
Storage Room	Storage Quadrant *	Max Daily Amount *
1	N	350

**Save Storage Location**

Make any required changes and click the **Save Storage Location** button. Repeat these steps to verify and edit every chemical stored at the facility, in a reportable quantity, during the reporting period.

Once the required changes have been made, click the **Save** button at the bottom of the screen. A popup message will appear stating the chemical inventory saved successfully.

## Step 3 Validation

Step 3: Review Chemical Inventory requires multiple step validation. Each year the facility must verify the correct, and up to date, SDSs are uploaded for all chemicals, verify Max Daily Amounts are correct and verify Storage Locations. After all verifications are complete Step 3 can be validated by clicking the **After reviewing all chemicals CLICK HERE TO CONFIRM that all the SDS you uploaded are valid.** statement.

The screenshot shows a web interface for 'Step 3: Review Chemical Inventory' with a total of 3 items. At the top right is an 'Add Chemicals' button. Below the header is a search bar and a 'Back' button. The main content is a table titled 'Chemical List for Chemicals Onsite from Jan 1, 2022 to Dec 31, 2022.' The table has columns for CAS No, Chemical Name, Pure/Mix, Max Daily Amt, Edit, Delete, Is Valid, Last Modified Date, Hazardous Ingredient, and Removed Date. Three rows are visible: CAT LITTER (350 lbs, Pure, Valid), DIESEL (1 gal, Mix, Valid), and GRANULATED SUGAR (350 lbs, Pure, Valid). At the bottom of the table area, there is a red text prompt: 'After reviewing all chemicals CLICK HERE TO CONFIRM that all the SDS you uploaded are valid.'

CAS No	Chemical Name	Pure/Mix	Max Daily Amt	Edit	Delete	Is Valid	Last Modified Date	Hazardous Ingredient	Removed Date
1302789	CAT LITTER	Pure	350 lbs			✓	3/20/2023 9:53:00 AM	BENTONITE	
N/A	DIESEL	Mix	1 gal			✓	11/14/2019 5:29:44 PM	PETROLEUM DISTILLATES	
57501	GRANULATED SUGAR	Pure	350 lbs			✓	9/19/2023 10:01:02 AM	SUCROSE	

## Step 4: Review Subject to Status

In Step 4, the facility will be able to review whether they are subject to each regulatory program. Based on what's been reported previously, one or more of these programs will be marked as Active.

On the right side of each program, click on the **What is this?** link to access more information on each of these programs.

The screenshot shows a 'Subject to Status' form for 'CR2K Test Site (Facility ID: 122594)'. The form is titled '2022 Hazardous Substance Report Annual (Revision)'. It lists several regulatory programs with their status: 'Community Right to Know and Protection Act (ORS 453.307 to 453.414) (Annual Inventory)' is Inactive; 'EPCRA Section 302 (EHS Amt-TPQ)' is Inactive; 'CAA Section 112(j) (RMP)' is Inactive; 'EPCRA Section 313 (TRI)' has radio buttons for 'Yes' and 'No', with 'No' selected; and 'OR-OSHA PSM' is Inactive. There are 'Cancel' and 'Save' buttons at the bottom.

These are the Regulatory programs:

1. **Community Right to Know and Protection Act (ORS 453.307 to 435.414)** - Any person possessing or storing a hazardous substance which meets or exceeds the reporting criteria.
2. **EPCRA Section 302**- Threshold Planning Quantities (TPQ) for Extremely Hazardous Substances (EHS). Facility has at least one extremely hazardous substance (EHS) above the threshold planning quantity (TPQ) and is subject to the emergency planning notification requirement under EPCRA Section 302, codified in 40 CFR part 355.
3. **Clean Air Act Section 112(r)**- Chemical accident provisions under the Risk Management Program (RMP). Facility has at least one hazardous substance that is subject to the chemical accident prevention provisions under Section 112r of the Clean Air Act (CAA), also known as the Risk Management Program (RMP), codified in 40 CFR part 68.
4. **EPCRA Section 313**- Toxic Release Inventory (TRI). Facility is subject to the reporting of emissions, transfers, and waste management data for chemicals listed under EPCRA section 313. These must be reported annually as part of the community right-to-know provisions of EPCRA (40 CFR part 372). These reports are also known as Toxics Release Inventory (TRI) reports.
5. **OR-OSHA**- Process Safety Management (PSM). Facility possesses at least one hazardous substance subject to requirements under the Occupational Safety and Health Administration's (OSHA) Process Safety Management (PSM) for preventing or minimizing the consequences of catastrophic releases of toxic, reactive, flammable, or explosive chemicals.

