



## Oregon Office of State Fire Marshal Hazardous Substance Information Survey

# Instruction Summary

## WHAT'S NEW IN 2017

- There are no changes to the reporting requirements for 2017. Please thoroughly and carefully review all of the pre-printed information on the 2017 survey and make any necessary updates by crossing out the incorrect information and updating it with the correct information in the shaded area. The survey must be returned by the due date indicated on the top left corner of the survey. For more details, please see the complete Survey Instruction Booklet on our website.

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

- New mailing and physical address:

In June 2016, the Oregon Office of State Fire Marshal relocated with the Department of State Police. Return envelopes are preprinted with our new address. Surveys sent to our old address on Portland Road will be re-directed by the post office to our new location.

New Mailing and Physical Address:                    3565 Trelstad Ave SE  
Salem, OR 97317-9614

## THE OREGON COMMUNITY RIGHT TO KNOW and PROTECTION ACT

In 1985, the Oregon Legislature passed the Community Right to Know and Protection Act (ORS 453.307-453.414). This law requires the Office of State Fire Marshal to annually conduct a Hazardous Substance Information Survey of facilities with the potential to possess hazardous substances. The information is then distributed to emergency service personnel, emergency planners and health officials. It is also made available to the general public. Facilities in Oregon storing reportable quantities of hazardous substances are required to annually report those substances on the survey. Facilities receiving the survey are required to complete and submit the survey even if they do not have hazardous substances in reportable quantities. A hazardous substance possession fee may be assessed based on the information provided. Facilities failing to complete and submit the survey as required are subject to civil penalties authorized in ORS 453.357.

### Thank You!

Thank you for completing and submitting the Hazardous Substance Information Survey. The information provided on the survey is an important part of the Office of State Fire Marshal's mission, which is to *protect citizens, their property and the environment from fire and hazardous materials.*

The information serves several purposes, including:

**Community protection**

**A tool for emergency response**

**Environmental health**

**Emergency pre-planning**

**Responder safety**

**For assistance, call the Hazardous Substance Information Hotline: 503-378-6835 or 800-454-6125**

Revised January 10, 2017

## STEPS TO COMPLETE

1. If this is the first time you are completing the survey for this site address, and you determine there were **no** hazardous substances present in a reportable quantity during the previous twelve months, complete sections A, B, and C.
2. If this is the first time you are completing the survey for this site address, and you determine there **was** a hazardous substance present in a reportable quantity during the previous twelve months, complete sections A, B, C, and D. Also complete section E as needed (available online – see web address below). If you answer “YES” to Section A, questions 2, 3, or 4; you must provide the information requested as part of your answer.
3. If this is not the first time a survey has been completed for this site address, review all sections of the survey and update it as needed by crossing out the incorrect information and writing the new information in the shaded area.
4. Return the completed and signed survey to the Office of State Fire Marshal by the due date. **Please mail the original. Do not mail and fax the survey.** Keep a copy at the site address for three years. Exception: If the covered employer, owner, or operator is not set up to maintain such records at the site, the copy may be maintained at another of their facilities within the state.
5. If the survey is not completed correctly and thoroughly, it may be returned for correction. The survey is not considered received by the OSFM if it is returned to the facility for correction.
6. Please see the Survey Instruction Booklet on our website for further details on how to complete the survey.  
<http://www.oregon.gov/osp/SFM/docs/cr2k/SurveyInstrBook.pdf>
7. Blank D and E sheets are available online at: <http://www.oregon.gov/osp/SFM/docs/cr2k/BlankD.pdf>  
<http://www.oregon.gov/osp/SFM/docs/cr2k/BlankE.pdf>

**IMPORTANT:** A hazardous substance possession fee is assessed based on the substance in highest amount you report on your survey. Accuracy is important to ensuring your facility receives the correct fee.

## SUBSTANTIVE CHANGES

**What is a substantive change?** The following are significant updates that are considered substantive changes.

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 the **emergency contact** person.
5. Introduction of **new substances** to the site in reportable quantities not previously reported.
6. An **increase** of a substance already reported that **changes the maximum amount code**.
7. A previously reported **substance** that is **moved to another building, another floor level, or 300 feet** or more from its originally reported location.

