

Quick Guide for Submitting Your Hazardous Materials Inventory Report

Business reporting of hazardous materials just got easier! Follow this quick guide to learn how to submit online. Annual reports can be submitted anytime throughout the year but must be submitted by January 31st of the following year. For example, 2017 reports are due no later than January 31st, 2018.

1. Sign up for an Account

Register for an account using your email address, and Log In to the site at <http://groundwaterprotection.portlandoregon.gov/>. You will need to check your email to confirm your account before you can Log In.

The screenshot shows the website's header with navigation links: Home, About, and a partially visible 'Co'. The 'Register' link is circled in red. A pink callout box with a pink arrow pointing to the 'Register' link contains the text: "First click here to Register for an account." Below the navigation bar is a large graphic with the text: "Businesses that are located within Columbia South Shore Well Field and use hazardous chemicals in greater amounts than these thresholds are subject to annual reporting requirements." This is followed by a bulleted list: "• 10 or more gallons of halogenated solvents", "• 30 or more gallons of hazardous waste", and "• 50 gallons or more of hazardous materials (including petroleum products)". Below the list, it says: "Use this website for easy annual reporting. Reports are due by January 31st every year." At the bottom of the graphic is a blue button labeled "Log In and Report", which is also circled in red. A pink callout box with a pink arrow pointing to the "Log In and Report" button contains the text: "Then come back, and click here to log in and report".

2. Enter your contact information

The first time you log in, you will need to fill out your contact information, including the Company you are reporting for. Your profile can be edited by clicking on My Profile and Edit Details.



Manage.

Change your account settings

Password: [[Change your password](#)]
My Contact Details: [[Edit Details](#) | [View Details](#)]
My Company: REBECCA'S CHEMICAL OUTLET [[Edit Details](#) | [View Details](#)]

The Contact Email field will automatically be filled in with your user email. Start typing the first few letters of your Company's name into the 'Company Name' field and a list of possible matches will be generated. Select your company from the drop-down list.

Edit User and Company Contact Details

Edit User Form.

Contact Email: mieke.vrijmoet@gmail.com

Company Name: Rebecca's
REBECCA'S CHEMICAL OUTLET

Title: []

Primary Contact:

First Name: []

Last Name: []

Start typing the Company's name in this box and select from the potential matches. Type Name, if there's no match.

If this is your first time reporting hazardous materials, you'll need to type in your Company's legal name in the 'Company Name' field. You will also be prompted to create a profile for your Company in the next step.

Fill out all the requested contact information, and then hit "Save".

Check the box that says "Primary Contact", if you should be the person to contact with any follow-up questions about your report.

Edit User and Company Contact Details

Edit User Form.

Contact Email: mieke.vrijmoet@gmail.com

Company Name: Test Company x

Title: Safety Officer

Primary Contact:

First Name: Jill

Last Name: Smith

Phone 1: (503) 555-5555

Phone 1 Extention: 555

Phone 1 Type: Work

Phone 2: (503) 555-1234

Phone 2 Extention:

Phone 2 Type: Cell

Save

[Cancel Edit](#)

Fill out as many of these fields as applicable.

Click "Save" to go to the next step.

Follow the guide in Step 3 to set up a new company profile. If your company appeared on the drop-down list, you should review your Company's profile for accuracy.

3. Fill out your Company's Profile

To create or view your Company Profile, click on "My Profile" and then "Edit Details".



Groundwater Protection Program

Home About Contact Annual Reports **My Profile**

Hello your_email@company.biz Log off

Manage.

Change your account settings

Password: [[Change your password](#)]
My Contact Details: [[Edit Details](#) | [View Details](#)]
My Company: REBECCA'S CHEMICAL OUTLET [[Edit Details](#) | [View Details](#)]

To be considered complete, ALL the fields with an asterisk (*) in the screen shot below must be filled in.

Edit Company Details

Company

***** Site Plan for your Facility – upload here or from the Annual Reports page

Company Name:

Current Site Plan: (Missing)

Missing Site Plan: ***** Company/site address – where the facility is located
(Needs to be a single PDF of one or more pages <5 MB)

Company/Site Address:

Phone: ***** Company Phone number

Mail Addr:

Mail City: ***** Mailing address (can be same or different from address listed above)

Mail State:

Mail Zip:

HQ Mail Addr:

HQ Mail City:

HQ Mail State:

HQ Mail Zip:

Business License Number:

NAICS primary:

NAICS secondary:

Business Type:

If you are reporting for a location of a larger company headquartered elsewhere, please list the mailing address for the company headquarters under "HQ Mail Address".

