



CUNNINGHAM FIRE PROTECTION DISTRICT

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Instructions for updating your Chemical Inventory Report

1. Go to the website at www.co.arapahoe.co.us/Apps/Hazmat
2. Click on the “login to my account” button located in the upper left corner of the screen.
3. Enter you user name and password in the appropriate box.
 - a. The user name for your account is: «**User_Name**»
 - b. The current password for your account is: «**Password**»
4. This will take you to the “Business Menu” screen. From this screen or the menu at the left of the screen:
 - a. Select “Edit Contacts” to view and edit your company's contact information.
 - i. Update information.
 - ii. Make sure to designate a primary contact.
 - iii. Click “submit” at the bottom of the page when you are done.
 - b. Select “List Products” to view and edit chemical listings at your location.
 - i. Double click on the individual chemicals to verify and update the information for each one.
 - ii. Click the “save” button at the bottom of the form if you updated information for a chemical.
 - c. Select “New Product” to add a new chemical that is stored at your location.
 - d. Select “Account Status” to view your account status and submit your Chemical listing for approval.
 - i. Read the “submit application for approval statement
 - ii. Check the box at the bottom of the statement
 - iii. Click submit
5. When a business requests approval, the system will automatically notify the Fire District that your business has requested approval.
6. 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.
7. 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).
8. 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.

