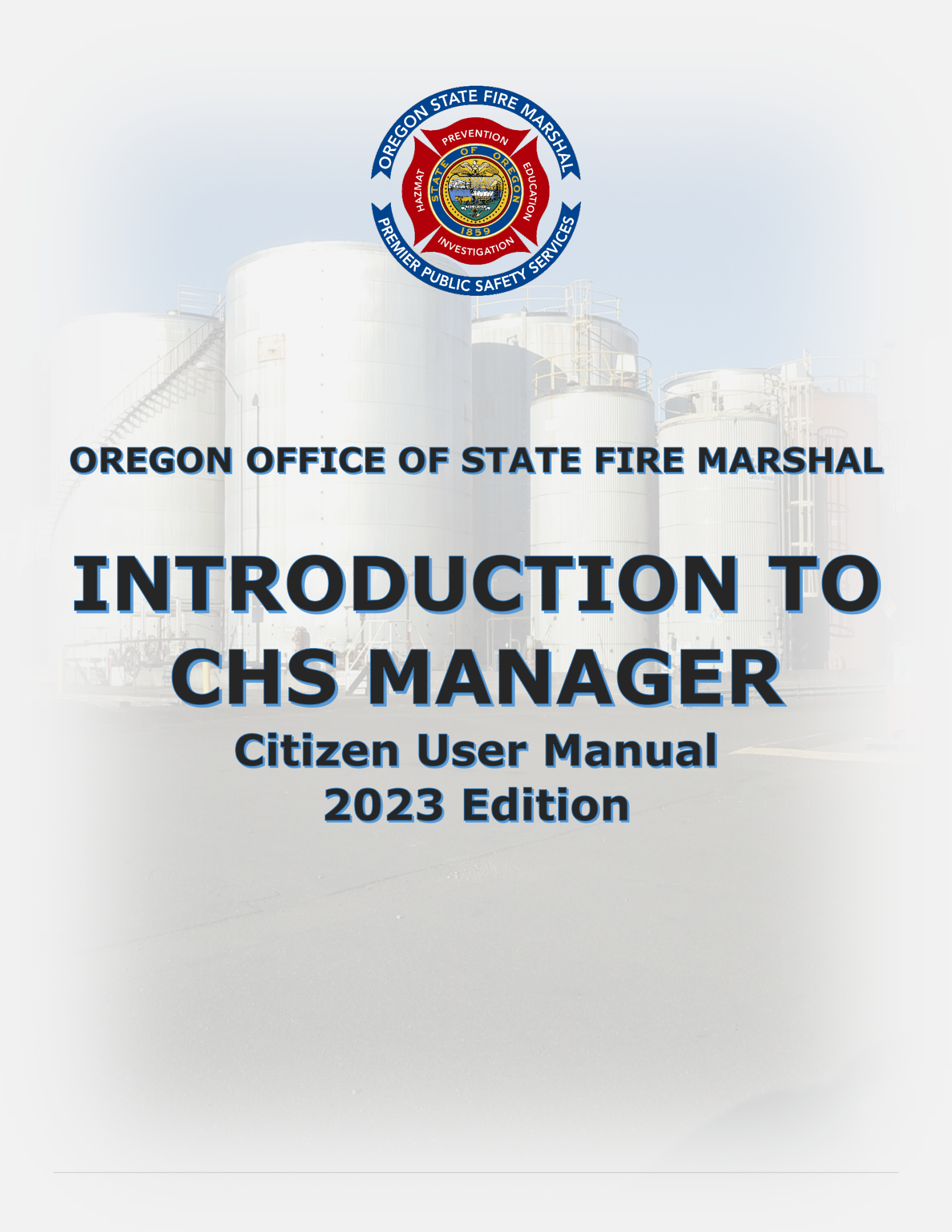

OREGON OFFICE OF STATE FIRE MARSHAL

INTRODUCTION TO CHS MANAGER

Citizen User Manual

2023 Edition

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Introduction

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

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

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

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

Part 1: Introduction to Oregon Community Right to Know

Part 1: Oregon Community Right to Know

The Oregon Community Right to Know and Protection Act (ORS 453.307 to ORS 453.520) requires facilities that possess certain quantities of hazardous substances to submit an annual report to the Oregon Office of 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 program (CR2K). Beginning January 1, 2018, hazardous substance reporting migrated from a paper process to an online program. 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 submitted information.

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 and calling facilities for clarification, electronic validation through scheduled control queries, 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 the 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/osp/programs/sfm/Pages/OSFM-Reports.aspx, email sfm.cr2k@state.or.us, or call 503-934-8353

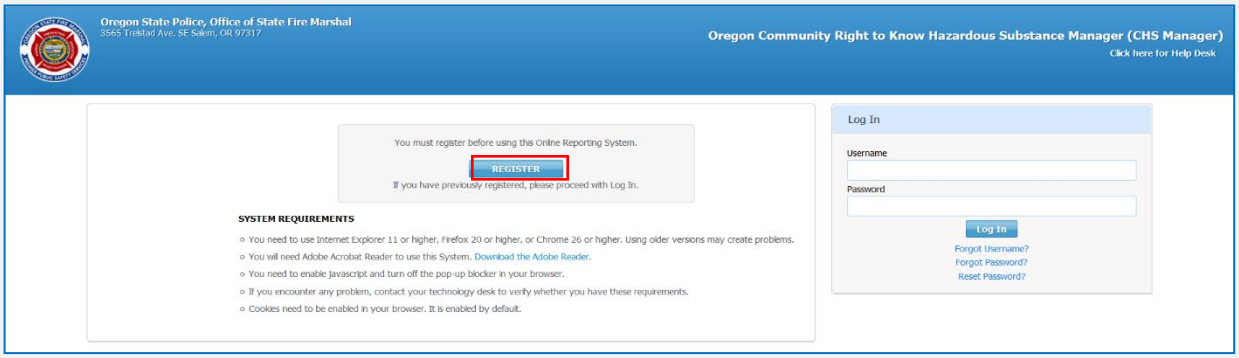
Part 2:
Registering as a Citizen

Part 2: Registering for CHS Manager

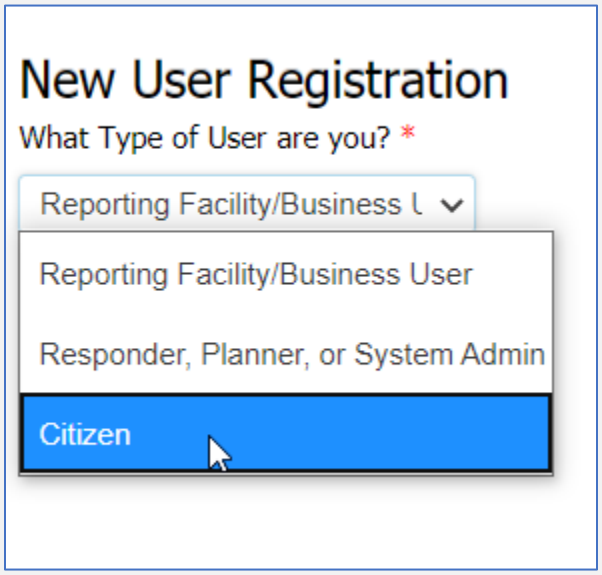
To register go to CHS Manager: https://oregon.hazconnect.com/account/login/aspx

NOTE: Due to a limited number of available licenses, currently we have allotted one license per agency. The user name and password can be shared with individuals from your organization as deemed necessary.

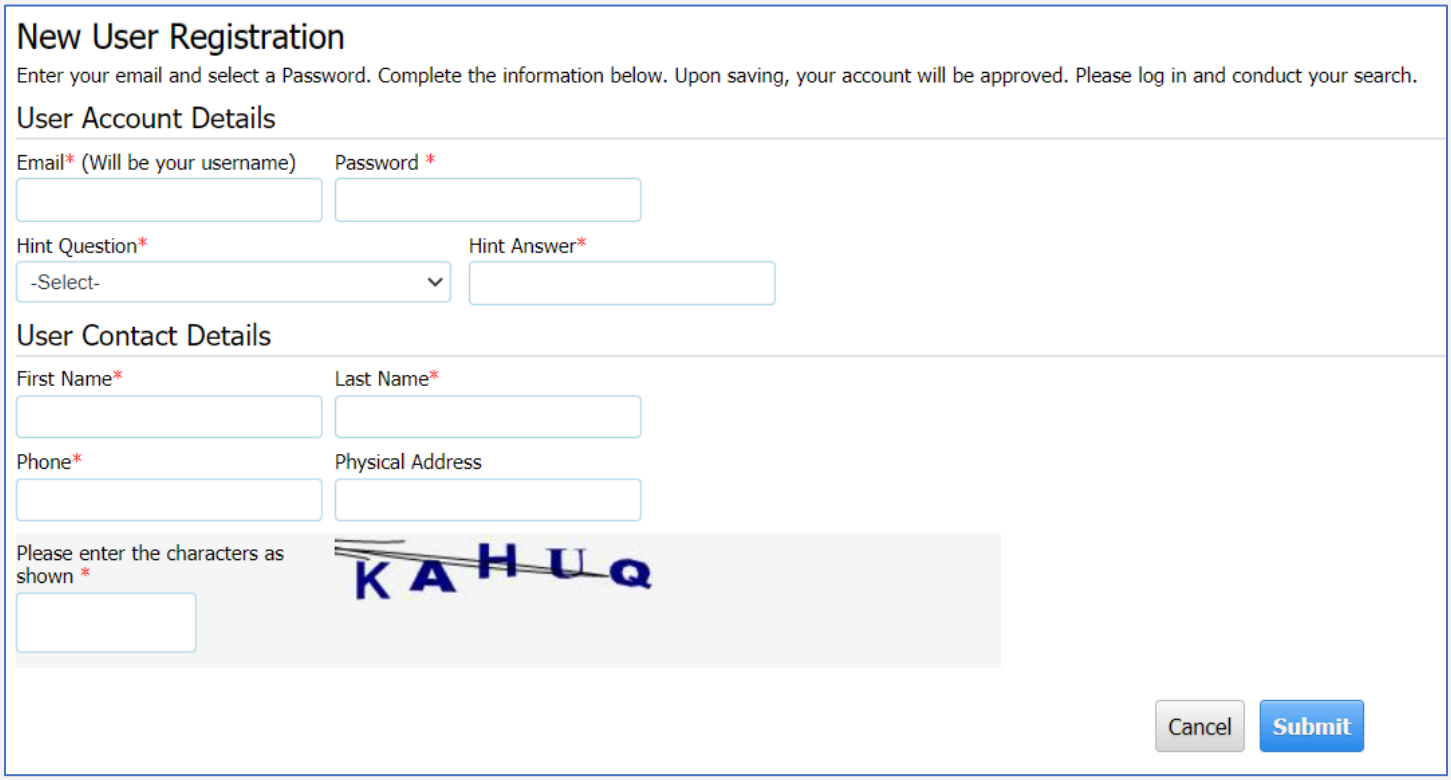
1. Click on the Register Button.



