

Reporting Requirements

- For extremely hazardous substances (EHS) listed by EPA, the reportable quantity is either EPA's threshold planning quantity or the quantity established by OSFM, whichever is lower.

** This information is available at:
http://www.ecfr.gov/cgi-bin/text-idx?SID=2b4d-2d375e73ebc5c93d8b2fe632cb6f&mc=true&node=pt40.28.355&rgn=div5#ap40.30.355_161.a*

4. What is the reporting period?

- The reporting period is the previous calendar year.
- Reports must be completed annually.
- Reports may be submitted beginning January 1 and are due by March 1.
- Notification of substantive changes throughout the year must be made within 30 days of the change. See the CR2K website for more information about substantive changes.

Important Points to Remember

- Oregon Law requires the report to be completed correctly and submitted by the due date.
- A copy of the report is required to be kept at the site address listed on the survey for three (3) years.
- Facilities are required to maintain complete and accurate records of each hazardous substance they manufacture, generate, use, store, or possess.
- A separate report must be completed for each site address in Oregon, unless you have contiguous sites. Call CR2K for more information.



**Oregon State Police
OFFICE OF STATE FIRE MARSHAL
3565 Trelstad Avenue SE
Salem, Oregon 97317-9614**

**Website:
<https://www.oregon.gov/osp/programs/sfm/Pages/Community-Right-To-Know.aspx>**

**Email:
oregon.hazmatsurvey@state.or.us**

Additional Resources:

Oregon Hazardous Substance Incident Searchable Database
<https://www.oregon.gov/osp/programs/sfm/Pages/Hazardous-Incident-Database.aspx>

CR2K Information Access
<https://www.oregon.gov/osp/programs/sfm/Pages/OSFM-Reports.aspx>

EPA List of Lists
https://www.epa.gov/sites/production/files/2015-03/documents/list_of_lists.pdf

EPA Tools
<http://www.epa.gov/emergencies/tools.htm#lol>

EPCRA
<http://www.epa.gov/epcra>

Oregon LEPC
<https://www.oregon.gov/osp/programs/sfm/Pages/Local-Emergency-Planning-Committee.aspx>

Sara Title III
<http://www.msdonline.com/resources/regulatory-information/sara-reporting.aspx>

Oregon Laws
<http://www.oregonlaws.org/ors/453.307>

Oregon DEQ
<http://www.oregon.gov/deq/Hazards-and-Cleanup/hw/Pages/HW-Reporting.aspx>



**OREGON OFFICE OF
STATE FIRE MARSHAL**

**COMMUNITY
RIGHT TO KNOW**



**Hazardous Substance
Reporting Requirements:**

**IS YOUR
FACILITY REQUIRED
TO REPORT?**

Oregon Community Right To Know

1. Who is required to report?

Any company or government agency with a reportable quantity of a hazardous substance, or identified by the Office of State Fire Marshal (OSFM) as having the potential of using, storing, manufacturing, or otherwise possessing hazardous substances stored onsite for more than 24 hours, is required to report.

2. What is reportable substance?

As it relates to the Oregon Community Right to Know and Protection Act, a hazardous substance is:

- Any substance that is required to have a Safety Data Sheet (SDS).
- Any substance that presents a physical or health hazard to employees, first responders or the public.
- Any hazardous waste substance as defined by the Department of Environmental Quality (DEQ). <http://www.oregon.gov/deq/Hazards-and-clean-up/hw/Pages/HW-Reporting.aspx>

3. What are reportable quantities (RQs)?

* See OAR 837-085-0040 (23) and (34)

Lower Reporting Level Substances

(Highly Toxic & Explosives):

Liquids 5 gal. or more
Solids 10 lbs. or more
Gases 20 cft. or more

Upper Reporting Level Substances

(Other Substances):

Liquids 500 gal. or more
Solids 500 lbs. or more
Non-Liquefied Gases 500 cft. or more
Liquefied Gases 500 gal. or more
Non-Sealed Radioactive Substance . . . Any Amount

When Was Reporting Mandated?

In 1985, Oregon passed the Community Right to Know (CR2K) and Protection Act (ORS 453.307 to 453.414). One year later similar federal mandates took effect known as the Emergency Planning and Community Right to Know Act (EPCRA) of 1986.

Why Do You Have To Report?

The State CR2K law directs the OSFM to survey companies and government agencies about hazardous substances stored at their location. Facilities with reportable quantities (RQs) must complete an annual Hazardous Substance Inventory Report by March 1 of each year.

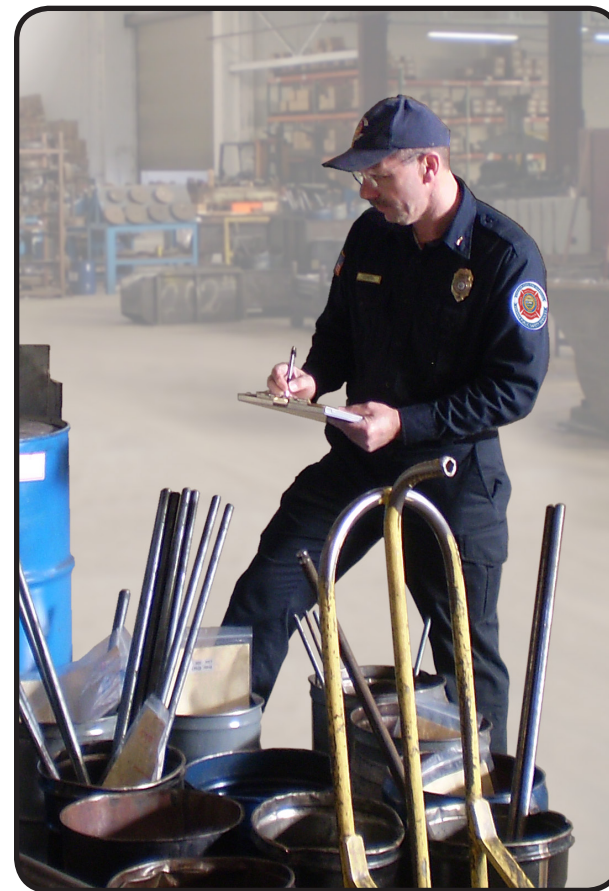
The information collected is provided to emergency planners and responders within your local community to assist them with preparing for and responding to hazardous substance incidents. The information is also available to the public to inform and familiarize the surrounding communities about what hazardous substances are in the area. A fee may be assessed to support the collection and dissemination of information.

How Does Your Company Benefit?

Accurate reporting of hazardous substances ensures a more informed response during an emergency situation at your facility. CR2K staff is available by phone at the Hazardous Substance Information Hotline number listed in this brochure. They will assist you in completing your annual report and answer any questions you may have regarding the reporting of hazardous substances and compliance with both State and Federal reporting requirements.

What If You Have Never Completed A Hazardous Substance Report?

If you believe your facility has a reportable quantity of a hazardous substance, you must register your facility for CHS Manager at <https://oregon.hazconnect.com/Account/Login.aspx> and complete a report.



**HAZARDOUS SUBSTANCE
INFORMATION HOTLINE**

**503-378-6835
800-454-6125**