

Emergency Planning and Community Right-to-Know



CT Business and Facility Required Reporting Guidance EPCRA Law and Regulations

Updated November 2011

For more detail and specific required reporting instructions and guidance, please visit the State Emergency Response Commission (SERC) website at <http://www.ct.gov/serc>

This guidance is designed to provide basic information regarding Emergency Planning and Community Right-to-Know (EPCRA) laws and regulations. Throughout this guidance, the words “you” and “your” refer to the owner and or operator of a facility. Please note that the definitions of key words used in this guidance are found in Final Rule regulations sections 355 through 370.

Connecticut Department of Energy and Environmental Protection (DEEP) and the State Emergency Response Commission (SERC) encourages electronic viewing of information; however if you do not have access to a computer or find it easier to follow paper instructions please contact the SERC and we will help you with your paper request. Please note links sometimes appear broken due to an update, therefore if a link appears broken please bring it to our attention by emailing us at dep.ctepcra@ct.gov.

A copy of this guidance is available under Publications on the SERC website at www.ct.gov/serc. This guidance is designed to answer general questions and provide basic information to get businesses and facilities started in understanding the complexity of reporting under the federal EPCRA laws and regulations or to be brought up to date on the current regulatory requirements under EPCRA. It is important to read the definitions found either in the law or in regulation for keywords, the definition explains who or what must be reported and how to report and when to report. It is the responsibility of the facility owner or operator to obtain and comply with all EPCRA reporting requirements.

Again, please keep in mind, that each reporting requirement is unique and requires specific reporting forms, instructions and guidance to reach compliance with the federal law. EPA has the authority to add or delete chemicals from the lists and has already exercised this authority a number of times. SERC is continuously monitoring the federal regulations for these types of changes and modifications in the EPCRA law and regulations.

If you need this information in an alternate format, please contact the SERC at 860-424-3373 and we will be glad to work with you to create an alternate format for your use. If you are an individual needing auxiliary aids or services, TTY/TTD by calling 860-424-3000.

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Background Information

EPCRA is intended to encourage State and local planning and preparedness for releases of Extremely Hazardous Substances (EHSs) and to provide the public, local governments, fire departments and other emergency officials with information concerning chemical releases and the potential chemical risks in their communities.

On October 17, 2008, Environmental Protection Agency (EPA) finalized several changes to the Emergency Planning (Section 302), Emergency Release Notification (Section 304-proposed on April 22, 1987) and Hazardous Chemical Reporting (Section 311 and 312) regulations that were proposed on June 8, 1998 (63 FR 31268). These changes include clarifications on how to report hazardous chemicals in mixtures, and changes to Tier 2 forms. EPA has issued additional clarifications since the October 17, 2008 Final Report.

EPA Factsheet: Amendments to Emergency Planning and Notification; Emergency Release Notification and Hazardous Chemical Reporting. 40 CFR Parts 355 and 370 available at http://www.epa.gov/emergencies/docs/chem/EPCRA_Factsheet_FINAL.pdf

Regulation: The implementing regulations for emergency planning, emergency release notification and the chemicals subject to these regulations (EHSs) are codified in 40 CFR part 355. The implementing regulations for Community Right-to-Know reporting (or hazardous chemical reporting) are codified in 40 CFR part 370. Each reporting requirement is unique and has its own set of instructions, forms and guidelines. Emergency Planning and Community Right-to-Know Act; Amendments to Emergency Planning and Notification; Emergency Release Notification and Hazardous Chemical Reporting available at <http://www.epa.gov/fedrgstr/EPA-WASTE/2008/November/Day-03/f25329.htm>

Compliance with EPCRA

The Community Right-to-Know law, also known as SARA Title III, requires both small and large businesses and facilities including schools, municipalities and hospitals to report information on chemicals depending on the type of chemicals you have and the quantities of those chemicals. Connecticut also has provisions of the EPCRA Law found in Sections 22a-600 through 22a-611 of the Connecticut General Statutes. However, the federal law is more stringent and should be followed to reach compliance with EPCRA. Please note that your business facility may be subject to one or all of the sections depending upon the types of chemicals you have and the quantities of those chemicals.

Brief Overview of EPCRA Reporting Requirements

Section 302 – Emergency Response Planning Notification

The federal intentions of Section 302 provisions were to improve coordination and planning with local businesses in the case of a community emergency such as a fire or hazmat transportation incident or for the community to know what chemicals are located in what buildings in their town. Section 302 requires the local authorities to develop chemical emergency preparedness and response capabilities with local businesses. If a facility has EHS on site at any time, it is the facility owner or operator's obligation under this provision to provide notification of substances in excess of its assigned TPQ to the SERC, Regional and or Local EPC and to the fire department that has jurisdiction over the facility. In turn, the town includes such information in their local emergency plans.