2. Click the dropdown menu, and Citizen



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



   c. Enter a Hint Question and Answer.
      i. This can be used to reset your password if you ever forget it, so be sure to enter a question and the answer to the question. The answer field is case sensitive.
         Example: My dogs Name? Answer: Spot

   d. Under the User Contact Details Section:
      i. Enter your First and Last name as well as Phone number

4. Enter the CAPTCHA characters as shown into the box

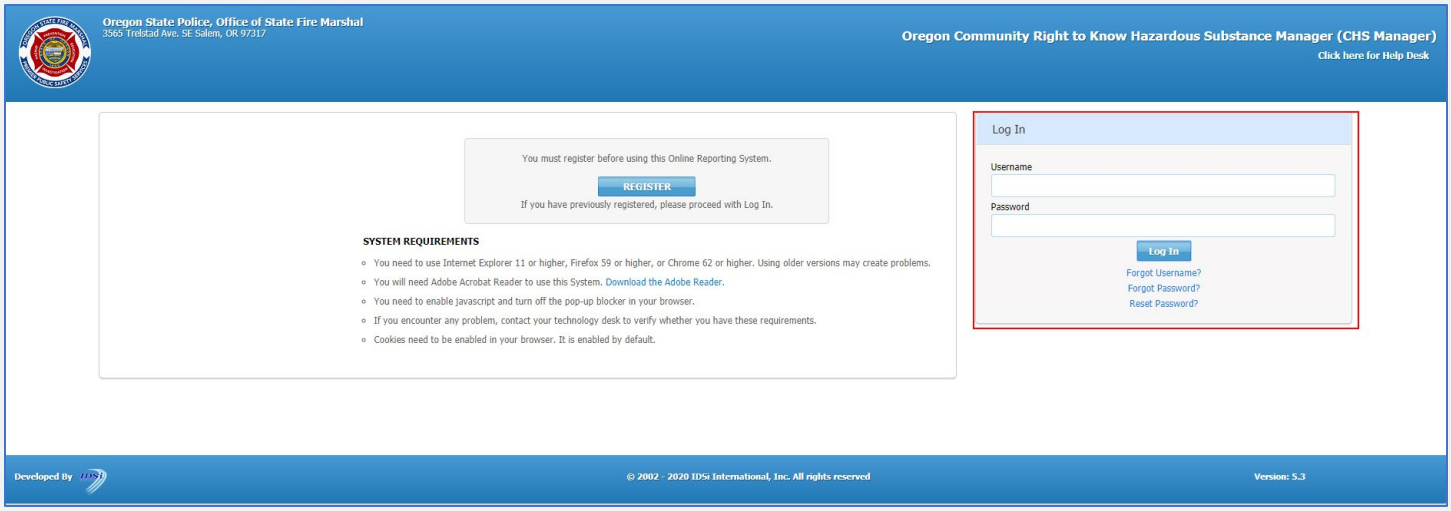
5. Submit your registration.
NOTE: Your registration does not need to be reviewed by the CHS Manager System Administrator for approval. You should be able to log into your account as soon as your registration is submitted.

Part 3:

Logging into CHS Manager

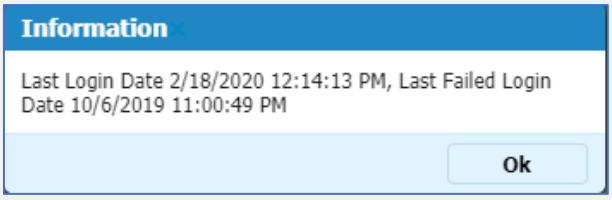
Part 3: Logging into CHS Manager

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



1. Enter your Username and Password into the Log In fields.
2. Click the Log In button
3. You can use the links if you have forgotten your Username and Password, or to reset your password.
   NOTE: You will need to know the answer to the Hint Question.

When you log in to CHS Manager you will see a popup box telling you when your last success and failed log ins were.



What is the difference between Confidential information & Sensitive Information?

Facilities are required to report the exact maximum daily amount, as well as the exact storage location of all hazardous substances stored within their facility in a reportable quantity. We never release this information to the public as it is deemed confidential. When members of the public request hazardous substance storage information, they are provided with the name of the substance, and a Maximum Daily Storage Amount Code, and a Code Range.

Example:

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

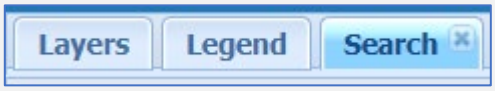
Also deemed confidential, is trade secret information.

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

Part 4:

Program Feature Overview

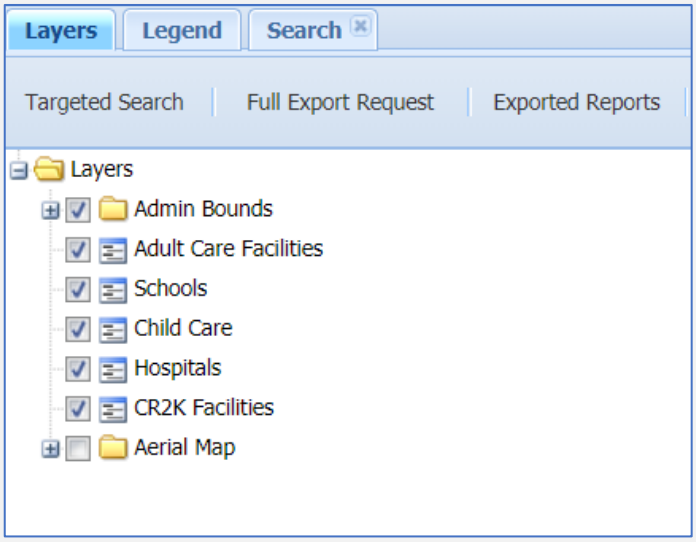
Part 4: Program Feature Overview



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

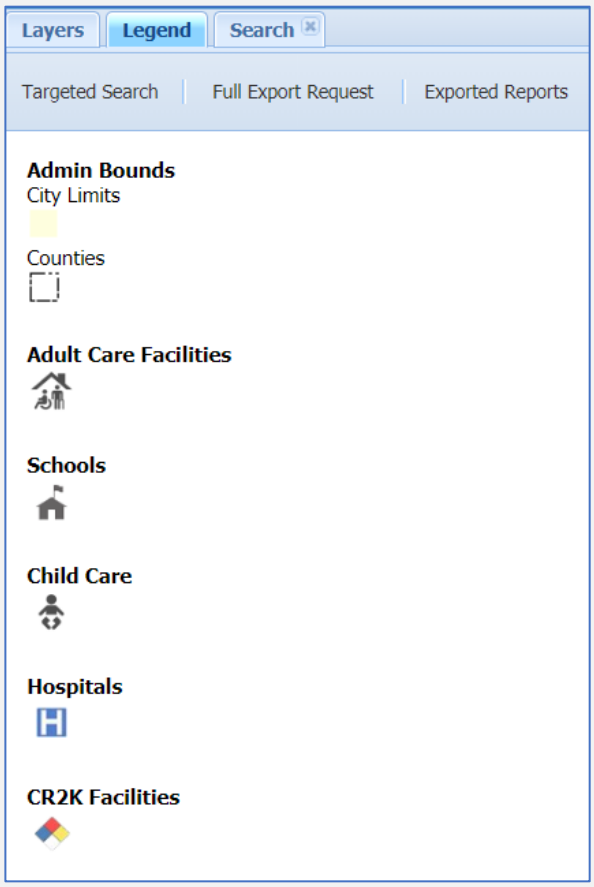
Layers

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



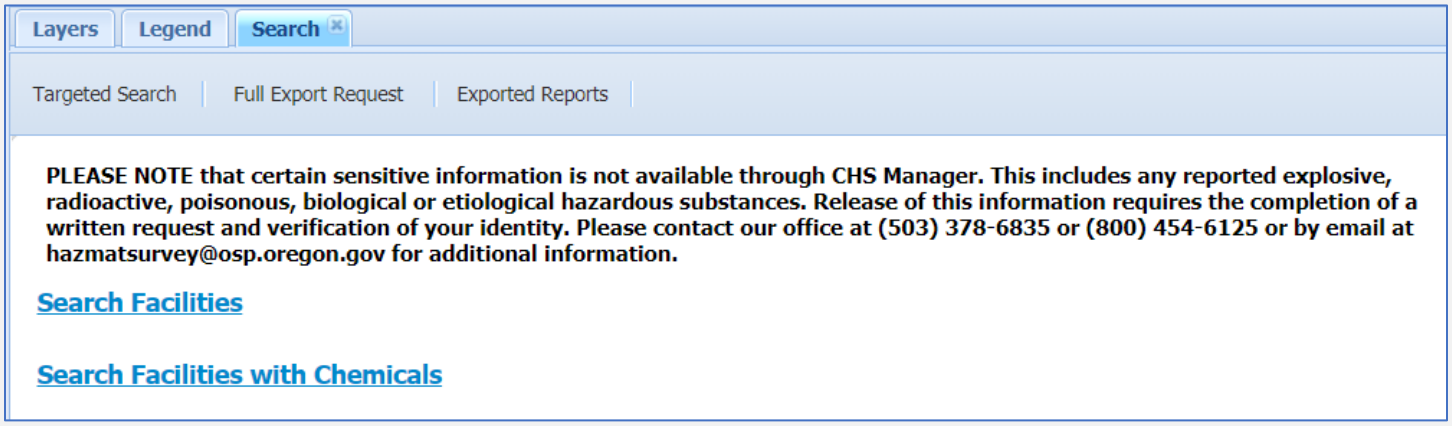
Legend

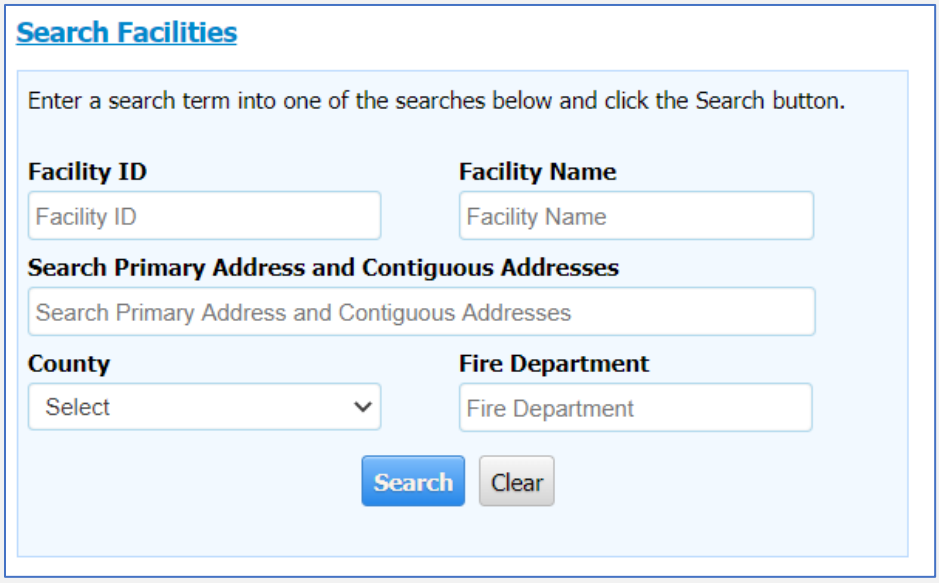
The Legend tab will show what the different icons on the map represent.

