

Hazardous Substance Information Survey

# INSTRUCTION BOOKLET



Updated

February 17, 2017

**Mailing Address:**

Office of State Fire Marshal  
Community Right to Know Program  
3565 Trelstad Ave SE  
Salem, OR 97317-9614

For assistance call the  
**Hazardous Substance  
Information Hotline**

**(503) 378-6835  
Toll Free (800) 454-6125**

Monday – Friday  
8AM – 5PM

# STATE FIRE MARSHAL WEBSITE

---

Visit the State Fire Marshal website at:

[http://www.oregon.gov/OSP/SFM/pages/cr2k\\_home.aspx](http://www.oregon.gov/OSP/SFM/pages/cr2k_home.aspx)

The following documents are currently available from our website:

- Blank Section D Chemical Form:  
<http://www.oregon.gov/osp/SFM/docs/CR2K/BlankD.pdf>
- Blank Section E Additional Storage Location Form:  
<http://www.oregon.gov/osp/SFM/docs/CR2K/BlankE.pdf>
- Request Form For Unreported Sites:  
<http://www.oregon.gov/osp/SFM/docs/CR2K/RequestSite.pdf>
- Latitude and Longitude:  
<http://www.oregon.gov/osp/SFM/docs/CR2K/LatLongReporting.pdf>
- Liquefied Gas And Refrigerant Conversion Chart:  
<http://www.oregon.gov/osp/SFM/docs/CR2K/GasConversionChartPublic.pdf>
- Survey Mailing Schedule:  
<http://www.oregon.gov/osp/SFM/docs/CR2K/SurveyMailingSchedule.pdf>

# SURVEY INSTRUCTION BOOKLET

## INDEX

---

<a href="#"><u>Introduction</u></a> .....	1
<a href="#"><u>Quick Steps for First Time Submitters</u></a> .....	2
<a href="#"><u>General Information</u></a> .....	2
<a href="#"><u>Substantive Changes</u></a> .....	4
<a href="#"><u>Reportable Quantities</u></a> .....	5
<a href="#"><u>Gases</u></a> .....	6
<a href="#"><u>Lead Acid Batteries</u></a> .....	7
<a href="#"><u>Tables for Completing the Survey</u></a> .....	8
<a href="#"><u>Section A - Regulatory</u></a> .....	9
<a href="#"><u>Section B - Demographic</u></a> .....	10
<a href="#"><u>Section C - Person Completing</u></a> .....	12
<a href="#"><u>Section D - Chemicals</u></a> .....	12
<a href="#"><u>Section D - Storage Locations</u></a> .....	14
<a href="#"><u>EHS-302, CAA-112r, PSM Questions</u></a> .....	18
<a href="#"><u>Frequently Asked Questions</u></a> .....	19
<a href="#"><u>Request Form for Unreported Sites</u></a> .....	20

# INTRODUCTION

---

## **The Oregon Community Right to Know and Protection Act ORS 453.307 – 453.414**

In 1985, the Oregon Legislature passed the Community Right to Know and Protection Act. 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, health officials, and the general public in Oregon. Facilities in Oregon storing reportable quantities of hazardous substances are required to annually report those substances on the survey. Facilities receiving the survey for the first time are also required to complete and submit the survey. 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 and OAR 837-085-0250 to 837-085-0360.**

### **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 many purposes, including:

**Community protection**

**A tool for emergency response**

**Environmental health**

**Emergency pre-planning**

**Responder safety**

# QUICK STEPS & GENERAL INFORMATION

---

## Quick Steps for First Time Reporters

### 1. **First Time Reporting with Reportable Quantities**

If this is the first time you are completing the survey for this site address and you determine there is or was a hazardous substance present at the site in a reportable quantity during the previous twelve months, complete sections A, B, C, and D.

### 2. **First Time Reporting without Reportable Quantities (RQ)**

If this is the first time you are completing the survey for this site address and you determine there weren't hazardous substances present in a reportable quantity during the previous twelve months, complete sections A, B, and C.

## General Information for Completing the Survey

1. **Official Form:** Only the official Hazardous Substance Information Survey form provided by the Office of State Fire Marshal will be accepted.
2. **Review All:** 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.
  - a. **Revisions:** To make revisions, cross out incorrect information and write the correct information in the gray shaded area.
  - b. **Black or Blue Ink:** All portions of the survey must be typed or printed in **black** or **blue** ink.
  - c. **Instructions and Definitions:** For detailed instructions on how to complete each question of the survey, refer to the appropriate section in this booklet.
3. **Review Reportable Quantities (RQs):** See the "Reportable Quantities" on page 5 in this booklet to determine if the substance meets or exceeds the minimum RQ.
  - a. **No Longer Reportable:** Substances previously reported that are now below the RQ should be marked as "No Longer Reportable" in Section D on the survey. If the substance was present at the site in a reportable quantity at any time during the survey period, it must be reported. The survey period is the 12 months preceding the date the survey is mailed to the facility.
  - b. **Revising Amounts:** When revising a Max Amount Code, please verify the Average Amount Code and the Storage Location Max codes are correct. The Average Amount code and the Storage Location Max codes cannot be greater than the Max Amount Code.
  - c. **Under Reporting:** Intentionally under-reporting substance amounts will subject your facility to civil penalties.
  - d. **Over Reporting:** Inadvertently over reporting the amount of a substance could result in a higher Hazardous Substance Possession Fee being assessed.