These Subject to Status questions are answered Yes or No for each chemical entered in Step 3. If answered Yes, then the applicable Subject to Status in Step 4 will be marked as Active.

If the facility marked that the facility is **subject to 112(r)** then the facility will be required to provide the facility's **RMP number**. Please refer to the [article](#) in the CR2K help desk for more information about RMP numbers and Subject to 112(r) Status.

Likewise, if the facility marked that the facility is **subject to EPCRA Section 313**, the facility will be required to provide the facilities **TRI number**. Please refer to the [article](#) in the CR2K help desk for more information about TRI numbers and Subject to EPCRA Section 313 status.

## Step 7: Submit Report

Once all the previous steps have been completed, proceed to Submit the report. If there is incomplete information on previous steps, the Submit Report button will not be available.

— Step 7: Submit Report You are almost done! Click here to Submit your Report.

Click on the "Submit Report" button to send this Report to authorities. Read notes on the next page to see if there are more requirements. If you want to make any more Changes, click Edit for the section you want to change.

**Note:** If you requested new chemical fee exemptions, you will not see them applied on the invoice statement that follows. The request will be reviewed and applied to the invoice prior to the statements being mailed to the facility during SFM billing.

[Submit Report](#)

**View Fee Summary**

CR2K Test Site (Facility ID: 122594) 2022 Hazardous Substance Report Annual (Revision)

CR2K Test Site, 3991 Fairview Industrial DR SE, 1, SALEM, OR 97302, United States  
Contact: 503-934-9999  
Type: Private Facility

The fees shown below are calculated based on your report. No fees are due at this time. The Department of Revenue will send a bill to the Billing Address provided for fees due as part of your Report.

**Note:** If you requested new chemical fee exemptions, you will not see them applied on the invoice statement that follows. The request will be reviewed and applied to the invoice prior to the statements being mailed to the facility during SFM billing.

Reporting Period : 2022

Item	Amount
SFM Community Right to Know Fee	0.00
DEQ Orphan Site Clean-Up Program Fee	0.00
DEQ Toxic Use Reduction Program Fee	0.00
Grand Total	0.00

[Proceed With Report](#)

If the Fee Summary will appear after clicking **Submit Report**. If a Chemical Fee Exemption (CFE) has been requested by the facility, or by the system, the Fee Summary will not reflect the newest invoice until after the CFE has been approved/not approved.

Click **Proceed With Report**.

**Note: No fees are due at the time of submitting the report, this is a notification screen. The Department of Revenue generates invoices on an annual basis in November.**

The **Certify Report** page will be the next screen

**Read the Acknowledgement statement and check the box indicating understanding of the statement.**

**Certify Report**

Test Company (Facility ID: 122683) 2017 Hazardous Substance Report Annual (Revision)

Test Company, 3565 Trelstad AVE SE, SHERIDAN, OR 97317, United States  
Contact:  
Type: Private Facility

I certify under penalty of law that I have personally examined and am familiar with the information and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. The undersigned attests, subject to the penalties for perjury, that the undersigned is the Owner or Operator of this facility, or that the undersigned is the properly authorized representative, agent, member or officer of the Owner or Operator. I agree, and it is my intent, to sign this hazardous chemical inventory form by accessing the CHS Manager using the secure password assigned to me and by electronically submitting this Report. I understand that my submission of this Report in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Report and the above Certification and Attestation.

I understand that I am officially submitting this report and associated information to authorities. I also understand that once the submission is completed it will become an official archive for authorities.

Please preview the Report before Submission

Name of Owner/Operator or Authorized Representative *	Official Title *
Telephone Number *	Date *

05/04/2018

Before clicking "submit", user must check the acknowledgement statement above.

