



# CUNNINGHAM FIRE PROTECTION DISTRICT

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## Instructions for submitting your Chemical Inventory Report

1. Go to the website at [www.co.arapahoe.co.us/Apps/Hazmat](http://www.co.arapahoe.co.us/Apps/Hazmat)
2. Click on the "Create New Account" button located in the upper left corner of the screen.
3. A business must first create a new account by registering its business information, such as name, address, property owner, business owner, and two emergency contacts and associated information.
4. Once the business has registered by submitting the above information, the system will automatically generate a user ID and password and send this information to the business using the e-mail address provided.
  - a. If no e-mail address is provided, the system administrator can be contacted via phone at the number listed below for the business' user ID and password.
5. Upon receiving the user ID and password, the business representative can then log onto this system and begin entering the chemical information for products/chemicals that have been determined by the Fire Prevention Bureau as needing to be reported by clicking on the "new product" button located on the left hand side of the screen.
  - a. If a chemical entered is on the Extremely Hazardous list, the business will be presented with a long reporting form to be completed for that chemical.
6. After entering information for the previously determined products/chemicals, the business can upload a facility sketch showing the storage/use location of these products/chemicals. If the business is unable to electronically upload the sketch, it can be forwarded to the Fire Prevention Bureau.
7. When the business information and chemical information have been completed and a facility sketch provided, the business can then certify that all information is correct and request approval by the Fire Prevention Bureau.
  - a. When a business requests approval, the system will automatically generate an e-mail to the Fire Prevention Bureau, notifying the staff that your business has requested approval.
8. The Fire Prevention Bureau staff will then review the information submitted. If additional information or clarification is needed the Fire Prevention staff will contact you.
9. When all information has been satisfactorily completed and approved by the Fire Prevention Bureau the report will be marked as approved within the system. The business will be notified of their approval automatically by the system via e-mail (or by phone, if an e-mail address is unavailable).
10. Once a business is notified of approval, they can log back onto the system and click on "Reports" to view and print your certification and inventory.
  - a. Click on "certification report" to print a copy of the certification report.
  - b. Click on "Chemical Inventory Report" to print a copy of your inventory report. A copy of the certification list once you have been approved by your Fire Agency. Copies of both reports are required to be kept on-site in a known location.

Your Chemical inventory report is required to be updated on an annual basis. Approximately thirty-days prior to expiration you will receive notification of the need to update your report either automatically, or from the Fire Prevention Bureau.

If at any time the contact information or the amount or type of products/chemicals that are included in the report change, you can log into your "account" and make the necessary update.

If you have questions or need additional assistance, contact Fire Prevention at (303) 755-9202.