## GENERAL INFORMATION (continued)

---

- e. The reporting of a hazardous substance on site for any length of time is recommended. However, you are only required to report substances present at the site in a reportable quantity for 24 hours or more. **Note:** If a substance is regularly arriving and leaving in a reportable quantity, it must be reported even if on site less than 24 hours.
4. **Additional Sites:** A separate survey must be submitted for each address that stores a reportable quantity. If you have other sites in Oregon that are not already receiving a survey, and you have not notified our office, complete and return the *Request Form for Unreported Sites* included in the back of this booklet, or access the form online at:  
  
<http://www.oregon.gov/osp/SFM/docs/CR2K/RequestSite.pdf>
5. **Sold:** If the facility has been sold, return the survey to our office with a letter that includes the date it was sold and the contact information for the new owner.
6. **Out of Business:** If the facility is no longer doing business in Oregon, send a letter identifying when the facility ceased operations. Include the facility ID number and a contact name and phone number.
7. **D Sheets:** Blank section D sheets for reporting additional chemicals are available on our website at:  
<http://www.oregon.gov/osp/SFM/docs/CR2K/BlankD.pdf>
8. **Additional Storage Locations:** If more space is needed to report substance storage locations than is available under Section D, a blank Section E sheet may be downloaded from the OSFM website at:  
<http://www.oregon.gov/osp/SFM/docs/CR2K/BlankE.pdf>
9. **Complete:** The survey must be completed correctly or it may be returned for correction. A survey returned for correction is mailed back in a yellow envelope. Returned surveys are not considered as received by OSFM.
10. **Retain Copy:** A copy of the survey must be kept at the site address listed on the survey for three (3) years. Facilities must maintain complete and accurate records of each hazardous substance they manufacture, generate, use, store, possess, or dispose of.  
  
Exception: Records for facilities and/or remote sites where the covered employer, owner, or operator is not set up to maintain such records, may be maintained at another facility within the state.
11. **Return By Due Date:** Return the completed and signed survey to the Office of State Fire Marshal by the due date indicated on the front page of the survey.
12. **Failure to Report:** Failure to submit the survey by the due date will result in civil penalties authorized in ORS 453.357 and OAR 837-085-0250 to 837-085-0360.
13. **Hazardous Substance Possession Fee:** A Hazardous Substance Possession Fee (HSPF) is assessed based on the maximum amount of a substance you report on your survey. Accuracy is important to ensuring your facility receives a correct HSPF.

# 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. 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  
3565 Trelstad Ave SE  
Salem, OR 97317-9614

# 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)

Gasoline:	75,000 gallons or more	Diesel Fuel:	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.

# GASES

---

**Non-liquefied gases:** These are gases received and maintained in a gaseous state at greater than normal pressure. The reportable quantity is 500 cubic feet or more. The Physical State should be reported with code 3 for gas, and the Unit of Measure should be reported with code 3 for cubic feet.

**Liquefied gases:** These are gases received and maintained as liquids through the use of pressure and/or temperature. The reportable quantity is 500 gallons or more. The Physical State should be reported with code 3 for gas, and the Unit of Measure should be reported with code 2 for gallons.

- Oxygen: should be reported using the following names:

“Oxygen” - Oxygen stored in a compressed state, used mostly for welding purposes, etc.

“Oxygen Liquid” - Oxygen stored in a liquefied state.

“Oxygen Medical” - Oxygen used by hospitals, ambulances, etc., for medical purposes.

(This does not include liquid oxygen)

- Self-Contained Breathing Apparatus (SCBA): Report the air for SCBA as ‘**breathing air**’. The air for SCBA carried on apparatus is not reportable.
- Anhydrous Ammonia: The contents of the entire distribution system, as well as any tanks on site, must be included when determining the amount to report (e.g. Piping System, Holding Tanks, Storage Tanks, etc.). Report the Physical State using code 3 for gas and the unit of measure with a code 2 for gallons.
- Propane: Propane containers are filled to 85% of their capacity to allow for expansion. Do not report the entire container capacity.

Example: A 500 gallon container would hold 425 gallons; therefore, a single 500 gallon container would not be reportable.