Cancel Submit

**Enter Name, Title, Telephone Number and Date, then click Submit to Certify the Report**

A message of successful submission will appear briefly, click on the **Print Report** link, to print the submitted report.

**Copies of the reports are required to be kept at the facility for three years.**

CR2K Test Site (Facility ID: 122594) 2022 H

CR2K Test Site, 3991 Fairview Industrial DR SE, 1, SALEM, OR 97302, United States  
Contact: 503-934-9999  
Type: Private Facility

Certification Details edited successfully.

Thank you for submitting the online report.  
If you have entered a valid Regulatory Contact e-mail address, you will be notified of this successful report submission. This report will be reviewed by State officials.  
For questions, please reference the Help Guide for the appropriate contact.

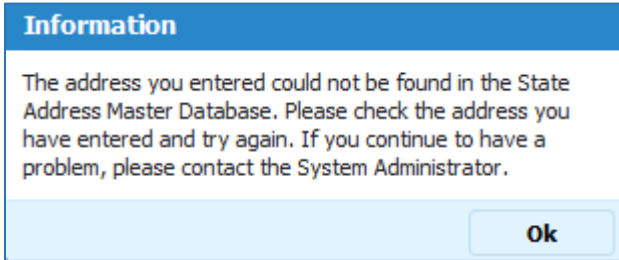
[View Report](#) [Print Report](#) [List Submissions](#) [List Facilities](#)



# Part 7: How to Validate an Address

## Part 7: How to Validate an Address

If the error message below is received:

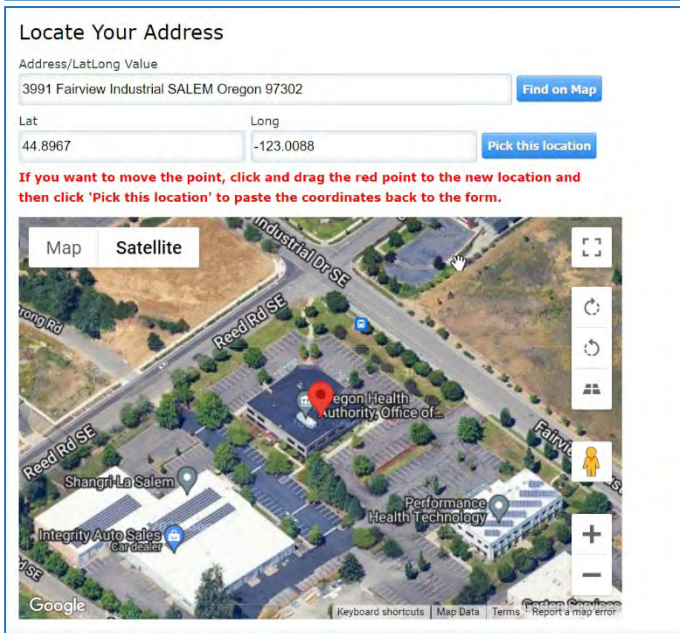


Please verify that the address is entered correctly by checking the following:

- Street direction (1234 **N** 5th St vs. 1234 5th St **N**)
- Zip Code
- Street Name (**e.g. Highway 22 vs. Mission Street in Salem, Oregon**)
- Street name spelled correctly
- Street Type (**Street, Ave, Highway**)
- Correct County
- Correct City

If all information is correct, click on **Get Lat/Long** and verify the red marker is over the facility.

Latitude (in decimal degrees) *	Longitude (in decimal degrees) *
<input type="text" value="44.8967"/>	<input type="text" value="-123.0088"/>
<input type="button" value="Get Lat/Long"/>	



Click **Pick this location** to close map

If the address still will not validate, check the box next to **Check if facility address is not a standard address**

Location & Business Activity at this Site ✓ Owner/Operator ✓ Mailing/Billing Address ✓