***** Your Company's Business License Number (Portland only) and North American Industry Classification System number

4. Create and Submit an Annual Report

Now, you are ready to start reporting on your materials. Click on “Annual Reports” located on the main page or at the top of any page.

Home About Contact **Annual Reports** My Profile

Hello your_email@company.biz Log off

GROUNDWATER PROTECTION PROGRAM COLUMBIA SOUTH SHORE

Businesses that are located within the Columbia South Shore Well Field and use hazardous chemicals in greater amounts than these thresholds are subject to annual reporting requirements.

- 10 or more gallons of halogenated solvent
- 30 or more gallons of hazardous waste
- 50 gallons or more of hazardous materials (including petroleum products)

Use this website for easy annual reporting on the 31st every year.

Annual Reports

Log off

Learn more »

Start Reporting by clicking on 'Annual Reports'

The Annual Reports main page will list your Company’s chemical reporting history.

Annual Reports

Download Current Site Plan Upload Site Plan (Needs to be a single PDF of one or more pages <5 MB); Choose File No file chosen Upload

Create/View Report for current year Export Report to Excel Clear Current Search Criteria

Year: Search

Company Name	Report Year	Product Name	CAS ID	Chemical Name	Regulated Category & Threshold	Physical State	Unit of Measure	Range	Container Type	Functional Area	Status
REBECCA'S CHEMICAL OUTLET	2017	oil	532274	2-Chloroacetophenone	Hazardous Substance (>50 gal or >400 lbs)	BLANK					Pending Details
REBECCA'S CHEMICAL OUTLET	2016		107879	METHYL PROPYL KETONE	Hazardous Substance (>50 gal or >400 lbs)	LIQUID	POUNDS	100,000-249,999	PLASTIC OR NON-METALLIC DRUM	Indoor Storage	Pending Details
REBECCA'S CHEMICAL OUTLET	2016		66742887	Petroleum Naphtha	Hazardous Substance (>50 gal or >400 lbs)	LIQUID		50-199		Indoor Storage	Pending Details
REBECCA'S CHEMICAL OUTLET	2016		75252	Bromoform	Halogenated Solvent (>10 gal or >100 lbs)	LIQUID	GALLONS	50-199			Pending Details

To create this year's report, click on "Create/View Report for current year".

Annual Reports

Site Plan Missing: Upload Site Plan (Needs to be a single PDF of one or more pages <5 MB):

Year:

Company Name	Report Year	Product Name	CAS ID	Chemical Name	Regulated Category & Threshold	Physical State	Unit of Measure	Range	Container Type
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Click here to create your Report for this year.

A report will automatically be created based on the inventory you submitted last year. Review the list and 'edit' any entry where the inventory is inaccurate or has changed since last year.

Please be aware:

Data from 2016 was added manually and some information you reported on paper may not quite match the data in this new database. We are sorry for any missing entries or errors carried forward. Please check that the 2017 Report is complete and accurate before submitting!

Inventory, Annual Report

Product Name	CAS Number	Chemical Name	Regulate Category Threshold	Physical State	Unit of Measure	Regulated Category & Threshold	Physical State	Unit of Measure	Status
	107879	METHYL PROPYL KETONE	Hazardous Substance (>50 gal or >400 lbs)	LIQUID	POUNDS	100,000-249,999	PLASTIC OR NON-METALLIC DRUM	Indoor Storage	Pending
	66742887	Petroleum Naphtha	Hazardous Substance (>50 gal or >400 lbs)	LIQUID		50-199		Indoor Storage	Pending
	75252	Bromoform	Halogenated Solvent (>10 gal or >100 lbs)	LIQUID	GALLONS	50-199			Pending

Click to "Edit" an entry, or to "Remove" it from your inventory for this year.

Look for entries with missing information, and click "Edit" to fill it in.

Adding New Entries

If you have new chemicals to add, click the “Add New” Button at the top of the page.

Click “Add New” to add any new chemicals to your report.