- Other Liquefied Gases: Like propane, other liquefied gas containers may not be filled to their entire capacity. Consult with your supplier to determine the maximum amount stored for the type of liquid gases being stored at your site.
- Gas Conversion Charts: Conversions for cubic feet, gallons, and pounds for refrigerant and other common gases is available on the Liquefied Gas Conversion Chart found on the CR2K website at: <http://www.oregon.gov/osp/SFM/docs/CR2K/GasConversionChartPublic.pdf>

# LEAD ACID BATTERIES

- **New and Used**  
All new and used lead acid batteries are combined and reported as “Lead Acid Batteries.” This includes gel, aqueous sulfuric acid, and Absorbed Glass Mat (AGM) types of batteries.
- **Waste Lead Acid Batteries**  
Waste or spent lead acid batteries are reported as “Waste Lead Acid Batteries.” Waste lead acid batteries are those that are dead and will no longer hold a charge.
- **Dry Lead Acid Batteries**  
Dry lead acid batteries are reported as “Lead Acid Batteries–Dry.” Dry batteries are those that are newly manufactured and have *not* been filled with electrolyte (a sulfuric acid solution).
- **Report the Hazardous Ingredient in Highest Concentration using one of the following:**  
Lead Acid Batteries-Dry: **Lead**  
Lead Acid Batteries: **Sulfuric Acid**  
Waste Lead Acid Batteries: **Sulfuric Acid**
- **Reported by Weight**  
Lead acid batteries are reported by the **total weight** of the batteries. They become subject to the reporting requirement when the total combined quantity is **500 pounds or more**.
- **How to report Lead Acid Batteries and Waste Lead Acid Batteries**  
When reporting either “Lead Acid Batteries” or “Waste Lead Acid Batteries” the hazardous ingredient is “Sulfuric Acid” CAS number 7664-93-9. The EHS ingredient is “Sulfuric Acid” CAS Number 7664-93-9. Check the boxes for “Mix” and “Contains EHS” in section D.  
  
**NOTE:** Sulfuric acid is an EHS chemical subject to EPA reporting requirements if the Threshold Planning Quantity (TPQ) of 1,000 pounds or 65 gallons is met. If unsure how much sulfuric acid is in the battery, consult the safety data sheet or the manufacturer.  
  
If the TPQ is met, check the box “Meets EHS TPQ” in section D and check the box for question 2 in Section A “Yes”.
- **Electric Powered Equipment**  
Batteries in electric-powered **forklift** trucks, **golf carts**, **pallet jacks**, etc. are reportable.
- **Exceptions – Not Reportable**  
Batteries used in **over-the-road** motor vehicles are not reportable.  
Dry cell batteries, such as those used in **flashlights**, portable **radios**, **cell phones**, and **paggers** are not reportable.

# TABLES FOR COMPLETING SURVEY

Hazardous Substance Possession Fees are based on information provided on the survey. It is important that you accurately report the Chemical, Mixture or Product name, 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 drum	O	Totebin
F	Can	P	Tank wagon
G	Carboy	Q	Railcar
H	Silo	R	Other
I	Fiber drum	S	Dewar
J	Bags		

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 gases** are measured in gallons 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 hazard)	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
2.1	Flammable Gas		(Etiologic Agent)
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

# SECTION A - REGULATORY

---

The following definitions are organized by survey section and are numbered to match the survey questions.

## Section A Instructions

- 1. Reportable Quantities Present?** Indicate whether or not your facility had hazardous substances in reportable quantities during the survey period. A hazardous substance is any substance for which OR-OSHA requires the manufacturer to produce a Material Safety Data Sheet (MSDS). See ‘Reportable Quantities’ on page 5 to determine if a substance meets or exceeds the minimum Reportable Quantity amount. If you answer ‘Yes’, Section D must be completed.
- 2. Extremely Hazardous Substance Requirements?** Federal EPCRA Section 302 established a list of Extremely Hazardous Substances (EHS) and assigned threshold planning quantities (TPQ). A facility is subject to EHS requirements if it has a substance on the EHS list, or it has substances with an ingredient that is on the EHS list and the aggregate amount of the EHS at the site meets or exceeds the TPQ. A facility that meets the TPQ must answer “YES” and provide the name, phone number, 24-hour phone number and email address of their EHS Emergency Coordinator.
- 3. Clean Air Act 112(r) Requirements?** Indicate whether or not the facility is subject to the requirements of Section 112(r) of the Clean Air Act (CAA). A facility is subject to the 112(r) requirements if it has a substance found on the 112(r) list, or it has a substance with an ingredient on the list and the total amount of the substance meets or exceeds the Threshold Quantity (TQ) indicated on the list. Facilities subject to the RMP reporting must answer “YES” and provide their RMP Facility ID Number, as assigned by EPA. **NOTE:** There are certain exemptions. Review the CAA 112(r) section for more information.
- 4. Section 313 Reporting Requirements?** Section 313 of EPCRA established the Toxics Release Inventory (TRI) which tracks the management of certain toxic chemicals that pose a threat to human health and the environment. Facilities subject to TRI reporting must answer “YES” and provide their TRI Facility ID Number (TRIFID). Facilities not subject to 313 reporting must answer “No.”
- 5. Process Safety Management Requirements?** Indicate whether or not the facility is subject to the notification requirements of OR-OSHA’s Process Safety Management (PSM) Program. If the facility (1) has a substance on the PSM list or a substance that contains an ingredient on the PSM list and the aggregate amount of the substance meets or exceeds the Threshold Quantity (TQ), or (2) the facility uses a flammable liquid or gas in a quantity of 10,000 pounds or more, it is subject to the PSM requirements. **NOTE:** There are certain exemptions. Review the PSM section on page 17 for more information.