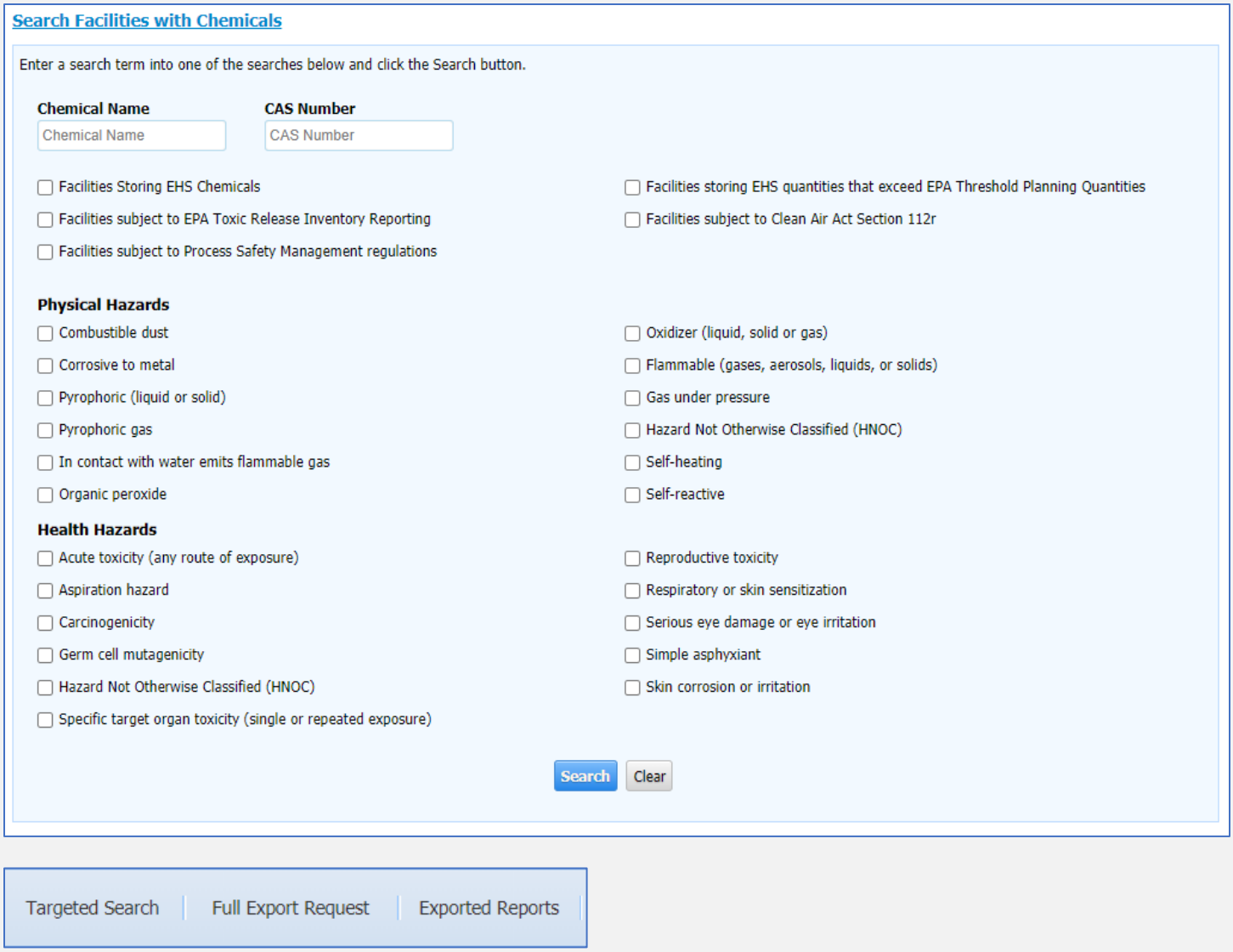


Search

The Search tab gives you links to Search Facilities and Search Facilities with Chemicals. Please not that certain sensitive information is not available to the public through CHS Manager. This includes any reported explosive, radioactive, poisonous, biological or etiological hazardous substances. Release of this information requires the completion of a written request and verification of your identity.







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

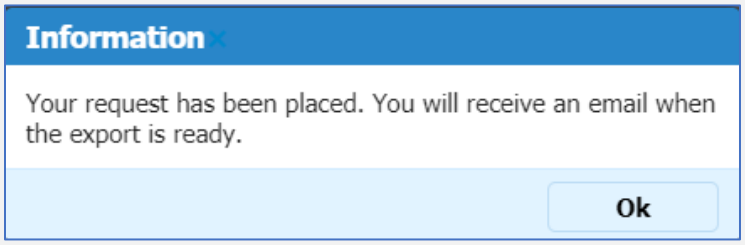
Targeted Search

Use this button to quickly return to the search menu.

Full Export Request

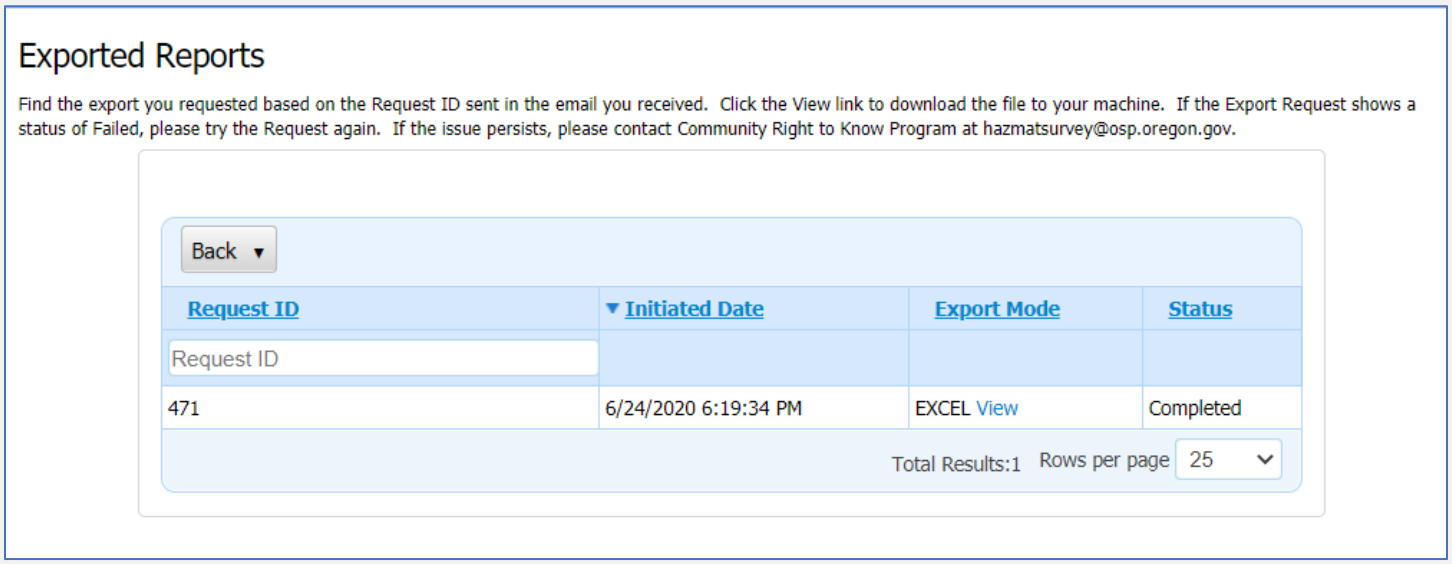
Use this button to export data from the selected year.

You will receive an email when your export is ready.



Exported Reports

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



Part 5:
Map Feature Overview

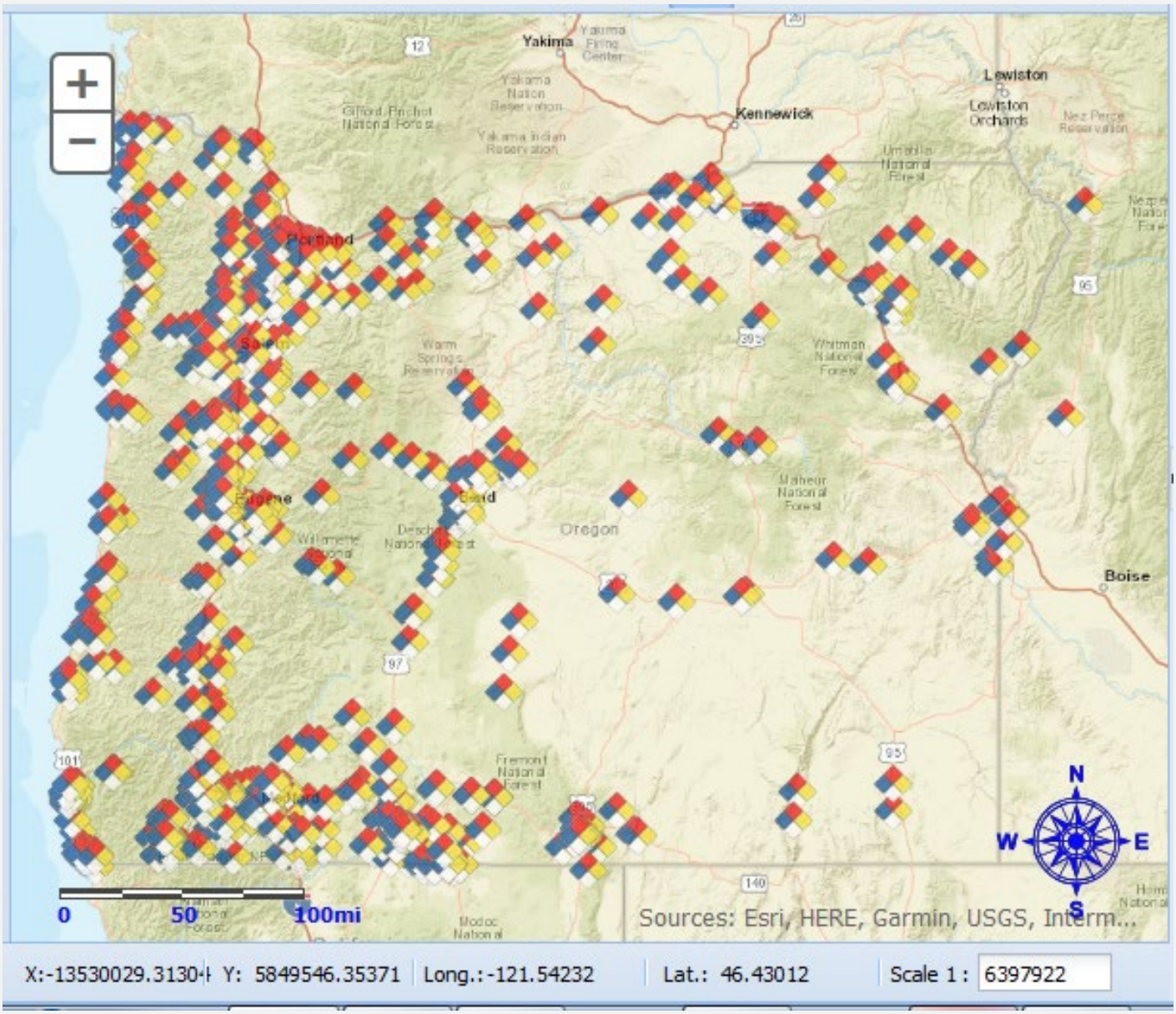
Part 5: Map Feature Overview

Refresh Map	Search	Clear	Zoom In	Zoom Out	Pan	Full Extent	Previous Extent	Next Extent	Identify	Select Feature	Measure	Base Map
Refreshes the page	Search by Layer, Criteria & Text	Clears and resets the map	Zooms in on any area selected	Zooms out of any area selected	Drag the map	Goes back to the entire State view	Previous View	Next View	Identify an icon. Provides facility information	Draw a shape to select feature with the zone	Allows you to put points on the map, and Measure distance, or area	Sets base map. The only option is World Streets

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

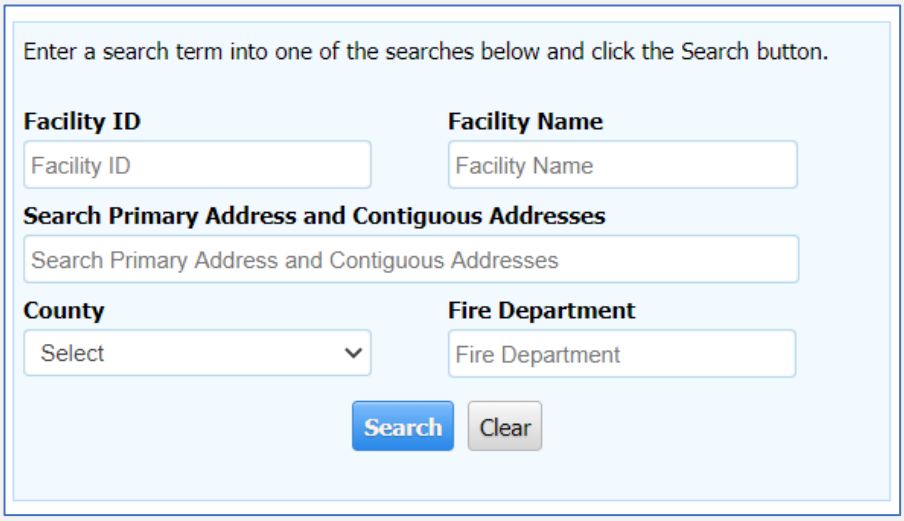
Then drag the vertical line to the left.