Review, Update, Annual Report

[Add New](#) [Verify this report is complete and accurate](#)

Report Year:

Company Name	Report Year	Product Name	CAS Number	Chemical Name	Regulated Category & Threshold	Physi State
REBECCA'S	2016		107879	METHYL PROPYL KETONE	Hazardous	LIQUID

In the “Edit Annual Report Details” page, enter the product’s name and CAS number for each new chemical. The official chemical name and regulatory category fields will auto-fill based upon the CAS number. Select from the drop-down menus to complete the remaining fields.

http://groundwaterprotection.portlandoregon.gov/AnnualReports/EditCurrentYearDetail/48

Groundwater Protection Program

Home About Contact Administration Reports/Logs Annual Reports My Profile

Edit Annual Report Details

AnnualReport

Company Name: REBECCA'S CHEMICAL

Report Year: 2016

Product Name:

CAS Number:

Chemical Name: METHYL PROPYL KETONE

Regulated Category & Threshold: Hazardous substance (>50 gal or >400 lbs)

Physical State:

Unit of Measure:

Maximum Amount:

Container Type:

Functional Area:

[Back to List](#)

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1. Fill in the name of the product
2. Enter the CAS number for the chemical...
3. ... and the official chemical name and regulatory category will fill in automatically. *
4. Select the correct option for each of these fields...
5. ... And hit "Save"!

If the chemical does not appear when you type the CAS number, first double check that you have the right number. If the chemical still doesn't auto-fill, then it is not regulated under wellhead protection rules, and you do not need to report it. You can discard your entry by clicking "Back to List" at the bottom left of the page.

Uploading a Site Plan

For your Report to be considered Complete, we must have a Site Plan for your facility on file. This plan should be uploaded as a PDF and re-submitted whenever changes to the facility occur. Plans can be created digitally or hand-drawn and scanned into the computer. The plan should show a schematic of your facility with enough detail to indicate where the hazardous materials being reported are located on-site, what forms of containment are in place, where spill response equipment and control valves are located, and where storm drains are located.

You can upload a Site Plan from the Company Details, shown above, or the Annual Report page, shown below.

Annual Reports

Site Plan Missing: Upload Site Plan (Needs to be a single PDF of one or more pages <5 MB):

Create/View Report for current year Export Report to Excel Clear Current Search Criteria

Year:

Company Name

Regulated Category & Physical State

If there is no Site Plan on file for your company, it will say "Site Plan Missing" here.

Click "Browse..." to find the Site Plan on your computer, then click Upload.

Annual Reports

Download Current Site Plan Upload Site Plan (Needs to be a single PDF of one or more pages <5 MB):

Create/View Report for current year Export Report to Excel Clear Current Search Criteria

Year:

Company Name	Product Name	CAS ID	Chemical Name	Regulated Category & Threshold	Physical State	Unit of Measure	Range	Container Type	Functional Area	Status
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If you already have a Site Plan on file, you can review it by clicking Download Current Site Plan

Success! New Site Plan Uploaded!

If you would like more information on creating a Site Plan or assistance uploading it, please contact your local wellhead protection agency listed at the end of this guide.

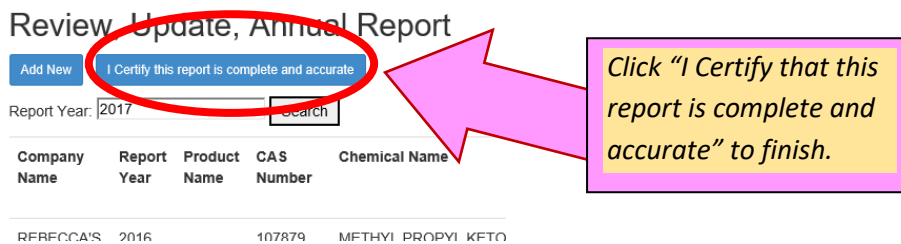
Check to make sure your report is complete

A complete report consists of:

- Contact information for your company on the Company Details page
- A list of all on-site Hazardous Materials at regulated quantities, including details on quantity, physical state, units, and location/container type.
- A Site Plan (can be a plan carried forward from previous year)

Submit your completed report

When your report is complete, submit your report by clicking the “I Certify this report is complete and accurate” button.



You will receive an email with a copy of the report you just submitted.

Agency Contacts

Thank you for submitting your annual Hazardous Materials Inventory! Your reports help keep the region’s groundwater safe as a source of drinking water.

Please contact your local wellhead protection agency with any questions.

City of Portland

Doug Wise

Douglas.Wise@portlandoregon.gov

Phone: 503-823-7473

<https://www.portlandoregon.gov/water/29890>

Cities of Gresham & Fairview

Clay Walker

Clay.Walker@greshamoregon.gov

Phone: 503-618-2487

<https://greshamoregon.gov/Well-Field-Protection-Program/>