# SECTION B - DEMOGRAPHICS

---

## Section B Instructions

1. **NAICS Code 1** - (North American Industry Classification System Code) - List the six-digit number that corresponds to the business activity at the site. If you are unsure of your code, you can obtain information at <http://www.census.gov/epcd/www/naics.html>.
2. **NAICS Code 2** - List the six-digit number that corresponds to any other type of business activity at your facility, if applicable.
3. **Business Activity** - Describe the type of business occurring at the site address (e.g., logging, landscaping, silicon chip manufacturing, sawmill, welding shop, automotive repair shop, gas station, etc.). If the site is a home office, indicate the type of business the office is for (e.g., home office for excavation business).
4. **Business Name** - The name the business is known by, operates as, or is doing business as (DBA).
5. **Dept. or Div.** - Department or Division if applicable. This field may also be used to list a parent company, if applicable.
6. **Owner/Operator** - The name of the person who is the owner of the business or is the highest ranking individual responsible for the facility.
7. **Owner/Operator Email** - Provide the email address of the owner/operator. Enter “None” if this person does not have an email address.
8. **Send to Attention of** - The name or position title that the survey and correspondence should be sent to.
9. **Attn. of Email Address** - Provide the email address of the person at the site who should receive the survey and related communications. Enter “None” if this person does not have an email address.
10. **Site Address** - The facility’s business location in Oregon, including street number, street name, city, county, and zip code. A facility may have more than one site. Each site is separate if it has a different address. A separate survey must be completed for each site.
11. **Mailing Address** - The address to where all survey-related correspondence from OSFM will be sent.
12. **Business Phone** - The telephone number used to contact the site location during business hours.
13. **Dun & Bradstreet #** - A nine-digit number acquired by registering with the Dun & Bradstreet Corporation. The number provides a way to identify and track businesses.
14. **Federal EIN** - Enter the employer identification number issued by the Internal Revenue Service (IRS).
15. **Occupied/Unoccupied** – Check the “unoccupied” box if the facility is never occupied or if it is rarely occupied for short periods of time. (e.g. monthly maintenance visit) If the facility is occupied at least part of the day on a regular basis, check the “occupied” box.

## SECTION B - DEMOGRAPHICS (continued)

---

16. **Maximum Number of Occupants at this Site** – If occupied, estimate the maximum number of occupants that may be present at any one time at your facility. If the facility is occupied at least part of a day, indicate the number of persons present. Include contractors, vendors, and people that may be present for any training or other events, as well as employees. If unoccupied, enter zero.

17 & 18. **Latitude and Longitude** –

Enter the latitude and longitude coordinates in “decimal degrees” format for the site address of the facility. Example: Latitude 44.0717 and Longitude -122.9172. For converting “degrees, minutes and seconds” format: <http://transition.fcc.gov/mb/audio/bickel/DDMMSS-decimal.html>

For assistance identifying the latitude and longitude coordinates for your site:

<http://itouchmap.com/latlong.html>

19. **Facility Emergency Assistance Contact Person** - The person able to provide information to emergency responders concerning hazardous substances at this site.

20. **Emergency Contact Phones** - The day and night phone numbers for the facility emergency assistance contact person.

21. **Emergency Contact Email** - The email address for the facility emergency assistance contact person. Enter “None” if this person does not have an email address.

22. **Responsible Fire Department** - Name of the fire department that would respond to an emergency at the site.

23. **Written Emergency Plan?** - Indicate whether the facility has a **written** emergency plan. If so, enter the location of the plan.

24. **Automatic Fire Suppression?** - Indicate whether the facility has an automatic sprinkler system or other automatic fire suppression system.

25. **Are Buildings/Tanks/Areas Placarded According to NFPA 704?** - Indicate whether any storage buildings, tanks or areas at the site are placarded according to NFPA 704. If you have questions, contact your local fire department or the Office of State Fire Marshal.



26. **Other Placarding?** - Indicate whether labels or placards (other than NFPA 704) are used to identify hazardous substances at the site.

NFPA Placard

# SECTION C - PERSON COMPLETING

---

## Section C Instructions

1. **Print Name** - The printed name of the person completing the survey.
2. **Signature** - The signature of the person completing the survey.
3. **Date** - The date the survey was completed.

