

# SUBSTANTIVE CHANGES

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**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. If needed, blank Section D and E forms can be downloaded at:  
[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)
4. Make a copy of the updated survey to retain at the site for three years.
5. Write a brief letter explaining you are submitting an updated survey.
6. Mail the following to the address noted below:
  - 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  
4760 Portland Rd NE  
Salem, OR 97305-1760

**Contact the Hazardous Substance Information Hotline for assistance.  
503-378-6835 or toll free within Oregon 800-454-6125**