



EPCRA TIER II REPORTING IN CONNECTICUT

REPORTS DUE MARCH 1, 2025 FOR REPORTING YEAR 2024

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Webinar, January 30, 2025**

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)

TIER II REPORTS

- Tier II Chemical Inventory Reports provide state and local officials and the public with specific information on the amounts and location of hazardous chemicals at a facility during the previous calendar year to inform preparedness and planning.
- Availability of information increases effectiveness of coordination between state and local officials so that communities are better prepared for chemical emergencies.

Connecticut's statutory requirement:

[Chapter 446l - Emergency Response Commission \(ct.gov\)](#)

EPCRA: EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT

Sections 302 to 303 focus on emergency planning. Section 302 requires notification when Extremely Hazardous Substances (EHSs) are present at facilities in quantities at or above the Threshold Planning Quantity (TPQ) established in the EPCRA regulations. Section 303 requires LEPCs and TEPCs to develop initial emergency response plans and update them annually and outlines the required elements of the plans.



Sections 311 and 312 focus on hazardous chemical storage reporting requirements. Section 311 requires facilities to submit a Material Safety Data Sheet (MSDS) (Safety Data Sheet (SDS)) to the SERC (or TERC), LEPC (or TEPC) and local fire departments for each hazardous chemical (as defined by the Occupational Health and Safety Act) that they handle or store. Section 312 requires the same facilities to submit a Tier I or Tier II hazardous chemical inventory form to the SERC (or TERC), LEPC (or TEPC) and local fire department. These forms identify the amount, location and potential hazards of each chemical on site at the facility at any point during the year.



Section 304 requires notification of accidental chemical releases. It requires facilities to immediately report accidental releases of certain chemicals to state, tribal and local authorities. Facilities must immediately report accidental releases of EHSs and “hazardous substances” defined under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Any releases of these substances that meet or exceed their corresponding Reportable Quantities (RQs) must



Section 313 established the Toxics Release Inventory (TRI). The TRI is a publicly available database that contains information on the quantities of certain toxic chemicals released annually to air, water and land, or otherwise managed as waste by industrial and federal facilities throughout the United States.

The information facilities submit is compiled in the TRI and made publicly available through online tools, written analyses, and interactive charts and maps. The information is always