**Phone Number** - Enter the area code and phone number of the person completing the survey.

# SECTION D - CHEMICALS

---

## Section D Instructions

**Complete Section D and E, including all required information as instructed on the following pages.**

**Chemical, Mixture, or Product Name** - Enter the chemical name, mixture name, product name or trade name of the substance listed on the Material Safety Data Sheet/Safety Data Sheet (MSDS/SDS). **NOTE:** Report a substance name only once on the survey even if it is stored in several different locations at the facility. The survey will be returned if duplicate entries of substance names are entered.

**Hazardous Ingredient** - Enter the name of the ingredient, other than water, present in the substance in highest concentration. See the Material Safety Data Sheet/Safety Data Sheet or contact your supplier for assistance.

**CAS Number** - Enter the Chemical Abstract Service (CAS) number (if known) for the ingredient in highest concentration. Material Safety Data Sheets (SDS) can provide this information.

**EPA Pesticide Registration Number** - If the substance reported is a pesticide, enter the EPA Pesticide Registration Number located on the pesticide label.

**No Longer Reportable** - Check this box if the substance was not present at the site in a reportable quantity at any time during the survey period. The survey period is the 12 months preceding the date the survey is mailed to or completed by the covered employer, owner or operator.

**Pure or Mix** - Determine whether the substance is pure or a mixture and check the appropriate box. Pure substances have only one ingredient; e.g., oxygen or acetone. Mixtures contain two or more different ingredients mixed together; e.g., paint or gasoline. See the Material Safety Data Sheet/Safety Data Sheet or contact your supplier for assistance.

**112(r)** - If the substance is on the 112(r) list, or contains an ingredient on the 112(r) list, mark this box.

**Examples:** A facility has a mixture containing hydrazine. They determine the maximum amount of the entire mixture is 10,000 gallons. The mixture contains 15% hydrazine. To find the total amount of hydrazine contained in the mixture, they multiply 10,000 by .15, which equals 1,500 gallons. The TQ of 1,800 gallons is

## SECTION D - CHEMICALS (continued)

---

greater than the maximum amount of hydrazine at the site. In this example the 112r box in section D would be marked, but they are not subject to the 112(r) requirements and Section A, Question 3 would be answered “No.”

**Process Safety Management (PSM)** - If the substance is on the PSM list, or contains an ingredient on the PSM list, mark this box.

**Contains EHS** - Check this box if the substance being reported or an ingredient of the substance being reported is on the Federal EPCRA Section 302 list of Extremely Hazardous Substances.

**Meets EHS TPQ** - Check this box only if the substance being reported or an ingredient of the substance being reported is on the Section 302 Extremely Hazardous Substance (EHS) list and meets the Threshold Planning Quantity (TPQ). If this box is checked, then Section A, Question 2 must be answered “Yes” and the Emergency Coordinator contact information provided.

**Example 1 of Meets EHS TPQ:** Facility “A” has a mixture containing nitric acid. They determine the maximum amount of the entire mixture is 1000 gallons. The mixture contains 25% nitric acid. To find the total amount of nitric acid contained in the mixture, multiply 1000 by .25, which equals 250 gallons. The TPQ for nitric acid is 1000 pounds or 80 gallons. The maximum amount of nitric acid is greater than the TPQ. In this example the facility is subject to the EHS reporting requirements.

**Example 2 of Meets EHS TPQ:** Facility “B” has three substances each containing sulfuric acid. The individual ingredients do not meet the TPQ of 65 gallons. However, adding the three together (aggregate) does. In this example the “Meets TPQ” boxes would not be checked in Section D however Section A, Question 2 would be answered “Yes.”

**EHS Ingredient and CAS No.** - If an EHS ingredient is present that is on the Section 302 Extremely Hazardous Substances list, provide the name and CAS number for the EHS ingredient in highest concentration. **Note:** An EHS ingredient found to be in a concentration of less than or equal to one percent in the mixture is not required to be identified.

**Physical State** - Enter the code number that represents the Physical State of the substance as it would be if released into the environment or atmosphere (see Table I on page 8 for code values).

**Unit of Measure** - Enter the code number that represents the applicable unit of measure for this substance (see Table II on page 8 for code values). **NOTE:** Report liquids and liquefied gases in gallons, solids in pounds, non-liquefied gases in cubic feet, and radioactives in millicuries.

**Average Amount** - Enter the two-digit code for the weighted average amount on site during the previous 12 months (see Table III on page 8 for code values). The code used for the Avg Amt cannot be greater than the code used for the Max Amt.

**Maximum Amount** - Enter the two-digit code for the maximum amount on site at any one time during the previous 12 months (see Table III on page 8 for code values). The Max Amt code must be equal to, or larger

## SECTION D - STORAGE LOCATIONS

---

than, both the Avg Amt code and the Loc Max code. The Max Amt code must be reviewed and provided for each reportable substance.

**Amount In** - Enter the two-digit code for the total amount of the substance transported to the facility during the previous 12 months (see Table III on page 8 for code values). **NOTE:** If no amounts were transported to the facility, place 00 in the box.