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



Part 6:
Using Search Facilities

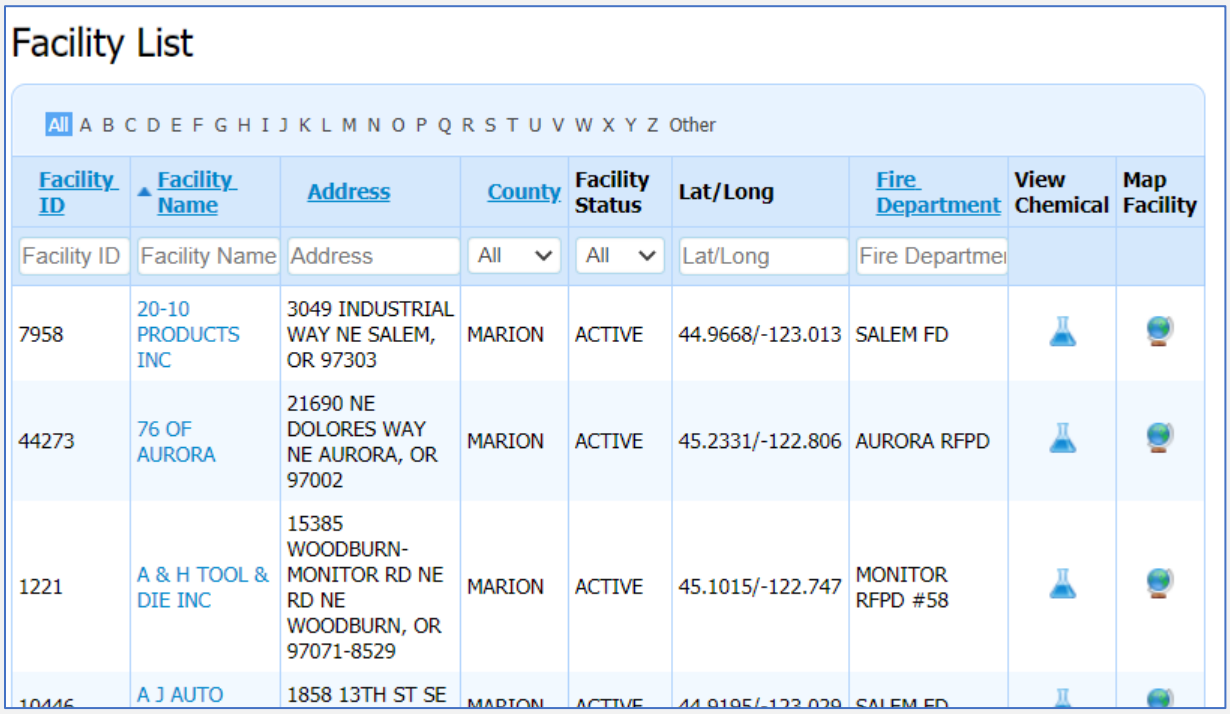
Part 6: Using Search Facilities



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

- Click the search button.

This will create a Facility List



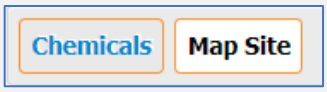
Facility ID	Facility Name	Address	County	Facility Status	Lat/Long	Fire Department	View Chemical	Map Facility
Facility ID	Facility Name	Address	All	All	Lat/Long	Fire Departmer		
7958	20-10 PRODUCTS INC	3049 INDUSTRIAL WAY NE SALEM, OR 97303	MARION	ACTIVE	44.9668/-123.013	SALEM FD		
44273	76 OF AURORA	21690 NE DOLORES WAY NE AURORA, OR 97002	MARION	ACTIVE	45.2331/-122.806	AURORA RFPD		
1221	A & H TOOL & DIE INC	15385 WOODBURN-MONITOR RD NE RD NE WOODBURN, OR 97071-8529	MARION	ACTIVE	45.1015/-122.747	MONITOR RFPD #58		
10446	A J AUTO	1858 13TH ST SE	MARION	ACTIVE	44.9195/-123.029	SALEM FD		

- Blue underlined column headers can be sorted by clicking on the label.
- Columns with white text box under the label can be filtered by typing in text or using the drop down provided.
- To see a specific facility, click on the Facility Name.
- Icons on the right of the screen can be clicked for additional information.

- Clicking on the beaker icon will open a tab to show you the facility chemicals.

- Clicking on the globe icon will show the facility on the map.

Chemicals

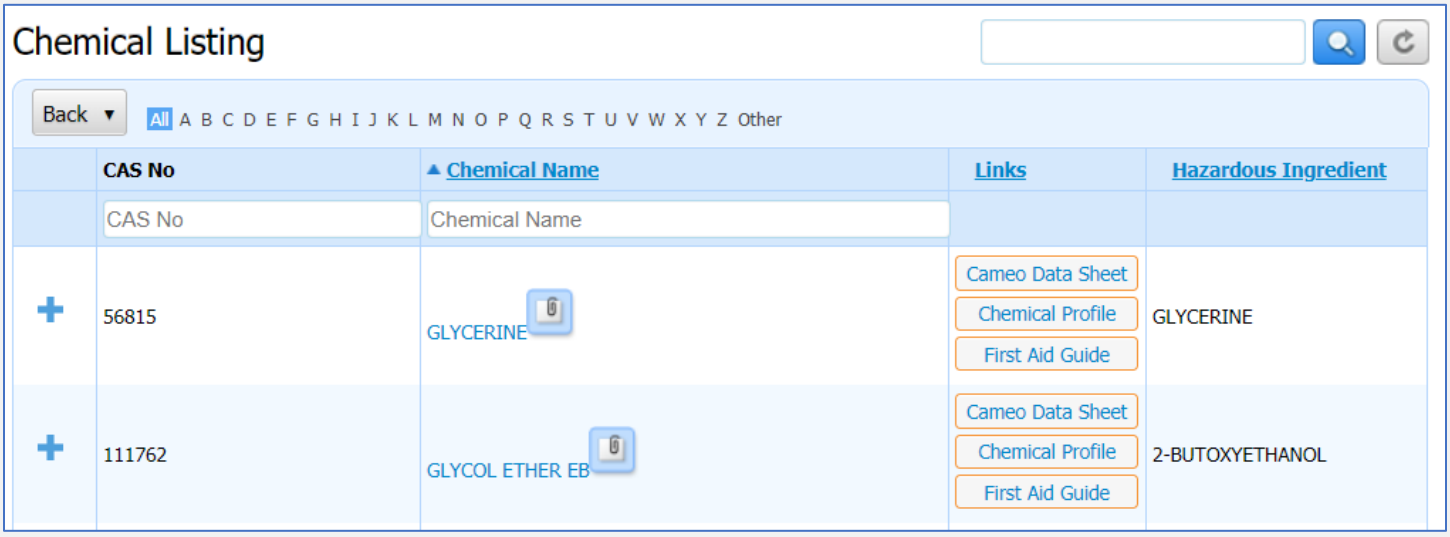


This shows a list of the chemicals being stored at the facility.

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

Map Site

Maps the facility on the maps

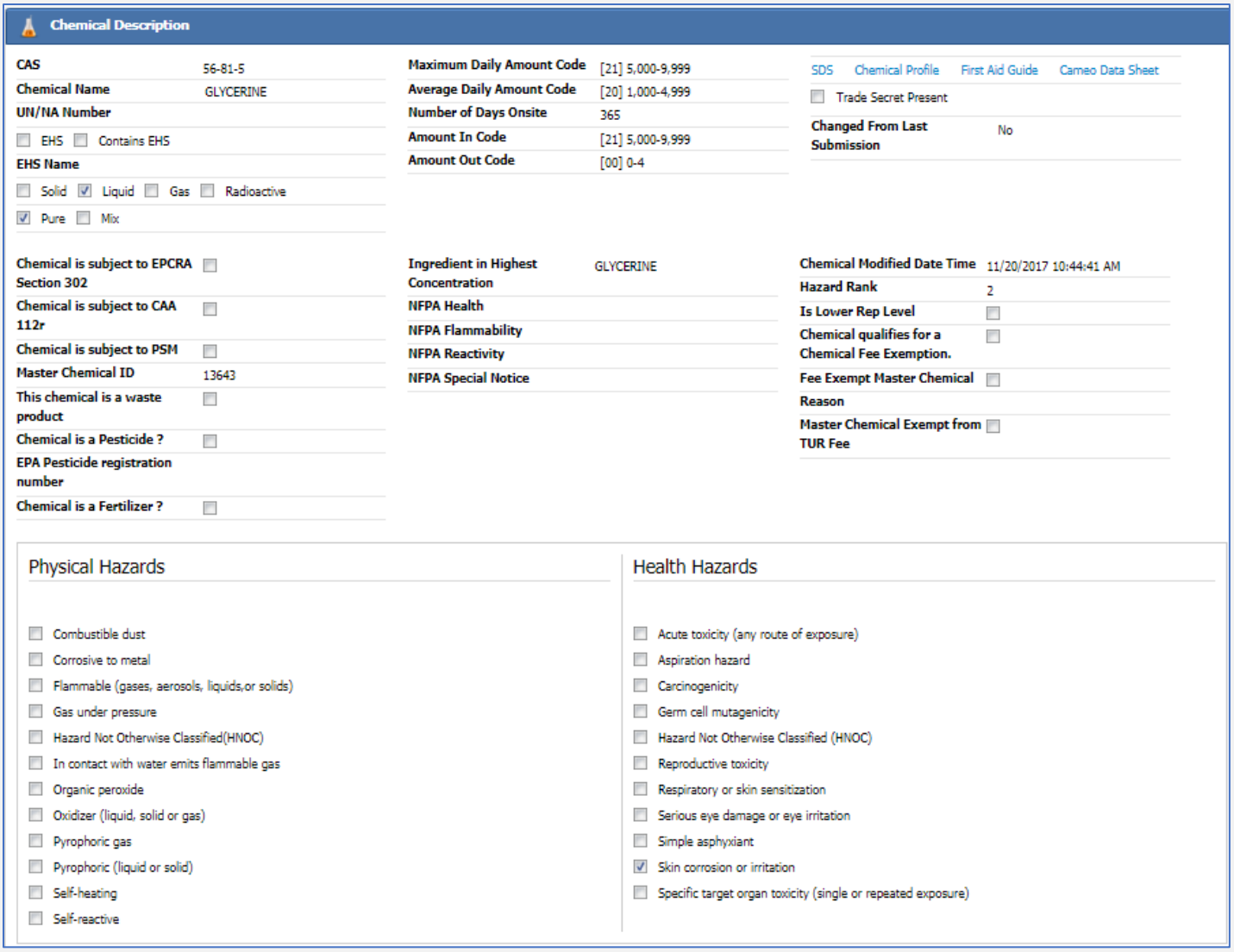


CAS No

A CAS (Chemical Abstracts Service) Registry Number is a unique identifier that tells you, for example, that acetone and dimethyl ketone are actually the same substance. A CAS Registry Number is a numeric identifier that can contain up to 10 digits, divided by hyphens into three parts. The right-most digit is a check digit used to verify the validity and uniqueness of the entire **number**. For example, 58-08-2 is the **CAS** Registry **Number** for caffeine.

