

## **Hazardous Substance Information Survey Blank E (Locations Form) Instructions**

If there are more storage locations than space allows in Section D of the Hazardous Substance Information Survey, enter the additional storage locations on the Blank E (Locations Form).

Please ensure you enter the Facility ID and the Chemical Name(s) on the form.

Titles of the columns are as follows:

<b>In/Out</b>	<b>Bldg</b>	<b>Floor</b>	<b>Area</b>	<b>Room</b>	<b>Quadrant</b>	<b>LocMaxCode</b>
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For additional instruction, please refer to the Survey Instruction Book (specifically Section D-Chemicals & Storage Locations) available on our website at:

<http://www.oregon.gov/osp/SFM/docs/cr2k/SurveyInstrBook.pdf>

You may save the completed Locations Form. Once completed, print it and attach it to the Hazardous Substance Information Survey. Make a copy of the completed survey (including the completed Locations Form) to retain at the site for three years. Mail the entire completed survey to:

**Mailing Address:**

Office of State Fire Marshal  
Community Right to Know Program  
4760 Portland Rd NE  
Salem, OR 97305-1760

If a substantive change occurs at the facility, you must notify OSFM within 30 days.