Check if facility address is not a standard address

Facility Name *	Facility ID
CR2K Test Site	122594
Department or Division	Street Number *
	3991
Street Direction Prefix	Street Name *
Select One	Fairview Industrial
Street Type (and Street Direction Suffix if applicable) *	Street Unit
Drive South East	Select One
Street Unit Description	County *
	MARION
City *	State *
SALEM	Oregon
Zip Code *	Country *
97302	United States

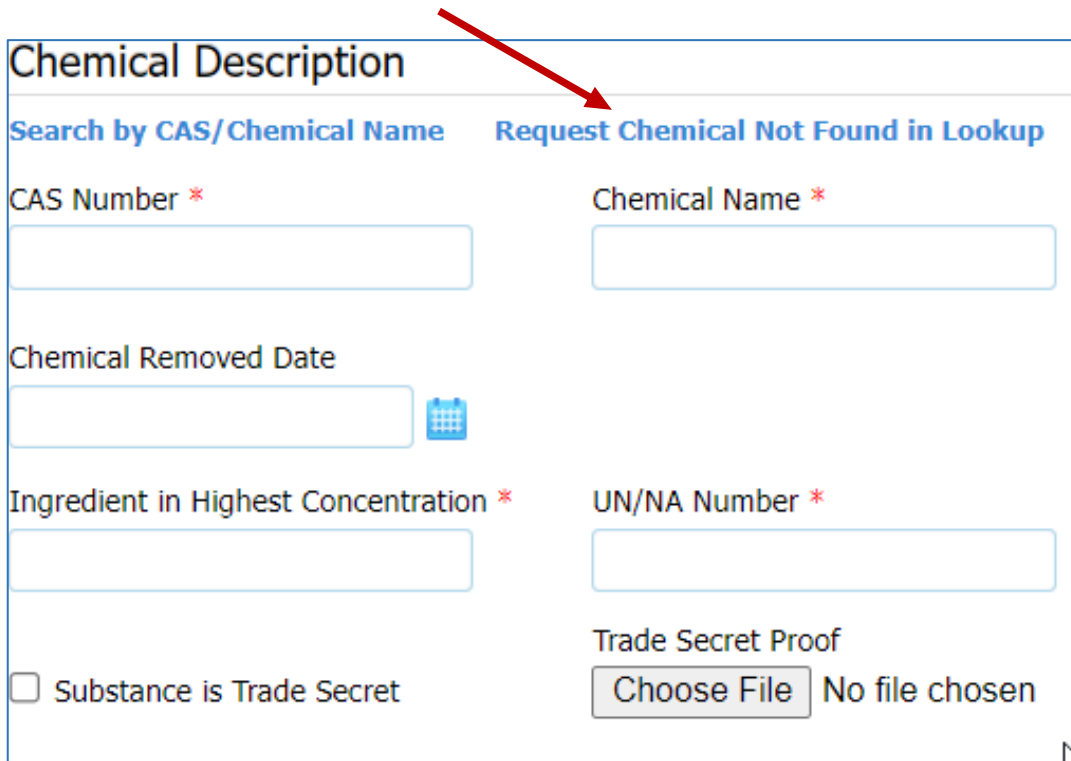
For further assistance please call the Oregon Hazardous Substance Information Hotline 503-378-6835 or 800-454-6125 for assistance.



