OREGON STATE POLICE
OFFICE OF STATE FIRE MARSHAL
COMMUNITY RIGHT TO KNOW UNIT
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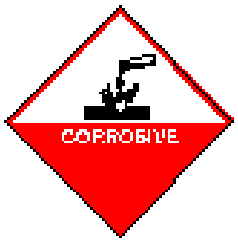
HSIS USER'S MANUAL

FOR USE WITH THE
HAZARDOUS SUBSTANCE INFORMATION SYSTEM

Revised 7/7/2015

MASTER THE HSIS PROGRAM!

- Sort, Search, Filter!
- Exporting Capabilities!
- Tips to make you an expert!
- View MSDS's



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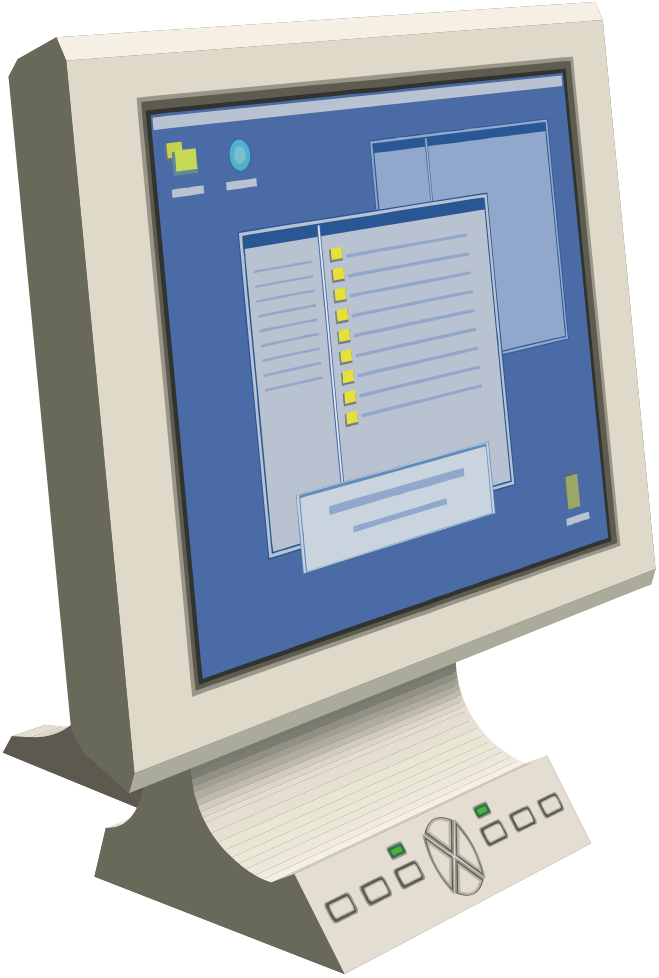


Part 1

CONFIDENTIALITY

&

DISCLAIMERS

CONFIDENTIALITY & DISCLAIMERS

Confidential Information: The following information is included on the Fire Service version of the HSIS, and is considered confidential per ORS 453.332(4) and Office Policy CR2K-I-001, and cannot be released to anyone but agencies identified in ORS 453.322:

- 302 EHS Emergency Coordinator Phone Number and 24-Hour Phone Number
- Emergency Contact Night Phone Number
- Site-specific Storage Locations of Hazardous Substances
- Identification of Facilities Reporting Chemicals with Hazard Class Codes of 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 (explosives); 2.3 (poison gases); 6.2 (etiologic materials); and 7.0 (radioactive materials)

Confidentiality Statement: Those authorized to access the Fire Service version per ORS 453.322 acknowledge by use of the program that they understand what information is classified as confidential, and agree to be bound by ORS 453.332(4), and further agree not to release any of the above listed confidential information with any other entities or members of the public for any reason.

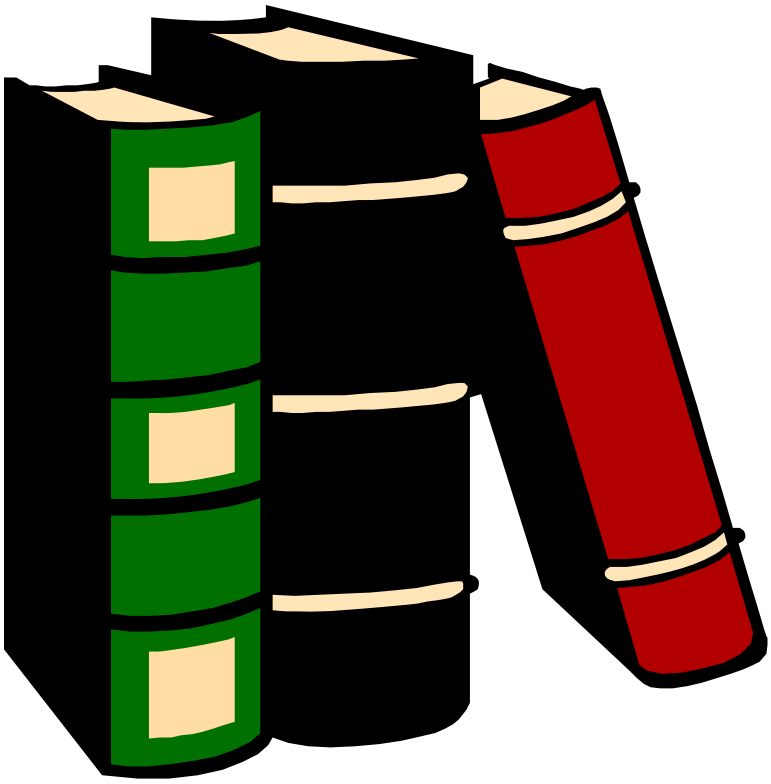
Disclaimers: The following disclaimers apply to both the Fire Service and Public version of the HSIS.

Disclaimer #1: The information contained on this software is to be used as a source of information about facilities in Oregon who have completed the Office of State Fire Marshal's annual Hazardous Substance Information Survey, but should not be construed as the final authority. While every effort is made to provide accurate and complete information, it is not guaranteed that the information provided by facilities is the most accurate, current, or correct.

Disclaimer #2: The Material Safety Data Sheets (MSDS's) made available with this program are for general information purposes only. The MSDS's are provided on an "as is" basis, and the Office of State Fire Marshal assumes no responsibility for the use or misuse of this information. While every effort is made to provide accurate and complete information, the Office of State Fire Marshal does not control information created and maintained by other organizations, and cannot guarantee the relevance, timeliness, or accuracy of their data. These MSDS's should not replace the most up-to-date manufacturer's copy of the MSDS.

If you have any questions or comments about the program, please contact:

Department of State Police—Office of State Fire Marshal, Attn CR2K Information Assistant
4760 Portland Road NE; Salem , Oregon 97305-1760
503.934.8353 / Fax 503.373.1825
Email: sfm.cr2k@state.or.us



Part 2

GLOSSARY

GLOSSARY

The following terms are used in the HSIS software and in this manual.

112r: Section 112r of the Federal Emergency Planning and Community Right to Know Act (EPCRA) of 1986 pertains to the Clean Air Act. EPCRA is also referred to as SARA Title III. To learn more about Section 112r reporting requirements, contact EPCRA via the Contact Information chapter in this manual.

313: Section 313 of the Federal Emergency Planning and Community Right to Know Act (EPCRA) of 1986 pertains to the Toxic Release Inventory (TRI) program. To learn more about TRI 313 reporting requirements, contact the United States Environmental Protection Agency (EPA) via the Contact Information chapter in this manual.

AST: Above Ground Storage Tank

CAS Number: Chemical Abstract Service identifier number often obtained from the Material Safety Data Sheet.

Chemical: The chemical trade name, mixture, or product name, often obtained from the Material Safety Data Sheet.

Contiguous Site: A facility that has multiple buildings, structures, yards, etc., which are owned by the same facility and whose boundaries are touching and/or separated by public right of ways. One substance will be identified for the possession fee and will indicate “Contig Site” as part of the name. A “C” will be reported in the Average Amount field, Amount In field, Amount Out field, and the Number of Days on Site field. The Storage Location fields are also customized for Contiguous Sites. The Building field will display “Entry for HSPF”, and the Area field will display “Contiguous Site”. The Room field will display “billing”, and the Quadrant field will display “CS.”

Datasheet View: An alternative way to have the data displayed on the screen is the Datasheet View. In this view, the data is arranged like a table or spreadsheet, having rows and columns of information. The standard way of viewing data is in Form View.

EHS: Extremely Hazardous Substances are regulated by the Environmental Protection Agency (EPA). EHS chemicals are identified in SARA Title III, Section 302. Facilities reporting a substance that contains EHS in an amount meeting or exceeding the EPA threshold planning quantity range amount must

1) indicate they are subject to EPCRA Section 302 on the Hazardous Substance Information Survey (EHS Facility Y); 2) provide the name and contact information for their emergency EHS Coordinator; 3) indicate which chemicals 'Meet EHS TPQ' and/or 'Contains EHS' on the survey; and 4) provide the EHS Ingredient and the EHS CAS for substances that contain EHS.

EPA: The Environmental Protection Agency, which is a federal government agency. For contact information, refer to the Contact Information chapter at the back of this manual.

EPA Pesticide Number: The EPA Pesticide Registration Number is assigned by the Environmental Protection Agency. The EPA Pesticide Registration Number can be obtained from the label on the container or from the MSDS.

Facility: The term "facility" was previously referred to as "company." This refers to the organizations in the database.

Facility ID Number: The unique number assigned to each Facility Information record. Each facility at a different address is assigned a different Facility ID Number.

Field: A storage compartment or cell that holds one piece of information (e.g. the Facility Name field stores the name of a facility.)

Filter: A filter is a specified criteria that you assign to a field. Only the records that meet the criteria are included in the result. Filtering can be performed in Datasheet View or Form View. Filtering options can be accessed by right clicking (context menu), or by clicking on the Home Tab, or by clicking on the Add-Ins tab. The filter icon has a funnel and either a form (for filter by form) or a funnel and a lightning bolt (for filter by selection). To clear a filter, right click and select Remove Filter/Sort., or click on the Toggle Filter icon.

Filter by Form: Filter by Form is available if you have the full version of Microsoft Access. Filtering by Form allows you to bring up a blank form and filter the desired field. Filter by Form is accessed either on the Home tab, the Add-Ins tab, or by right clicking (opens context menu) and selecting Filter By Form.

Filter By Selection: Filtering By Selection allows you to filter based on what is currently displayed in the cell. Filter by Selection is accessed either on the Home tab, the Add-Ins tab, or by right clicking on the field (opens context menu) and selecting Filter By Selection.

Find: As used in this manual, the term "find" is used interchangeably with the term "search." To find specific data, open the Find and Replace screen. To access this screen, click on the Search button or type Ctrl F. Both of these methods opens the Find and Replace screen.

Form: The term "form" refers to what is displayed on the computer screen once the HSIS program is running. It is an Access software term used commonly in databases.

Form View: Form View is the way data is initially displayed on the screen. Another way to display data is called Datasheet View, which displays the data in columns and rows.

Hazard Class: A number assigned by OSFM, used to describe the type of danger the chemical is capable of.

Hazardous Ingredient: The (hazardous) ingredient in highest concentration contained in the chemical, as determined from the Material Safety Data Sheet (MSDS).

HSIS: Hazardous Substance Information System (referring to the database on the HSIS software).

Latitude: The geo-spacial location of a facility, displayed in decimal format. For more information, refer to our Lat Long Reporting handout on our website.
http://www.oregon.gov/osp/SFM/docs/CR2K/LatLongReporting.pdf

Longitude: The geo-spacial location of a facility, displayed in decimal format. For more information, refer to our Lat Long Reporting handout on our website.
http://www.oregon.gov/osp/SFM/docs/CR2K/LatLongReporting.pdf

LEPC: Local Emergency Planning Committee
http://www.oregon.gov/OSP/SFM/pages/local_emergency_planning_committees.aspx

MSDS: A Material Safety Data Sheet is a document designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance. MSDS's include information such as physical data (melting point, boiling point, flash point, etc.); toxicity; health effects; first aid; reactivity; storage/ disposal; protective equipment; and spill/leak procedures.

Message Box: When a box appears on the screen which contains a message to the user from the HSIS program, it is referred to as a Message Box. An example of a message is a notification during a search, stating that no more records could be found.

NAICS Code: The NAICS number is the North American Industrial Classification System. The number corresponds to the business activity at the facility. A facility may have more than one NAICS code assigned.

NFPA: National Fire Protection Association

OSHA: Oregon Occupational Safety and Health Administration

PSM: Process Safety Management. PSM substances have the potential to pose the greatest hazard to public health and the environment in the event of an accidental release. To learn more about PSM reporting requirements, contact Oregon OSHA via the Contact Information chapter in this manual.

Parameter Box: Normally found within the Reports and Queries, this box displays on the screen and requests the user to interact with the program by entering data. Types of data that might be entered include a city name, a county, a zip code, etc.

Remove Filter: To remove a filter, click on the Remove Filter icon, which looks like a funnel. If the funnel icon is not visible, select "Record" from the menu bar, and choose Remove Filter.

RMP: Risk Management Program relates to the Clean Air Action Section 112r.

Screen: As used in this manual, the term "screen" is used interchangeably with the term "form."

Scrolling Down: Sometimes a form is longer than what can be displayed on the screen. To see the remainder of the form , there is a shaded bar on the right side of the screen that has an up arrow and a down arrow. Between those arrows is a box. To scroll fast, click and drag the box up or down to scroll through the records or form. To scroll more slowly, click and hold down on either the up or down arrow.

Scrolling Through Records: To peruse through records, use the record selector control at the bottom of the screen. Click on the left or right arrow to move forward or backward one record at a time. Click on the left or right arrow that has a vertical line by it to move to the first or last record. There are also controls built into the HSIS program. These controls are displayed as arrow buttons on many of the forms.

Search: As used in this manual, the term "search" is used interchangeably with the term "find." To search for specific data, open the Find and Replace menu. To access this menu, click on the Search button or type Ctrl F. Both of these methods opens the Find and Replace menu.

Sort: The fields on the forms in the HSIS program can be sorted, whether they be a numerical field or an alphabetic field. There are two methods for sorting. One method is to click on the appropriate icon. To sort records using the icon, either click on the A to Z icon (ascending), or click on the Z to A icon (descending). The other method is to choose the appropriate option on the menu bar. To sort using the menu bar, click on “Records” on the menu bar and select either Sort Ascending or Sort Descending.

Substation: Facility operators of substation sites have the choice to report “like” substations on a “single combined survey.” If a facility chooses to complete the “Single Combined Survey”, the Facility ID # for that survey will be the lowest Facility I.D. # of all the Facility I.D. #s involved. Loc Address, Loc Number, and Loc Street will indicate “Substation.” Loc City and Loc County will indicate “Substation.” Loc Zip Code will indicate 97000. FDID will indicate #888. In addition, the Maximum Amount will be entered for the site with the highest quantity range. Building will indicate the county the substation is located in. Area will indicate the identifying name or number of the substation. Room will indicate the specific address of the substation. Quadrant will indicate "SS."

TPQ: The Threshold Planning Quantity is an established quantity level. If a facility possesses substances on the EHS list at or below the TPQ level, they are subject to the planning requirements of SARA Title III, Section 302.

TQ: The Threshold Quantity is an established quantity level. That level will vary according to which substance list the term is being applied to (e.g. PSM or 112R). If a facility possesses listed substances at or below the TQ level, they are subject to either the subsequent accident prevention regulations (for 112R) or are subject to the requirements of the law or rule for which the TQ was established (PSM).

TRI: A TRI chemical is a chemical that is on the Toxic Release Inventory (TRI) list. The Toxics Release Inventory (TRI) Program was established by Section 313 of the Federal Emergency Planning and Community Right to Know Act (EPCRA) of 1986. Under this program certain businesses are required to submit reports each year on the amounts of toxic chemicals their facilities release into the environment, either routinely or as a result of accidents. Following the passage of the Pollution Prevention Act of 1990, the TRI was expanded to include reporting of additional waste management and pollution prevention activities. Facilities that are required to report on TRI must indicate this on the Hazardous Substance Information Survey (TRI Facility Y).

UNNA Number: This is the United Nations/North America classification number. It can often be obtained from the Material Safety Data Sheet.

UST: Underground Storage Tank

Part 3

INTRODUCTION

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A. INTRODUCTION TO CR2K

The Community Right to Know Unit (CR2K) collects, validates and disseminates information on hazardous substances located throughout the state. This information is then provided to the public, emergency responders, emergency planners and local and state agencies in order for them to make informed decisions about how to protect life, property and the environment from hazardous material incidents.

The CR2K Unit is comprised of the following elements: Survey Processing, Compliance Auditing, Chemical and MSDS Analysis, and Information Distribution.

1. Collecting Surveys

The Survey Processing staff annually survey public and private facilities in Oregon that have the potential to use, store, manufacture, or dispose of reportable quantities of hazardous substances. The survey is mailed to facilities from February through September depending on the county in which the facility is located.

Facilities receiving the survey have 60 days to complete and submit it to the Office of State Fire Marshal.

The information collected includes general demographic information such as the business name, mailing address, business and emergency telephone numbers, emergency contact person, business activity, as well as other information. In addition, facilities that have reportable quantities of hazardous substances are required to provide specific substance information. This information includes the chemical, mixture, or product name; hazardous ingredient in highest concentration; average amount on site; as well as other specific substance information.

2. Validation

The Compliance staff are responsible for validating the information collected through the Hazardous Substance Information Survey. Staff conduct on-site and in office document audits of public and private facilities statewide to evaluate the accuracy of the submitted information and to assure their compliance with the Oregon Community Right-to-Know and Protection Act. The Chemical Specialist validates the chemicals and MSDS's collected from facilities.

3. Dissemination

The information collected through the survey is data entered into the HSIS. This information is then provided quarterly to local fire departments, county emergency managers and county health officials. It is also available to the public upon request. The public requestors are provided a Public version of the HSIS software, which does not contain confidential information.

Oregon Office of State Fire Marshal

Community Right To Know Unit
HSIS Distribution By County

The table below is to provide a basic idea of when a particular county's data would be reflected in the HSIS software. It is a generality, as it is dependent on the facilities completing and submitting the survey in a timely manner, and it is dependent on the amount of time it takes for the survey to be processed once received at the Office of State Fire Marshal.

Data within the HSIS software will be different each time the HSIS is run/distributed, because surveys are constantly being received and processed. Some of what is involved in processing a survey is reviewing, researching, performing data entry, and performing quality control against the data.

While every effort is made to provide accurate and complete information in the HSIS software, it is not guaranteed that the information provided by facilities is the most accurate, current, or correct.

COUNTY	SURVEY MAIL MONTH	HSIS DISTRIBUTION MONTH	COUNTY	SURVEY MAIL MONTH	HSIS DISTRIBUTION MONTH	COUNTY	SURVEY MAIL MONTH	HSIS DISTRIBUTION MONTH
Baker	Feb	Jun	**Harney**	Feb	Jun	**Morrow**	Feb	Jun
Benton	May	Sep	**Hood River**	Jul	Nov	**Multnomah**	Sep	Jan
Clackamas	Jul	Nov	**Jackson**	Apr	Aug	**Polk**	Mar	Jul
Clatsop	Sep	Jan	**Jefferson**	Feb	Jun	**Sherman**	Feb	Jun
Columbia	Sep	Jan	**Josephine**	Apr	Aug	**Tillamook**	Aug	Dec
Coos	Apr	Aug	**Klamath**	Feb	Jun	**Umatilla**	Feb	Jun
Crook	Feb	Jun	**Lake**	Feb	Jun	**Union**	Feb	Jun
Curry	Apr	Aug	**Lane**	Jun	Oct	**Wallowa**	Feb	Jun
Deschutes	Mar	Jul	**Lincoln**	Jun	Oct	**Wasco**	Feb	Jun
Douglas	May	Sep	**Linn**	May	Sep	**Washington**	Aug	Dec
Gilliam	Feb	Jun	**Malheur**	Feb	Jun	**Wheeler**	Feb	Jun
Grant	Feb	Jun	**Marion**	Mar	Jul	**Yamhill**	Jul	Nov

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Public information from the Hazardous Substance Information Survey is also available via the online Hazardous Substance Searchable Database on our website at: http://www.oregon.gov/osp/SFM/pages/cr2k_infoavailable.aspx#Searchable_Databases

After registering and assigning a password (between 5 and 7 characters in length—not case sensitive), you can log in and perform several different searches. There are four main searches available, but there is much flexibility within those searches. If you don't know the Facility ID, you might start with Facility Search. If you do know the Facility ID, the ID Number Search would be a good next step. If you need any assistance using the online database, email sfm.cr2k@state.or.us, or call the Information Assistant at 503-934-8353.

Customized reports can also be developed to fit the needs of the individual, facility, or agency requesting the information. Complete the **CR2K Information Request** form http://www.oregon.gov/osp/SFM/docs/cr2k/cr2k_general/info_request_form.pdf to request a custom report.

CAMEO Ready HSIS information, which includes confidential information, is available to emergency responders. Completion of the CR2K Information Request form is the first step in obtaining this data. CAMEO HSIS data can be requested from OSFM by Fire District, County, Zip Code, or can be requested for the entire state. CAMEO is Computer-Aided Management of Emergency Operations Suite, which assists emergency responders and planners with hazardous material planning. The program is available for free from the Environmental Protection Agency (EPA) website at http://www.epa.gov/emergencies/content/cameo/index.htm.

MSDS (Material Safety Data Sheets) information is available on the OSFM website at: http://www.oregon.gov/OSP/SFM/CR2K_InfoAvailable.shtml#Searchable_Databases
MSDS's on Digital Versatile Disc (DVD) may also be requested if internet access is not sufficient for your needs.

4. **Collecting MSDS's**

In addition to the information collected through the Hazardous Substance Information Survey, CR2K collects and provides Material Safety Data Sheets (MSDS) in electronic format for every hazardous substance reported for the first time into the Hazardous Substance Information System. (HSIS). A Chemical Specialist reviews these to ensure the chemical is being reported correctly.

An MSDS is a detailed description of a chemical written by the manufacturer. It specifies what ingredients the chemical contains, the physical state of the substance as it would be if released into the atmosphere, how the chemical should be stored, personal protective measures, and much more.

MSDSs are available on our website at www.sfm.state.or.us, or you can request a copy of the MSDS DVD. Please email our office at sfm.cr2k@state.or.us with your information request. It is not necessary to have the MSDS DVD in order to use the HSIS software. *In order to use the MSDS DVD with the HSIS program, it is recommended that the user have the MSDS DVD that was created at the same time as the HSIS program. In this way the user will have the most recent MSDS updates.*

MSDSs may be copied from the DVD to a drive on your computer. The MSDS path on the HSIS program would then need to be directed to look to that location for the MSDSs.

B. INTRODUCTION TO THE HSIS SOFTWARE

1. Hazardous Substance Data

This HSIS software is an interactive program that allows the user to access information provided by the Office of State Fire Marshal's, Community Right to Know Services Unit. It contains detailed information regarding the storage of hazardous substances in facilities located throughout the State of Oregon.

2. Confidential Information

Due to events on September 11, 2001, and the potential for future terrorist acts, some of the information reported by facilities has been determined to be confidential and secured.

What is confidential? The following information is deemed confidential by ORS 453.332 (4) and cannot be released to anyone but Fire Department personnel and HazMat team members:

- The exact amount and site specific location of hazardous substances at a facility
- Night Phone Number of the Facility Emergency Contact Person
- Phone Number of EHS (EPCRA Section 302) Emergency Coordinator
- 24 Hour Phone of EHS (EPCRA Section 302) Emergency Coordinator
- Chemicals that have a hazard class code of 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 (explosives); 2.3 (poison gases); 6.2 (etiologic materials); and 7.0 (radioactive materials)

Because certain information is secured, the CR2K Unit produces two versions of the HSIS software. One is the Public version, which does not contain secured information. The other is the Fire Service version, which contains secured information.

Those receiving the Fire Service version are advised that there is confidential and secured information on the software that cannot be released to anyone but Fire Departments and HazMat teams. Those using the Fire Service version are instructed to protect this information. When you receive updates via disc, **be sure to *destroy* the old copy** before disposing of it. Cutting part way through the old version of the disc with scissors is advised.

3. **Public Version**

Two versions of the program are created. One version is for public use. The other is for emergency responders use. Both versions contains facility demographic data, facility chemical data including quantity and storage information, a chemical encyclopedia, interactive queries, reports, a path for reading MSDS files if you have the MSDS DVDs, a list of Oregon Fire Departments, and a list of Hazard Classes.

If you need Emergency Contact Email or TRI Facility, and you are receiving the public version, please contact sfm.cr2k@state.or.us to notify us of your need.

4. **Fire Version**

The following is available on the Fire Service Version of the HSIS software only: Inspection Entry Form, Site Plan, Inspection Form, the Hazardous Material Planning Priority Program, the confidential information, Emergency Contact Email, and TRI Facility.

5. **Hazardous Materials Planning Priority Program**

The Hazardous Materials Planning Priority Program (HMPPP) is an interactive program included on the fire service version of the HSIS. OSFM developed the HMPPP to enable emergency planners and responders to identify the information that is most useful for their planning activities. It utilizes a system of complex queries to extract the desired information based on the user's priorities. The results provide the user with a single page profile, or "snapshot" view of each selected facility.

For a brief look at how to use the HMPPP, see the next page. For detailed information on the HMPPP, refer to the Hazardous Material Planning Priority Program Manual. The HMPPP manual is accessed via a button within the HSIS software.

HMPPP Brief Procedure

This is a short version for using the HMPPP. Results are based on user's priorities.

A) Prioritizing: There are four prioritizing schemes.

a. Four Priority Categories: Low, Medium, High, and EHS.
b. Substances within each of those four categories are ranked by seriousness of hazard class.
c. An additional priority is assigned based on quantity.
d. Lastly, a vulnerability priority is assigned, which looks at what facilities the facility is close to.

B) To set your priorities, you must:

a. Determine which class of hazmat you want (low, medium, high, EHS)
b. Determine a city, zip, FDID, county, or Hazmat Team to narrow the scope.
c. Determine how you want the facilities sorted (facility, street, or city)

D) Hit the Re-query button.

E) The Report Generator has three reports you can run.

a. Facility Targeting Report
This provides a one-page snapshot of each facility. The facilities printed should be subjectively analyzed and manually sorted into a priority order.

b. Chemical List Report
This is an optional report that provides more detail of a facility.

c. Planning Priority Schedule
This is an optional form to organize facilities into a Planning Schedule. It would not be run until you have manually organized the facilities (Facility Targeting Reports) into a priority order.