Businesses that have such substances in their inventories are encouraged to participate in their local or regional EPC. The State, specifically the Department of Energy and Environmental Protection (DEEP), is obligated under CT law to collect and maintain such reporting information for future use. The SERC works in partnership with the DEEP in collecting and managing such information. The federal government manages and maintains the list of EHS and has several times added or deleted chemicals from the lists. It is important to monitor the regulations for these types of changes. Common examples include sulfuric acid with a TPQ of 1,000 pounds and ammonia with a TPQ of 500 pounds. To determine the TPQ for a chemical, use the List of Consolidated Chemicals, List of Lists by EPA.

Subject to Section 302

A business/facility is subject to the reporting requirement if it has EHS on site in excess of its TPQ. Within 60 days from the time when your business first becomes subject to the requirements of section 302 you must provide notification to the Regional and or Local EPC and the SERC.

You must provide notice of any changes occurring at your facility that may be relevant to emergency planning to the Regional and or Local EPC within 30 days after the changes have occurred. Changes relevant to emergency planning may include, but not be limited to:

- notifying that facility is no longer in operation;
- new EHSs are present at the facility;
- EHSs are moved to a different location at the facility; or,
- EHSs are no longer present at the facility, etc. and therefore not subject to this provision any further.

Facility Emergency Coordinator (Section 303)

EPCRA provision section 303 requires that a facility representative be designated who will participate in the local emergency planning process as a facility emergency response coordinator. The provision requires that the name of the facility representative be provided to the Regional and or Local EPC and the SERC.

Section 304 – Emergency Release Reporting

The release of a RQ of an EHS or CERCLA hazardous substance within any 24-hour period triggers the emergency release notification requirements. After the facility determines if a 911 call is necessary, a facility must immediately by telephone notify the National Response Center (NRC) at 800-424-8802, the SERC (a call to DEEP Spill Reporting line at 860-424-3338 or 1-866-337-7745 satisfies this requirement) and the Regional and or Local EPC of any emergency planning district likely to be affected. The federal law requires a follow-up written notification to the SERC and LEPC as soon as practicable after the release. The release must be an EHS or a hazardous substance listed under the CERCLA regulations in excess of the reportable quantity for that substance and the release could result in exposure of persons outside the boundary of the facility site.

RQs for EHSs are listed in the Final Rule at <http://www.epa.gov/fedrgstr/EPAWASTE/2008/November/Day-03/f25329.htm> Appendices A and B in the column labeled "reportable quantity." RQs for CERCLA hazardous substances are listed in Table 302.4 of 40 CFR 302.4 in the column labeled "Final RQ." Another source is the Consolidated List of Chemicals, List of Lists located at www.epa.gov/emergencies/docs/chem/list_of_lists_revised_7_26_2011.pdf. Specific information is required to be reported to the NRC at 800-424-8802 or visit the NRC website to find out more detailed information at <http://www.nrc.uscg.mil/nrchp.html>

Section 311- Hazardous Chemical Inventory Reporting

A facility owner or operator must comply with the reporting requirements of section 311 of the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard, http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS requires a MSDS for a hazardous chemical and if either of the following conditions exist.

- A hazardous chemical that is an EHS is present at your facility at any one time in an amount equal to or greater than 500 pounds (227 kg -approximately 55 gallons)
or
- The TPQ is lower than what is listed in the Final Rule, Appendices A and B of 40 CFR part 355 at <http://www.epa.gov/fedrgstr/epa-waste/2008/november/day-03/f25329.htm>

When a hazardous chemical that is not an EHS and is present at your facility at any one time in an amount equal to or greater than the threshold level of that hazardous chemical. Threshold levels for such hazardous chemicals such as

any hazardous chemical that does not meet the OSHA Hazardous Communication Standard, whose threshold level is 10,000 pounds.
gasoline at a retail gas station, the threshold level is 75,000 gallons (approximately 283,900 liters) (all grades combined).

This threshold is only applicable for gasoline that was in tank(s) entirely underground and in compliance at all times during the preceding calendar year with all applicable Underground Storage Tank Requirements at 40 CFR part 280 available at <http://www.epa.gov/EPA-WASTE/1995/September/Day-07/pr-323.txt.html> or requirements of the CT DEEP Underground Storage Tank program described at http://www.ct.gov/dep/cwp/view.asp?a=2709&q=324188&depNav_GID=1652.

For diesel fuel at a retail gas station, the threshold level is 100,000 gallons (approximately 378,500 liters --all grades combined). This threshold is only applicable for diesel fuel that was in tank(s) entirely underground and was in compliance at all times during the preceding calendar year with all applicable Underground Storage Tank Requirements at 40 CFR part 280 or requirements of the DEEP UST program.