# Part 8: How to Request a New Chemical be Added to the Master Chemical Table

## Part 8: How to Request a New Chemical to be added to Master Chemical List

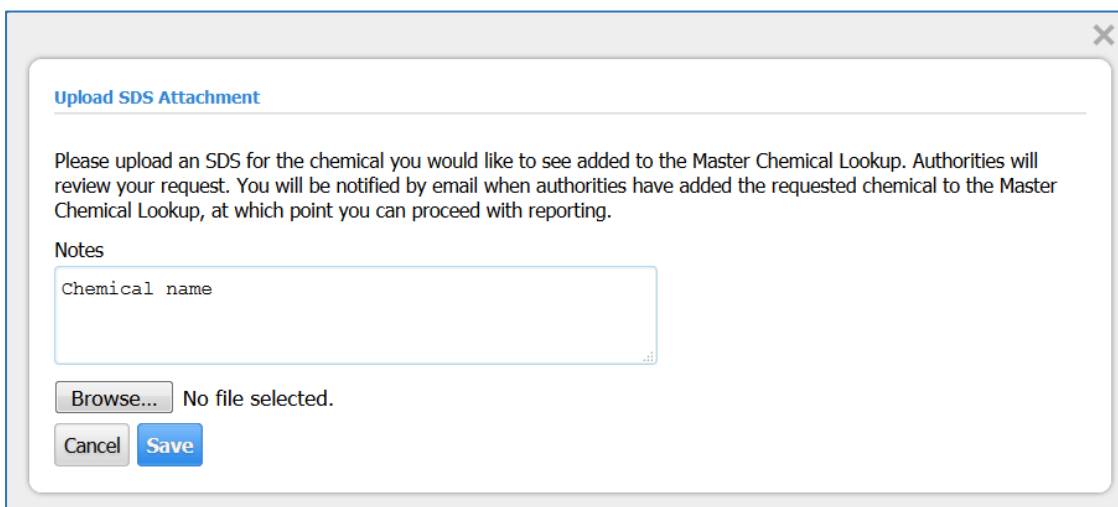
If a search for a chemical brings up no results, or does not bring up an exact chemical match, a request for a chemical to be added to the Master Chemical List can be submitted. While in the **Add Chemical** field, click the **Request Chemical Not Found in Lookup** link.



The screenshot shows a web form titled "Chemical Description". At the top, there are two tabs: "Search by CAS/Chemical Name" and "Request Chemical Not Found in Lookup". A red arrow points to the second tab. Below the tabs, there are several input fields: "CAS Number \*" with an empty text box, "Chemical Name \*" with an empty text box, "Chemical Removed Date" with a date picker icon, "Ingredient in Highest Concentration \*" with an empty text box, and "UN/NA Number \*" with an empty text box. At the bottom, there is a checkbox labeled "Substance is Trade Secret" and a file upload section with a "Choose File" button and the text "No file chosen".

In the **Notes** section indicate the chemical name and click **Browse** to upload the Safety Data Sheet (SDS). Then click **Save**.

**NOTE:** Refer to the article "[How do I save a Safety Data Sheet \(SDS\) so it is uploadable?](#)"



The screenshot shows a dialog box titled "Upload SDS Attachment". It contains the following text: "Please upload an SDS for the chemical you would like to see added to the Master Chemical Lookup. Authorities will review your request. You will be notified by email when authorities have added the requested chemical to the Master Chemical Lookup, at which point you can proceed with reporting." Below this text is a "Notes" section with a text input field containing "Chemical name". At the bottom, there is a "Browse..." button with the text "No file selected." next to it, and "Cancel" and "Save" buttons.

After clicking **Save**, a **Pop-up** message will briefly appear.

Authorities will review your request. You will be notified by email when authorities have added the requested chemical to the Master Chemical Lookup, at which point you can proceed with reporting.

Once the email notification that the requested chemical has been added to the Master Chemical Lookup has been received, the chemical is ready to be added. Follow the steps in [Part 6 - Step 3](#) of this manual, to add the chemical.





# Part 9: Reporting a Contiguous Site

## Part 9: Reporting a Contiguous Site

### What is a Contiguous Site?

A contiguous site is a facility that has multiple buildings, structures, yards, etc. which are owned by the same company and whose boundaries are touching and/or separated by public rights-of-way and have different addresses. Facilities separated by property owned or operated by others are not considered contiguous.

Owners and operators who have multiple facilities that are only separated by a public right of way ([contiguous sites](#)) are able to report them on a single report. The separate addresses are reported as different storage locations.

Each substance will need to be reported as follows:

- The aggregate amount for each reportable substance will be listed under the single Facility ID number.
- For each substance stored at a location within the contiguous site, the Facility will need to provide an address for the storage location along with the specific amounts.
- Amounts of a substance in less than a reportable quantity can be shown as “various” if in multiple areas at a storage location within a single building.