7. Who Receives the HSIS Software

Users of the HSIS Software include (but are not limited to):

The General Public
Fire Departments (provided with a Fire Service version of HSIS quarterly)
Hazmat Teams (provided with a Fire Service version of HSIS quarterly)
County Emergency Managers
Local Emergency Managers
Health Officials

Local Emergency Planning Committee Members
State Emergency Response Commission
Environmental Protection Agency
Law Enforcement Officers
Other Emergency Planning and Response Organizations
Environmental Consultants

The HSIS software is regularly distributed during the following months:
March, May, July, September, December.

The HSIS fire version software is distributed to Fire Department Chiefs, County Emergency Managers, County Health Administrators, and Regional Hazmat Team Representatives for use in emergency response and planning activities. (OAR 837-085-0190; ORS 453.322).

The Regional Hazmat Team Reps are also mailed the HSIS program on disc, and the Material Safety Data Sheets (MSDS) on disc.

Chiefs of Police and County Sherriff's are provided the information upon request.

Public requestors are provided a Public version of the HSIS software. They can specify if they want it via web download, or on disc. The public can request to be on the regular distribution for the HSIS, or they can receive it on a one-time basis.

Anyone can request to receive the MSDS DVD set, either on a one-time basis, or regularly. The preferred method, however, of accessing MSDS's is via our online searchable MSDS database on our website.

8. <u>HSIS Update Notification</u>

Notification that the HSIS Program on the web has been updated is be emailed to those who receive the distribution on a regular basis. The notification includes the current username and password for downloading the program from the web.

For each distribution, Fire Department Chiefs, Hazmat Team Representatives, and any requestors who have been added to the regular distribution, will be sent an email notifying them that an updated HSIS Program is available for download on the web. If they have requested the HSIS Program on disc, they will receive it in the mail. If they have requested the MSDS's on DVD, they will receive them in the mail.

9. **Purpose/Benefits of Using the HSIS Software**

There are several reasons the HSIS software has been created.

A) To provide the public with an easily accessible information system, enabling them to take the necessary measures to protect themselves from the hazards associated with hazardous substances located in their communities.

B) To provide hazardous substance information to all agencies required to receive it by law, including local fire departments, county emergency planners, health officials, the Local Emergency Planning Committee, the State Emergency Response Commission, and the Environmental Protection Agency.

C) To provide emergency planning and response organizations with essential hazardous substance information enabling them to plan, train, and respond to hazardous materials incidents, adequately protecting human life, property, and the environment..

D) To provide each local fire department within the state an annual report of the facilities identified within their area, including the hazardous substances, quantities and locations of those substances. (Updates, however, are distributed quarterly).

E) To provide local industry, the Local Emergency Planning Committee, and the State Emergency Response Commission with planning assistance.

F) To provide an annual report of all facilities that have identified themselves as possessing Extremely Hazardous Substances.

The information on the HSIS software can be used as a targeting tool for those engaged in hazardous substance related activities. Some examples of the type of targeting activities are environmental site assessments, environmental impact studies, hazardous materials transportation route studies, hazardous substance supplier and retailer information, general information, etc.

The HSIS software has been formatted to help the user access this information easily and allows the user to set the parameters they want.

A) Here’s an overview of what the HSIS provides to the user:

1) Detailed information on facilities that use, store, handle, manufacture or dispose of hazardous substances.

2) A chemical database that contains information on all substances that are reported in Oregon.

3) Three separate Search controls (Facility Search, Facility Chemical Search, and Chemical Info Search) so one can perform customized searches.

4) Several pre-set searches and reports for identifying and viewing information on facilities and hazardous substances they have on site.

5) A continually growing collection of Material Safety Data Sheets (MSDS's).

6) The location where the substance is stored within the facility. (This information is on the Fire Service version of the program only.)

7) Emergency contact person and phone numbers.

8) Specific hazards related to each substance.

9) Whether the facility is subject to the reporting requirements of Section 302 Extremely Hazardous Substance, and/or has EHS substances.

10) Whether the facility is subject to the reporting requirements of Section 112 (r) of the Clean Air Act and/or has 112 (r) substances.

11) Whether the facility is subject to the reporting requirements of Process Safety Management (PSM) of Oregon OSHA.

12) Whether the facility is subject to the reporting requirements of the Section 313 Toxic Release Inventory program (TRI).

13) Specific chemical information regarding substances; e.g., flash point, ingredient in highest concentration, etc.

14) Average and maximum amount quantity ranges for every substance reported.

12) Whether the facility has Extremely Hazardous Substances on site.

13) Demographic information on each facility.

14) The amount transported in and out of the facility.

15) Whether the facility has CAA Section 112r substances.

16) Whether the facility has PSM substances.

16) Whether the facility has substances that meet the EHS TPQ, or that contain EHS.

B) With the amount of information on this software, the user will be able to use it as a tool in many different ways. Some examples of these are:

1) A reference tool that can be used during an actual response.

2) A tool for identifying areas of the community that could be impacted.

3) A tool for targeting facilities within the community for hazmat planning.

4) A tool for research organizations and for the general public.

5) A tool for identifying what types of equipment are needed within the community for emergency response.

6) A tool for conducting environmental assessments to identify where substances are that may impact the community.

7) A tool to identify substances within the community that could cause catastrophic incidents.

C) If, after reviewing the Searches & Reports form on the HSIS, there is still a need for additional reports, the user may contact the OSFM, CR2K Services Unit by Email at sfm.cr2k@state.or.us, or by calling 03-934-8353, to request customized queries or reports.

10. **Evaluating the HSIS Software**

You are invited to complete an evaluation of the HSIS software. Your comments and suggestions are reviewed by staff. Frequent enhancements are made to the program based on user comments and recommendations. To access the Evaluation form, open the HSIS program on your computer, and at the Main Menu, click on the Evaluation Form button. (If an error appears on the screen when opening the Evaluation Form, this means the printer it was originally

set to print to is no longer available. Click on File, Print, and select a printer that is currently available.) Please print the form, complete it, and fax or mail it to the address noted on the top of the document. Your input is greatly appreciated.

C. INTRODUCTION TO THE HSIS MANUAL

1. What This Manual Will Do For You

The user will learn about most every aspect of the program. It is recommended that the user print this manual and refer to it while using the program. The following topics are discussed in this manual.

A) Buttons on the forms
B) Descriptions of fields
C) Filtering data
D) Sorting data
E) Moving columns

2. Tips

Tip: Tips within this manual are identified with a picture of a triangular button preceding the word "Tip". Tips are ideas on how to maneuver in the form, and sort or filter the data.

Part 4

EXTRACTING THE HSIS PROGRAM

CONTENTS

Page 26 System Requirements

Page 26 Uninstall Older Version

Page 27 Save the Zip File

Page 29 Extract the Zip File

A. COMPUTER SYSTEM REQUIREMENTS

Prior to extracting the zip file for this Microsoft Access 2010 HSIS (accdb) software, please ensure your computer meets the following system requirements.

1. Google Chrome

In order download the Public or Fire HSIS zip file from the web, use Google Chrome as your web. Testing shows that Internet Explorer 8 *will not work*, and Internet Explorer 9 *will rarely work* for this process.

www.google.com/chrome

2. Microsoft Windows 7: 32 Bit

To determine your computer operating system, click on 'Start', then right click on 'Computer' and select 'Properties'. The system properties will display. The HSIS will not function properly in a 64 bit environment.

Determining Operating System

Click on 'Start'. Right click on 'My Computer' or 'Computer'. Select 'Properties'. Either the system properties will display, or you will need to click on the General tab to see which system you have.

3. Microsoft Access 2010, or no Access at all

A runtime version of Microsoft Access 2010 is included in the zip file for those who have no Microsoft Access at all. It will NOT automatically install.

Determining Microsoft Access Version

Open the Access program . Click on 'Start', All Programs, Microsoft Access. For Windows 7: Start, All Programs, Microsoft Office. See if Microsoft Access 2010 is shown.

If your computer meets the system requirements, please complete the instructions in the order shown.

B. UNINSTALL OLDER VERSION

1. You Might Need to Uninstall

Uninstall versions of the HSIS reflecting a 'Data Revised' date prior to July 24, 2013. (See 'Data Revised' on Main Menu. Programs newer than that were not installed—they were just extracted, so no install or uninstall will be necessary.)

2. **How To Uninstall**

   a. Click on 'Start', 'Settings'.
   b. Click on the 'Control Panel'.
   c. In XP, click on 'Add or Remove Programs'. In Windows 7, click on 'Programs and Features'.
   d. Find and select 'HSIS' in the list.
   e. In XP, click on 'Remove'. In Windows 7, click on 'Uninstall'. This removes only the HSIS installation files.
   f. At the prompt "Are you sure?" click Yes.
   g. Wait for it to remove.
   h. Uninstall 'Microsoft Office Access 2003 Runtime' in the same manner.
   i. Close the 'Add or Remove Programs' or 'Programs and Features' window.
   j. Close the 'Control Panel'.
   k. ***Browse to* C:\Program Files\HSIS and *delete all the contents, except*:**

Fire Version Only: If Inspections.accdb or SitePlans.accdb appear in C:\Program Files\HSIS, leave them there temporarily. If they appear as .mdb files, they will need to be converted to Access 2010 so that they have the .accdb extension. Contact the Information Assistant at 503-934-8353 or sfm.cr2k@state.or.us if you need OSFM's help in converting these programs.

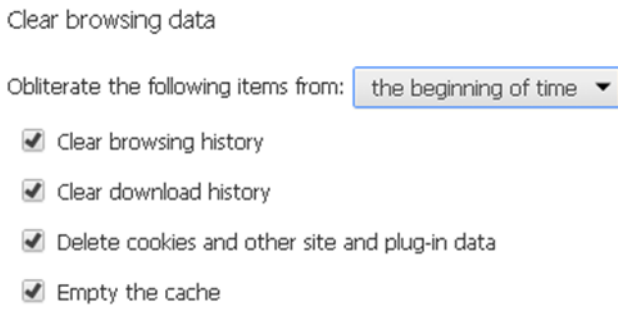
C. SAVE THE ZIP FILE

Quick Tip: Save the zip file to C:\HSIS. Extract the zip file to C:\HSIS.

1. **HSIS Via Web Download** (skip this section if you have the HSIS program on a disc.)
   If you do not yet have the username and password, please complete the 'OSP CR2K Information Request' form available on our website. You will be provided with a username and password for downloading the file. http://www.oregon.gov/osp/SFM/docs/cr2k/info_request_form.pdf

   a. Ensure you have the username and password.
   b. ***Open the Google Chrome browser***.
   c. ***Clear the cache***.
      1) Press ***Ctrl/Shift/Delete***.
      2) ***Select*** these four files:

         Clear browsing history
         Clear download history
         Delete cookies and other site and plug-in data
         Empty the cache



3) ***Click the 'Clear Browsing Data' button***.

4) When the **Settings** window appears, the cache has been cleared. ***Close the Settings window***.

d. ***Close the Google Chrome web browser***.

e. ***Re-open the browser*** to:
http://www.oregon.gov/osp/SFM/pages/cr2k_infoavailable.aspx

f. ***Click*** on the Hazardous Substance Information link, and scroll down to the Hazardous Substance Information System Software.

g. ***Click*** on either the Fire or Public ***HSIS.zip*** link on the OSFM website.

h. ***Enter the Username and Password*** in the Authentication Required box. Enter it exactly as provided to you by OSFM, as the username and password are case sensitive. **Ensure you enter OR\ in front of the Username.**

i. ***Click Login***.

1) Windows 7 computers may automatically save the zip file to **Windows Explorer\Favorites\Downloads**.

2) XP computers may automatically save the zip file to **My Documents\Downloads**.

j. You might be asked if you want to Save, Open, or Save As the file. Select 'Save'. (If you are not asked, no worries. When it begins the download, it *will* be *saving* the file, not opening it.)

k. As the download commences, a status bar will appear at the bottom of the screen. Once the download is complete, the countdown will stop.

l. Proceed to Part 5 – Extract the Zip File.

2. **HSIS Via Disc**

If you have received the HSIS on a disc, save the Public or Fire HSIS.zip file to C:\HSIS. If you don't have this folder, create one in the following manner, then proceed to PART IV.

a. Open Windows Explorer
b. ***Navigate to C:***
c. ***Right click, New, Folder***.
d. Type '***HSIS'*** as the name of the new folder.
e. ***Click off of the folder***.
f. You can now ***save the zip file from the disc to C:\HSIS***.

PART 5 EXTRACT THE ZIP FILE

1. ***Create an HSIS folder in C:*** if you don't have one there already.

   a. Open Windows Explorer
   b. ***Navigate to C:***
   c. ***Right click, New, Folder***.
   d. Type '***HSIS'*** as the name of the new folder.
   e. ***Click off of the folder***.

2. **Fire Version Only**: Please copy and paste the SitePlans and Inspections databases from C:\HSIS to a temporary location (e.g. C:\Program Files\HSIS) so your data will not be overwritten though the extraction process.

   The Inspections and the SitePlans databases have been converted to Microsoft Access 2010. They will now have an extension of accdb instead of mdb. If you need assistance converting your older copies of these database into Microsoft Access 2010, you may contact the Information Assistant at 503-934-8353.

3. ***Browse*** to the Download folder.
   (Either **My Documents\Downloads** or **Windows Explorer\Favorites\Downloads**)

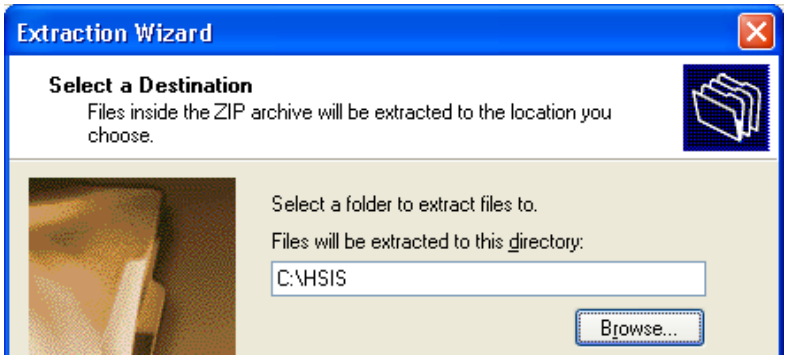
4. ***Cut*** the HSIS.zip file from the Downloads folder and ***paste it into C:\HSIS***.
   (My Computer\C:\HSIS)

5. ***Double click*** on the ***PublicHSIS.zip*** or the ***FireHSIS.zip*** file in C:\HSIS.

6. Click ***File, Extract All***.

7. The extraction wizard will open. Click ***Next***.

8. The **Select a Destination** window will open.

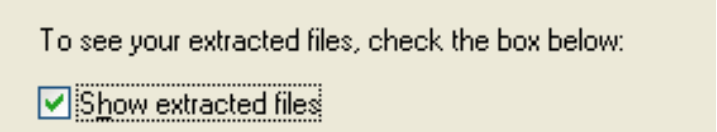


9. ***Browse to extract to C:\HSIS***.

10. Click ***OK.***

11. Click ***Next*** and extracting will commence.

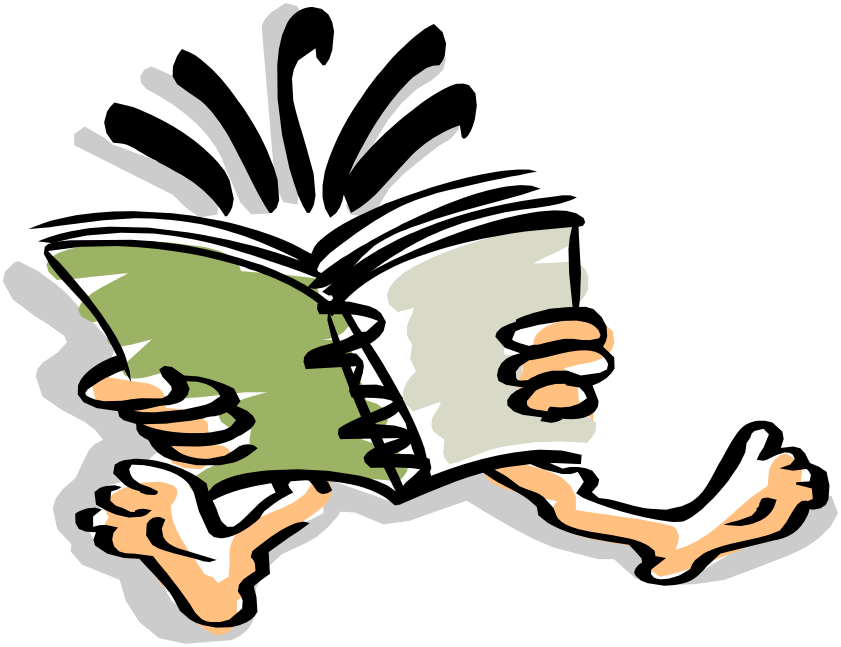
12. Check **Show extracted files** on the Extraction Complete screen.



13. Click ***Finish*** on the **Extraction Complete** screen.

14. There should be several files that extracted. ***Close*** the extraction window that shows the contents of the zip file by clicking the red X in the upper right corner.

15. ***If Microsoft Access is not installed on the computer, install the Microsoft Access 2010 Runtime*** by double clicking on the AccessRuntime.exe file in C:\HSIS. We recommend you restart the computer after installing Runtime.



Part 5
GETTING STARTED USING THE PROGRAM

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Page 32 Open the Program

Page 32 Fire Version Only

Page 32 Viewing MSDS's

Page 33 Main Menu

A. OPEN THE PROGRAM

1. If desired, create a shortcut on the desktop. To do so, right click on PublicHSIS.accdb or FireHSIS.accdb, and select 'Send to' and 'Desktop'.

2. To open the HSIS program, either browse to C:\HSIS and double click on **PublicHSIS.accdb or FireHSIS.accdb, or double click on the HSIS shortcut on the desktop, if you made one.**

B. FIRE VERSION ONLY

The Inspections.accdb and the SitePlans.accdb databases have been converted to Microsoft Access 2010 and are included in the HSISFire.zip file. Use of these two databases is optional. Buttons to access them are included in the HSIS fire program on the 'Facility Info' form. In order for the Facility Info form to see to these databases, they must be saved in C:\HSIS.

If you need assistance importing the data from the older version of those databases into the newer version, you may contact the Information Assistant at 503-934-8353.

If you saved your copies of the SitePlans.accdb and Inspections.accdb databases to a temporary location, cut and paste them into C:\HSIS now.

C. VIEWING MSDS'S

1. **Viewing an MSDS Via the Internet**
   Many Material Safety Data Sheets (MSDS's) can be accessed online at http://159.121.82.250/CR2K_SubDB/MSDS.asp .

2. **Viewing an MSDS Via DVD**
   MSDS's are also available via DVD. The MSDS's on DVD work in tandem with the HSIS software. To request the MSDS DVD set, complete the CR2K Information Request form available on our website at:
   http://www.oregon.gov/osp/SFM/docs/cr2k/info_request_form.pdf

   a. Adobe Reader
      To open an MSDS on the DVD via the Chemical Information form, it may be necessary to first install the latest Adobe Reader program. For your convenience, this program has been included in the zip file with HSIS. **To install the Adobe Reader program:**

      1) Browse to C:\HSIS.
      2) Double click on AdobeReader11.exe".
      3) Adobe Reader 11.0 will install.

b. Open HSIS
Open the HSIS Program by browsing to C:\HSIS and double click on PublicHSIS.accdb or FireHSIS.accdb.

c. Insert DVD
Insert one of the MSDS DVDs into the reader drive. (If desired, you may copy and paste the MSDS's to a folder on your hard drive or server.)

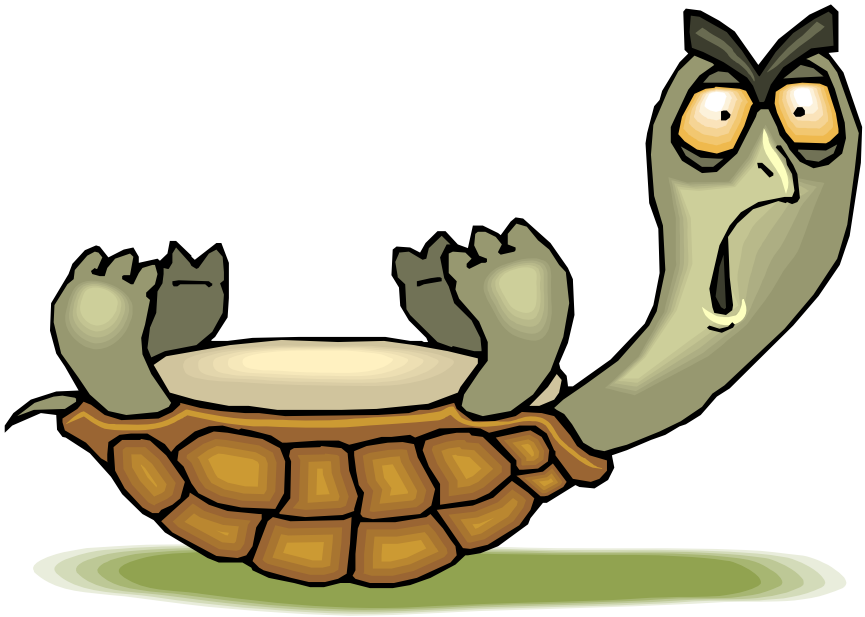
d. Set the Path

1) On the Main Menu, set the path to the MSDS's.
2) Click on the 'Set MSDS Path' button.
3) Browse to the location of the MSDS's (DVD, hard drive, or server).

D. MAIN MENU

The Main Menu is a launch pad for jumping into various parts of the HSIS program. The Main Menu consists of several buttons. These buttons open and display other forms. Each form will be explained in this manual.

The Fire Service version of the HSIS software contains a button called HazMat Planning. There is a separate manual available for utilizing this part of the HSIS program. To access it, click HazMat Planning, and then click on the link 'Preview Complete Manual'.



Part 6
HELP

6

CONTENTS

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Page 37 Form View and Datasheet View

Page 38 Sorting Records

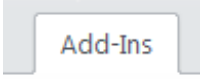
Page 38 Finding a Record

Page 38 Filtering

Page 42 Adjusting Column Widths in Datasheet View

A. SHORTCUT KEYS

The following shortcut keys only work if you have the full version of Microsoft Access (versus using the runtime version supplied with the HSIS program).

In order to do this…	**...You must press this:**
Accessing the Context Menu	
To open the Context Menu	RIGHT CLICK on Any Screen
To select an action from the Context Menu	
Filter By Selection	LEFT CLICK
Filter Excluding Selection	LEFT CLICK
Filter By Form	LEFT CLICK
Remove Filter/Sort	LEFT CLICK
Copy	LEFT CLICK
Sort Ascending	LEFT CLICK
Sort Descending	LEFT CLICK
Find	LEFT CLICK
Finding text or data	
To open the Find dialog box	CTRL+F
Navigate from Form View to Datasheet View	
To open a form in Datasheet View	CLICK the ADD-INS tab 
	Then CLICK the Datasheet icon or CLICK the Datasheet View button on the form, if available.
To return to Form View from Datasheet View	CLICK ADD-INS tab Then CLICK form icon
Navigating between fields and records	
To move to the current field in the next record	CTRL+PAGE DOWN
To move to the current field in the previous record	CTRL+PAGE UP
To move to the first field in the current record	HOME
To move to the last field in the current record	END

To move to the next field in the current record	TAB
To move to the previous field	Click into the desired field

Navigate to another screen of data

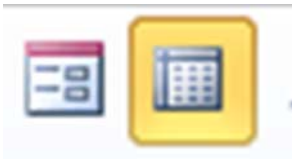
To go down one screen	PAGE DOWN
To go up one screen	PAGE UP

Printing a Record	CTRL+P, then on the Print Menu, click to choose to "Print Selected Record(s)".

Selecting a Record

To select the record you are on	SHIFT+SPACE BAR

B. FORM VIEW AND DATASHEET VIEW



1. Form View and Datasheet View

There are two options for viewing data: Form view and Datasheet view. Form View is the default way in which the data is displayed in the HSIS. Datasheet View displays the data like a spreadsheet.

You can switch between these two views by clicking on the Add-Ins tab at the top of the screen. Then click the icon for either Form View or Datasheet View.

Some forms have a Datasheet View button, allowing you to go to Datasheet View in that manner. To return to Form View, you will need to click on the Add-Ins tab at the top of the screen. Then click on the icon displaying a form.

C. SORTING RECORDS

You can perform simple sorts of records in Form view or Datasheet view. A simple sort means you can sort all records in ascending or descending order; not both.

In a form, you can sort on only one field at a time. In a datasheet, you can select two or more adjacent columns at the same time, and then sort them. (Note: If

some columns are hidden, this function may not work).

Microsoft Access sorts records starting with the leftmost selected column. Regardless of where you specify the sort order, Microsoft Access saves the sort order and reapplies it automatically when you re-open the object.

A) In Form view or Datasheet view, click the field you want to use for sorting records.

B) Do one of the following:

1) To sort records based on the selected column(s) in ascending order (0-9, A-Z), click Sort Ascending on the Toolbar.

2) To sort records based on the selected column(s) in descending order (9-0, Z-A), click Sort Descending on the Toolbar.

D. FINDING A RECORD

Finding a Record can be done in either Form view or Datasheet view.

A) Right click in the field in which you want to perform the Find/Search.

B) Select Find.

C) Enter the text you want to find in the 'Find What' cell. (Entering a partial word or item will yield better results).

D) Select the appropriate 'Match' (Start of Field, Whole Field, or Any Part of Field).

E) If searching a dropdown field, ensure the 'Search Fields As Formatted' box is checked. If searching any other field, uncheck the box.

F) Click on 'Find Next'.

E. FILTERING

Filtering data can be done in either Form view or Datasheet view. The various ways to filter data include Filter By Selection, Filter Excluding Selection, Filter By Form, and Advanced Filter (filter by query).

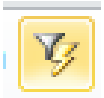
A) **Filter By Selection**

This lets you select a value in Form view or Datasheet view and click a button to see any matching records.

1) In a field on a form or datasheet, find one instance of the value you want records to contain in order to be included in the filter's results.

2) Select the value (by highlighting it), and then click on the Add-ins tab. Click on the Records drop down and select Filter By Selection.

   Alternatively, click the Filter By Selection icon on the toolbar.



3) Repeat step 2) until you have the set of records you want.