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

**How do I report a substantive change?**

1. Make a copy of your last submitted survey.
2. Write “UPDATE” at the top of the copy.
3. Update the information that needs to be changed.
4. Make a copy of the updated survey to retain at the site for three years.
5. Write a brief letter explaining why you are submitting an updated survey.
6. Mail the following to the address noted to the right:
  - a. The letter
  - b. Section A, B, C pages of the survey
  - c. Any of the other survey pages that have been updated

**Mailing Address:**  
**Office of State Fire Marshal**  
**CR2K Program**  
**3565 Trelstad Ave SE**  
**Salem OR 97317-9614**

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# REPORTABLE QUANTITIES

A **hazardous substance** is any substance required by Oregon-OSHA to have a Material Safety Data Sheet or Safety Data Sheet, including solutions and waste substances as defined in OAR 837-085-0040 (30) and (38).

The minimum reportable quantities are listed in the tables below. If the maximum amount of a hazardous substance stored at the site meets or exceeds the minimum reportable quantity listed in the appropriate table below at any one time during the survey period (the previous twelve months from the survey mail date), then it is a **reportable quantity** and must be reported. Please do not add a substance to the survey if it is below the reportable quantity.

Upper Reporting Levels		Lower Reporting Levels - (Highly Toxic and Explosives)	
Liquids:	500 gallons or more	Liquids:	5 gallons or more
Solids:	500 pounds or more	Solids:	10 pounds or more
Non-liquefied gases:	500 cubic feet or more	Gases:	20 cubic feet or more
Liquefied gases:	500 gallons or more	See definitions in OAR 837-085-0040 (22) and (33)	

### Radioactive Substance Reporting Levels

**Any quantity** of a radioactive substance or radioactive waste must be reported. Radioactive substances are reported in millicuries. **Exception:** Sealed source radioactive materials meeting OAR 333-100-0001(123) are not reportable.

### Extremely Hazardous Substance (EHS) Reporting Levels

An extremely hazardous substance present at the Federal Emergency Planning & Community Right to Know Act Section 302 threshold planning quantity or 500 pounds - whichever is less - must be reported even if the amount is less than the OSFM minimum reportable quantity. **You must also answer “YES” to Section A, question 2, and provide the emergency coordinator contact information.**

Refer to the Survey Instruction Booklet on our website for information on reporting extremely hazardous substances.  
[http://www.oregon.gov/OSP/SFM/pages/cr2k\\_home.aspx#Hazardous\\_Substance\\_Information\\_Survey](http://www.oregon.gov/OSP/SFM/pages/cr2k_home.aspx#Hazardous_Substance_Information_Survey)

Refer to the Environmental Protection Agency website for additional information: <http://www2.epa.gov/laws-regulations/summary-emergency-planning-community-right-know-act>

Refer to the Consolidated List of Lists for the Section 302 extremely hazardous substances:  
<http://www.epa.gov/epcra/epcracerclacaa-ss112r-consolidated-list-lists-march-2015-version>

### Retail Gas Stations - Gasoline and Diesel Fuel Reporting Levels

A retail gas station is defined as a facility which sells gasoline or diesel fuel to the general public for motor vehicle use on land. OAR 837-085-0040 (52)

<b>Gasoline:</b>	75,000 gallons or more	<b>Diesel Fuel:</b>	100,000 gallons or more
This is for gasoline stored in underground storage tanks that are in compliance with all Department of Environmental Quality regulations. When all grades of gasoline added together are <b>equal to or greater than 75,000 gallons</b> , the gasoline must be reported. All grades of gasoline are to be reported as ‘Gasoline’.		This is for diesel fuel stored in underground storage tanks that are in compliance with all Department Environmental Quality regulations. When all grades of diesel fuel added together are <b>equal to or greater than 100,000 gallons</b> , the diesel fuel must be reported. All grades of diesel fuel are to be reported as ‘Diesel Fuel’.	

Any other substances stored at the retail gas station must be reported at the appropriate reportable quantity as indicated on this page.