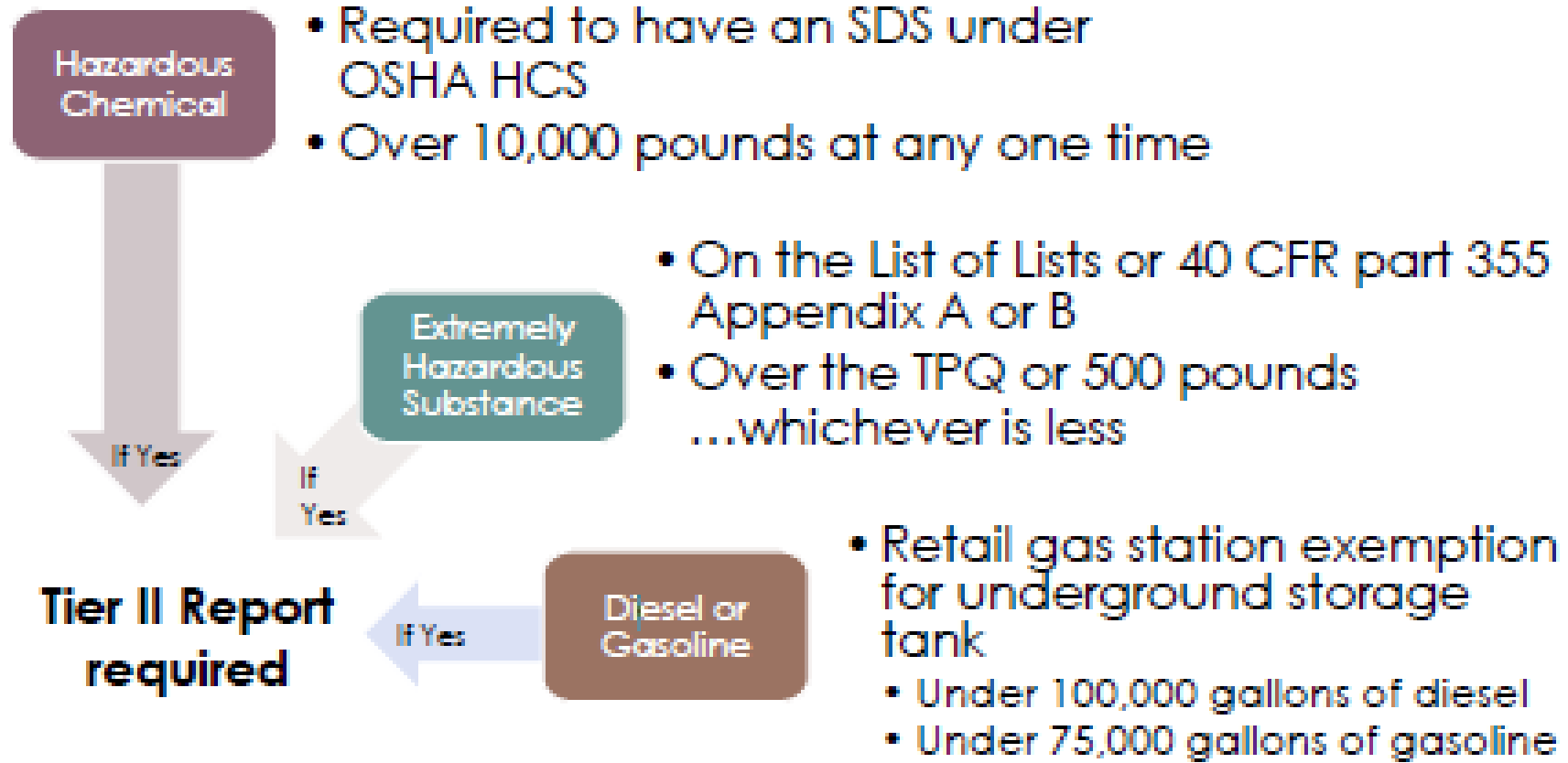


EPCRA Overview

SECTION	COVERAGE/ TOPIC	REQUIREMENT	RELEVANT CHEMICAL LIST	THRESHOLDS	SUBMIT TO:
301-303	Emergency Planning	LEPC Emergency Plan, EHS Notification	356 Extremely Hazardous Substance	Specified Threshold Planning Quantities (TPQ: 1 - 10,000 #)	SERC/TERC LEPC/TEPC
304	Emergency Notification	Accidental Release Reporting	EHS and CERCLA 102(a) Substance	Specified Reportable Quantities	SERC/TERC LEPC/TEPC
311	Hazardous Chemical Inventory	SDS (MSDS) or List of Chemicals	OSHA Hazardous Chemicals (No Specific List)	10,000 #, or, if EHS, 300 #, or TPQ - whichever is lower	SERC/TERC LEPC/TEPC Local Fire Dept
312	Hazardous Chemical Inventory	Inventories, Hazards, and Locations (Tier I and II)	OSHA Hazardous Chemicals (No Specific List)	10,000 #, or, if EHS, 300 #, or TPQ - whichever is lower	SERC/TERC LEPC/TEPC Local Fire Dept
313	Toxic Chemical Release Reporting	Total Annual Release, Waste Management, & Source Reduction Data - PFA (Form R)	Over 600 Toxic Chemicals and Chemical Categories	25,000 # manufactured or processed; 10,000 # otherwise used	EPA State

Slide courtesy of Leonard Wallace, US EPA Region 1

Do you need to submit a Tier II report?



Slide courtesy of Leonard Wallace, US EPA Region 1

CHEMICALS YOU ARE REQUIRED TO INVENTORY AND REPORT

CAMEO Chemicals tool can be used to search for EHSs:
<https://cameochemicals.noaa.gov/>



Hazardous Chemicals that have OSHA Safety Data Sheets (**SDS**)



Extremely Hazardous Substances (EHSs) identified in the EPA List of Lists



mixture containing these chemicals

**FACILITIES:
SUBMIT
TIER II
REPORTS
DIRECTLY
TO EACH OF
THESE**

State Emergency Response
Commission (SERC) and/or

Tribal Emergency Response Commission
(TERC)

Local Emergency Planning
Committee (LEPC) and/or

Tribal Emergency Planning Committee
(TEPC)

Local Fire Department

Facilities must *directly submit* your Tier II Report and Attachments to your Local Emergency Response Commission and your local Fire Department

CONNECTICUT REQUIREMENTS

[Tutorial for How to Submit Tier II Reports Online in Tier II Manager](#)

[Click to access Tier II Manager platform](#)

For each reporting year (January 1 through December 31), the EPCRA Tier II Form is due no later than March 1 of the following year.

