

**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 forms 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 full mailing address where correspondence should be sent. Please include an e-mail address as well.
- IV. The person completing the inventory must complete this portion, providing their name and title, and their signature certifying that the inventory report is accurate and complete. Also provide the printed name and phone number of the person completing the report. Enter the date the report was completed.

**SECTION B INSTRUCTIONS: PREVIOUS HAZARDOUS MATERIAL INVENTORY REPORT**

1. Confirm which previously reported materials are still handled on-site by checking the appropriate boxes.
2. Update the reported quantities if you are now using more or less of any of these materials.

**SECTION C INSTRUCTIONS: NEW HAZARDOUS MATERIAL INVENTORY REPORT (IF NECESSARY)**

1. 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 material. **Waste:** Provide the DEQ waste category.
3. Provide the major constituents chemical name.
4. Enter the chemical abstract service identification number (CAS number) for the constituent of highest concentration. Material Safety Data Sheets (MSDS) can be used as a reference.
5. Check either S = solid or L = liquid as it applies to the hazardous material's physical state.
6. Enter the quantity of the material that is typically on-site.
7. Check the appropriate category for each reported material. The regulated thresholds are based on these categories.
8. Please enter your NAICS (formerly SIC) code. The websites in the footnote of Section B can help you identify this.

**MAIL OR THE COMPLETED AND SIGNED ANNUAL HAZARDOUS MATERIAL INVENTORY REPORT TO:**

**Douglas Wise  
Portland Water Bureau  
1120 SW 5<sup>th</sup> 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