**Amount Out** - Enter the two-digit code for the amount of the substance transported off the site in its original form during the previous 12 months (see Table III on page 8 for code values). **NOTE:** If no amounts were transported from the facility, place 00 in the box. (This does not include accidental and/or intentional releases of the fuel, gas, oil, etc., used in the facility vehicles or other substances consumed at the site).

**Number of Days on Site** - Enter the actual number of days the substance was on site during the previous 12 months.

**Storage Codes** - Enter the codes that describes the type of storage container and conditions of storage for the substance (e.g., C 1 4). **NOTE:** More than one storage code may apply (see Table IV and V on page 8 for code values).

**Hazard Classes** - Enter all applicable hazard classes that apply to this substance (see Table VI on page 8 for code values). Use U.S. Department of Transportation Emergency Response Guides or Material Safety Data Sheets for reference. More than one hazard class may apply.

**UN/NA Number** - Enter the United Nations/North America 4 digit classification number (if known). Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) can provide this information.

### Section D Storage Location Instructions

**Storage Locations** – Write in the storage locations for each chemical reported. All storage locations with a substance stored in a reportable quantity must be reported in a location field on Section D, along with the Loc Max code for that location.

Section D allows up to three individual storage locations for each substance listed. If more space is needed to report additional locations, a blank Section E sheet may be downloaded from the OSFM website at:

<http://www.oregon.gov/osp/SFM/docs/CR2K/BlankE.pdf>

# SECTION D - STORAGE LOCATIONS (continued)

## Important Points for Reporting Storage Locations

- Storage locations for substances are reported on Section D, and if applicable, Section E of the survey.
- Each location at the facility where the substance is stored in a reportable quantity must be listed as a separate storage location on Section D of the survey.
- If a substance is present at the site in multiple areas below a reportable quantity but the aggregate amount of the substance meets the minimum reportable quantity, enter “I” or “O” for inside or outside of a building in the In/Out field, the name of the building it is in or nearest to in the Building field, and V for Various in the Floor, Area, Room, or Quadrant fields as applicable to show the substance is present in multiple locations. Enter the maximum amount code in the “Loc Max” field to report the aggregate amount being stored at the site.
- At least one location must be entered for each substance reported in Section D.
- Do not list the same location more than once, even if the substance is in various containers.
- All required storage location fields must be completed or the survey will be returned.
- Loc Max (location maximum) codes cannot be greater than the Max Amt Code.
- If there are more locations with reportable quantities than space allows, enter the additional locations on the Section E form available on the OSFM website at:  
<http://www.oregon.gov/osp/SFM/docs/CR2K/BlankE.pdf>
- If a pre-printed storage location is no longer applicable, check the delete box next to the location to be removed. **NOTE:** This will not remove the substance from the survey. To remove a substance from the survey that has been below a reportable quantity for more than twelve months, check the “No Longer Reportable” box for that substance.

## Reporting Substances Stored Inside a Building

**In/Out** Enter “I” to indicate the substance is located inside a building.

**Building** **NA is not acceptable.** Enter the building name, number, or other identifier (except a site at the site, enter “Main”. **Examples:** Building 1, Building A, Warehouse, Fuel Shed, Equipment Shed, or Main.

**Floor** Enter the floor number on which the substance is located. If the building is a single story, enter “1.” If the substance is located in a basement, enter “BSMT.”

## SECTION D - STORAGE LOCATIONS (continued)

---

- Area** Enter the area of the building where the substance is located. If no area designation can be made, enter “NA.” **Examples:** Shipping Dock, Welding Area, Framing Area, Receiving Area.
- Room** Enter the room the substance is located in. If the building has only one room, enter “NA.” **Examples:** Room 3, Parts Room, Storage Room, Tool Room.
- Quadrant** **NA is not acceptable.** Enter the quadrant of the last field specified (building, area, or room) where the substance is stored. **Options:** N, S, E, W, NE, NW, SE, SW, C (center), V (various).
- Loc Max** Enter the code number for the maximum amount of the substance stored at this storage location. Refer to Table III to obtain the Loc Max code. **Reminder:** The Loc Max code cannot be greater than the Max Amt code.

### Reporting Substances Stored Outside a Building

- In/Out** Enter “O” to indicate the substance is stored outside.
- Building** Enter the building name, number, or other identifier (except site address) to describe the building closest to where the substance is stored. If there are no buildings at the site, enter “NA.” **Examples:** Building 1, Building A, Fuel Shed.
- Floor** Leave Blank.
- Area** Enter the area where the substance is located. If no area designation can be made, enter “NA.” **Examples:** Fueling, Drum Storage, Fenced Yard, Parking Lot.
- Room** Enter “NA.”
- Quadrant** **NA is not acceptable.** Enter the quadrant for the last field specified (building or area) where the substance is stored. **Options:** N, S, E, W, NE, NW, SE, SW, C (center), V (various).
- Loc Max** Enter the code number for the maximum amount of the substance stored at this location. Refer to Table III to obtain the Loc Max code. **Reminder:** The Loc Max code cannot be greater than the Max Amt code.