1. Report your information to the CT SERC/CT DEEP via the

[Hazconnect® Tier II Manager system](#)

2. Send your Tier II Report, along with the Site Plan and any other attachments, directly to your [Local Emergency Planning Committee](#)

3. Send your Tier II Report, along with the Site Plan and any other attachments, directly to your local fire department.

The [LEPC contacts list](#) is on the [LEPC](#) page. The LEPC and many town-specific fire departments are also pre-populated in the Hazconnect Tier II Manager reporting system.

REFER TO THE SERC WEBSITE FOR SPECIFIC TIER II REPORTING DETAILS



[CT.gov Home](#) / [State Emergency Response Commission](#)

- Meetings >
- LEPCs >
- Emergency Planning Tools >
- EPCRA Reporting Requirements: Info for Facilities >
- Laws and Regulations >
- Training Resources and Links >

Search State Emergency Response Commission

by Keyword

Quick Links

- [SERC Meetings](#) >
- [Tier II Checklist](#) >
- [Emergency Planning and Community Right-to-Know Act \(EPCRA\)](#) >
- [Report Spills/Releases](#) >

Information on CT SERC webpages:

- [Reporting Requirements Under EPCRA](#)
- [Tier II Checklist \(ct.gov\)](#)

Key Info to Provide

- The complete name and address of the location of your facility (include the full street address or state road, city, county, state and zip code), latitude and longitude.
- A basic Site Plan.
- The name, title, phone number and email address of at least one local individual that can act as a referral if emergency responders need assistance in responding to a chemical accident at your facility. You must also provide an emergency phone number which will be available 24 hours a day, every day.

CONNECTICUT FACILITIES: HAZCONNECT TIER II MANAGER PLATFORM

To use the Hazconnect® Tier II Manager platform please first register for a system user account.

This allows us to link your facility's account data to your user account so that you can work from your existing information when submitting your next report.

Here's how to register as a new User.

1. Sign up as a User at this link: <https://connecticut.hazconnect.com/Account/Login.aspx>
2. Click on the **REGISTER button** in the middle of the page.
3. Choose **Reporting Facility/Business User** then click Next.
4. Enter your information. Please be sure you enter information in the “Facility Details” text box at the bottom of the screen to inform CT DEEP of the facility for which you are submitting. Once your username is linked to your facility then the new year’s report will be pre-populated with the information from the previous report.
5. Once your User account is approved, you will receive a notification and then you can begin submitting the next year’s report. If you don’t see previously submitted reports in your account, please contact us at DEEP.CTEPCRA@ct.gov.

[Tutorial for How to Submit Tier II Reports Online in Tier II Manager](#)



You must register before using this Online Reporting System.
REGISTER
If you have previously registered, please proceed with Log In.

SYSTEM REQUIREMENTS

- Chrome 62 or higher, Edge 90 or higher, or Firefox 59 or higher
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.

Log In

Username

Password

Log In

[Forgot Username?](#)
[Forgot Password?](#)

[Click here for EPCRA/ Tier II Help Desk](#)
[Click here for Incident Help Desk](#)

Online training link:

[Tutorial for How to Submit Tier II Reports Online in Tier II Manager](#)

Connecticut Facilities

Active Facilities Page

Each facility linked to your account will show in this spreadsheet format.

Blue column headings can be clicked to sort your data by the field.

Empty field boxes can be used to filter your facilities by specified criteria.
(i.e. all facilities in Salem, type Salem in the city field)

The screenshot shows the 'Active Facilities' page with a search bar at the top and a table of facilities below. The table has columns for Facility ID, Division or Department, Facility Name, Address, County, Facility Type, Facility Status, City, LEPC, Fire Department, and Latest Report. Two callout boxes point to the 'Facility Name' and 'Latest Report' columns, explaining how to access more information and reports respectively.

