

**COLUMBIA SOUTH SHORE WELL FIELD WELLHEAD PROTECTION
ANNUAL HAZARDOUS MATERIAL INVENTORY REPORT
INSTRUCTIONS**

INSTRUCTIONS FOR COMPLETING ANNUAL HAZARDOUS MATERIAL INVENTORY REPORT

All questions must be answered. Do not leave blanks. Instructions for completing reporting form are given below.

SECTION A: INSTRUCTIONS: FACILITY INFORMATION

- I. Enter the facility's official or legal name. Do not use a colloquial name.
- II. Provide the physical location of the facility that is submitting the report. Include street, city, state and zip code.
- III. Provide the mailing address where correspondence should be sent. Include street address or P.O. Box, city, state and zip code. If you have an e-mail address, please include that as well.
- IV. The person completing the report must complete this portion. Provide signature of name and title of person completing the report. Provide printed name and phone number of person completing the report. Enter the date the report was completed.

SECTION B: INSTRUCTIONS: ANNUAL HAZARDOUS MATERIAL INVENTORY REPORT (SEE REVERSE SIDE)

1. On a facility map, indicate the locations where the hazardous material is stored or handled. If a site plan is already on file, you do not need to complete this again.
2. **Nonwaste:** Provide the common or trade name of the hazardous material. **Waste:** In lieu of trade names, you may provide the waste category.
3. Provide the major constituents chemical name.
4. Enter the chemical abstract service identification number (CAS number) found in 29 CFR, if known for the constituent of highest concentration. Material Safety Data Sheets (MSDS) can be used as a reference.
5. Enter S = solid or L = liquid as it applies to the hazardous material's physical state.
6. Per the definition of hazardous material in Section 1.3.1 in the Columbia South Shore Well Field Wellhead Protection Program (WHPP) Reference Manual, the hazardous material in this report is subject to WHPP regulation based on one or more of the chemical categories shown. Enter a quantity range for each of the categories you are reporting.
7. Please enter your NAICS (formerly SIC code) if known. Website in footnote of Section B can help you identify your code.

MAIL THE COMPLETED AND SIGNED ANNUAL HAZARDOUS MATERIAL INVENTORY REPORT TO

**Douglas Wise
Portland Water Bureau
1120 SW 5th Ave. Room 600
Portland, OR 97204**

FOR ADDITIONAL INFORMATION OR QUESTIONS REGARDING THIS REPORT, PLEASE CONTACT:

Douglas Wise
Portland Water Bureau
(503) 823-7473

or

Corky Collier
Columbia Corridor Association
503-287-8686