For purposes of this part, retail gas station means a retail facility engaged in selling gasoline and/or diesel fuel principally to the public, for motor vehicle use on land.

For further information go to the EPA Gasoline and Diesel Fuel Thresholds Frequently Asked Questions at <http://www.epa.gov/oem/content/epcra/faqs.htm>

Exemptions

You do not have to report substances for which you are not required to have an MSDS under OSHA and its implementing regulations, or that are excluded from the definition of hazardous chemicals under EPCRA section 311(e). Each of the following substances is excluded under EPCRA section 311(e):

- 1 Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration.
- 2 Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use.
- 3 Any substance to the extent it is used:
 - (a) For personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public. Present in the same form and concentration as a product packaged for distribution and use by the general public means a substance packaged in a similar manner and present in the same concentration as the substance when packaged for use by the general public, whether or not it is intended for distribution to the general public or used for the same purpose as when it is packaged for use by the general public;
 - (b) In a research laboratory or hospital or other medical facility under the direct supervision of a technically qualified individual; or
 - (c) In routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

Reporting of Mixtures that Contain Hazardous Chemicals

A facility may meet the reporting requirements of Section 311 of EPCRA by submitting an MSDS for the mixture or an MSDS for each hazardous chemical in the mixture. In lieu of submitting an MSDS for the mixture, a facility may submit a list that contains the mixture or the hazardous chemical components in the mixture. If more than one mixture at a facility contains the same hazardous chemical, only one MSDS or one entry on the list of chemicals is necessary for those hazardous chemicals.

Refer to the table found in 40 CFR Parts 355 and 370 Final Rule, section 370.14 for specifics on how to report mixtures containing hazardous chemicals at <http://www.epa.gov/fedrgstr/EPAWASTE/2008/November/Day-03/f25329.htm>. Note: EPCRA section 311(a)(3) and 312(a)(3) contain the statutory provisions for reporting of mixtures containing hazardous chemicals.

When and How to Submit Information

You must submit copies of the MSDSs for each hazardous chemical present at your facility that meet or exceed its TPQ level; or submit a list of all hazardous chemicals present at your facility at or above the TPQ.

You must update your submittals within 3 months after becoming subject to the reporting requirements of Final Rule, sections 370.30 and 370.31(b):

- When you discover there a new information on a hazardous chemical that you had submitted an MSDS or
- A hazardous chemical becomes present at the facility in excess of the threshold level for the first time.

The hazardous chemicals on your list must be grouped by hazard category as defined under section 370.66. The list must contain the chemical or common name of each hazardous chemical as provided on the MSDS. The SERC encourages the submission of a Chemical Hazard Reporting form available at www.ct.gov/serc/lib/serc/facility_reporting_forms/311_submission.pdf along with the chemical listing rather than individual MSDSs. The SERC recommends that contact is made with your Regional and or Local EPC and Fire Department with jurisdiction over the facility to determine their submission preferences.

Section 312. Emergency Hazardous Chemical Inventory Reporting Requirement, Tier 2

Facilities covered by Section 311 usually must report their hazardous chemicals present at the facility under Section 312 if your facility or business is subject to the federal Hazard Communication Standard established by the OSHA at http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10099 and if there is a hazardous chemical or an extremely hazardous chemical on-site in excess of a specific threshold level.

Due Date

On or before March 1 every year, you must comply with the reporting requirements. The report represents the previous calendar year January 1 through December 31.

Required Reported Information

Here are a few examples of the types of required information that needs to be reported:

- Name of Chemical and if it is an Extremely Hazardous Substance (EHS)
- Specific information on maximum and average daily amounts on-site at any one time during the preceding calendar year.
- Location and storage type of hazardous chemicals present at facility.
- The calendar year for the reporting period.
- The complete name and address of facility.
- The North American Industry Classification System (NAICS) code for facility, go to <http://www.census.gov/eos/www/naics/> to find your code.
- The Dun & Bradstreet number of facility.
- The owners or operator's full name, mailing address and phone number.

- Emergency contact and phone numbers of at least one local individual or office that can act as a referral if emergency responders need assistance in responding to a chemical accident at facility. Also an emergency phone number where such emergency information will be available 24 hours a day.
- An indication whether the information being reported is identical to that submitted the previous year.
- Certification -The owner or operator or the officially designed representative of the owner or operator must certify that all information included in the Tier 2 submission is true, accurate and complete.