Facility ID	Division or Department	Facility Name	Address	County	Facility Type	Facility Status	City	LEPC	Fire Department	Latest Report
122637		Test Facility (ID: 122637)	3565 Trelstad AVE, Bldg 2 SALEM, OR 97317	MARION	State/Local Govt Facility	Active	SALEM	None	MARION COUNTY FIRE DISTRICT	2019 Hazardous Substance Report Annual (Revision)-Initiated
122594		Webinar Training Site 1 (ID: 122594)	3565 Trelstad AVE SE, Bldg 1 SALEM, OR 97317	MARION	Private Facility	Active	SALEM	None	SALEM FD	2019 Hazardous Substance Report Annual (Revision 02/19/2020 -Completed)

Total Results: 2 Rows per page: 10

To access your facility information, click on the Facility Name, this will take you to the List Submissions page.

To open the latest report, click on the report link in the Latest Report column of the facility you wish to view.

Courtesy of Oregon Office of State Fire Marshal
<https://www.oregon.gov/osp/Docs/CR2K-ReportingFacilityUserManual.pdf>

REPORT TYPES

Annual

submitted to meet Annual Reporting of hazardous substance inventories for hazardous substances onsite during the previous calendar year.

Update

submitted to capture substantive changes to facility contacts or hazardous substance quantities/locations onsite during the current calendar year.

Revision

submitted to correct errors or omissions in previously submitted Annual reports.

Connecticut Facilities

Adding a New Report

Once you have logged into your account, go to List Facilities and select the facility you want to submit a report for.

Facility ID	Division or Department	Facility Name	Address	County	Facility Type	Facility Status	City	LEPC	Fire Department	Latest Report
122637		Test Facility (ID: 122637)	2965 Trilled Ave, Bldg 2 SALEM, OR 97317	HARSON	State/Local Govt Facility	Active	SALEM	None	HARSON COUNTY FIRE DISTRICT	2019 Hazardous Substance Report Annual (Revision) Initiated
122594		Wilson Training Site 1 (ID: 122594)	2965 Trilled Ave SE, Bldg 1 SALEM, OR 97317	HARSON	Private Facility	Active	SALEM	None	SALEM FD	2019 Hazardous Substance Report Annual (Revision 02/19/2020 - Completed)

Click on your facility name.

Report ID	Report	Status	Signed By	Signed Date	View	Submission Type
4040	2019 Hazardous Substance Report Update	Completed	Test	12/17/2019 01:28:43 PM		Online
4051	2019 Hazardous Substance Report Annual Revision	Completed	Jane Smith	05/12/2020 11:49:33		Online
4040	2019 Hazardous Substance Report Annual Revision	Completed	Test	12/17/2019 01:28:43 PM		Online

Click on Add New Annual/Updates/Revisions Report.

Courtesy of Oregon Office of State Fire Marshal
<https://www.oregon.gov/osp/Docs/CR2K-ReportingFacilityUserManual.pdf>

CONNECTICUT: ONLINE TRAINING AVAILABLE TO FACILITIES ON CLIMATE CHANGE RESILIENT CHEMICAL MANAGEMENT

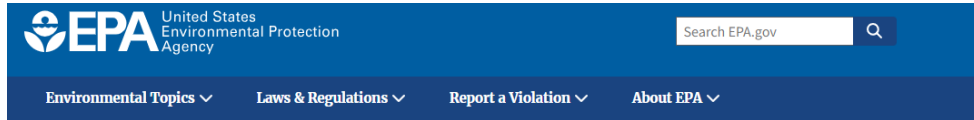
- The free training is available on CT DEEP's Pollution Prevention Webpage at <https://portal.ct.gov/DEEP/P2/Chemical-Management-and-Climate-Resilience/Chemical-Management-and-Climate-Resilience>
- and on SERC's webpage along with other resources for businesses at <https://portal.ct.gov/SERC/Commission-Information/Training-Opportunities/Training-Opportunities>

Link to training:

- [***The 21st Century Resilient Business: How Managing Chemicals Can Help Your Business Weather the Storm***](#)
- This training is intended to assist ECPRA Tier II facilities ensure they update their emergency plans to recognize the potential for flooding on their chemical management.
- This training can help with **updates required by state law** at [**CGS Sec. 22a-610**](#) *"Update of hazardous mitigation and evacuation plans by facilities at high risk of flooding, severe weather events or a rise in sea level. Enhanced community notification and emergency evacuation procedures"*



INFORMATION RESOURCES: EPA



Emergency Planning and Community Right-to-Know Act (EPCRA)

[CONTACT US](#)

[EPCRA Home](#)

[About EPCRA](#)

[Emergency Planning](#)