Tip: To filter on facilities reporting Y in the EHS Facility field in the Facility Information form, find and click on in the EHS Facility field. Sort Z to A. Then click Filter by Selection on the toolbar.

Tip: To find facilities from these filtered records (EHS Facilities) that are in Salem, click in the Loc City field. On the keyboard, hit Ctrl/F to open the Find Menu. Enter 'Salem' in the Find What cell. Click on Find Next. Close the Find Menu. Click on the AddIns tab. Click on the Records drop down. Select Filter by Selection You can continue to filter down until you reach the desired records.

6

B) **Filter Excluding Selection**

You can also filter out records that do not have a certain value.

1) Select a value that you do not want included in the result.

2) Click the words 'Filter Excluding Selection' on the Add-ins toolbar.

3) Repeat this process of 'Filter Excluding Selection' until you have the set of records you want.

Tip: You can filter out facilities PSM Facilities indicating N. Then you can further narrow the records by filtering out EHS Facilities that indicate N. You can continue to filter down until you reach the desired result.

C) **Filter By Form**

Filter By Form may not function if you are using Microsoft Access Runtime.

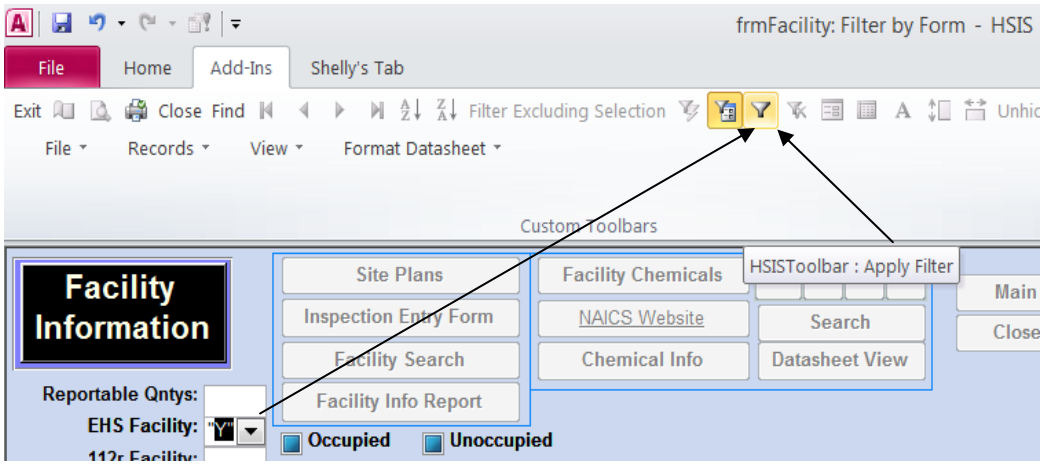
1) In datasheet view or form view, **click on the Add-ins tab, click the Records dropdown, and select Filter By Form** to switch to the Filter By Form window.

2) Filter By Form **shows you a blank record** where you can enter the value you want to find. If any value is shown in any field, either revise it or delete it.

4) **Click in the field** in which you want to specify the criteria that records must meet to be included in the filtered set of records.

5) **Enter your criteria** either by typing the value into the field or by selecting the value you are searching for from the drop-down list. To find records in which a particular field is empty or not empty, type Is Null or Is Not Null into the field. If you specify values in more than one field, once the filter is applied, it will return records that contain the same values you specified in each of those fields.

6) Click on the **Apply Filter** icon (funnel) to apply the filter.



Tip: For example, E.g. In Filter By Form, in the Loc City field, you could enter "EUGENE". On the Addins tab, click on the Apply Filter icon (funnel). This allows you to view only the records with EUGENE in the Location City field.

7) To specify alternative values for records in the filter results, click the “Or “ tab at the bottom of the window and enter more criteria. The filter returns records if they have all the values specified on the Look For tab, ***or*** all the values specified on the first “Or” tab, or all the values specified on the second “Or” tab, and so on.

8) Click on Advanced on the toolbar, then select Apply Filter /Sort .

D) **Advanced Filter** (Filter by Query)

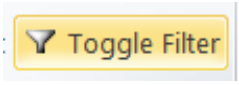
1) Click on the Home tab.
2) Click on **Advanced**
3) Select Advanced Filter/Sort…
4) A query will open in Design View
5) It will reflect any existing filters you have already applied
6) The list of fields within each table are shown beneath the table name.
7) **Bring in Fields**

   Within the field list of each table in your query design, double click on the specific fields listed in the table that you want to include in your query. Double clicking puts the field into the query grid below. Notice the scroll bar on the right of each table. You will need to use the scroll bar to scroll down and look for the fields you want.
8) Add your criteria to the criteria row. E.g. in the City field, type "Salem".
9) Click on Advanced, Apply Filter/Sort from the toolbar.
10) The form will return, showing only the records meeting the criteria in your query.
11) You can clear the filters by clicking Remove Sort on the toolbar.
12) You can design more advanced queries by exporting the tables. Refer to Searches and Reports, Exporting.

E) **Removing Filter**

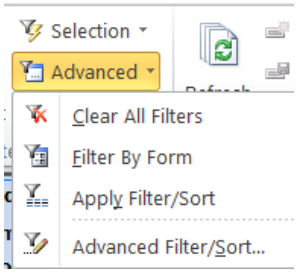
There are a several different ways to remove a filter or to clear all filters.

1) Click the Remove Filter icon on the Add-Ins toolbar.
   This button toggles between being an apply filter button and a remove filter button. The Remove Filter function is used to delete any and all types of filters, regardless of what method was used to create filter. This will not delete records.



2) Alternatively, from the Home tab, click the Toggle Filter icon. The button toggles between apply and remove filter.

6



3) A third way is to click on Advanced from the Home tab. Then select Clear All Filters.

4) If you applied a filter that you don't want, you can remove it (if it was the last filter applied and was the last thing you did) by entering Ctrl/Z to undo.

F. ADJUSTING COLUMN WIDTHS IN DATASHEET VIEW

1. Datasheet view allows you to see the HSIS data in a view similar to a spreadsheet. In datasheet view, move the pointer to the right edge of the column selector for the column you want to change, until the pointer turns into a two-way arrow.

2. Drag the edge to the left to make the column narrower or to the right to make it wider (or double-click to adjust the width to the longest visible entry in the design grid).

3. To adjust the width of several columns at once, select the columns by dragging across their column selectors, and then use the preceding procedure.

Part 7
TABLES

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Page 45 Unit of Measure

Page 46 Reporting Quantity Ranges

Page 47 NAICS List

Page 47 Storage

Page 47 Temperature/Pressure

Page 48 Reportable Quantities

The following tables are on the HSIS program. To see them on the HSIS program, go to the Main Menu and click on the Tables button.

A. HAZARD CLASSIFICATIONS

Hazard Classification codes are assigned to each chemical and are used to describe the type of danger associated with the chemical. Up to three hazard classes may apply to any one chemical. To determine the Hazard Class for a chemical, facilities refer to the Material Safety Data Sheet, the Department of Transportation guide, or they contact the Hazardous Substance Information Hotline at 800.454.6125. Hazard classes with yellow shading are considered confidential.

Code	Hazard Classification
1.1	CLASS A EXPLOSIVE
1.2	CLASS B EXPLOSIVE
1.3	CLASS C EXPLOSIVE
1.4	BLASTING AGENT
1.5	INSENTITIVE EXPLOSIVE
1.6	EXTREMELY INSENSITIVE DETONATING SUBSTANCE
2.1	FLAMMABLE GAS
2.2	NONFLAMMABLE GAS
2.3	POISON GAS
3.1	FLAMMABLE LIQ.(FP<0F)
3.2	FLAMMABLE LIQ.(0F<FP<73F)
3.3	FLAMMABLE LIQ. (73F<FP<141F)
4.1	FLAMMABLE SOLID
4.2	SPONTANEOUSLY COMBUSTIBLE MATERIAL
4.3	DANGEROUS WHEN WET
4.4	REACTIVE MATERIAL
4.5	COMBUSTIBLE MATERIAL
5.1	OXIDIZER
5.2	ORGANIC PEROXIDE
6.1	POISONOUS MATERIAL
6.2	ETIOLOGIC MATERIAL
6.3	ACUTE HEALTH HAZARD
	Continued on next page

Code	Hazard Classification (Continued)
6.4	CHRONIC HEALTH HAZARD
6.5	PESTICIDE
7.0	RADIOACTIVE MATERIAL
8.0	CORROSIVE
9.0	MISC.HAZ. MATERIAL

B. **PHYSICAL STATE**

The physical state refers to the condition of the chemical as it would be if released into the atmosphere. One way to evaluate a chemical's physical state is to think about what would occur if the substance were released onto a table. A solid would stay on the table, although it may spread out. A liquid would run off the table.

Description	Code
Solid	1
Liquid	2
Gas	3

C. **UNIT OF MEASURE**

The Unit of Measure code describes the type of measuring standard that a chemical is measured by. For example, a Unit of Measure Code 1 is used for chemicals that are to be reported in pounds.

The Unit of Measure is used in connection with the Reporting Quantity code. For example, if a facility reports a Reporting Quantity Range code 01, that would mean they had anywhere from 5 to 9 "units" of a chemical on site. A unit can be any one of four measurement standards, as shown in the Unit of Measure table below.

Solids are reported in pounds; liquids are reported in gallons; gases are reported in cubic feet; radioactive substances are reported in millicuries; liquefied non cryogenic gases and cryogenic gases are reported in gallons.

UNIT OF MEASURE	
Code	**Unit Description**
1	Pounds
2	Gallons
3	Cubic Feet
4	Millicuries

D. **REPORTING QUANTITY RANGES**

Reporting Quantity Ranges are used to report the maximum and average amount of units possessed. The Reporting Quantity Range code represents the number of units the facility possessed on site.

The Reporting Quantity Ranges and the Unit of Measure have a connection. For example, a facility may show a Reporting Quantity Range code 10 for a substance. This would mean they had between 200 and 499 "units" of a chemical. A "unit" can be any one of four measuring standards. The Unit of Measure code defines the "units" a facility reports. See the Unit of Measure table for a description of the "units."

REPORTING QUANTITY RANGES		
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

E. **NAICS LIST**

The NAICS number is the North American Industrial Classification System. The number corresponds to the business activity at the facility. A facility may have more than one NAICS code assigned. Please refer to the HSIS program (Main Menu, Tables) to view the list of NAICS codes and descriptions.

F. **STORAGE**

Storage Codes are used to describe the type of container the chemical is stored in. More than one storage code may be assigned to any one chemical.

Code		Type of Storage
A	=	Aboveground tank
B	=	Underground tank
C	=	Tank inside building
D	=	Steel drum
E	=	Plastic or non-metallic drum
F	=	Can
G	=	Carboy
H	=	Silo
I	=	Fiber drum

Code		Type of Storage
J	=	Bag
K	=	Box
L	=	Cylinder
M	=	Glass bottles or jugs
N	=	Plastic bottles or jugs
O	=	Totebin
P	=	Tank wagon
Q	=	Railcar
R	=	Other
S	=	Dewar

G. **TEMPERATURE/PRESSURE**

These codes are used to describe the temperature and pressure storage conditions. “Normal” refers to the atmospheric temperature and pressure. Chemicals that are refrigerated would be less than the atmospheric temperature; therefore, they would be assigned a code 6 for Less than normal temperature.

TEMPERATURE/PRESSURE	
Codes	**Pressure**
1	Normal pressure
2	Greater than normal pressure
3	Less than normal pressure
	Temperature
4	Normal temperature
5	Greater than normal temperature
6	Less than normal temperature but not cryogenic
7	Cryogenic conditions

H. REPORTABLE QUANTITIES

A **hazardous substance** is any substance required by Oregon-OSHA to have a Material Safety Data Sheet (MSDS). Examples are substances shipped to, stored at, or produced at the site; including waste substances and solutions. The minimum reportable quantities (RQs) are listed below.

If the maximum amount of a hazardous substance stored at the site meets or exceeds the minimum reportable quantity listed 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.

Upper Reporting Level		**Lower Reporting Level - (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 OAR 837-085-0040 (23) and (34)	

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

Substances present at the Federal EPCRA Section 302 Threshold Planning Quantity (TPQ) must be reported even if the TPQ is less than the OSFM minimum RQ's.

Refer to the Survey Instruction Booklet on our website for information on reporting EHS:
http://www.oregon.gov/OSP/SFM/pages/cr2k_home.aspx#Hazardous_Substance_Information_Survey
Refer to the EPA 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 EHS chemicals: http://www.epa.gov/emergencies/tools.htm#lol

Retail Gas Stations - Gasoline and Diesel Fuel Reporting Levels

A retail gas station is defined as a facility which sells gasoline and/or diesel fuel to the general public for motor vehicle use on land.

Gasoline:	75,000 gallons or more	**Diesel Fuel**:	100,000 gallons or more
This RQ is only for gasoline stored in underground storage tanks (UST) that are in compliance with all Department of Environmental Quality (DEQ) regulations. When all grades of gasoline added together are **equal to or greater than 75,000 gallons**, the gasoline must be reported. All grades of gasoline are to be reported as 'Gasoline'.		This RQ is only for diesel fuel stored in underground storage tanks (UST) that are in compliance with all DEQ regulations. When all grades of diesel fuel added together are **equal to or greater than 100,000 gallons**, the diesel fuel must be reported. All grades of diesel fuel are to be reported as 'Diesel Fuel'.	

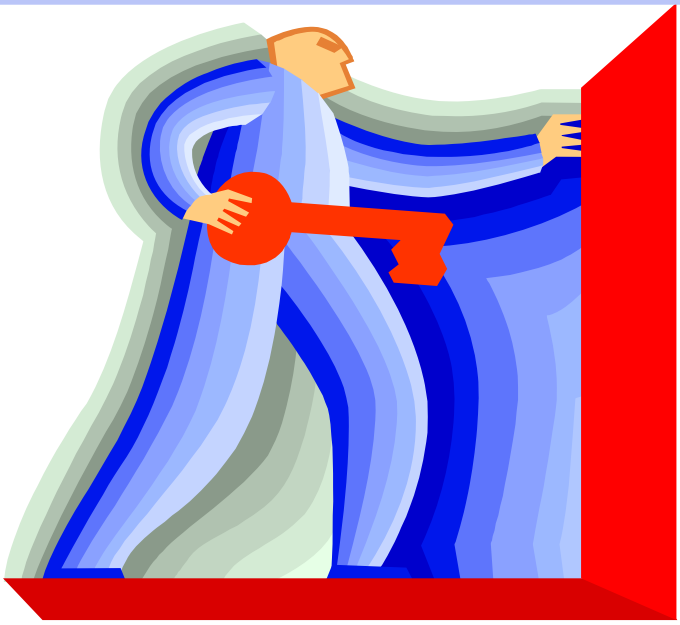
Any other substances stored at the retail gas station must be reported at the appropriate RQ.

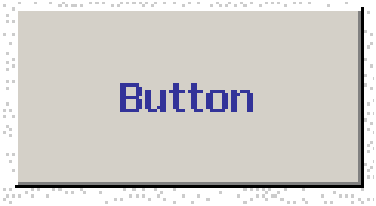
EXCEPTION

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.





Part 8
INTRODUCTION TO BUTTONS

8

BUTTONS ON THE FORMS

The buttons on the following three forms are described in this section: 1) Facility Information form, 2) Facility Chemical Information form, 3) and Chemical Information form. On each of these forms, the buttons are grouped near the top of the form. The buttons are listed in this chapter in alphabetical order. Buttons perform actions like navigating to other records or forms, closing forms, or changing the view of the currently displayed form.

The buttons on the Searches and Reports form are documented in Part 11, Searches and Reports.

1. **Arrows**: The arrow keys take the user to another record. The record the user is taken to depends on the arrow that is clicked. The left arrow with a line means go to the first record. The left arrow means go to the previous record. The right arrow means go to the next record. The right arrow with a line means go to the last record.

   Tip #1: It does not matter which field your cursor is in when clicking an arrow.

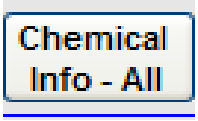
   Tip #2: Initially, records are sorted alphabetically by Facility ID. The order can be reversed by clicking in the Facility ID field, and clicking on the Z to A icon.

   Tip #3: You can order the records alphabetically by Facility Name by clicking A to Z while the cursor is on the Facility Name

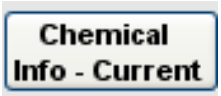
2. **Chemical Info**: This button opens the Chemical Information form without any filtering. All Chemical Information records can be viewed from this form. The Chemical Information form is like a chemical encyclopedia, providing technical information about the chemical. *To return to the Facility Chemical Information form, click on the Close Form button.*

   Tip: To find a specific chemical when only part of the chemical name is known, **right click** anywhere in the **Chemical, Mixture, or Product Name** field and select Sort Ascending. Click on the **Search** button. **Enter** the part of the chemical name that is known in the Find What field. In the "Match" field, select **Any Part of Field**. Click on the **Find Next** button. **Look** at the Chemical, Mixture, or Product Name that is displayed on the Chemical Information form to see if it is the desired chemical.

Continue to click on the **Find Next** button until the desired chemical is displayed on the Chemical Information form. Once the desired chemical is displayed, click on the **Cancel** button on the find screen.



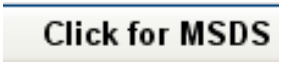
3. **Chem Info—All**: This button is on the Facility Chemical Information form. It opens the Chemical Information form without adding any filtering. All the chemical records in the database can be viewed. The Chemical Information form is like a chemical encyclopedia, providing technical information about the chemical.



4. **Chemical Info—Current**: This button is on the Facility Chemical Information form. It opens the Chemical Information form to the precise chemical being viewed on the Facility Chemical Information form. The Chemical Information form is like a chemical encyclopedia, providing technical information about the chemical. *To return to the Facility Chemical Information form, click on the Close Form button*.

5. **Chems By Building**: This button is on the Fire Service version of the HSIS software. It allows you to view the chemicals for the facility that is currently displayed on the Facility Chemical Information form. The chemicals display sorted by the storage location Building field.

Tip: No records will display if the Reportable Qntys field indicates N, as that would mean the facility does not have reportable quantities of hazardous substances.



6. **Click for MSDS**: If an electronic MSDS is available for this chemical, the file name will be displayed above the "Click for MSDS" button. *Note: The preferred methtod for opening an MSDS is via the sfm.cr2k website. See link to MSDS Online Database on Main Menu*. If you have requested and received the MSDS DVDs and have either saved the files to your computer or have inserted a DVD into the reader drive, then this button is what you can use to access an MSDS. Upon clicking the button, the MSDS file will open and will be displayed on the screen. (If the file could not be found, it may be necessary to insert the other MSDS Volume DVD into the reader drive). The MSDS file will either be a text file or a portable document file (pdf).

7. **Close Form**: The Close Form button closes the form that is being viewed. It does not close the HSIS program. More than one form can be open at one time; however, only one open form will be displayed on the screen at a time. The form that is displayed on the screen is the active form. When a form is active, the user can interact with the form (e.g. perform searches and navigate through records). When one form is closed, another open form becomes the active form and is displayed on the screen. For example, closing the Facility Information form causes the last form that was opened to become the active, displayed form.

8. **Datasheet View**: Datasheet allows you to view the information in a table format rather than as a form, thereby displaying numerous records at one time. By combining the use of the Search button, datasheet view, and filtering, a specific list of facility records can be displayed and printed. For more information on datasheet view and filtering, see HSIS Help, Getting Around in the HSIS Database. *To return to Form View, select View at the top of the menu, and select Form View.*

9. **Exit Program**: Clicking on the Exit Program button on the Main Menu closes the entire HSIS program, including any open forms. To exit the HSIS program, click on the Exit Program button.

10. **Facility Chem Search**: This opens the same Searching function that can be accessed from Searches & Reports. Enter any criteria you desire, then click on the Search Funnel. The resulting records display on the bottom half of the screen. To perform another search, click on the Clear Criteria icon.

Then enter the criteria you desire and search again.

11. **Facility Chemicals**: To view the chemicals for the facility that is currently displayed on the Facility Information form, click on the Facility Chemicals button.

Tip #1: If the facility did not report any chemicals, the following message will appear upon clicking the Facility Chemicals button.

Tip #2: To view all Facility Chemical Information records for all facilities in the database, right click in the empty area of the form and select **Remove Filter/Sort**. Or select Records from the menu bar, and choose Remove Filter. The number of records available to scroll through should increase substantially.

12. **Facility Info**: To view the Facility Information form, click the Facility Information or the Facility Info button. This button can be found on the Main Menu, the Facility Chemical Information form, and the Chemical Information form. The Facility Information form that was last viewed becomes the active form.

13. **Facility Info Report**: This report includes demographics, Hazardous Substance Information Survey status, chemical, and storage information. This report can be accessed from the Facility Information and the Facility Chemical Information forms, as well as the Facility Search and the Facility Chemical Search forms. When accessed from a Search form, if the cursor is on any field within the Search Results, that is the record that will display in the Facility Information Report. If the cursor has not been placed on any record, then the first record in the Search Result is the one that will display on the Facility Information Report. In the Fire version, the Facility Information Report includes confidential information.

14. **Facility Report**: This report in on the Fire Service version of the HSIS software, on Searches and Reports. It is not on the Public version. This report contains confidential and secured information that can only be released to Fire Departments and Hazmat Teams. When this button is clicked, you'll be prompted to enter the Facility ID. Then a confidential Facility Report will display on the screen. The report contains demographic and chemical information for the facility.

15. **Facility Search**: This interactive form can be accessed from the Facility Information form or the Searches & Reports form. Enter any criteria you desire, then click on the Search Funnel. The resulting records display on the bottom half of the screen. To perform another search, click on the Clear Criteria icon. Then enter the criteria you desire and search again.

16. **Inspection Entry Form**: First navigate to the Facility you are interested in. Click the Inspection Entry button on the Facility Info form. The top portion of the form will auto populate. The lower portion of the form is where you can record vital information such as; building type, water supply, emergency shut-off locations, equipment, and other building specifics. To preview a report containing the data you entered, click on Inspection Report With Data. The report includes a listing of the reportable quantities of hazardous substances the facility reported having on site and lists them by hazard class. The data you entered is stored in Inspections.accdb located in C:\Program Files\HSIS.

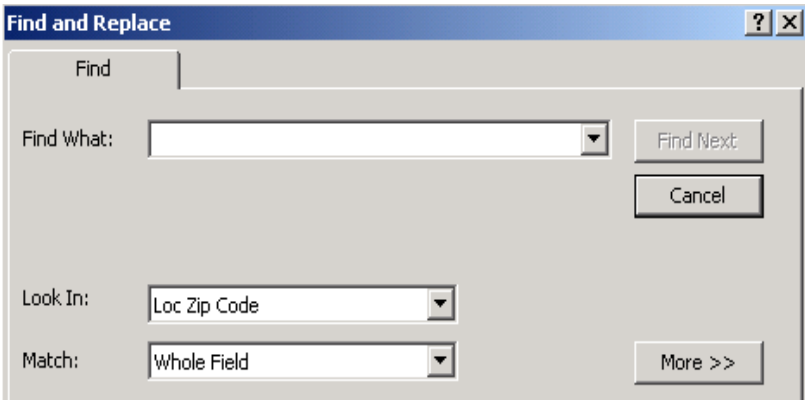
17. **Main Menu**: This button closes the form you are on and returns you to the Main Menu.

18. **MSDS List**: This button can be accessed from the Chemical Information form and the Searches & Reports form. Upon clicking this button, a list of all the MSDSs that have been collected by the OSFM CR2K Unit is displayed. This list has two columns: 1) The MSDS file name, and 2) the Chemical, Mixture, or Product Name for the substance. This is an interactive list. By double clicking on the MSDS file name, the MSDS document opens. By double clicking the Chemical Name, the Chemical Information form opens to that chemical.

19. **MSDS Not Available**: This button is accessed from the Facility Chemical Information form and the Chemical Information form. If an electronic MSDS is not available for the chemical record displayed, the button will display "MSDS Not Available."

20. **NAICS Website**: Accesses the U.S. Census Bureau's North American Industry Classification System web page.

21. **Search**: The Search button is a quick way to access the "Find" or search menu. Prior to clicking on the Search button, place the cursor in the field in which you want to perform a search. The cursor appears as a flashing vertical line.



A) ***Determine the field to be searched and click in that field***. For example, to find a particular zip code, click anywhere in the location address zip code field. Then click on Search. A Find and Replace screen appears.

B) ***Enter into the Find What field***. The "Find What" field is where the user types the text to be searched for. To find a specific zip code, type the five digit zip code number.

C) ***Adjust the Look In field***. If the cursor is sitting in the Loc Zip Code field, then "Look In" should display Loc Zip Code, which indicates the search about to be performed will be on the Location Zip Code field.

D) ***Adjust the Match field***. The options are *Whole Field, Any Part of Field, and Start of Field*. The option selected depends on what is being searched for.

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Tip #1: <u>Example of Start of Field</u>: For searching a zip code, select *Start of Field* because there are some zip codes in the system with five digits, and others with nine digits.

Tip #2: <u>Example of Any Part of Field</u>: If a search were being performed on the address, the user can select *Any Part of Field*. In the "Find What" field, type in the address number. Such a search would allow the user to scroll through all the records with that particular address number.

Tip #3: Example of Whole Field: If a search were being performed on a city name, *Whole Field* should be selected. The user would then type the city name in the "Find What" field.

E) ***Click on the Find Next button***. This initiates a search based on the criteria entered in the fields on the Find and Replace screen. Because the Start of Field was selected, the search will bring up those records with a five digit zip code and those with a nine digit zip code.

Tip #2: The Find and Replace menu can be moved out of the way if it is blocking fields on the form that need to be viewed. To move the menu, click and hold down on the top blue bar of the menu, and drag the menu to a better location.

Tip: For additional information on finding a specific record, refer to "Find specific record(s) in a table or form" in HSIS Help, either on the HSIS software or in this manual.