Information Withheld from Disclosure Procedure

You may choose to withhold the location information from disclosure to the public; you must clearly indicate that the information is "confidential." You must provide the confidential location information on a separate sheet from the other Tier 2 information and attach the Confidential Location Information Sheet that is available at <http://www.epa.gov/emergencies/docs/chem/t2-cform.pdf>

If you are withholding the chemical name or the common name of the chemical in accordance with trade secret criteria read the instructions and use the EPA form available at <http://www.epa.gov/emergencies/docs/chem/ts-instr.pdf>. The generic class or category that is structurally descriptive of the chemical and indicate that the name is withheld because of trade secrecy must be provided.

Reporting Thresholds and Reporting Mixtures

When determining the total quantity of an EHS present at a facility, the quantity present in a mixture must be included even if the total quantity of that particular mixture is also being counted toward the threshold level for that mixture. The requirement for aggregating the EHS is best described in Final Rule in table in Section 370.14(a) at <http://www.epa.gov/fedrgstr/EPA-WASTE/2008/November/Day-03/f25329.htm>

Lead Acid Battery Reporting Guidance

OSHA determined that lead acid batteries are hazardous chemicals under the OSHA definition since there are chemical and physical hazards associated with them. Lead acid batteries have the potential to emit hydrogen gas which, upon ignition, may result in a fire or explosion. Furthermore, OSHA's Directive on Inspection Procedures for the Hazardous Communication Standard state that lead acid batteries do not fall under the article exemption because they have the potential to leak, spill, or break during normal conditions of use, including foreseeable emergencies. For more guidance regarding mixture, or non-EHS chemicals, review the EPA issued guidance on April 4, 2007 a Lead Acid Battery Reporting under EPCRA Sections 311 and 312 at www.epa.gov/emergencies/docs/er/revised-lead-acid-memorandum.pdf

Reporting Threshold for Gasoline and Diesel Fuel at Retail Gas Stations

EPA enacted amendments to Hazardous Chemical Reporting Thresholds for Gasoline and Diesel Fuel at Retail Gas Stations on February 11, 1999. For answers to frequency asked questions, visit the EPA website at <http://www.epa.gov/emergencies/content/epcra/faqs.htm>. The reporting threshold for gasoline is now 75,000 gallons and diesel fuel is 100,000 gallons at retail gas stations that store their product entirely underground and are in full compliance with the DEEP underground storage tank requirements available at http://www.ct.gov/dep/cwp/view.asp?a=2692&q=322598&depNav_GID=1652&depNav=|

Software to File Tier 2 Form

Tier2Submit software is available at www.epa.gov/emergencies/content/epcra/tier2.htm#tierii. The software is free computer software that was developed by EPA and NOAA for use by facilities in submitting Tier 2 Emergency Hazardous Chemical Inventory Reports. The DEEP prefers the electronic submission of a Tier 2 form by use of the Tier2 Submit software; however, it is not a mandatory to submit electronically. Approximately 80% of Connecticut facilities owners and operators submitted their Tier2Submit reports electronically last year.

Current Year Tier2 Software

Facilities must use the current Tier2 Submit software to report Tier 2 information for the prior reporting year. The software is updated every year to include new reporting requirements and software system improvements. Users can import their last year data into the current Tier2

Email Procedures

To ensure your email is recognized as a formal document and not spam, the email subject line should reflect the following wording "(Name of your facility), Tier 2." All emails must be directed to dep.ctepcra@ct.gov. If you want confirmation of receipt, your email message should contain the verbiage "confirmation of receipt requested electronically."

Certification Required if Electronic Form is Submitted

When the Tier 2 form is filed electronically or by CD, a signed Connecticut Tier2 Submit Report Certification (PDF) is available at http://www.ct.gov/serc/lib/serc/facility_reporting_forms/tierii_certification.pdf. At this time, the DEEP is not accepting electronic signatures for Tier 2 Inventories at this time. On the Connecticut Tier2 Submit Report Certification, under the name of applicant, the owner/operator or the officially designated representative of the owner/operator must certify by signing the form thereby indicating that all information included in the Tier II submission is true, accurate, and complete. The form is mailed to the SERC by U.S. Postal Service. The mailing address is located on the form.

Submission of Tier 2 Form

Tier 2 forms must be submitted to the SERC. You must submit Tier 2 information to the Regional and or Local EPC Chair and fire department who has jurisdiction over the facility. Regional and Local EPC addresses are available at http://www.ct.gov/serc/lib/serc/lepc_membership/lepc_chairs.pdf or fire department having jurisdiction over your facility. The facility owner or operator must contact the chairperson and fire department for the town's specific submission requirements. If a town's LEPC belongs to a regional LEPC (http://www.ct.gov/serc/lib/serc/lepc_membership/regional_breakout.pdf) the submitter should first contact town LEPC to verify who (region or Local LEPC) will receive/ accept the Tier 2 form.