[Emergency Release Notifications](#)

[Hazardous Chemical Inventory Reporting](#)

[State Reporting Requirements](#)

[Tier II Forms](#)

[Tier2 Submit Software](#)

[EPCRA Trade Secrets](#)

[EPCRA Site Map](#)

Hazardous Chemical Inventory Reporting

EPCRA Sections 311-312

For any hazardous chemical used or stored in the workplace, facilities must maintain a safety data sheet (SDS) (formerly known as material safety data sheet, MSDS). Facilities must submit the safety data sheet (SDS) or a list of hazardous chemicals to their State or Tribal Emergency Response Commission (SERC or TERC), Local or Tribal Emergency Planning Committee (LEPC or TEPC), and local fire department.

Facilities must also submit an annual inventory of these chemicals by March 1 of each year to their State or Tribal Emergency Response Commission (SERC or TERC), Local or Tribal Emergency Planning Committee (LEPC or TEPC), and local fire department. The information submitted by facilities must be made available to the public.

- [What facilities are covered?](#)
- [What is a hazardous chemical?](#)
- [What are facilities required to do?](#)
- [How do I submit a Tier I or Tier II Inventory Report?](#)
- [Where can I find more information on these requirements?](#)

What facilities are covered?

Any facility that is required to maintain SDSs under the Occupational Safety and Health Administration (OSHA) regulations for hazardous chemicals stored or used in the workplace.

[US EPA EPCRA website](https://www.epa.gov/epcra)

<https://www.epa.gov/epcra>

EPA EPCRA Frequently Asked Questions

<https://www.epa.gov/epcra/emergency-planning-and-community-right-know-act-frequent-questions>

EPA Region 1 Video Series on EPCRA and CAA RMP/GDCWatch on YouTube:

https://www.youtube.com/playlist?list=PLvC8kUCteU1_N54sCAD6b-dsE2ocYybws

State Tier II reporting procedures and requirements:

<https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures>

EPCRA Quick Reference Fact Sheet

https://www.epa.gov/sites/production/files/2020-10/documents/epcra_quick_reference_fact_sheet.pdf

Guide to EPCRA

https://www.epa.gov/sites/production/files/2020-10/documents/guide_to_epcra.pdf

Ice Rinks Emergency Planning and Community Right-To-Know Act fact sheet, November 2019

<https://www.epa.gov/sites/production/files/2019->

U.S. EPA Region 1

- Len Wallace Wallace.Len@epa.gov 617-918-1835

INFORMATION SOURCES: CT SERC/DEEP

- **Website:**
[State Emergency Response Commission \(ct.gov\)](http://ct.gov)
- **Email:** DEEP.CTEPCRA@ct.gov
- **Call:** Diane Duva, Director
State Emergency Response Commission
(Assistant Director, Remediation Division)
860-424-3420
- Refer to [Connecticut LEPC map](#) and
table of [LEPC Chairs](#) on
SERC [Local or Regional LEPC](#) webpage

➤ Reporting a Release (spill) to SERC/DEEP

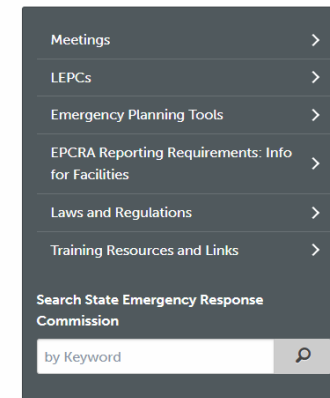
CT DEEP Dispatch Center

860-424-3338

or 1-866-DEP-SPIL (1-866-337-7745)



CT.gov Home / State Emergency Response Commission / Emergency Planning Tools



Emergency Preparedness Planning Guides and Information

Planning Groups, Guides and Training Programs

The following emergency preparedness planning guides and links (appear in alphabetical order) are intended to assist local officials and community members in developing or updating local emergency response plans or assist in planning preparedness activities and training events:

- [List of Training Opportunities](#)
- [Geographic Response Strategies](#) US EPA and US Coast Guard strategies, developed in collaboration with CT DEEP and local officials, to prepare for releases to rivers and Long Island Sound.
- [Chemical Management and Climate Resilience](#) [CT DEEP Training and Resources](#)
- [Chemical Warehouses](#): Refer to [enforcement alert](#) and [information overview](#) from EPA