Chemical Name

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



CAMEO Data Sheet

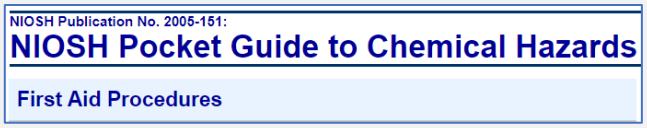
The CAMEO Data Sheet will provide you with more information about the chemical as stored in the CAMEO Chemicals database.

Chemical Profile

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

First Aid Guide

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



Hazardous Ingredient

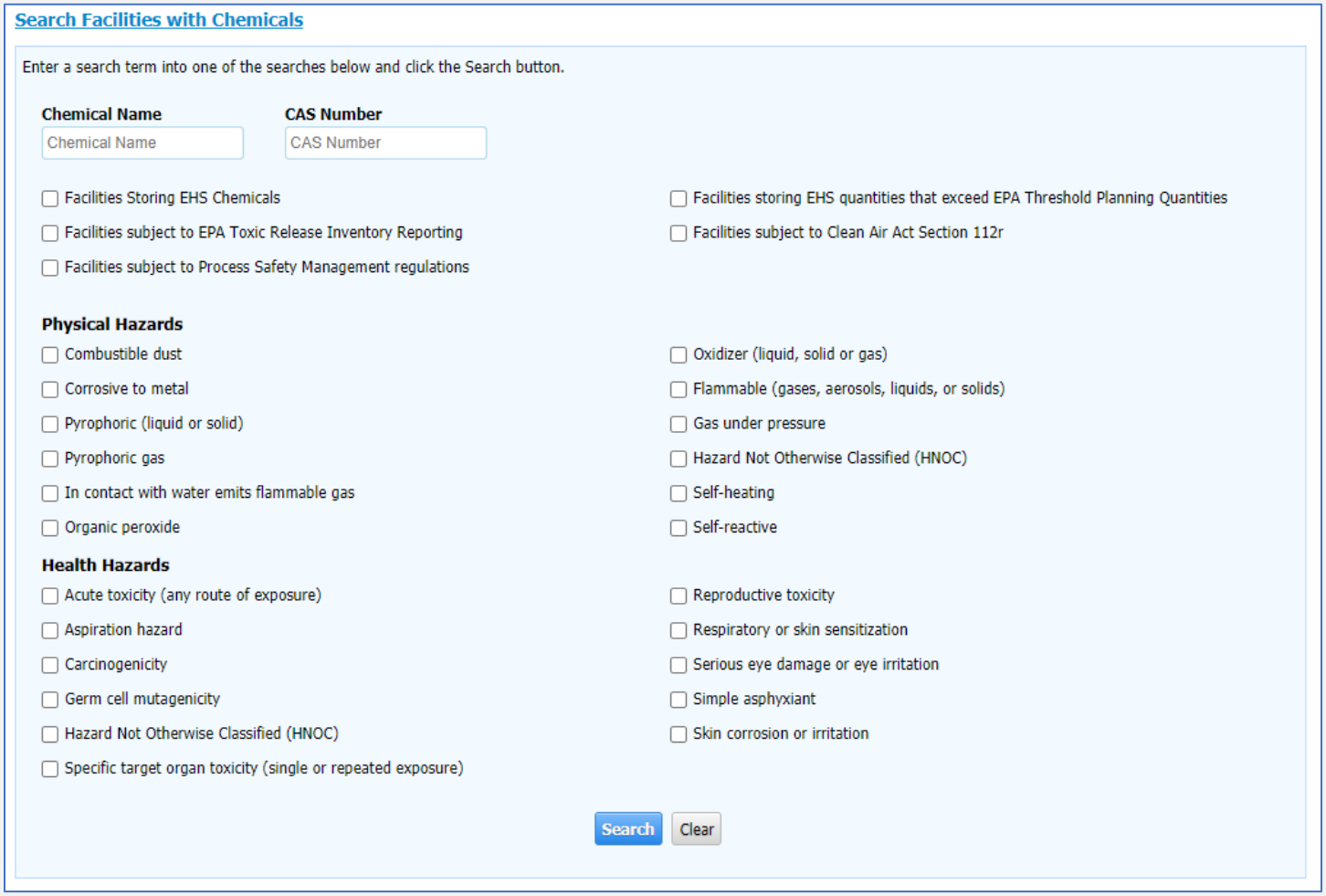
The main ingredient in pure substances or the substance in the highest concentration of a mixture.

Part 7:

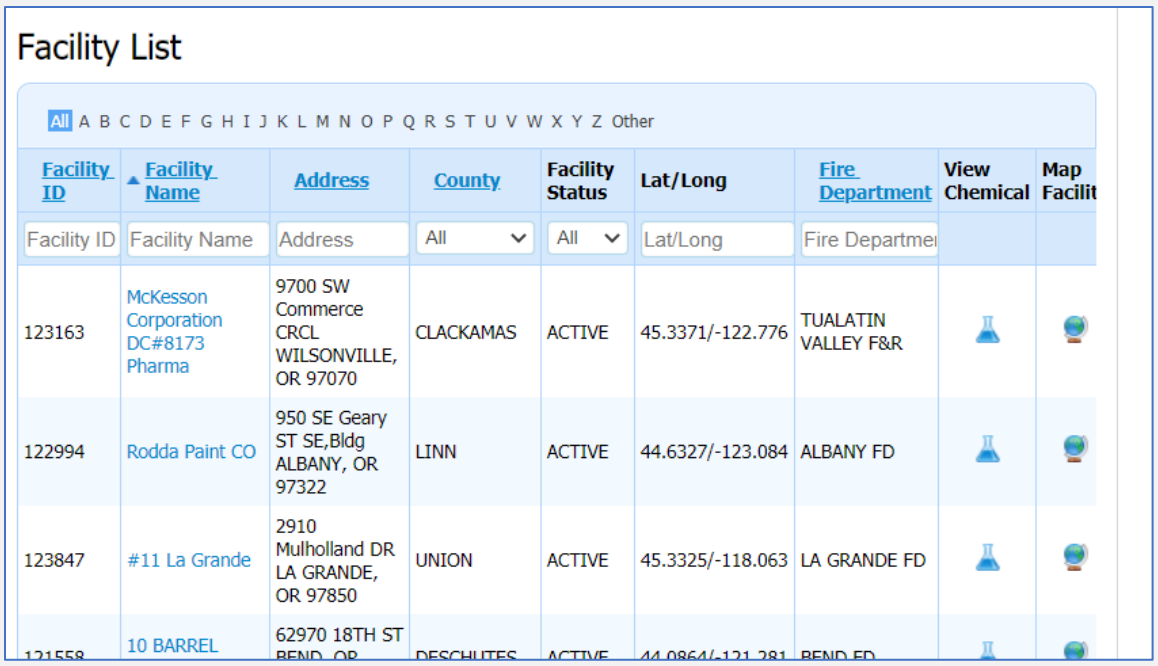
Search Facilities with Chemicals

Part 7: Search Facilities with Chemicals

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



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



This will provide a list of facilities reporting substances that match the search criteria.

- Blue underlined column headers can be sorted by clicking on the label.
- Columns with white text box under the label can be filtered by typing in text or using the drop down provided.
- To see a specific facility, click on the Facility Name.
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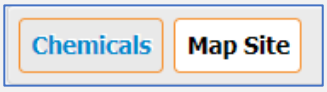

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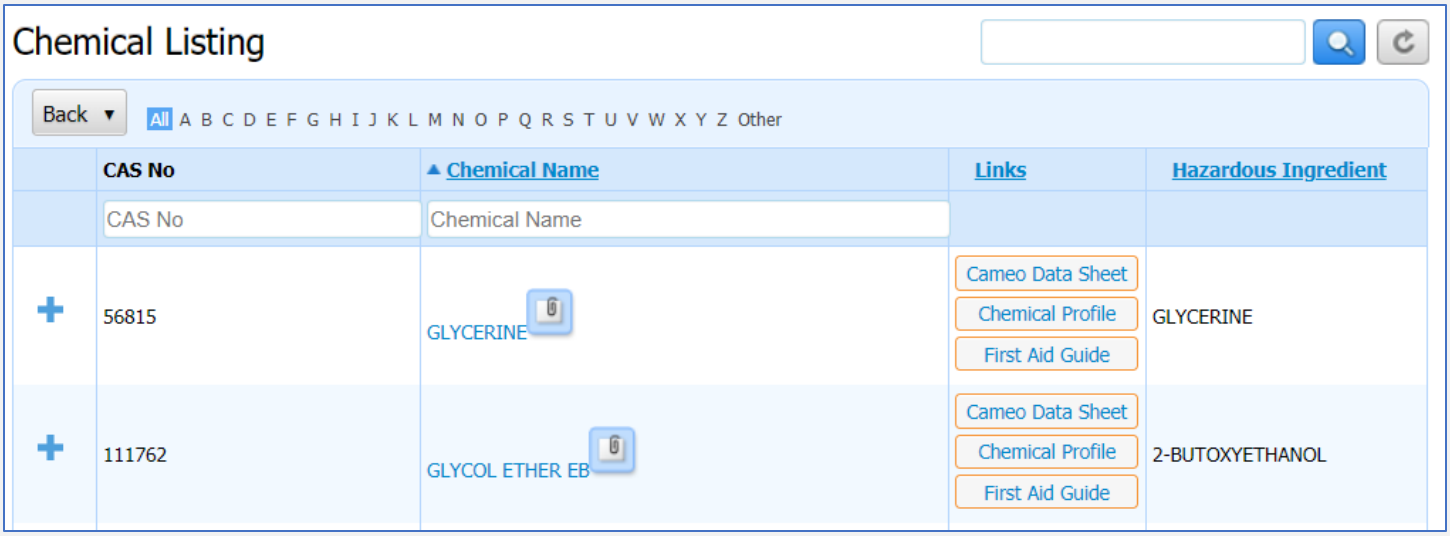
Maps the facility on the maps