Submission of Site Plan

The SERC does not require a site plan. However, you should contact your local fire department who has jurisdiction over their facility to determine if a site plan or a brief description of the precise location of the hazardous chemicals is required to be submitted along with your facility Tier 2 report. Lastly, your Regional and or Local EPC may require the submittal of a site plan, please check with them for their submission preference.

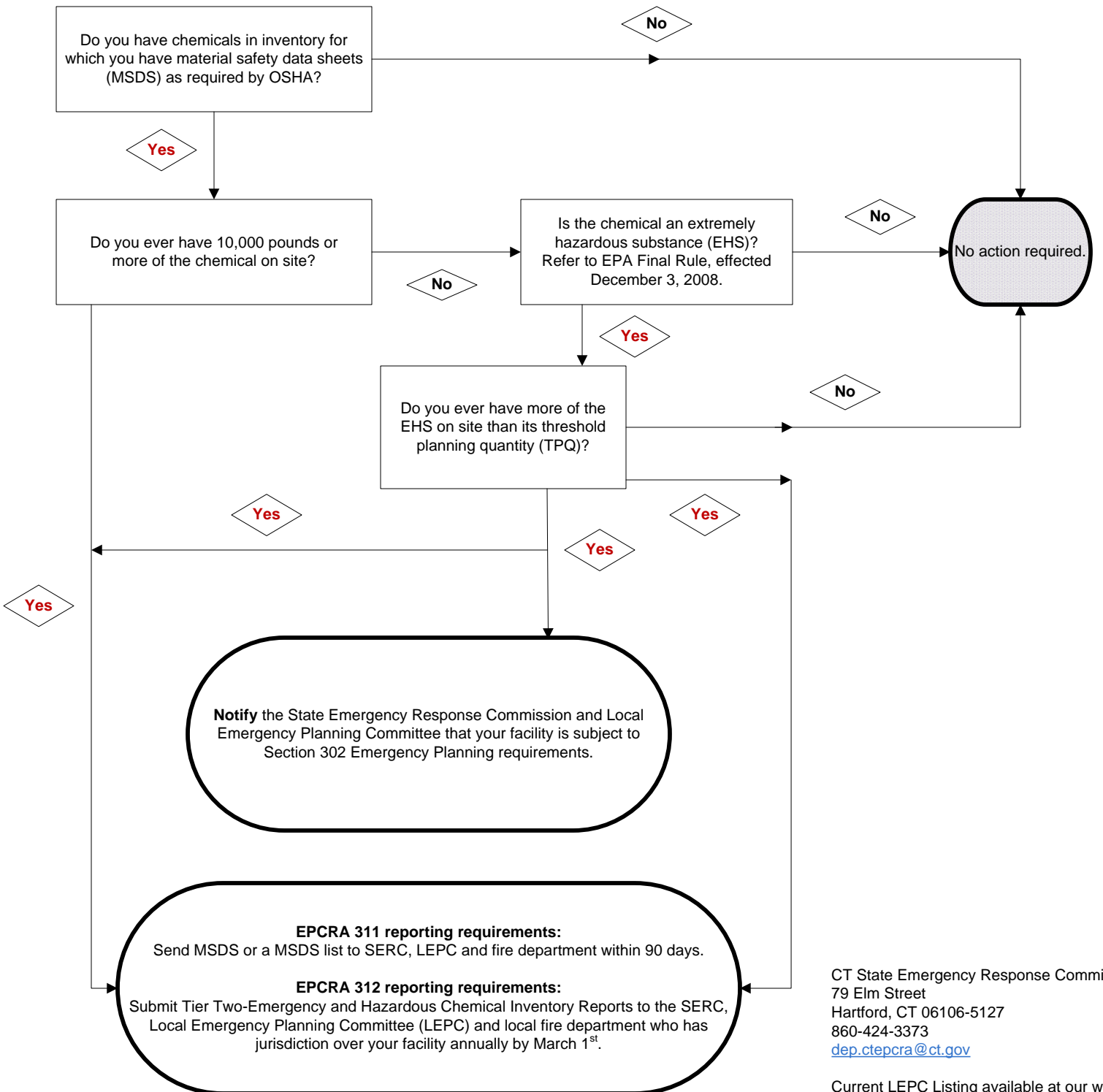


Do You Need to Report?