### EXCEPTION

Gases intended for human/animal ingestion and/or inhalation either directly or added to a product are exempt from reporting if **ALL** of the following apply:

- The gas is present at the site where human/animal ingestion and/or inhalation occurs.
- The gas is not being used in a manufacturing process.
- The gas is not a cryogenic.
- The gas is not being stored at the site in excess of 1,000 cubic feet.

**Example:** Carbon Dioxide used at a restaurant to carbonate soft drinks is exempt from reporting.

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# TABLES FOR COMPLETING THE SURVEY

Hazardous substance possession fees are based on information provided on the survey. It is important that you accurately report the **hazardous ingredient** and the **maximum amount** of each reportable hazardous substance stored. Over reporting may result in a higher than required fee. Intentionally under-reporting or failing to report may result in a citation and civil penalties.

TABLE I – PHYSICAL STATE		TABLE II – UNIT OF MEASURE	
Code	State	Code	Units
1	Solid	1	Pounds
2	Liquid	2	Gallons
3	Gas	3	Cubic Feet
		4	Millicuries

TABLE IV – STORAGE CODES			
Code	Type of Storage	Code	Type of Storage
A	Aboveground tank	K	Box
B	Underground tank	L	Cylinder
C	Tank inside building	M	Glass bottles, jugs or buckets
D	Steel drum	N	Plastic bottles, jugs or buckets
E	Plastic or non-metallic	O	Tote bin
F	Can	P	Tank wagon
G	Carboy	Q	Railcar
H	Silo	R	Other
I	Fiber drum	S	Dewar
J	Bag		

TABLE III – REPORTING QUANTITY CODES		
Code	From	To
00	0	4
01	5	9
02	10	19
03	20	49
04	50	199
10	200	499
11	500	999
20	1,000	4,999
21	5,000	9,999
30	10,000	49,999
31	50,000	99,999
40	100,000	249,999
41	250,000	499,999
42	500,000	749,999
43	750,000	999,999
50	1,000,000	2,499,999
51	2,500,000	4,999,999
52	5,000,000	7,499,999
53	7,500,000	9,999,999
60	10,000,000	24,999,999
61	25,000,000	49,999,999
70	50,000,000	74,999,999
71	75,000,000	99,999,999
80	100,000,000	249,999,999
81	250,000,000	499,999,999
90	500,000,000	749,999,999
91	750,000,000	999,999,999
99	1 Billion	Higher than 1 Billion

**IMPORTANT!**

- **Solids** must be reported in lbs.
- **Liquids** must be reported in gallons.
- **Non-liquefied gases** must be reported in cubic feet.
- **Liquefied gas** is measured and reported in gallons.  
Physical State = 3 (gas)  
Unit of Measure = 2 (gallons)
- **Radioactive** substances must be reported in millicuries.

**OAR 837-085-0080(3)**

TABLE V – STORAGE CONDITION CODES	
Code	Storage Condition
<b>PRESSURE</b>	
1	Normal pressure
2	Greater than normal pressure
3	Less than normal pressure
<b>TEMPERATURE</b>	
4	Normal temperature
5	Greater than normal temperature
6	Less than normal temperature; not cryogenic
7	Cryogenic conditions

TABLE VI – HAZARD CLASSIFICATION CODES			
Code	Class	Code	Class
1.1	Explosives (with a mass explosion hazard)	4.4	Reactive Material
1.2	Explosives (with a projection hazard)	4.5	Combustible Material
1.3	Explosives (with predominately a fire)	5.1	Oxidizer
1.4	Explosives (with no significant blast hazard)	5.2	Organic Peroxide
1.5	Very Insensitive Explosives; Blasting Agents	6.1	Poisonous Material
1.6	Extremely Insensitive Detonating Substances	6.2	Infectious Substance (Etiologic Agent)
2.1	Flammable Gas		
2.2	Non-flammable Gas	6.3	Acute Health Hazard
2.3	Poisonous Gas	6.4	Chronic Health Hazard
3.0	Flammable and Combustible Liquid	6.5	Pesticide
4.1	Flammable Solid	7.0	Radioactive Material
4.2	Spontaneously Combustible Material	8.0	Corrosive Material
4.3	Dangerous When Wet	9.0	Misc. Hazardous Material

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