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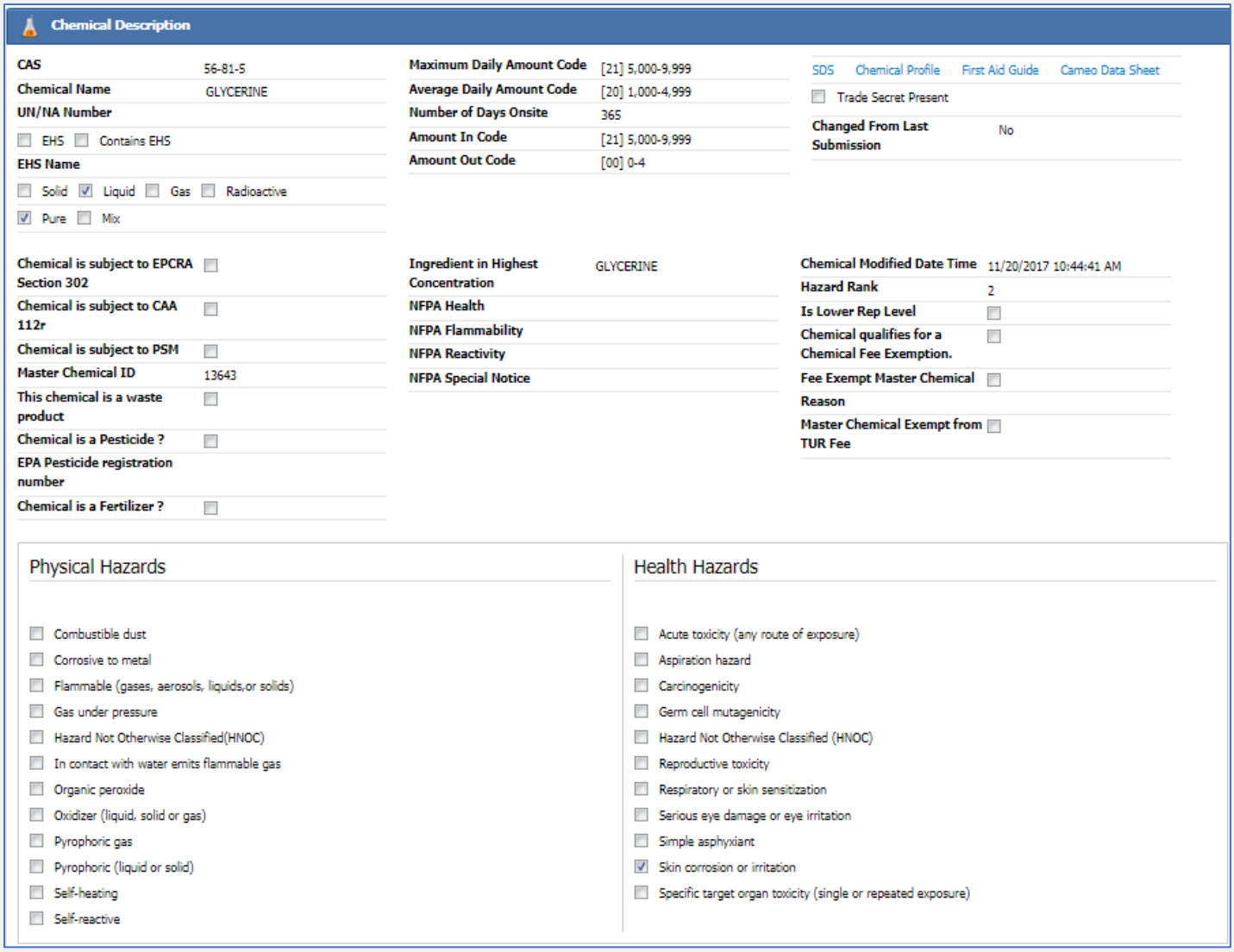

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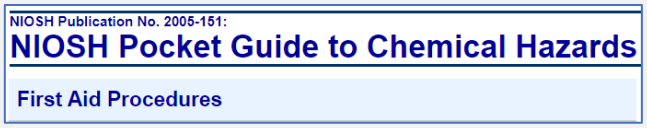
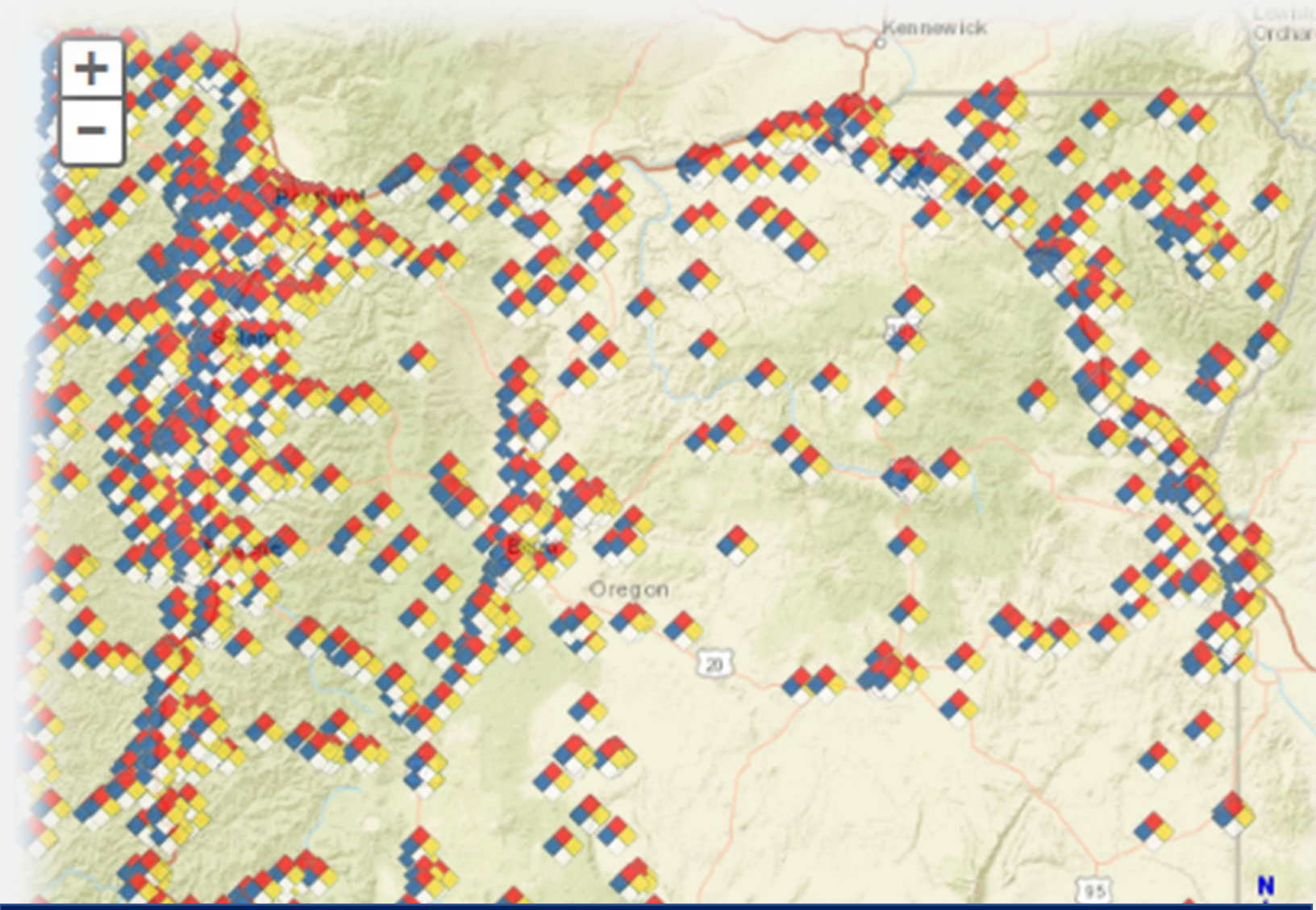