Storage Location Example on next page.

# SECTION D - STORAGE LOCATIONS (continued)

## Section D Storage Location Example

A facility has a total of 1,380 lbs. of lead acid batteries stored onsite during the survey period. Inside the main building 1<sup>st</sup> floor production area there are 850 lbs. of lead acid batteries located in the West quadrant of the shop. Outside the main building there is one additional pallet jack powered by 530 lbs. of lead acid batteries stored in the East quadrant of the covered bay.

Chemical Form For Reporting <b>NEW Chemicals</b>	2014 <b>OREGON STATE FIRE MARSHAL</b> Hazardous Substance Information Survey	Facility ID Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>								
<b>SECTION D</b> Type or print new chemical information into the shaded areas.										
Chemical, Mixture, or Product Name: <b>LEAD ACID BATTERIES</b>										
Hazardous Ingredient: <b>SULFURIC ACID</b>										
CAS No. if known: <b>7664939</b>		EPA Pesticide Registration No:								
<input type="checkbox"/> No Longer Reportable <input type="checkbox"/> PURE <input checked="" type="checkbox"/> MIX <input type="checkbox"/> 112R <input type="checkbox"/> PSM <input checked="" type="checkbox"/> Contains EHS <input type="checkbox"/> Meets EHS TPQ										
EHS Ingredient <b>SULFURIC ACID</b> EHS CAS No. <b>7664939</b>	Physical State Use Table I <b>1</b>	Units of Measure Use Table II <b>1</b>	Avg Amt Code Use Table III <b>10</b>	Max Amt Code Use Table III <b>20</b>	Amt IN Code Use Table III <b>00</b>	Amt OUT Code Use Table III <b>00</b>	Days On Site 3 digits <b>365</b>	Storage Code Use Table IV & V <b>R 1 4</b>	Hazard Class Table VI <b>6.3</b> <b>8.0</b>	UN/NA If known <b>2794</b>
<b>LOCATION</b>										
	In/Out	Building	Floor	Area	Room	Quadrant	Loc Max Use Table III			
Delete <input type="checkbox"/>	I	MAIN	1	PRODUCTION	SHOP	W	11			
Delete <input type="checkbox"/>	O	MAIN		COVERED BAY	NA	E	11			
Delete <input type="checkbox"/>										

# EHS-302, CAA-112(R), PSM QUESTIONS

---

## Extremely Hazardous Substances (EHS)

These substances are regulated by the Environmental Protection Agency (EPA) under the Federal Emergency Planning and Community Right to Know Act (EPCRA Section 302). Facilities that possess a Threshold Planning Quantity (TPQ) of an EHS are subject to federal emergency planning requirements. TPQ's are calculated based on the aggregate amount of EHS substances at the facility at one time. In Section A - Question 2 of the Hazardous Substance Information Survey, facilities are required to identify whether or not they are subject to these requirements (i.e., they possess a TPQ of an EHS). In Section D, facilities are required to identify whether a reported substance is, or contains an ingredient that is on the EHS list and if it is present in a TPQ.

### For More Info:

- EPA RCRA/Superfund/EPCRA Hotline: (800) 424-9346 (M – F, 10 a.m. – 3 p.m. ET)
- EPA's EPCRA website: <http://www.epa.gov/emergencies/content/epcra/index.htm>
- EHS Chemical List: <http://www.epa.gov/emergencies/tools.htm#lol>

## Clean Air Act (CAA) Section 112r

Section 112r of the Clean Air Act requires facilities that produce, handle, process, distribute, or store certain chemicals to develop a Risk Management Program, prepare a Risk Management Plan (RMP), and submit the RMP to the EPA. Facilities are subject to this requirement if they possess a Threshold Quantity (TQ) of a substance found on the 112r list. In Section A, Question 3 of the Hazardous Substance Information Survey, facilities are required to identify if they are subject to these requirements.

### For More Info:

- EPA RCRA/Superfund/EPCRA Hotline: (800) 424-9346 (M – F, 10 a.m. – 3 p.m. ET)
- EPA's EPCRA website: <http://www.epa.gov/emergencies/content/rmp/index.htm>
- CAA 112r Chemical List: <http://www.epa.gov/emergencies/tools.htm#lol>

## Process Safety Management (PSM)

Oregon OSHA administers and enforces OAR 437-002-1910.119, Process Safety Management (PSM). This standard applies to facilities using certain listed chemicals at or above a given quantity. Facilities are subject to the PSM requirements if they (1) use a flammable liquid or gas in a quantity of 10,000 pounds or more or, (2) have a substance on site that meets or exceeds the Threshold Quantity (TQ) on the PSM list. In Section A – Question 4 of the Hazardous Substance Information Survey, facilities are asked to identify if they are subject to these requirements.

