

City of Gresham
Well Field Protection Program
Annual Reporting and Documentation

Please complete all required sections in print or type. Do not leave any blanks. For assistance with this reporting requirement, contact Clay Walker, Well Field Protection Program Inspector at 503-618-2487 or Clay.Walker@GreshamOregon.gov.

Section A: Business Information and Declaration

Business Name: _____

Business Site Address: _____
City: _____ State: _____ Zip: _____

Business Mailing Address: _____
City: _____ State: _____ Zip: _____

Primary Business Contact: _____ Phone: _____ Phone: _____
Title: _____
Email: _____

Alternate Business Contact: _____ Phone: _____ Phone: _____
Title: _____
Email: _____

Hazardous materials are defined in the Well Field Protection Program Reference Manual, Section 1.3 Regulated Materials and Thresholds.

- I have no reportable quantities of regulated hazardous materials.
Instruction: Complete, sign and return Section A.

- I have reportable quantities of regulated hazardous materials and have enclosed with this report a completed Hazardous Materials Inventory Report log, or a copy of an acceptable, approved alternate report.
Instructions: Complete, sign and return Sections A, B-1, B2 and C.

Signature: _____ Date: _____
Print Name: _____ Title: _____

Send completed and signed report documents to: City of Gresham
Clay Walker, Well Field Protection Program Inspector
1333 NW Eastman Parkway
Gresham, OR 97030
Clay.Walker@GreshamOregon.gov

Thank you for helping protect drinking water!

Section B-1: Annual Hazardous Material Inventory Report

Reference Manual, Section 5.1 Annual Hazardous Material Inventory Report

Facilities may satisfy this requirement by submitting a copy of the annual Hazardous Substance Information Survey Report that is submitted to the Office of the State Fire Marshal in accordance with OAR 837-85-050. However, if hazardous material quantities are at or greater than the thresholds identified in Table 1 of the Reference Manual, those hazardous materials must be listed on the Hazardous Materials Inventory Report Log. (Form B-1) Facilities shall submit this information to the City by November 30 of each year.

Note: Facilities in the newer Cascade Well Field Protection Program area must initially submit this information to the City by June 30, 2014. Thereafter, the Reports are due by November 30 of each year.

Section B-2: Facility Information Report

Reference Manual, Section 5.2 Facility Information Report

In addition to the annual Hazardous Material Inventory Report, facilities shall submit to the City a site plan, map or drawing with the following information:

- *Location of functional area(s) used for Hazardous Materials or Fuels*
- *On-site Hazardous Material transportation route(s)*
- *Locations of storm drains and drainage area boundary lines*
- *Locations of dry wells or sumps used for subsurface disposal of stormwater or wastewater*
- *Location and description of any device(s) to stop or contain spills from leaving the site (e.g., control valves)*
- *Location of emergency spill containment and cleanup kit(s)*

Complete B-1 and B-2 meet Program reporting requirements.

- B-1: Hazardous Materials Inventory Report Log
- B-2: Facility Site Plan

B-1: Hazardous Materials Inventory Report Log

Facility Name: _____ NAICS Code [8]: _____ Date: _____

							Hazardous Material Category & Regulated Threshold [7]				
Functional Area(s) [1]	Common or Trade Name [2]	Chemical [3]	CAS No. (Important!) [4]	Physical State [5]		Quantity [6]	Halogenated Solvent >10 gal or >100 lbs (≥10% by wt)	Hazardous Substance >50 gal or >400 lbs (≥10% by wt)	Hazardous Waste >30 gal or >220 lbs (Any conc.)	Petroleum Fuel >50 gal in any single container	Non-Fuel Petroleum >50 gal in any single container
				S	L						
Shop	Super Goop	Methylene-di-goopinate	123-45-6		x	55 gal		x			
X											

INSTRUCTIONS – View the Well Field Protection Program Reference Manual at www.greshamoregon.gov/water

[1] Indicate the locations where hazardous materials and/or fuels are stored or handled

[2] Non-waste: Provide the common or trade name of the material. Waste: In lieu of a trade name, you may provide the waste category

[3] Provide the chemical name(s) of the major constituents that exceed the concentration threshold(s) identified in the Reference Manual, Section 1.3.1

[4] Enter the Chemical Abstract Service identification number (CAS number). This can be found in the Reference Manual, Appendix B. Material Safety Data Sheets (SDS) can be used as a reference

[5] Check the box that applies to each material: S = Solid, L = Liquid

[6] Enter the quantity of the material stored at this location. Report in gallons if the material is liquid, report in pounds if the material is solid

[7] Check the category that applies to each material reported. Per the definition of hazardous materials in the Reference Manual, Section 1.3.1, each hazardous material in this report is subject to Program regulation based on one or more of the chemical categories above. More than one category may apply to each material.