Emergency Planning and Community Right to Know Act (EPCRA)

Tier Two Emergency and Hazardous Chemical Inventory Reporting

November 2011



CT State Emergency Response Commission
79 Elm Street
Hartford, CT 06106-5127
860-424-3373
dep.ctepcra@ct.gov

Current LEPC Listing available at our web site at www.ct.gov/serc

List of Tier 2 Reporting Examples (Source: 2011 EPA November)

- Most pesticides contain extremely hazardous substances and have Tier 2 reporting thresholds from 1-10,000 lbs.
- If you store more than 1,562 gallons of Heating Oil, you have exceeded the reporting threshold.
- A walk-in cooler or refrigeration system with more than 500 lbs of ammonia requires reporting.
- A facility with 500 lbs of nitric or sulfuric acid must report.
- If you use 100 lbs. of Hydrofluoric Acid (Hydrogen Fluoride).
- If you alter (cut, weld, grind, braze) more than 10,000 lbs of metal stock, your facility must report.
- If you sell or service industrial batteries that contain sulfuric acid, you may have to report.
- Contractors may have a reporting responsibility for construction materials on site.
- Owners, operators, or renters of warehouses may have to report.
- Bleaching/cleaning solutions containing sodium hypochlorite are reportable.
- If you have a total of 10,000 lbs (2,500 gallons) of Propane for heating or distribution, you must report.

Section 313. Toxic Chemical Release Reporting (TRI)

Facilities in certain industries, which manufacture, process, or use significant amounts of toxic chemicals are required to report under section 313 if their facility is identified as a industry category, 10 or more full-time (or the equivalent) employees at the facility and the facility manufactured processed or used a toxic chemical in excess of thresholds amounts during the calendar year. The annual report identifies the toxic chemical manufactured, processed or used in excess of the threshold amount.

Reporting Forms and TRI Instructions The EPA TRI website at <http://www.epa.gov/tri/> offers reporting forms and TRI instructions.

Due Date

On an annual basis, the TRI must be submitted to the EPA and DEEP/SERC by July 1. Any packages received must be postmarked by July 1st.

Reporting period

The reporting period is for the preceding calendar year, beginning January 1 and ending December 31.

Electronic Submissions

At this time, Connecticut is accepting only paper copies of the TRI reports. However, EPA is accepting electronic submission.

Revision or Withdrawal of TRI data Previous Submitted

Facilities may request a revision or withdrawal of TRI data with EPA, if the reason falls within predefined categories. EPA has developed a specific TRI Report forms and instructions to follow when submitting requests for revisions or withdrawals of TRI data. Late submissions for chemicals not reported in a previous reporting year are not considered revisions for that year. For more information, visit the EPA website at <http://www.epa.gov/triinter/report/index.htm>

Small Business

If you have 100 or fewer employees and discover that your facility is or may have been in violation of Section 313 of EPCRA, please refer to EPA's Small Business Compliance Policy. EPA will eliminate or significantly reduce penalties for small businesses that meet the conditions of the Policy, including voluntarily discovering violations and promptly disclosing and correcting them. This Policy implements Section 223 of the Small Business Regulation Enforcement Fairness Act. For more information, visit the EPA's website at <http://www.epa.gov/compliance/incentives/smallbusiness/index.html>.

Quick Links

Item	Links, Telephone Numbers, U.S. Postal Address
Definitions	Refer to the Final Rule for specific terms and definitions as used in the various sections of 40 CFR 355 and 370 http://www.epa.gov/fedrgstr/EPA-WASTE/2008/November/day-03/f25329.htm
Relevant Federal Register Notices	http://www.epa.gov/emergencies/lawsregs.htm
Superfund, TRI, EPCRA, RMP, and Oil Information Center Risk Management Program Reporting Center	800-424-9346 or 703-412-9810; TDD 800-553-7672 or 702-412-3323 If you have any problems with downloading a copy of Tier2 Submit Normal Hours of Operation: Monday-Thursday 10:00 a.m.-3:00 p.m. Eastern Time Extended Hours of Operation (May, June, and July): Monday-Friday 9:00 a.m.-5:00 p.m. Eastern Time Closed Federal Holidays (301 429-5018)
LEPCs Chairpersons Database including Regional LEPC	LEPC Chairperson Database http://www.ct.gov/serc/lib/serc/lepc_membership/lepc_chairs.pdf Note: Chairpersons' names are updated immediately when the SERC receives formal notification from Town Official.
Connecticut Emergency Response Commission (SERC)	Email: mailto:dep.ctepcra@ct.gov Mailing Address: Attn: State Emergency Response Commission Department of Energy and Environmental Protection Emergency Response and Spill Prevention Division 79 Elm Street, Hartford, CT 06106-5127
OSHA Hazard Communication Standard	http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10099
Emergency Planning and Notification Section 302	A business/facility has EHS(s) on site at any time must provide notification of substances in excess of its assigned TPQ. The notification must be provided to the SERC, regional or local EPC and to the fire department who has jurisdiction over the facility. Use the Consolidated List of Chemicals, Lists of Lists to help you determine whether you need to submit reports under section 302 http://www.epa.gov/emergencies/docs/chem/list_of_lists_revised_7_26_2011.pdf When: Within 60 days from the time when your business first become subject to the requirements of section 302. Provide notice of any changes occurring at your facility that may be relevant to emergency