### Example:

There is a contiguous site with three addresses (**Facility A, Facility B, Facility C**). To create a contiguous site, a main facility will need to be created, or edited. While in **Step 1: Owner/Operator** tab add the contiguous addresses. If Sulfuric acid is stored at two of the locations (addresses), each storage location should be reported under the single chemical entry and identified by address. The chemical Sulfuric Acid would be added, with a total aggregated amount entered in the Maximum Daily Amount field of 1,000 gallons. Then under Storage Locations enter the separate storage amounts and locations.

With a Maximum Daily Amount of 1,000 gallons stored in 2 facilities the storage location will look like this:

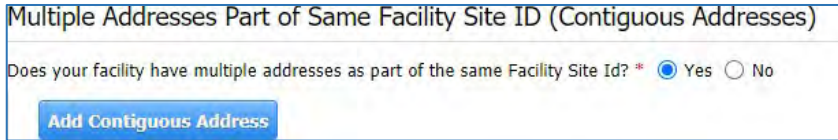
**500 gallons Facility A Main Floor Warehouse SW**

**500 gallons Facility C 2<sup>nd</sup> Floor Battery Room NW**

## How do I add a contiguous Address?

In **Step 1**, on the **Owner/Operator** tab answer **Yes** to the question, Does your facility have multiple addresses as part of the same Facility Site ID?

Click the **Add Contiguous Address** button



Multiple Addresses Part of Same Facility Site ID (Contiguous Addresses)

Does your facility have multiple addresses as part of the same Facility Site Id? \*  Yes  No

**Add Contiguous Address**

Fill in the fields with a \* red asterisk

Click the **Validate** button to get the Latitude/Longitude



**Add/Edit Contiguous Addresses**

Check if facility address is not a standard address

Street Number \*

Street Direction

Street Name \*

Street Type (and St Direction if applicable) \*

Street Unit

Street Unit Description

City \*

State \*

Zip Code \*

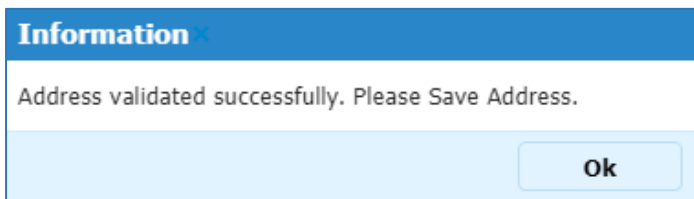
Latitude (in decimal degrees) \*

Longitude (in decimal degrees) \*

**Validate**

Cancel

Once validated, the Latitude & Longitude fields will auto populate.



**Information**

Address validated successfully. Please Save Address.

**Ok**

If the address does not validate, check the box above Street Number that states **Check if facility address is not a standard address** then click **Save Address**

The Contiguous addresses will be listed under the **Multiple Addresses Part of Same Facility Site ID (Contiguous Addresses)** section on the Owner/Operator tab in Step 1 of an Initiated Report.

The screenshot shows the 'Facility Identification Details' form for 'CR2K Test Site (Facility ID: 122594)'. The form is divided into several sections: 'Direct Site Communication', 'Parent Company Address', 'Owner/Operator Mailing Address and Contact Details', and 'Multiple Addresses Part of Same Facility Site ID (Contiguous Addresses)'. A red arrow points to the 'Contiguous Address List' table, which contains one entry for a contiguous address.

Street	City	Zip	Latitude	Longitude	Edit	Delete
3568 Thestad AVE SE, Bldg 2	SALEM	97317	44.885416	-122.986789		

## How do I remove Contiguous addresses?

The benefit of combining Contiguous sites is they are one facility, under one facility ID, and therefore only subject to a single fee. However, owners and operators may choose to keep Contiguous locations separate for tracking, ease of reporting, etc. Each location would then receive a fee (if applicable).

If a facility has contiguous addresses, and needs to remove them: Start a new Report, see [Part 6: Adding a New Report](#)

Go to **Step 1** then the **Owner/Operator** Tab. Click the **Delete** icon next to the Contiguous address needing to be deleted. Continue with Submitting the report.

Our staff is available to assist with this process or any other questions you may have about CHS Manager or CR2K regulations. They can be reached by calling our **Hazardous Substance Information Hotline** at **503-378-6835** or **800-454-6125**, emailing [osfm.hazmatsurvey@osfm.oregon.gov](mailto:osfm.hazmatsurvey@osfm.oregon.gov) or [submitting a CR2K Helpdesk ticket](#).