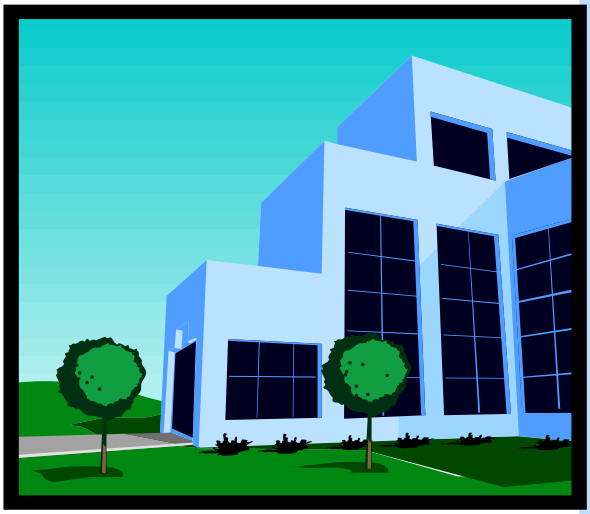
22. **Site Plans**: This button is located on the Facility Information form. It opens the Site Plans form. The Site Plan must be saved to your computer or network. Enter the path to the Site Plan on your system. This will be entered into the field as a hyperlink. Once entered, you can click on the link and it will open the site plan. This feature is included on the Fire Service version only.

23. **Tables.pdf**: This button opens a pdf displaying the many codes and descriptions used when completing the Hazardous Substance Information Survey.

24. **View All Chemicals**: On the Chemical Information form, this button removes any filtering so that all the chemical information records are available. Chemical Information is like a chemical encyclopedia of substances reported in Oregon. For additional information on the Chemical

Tip: To find a specific chemical when only part of the chemical name is known, **right click** anywhere in the **Chemical, Mixture, or Product Name** field and select Sort Ascending. Click on the **Search** button. In the "Match" field, select **Any Part of Field**. **Enter** the part of the Chemical Name that is known in the Find What field. Click on the **Find Next** button. **Look** at the Chemical, Mixture, or Product Name that is displayed on the Chemical Information form to see if it is the desired chemical. Continue to click on the **Find Next** button until the desired chemical is displayed on the Chemical Information form. Once the desired chemical is displayed, click on the **Cancel** button on the find screen.

25. **<u>View All Chemicals for All Facilities</u>**: On the Facility Chemical Information form, the View All Chemicals for All Facilities button is a way for the user to view all the Facility Chemical Information records for all facilities in the database. Upon clicking the button, the filtering is removed from the Facility Chemical Information form. The record displayed will not relate to the record the user was viewing in the Facility Information form. See the Record Count at the bottom of the screen to see how many Facility Chemicals records there are in the database.



Part 9
FACILITY INFORMATION

CONTENTS

Page 60 Opening the Facility Information Form

Page 61 Regulatory Information

Page 64 Demographic Information

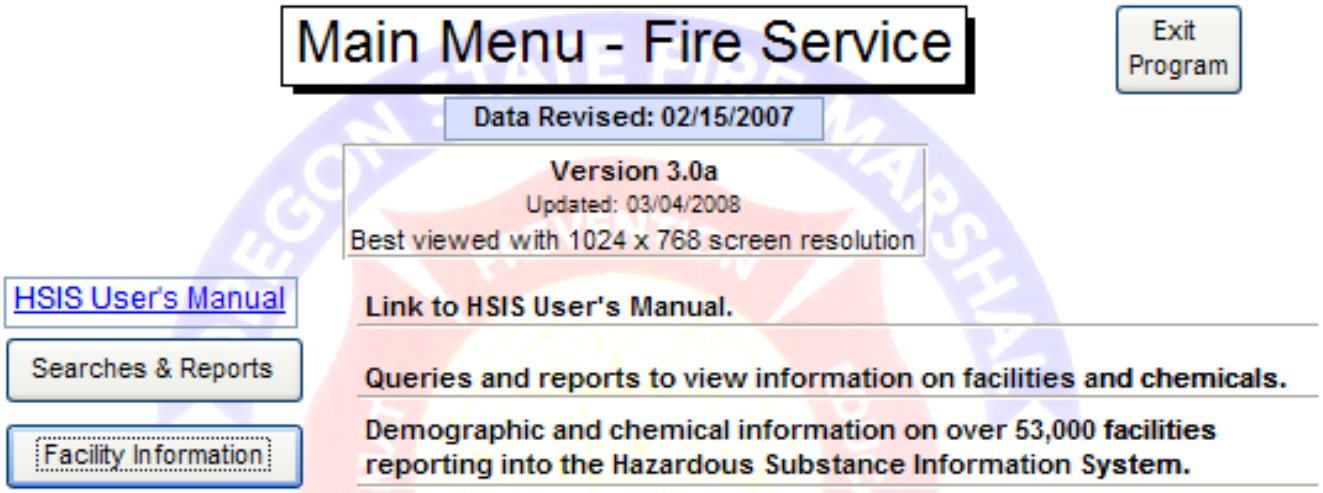
Page 71 Business Description

Page 72 Survey Status

Page 73 Emergency Information

A. OPENING THE FACILITY INFORMATION FORM

The HSIS software contains facility information on facilities in Oregon. Click the Facility Information button on the Main Menu to open the Facility Information form.



In describing the elements on the Facility Information form, the form will be divided into categories. (For a description of the buttons on the form, refer to the Introduction To Buttons chapter in this manual.) Fields in the following categories will be described in this chapter.

1. First Column—Regulatory Information
2. Demographic Information
3. Business Description
4. Survey Status
5. Emergency Information

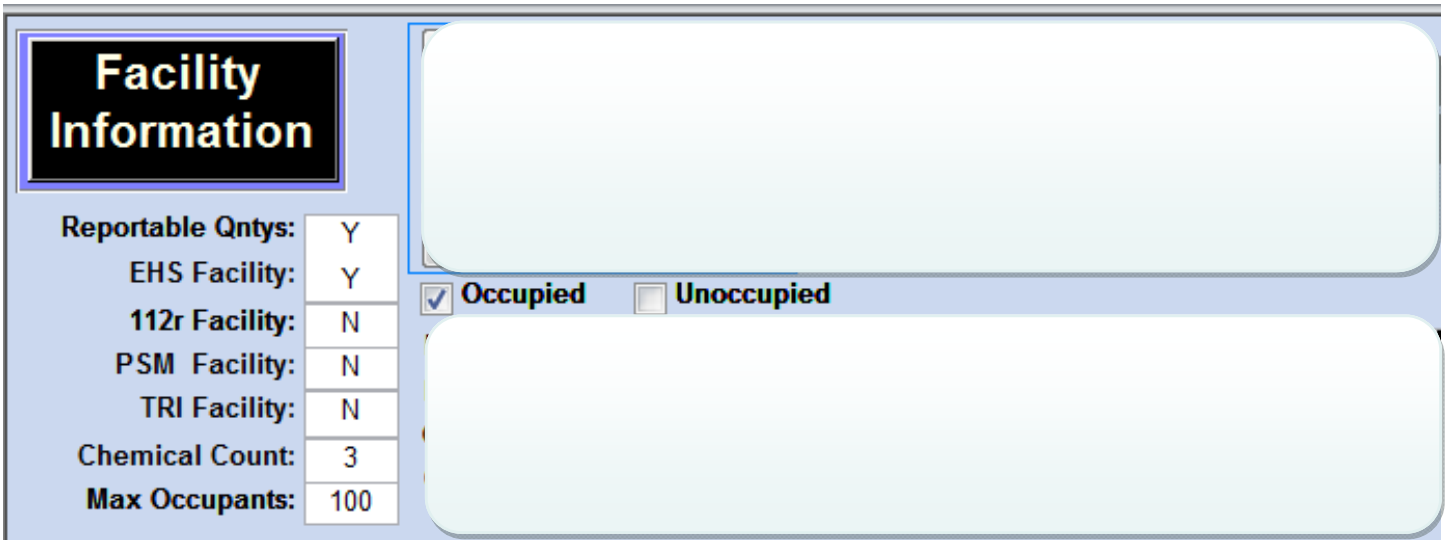
Tips will be provided to explain how to sort , search, and maneuver in the Facility Information form.

Tip #1: To **print**, press **Ctrl P** on the keyboard. In the Print dialog box under Print Range, click **Selected Record**(s). DO NOT print using File, Print from the menu unless you have pressed SHIFT+SPACEBAR to select the record you are on. Otherwise you will print the entire table that you are in, which would be approximately 54,500 pages.

Tip #2: To see a description of the **buttons** on this form, refer to **Introduction To Common Buttons** in this manual.

B. REGULATORY INFORMATION

Regulatory fields are in the first column. In the picture below, the buttons have been covered to focus attention on the regulatory fields. For a description of the buttons on this form, please refer to the Introduction to Buttons chapter in this manual.



1. Reportable Qntys

Facilities indicate whether or not they had hazardous substances in reportable quantities during the survey period. A hazardous substance is any substance for which a Material Safety Data Sheet (MSDS) is required by Oregon Occupational Safety and Health Act (OSHA). Facilities that report they have no reportable quantities will be placed in our inactive files and a Hazardous Substance Information Survey will no longer be mailed for this site. .

Tip #1: Most facilities in the HSIS will indicate Y to having reportable quantities, as only facilities that store a hazardous substance that meets or exceeds the minimum reportable quantity are required to report.

Tip #2: Upon clicking the **Facility Chemical** button, the Facility Chemical form will open . Chemicals the facility last reported will display and can be scrolled through. For more information on the Facility Chemical form, refer to the Facility Chemical section in this manual. *To return to the Facility Information form, click on the Facility Information button.*

Tip #3: To determine what a reportable quantity is, click on the **Main Menu** button, click on the **Tables** tab, and click on the **Reportable Quantities** button. A form will display showing the reportable quantities. *To return to the Facility Information form, click on the Close Form button, click on the Main Menu button, and click on the Facility button.*

Tip #4: *Filter by Form is not available if using the Runtime version of Access*. To view all facilities in a specific fire district that have reportable quantities, right click in the empty area of the form and select **Filter By Form**. This opens a blank Facility Information form. **Right click** again in the empty area of that form and select **Remove Filter/Sort**. Click in the **Fire Dept ID**. Select the desired fire department code (fire district) from the **drop down** list that appears. Click in the **Reportable Qntys** field. Select "**Is Not Null**." **Right click** in the empty area of the form and select **Apply Filter**.

2. **EHS Facility**

EHS are calculated based on the accumulative amount at the facility at any one time. Facilities mark "Yes" in order to identify themselves as having an EHS substance at their facility at or above it's Threshold Planning Quantity (TPQ).

Tip #1: To determine which chemical the facility has reported as meeting the EHS TPQ (there may be more than one), click on the **Facility Chemicals** button. Right click Meets EHS TPQ and select Sort Ascending. This should bring you to the chemical the facility reported that meets the EHS TPQ.

Tip #2: To view a list of EHS chemicals reported to OSFM, click on the **Main Menu** button, then click on the **Searches & Reports** button. Select **EHS** from the Pick A List dropdown. Click on Open List.

Tip #3: To generate an Excel spreadsheet of EHS Facilities, and the Meets TPQ chemicals they last reported, you will need to export certain tables from the HSIS program to HSISExport.accdb. HSISExport.accdb is where you can design your own queries to get the information you need.

Please refer to the Searches and Reports section in this manual, under the Exporting chapter for steps to do this. See Example 1 and/or Example 2. Both processes result in an EHS Facilities list, including only facilities who have identified themselves as being an EHS Facility, and including only the chemicals they have indicated meet the EHS TPQ.

Example 1 walks you through designing a query in order to make custom reports with data from the HSIS software.

Example 2 walks you through designing the same query, but it is designed by pasting code into the SQL view.

3. **112r Facility**

This box is marked Y if the facility indicated they have a substance on site that meets or exceeds the TQ (Threshold Quantity) of a substance on the 112r Clean Air Act chemical list.

Tip #2: To view a list of 112r chemicals, click on the **Main Menu** button, then click on the **Searches & Reports** button. Click the dropdown under **Pick a List**. Select the **EPA 112r** list. Click the **Open List** button**.**

4. **PSM Facility**

A Y will be indicated in the PSM Facility field if: 1) the facility uses a flammable liquid or gas in a quantity of 10,000 pounds or more, or 2) the facility has reported that they have a substance on site that meets or exceeds the Threshold Quantity (TQ) of a substance on OR-OSHA's Process Safety Management (PSM) chemical list.

5. **TRI Facility**

This box is marked Y if the facility indicated they are subject to Section 313 of EPCRA, which is the Toxic Release Inventory (TRI). TRI tracks the management of certain toxic chemicals that pose a threat to human health and the environment. The HSIS does not capture TRI information at the chemical reporting level.

Tip #1: To see s list of all the TRI Facilities in a specific county, click on the Facility Search button. On the Facility Search form, select Y as the criteria for TRI Facility. Select the desired county in the County drop down.

Then click the Search icon.

6. **Chemical Count**

This is the number of chemicals reported by the facility. The Public version of the HSIS software does not include secured chemicals; therefore, secured chemicals are not included in the chemical count on the Public version of the HSIS software.

Tip: To view the facility reporting the most chemicals in the state, right click on Chemical Count and select Sort Descending.

7. **Max Occupants**

This is an estimate of the maximum number of occupants that may be present at any one time at the facility. This includes contractors, vendors, and people that may be present for any training

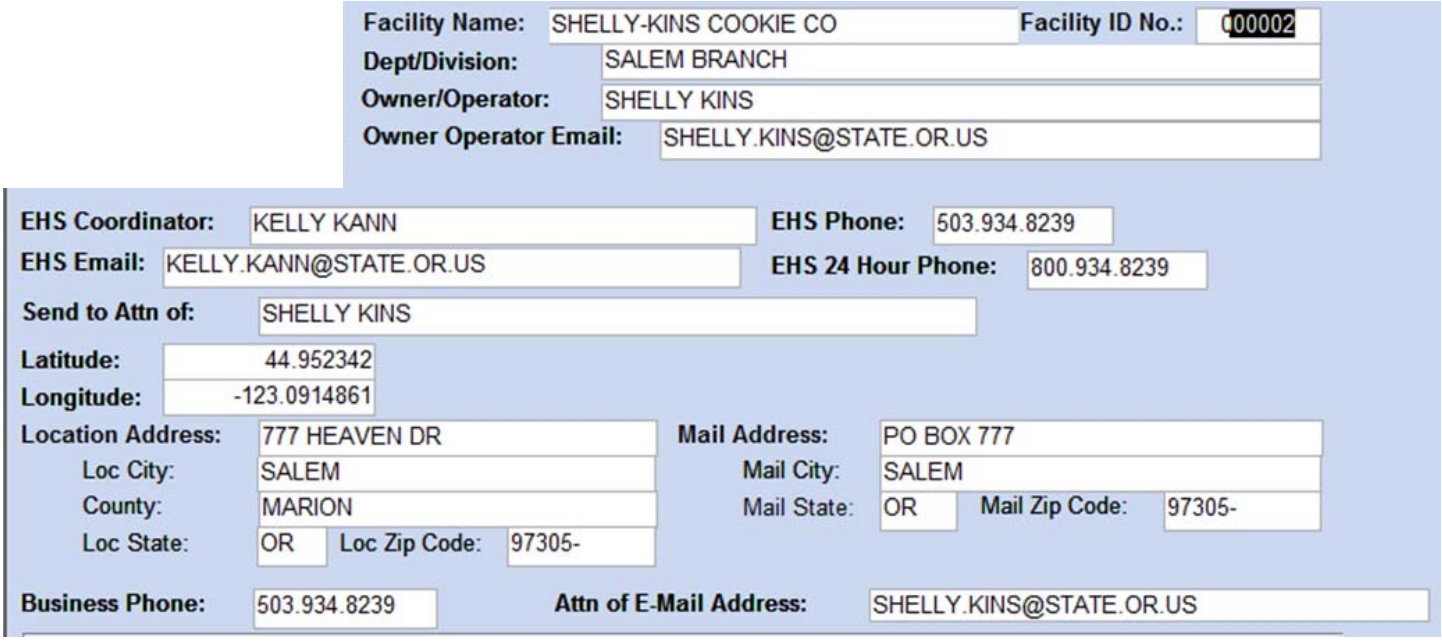
or other events, as well as employees. of persons employed at this site, as last reported by the facility.

8. **Occupied**
If the facility is occupied at least part of the day on a regular basis, Occupied will be checked.

9. **Unoccupied**
If the facility is never occupied or if it is rarely occupied for short periods of time (e.g. monthly maintenance visit), Unoccupied will be checked.

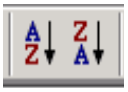
C. DEMOGRAPHIC INFORMATION

The Facility Information form provides demographic information such as Facility Name, Department/ Division, Owner/Operator, and contact numbers. All demographic fields are described in this section. A sort or a search can be performed on any of these fields.



1. **Facility Name**
This is the name of the facility.

Tip #1: To sort the Facility Name field in descending order , right click anywhere in the Facility Name field and select Sort Descending. To return the records to ascending order, right click anywhere in the Facility Name field and select Sort Ascending.



Alternative methods of sorting are to click on the Sort A to Z icon, or select Records on the menu bar and select either Sort Ascending or Sort Descending. *These options may not be available if using the runtime version of Access.*

Tip #2: To find a facility name when only part of the facility name is known, click anywhere in the **Facility Name** field. **Right click** and select **Sort Ascending**.

Click on the **Search** button. **Enter** the part of the facility name that is known in the "Find What" field. In the "Match" field, select **Any Part of Field**. Click on the **Find Next** button.

Look at the Facility Information form, specifically the Facility Name field and other demographic fields to see if the desired facility is displayed. Continue to click on the **Find Next** button until the desired facility is displayed.

*Click on the **Cancel** button to close the Find and Replace screen.*

2. **Facility ID**

This is a unique record number assigned to a facility. A Facility ID Number is assigned to each separate facility location/address.

Tip: To perform a search on the Facility ID Number field, click anywhere on the **Facility ID Number** field. **Right click** and select **Sort Ascending**, (or click on the sort A to Z icon). Click on the **Search** button. Enter the Facility ID Number in the Find What field of the Find and Replace menu. In the "Match" field, select **Whole Field**. Click on the **Find Next** button. The record should now be displayed on the form. *Click on the **Cancel** button to close the Find and Replace screen.*

3. **Dept/Division**

This is the name of the department or division within the facility/organization.

4. **Owner/Operator**

The name of the owner, Chief Executive Officer, or Registered Agent as reported on the last Hazardous Substance Information Survey, is shown in this field.

Tip: To perform a search on the Owner/Operator keep in mind that the Manager field may contain a first name, middle name or initial, a last name, and sometimes a title. If the last name of the manager is known, an effective search can be performed.

Click anywhere in the **Owner/Operator** field. Click on the **Search** button. **Enter** the last name of the manager in the Find What field. It is not case sensitive. Match: **Any Part of Field**. Click on the **Find Next** button.

Since there may be more than one person in the database with that name, **look** at the Facility Name field displayed on the form to see if it reflects the facility desired. Continue clicking **Find Next** until the desired facility is found. Click on the **Cancel** button to stop the search.

5. **Owner/Operator Email**
The email address of the owner, Chief Executive Officer, or Registered Agent as reported on the last Hazardous Substance Information Survey, is shown in this field.

6. **EHS Coordinator Name**
This field holds the name of the facility's Section 302 Extremely Hazardous Substance Coordinator. This information is required from facilities that are subject to EPCRA Section 302.

Tip: To determine if the facility last reported that they are subject to Section 302, refer to the EHS Facility field. Data in the EHS Coordinator Name remains in the database even if the facility reports they are no longer subject to Section 302.

The phone number of the EHS Section 302 Coordinator is reported by facilities who are subject to Section 302 of the Federal EPCRA. This information is confidential and appears only on the fire service version of this software.

7. **EHS Email**
The email address of the EHS Section 302 Coordinator is reported by facilities who are subject to Section 302 of the Federal EPCRA.

8. **EHS 24 Hour Phone**
The 24-hour phone number of the Section 302 Emergency EHS Coordinator will be shown here if the facility indicated they are an EHS Facility. This phone number is a confidential field and is only included in the Fire version of HSIS.

9. **Send to Attn of**
This is the name or position title that the OSFM sends the Hazardous Substance Information Survey to, as directed by the facility on the last survey submitted.

10. **Latitude and Longitude**
This is the geographical lat/long location of the facility's location address. These are also referred to as the Geo Loc codes. These are reported in the decimal degrees format.

11. **EHS Phone**

Tip #1: Here is one source where you can enter your site address to determine the coordinates. http://itouchmap.com/latlong.html

Tip #2: To convert coordinates from "degrees, minutes, and seconds" format into "decimal degrees" format, the Federal Communication Commission web site can assist: http://transition.fcc.gov/mb/audio/bickel/DDDMMSS-decimal.html

Tip #3: The Oregon Coordinate Reference System Standard is Oregon Lambert (datum NAD83). For more information on Oregon Lambert, refer to the Oregon Geospacial Enterprise Office (GEO) web site.
http://www.oregon.gov/DAS/CIO/GEO/pages/coordination/projections/projections.aspx

12. **Location Address**

The Location Address is the facility's business location in Oregon, including address number, street name, street type, prefix and suffix directions. A facility may have more than one site. Each site is unique if it has a different address. Because each site must complete a separate survey, each site will have a separate Facility Information record.

Tip #1: To find facilities on a specific street, click on the **Datasheet View** button. **Scroll** to the right and click anywhere in the **Loc Street** field. **Right click** on the Loc Street of any record. **Right click** and select **Filter For** and **type** the **street name** desired. Press **enter** on the keyboard. The result will now only display facilities located on the desired street. *To remove the filter, right click on any cell and select Remove Filter/Sort. To return to Form View, click on View on the menu bar, and select Form View.*

Tip #2: If you don't have a 'Filter For' option, you will need to **sort** Loc Street in ascending order, then **find** the street you want. Then **filter** on that street name.

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13. **Loc City**

This is the city in which the facility is located . This is part of the business site address and is short for 'Location City'.

Tip #1: To see records that are in a specific city, **click** anywhere in the **Loc City** field , **right click** and select **Sort Ascending**. (or just click on the sort A to Z icon). This initial ascending sort speeds up the searching process. Click on the **Datasheet View** button. **Scroll** to the right and click in the **Loc City** field of any record. **Right click** and

select **Filter By**. **Type** the desired **city**. Press **enter** on the keyboard. Click on **View** on the menu bar and select **Form View**. **Scroll** through the records using the **arrow buttons**.

Tip #2: To view a list of records in a specific city, click on the **Datasheet View** button. **Scroll** to the **Loc City** field. **Highlight** the **desired city** in one field of any record. Right click and select **Filter by Selection**. The number of records at the bottom of the screen should substantially decrease.

To remove the filter and see all the records again, right click and select Remove Filter/ Sort (or click on the Toggle Filter icon (funnel), if shown). To return to Form View, click the Add –Ins tab and click on the Form View icon.

14. **Loc County**

This is the county in which the facility is located.

Tip: To see a complete list of counties in Oregon, right click in the empty area on the form and select **Filter By Form**. Click on the **drop down** box that appears next to that field. All 36 counties in Oregon can be seen by scrolling down through the list. *To return to Form View, click on the Add-Ins tab and click the Form View icon.*

15. **Loc State**

This is the state in which the facility is located. All facilities in the HSIS system are located in Oregon.

16. **Loc Zip Code**This is the zip code where the facility is located. Some facilities report a five digit zip code, while others report a nine digit zip code.

Tip: To perform a filter on a specific five digit zip code, and to include the nine digit zip codes, click on the **Loc Zip** Code field. Sort **A to Z**. Click on **Datasheet View**. **Scroll** over to the **Loc Zip Code** field. Click in the Loc Zip Code field of any record. Click on the **Records**, **Find** (or click on the Search button, if shown). **Type** the five digit zip code in the Find What field. Match: **Start of Field**. Click **Find Next**.

Close or **Cancel** the search. **Scroll** down to view all the records with that zip code specified in the search. Those with nine digit zip codes will show up after those with five digit zip codes. *To return to Form View, click on View on the menu bar and select Form View.*

17. **Mail Address**

The Mail Address field includes the mailing address number, street name, and prefix/suffix directions. This is the address that will receive all correspondence regarding the Hazardous Substance Information Survey.

18. **Mail City**

This is the mailing address city where all correspondence pertaining to the Hazardous Substance Information Survey is mailed .

Tip: To perform a search on mail city, **right click** anywhere in this field, and select **Sort Ascending** (or click the sort A to Z icon on toolbar at top of screen, if shown). Click on the **Search** button. The initial ascending sort speeds up the searching process. Click on the **Datasheet View** button. **Scroll** to the **Mail City** field. **Right click** and select **Filter For**. **Type** the desired city. Press **enter** on the keyboard. The number of records at the bottom of the screen should substantially decrease.

To remove the filter and see all the records again, click on Records on the menu bar and select Remove Filter. To return to Form View, click on View on the menu bar, and select Form View.

19. **Mail State**

This is the state where correspondence regarding the Hazardous Substance Information Survey for this facility is mailed. Not all mailing addresses are in Oregon.

Tip #1: To see the records of facilities that have a mailing address outside the state of Oregon, **right click** anywhere in the **Mail State** field. Select **Sort Ascending**, (or click on the sort A to Z icon). **Scroll** through the records to view the various states (e.g. Alaska, Alabama, Arizona, etc.) You can also click on the Datasheet View button to see numerous records at once. **Scroll** over to the Mail State field. Scroll down through the records to view the various states (e.g. Alaska, Alabama, Arizona, etc.) *To return to Form View, click on View on the menu bar and select Form View.*

Tip #2: In datasheet view, you can move the Mail State field to be next to a different column. For instance, it might be nice to see the Mail State next to the Facility Name column. **Hover** over the **Mail State** field until you see a **black down arrow**. **Click** and then **let up** on the mouse. **Click** down on the column again and **drag** the Mail State column to the desired location. **Let up** on the mouse to drop the column to that location.

20. **Mail Zip Code**

This is the zip code where correspondence regarding the Hazardous Substance Information Survey for this facility is mailed.

Tip: To perform a filter on a specific five digit zip code, and to include the nine digit zip codes, right click on the **Mail Zip Code** field and select Sort Ascending. Click on **Datasheet View**. **Scroll** over to the **Mail Zip Code** field. Click in the **Mail Zip Code** field of any record. Select **Records** from the menu bar, and choose **Find**. **Type** the five digit zip code in the Find What field. Match: **Start of Field**. Click **Find Next**. Close or **Cancel** the search. **Scroll** down to view all the records with that zip code specified in the search. Those with nine digit zip codes will show up after those with five digit zip codes. *To return to Form View, click on View on the menu bar and select Form View.*

21. **Business Phone**

This is the telephone number that can be used to contact the facility during business hours.

Tip: To find a facility by searching for the known phone number, click anywhere in the **phone number** field. Click on the **Search** button. **Enter** the nine digit phone number (including area code) in the Find What field, without dashes or spaces (e.g. 5033731540). Match: **Whole Field**. Click on **Find Next**. The facility with that phone number will now be displayed on the form. Close or **Cancel** the Find and Replace screen.