Item	Links, Telephone Numbers, U.S. Postal Address
	<p>planning to the regional and/or local EPC within 30 days after the changes have occurred.</p> <p>Form: http://www.ct.gov/serc/lib/serc/facility_reporting_forms/607_notification.pdf Guidance on EPCRA Sections 302 and 303 http://www.ct.gov/serc/cwp/view.asp?a=2590&q=317140</p>
<p>Emergency Release Notification Section 304</p>	<p>Use the Consolidated List of Chemicals, Lists of Lists to help you determine whether if releases of chemicals are reportable under CERCLA Section 103 and Section 304 of EPCRA. http://www.epa.gov/emergencies/docs/chem/list_of_lists_revised_7_26_2011.pdf</p> <p>The release of a RQ of an EHS or CERCLA hazardous substance within any 24 hour period triggers the emergency release notification requirements.</p> <p>When: After it is determined if a 911 call is necessary, a facility must immediate by telephone notify the National Response Center (NRC), the SERC (by placing a call to the CT DEEP Spill Reporting telephone line at 860-424-3338 or 1-866-337-7745) and the regional and or local EPC of any emergency planning districts likely to be affected by the release.</p> <p>SERC Guidance on EPCRA Section 304 http://www.ct.gov/serc/cwp/view.asp?a=2590&q=317142</p>
<p>Hazardous Chemical Reporting Requirement</p>	<p>Comply if the OSHA Hazard Communication Standard http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10099 requires a MSDS for a hazardous chemical and if either of the following conditions exists.</p> <ol style="list-style-type: none"> 1) A hazardous chemical that is an EHS is present at yor facility at any one time in an amount equal to or greater than 500 pounds (227 kg – approximately 55 gallons) or 2) The TPQ is lower than what is listed in the Final Rule, Appendices A and B of 40 CFR part 355, go to http://www.epa.gov/fedrgstr/EPA-WASTE/2008/November/Day-03/f25329.htm <p>When: Within 3 months after you first become subject to the reporting requirements of Final Rule, Sections 370.30 and 370.31(b). Submit a revised MSDS within 3 months after discovering significant new information about a hazardous chemical for which an MSDS was submitted.</p> <p>SERC Guidance on EPCRA Section 311 www.ct.gov/serc/cwp/view.asp?a=2590&q=319096</p>
<p>Hazardous Chemical Inventory Reporting Requirements Tier 2 Reporting</p>	<p>Facilities covered by Section 311 usually must report their hazardous chemicals present at the facility under Section 312 if your business is subject to the OSHA and always if there is a hazardous chemical or an extremely hazardous chemical on-site in excess of a specific threshold level. Refer to the Table A or B at http://www.epa.gov/fedrgstr/epa-waste/2008/november/day-03/f25329.htm</p> <p>When: On or before March 1 every year</p>

Item	Links, Telephone Numbers, U.S. Postal Address
	<p>Form and Software: www.epa.gov/emergencies/content/epcra/tier2.htm</p> <p>SERC Guidance on EPCRA Section 312 http://www.ct.gov/serc.cwp/view.asp?a=2590&q=315308</p>
Certification Form	<p>Filed when Tier 2 Certification Reporting form has been filed electronically. Form is available at http://www.ct.gov/serc/lib/serc/facility_reporting_forms/tierii_certification.pdf</p>
Toxic Release Reporting Requirements Due by July 1	<p>Report if facility is identified as an industry category, 10 or more full-time (or the equivalent according to EPA rules) employees at the facility and the facility manufactured, processed or used a toxic chemical in excess of established threshold amounts during the calendar year.</p> <p>Forms and TRI Instructions: http://www.epa.gov/tri.report/index.htm</p> <p>SERC guidance on ECPRA Section 313 http://www.ct.gov/serc/cwp/view.asp?a=2590&q=317144</p>

Software

Tier2 Submit-EPA has developed software for users to use when filing a hazardous chemical inventory report, Tier2 Submit, <http://www.epa.gov/emergencies/content/epcra/tier2.htm>, software helps facilities prepare an electronic chemical inventory report. At least twenty-five states are accepting Tier2 Submit from facilities for the 2010 reporting year. The Tier2 Submit link will also provide information and instructions for downloading and installing the software.

Adobe Acrobat Reader -Portable Document Form "PDF" is a file format created by Adobe that lets you view and print a file exactly as the author designed it, without needing to have the same application or fonts used to create the file. You will need Adobe Acrobat Reader at <http://get.adobe.com/reader> to view and print PDF files. If you do not have Adobe Acrobat Reader installed on your computer, it is available free of charge from Adobe's web site. The Adobe Acrobat Reader Software link will also provide information and instructions for downloading and installing the reader.