Hazardous Ingredient

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



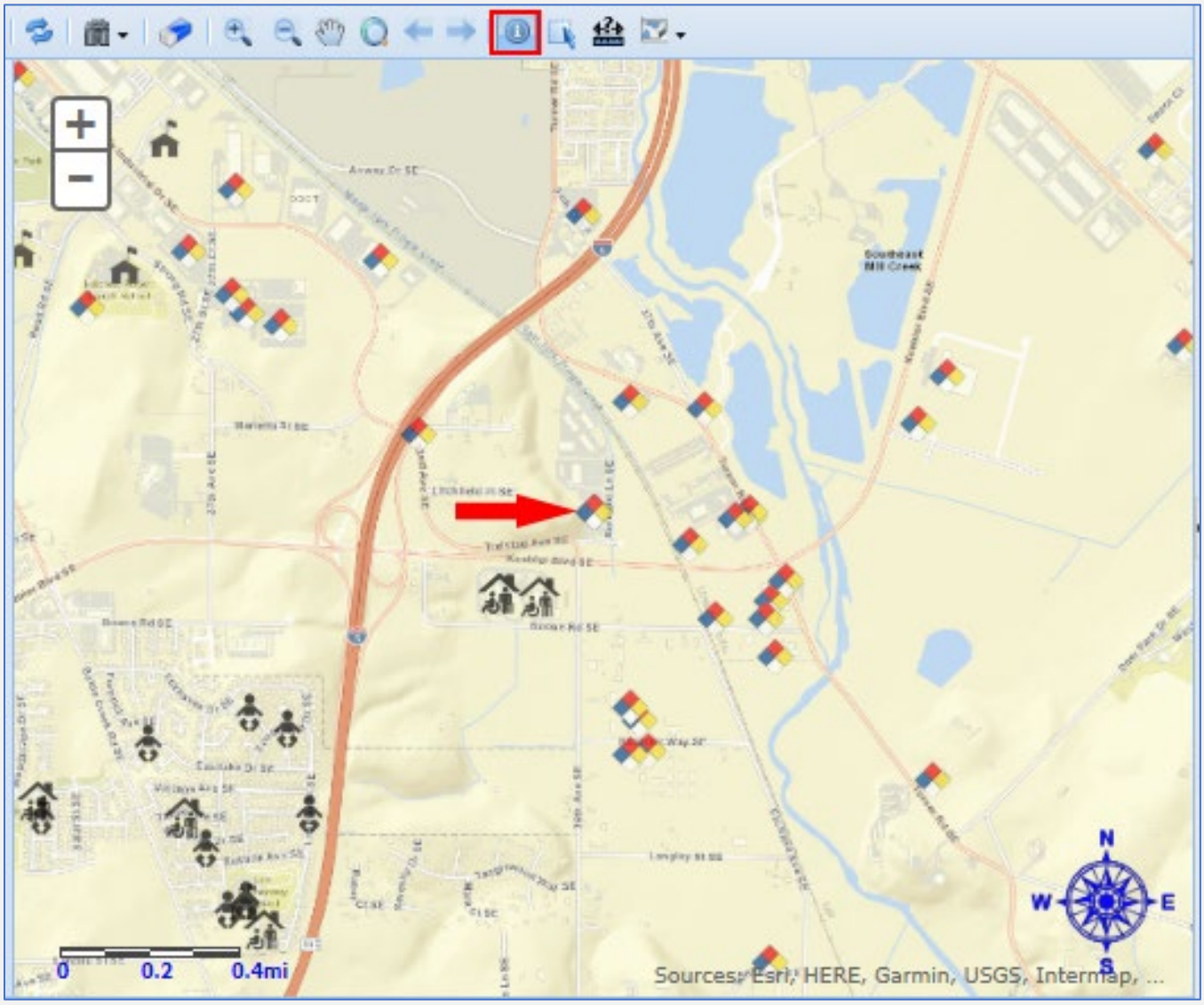
Part 8:
Searching the Map

Part 8: Searching the Map

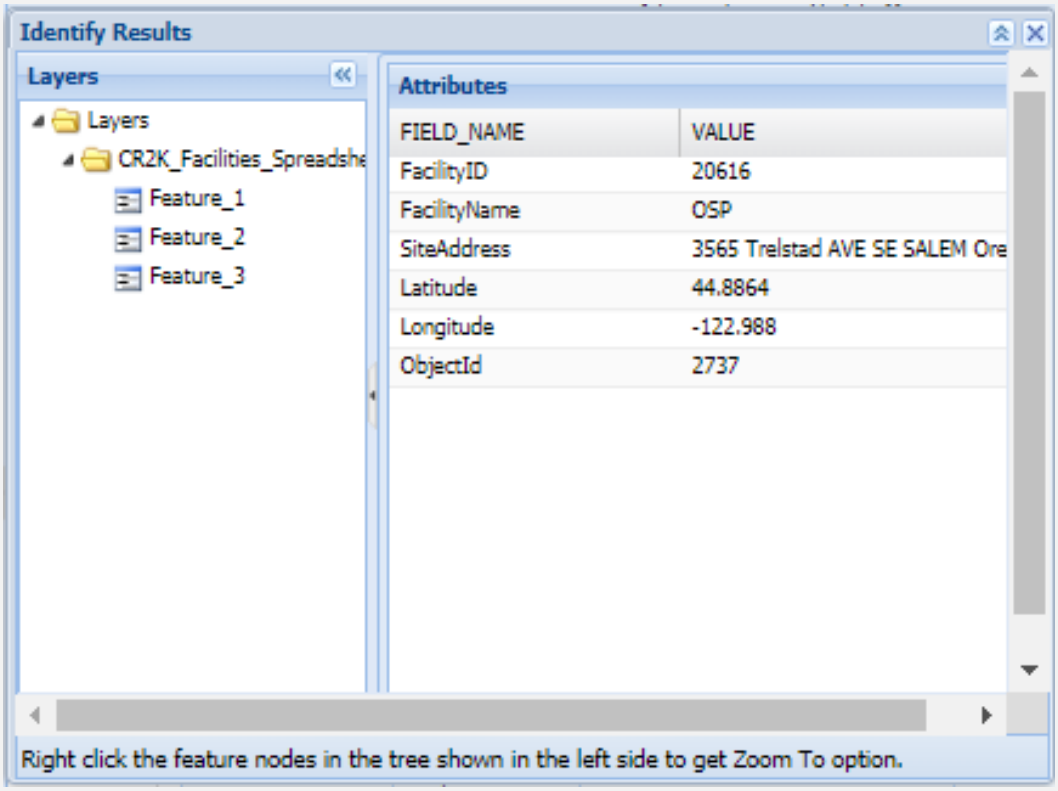
Identifying a Facility from the Map

1. First click on the Identify icon

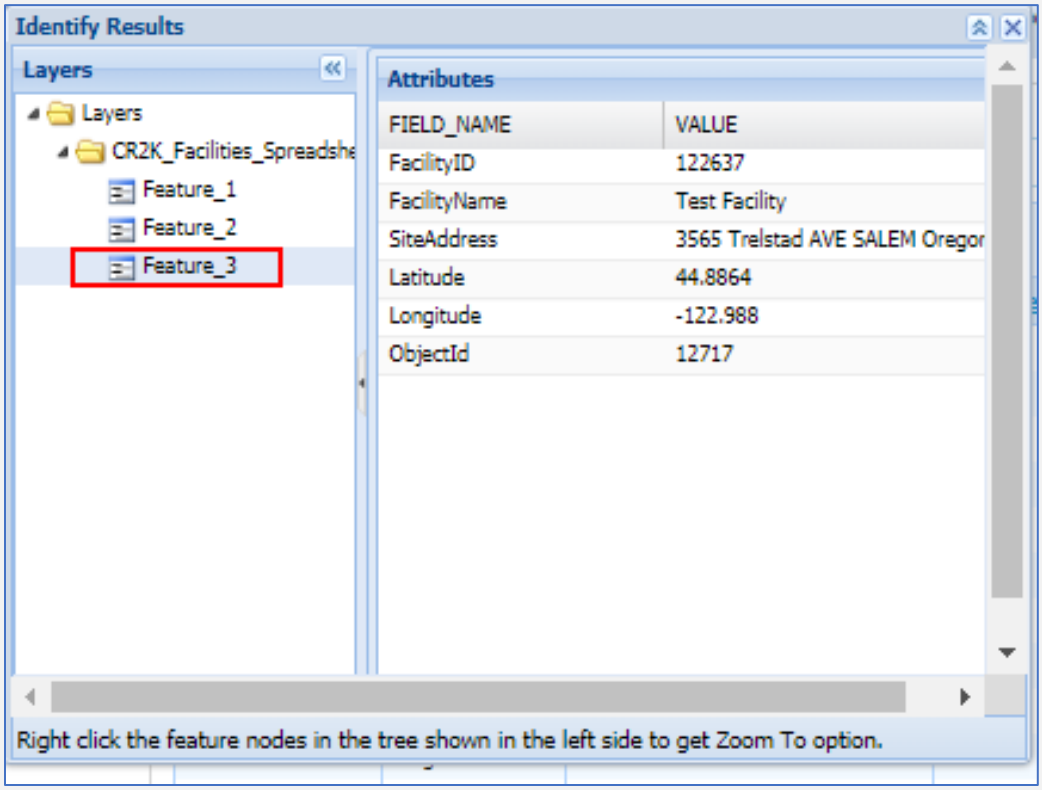
2. Then Click on the Facility you wish to identify



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



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



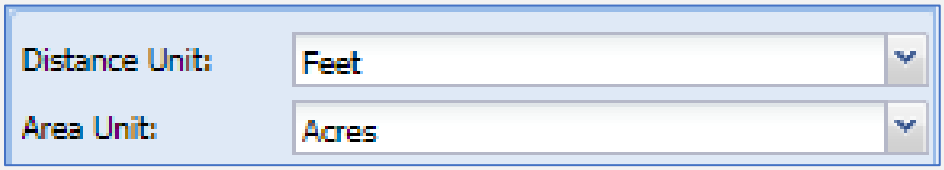
5. To view the facility information and reports, write down the Facility ID, and return to the List Facilities page. Enter the Facility ID to view the information.

Using the Measuring Tools

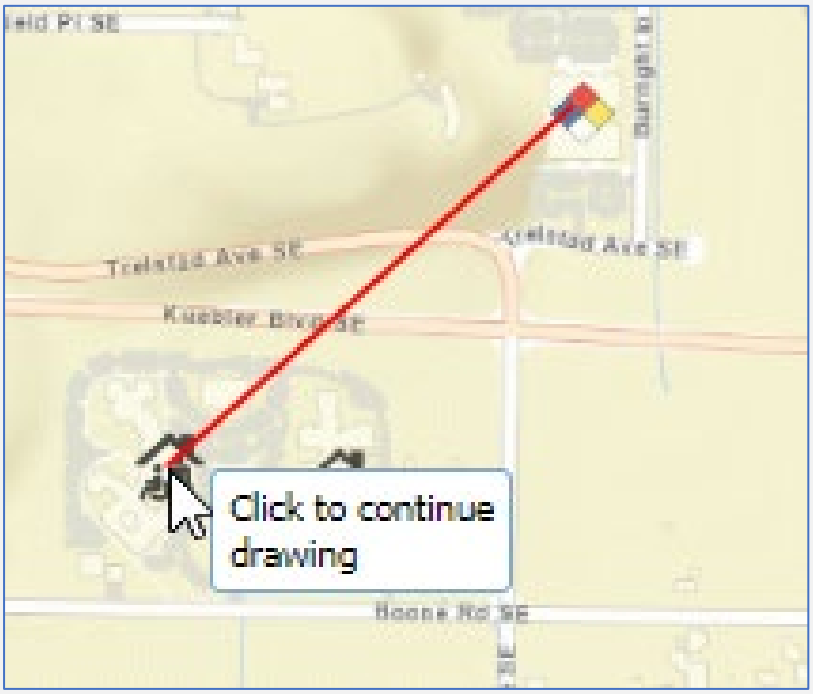
The measurement tool allows you to put points on the map, as well as measure both distance and area.

1. Click on the Measure Icon
2. Select whether you want to enter points, measure distance, or measure area.

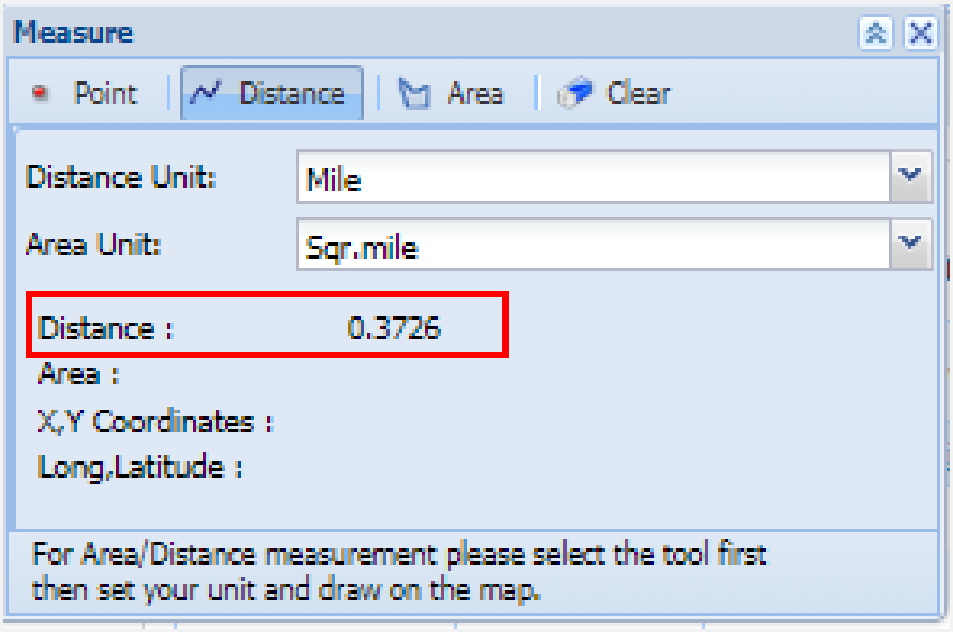
3. Then select your Distance Unit of Measure or Area Unit of Measure from the dropdown menus.



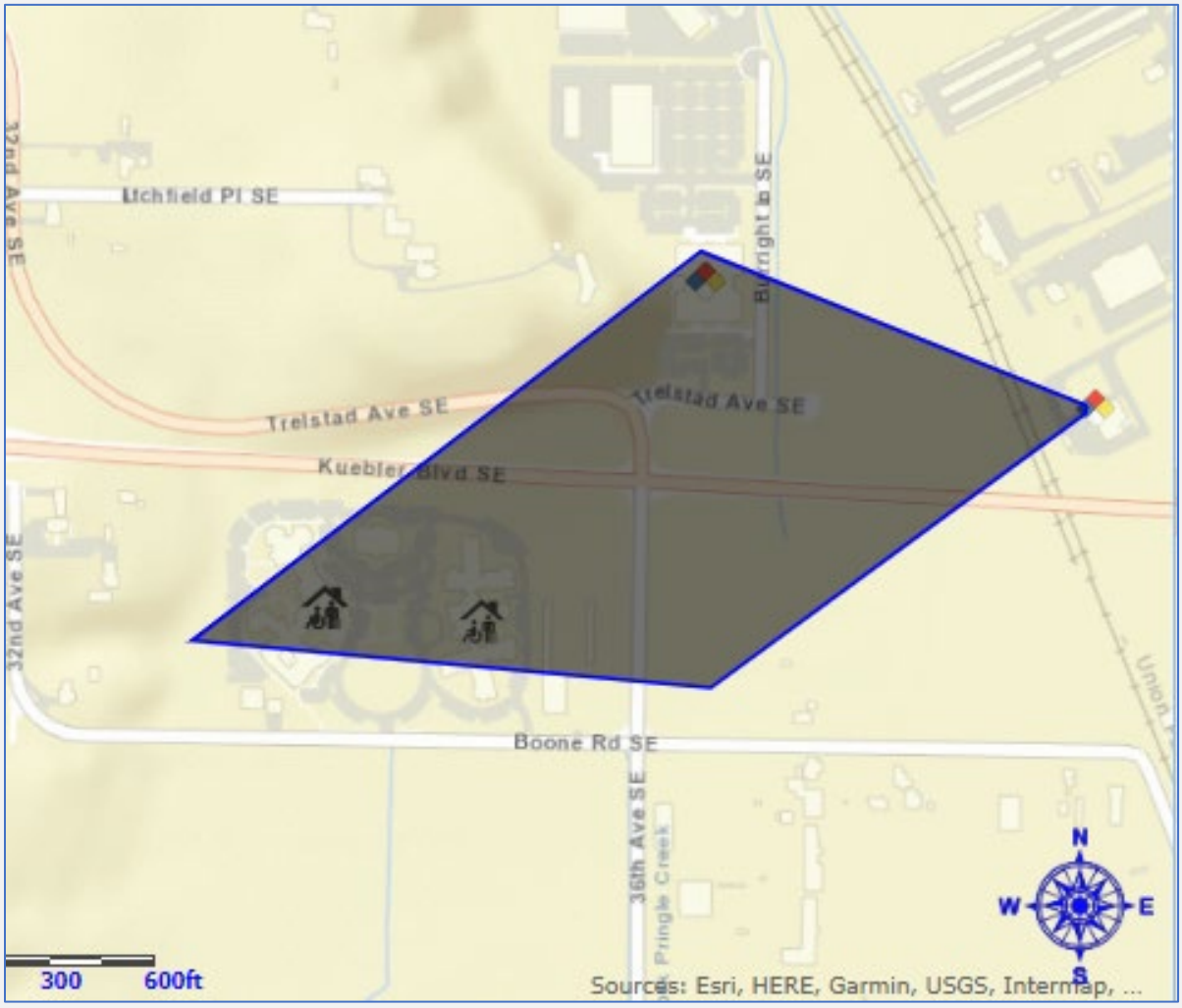
4. To measure the distance between two points, click on the first map point, then click on the second map point. This will draw a red line. Double click to get distance.