22. **Attn of E-Mail Address**

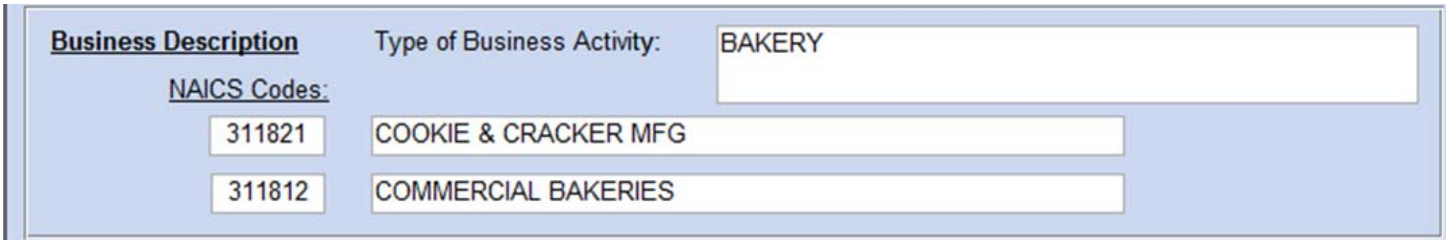
This is the facility's email address. The OSFM CR2K Unit uses this email address to send correspondence to the facility.

Tip #1: To find an email address when the exact email address is *not* known, the Any Part of Field criteria would need to be utilized. Click anywhere in the **Attn of E-Mail Address** field. Click on the **Search** button. **Enter** the part of the email address that is known in the Find What cell. Match: **Any Part of Field**. Click on **Find Next**.

Tip #2: Filtering on the Attn of E-Mail Address can be a good way to locate all the records for one business. If a business has several different sites and each one has a very different Facility Name, then one would first find one of their sites. Then click on the Attn of E-Mail Address field and select then filter on the Attn of E-Mail Address field in order to find their other records.

D. BUSINESS DESCRIPTION

The Business Description fields describe the type of business activity the business performs.



1. **Type of Business Activity**

This business description is provided by the facility.

Tip: To find a "school," click anywhere in the **Type of Business Activity** field. Click on the **Search** button. **Enter** the word "school" in the Find What field. It is not case sensitive. Match: **Any Part of Field**. Click on **Find Next**. **Look** at the Facility Name field displayed on the form to see if it is displaying the desired facility name. Continue clicking on **Find Next** until the desired school is displayed.

2. **NAICS Codes**

This is the North American Industrialized Classification System. This number refers to a standard description of the business activity performed at the facility. The HSIS Program allows up to two NAICS codes for each facility.

Tip: To identify all the records that have one or two specific NAICS (e.g. 311821 and 311812), **click on Advanced** and select **Filter By Form**. A blank Facility Information form appears.

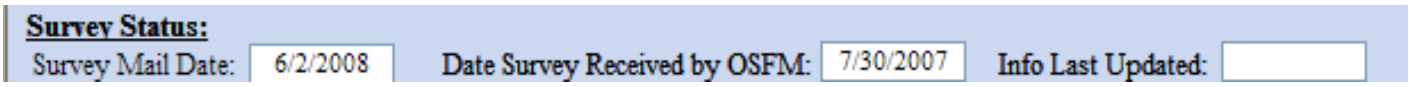
Click in the **first NAICS Code** field (where the NAICS number would be located). **Enter** the desired six digit NAICS Code (311821).

At the bottom of the screen, click on the first "**Or**" tab.

Click in the second **NAICS Code** field (where the NAICS number would be located). For example, **enter 311812**. Click on **Advanced** and select **Apply Filter/Sort**. All the facility records with a 311821 or 311812 NAICS Code in either the first or second NAICS field can be viewed. *To see all records again, click on Toggle Filter (a funnel icon).*

E. SURVEY STATUS

Survey fields are displayed in varying locations of the Facility Information form. A sort or a search can be performed on any of these fields. Tips on performing sorts and searches are included beneath the description of each field.



1. **Survey Mail Date**

   This is the date the current year survey was scheduled to be mailed to the facility. The facility would have received the survey on that date, and would have been required to submit it to OSFM within 60 days of that date.

2. **Date Survey Received by OSFM**

   The Hazardous Substance Survey was last received by OSFM on this date.

   Tip: If the Date Survey Received reflects the current year, this normally means the current year survey was received on this date.

   If the Date Survey Received reflects the prior year, this normally means the previous year survey was received on that date.

   To move a column, **position the cursor** at the top of the column. When the cursor becomes a **down arrow**, **click and drag** the column to another location (e.g. to the far left to make it the first column in datasheet view). **Drop** the column to the new location by letting up on the mouse. The other columns will move to the right to make room for the column which was dropped there.

3. **Info Last Updated**

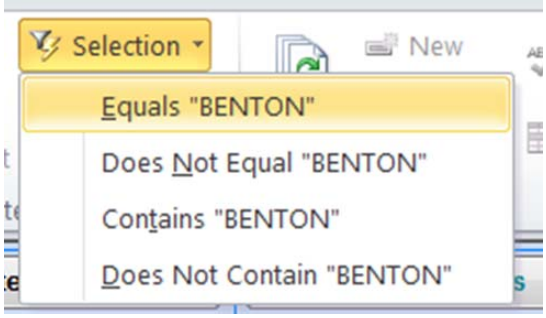
   This is the date the HSIS information for this facility was last updated. This field reflects the date the Hazardous Substance Information Survey was data entered, or the date a new email address, a new contact person, or any other change, was data entered on their record.

   Tip #1: If a facility is in our database, but has never submitted a survey, there will not be a date in this field.

Tip #2: ***To view the facility records in a specified county that have had the most recent updates,*** right click in the County field and select Sort Ascending. Right click again and select Find. Type the name of the county you want to find. Click Find Next. The county has been found. To close the Find box, click Cancel.

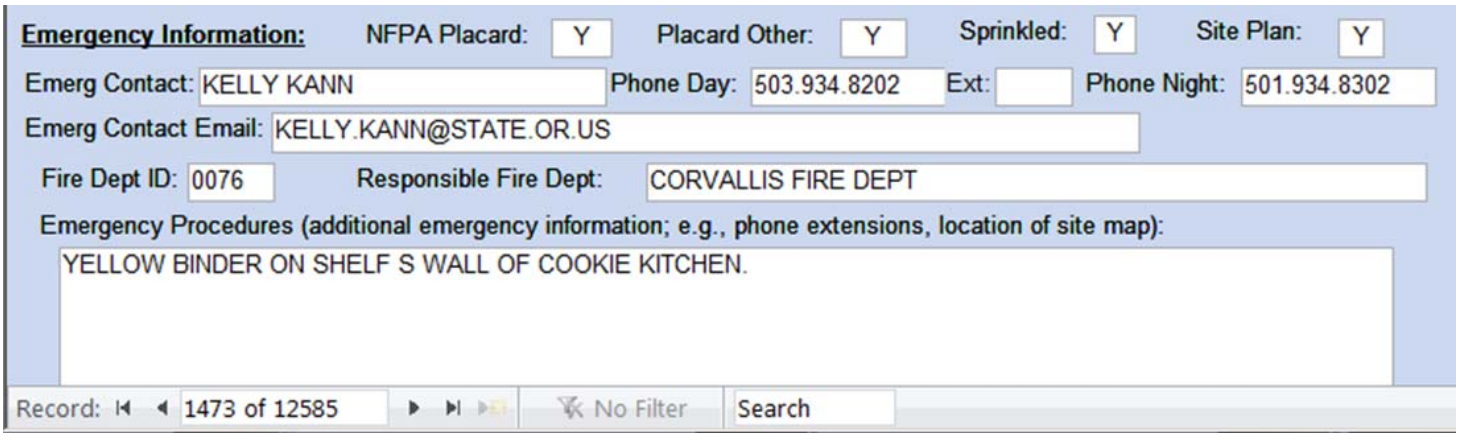
Next, click in the County field. Click on Selection and select "Equals County Name".

Right click in the Info Last Updated field and select Sort Descending. The records with the most recent update dates will display first.



F. **EMERGENCY INFORMATION**

All emergency data fields, regardless of their placement on the form, are presented in this section.



1. **NFPA Placard**

If the facility uses the National Fire Protection Agency's (NFPA) 704 code, this field will indicate "Yes."

Tip: To see which facilities in a particular fire district are not using the NFPA 704 code, first **determine** the Fire Dept ID for the district. Once the Fire Department Code is determined, click on **Datasheet view**. Scroll over to the **NFPA Placard** field (about 26 tabs to the right). Click anywhere on the NFPA Placard field of any record. Click on Records, Find. **Enter** N in the Find What field. Match: **Whole Field**. Click on **Find Next**. Click on **Cancel**.

Next, right click in an NFPA Placard cell containing "N" and select **Filter by Selection**. Scroll to the **Fire Dept ID** field. Select **Records**, **Find** from the menu bar. **Enter** the Fire Department Code in the Find What field. Match: **Whole Field**. Click on the **Find Next** Button.

Click on the **Cancel** button to close the Find screen. **Click on lightening bolt-Selection and select Equals FDID Code.** Scroll through the records to review the list.

To return to form view to view the filtered records, click on View at the top of the screen. Select Form View. To remove all filters, right click in the empty area of the form and select Remove Filter/Sort.

2. **Placard Other**

If labeling or placarding other than NFPA 704 is used, "Yes" will be indicated in this field.

Tip #1: *Filter By Form is not available if using the Runtime version of Access.*

Tip #2: To see which facilities in a particular county are using other placards, right click in the empty area of the form and select **Filter By Form**. This opens a blank Facility Information form. **Right click** in the empty area of the form and select **Remove Filter/Sort**. Click in the **Loc County** field. Select the desired county from the **drop down** list that appears. Click in the **Placard Other** field. Select **Is Not Null**. **Right click** in the empty area again and select **Apply Filter/Sort**. The number of records shown at the bottom of the screen should have significantly decreased.

Scroll through the records, or click the Datasheet View button to view a list of the records. Once in datasheet view, to return to form view, click on View at the top of the screen. Select Form View.

To return the view to show all records, right click in the empty area of the form and select Remove Filter/Sort.

3. **Sprinkled**

If the facility has an automatic sprinkler system or other automatic fire suppression system, this field will indicate "Yes."

Tip #1: *Filter by Form is not available if using the Runtime version of Access.* To view facilities in a specific city on a particular street that do not have an automated fire suppression

system, right click in the empty area of the form and select **Filter By Form**. This opens a blank Facility Information form. **Right click** in the empty area again and select **Remove Filter/Sort**. Click in the **Loc City** field. Enter the desired city. Click on the funnel icon to **Apply Filter**.

Click on the **Datasheet View** button. Scroll to the right and **right click** in any record's "**Sprinkled**" field. Select **Sort Ascending**. Right click on a record that indicates "**No**" and select **Filter By Selection**. Click on **View, Form View**. Click anywhere in the **Location Address** field. Click on the **Search** button. **Enter** the street name in the Find What field. It is not case sensitive. Match: **Any Part of Field**. Click on the **Find Next** button. To view the next record on the desired street, click the Find Next button again.

Continue to click on the Find Next button until all the facilities in the specified city on the particular street have appeared on the screen. A message box will display once all the records have been reviewed. The message will say "HSIS finished searching the records. The search item was not found." Click on OK. *To remove the filter, click on the Remove Filter icon (funnel).*

4. **Site Plan**

If the facility has a WRITTEN emergency plan, this field will indicate "Yes."

Tip #1: If the field indicates "Yes," then the field titled "Emergency Procedures" may contain additional information pertaining to the emergency plans, e.g. night phone extension, location of site plan or map, etc.

Tip #2: To determine if a specific facility has a site plan, click anywhere in the **Facility Name** field. Click on the **Search** button. **Enter** the facility name in the Find What field. Match: **Start of Field**. Click on the **Find Next** button. Continue to click on Find Next until the appropriate facility is displayed.

To close the Find screen, click on the Cancel button. With the appropriate facility displayed on the form, look at what is displayed in the Site Plan field.

Tip #3: To enter Site Plan information into the Site Plan database (**Fire Service version only**), click on the Site Plan button. A Site Plan form will open. If you previously entered Site Plan information for this record, that information will display on the Site Plan form. If you have never entered Site Plan information, the fields on the form will be mostly blank.

5. **Emer Contact**
This is the Emergency Contact person for the site. This person is qualified to give on-site information concerning hazardous substances used at this site. An emergency contact person is required under both state and federal statutes.

6. **Phone Day**
This is the daytime telephone number for the emergency contact person.

7. **Ext**
This is the daytime telephone number *extension* for the emergency contact person.

8. **Phone Night**
This is the nighttime telephone number for the emergency contact person. This is secured information which only appears on the Fire Service version of the HSIS software.

9. **Emerg Contact Email**
This is the email address for the emergency contact person.

10. **Fire Dept ID**
This is the code for the fire department that would respond in an emergency at this site. Each Fire Department ID represents a different fire district.

Tip #1: To see a complete list of Fire Department Identification Numbers, click on the **Main Menu** button, click on the **Searches & Reports** button, and then click on the **FDID** button. A list of Fire Department Codes appears with the corresponding name of the department next to it.

Tip #2: To view a list of all the facilities in a specific fire district, click on the **Datasheet View** button. **Scroll** over to the **Fire Dept ID** field (approximately 38 fields to the right). **Right click** on any part of the Fire Dept ID field of any record and select **Sort Ascending**. Click on the **Search** button. **Enter** the Fire Dept ID desired in the Find What field. Match: **Whole Field**. Click on the **Find Next** button. The cursor should now appear on the desired Fire Dept ID. **Right click** and select **Filter By Selection**. The record count displayed at the bottom of the screen identifies how many facilities are within the selected Fire Department.

Tip #3: After performing Tip #2 to view a list of all the facilities in a specific fire district, it is possible to return to form view in order to view the filtered records one record at a time by scrolling through. Return to form view of the Facility Information form by

clicking on **View** at the top of the screen. Select **Form View**. *To again display all records, right click in the empty area of the form and select Remove Filter/Sort (or click on the Remove Filter icon which looks like a funnel).*

11. **Responsible Fire Dept**
This is the name of the fire department that would respond to an emergency at this site. The Responsible Fire Dept corresponds with the Fire Dept ID field.

12. **Emergency Procedures**
This is additional information pertaining to emergency procedures. It could be the location of the procedures, or additional phone numbers, the location of the site map, etc.

Part 10
FACILITY CHEMICAL INFORMATION

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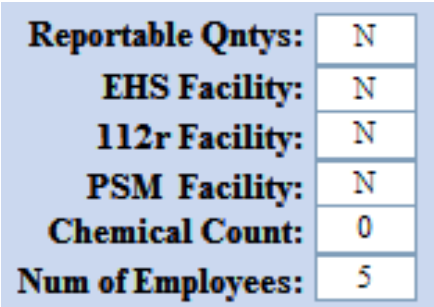
A. OPENING THE FACILITY CHEMICAL INFORMATION FORM

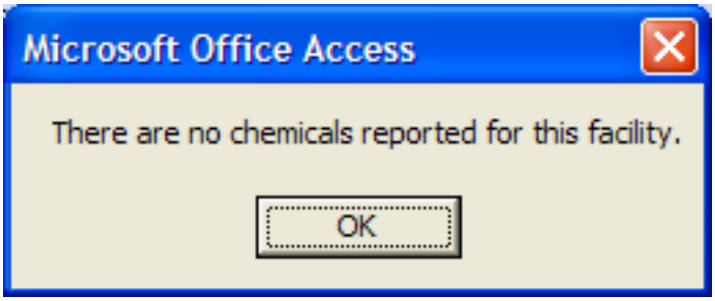
The Facility Chemical Information form cannot be accessed via the Main Menu. It must be accessed through the Facility Information form. For a description of the buttons on this form, refer to the Introduction To Common Buttons chapter in this manual.

There are two ways to view the data: 1) Facility Chemical Information records for a specific facility, 2) Facility Chemical Information records for all facilities entered in the database.

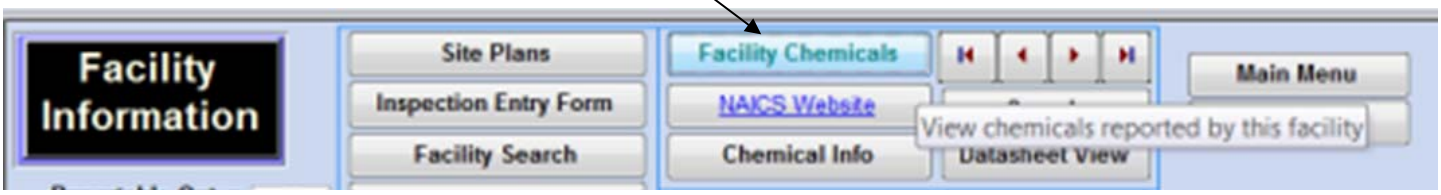
1. **<u>View Chemicals for a Specific Facility</u>**: First find the desired facility record in the **Facility Information** form. Look at the **Reportable Qntys** field prior to clicking on the Facility Chemicals button. If the Reportable Qntys field indicates "N", the following message will be displayed when the Facility Chemical button is clicked.

If this is No... **Then this message displays...**





If the facility *does* have reportable quantities of chemicals, then a "Y" will be displayed in the Reportable Qntys field. Click on the **Facility Chemicals** button and the Facility Chemical Information form displays.

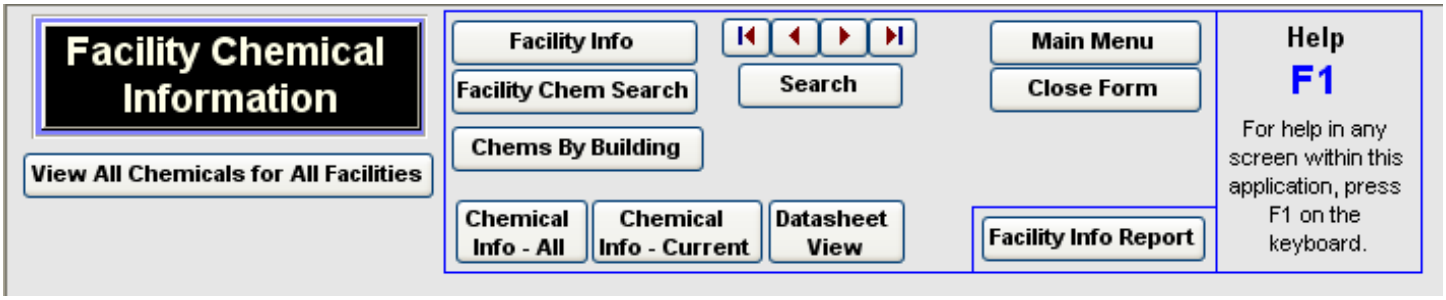


A facility may have reported more than one chemical. To determine how many Facility Chemical Information records there are for the facility, look at the record selector at the bottom of the screen.

If a facility reported two chemicals, it looks like this.

2. **<u>View All Chemicals for All Facilities</u>**: Another way to view Facility Chemical Information is by viewing *all* the Facility Chemical Information records, not relative to any one specific facility. This can be accomplished in one of three ways: 1) First view facility specific chemicals. Then remove the filter by clicking on the Remove Filter icon (funnel). All the Facility Chemical records in the HSIS Program can now be reviewed. 2) Or, right click in the empty area and select Remove Filter/Sort. 3) Or, click on the View All Chemicals button.

Tip: A chemical will likely be listed numerous times in this view. It will be listed once for each facility that reported it.



B. **DEMOGRAPHIC INFORMATION**

The next section on the Facility Chemical Information form to be addressed is demographic information, which is very limited on this form.

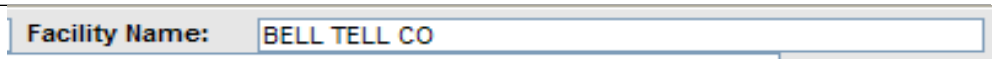
1. **<u>Facility ID Number</u>** **Facility ID Number:** 099999

The Facility ID Number is the unique number assigned to each Facility Information record.

Tip: To perform a search on the Facility ID Number field, first view all Facility Chemical records by removing the filter (right click, Remove Filter/Sort). Click anywhere in the **Facility ID Number** field. Click on the sort **A to Z** icon. Click on the **Search** button. **Enter** the desired Facility ID Number in the Find What field. Match: **Whole Field**. Click on the **Find Next** button. The desired Facility ID Number should now be displayed on the Facility Chemical Information form in the Facility ID Number field.

If the facility reported more than one chemical, then there will be at a minimum one Facility Chemical Information record with that same Facility ID Number. Click on the **Find Next** button to see the next Facility Chemical Information record for this facility. Continue clicking the Find Next button until the message displays indicating there are no additional matches to that Facility ID Number. At that point, *click on the Cancel button to close the Find screen.*

2. **Facility Name**

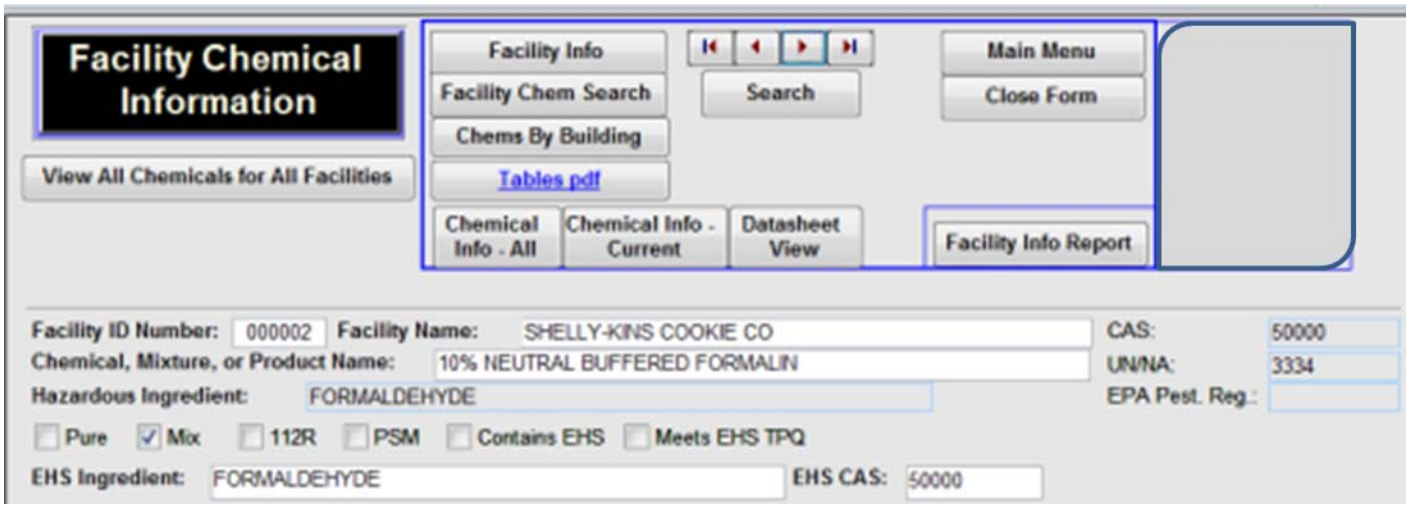


This is the name of the facility.

Tip: To view a different facility's chemicals, click on the **Facility Information** button. This actually closes the Facility Chemical Information form and makes the Facility Information form the active form. Find the facility using the Facility Information form because it displays more demographic data so the user can ensure the correct facility is displayed. To find a facility name when only part of the facility name is known, **right click** anywhere in the **Facility Name** field and select **Sort Ascending**. Click on the **Search** button. **Enter** the part of the facility name that is known. Match: **Any Part of Field**. Click on the **Find Next** button.

Look at the Facility Information form, specifically the Facility Name field and other demographic fields to see if it is displaying the desired facility. Continue to click **Find Next** until the desired facility is displayed. Click on the **Cancel** button to close the Find and Replace screen.

C. **CHEMICAL INFORMATION**



1. **Chemical, Mixture, or Product Name**

This is the name of the chemical, as entered in the Hazardous Substance Information System. It is often obtained from the container, the package, or the tank in which the substance is stored.

Tip: Most of the information about this chemical is displayed in the Facility Chemical Information Form. To see a little more information about this chemical, click on the **Chemical Info—Current** button. This opens the Chemical Information form (chemical encyclopedia) for this particular chemical. To return to the Facility Chemical Information form, click on the **Close Form** button at the top of the form.

2. **CAS** CAS: 7440440

This is the Chemical Abstract Service identifier number for the ingredient in highest concentration. It can often be obtained from the Material Safety Data Sheet.

Tip: To sort the CAS Number in ascending order, right click anywhere on the CAS Number field and select Sort Ascending.

3. **UN/NA** UN/NA: 1362

This is the United Nations/North America classification number. It can often be obtained from the Material Safety Data Sheet.

4. **EPA Pest. Reg** EPA Pest. Reg.:

This is the EPA Pesticide Registration Number assigned by the Environmental Protection Agency to the specific pesticide.

Tip #1: To view all the chemicals with an EPA number, right click in the empty area of the form and select **Remove Filter/Sort**. **Right click** anywhere in the EPA Pest. Reg field and select **Sort Descending**. Scroll through the records using the record selector at the bottom of the screen.

Tip #2: If the EPA Pesticide Number is "Combined", that means the facility does not have a reportable quantity of one specific pesticide chemical. They are allowed to combine their total amount of pesticides and report them together under a generic Chemical, Mixture, or Product Name (e.g. 2,4-D Liquid Pesticides).

5. **Hazardous Ingredient** **Hazardous Ingredient:** PETROLEUM MID-DISTILLATES

This is the hazardous ingredient in highest concentration contained in the chemical, as determined from the Material Safety Data Sheet (MSDS).

Tip: To see what other chemicals were reported by this facility that have the same hazardous ingredient contained in them, **highlight** the hazardous ingredient by double clicking and dragging across the word(s). Click on the **Copy** icon on the menu bar, or enter Ctrl C on the keyboard. **Right click** anywhere in the Hazardous Ingredient field and select **Sort Ascending**. Click on the **Search** button. **Paste** the hazardous ingredient into the Find What field using Ctrl V on the keyboard. Match: **Whole Field**. Click on the **Find Next** button. Close or **Cancel** the Find screen.

To then view a list of chemicals containing the specified hazardous ingredient, click on the **Datasheet View** button. **Right click** on the desired hazardous ingredient and select **Filter by Selection**. The record count at the bottom of the screen indicates the number of chemicals that have the specified hazardous ingredient.