### For More Info:

- OR-OSHA Technical Section: (503) 378-3272 or (800) 922-2689.
- Oregon OSHA web page: <http://www.cbs.state.or.us/external/osha/>
- Federal OSHA web page: <http://www.osha.gov/SLTC/processsafetymanagement/index.html>

# FREQUENTLY ASKED QUESTIONS

---

**1. How do I report my retail operation?**

Substances that are located in a retail sales area are not required to be reported. Substances stored or maintained in a back room or warehouse area **MUST** be reported if they meet the minimum reportable quantities. **Definition of Retail Area:** The area where substances are available to any member of the general public to handle and purchase by themselves.

**2. What do the storage codes “normal pressure, normal temperature” and “cryogenic conditions” mean?**

“Normal Pressure” means normal atmospheric pressure. Any gases stored in high-pressure containers are reported as being greater than normal pressure. “Normal Temperature” means the substance is stored in the same temperature range as that of the surrounding area. “Cryogenic Conditions” means substances are stored at a very low temperature (-130 degrees Fahrenheit or lower). For assistance in determining a substance’s storage conditions, contact your supplier.

**3. Do I have to report all the different colors of paint separately?**

No. Paint should be reported in two broad categories. The two categories are paints-water based and paints-oil based. Note: This does not apply to two component or highly toxic paints, which must be reported separately.

**4. Do I have to report all types of motor oil separately?**

No. Motor oils should be combined if the only major difference is viscosity (weight). “Waste Motor Oil” and “Used Motor Oil” are different substances and should be reported separately.

**5. What is considered a “waste” product and how are they to be reported?**

Waste products are those that are considered spent material, sludge, scrap, or otherwise designated as such by the Department of Environmental Quality. To report these products, begin the name with the word waste, and then the common name of the substance; e.g., Waste Acetone, Waste Motor Oil, Waste Solvent 350B, Waste 1, 1, 1-trichloroethane.

**6. How do I report ammunition and fireworks?**

The powder content of the ammunition and the accelerant portion of the fireworks are the reportable substances at 10 pounds or more. The projectile, brass casing, paper, cardboard, wood, plastic, and metal portions are not reportable. The amount of the powder and accelerants must be calculated separate from the rest of the substance to determine if a reportable amount was or is present at the site. **Definition:** Explosives is a hazardous substance that has been classified as an explosive (class 1.1 – 1.6) by the U.S. Department of Transportation.

**7. Do I have to report the fuel and other fluids in my vehicles?**

No. Fuel, engine lubricant, engine coolants, and other fluids contained within motorized vehicles are not reportable.

**8. How do I report substations?**

If you operate substations that are of the same type (e.g. Electrical Relay, Sewage/Storm Pump Station, Telephone Relay, etc.), you may report all of them on a single combined survey instead of reporting each location separately.

If you choose to report your substations on a single combined survey, specific requirements must be met. For more information, call the Hazardous Substance Information Hotline at 503-378-6835 and request the information packet for reporting substations on a single combined survey. **NOTE:** Source generation sites must be reported separately. A source generation site is a facility that generates what is relayed, pumped, or stored by substations. (Examples: A facility that generates electricity or a wastewater treatment plant).



## Office of State Fire Marshal - CR2K Program Request Form for Unreported Sites

<i>PHOTOCOPY THIS FORM AS NEEDED</i>	OFFICE USE ONLY <b>FACILITY ID #</b>
<b>BUSINESS NAME:</b>	
<b>DEPT/DIVISION (optional):</b>	
<b>SEND TO THE ATTN OF (optional):</b>	
<b>SITE LOCATION (STREET, CITY, STATE, ZIP CODE):</b>	
<b>SITE COUNTY:</b>	
<b>E-MAIL ADDRESS:</b>	
<b>MAILING ADDRESS (STREET OR PO BOX, CITY, STATE, ZIP CODE):</b>	
<b>OWNER/OPERATOR:</b>	
<b>BUSINESS PHONE NUMBER:</b>	
<b>BUSINESS ACTIVITY AT THE SITE:</b>	
<b>NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM (NAICS) CODE:</b>	
<b>RESPONSIBLE FIRE DEPT:</b>	
<b>SIGNATURE:</b>	<b>DATE:</b>

- A separate survey is required to be submitted for each site address in Oregon that possesses a Reportable Quantity (refer to the Survey Instruction Booklet), unless otherwise notified by our office.
- A specific Facility ID Number will be assigned to each site. Do not photocopy an existing survey to use for an unreported site.
- Complete a separate request form for each unreported site.
- Email the completed form to [Oregon.hazmatsurvey@state.or.us](mailto:Oregon.hazmatsurvey@state.or.us); or mail to the Office of State Fire Marshal, Attn: CR2K, 4760 Portland Road NE, Salem OR 97305; or fax to 503-373-1825.