Envirofacts -Envirofacts is a single point of access to select U.S. EPA environmental data. This website provides access to several EPA databases to provide you with information about environmental activities that may affect air, water, and land anywhere in the United States. With Envirofacts, <http://www.epa.gov/enviro/index.html>, you can learn more about these environmental activities in your area or you can generate maps of environmental information.

TRI-MEweb. The Toxics Release Inventory – Made Easy Web (TRI-MEweb) is a web-based application that you can access anywhere you have a connection to the internet. Unlike the desktop version of the TRI-ME CD/desktop software, TRI-MEweb requires no downloads or software installs. The preferred method to report to EPA is by the use of the TRI-Made Easy Web available at <http://www.epa.gov/TRI/report/software/trimeweb/>

Other Reporting Requirements not connected to EPCRA

State Spill/Release Reporting

Visit the CT Department of Energy and Environmental Protection Webpage for specific state spill reporting requirements at

http://www.ct.gov/dep/cwp/view.asp?a=2692&q=322572&depNav_GID=1648

Carcinogenic Substance

Connecticut General Statutes, Chapter 368l, Section 19a-330 at

www.cga.ct.gov/current/pub/chap368l.htm#sec192a330.htm requires any person who uses or produces any carcinogenic substance in the manufacture of any item, product or material to make an annual report to the Commissioner of Environmental Protection and the Commissioner of Public Health. This is a separate reporting requirement and is not part of the EPCRA laws. The annual report should be sent to the DEEP in c/o of the SERC.

Notice to Local Fire Marshal

Connecticut General Statutes, Chapter 541, Section 29-307a, go to

www.cga.ct.gov/current/pub/chap541.htm#sec29-307a.htm requires employers who uses, keeps stores or produces any hazardous materials in his manufacturing establishment shall, within thirty days, provide the local fire marshal for the area where the establishment is located with notice of the presence or elimination of any hazardous material in his establishment. This is a separate reporting requirement and is not part of the EPCRA laws. Contact the State Fire Marshals' Office contact Ralph Miller at ralph.miller@ct.gov.

List of Acronyms and Helpful Links

CERCLA Comprehensive Emergency Response, Compensation, and Liability Act (Superfund) <http://www.epa.gov/lawsregs/laws/cercla.html> or known as SARA Superfund Amendments and Reauthorization Act

CGS Connecticut General Statutes <http://www.cga.ct.gov/>

EHS Extremely Hazardous Substance

Emergency Planning -For answers to frequently asked questions regarding emergency planning under EPCRA go to <http://emergencymanagement.supportportal.com/link/portal/23002/23016/ArticleFolder/629/Emerge%20ncy-Planning-EPCRA-301-303>

EPA Environmental Protection Agency, Region 1 <http://www.epa.gov/aboutepa/region1.html>

EPCRA Emergency Planning and Community Right-to-Know Act <http://www.epa.gov/lawsregs/laws/epcra.html>

Local EPC - Local Emergency Planning Committee <http://www.ct.gov/serc/cwp/view.asp?a=2591&Q=315312>

MSDS Material Safety Data Sheet. For answers to frequently asked questions regarding MSDS, go to <http://emergencymanagement.supportportal.com/link/portal/23002/23016/ArticleFolder/693/MSDS-Reporting-EPCRA-311>

NAICS – National American Industry Classification System http://www.epa.gov/enviro/facts/rcrainfo/naics_lookup.html

NRC – National Response Center <http://www.nrc.uscg.mil/nrchp.html>

OSHA Occupational Safety and Health Administration <http://www.osha.gov/> or <http://www.osha.gov/dsg/hazcom/standards.html>

Regional EPC – <http://www.ct.gov/serc/cwp/view.asp?a=2591&Q=315312>

SERC - Connecticut State Emergency Response Commission <http://www.ct.gov/serc>

Tier 2 – Emergency Hazardous Chemical Reporting. For answers to frequently asked questions regarding Tier 2 submittals, go to <http://emergencymanagement.supportportal.com/link/portal/23002/23016/ArticleFolder/750/Chem-Inventory-Reporting-EPCRA-312>

TPQ Threshold Planning Quantity http://www.epa.gov/oswer/e1/docs/chem/ehs_tpq_fs.pdf

U.S. Postal Mailing Address for the State Emergency Response Commission Submissions

Paper copies sent to:
Department of Energy and Environmental Protection
Attn: State Emergency Response Commission
79 Elm Street
Hartford, CT 06106-5127

Electronic submissions and Email to the State Emergency Response Commission
<mailto:dep.ctepcra@ct.gov>

Telephone Number: 860-424-3373
Fax Number: 860-424-4062