It may be necessary to double click on the dividing line between the Hazardous Ingredient column and the Ingredient 1 column in order to enlarge the Hazardous Ingredient column. *To return to the Facility Chemical Information form, click on View, Form View. Click on the Close Form button to close the Chemical Information form.*

6. **Pure or Mix**

Pure substances have only one ingredient; e.g. oxygen or acetone. Mixtures contain two or more different ingredients mixed together; e.g. pain or gasoline.

Tip: To view all the pure substances, right click on the Pure box and select Sort Ascending. The facility's pure substances will now be listed first, followed by mixtures.

7. **112r Chem**

This field will indicate "Yes" if the facility reported that the chemical is or contains a substance on the 112r list.

Tip: To view the list of 112r chemicals, click on the **Main Menu** button. Click on the **Searches & Reports** button. Select **112r?** from the Pick A List drop down. Click on Open List.

8. **PSM Chem**

Process Safety Management will indicate "Yes" if the facility reported in Section D of the survey that a specified chemical is or contains a substance on the PSM list.

9. **Containts EHS**

If checked, the facility has indicated the substance is or contains an ingredient on the Section 302 Extremely Hazardous Substance list.

Tip: To view all the chemicals reported in the state that contain EHS, right click in the empty area of the form and select **Remove Filter /Sort**. Right click in the **Contains EHS** box and select Sort Ascending. Right click again in the Contains EHS box and select Filter By Selection.

To sort the records by EHS Ingredient, right click in the EHS Ingredient field and select Sort Ascending. You can either scroll through the records using the record selector, or view as in a spreadsheet by clicking on the Datasheet View. button

10. **Meets EHS TPQ**

If checked, the facility has indicated the substance is or contains an ingredient on the Section 302 Extremely Hazardous Substance list, ***and it meets the TPQ***.

Tip: To learn about how facilities calculate the EHS content, refer to the Survey Instruction Book on the OSFM website at:
http://www.oregon.gov/osp/SFM/docs/CR2K/CR2K_General/SurveyInstrBook.pdf
Refer to Section D-Chemicals.

11. **EHS Ingredient**
If an ingredient is present that is on the Section 302 Extremely Hazardous Substances list, the facility will provide the EHS Ingredient.

12. **EHS CAS**
If an ingredient is present that is on the Section 302 Extremely Hazardous Substances list, the facility will provide the EHS CAS.

13. **Physical State** Physical State: SOLID

To then view a list of chemicals containing the specified hazardous ingredient, click on the **Datasheet View** button. **Right click** on the desired hazardous ingredient and select **Filter by Selection**. The record count at the bottom of the screen indicates the number of chemicals that have the specified hazardous ingredient.

It may be necessary to double click on the dividing line between the Hazardous Ingredient column and the Ingredient 1 column in order to enlarge the Hazardous Ingredient column. *To return to the Facility Chemical Information form, click on View, Form View. Click on the Close Form button to close the Chemical Information form.*

14. **Unit of Measure** Unit of Measure: POUNDS

Units of measure include cubic feet, gallons, millicures, and pounds. How a chemical is measured is dependent on the physical state of the substance.

Tip: To view the Unit of Measure List, click on the **Main Menu** button, then click on the **Tables** button. Click on the **Unit of Measure** button.

This is the physical form the chemical would be in if released into the atmosphere. Examples of physical states include solids, liquids, and gases. The physical state of a chemical determines how the chemical will be measured. For instance, solids are reported in pounds, liquids are reported in gallons, gases are reported in cubic feet, radioactive substances are reported in millicuries, and liquefied and cryogenic gases are reported in gallons.

Tip: To view and print the Physical State list, click on the **Main Menu** button, then click on the **Tables** button. Click on the **Physical State** button. Press Control P on the keyboard.

15. **Days on Site**

Days on Site	114

This is the number of days the substance was on site during the previous 12 months, as reported by the facility.

16. **Hazard Class**

Hazard Classification codes are assigned to each chemical and are used to describe the type of danger the chemical is capable of. Up to three hazard classes may apply to any one chemical.

Hazard Class	
9.0	MISC.HAZ. MATERIALS

Tip #1: A list of hazard class codes can be viewed in two different ways. 1) To view the list of hazard classification codes in the HSIS program, go to the Main Menu and click on the Tables button. Then click on the Hazard Class button. 2) To view the list in this manual, refer to the Tables section.

Tip #2: To view only the chemicals that have a specific Hazard Class 1 description, **right click** anywhere on the **Hazard Class 1** field of any record and select **Sort Ascending**. Click on the **Find** button. **Enter** the description of the hazard class desired (e.g. corrosive). Match: **Whole Field**. Click on the **Find Next** button. Close the search by clicking on the **Cancel** button. Right click on the desired Hazard Class 1 and select **Filter By Selection**.

17. **Click for MSDS**

See Introduction to Common Buttons in this manual.

Click for MSDS

Tip: To see what other chemicals were reported by this facility that have the same hazardous ingredient contained in them, **highlight** the hazardous ingredient by double click-

ing and dragging across the word(s). Click on the **Copy** icon on the menu bar, or enter Ctrl C on the keyboard. **Right click** anywhere in the Hazardous Ingredient field and select **Sort Ascending**. Click on the **Search** button. **Paste** the hazardous ingredient into the Find What field using Ctrl V on the keyboard. Match: **Whole Field**. Click on the **Find Next** button. Close or **Cancel** the Find screen.

D. QUANTITIES

Average Amt:	200-499	**Amt In:**	0-4
Maximum Amt:	1,000-4,999	**Amt Out:**	1,000-4,999

(Amount annually transported In and Out of facility)

1. **Average Amt**

This is the average amount the facility possessed of this chemical during the previous 12 months. The Unit of Measure is used in correlation to this field.

Tip: If the Average Amt field indicates "Contig Site", the Amt In and the Amt Out fields will also indicate "Contig Site." For a description of Contiguous Site, refer to the Glossary in this manual.

1. **Maximum Amt**

This is the maximum amount the facility possessed of this chemical during the previous 12 months. The Unit of Measure is used in correlation to this field.

Tip: To view the Quantity Codes with the description of the range, click on the Main Menu button. Click on the Tables button. Click on the Quantity Ranges button.

3. **Amt In**

This is the amount of the substance transported to the facility during the previous 12 months.

Tip: To view the chemical with the greatest Amount In in the state, right click in the empty area of the form and select **Remove Filter/Sort**. Right click anywhere in the Amt In field and select Sort Descending. Click on the **Datasheet View** button. Scroll over to the **Amt In** field. The records with text show first (Contig Site). The records with the highest first number display next. Note: This sort does not put the records in order of the highest value in the Amt In field. Rather, it places the records in order of the highest first digit; therefore, it is necessary to scroll down through the records to view the results. *To return the sort order to it's original state, right click anywhere in the Facility ID Number field and select Sort Ascending.*

4. **Amt Out**

This is the amount of the substance transported from the facility during the previous 12 months. This does *not* include 1) amounts transported from the facility due to accidental or intentional releases, 2) the fuel, gas oil, etc., used in the facility vehicles, or 3) substances used up at the site.

E. STORAGE CONTAINERS

Storage:

	Type	Pressure	Temperature
1:	BAG	NORMAL PRESSURE	NORMAL TEMPERATURE
2:	OTHER	NORMAL PRESSURE	NORMAL TEMPERATURE

Chemical Storage Location

Inside/ Outside	Building	Floor Number	Area	Room	Quad	Location Max Amt
INSIDE	MAIN	1	WHSE	NA	SW	1,000-4,999

1. **Type**

This is a description of the type of container the substance is stored in. Since a chemical may be stored in more than one type of container at any given site, the HSIS has the availability of three different storage containers per chemical. The HSIS program allows for three storage fields per chemical.

Tip #1: To see a list of all the types of storage containers, click on the **Main Menu** button. Click on the **Tables** button. Click on the **Storage** button.

Tip #2: To see if the facility has any chemicals stored in above ground tanks, underground tanks, and tanks inside a building; click on the **Datasheet View** button. Scroll to the right to the first storage field, labeled as "**1**:." The records can be sorted alphabetically in this field by right clicking the storage field 1 and selecting Sort Ascending. The other two storage fields should also be reviewed. Tab to the right and sort/view the "2:" field and the "3:" field. *To return to form view, click on View, Form View.*

2. **Pressure**

Pressure is a storage condition.

Tip: To see a list of pressure and temperature conditions, click on the **Main Menu** button. Click on **Tables**. Click on the **Temperature/Pressure** button. Normal pressure refers to the atmospheric pressure.

3. **Temperature**

Temperature is a storage condition.

Tip: To see a list of temperature and pressure conditions, click on the **Main Menu** button. Click on **Tables**. Click on the **Temperature/Pressure** button. Normal temperature refers to the atmospheric temperature.

F. **STORAGE LOCATIONS**

This is the precise location where the substance is stored at the facility. This is confidential and secured information and is only on the Fire Service version of the HSIS software.

1. **Inside/Outside**

If the chemical is stored inside a building, "I" would be indicated. If the chemical is stored outside, "O" would be indicated in this field.

2. **Building**

This is the name of the building where the substance is stored. If the substance is stored outside, the name of the building that the substance is stored closest to will be shown. "NA" will be shown if there are no buildings. "Various" will be shown in this field if the facility does not have a reportable quantity in a single location, but the accumulative amount throughout the facility reaches the OSFM reportable quantity.

3. **Floor Number**

This is the floor number on which the substance is stored. If the substance is stored outside, this field is left blank.

4. **Area**

If the chemical is stored inside a building, then this field refers to the area of the building where the substance is stored, or NA. If the chemical is stored outside, then this field refers to the area outdoors where the substance is stored. (e.g. Fenced Yard, Parking Lot, NA).

5. **Room**

If the substance is stored inside a building, this indicates which room the substance is stored in. If the building only has one room, NA will be entered. If the substance is stored outside, NA will be entered.

6. **Quad**

If the chemical is stored inside a building, then this field refers to where inside the building the substance is stored. If the chemical is stored outside, then this field refers to where on the site the substance is stored. Options are N, S, E. W, NE, NW, SE, SW, C (center), or V (various).

Tip #1: The quadrant field refers to the quadrant where the substance is stored in the location identified in the first field to the left of the **Quad** field that is *not* blank or does not contain "NA."

Tip #2: As an example, if the **Room** field contains "STORE RM", then the quadrant refers to the quadrant in the store room where the substance is stored. If the **Room** field is blank or contains "NA" and the **Area** field contains "WAREHOUSE", then the quadrant refers to the quadrant in the warehouse area where the substance is stored.

Tip #3: If the **Area** contains "WAREHOUSE" and the **Room** contains "STORE RM", the quadrant would reflect the quadrant where the substance is stored in the store room. In this example, the store room is located in the warehouse.

7. **Locaction Max Amt**

This is the maximum amount that is stored in this particular location.

Tip: To see a list of the Quantity Codes and a description of the ranges, click on the **Main Menu** button. Click on **Tables**. Click on **Quantity Ranges**.

Part 11
CHEMICAL INFORMATION

CONTENTS

Page 92 Opening the Chemical Information Form

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Page 93 Chemical Information

Page 96 Regulations

Page 97 NFPA Code / Appearance

The Chemical Information form is like a chemical encyclopedia. Each substance reported by a facility is included in the Chemical Information form. Chemicals reported by more than one facility are only listed once.

A. OPENING THE CHEMICAL INFORMATION FORM

There are four different ways to access the Chemical Information form.

1. **Main Menu**
   On the Main Menu, click on the **Chemical Info** button.

2. **Facility Information**
   In the Facility Information form, click on the **Chemical Info** button.

3. **Facility Chemical Information**
   In the Facility Chemical Information form, click on the **Chemical Info All** button.

4. **Searches & Reports**
   On the Main Menu, click on the Searches & Reports button. Click the Chemical Info Search button. Enter the name of the chemical you want to search for. Click OK. A list of chemicals with a similar name as the one you entered will display. You can double click on any Chemical Name and the Chemical Information form will open to that record.

Tip #1: To see a description of the **buttons** on the Chemical Information form, refer to **Introduction To Common Buttons** in this manual.

Tip #2: To **print a record** on the Chemical Information form, press **Ctrl P** on the keyboard. In the Print dialog box under Print Range, click **Selected Record**(s). DO NOT print using File, Print from the menu unless you have pressed SHIFT+SPACEBAR to select the record you are on. Otherwise you will print the entire table that you are in, which would be approximately 13,900 pages.

B. IMPORTANT PHONE NUMBERS

1. **Chemtrec Phone**

   For convenience and safety, the Chemtrec phone number is included at the bottom of each Chemical Information record. The phone number is 800-424-9300.

2. **Poison Control Center**

   For convenience and safety, the Poison Control Center phone number is included at the bottom of each Chemical Information record. The phone number is 800-222-1222.

C. CHEMICAL INFORMATION

1. **Chemical, Mixture, or Product Name**:

   This is the name of the chemical, as entered in the Hazardous Substance Information System. It is often obtained from the container, the package, or the tank in which the substance is stored.

   Tip #1: To search for a chemical when only part of the chemical name is known, right click anywhere in the **Chemical, Mixture, or Product Name** field and select Sort Ascending. Click on the **Search** button. **Enter** the part of the chemical name that is known in the Find What field. Match: **Any Part of Field**. Click on the **Find Next** button. **Look** at the Chemical Information form to determine if the desired chemical is displayed. Continue clicking on Find Next until the desired chemical is displayed on the form. To end the search, click on the **Cancel** button.

   Tip #2: If the desired chemical cannot be found in the Chemical, Mixture, or Product Name field, right click in one of the six **Ingredients** fields and select Sort Ascending. Click on the **Search** button. **Enter** the part of the name that is known. Match: **Any Part of Field**. Click on the **Find Next** button. If no record is found, right click in the next Ingredient field and Sort Ascending. Click on the Find Next button. Continue searching in each of the six Ingredient fields until the desired chemical is found.

2. **Hazardous Ingredient in Highest Concentration**

   This is the hazardous ingredient in highest concentration contained in the chemical, as determined from the Material Safety Data Sheet (MSDS).

   Tip: To see which other chemicals have the same hazardous ingredient contained in them, **highlight** the hazardous ingredient by double clicking and dragging across the most hazardous ingredient word(s). Click on the **Copy** icon on the menu bar, or type Ctrl C on the keyboard. Right click anywhere in the Hazardous Ingredient field and se- Sort Ascending. Click on the **Search** button. **Paste** the hazardous ingredient into the Find What field using Ctrl V on the keyboard. Match: **Whole Field**. Click on the

Find Next button. **Look** at the Chemical Information form to see what chemical is displayed in the Chemical, Mixture, or Product Name field. Continue clicking on **Find Next** to review the records with that hazardous ingredient. Once all records with that hazardous ingredient have been reviewed, the computer will display a message indicating there are no more matches for that criteria.

3. **UNNA No.**

UNNA No.:	1075	CAS No.:	74-98-6	EPA Pesticide No.:	

This is the United Nations/North America classification number. It can often be obtained from the Material Safety Data Sheet.

4. **CAS No.**

This is the Chemical Abstract Service identifier number for the ingredient in highest concentration. It can often be obtained from the Material Safety Data Sheet.

Tip: To sort the CAS Number in descending order, right click anywhere on the CAS No. field and select Sort Descending.

Tip: To find a specific CAS Number, hit Ctrl/F. Enter the CAS number. Select 'Any Part of Field.'

5. **EPA Pesticide No.**

This is the Pesticide Registration Number assigned by the Environmental Protection Agency to the specific pesticide. The EPA Pesticide Registration Number is obtained from the label on the container or from the MSDS.

Tip #1: To view all the chemicals with an EPA number, **right click** anywhere in the **EPA Pesticide No**. field and select Sort Descending. Scroll through the records using the record selector at the bottom of the screen.

Tip #2: If the EPA Pesticide No. is "Combined", that means the facility does not have a reportable quantity of one specific pesticide chemical. They are allowed to combine their total amount of pesticides and report them together under a generic, Chemical, Mixture, or Product Name (e.g. 240 Liquid Pesticides). For questions concerning the meaning of other entries in the EPA Pesticide No, call the Hazardous Substance Information Hotline at 1-800-454-6125.

6. **EHS Ingredient**

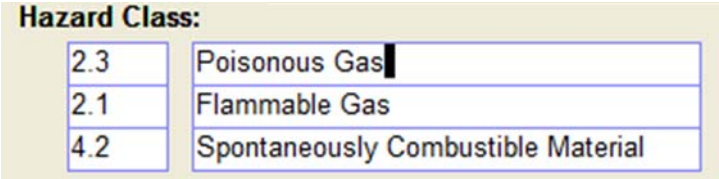
If an ingredient is present that is on the Section 302 Extremely Hazardous Substances list, the facility will provide the EHS Ingredient.

7. **EHS CAS**

If an ingredient is present that is on the Section 302 Extremely Hazardous Substances list, the facility will provide the EHS CAS.

8. **Hazard Class**

Hazard Classification codes are assigned to each chemical and are used to describe the type of danger the chemical is capable of. Up to three hazard classes may apply to any one chemical.



Tip #1: A list of hazard class codes can be viewed in two different ways. 1) To view the list of hazard classification codes in the HSIS program, go to the Main Menu and click on the Tables button. Then click on the Hazard Class button. 2) To view the list in this manual, refer to the Tables section.

Tip #2: The secured hazard classes are 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 (explosives); 2.3 (poison gases); 6.2 (etiologic materials); and 7.0 (radioactive materials). While these chemicals will display on the Chemical Information form on both the Public and Fire Service versions of the HSIS software, they are not included in the *Facility Chemical Information* records on the Public version.

9. **Click for MSDS**

See Introduction to Common Buttons in this manual.

10. **MSDS Not Available**:

This button is accessed from the Chemical Information form. If an electronic MSDS is not available for the chemical record displayed, the button will display "MSDS Not Available."

11. **MSDS List**

This button can be accessed from the Chemical Information form and the Searches & Reports form. Upon clicking this button, a list of all the MSDSs that have been collected by the OSFM CR2K Unit is displayed. This list has two columns: 1) The MSDS file name, and 2) the Chemical, Mixture, or Product Name for the substance. This is an interactive list. By double clicking on the MSDS file name, the MSDS document opens. If the MSDS is not found, it may be necessary to insert MSDS Volume 2. By double clicking the Chemical, Mixture, or Product Name, the Chemical Information form opens to that chemical.

D. REGULATIONS

112r Chem:	Y	Contains 112r:	N
EHS Chem:	N	Contains EHS:	N
Toxic 313 Chem:	N	Contains 313:	N
PSM Chem:	N	Contains PSM:	N

1. 112r Chem or Contains 112r

The 112r Chem field will indicate "Y" if the MSDS indicates that the chemical is a substance on the 112r list. The Contains 112r field will indicate "Y" if the MSDS indicates that the chemical contains a substance on the 112r list. "U" indicates "Unknown", as the substance has been evaluated by the OSFM Chemical Specialist, but the MSDS did not provide sufficient information to assign a Y or N.

Tip: To view the list of 112r chemicals, click on the **Main Menu** button. Click on the **Searches & Reports** button. Select **112r** from the **Pick A List** drop down**.** Click **Open List.**

2. EHS Chem or Contains EHS

The EHS Chem field will indicate "Y" if the MSDS indicates the chemical is on the EHS list. The Contains EHS field will indicate "Y" if the MSDS indicates the chemical contains an ingredient that is on the EHS list. "U" indicates "Unknown", as the substance has been evaluated by the OSFM Chemical Specialist, but the MSDS did not provide sufficient information to assign a Y or N.

Tip: To view all the chemicals that have been reported that have "Y" indicated in the EHS Chem field, right click anywhere in the **EHS Chem** field, and then select Sort Descending. Scroll through the records using the record selector at the bottom of the screen.

3. Toxic 313 Chem or Contains 313Chem

A 313 Chem is a chemical that is on the Toxic Release Inventory (TRI) list. The Toxic 313 Chem field will indicate "Y" if the MSDS indicates that the chemical is on the TRI list. The Contains 313Chem field will indicate "Y" if the MSDS indicates that the chemical contains a substance on the TRI list. "U" indicates "Unknown", as the substance has been evaluated by the OSFM Chemical Specialist, but the MSDS did not provide sufficient information to assign a Y or N.

Tip: To view the list of TRI chemicals, click on the **Main Menu** button. Click on the **Searches & Reports** button. Select **EPA 313** from the Pick A List drop down. Click on the **Open List**.

4. **PSM Chem or Contains PSM**

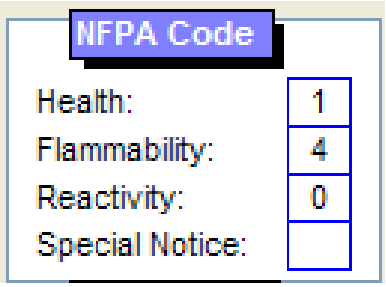
PSM stands for Process Safety Management. The PSM Chem field will indicate "Y" if the MSDS indicates that the chemical is a pure substance on the PSM list. The Contains PSM field will indicate "Y" if the MSDS indicates that the chemical contains an ingredient that is on the PSM list. "U" indicates "Unknown", as the substance has been evaluated by the OSFM Chemical Specialist, but the MSDS did not provide sufficient information to assign a Y or N.

Tip: To view the list of PSM chemicals, click on the **Main Menu** button. Click on the **Searches & Reports** button. Select **OSHA PSM** from the Pick A List drop down. Click on the **Open List**.

E. NFPA CODES / APPEARANCE

1. **NFPA Code**

NFPA stands for the National Fire Protection Association. HMIS stands for Hazardous Materials Identification System. These codes are obtained from the MSDS. The categories of Health, Flammability, Reactivity, and Special Notice are ranked according to level of danger.



NFPA CODE RATING SUMMARY
http://www.orcbs.msu.edu/chemical/nfpa/nfpa.html

Health (Blue)

4	**Danger**	May be fatal on short exposure. Specialized protective equipment required.
3	**Warning**	Corrosive or toxic. Avoid skin contact or inhalation.
2	**Warning**	May be harmful if inhaled or absorbed.
1	**Caution**	May be irritating
0		No unusual hazard

Flammability (Red)

4	**Danger**	Flammable gas or extremely flammable liquid
3	**Warning**	Flammable liquid flash point below 100 degrees F
2	**Caution**	Combustible liquid flash point of 100 to 200 degrees F
1		Combustible if heated
0		Not combustible

Reactivity (Yellow)

4	**Danger**	Explosive material at room temperature
3	**Danger**	May be explosive if shocked, heated under confinement or mixed with water
2	**Warning**	Unstable or may react violently if mixed with water
1	**Caution**	May react if heated or mixed with water but not violently
0	**Stable**	Not reactive when mixed with water

Special Notice Key (White)

WR	Water Reactive
Oxy	Oxidizing Agent

The NFPA codes are posted on a placard, which is attached to the storage container. They are utilized by emergency responders during hazardous material incidents in order to equip the responder with first hand knowledge of dangers associated with the chemical. With this knowledge, the responder can take appropriate actions in responding to the incident.

2. **Appearance**

The appearance field documents additional data about the physical characteristics of the chemical, including the visual appearance, the odor, etc.

Part 12
SEARCHES & REPORTS

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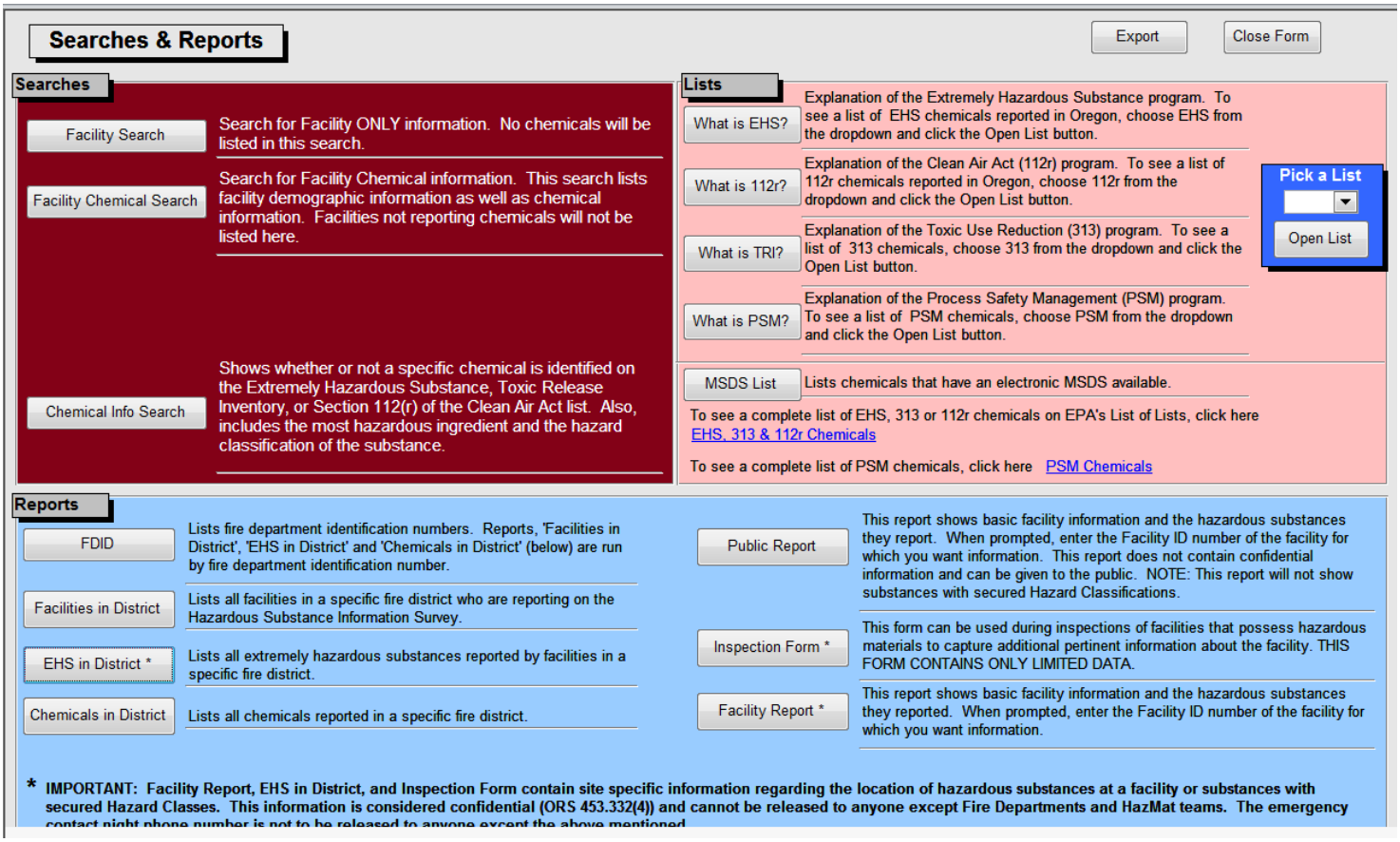


A. OVERVIEW OF SEARCHES & REPORTS

1. The Searches & Reports form is divided into <u>three main sections</u>:

   a) <u>Searches</u>: The three searching mechanisms are in the <u>burgundy</u> area.

   b) <u>Lists</u>: These are on the right, in the <u>pink</u> shaded area.

   c) <u>Reports</u>: These are located on the bottom half of the form in the <u>blue</u> shaded area.