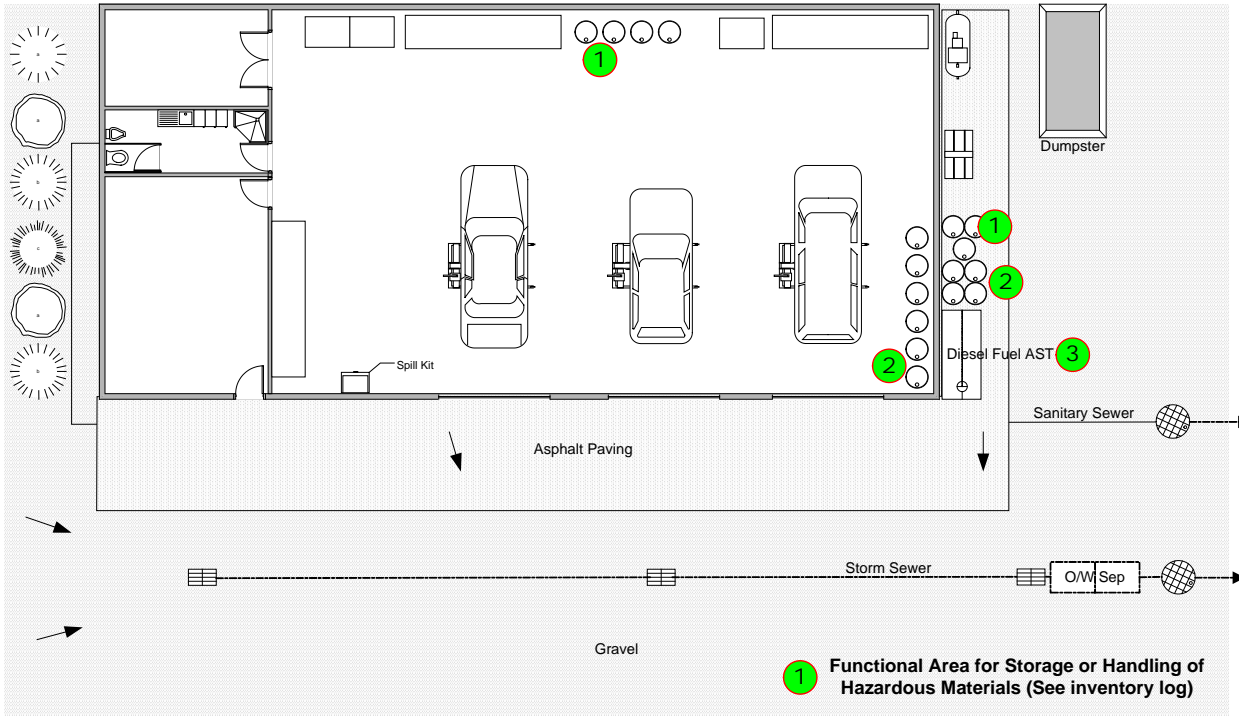
[8] Find NAICS codes at www.naics.com or www.census.gov/eos/www/naics

Report all hazardous materials and fuels. Use next page if additional space is needed.

Functional Area(s) [1]	Common or Trade Name [2]	Chemical [3]	CAS No. <i>(Important!)</i> [4]	Physical State [5]		Quantity [6]	Hazardous Material Category & Regulated Threshold [7]				
				S	L		Halogenated Solvent	Hazardous Substance	Hazardous Waste	Petroleum Fuel	Non-Fuel Petroleum
							>10 gal or >100 lbs (≥10% by wt)	>50 gal or >400 lbs (≥10% by wt)	>30 gal or >220 lbs (Any conc.)	>50 gal in any single container	>50 gal in any single container
Report all hazardous materials and fuels. Attach additional pages if needed.											

B-2: Facility Site Plan

Sample Site Plan



B-2: Facility Site Plan

Facility Name: _____ Date: _____

Section C: Employee Training

The Well Field Protection Program Reference Manual, Section 3.1.4 Required Operational Source Control BMPs and Section 3.9 Training Requirements, requires facilities that exceed regulated material threshold amounts, as defined in Section 1.3 (Table 1), to annually provide awareness training to personnel who handle Hazardous Materials or Fuels. This section of the Reference Manual lists the required training elements.

To help facilities meet training requirements, the City provides the following:

- *Annual business training workshop*
- *Training slides available on the Web at www.GreshamOregon.gov/Water*
- *Training slides are available via email, please contact the Well Field Protection Program Inspector at 503-618-2525 for a copy*

Please complete the following table to document compliance with Section 3.9. Attach additional documentation, if needed.

Employee Training Documentation

Employee First and Last Name	Employee Signature	Date of Training	Location of Training
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			