# Part 10: Change Facility Status

# Part 10: Change Facility Status

Change Facility Status can be used to update the facility's status if:

- a.) The business is sold to another company
- b.) The business closes or goes out of business

If the facility is no longer in business, sold, or moves the facility is required to update that information in CHS Manager within **30 days** as a **Substantive Change**. For more information about Substantive Changes review this [article](#) in the help desk, or see [Part 11](#) section of this manual. For assistance submitting an Update Report, see the [Part 6](#) section of this manual.

**Sold** - If the facility was sold and still operating, a Change of Facility Status will need to be completed, please follow the steps in this [article](#) to report the new ownership. Once the ownership change has been submitted, the facility will be in an **Inactive – Sold to New Company** status.

**Closed** – If the facility has closed, or gone out of business, a Change of Facility Status will need to be reported. The exact date the chemicals were no longer stored at the facility will be needed for the Close of Business Update Report that will be initiated through the Change of Facility Status. If chemicals were stored more than 24 hours in the year of closure or an invoice will be generated for that year, if applicable. For assistance please contact **Hazardous Substance Information Hotline** at **503-378-6835** or **800-454-6125**, emailing [osfm.hazmatsurvey@osfm.oregon.gov](mailto:osfm.hazmatsurvey@osfm.oregon.gov) or [submitting a CR2K Helpdesk ticket](#)

To change the Facility Status, hover over the **Facilities** tab at the top and click on **List Facilities** from the drop down.

**Oregon State Police, Office of State Fire Marshal**  
3505 Trefstad Ave., SE Salem, OR 97317

**Oregon Community Right to Know Hazardous Substance Manager (CHS Manager)** 2018  
Welcome OSFM Last Login: 12/19/2018, 01:13 PM  
[Click here for Help Desk](#) [Submit User](#) [Log Out](#)

Home **Facilities** Audits My Account Resource Links  
List Facilities

Regulations Continue

Welcome to the Oregon Community Right to Know Hazardous Substance Manager (CHS Manager)  
Please click here to access the Training materials. Before starting a submission, please watch or read the materials thoroughly to understand both the requirements and the online reporting process.

The Office of State Fire Marshal (OSFM) is responsible for the collection and maintenance of the Community Right to Know data reported by Oregon facilities. The purpose of this data is to provide State and local officials with specific information on hazardous substances present at your facility for use in emergency preparedness planning. Oregon law also allows the general public to access this information.

OSFM encourages facilities to submit their Hazardous Substance Information Report to the Community Right to Know Program using this online reporting system. Updates and revisions can be submitted at any time of the year.

Submission of hazardous substance data that meets the reporting requirements established under the Community Right to Know and Protection Act is required. For more information on reporting requirement and thresholds, please visit the OSFM website at [https://www.oregon.gov/OSFM/Pages/CR2K\\_Home.aspx](https://www.oregon.gov/OSFM/Pages/CR2K_Home.aspx).

If you have any questions or need assistance, please contact the Community Right to Know Program at [test@idsinternational.com](mailto:test@idsinternational.com) or (800) 454-6125.

**IMPORTANT: You must submit a 2018 ANNUAL REPORT to complete your submission for this year! (Submitting a 2019 UPDATE does NOT meet this requirement).**

**Recent Submissions**

- 2018 Hazardous Substance Annual, Test Facility Completed 12/17/2018
- 2018 Hazardous Substance Annual, Test Facility Completed 12/17/2018
- 2018 Hazardous Substance Annual, Webinar Training Site 1 Completed 12/17/2018
- 2017 Hazardous Substance Annual, Test Facility Completed 12/11/2018

**Facility Status Summary**

	Active	Inactive
Agricultural Facility	0	0
Private Facility	1	0
Sovereign Immunity	0	0
State/Local Govt Facility	1	0
Tribal Facility	0	0

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Select the facility by clicking on the **Facility Name** link.