2. Other Buttons

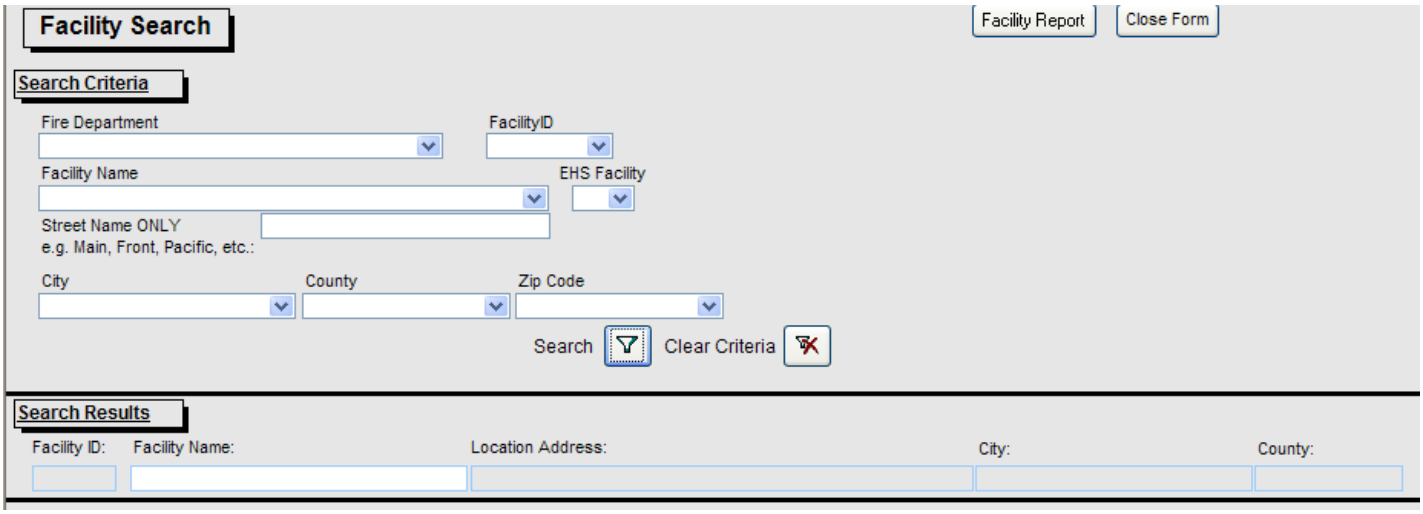
   a) **<u>Close Form</u>**
   This button makes the Main Menu the active, displayed form.

   b) **<u>Export</u>**
   This opens an exporting form where you can select a table within the HSIS program to export to HSISExport.accdb, which is a fully functioning external database that is not locked like the HSIS software is. Exporting is not available if using the Microsoft Access Runtime version.

B. SEARCHES

1. Facility Search

The Facility Search is the first of three search screens. It allows the user to enter search criteria, making it an interactive way to search for facility information. The resulting list is also interactive, allowing sorting, finding, filtering, and jumping to the Facility Information form. (Note: Some of these capabilities are only available if you have the full version of Access 2010).



a) Search Criteria

The types of S**earch Criteria** that can be entered includes the following. You do not need to enter something in each field. Each field is optional. However, it is necessary to enter something into one field.

<u>Fire Department</u>

Start typing the Fire Department Name. When you see the name on the list, select it.

<u>Facility ID</u>

If you enter a Facility ID, there will only be one record in the Search Result.

<u>Facility Name</u>

If entering a Facility Name, you must enter the entire Facility Name exactly as it is entered in the HSIS.

<u>EHS Facility</u>

You may select Yes or No from the drop down. This pulls from Section A of the Hazardous Substance Information Survey, where the facility indicates if they are reporting EHS in a quantity that meets or exceeds the TPQ.

Street Name

Enter only the name of the street, minus any prefix or suffix. For example, enter Main, not Main St.

City

You may enter the name of the city. Start typing the city name. Once it displays in the drop down, select it.

County

You may enter the name of the county. Start typing the county name. Once it displays in the drop down, select it.

Zip Code

You may enter the five digit zip code. Start typing the zip code. Once it displays in the drop down, select it.

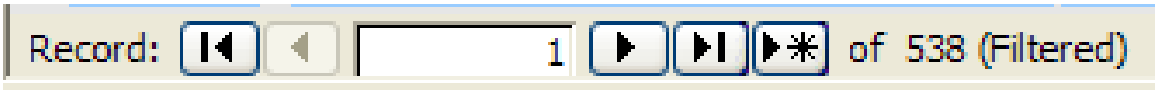
b) **Performing a Search**

To perform a search, enter the Search Criteria you want, and then click on the Search Funnel. The Search Results will display on the lower half of the screen.

c) **Search Results**

The fields included in the **Search Results** are as follows:

Facility ID
Facility Name
Location Address
City
County



Record Count: The number of records identified in the Search Result can be seen by looking at the record selector at the bottom of the screen. In the example above, 538 records were identified. Press Page Down on the keyboard to page through the Search Result screens.

Facility ID: Double click on the Facility ID to open the Facility Information form for the facility.

Facility Name: Double click on the Facility Name to open the Facility Information form for the facility.

d) **Perform Another Search**

To perform another search, click on the Clear Criteria icon. Then enter the new Search Criteria you want, and click on the Search Funnel. The new Search Results will display on the lower half of the screen.

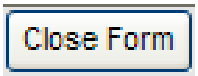
e) **Facility Info Report on the Search Screen**

The Facility Search screen displays a Facility Information Report button. The report it generates contains survey status, demographic, chemical, and storage information. If the cursor is on any field within the Search Results, that is the record that will display in the Facility Information Report. If the cursor has not been placed on any record, the first record in the Search Result is the one that will display on the Facility Information Report. (If you have not performed a search, the Facility Info Report will be empty.)

Select a Record: Select the record you want a report on from the Search Results. You do this by clicking on any field within the record (e.g. Facility ID, Facility Name, Location Address, etc.).

Run the Report: Click on the Facility Info Report button. The report will display on the screen.

Print the Report: It is recommended that you print by clicking Control P on the keyboard.

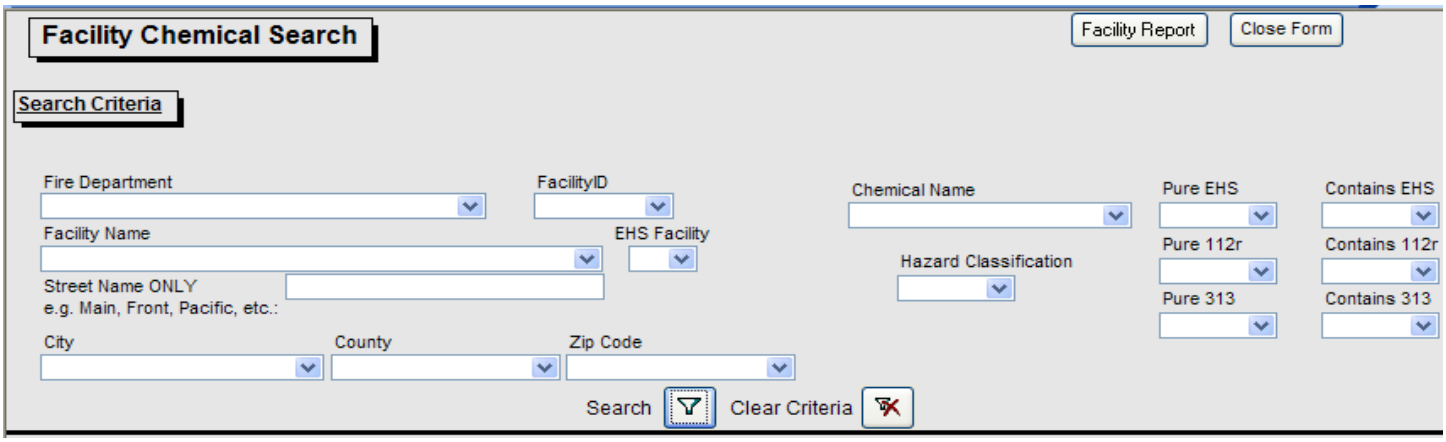
Close the Report: To close the report, click on the Close icon on the menu bar, or click File, Close. 

f) **Close Form**

Click on Close Form to return to the Searches & Reports form.

2. **Facility Chemical Search**

The Facility Chemical Search is the second of three search screens. It allows the user to enter search criteria, making it an interactive way to search for facility chemical information. The resulting list is also interactive, allowing sorting, finding, filtering, and jumping to the Facility Chemical Information form. (Note: Some of these capabilities are only available if you have the full version of Access 2010).



a) **Search Criteria**

The types of **Search Criteria** that can be entered includes the following. You do not have to enter something in each field. However, it is necessary to enter something into one field.

<u>Fire Department</u>

Start typing the Fire Department Name. When you see the name on the list, select it.

<u>Facility ID</u>

If you enter a Facility ID, there will only be one record in the Search Result.

<u>Facility Name</u>

If entering a Facility Name, you must enter the entire Facility Name exactly as it is entered in the HSIS.

<u>EHS Facility</u>

You may select Yes or No from the drop down. Y means the Facility identified themselves as having Extremely Hazardous Substances present at the site at or above the threshold planning quantity range during the last survey period.

Street Name

Enter only the name of the street, minus any prefix or suffix. For example, enter Main, not Main St.

City

You may enter the name of the city. Start typing the city name. Once it displays in the drop down, select it.

County

You may enter the name of the county. Start typing the county name. Once it displays in the drop down, select it.

Zip Code

You may enter the five digit zip code. Start typing the zip code. Once it displays in the drop down, select it.

Hazard Classification

You may enter a hazard classification code. Start typing the code number. Once it displays in the drop down, select it.

Chemical Name

You may enter a chemical name. Start typing the chemical name. Once it displays in the drop down, select it.

Pure EHS

Pure means the substance is on the EPA's Extremely Hazardous Substance (EHS) list per OSFM's evaluation of the substance. In the drop down, select Yes to include, or No to exclude, or leave blank to not use as criteria. Contains EHS means the chemical contains an ingredient that is on the EPA's EHS list, per OSFM's evaluation of the substance.

Pure 112r

Pure means the substance is on the EPA's Clean Air Act (CAA) Section 112r list per OSFM's evaluation of the substance. In the drop down, select Yes to include, or No to exclude, or leave blank to not use as criteria. Contains EHS means the chemical contains an ingredient that is on the 112r list., per OSFM's evaluation of the substance.

Pure 313

Pure means the substance is on the EPA's Toxic Release Inventory (TRI) 313 chemical list per OSFM's evaluation of the substance. In the drop down, select Yes to include, or No to exclude, or leave blank to not use as criteria. Contains 313 means the chemical contains an ingredient that is on the 313 list.

b) **Perform the Search**

After entering your Search Criteria, click on the Search Funnel.

c) **Search Results**

The Search Results will display on the lower half of the screen. It may be necessary to press Page Down in order to see additional records resulting from the search, or you can scroll down. The fields included in the **Search Results** are as follows:

Facility ID	Hazardous Ingredient in Highest Concentration
Facility Name	Max Amount
Location Address	Unit Description
City	Storage Type
Zip Code	Hazard Class Descriptions
Chemical Name	CAS Number

Record Count: The number of records identified in the Search Result can be seen by

looking at the record selector at the bottom of the screen. In the example above, 538 records were identified. Press Page Down on the keyboard to page through the Search Result screens.

Link to Facility Chemical Information: To view the facility's information in the Facility Information form, double click the Facility ID or Facility Name in the Search Results area. You can then click on Facility Chemical button to view the facility's chemical information via the Facility Chemical Information form.

Link to Chemical Information: By double clicking on the Chemical Name listed in the results, the Chemical Information form will open to that chemical.

d) **Perform Another Search**

To perform another search, click on the Clear Criteria icon. Then enter the new Search Criteria you want, and click on the Search Funnel. The new Search Results will display on the lower half of the screen.

e) **Facility Info Report**

This displays a Facility Information Report containing survey status, demographics, chemical, and storage information. With the cursor on any field within the Search Results of the record, that is the record that will be displayed on the Facility Information Report. If the cursor has not been placed on any record, the first record in the Search Results is the one that will display on the Facility Information Report.

Select a Record: Select the record you want a Facility Information Report for. You do this by clicking on any field within the record (e.g. Facility ID, Facility Name, Location Address, etc.).

Run the Report: Click on the Facility Info Report button.

Print the Report: It is recommended that you print by pressing Control P on the keyboard.

Close the Report: To close the report, click on the Close icon on the menu bar, or click File, Close.

f) **Close Form**

Click on Close Form to return to the Searches & Reports form.

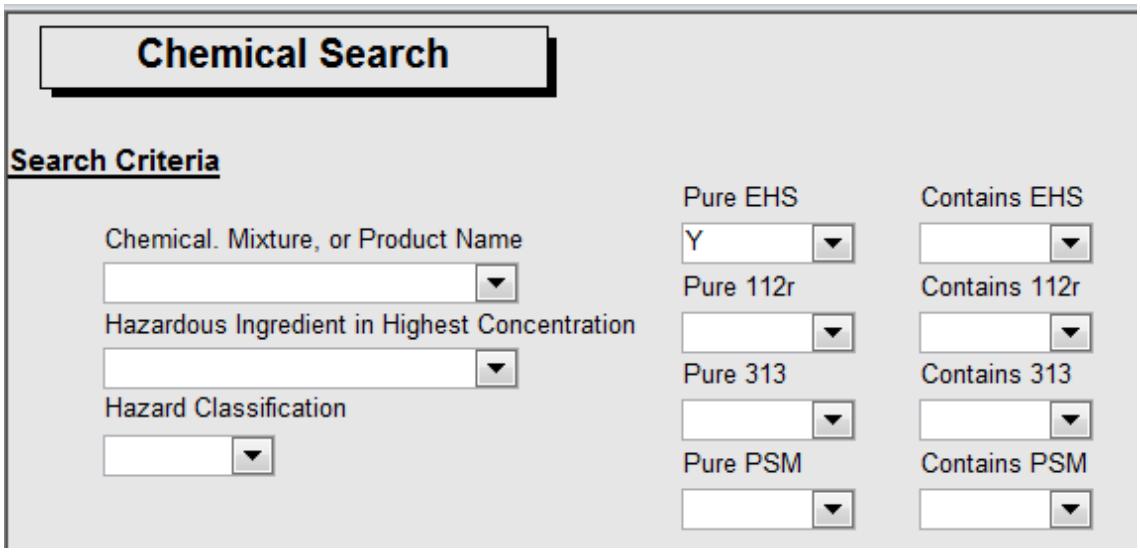
3. **Chemical Info Search**

The Chemical Info Search button opens the Chemical Search screen. This form allows the user to enter search criteria to find information on either a specific chemical or a specific type of chemicals.

a) **Enter Criteria**

When entering search criteria, the regulatory fields (EHS, 313, 112r, PSM) are based on ***OSFM's evaluation*** of the substance. You can select one or more criteria to narrow your scope as much as you like. The criteria you can select from include:

Chemical Mixture or Product Name
Hazardous Ingredient in Highest Concentration
Hazard Classification
Pure EHS or Contains EHS
Pure 112r, or Contains 112r
Pure 313 or Contains 313
Pure PSM or Contains PSM



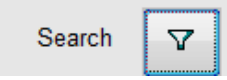
Tip: To see a list of all the pure EHS chemicals, click the drop down for Pure EHS and select Y. That is the only criteria you would need to enter.

Tip: To obtain chemical information on a particular substance, enter criteria into the 'Chemical, Mixture, or Product Name' cell. The resulting list is also interactive, allowing sorting, finding, filtering, and jumping to the Chemical Information form. (Note: Some of these capabilities are only available if you have the full version of Access 2010).

Tip: If you are not sure what the chemical would be named in the HSIS database, you might want to utilize the online **Hazardous Substance Searchable Database** on OSFM's website at:
http://www.sfm.state.or.us/CR2K_SubDB/SubstanceSearch.htm

After registering, remember that your username is your email address, and your password is limited to 7 characters, so any characters beyond that would be truncated off.

Use of **Hazardous Substance Searchable Database** Continued**:** Within the Hazardous Substance Searchable Database, it is recommended you use the ***'Substance Search'*** because the substance name you enter would be found anywhere within the name. This can help you identify how the chemical is named in the HSIS database.

b) **Perform the Search** 

Once you have entered your search criteria, click on the Search funnel.

Tip: A search on Propane would result in a list of all the chemicals that have been reported to OSFM that have the word propane in the Chemical, Mixture, or Product Name.

c) **Results**

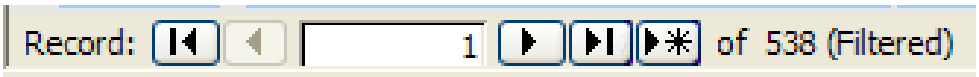
Results include the following information:

Chemical, Mixture, or Product Name
Hazardous Ingredient in Highest Concentration
CAS Number (Chemical Abstract Service)
EHS (Extremely Hazardous Substance)
313 (Toxic Release Inventory)
112r (Clean Air Act)
Hazard Classification Descriptions

To see a report showing EHS chemicals based on what the facility has said about the substance they are reporting, it is currently necessary to request an LEPC EHS County Planning Report from CR2K. Make your request by completing a CR2K Information Request form, available online at:
http://www.oregon.gov/osp/SFM/docs/CR2K/CR2KInfoRequestForm.pdf

.

Record Count: The number of records identified in the Search Result can be seen by looking at the record selector at the bottom of the screen. In the example below, 538 records were identified. You can scroll down or press Page Down on the keyboard to page through the list.



Link to Chemical Information: By double clicking the Chemical, Mixture, or Product-Name, you can display the Chemical Information form for the chemical.

Filter: Select the desired data in the results list and perform a filter on it by clicking on the Add-ins tab, clicking Records, and then selecting Filter By Selection.

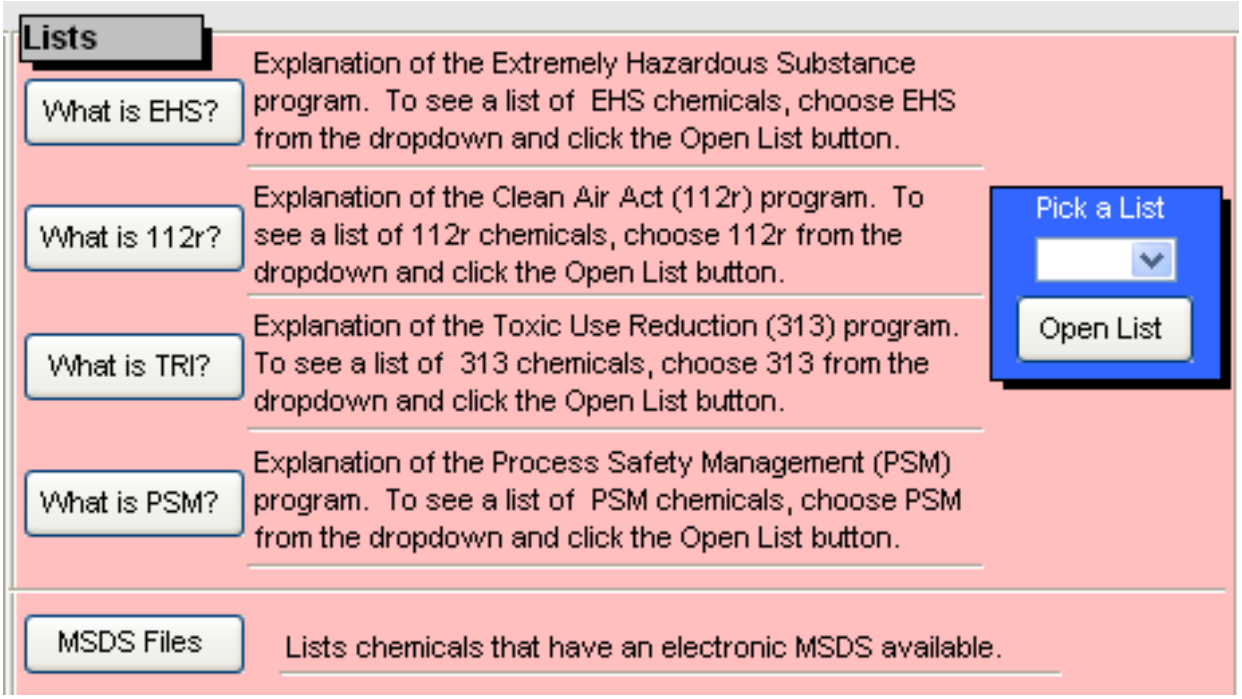
Find: Position cursor on the data within any column of the resulting list. Perform a Find by clicking the Search button. As an example, this feature can be used to find an EHS Y chemical.

Tip: To see only the resulting records that are EHS Y, position the cursor on an EHS field, and then click on the Search button. In the Find and Replace menu, type Y in the Find What cell, and select Whole Field in the Match cell.

Sort: Position cursor on the data within the desired column of the resulting list. Perform a Sort by clicking on the A to Z icon, or by clicking Records, Sort Ascending.

Tip: There may be a Y, N, or *nothing* noted under EHS, 313, and 112r. Where nothing is noted, it means the same thing as N. The substance has not been identified by OSFM as containing an ingredient on one of the lists, or as being a pure substance on the list for EHS, 313, or 112r.

C. LISTS



1. **What is EHS?**

   To view the description of what an Extremely Hazardous Substance is, click on the What is EHS? button. Extremely Hazardous Substances (EHS) are regulated by the Environmental Protection Agency (EPA). EHS are calculated based on the accumulative amount at the facility at any one time.

2. **What is 112r?**

   The What is 112r? button displays a definition of what 112r refers to. The Clean Air Act (CAA), Section 112r is regulated by the EPA.

3. **What is TRI?**

   Click the What is TRI? button to view a description of TRI 313. Toxic Release Inventory chemicals are regulated by the EPA.

4. **What is PSM?**

   Click the What is PSM? button to view a description of PSM. Process Safety Management is regulated by Oregon OSHA.

5. **Pick a List**

   There are eight lists to choose from. To view a list, select the list from the Pick a List drop down. Then click on the Open List button.

   a) **EHS**: This is a list of chemicals that have been reported to OSFM via the Hazardous Substance Information Survey, that are on the EPA Extremely Hazardous Substance List, per OSFM's evaluation of the substance. The EHS list is interactive, allowing the user to sort, filter, open the Chemical Information form, or open the associated MSDS document, if available.

   Tip: Double click on the Chemical Name to go to the Chemical Information form for that chemical. To return to the EHS list, click on the Close Form button. This closes the Chemical Information form.

   Tip: To display only the chemicals that have a specific TPQ (Threshold Planning Quantity), **right click** on the desired **TPQ** and select **Filter By Selection** .

   b) **EPA EHS**: For a list of EHS substances, click on Pick A List/EHS/Open List. Then click on the EPA EHS list button. This list includes the CAS Number and the Threshold Planning Quantity (TPQ). Because this is a copy of the list, it is recommended one refer

to the EPA List on EPA's website for the official list of EHS substances: http://www2.epa.gov/sites/production/files/2015-03/documents/list_of_lists.pdf

c) **112r**: This is a list of chemicals that have been reported to OSFM via the Hazardous Substance Information Survey that are on the EPA Clean Air Act Section 112r List per OSFM's evaluation of the substance. The 112r list is interactive, allowing the user to sort, filter, open the Chemical Information form, or open the associated MSDS document, if available.

Tip: To view the MSDS of a listed chemical, scroll to the **MSDS File Name** field. Double click on the file name. A **message box** may appear on the screen telling the user which MSDS DVD to insert. That this time, there is only one DVD. **Insert** the MSDS DVD. Double click on the **MSDS File Name**. The MSDS document will be displayed on the screen.

d) **EPA 112r**: This list is accessed via Pick A List/112r/Open List. Then click the 'EPA 112r list' button. It provides a comprehensive list of all the chemicals on the EPA Clean Air Act Section 112r list, per OSFM's evaluation. It includes the Threshold Quantity (TQ) range.

Tip: Since this button looks at OSFM's copy of the EPA 112r Clean Air Act chemical list, it is recommended one refer to the EPA website for the 112r list of substances.
http://www2.epa.gov/epcra/consolidated-list-lists

e) **313**: This is a list of chemicals that have been reported to OSFM via the Hazardous Substance Information Survey that are on the TRI 313 List per OSFM's evaluation of the substance. The 313 list is interactive, allowing the user to sort, filter, open the Chemical Information form, or open the associated MSDS document, if available.

Tip: To open the MSDS for a specific chemical, **double click** on the desired **MSDS file name**. The MSDS will display on the screen. (This feature only works if you have the MSDS's via DVD or have them saved to your hard drive and have set the path on the Main Menu.)

f) **EPA 313**: This list is accessed via Pick A List/313/Open List. Then click the EPA 313 list button. This is a comprehensive list of all the chemicals on the Environmental Protection Agency

Tip: Since this button looks at OSFM's copy of the TRI 313 list, it is recommended one refer to the EPA website for the TRI 313 list of substances.
http://www2.epa.gov/toxics-release-inventory-tri-program/tri-listed-chemicals
http://www2.epa.gov/epcra/consolidated-list-lists

g) **PSM:** This is a list of chemicals that have been reported to OSFM via the Hazardous Substance Information Survey that are on the PSM list per OSFM's evaluation of the substance.

h) **OSHA PSM**: This list is accessed via Pick A List/PSM/Open List. Then click the EPA PSM list button. This is a comprehensive list of all the chemicals regulated by Oregon OSHA.