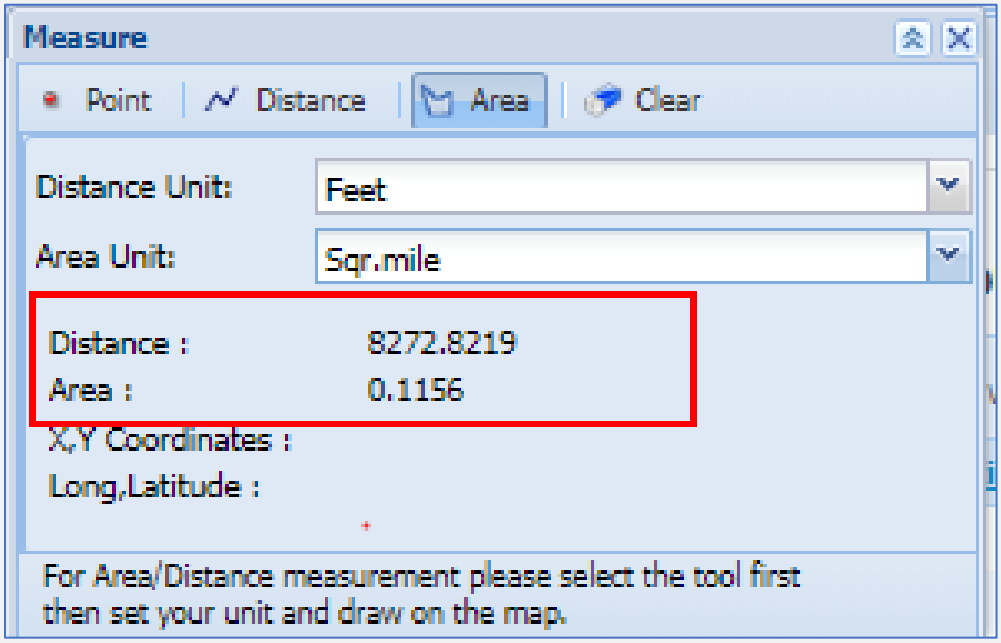
5. The distance will be displayed in the Measure popup box.



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



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

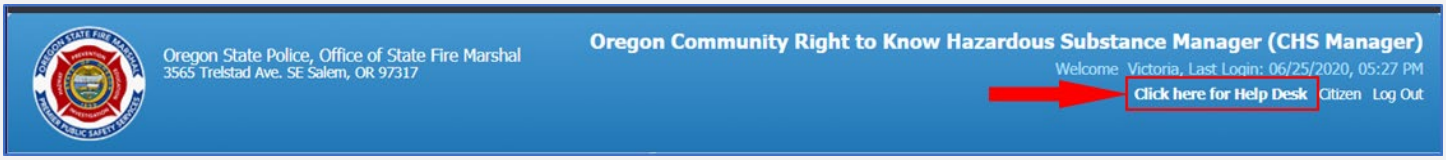


Part 9:
CHS Manager Resources

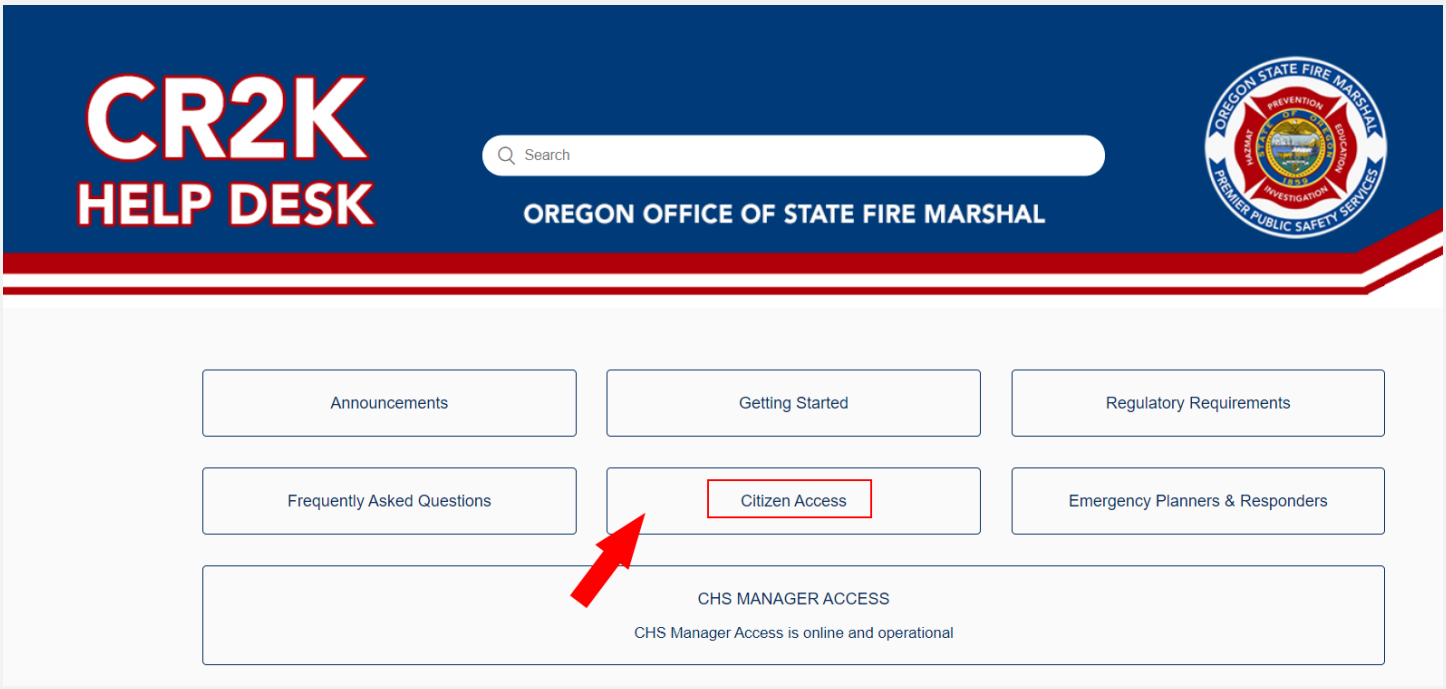
Part 9: Resources

Accessing the CR2K Help Desk

A link to the CR2K Help Desk is available in the banner at the top of the screen.

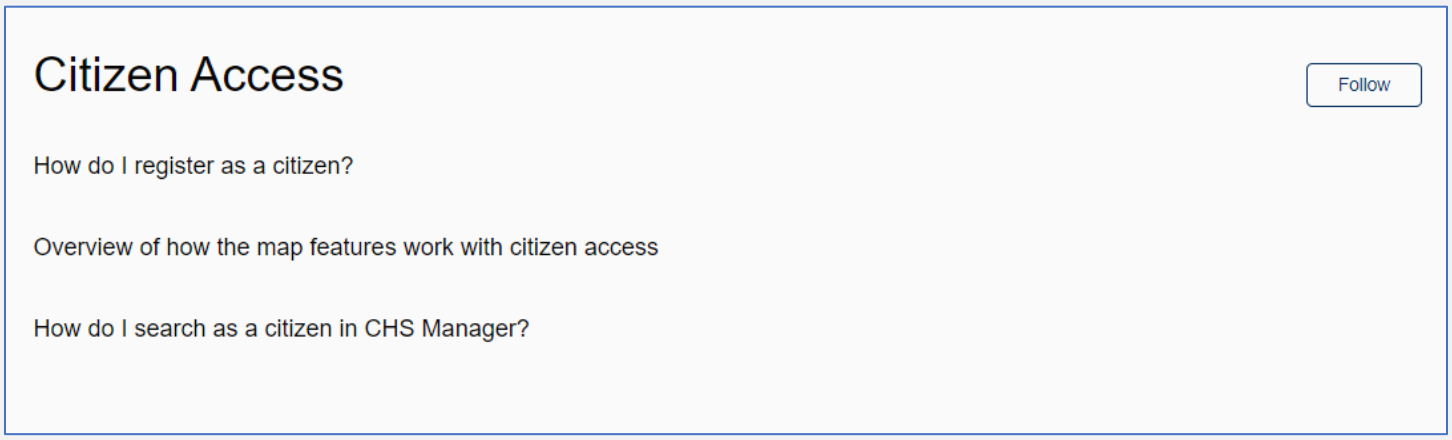


There is an entire section dedicating to assisting our Citizens as they navigate through CHS Manager.



In this section you will find articles related to how Citizens can utilize CHS Manager as a tool.

Example:



Part 10: Community Right to Know Contact Information

Part 10: Additional Assistance

CHS Manager

https://oregon.hazconnect.com/Account/Login.aspx

CR2K Help Desk

https://cr2khelp.zendesk.com/hc/en-us

Community Right to Know Contact Information

Hazardous Substance Information Hotline

Toll Free in Oregon 800-454-6125

Phone: 503-378-6835

CR2K Email

hazmatsurvey@osp.oregon.gov

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Produced by

Oregon Office of State Fire Marshal

Designed and Prepared by

Kimberly Carlson – OSFM, Community Right to Know,
CHS Manager Information Assistant

Carlee Justis – Publishing & Distribution, Graphic Designer

Oregon Office of State Fire Marshal
Community Right to Know
3565 Trelstad Ave SE
Salem, OR 97317

(503) 378-6835
800-454-6125 (toll free)
https://www.oregon.gov/osp/programs/sfm/Pages/Community-Right-To-Know.aspx

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This publication contains information about how Emergency Planners and Responders can utilize CHS Manager for emergency preparedness and Response.

Oregon State Police
OFFICE OF STATE FIRE MARSHAL
PHONE: 503-378-3473 | FAX: 503-378-1825
oregon.gov/osp/sfm | oregon.sfm@state.or.us
fb.com/OregonStateFireMarshal
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