Oregon State Fire Marshal  
3991 Fairview Industrial Dr. SE, Salem, OR 97302

Oregon Community Right to Know Hazardous Substance Manager (CHS)  
Welcome OSFM Last Login: 09/19/2023 10:30:03 AM  
Click here for Help Desk

Home Facilities Alerts My Account Resource Links

Search Primary Address and Contiguous Addresses: [Input] [Edit] [Reset]

Active Facilities

Facility ID	Division or Department	Facility Name	Address	County	Facility Type	Facility Status	City	LEPC	Fire Department	Latest Report
122594		<a href="#">CR2K Test Site (ID: 122594)</a>	3991 Fairview Industrial DR SE, 1 SALEM, OR 97302	MARION	Private Facility	Active	SALEM	Marion County LEPC	SALEM FD	2023 Hazardous Substance Report Update (07/13/2023 - Completed)

Total Results: 1 Rows per page: 10

From the List Submissions page, click on the **Change Facility Status** button.

CR2K Test Site (Facility ID: 122594) [change facility](#)

3991 Fairview Industrial DR SE, 1, SALEM, OR 97302, United States  
Status: Active Type: Private Facility

**Change Facility Status**

Regulatory Reports [Add a New Annual/Update/Revision Report](#)

Hazardous Substance Inventory Report

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	View	Submission Type
109796	2023 Hazardous Substance Report Update	Initiated				Online
109641	2023 Hazardous Substance Report Update	Completed	Kim Carlson	07/13/2023 04:22:27 PM		Online
109795	2022 Hazardous Substance Report Annual Revision	Completed	Kim Carlson	09/19/2023 10:30:03 AM		Online

[Show More](#)

Answer each question, then click the **Save** button.

Facility Status  
CR2K Test (Facility ID: 122594)

CR2K Test, 3991 FWSAREID TVUNIL DR SE, 1, ESLEM, OR 99992, United States  
Contact: 999-999-9999  
Type: Private Facility

Was this facility sold to another Company but is still doing business at the same location?

Yes

New Owner Name: [Input] New Owner Phone: [Input] New Owner Email: [Input] Date of Sale: [Input]

No

[Cancel](#) [Save](#)

Facility Status  
CR2K Test (Facility ID: 122594)

CR2K Test, 3991 FWSAREID TVUNIL DR SE, 1, ESLEM, OR 99992, United States  
Contact: 999-999-9999  
Type: Private Facility

Was this facility sold to another Company but is still doing business at the same location?

Yes

No

Please submit an Annual Report (if you have not yet done so for the year) or Update Report (if you already submitted an Annual for the year) to indicate you are no longer storing reportable chemical quantities. Please complete Step 2 on the report to indicate you are exempt from reporting. This filing is required each year until you have reported exempt for three consecutive years.

Has this facility closed for business?

Yes

You must file a Closed for Business report Update report. Follow the instructions below to complete all previous reports and then complete the Closed for Business Update report.

[Cancel](#) [Save](#)



# Part 11: Substantive Changes

## Part 11: Substantive Change

The following are Substantive changes and must be reported within 30 days of the change.

1. A change of **Ownership** or **Business Name**
2. A change of **Site Address** or **Mailing Address**
3. A change of any **Phone Number**
4. A change of Emergency **Contact** person
5. Introduction of a **new Hazardous Substance** to the site in a reportable quantity
6. An **increase** of substances already reported
7. A previously reported **substance** that is **moved 300 feet or more** from its originally reported storage location

**Note: Substantive changes must be submitted within 30 days of the change**

A substantive change is submitted through an Update Report, whether an Annual Report is submitted or not. See [Part 11](#) for submitting a report.



# Part 12: 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](mailto:osfm.hazmatsurvey@osfm.oregon.gov)**

**CHS Manager**

**<https://oregon.hazconnect.com/Account/Login.aspx>**

**CR2K Help Desk**

**<https://cr2khelp.zendesk.com/hc/en-us>**

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Produced by

**Oregon State Fire Marshal**

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

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**OREGON STATE FIRE MARSHAL**

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oregon.gov/osfm | ask.osfm@osfm.oregon.gov