Tip: Since this button looks at OSFM's copy of the PSM list, it is recommended one refer to the OSHA website for the PSM list of substances.

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=9761&p_table=standards

5. **MSDS List**

This button opens a list of all the Material Safety Data Sheets that have been collected by the OSFM CR2K Unit. There are two columns: 1) MSDS File Name, and 2) Chemical Chemical, Mixture, or Product Name.

a) **MSDS List**
   1) Click on MSDS List
   2) The List of Chemicals which have an electronic MSDS appears

b) **Find Specific MSDS**
   1) Open the MSDS List
   2) Click the Search button to perform a search for a chemical's MSDS.
   3) Select either Any Part of Field, Whole Field, or Start of Field in the Match field.
   4) Click on Find Next to begin the search.

c) **Open an MSDS**
   1) Click on MSDS List button.

2) Double click on the MSDS file name to open the MSDS. (Note: This feature only works if you have the MSDS's via DVD or have them saved to your hard drive and have set the path on the Main Menu.)

d) **Link to Chemical Information**
Double click on the Chemical Name to open the Chemical Information form for this substance.

Tip: To change the sort order of the chemicals, click on a Chemical, Mixture, or Product Name and then click on the **Sort Ascending** or **Sort Descending icon,** or click on **Records, Sort Ascending** or **Sort Descending**. A third way to affect the sort order is to **right click** on the Chemical, Mixture, or Product Name and choose the desired sort order.

D. REPORTS

1. FDID

The FDID number is needed in order to run the district reports on this form. By clicking this button, a list of the Fire Department ID Numbers (FDID) and their associated descriptions (Fire Department Name) display. Scroll down to view additional records on this list.

Tip: To **sort** the Fire Department names in descending order, click on a Fire Department name. Click on the **Sort Descending icon,** or click on **Records, Sort Ascending** or **Sort Descending**. Another way to affect the sort order is to right click on the Fire Department name and select the desired sort order.

2. Facilities in District

This report lists all the facilities within a specific fire district, and shows which of the displayed facilities have a reportable quantity of a chemical.

Page Count: Click on the far right arrow on the scroll bar at the bottom of the report to see how many pages the report contains.

Print Report: Press Control P to print.

Close Report: Click the Close Print Preview button.

3. **EHS in District***

When run on the Fire Service version of the software, the EHS in District report does not exclude any hazard classes. For this reason, it contains secured information that cannot be released to anyone but Fire Departments and HazMat Teams. This report lists all the chemicals reported by facilities within a specific fire district. The facility-chemicals that are included in this report are those that have Yes in 'Contains EHS'.

Page Count: Click on the far right arrow on the scroll bar at the bottom of the report to see how many pages the report contains.

Print Report: Press Control P on the keyboard to print.

Close Report: Click the Close Print Preview button.

4. **Chemicals in District**

This report lists all the Extremely Hazardous Substances reported by facilities within a specific fire district.

Page Count: Click on the far right arrow on the scroll bar at the bottom of the report to see how many pages the report contains.

Print Report: Press Control P on the keyboard to print.

Close Report: Click the Close Print Preview button.

5. **Public Report**

This report lists facility demographic information and facility chemical information. *This report does not contain confidential information and can be given to the public.* To run this report, click the **Public Report** button. **Enter** the Facility ID Number, then click on **OK**.
There is a two-line header to reflect two rows of information. For example, Chemical Name, and under that is 112r.

Page Count: Click on the far right arrow on the scroll bar at the bottom of the report to see how many pages the report contains.

Print Report: Press Control P on the keyboard to print.

Close Report: Click the Close Print Preview button.

6. **Inspection Form***

This report is available on the Fire Service version of the HSIS software, and includes confidential information. It is a form that can be printed and used during a facility inspection. Some of the facility information is pre-printed on the form.

Page Count: Click on the far right arrow on the scroll bar at the bottom of the report to see how many pages the report contains.

Print Report: Press Control P on the keyboard to print.

Close Report: Click the Close Print Preview button.

7. **Facility Report***

This report is available on the Fire Service version of the HSIS software. **The Facility Report contains secured information that cannot be released to anyone but Fire Departments and Haz-Mat Teams*. The Facility Report lists facility demographic information and facility chemical information.

a) To run this report, click on **Facility Report**. Enter the **Facility ID Number**, then click on **OK**.

b) Page Count: Click on the far right arrow on the scroll bar at the bottom of the report to see how many pages the report contains.

Print Report: Press Control P on the keyboard to print.

Close Report: Click the Close Print Preview button.

E. **EXPORTING**

While you may export to any database, the HSISExport.accdb is a blank Access database, provided for your convenience, that resides in C:\HSIS and is ready and available to export to. You may export more than one table to the HSISExport.accdb database, but you can only export one table at a time. After exporting one table, you may choose an additional table to export.

1. **System Requirements**

It is necessary to have the full version of Microsoft Access 2010 to use the Export feature. The Runtime version of Access will not enable you to perform advanced features like exporting.

2. **Click Export**

3. **Tables to Export**

Click the Tables to Export dropdown. Scroll down to find the table you want to export. If you want to export more than one table, export them one at a time. The two most commonly exported tables are:

tblHSISFacility	All facilities demographical information.
tblHSISFacilityChems	All facilities chemicals.

4. **Path and File**

You must tell the HSIS program where to store the tables you are about to export, including the path to the database, and the file name of the database. (The database in which you want to store the exported table must already exist.) For your convenience, a HSISExport database is included with the HSIS program.

A) Double click the empty box beneath Path & File.

B) Browse to the HSISExport.accdb or another database in which you will store the exported table. For HSISExport.accdb, browse to C:\HSIS\HSISExport.accdb.

C) Click Open. The path to the database you selected will display in the Path & File box.

D) Click the Export button on the Searches and Reports menu. A message box will appear telling you how many records are being exported into the database you chose.

E) Click OK. You will receive a message stating the export is done.

F) Click OK.

5. **Examples**

Following are two examples that walk you through exporting the HSIS tables to a separate, unlocked database, where you can design your own queries and access information from the HSIS software, including the Latitude and Longitude fields.

Both examples result in a list of facilities who have identified themselves as EHS facilities. They include facility information like Facility Name, latitude, and longitude. And they include only the chemicals that the EHS Facilities have said meet the EHS TPQ. The query results can then be exported to Excel if desired.

EXAMPLE 1

Example 1 walks you through designing a query in order to make custom reports with data from the HSIS software.

a. **Export the Tables**

You will need to export certain tables from the HSIS program to HSISExport.accdb. HSISExport.accdb is where you can design your own queries to get the information you need.

Open the HSIS software.
Click on Searches and Reports.
Click on the Export button at the top right of the screen.
An export form will open.
Under 'Table To Export', click the drop down.
Select the table called tblHSISFacility.
Under 'Path & File', double click in the empty cell.
Browse to C:\HSIS and select HSISExport.accdb.
Click 'Open'.
Click on the Export button.
At the message 'You are about to append this many rows to a new table', click Yes.
At the 'Done exporting table' message, click OK.

You may now export the tblHSISFacilityChems table in the same manner.
(The ‘Path & File’ should reflect the correct path, leftover from last time.)

b. **Exit HSIS**

Close the all forms in the HSIS database and click on Exit on the Main Menu.

c. **Open HSISExport**

Open the HSISExport database located in C:\HSIS by double clicking on HSISExport.accdb.

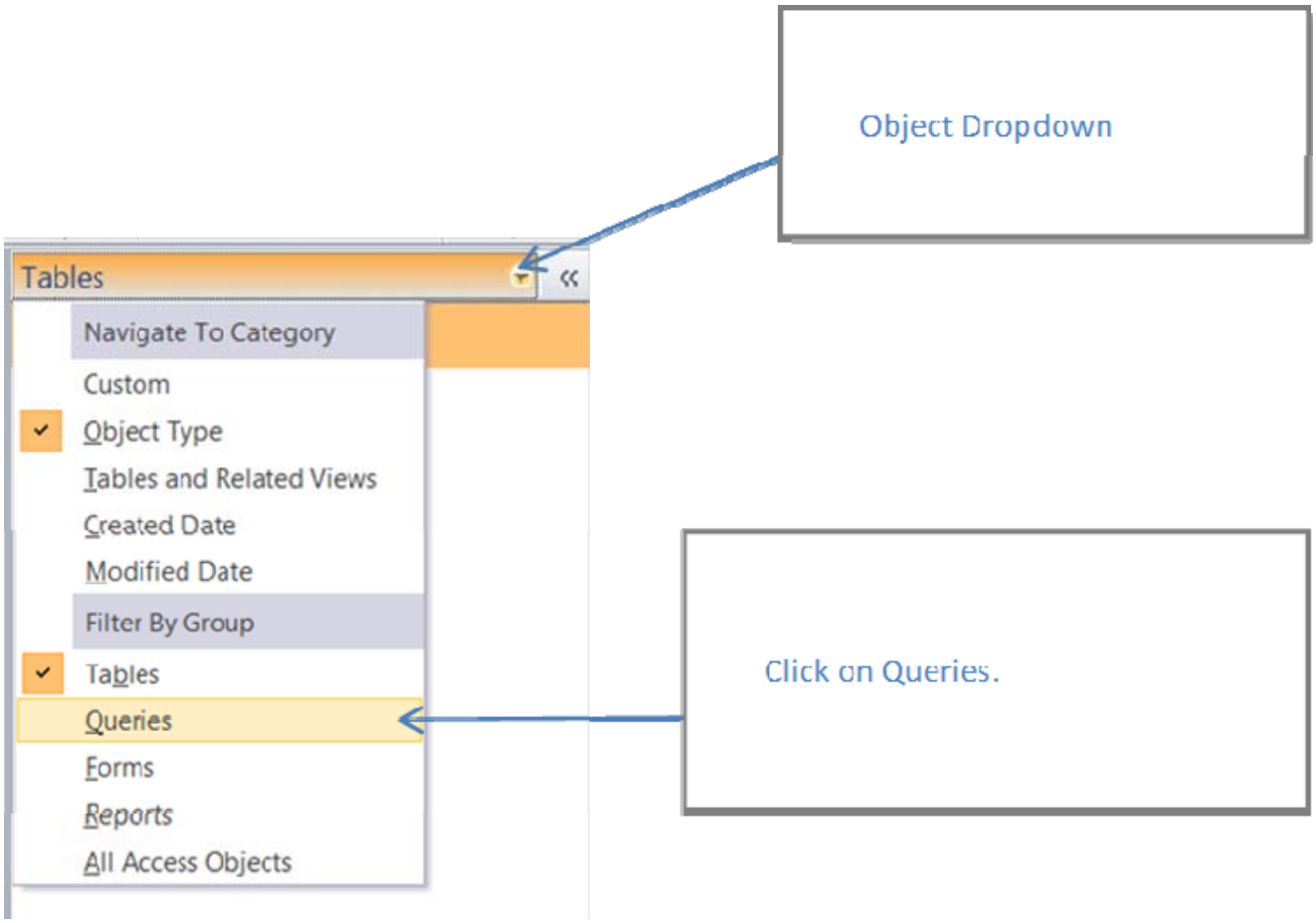
d. **Rename the Tables you Exported:**

1) Under Object, select Tables
2) The table name(s) you exported will appear.

5) Rename tblHSISFacilityChems table in the same manner:.

f. **Create a Query**

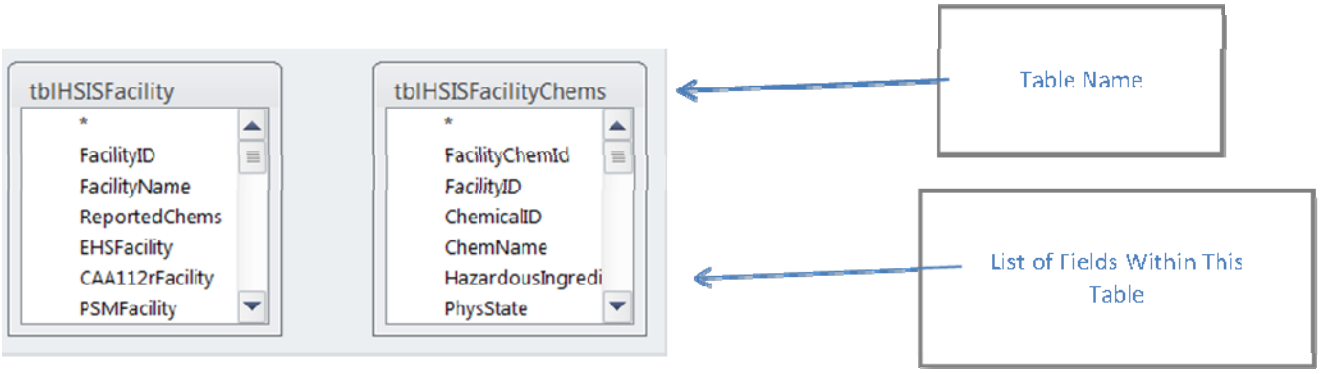
1) Select 'Queries' from the Object drop down.



2) To start designing a query where you need facility and facility chemical information in your result, click on the Create tab. Select Query Design. Select one table you want to bring into your query (from the Show Table box, Tables tab) and click Add.

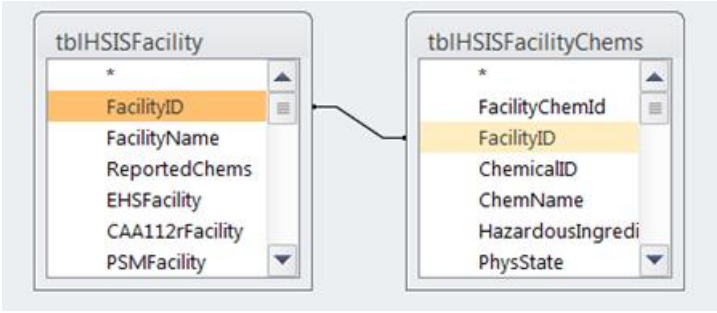
3) For this example, select tblHSISFacility, then click Add; then select tblHSISFacilityChems, and then click Add. Then close the Show Table box. (If you want

to see the Show Table box again, right click and select Show Table.) The tables now display in the query. The list of fields within each table are shown beneath the table name.



4) **Make a Join**

Join tblHSISFacility to tblHSISFacilityChems by clicking on the FacilityID in the field list of tblHSISFacility. Drag it to the right, on top of the FacilityID in the field list of tblHSISFacilityChems. An equi-join will appear (a line with no arrows on either end), joining the two tables.

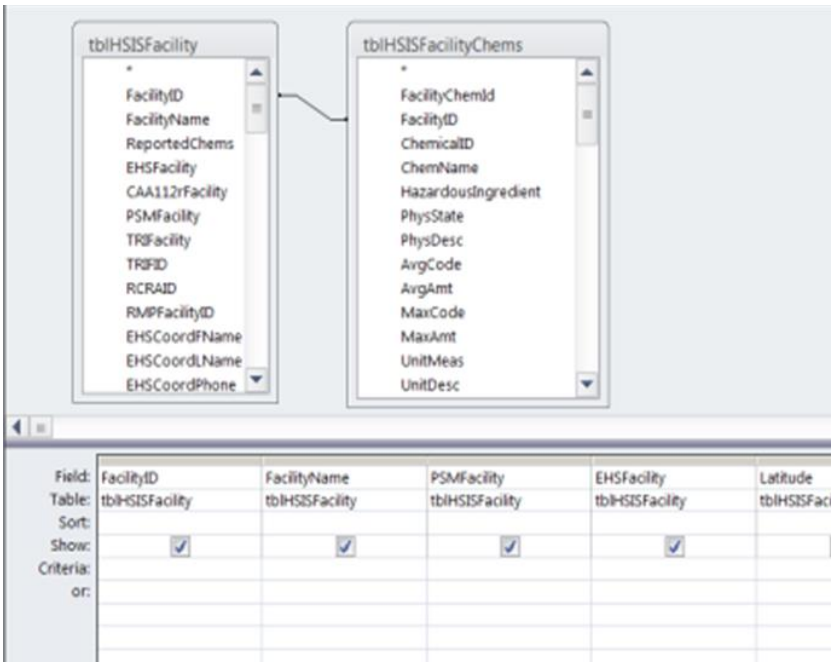


There are other types of joins, but for this example, an equi-join will work fine.

5) **Bring in Fields**

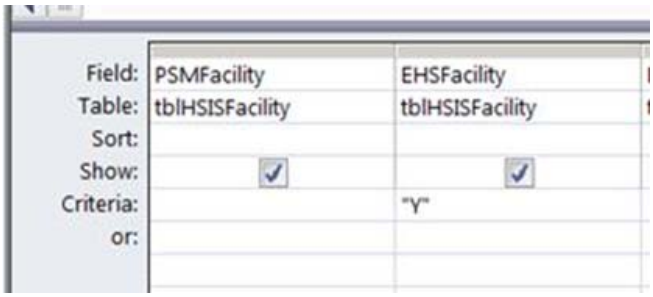
Within the field list of each table in your query design, double click on the specific fields listed in the table that you want to include in your query. Double clicking puts the field into the query grid below. Notice the scroll bar on the right of each table.

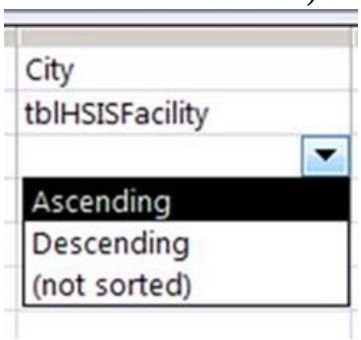
For this example, in tblHSISFacility, double click on FacilityID, then FacilityName, then PSMFacility, then EHSFacility, then Latitude, then Longitude, then City, and lastly County. You will need to use the scroll bar to scroll down and look for these fields. Next, from tblHSISFacilityChems, double click on ChemName and MeetsTPQ (which means meets EHS TPQ).



6) Criteria

Enter criteria on the query grid (below) in the row indicating "Criteria". For this example, on the criteria row of the EHSFacility field, you can type "Y". And on the criteria row for the MeetsTPQ field you can type "-1". (Access might change your "-1" to "True". It's just being helpful. "-1" in computerize means Yes or True. "0" means No or False.)





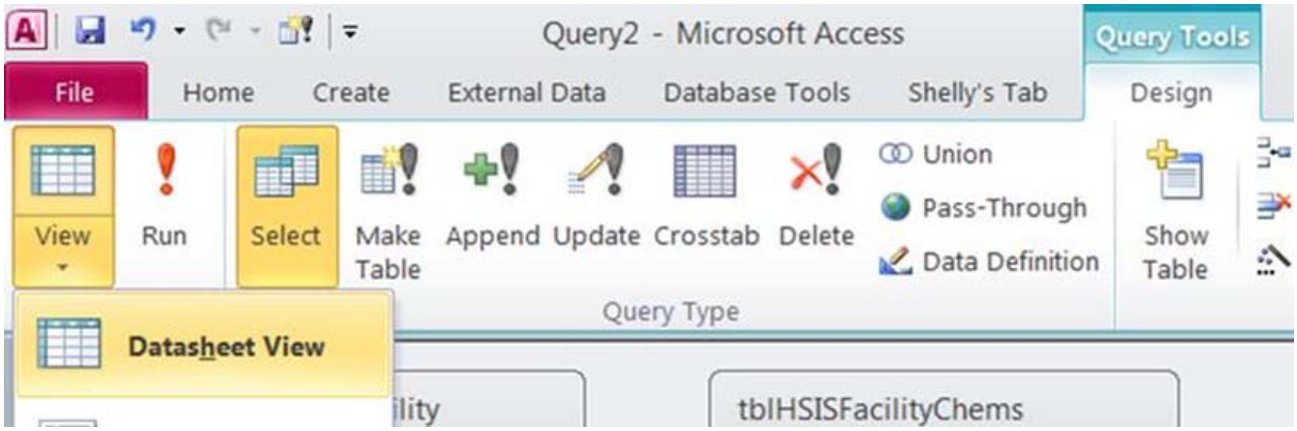
7) **Sorting**

You can sort the query by a specific field in either ascending or descending order. On the Sort row, click in the sort cell of the specific field you want to sort. A drop down arrow will appear. Click the drop down arrow and select ascending or descending.

For this example, on the sort row, click in the sort cell of the City field. Click the drop down arrow. Select Ascending. (The dropdown arrow will not appear until you click in the sort cell.)

8) **Run**

To run the query, click the Design tab above. Then either click on Run/red exclamation point, or click on View, Datasheet View. Either way will put you in datasheet view of the query, which is the query result. To make additional adjustments to your query, click on the Home tab, View, and then Design View.



9) **Saving the Query (optional)**

Click on the File tab. Select Save As, and give it a meaningful name. E.g. qryEHSFacAndMeetsTPQChems.

g. **Export Query Result to Excel**

1) To export the query result (datasheet view) to Excel, first be in datasheet view of the query. Then click on the External Data tab. Within the grouping of icons, above the word ‘ Export’, click on Excel. You can change the destination where the Excel file will be created if desired, by clicking browse. Or don’t worry about that as you can always do a Save As in Excel later.

2) Click the ‘Export data with formatting and layout’ option. Click the ‘Open the destination file after the export operation is complete’ option. Click OK. Excel will open and will be populated with the results of your query.

3) It will need some formatting in order to look nice. If you need some formatting tips, you may request these from the CR2K Information Assistant.

4) **Save the spreadsheet.**

5) **Close the spreadsheet.**

6) Back in Access, click on **‘Close’. Do not save export steps.**

Part 13
CONTACT INFORMATION

CONTENTS

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Page 127	**Other Contact Numbers**
Page 128	**Evaluation**

A. CR2K UNIT CONTACT INFORMATION

There are a number of ways to contact the CR2K Services Unit, including:

1. Website: www.sfm.state.or.us
2. CR2K Information Assistant Phone: 503.934.8353
3. Information Request E-mail: sfm.cr2k@state.or.us
4. Hazardous Substance Information Hotline: 503.378.6835 or 800.454.6125
5. Reporting Requirement Assistance E-mail: oregon.hazmatsurvey@state.or.us
6. Mail: OR Office of State Fire Marshal, CR2K, 4760 Portland Rd NE; Salem OR 97305
6. Fax: 503.373.1825

B. DESCRIPTION OF SERVICES

The following outlines who to contact in the CR2K Unit, depending on the type of assistance needed.

1. **Hazardous Substance Information Hotline**

   A Hazardous Substance Information Hotline (503.378.6835 or 800.454.6125) has been established to assist facilities in the completion of the survey and to assist in other technical areas related to hazardous substances. The hotline is staffed during regular business hours. Anyone desiring information or non-emergency assistance can call the hotline and receive help from a qualified person.

2. **OSFM Website**

   To find out more about the Community Right to Know Unit or other sections of the Office of State Fire Marshal, please contact the website at www.sfm.state.or.us. The following can be obtained from the OSFM internet website.

   A) Three interactive databases with pre-set queries.
      1) Hazardous Substance Information System database
      2) Incident Information Database
      3) Material Safety Data Sheets
   B) Various annual reports.
   C) The current chemical of the month which highlights a specific chemical.
   D) Hazardous Substance Request for Information form.

3. **Information Assistant**

   For questions on how to access CR2K HSIS information or Hazmat incident information, call the CR2K Information Assistant at 503.934.8353, or email sfm.cr2k@state.or.us. Common types of information requested include:

a) Accessing searchable databases on our website
b) Public Facility Substance Report
c) Hazmat Incident Reports
d) AST/UST Report
e) LEPC EHS County Planning Report
f) FDID Jurisdiction Report
g) Fuels Report
h) HSIS on Disc

C. OTHER CONTACT NUMBERS

1. Extremely Hazardous Substance Reporting Requirements

If you have questions about Extremely Hazardous Substance (EHS) reporting requirements, contact the Environmental Protection Agency (EPA) in one of the following ways:

a) EPA's RCRA, Superfund and EPCRA Hotline at 800.424.9346
Monday through Friday, 9am to 6pm, Eastern Time
b) Visit the CEPPS home page at http://www.epa.gov/R5Super/cepps/index.html
c) The EHS list is at http://www2.epa.gov/epcra/consolidated-list-lists

2. Clean Air Act Section 112r Reporting Requirements

For questions pertaining to the federal reporting requirements for Section 112r and the Chemical Emergency Preparedness and Prevention Office (CEPPO), contact the Environmental Protection Agency (EPA) in one of the following ways:

a) EPA's RCRA, Superfund and EPCRA Hotline 800.424.9346
Monday through Friday, 9am to 6pm Eastern Time
EPA re: Clean Air Act at 206.553.0383
CEPPO website http://www.epa.gov/swercepp/.
b) The 112r List is at website http://www.epa.gov/ceppo/caalist.html

3. Toxic Release Inventory Section 313 Reporting Requirements

For questions pertaining to the federal reporting requirements for the Toxic Release Inventory (TRI) Section 313, contact the Environmental Protection Agency (EPA) in one of the following ways:

a) EPA's RCRA, Superfund and EPCRA Hotline 800.424.9346 M-F, 9am to 6pm Eastern Time
b) EPA TRI website http://www.epa.gov/tri/
c) EPA TRI Chemicals Online: http://www.epa.gov/tri/chemical/index.htm

4. **Process Safety Management**

For questions pertaining to Oregon OSHA's Process Safety Management (PSM), contact:

a) Oregon OSHA's website at http://www.orosha.org and use the A-Z topic list.

b) For personal assistance, call 503.378.3272, or within Oregon call 1.800.922.2689.

5. **Chemtrec Phone**

The Chemical Transportation Emergency Center (Chemtrec) has a public service hotline for fire fighters, law enforcement, and other emergency responders to obtain information and assistance for emergency incidents involving chemical and hazardous materials. The Chemtrec emergency phone number is 800.424.9300.

6. **Poison Control Center**

The Poison Control Center phone number is 800.222.1222.

D. EVALUATION

Another way to contact our office is via the Evaluation form. All users of the HSIS program are invited and encouraged to complete the Evaluation form.

To access the Evaluation, go to the Main Menu. Click on the Evaluation button. The form may open to a message reading "This document was previously formatted for printer….Do you want to use the default printer…?" That is a normal message that appears because you have opened the report on a computer that isn't connected to the same printer that the report was printed from last. Click "Yes" and the report will open. Please print and complete the evaluation. Mail it to:

Office of State Fire Marshal
ATTN: CR2K Information Assistant
4760 Portland Rd NE
Salem OR 97305

Evaluations are reviewed upon receipt. Your recommendations are logged and are implemented on a routine basis. Your comments and suggestions are very much appreciated as they make the program more beneficial to all who use it.