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EPA Tier2 Submit Software Demonstration for Connecticut Facilities

February 6, 2024

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The information presented in this webinar is intended solely to help parties understand the obligations and requirements imposed by EPCRA Tier 2 reporting. This webinar does not constitute EPA policy. Mention of trade names or commercial products does not constitute endorsement or recommendation of use.

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Attendee Poll

AGENDA

- Introduction
- State-Specific Tier II Reporting Information
- EPA Tier2 Submit Software Demonstration
- EPCRA Tier II Reporting Resources
- Q & A Session

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, 500 #, 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, 500 #, 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 - PPA (Form R)	Over 600 Toxic Chemicals and Chemical Categories	25,000 # manufactured or processed; 10,000 # otherwise used	EPA State

EPA Region 1 Video Series on EPCRA and CAA RMP/GDC

1. Introduction to Facility Hazards and Chemical Safety

2. EPCRA Sections 301-303: Emergency Planning with your SERC/TERC/LEPC/TEPC

3. EPCRA Section 304: Reporting Accidents and Continuous Releases

4. EPCRA Sections 311-312: Tier II Reporting and Tier2 Submit Software

Watch on YouTube:

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

EPCRA Tier II Acronyms



EHS - Extremely Hazardous Substance



TPQ - Threshold Planning Quantity



SDS - Safety Data Sheet



MSDS - Material Safety Data Sheet
(now SDS)

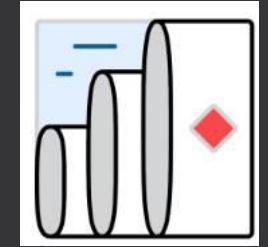
EPCRA Tier II Acronyms

- **SERC** – State Emergency Response Commission
- **TERC** – Tribal Emergency Response Commission
- **LEPC** – Local Emergency Planning Committee
- **TEPC** – Tribal Emergency Planning Committee



State-Specific Information

About EPCRA Tier II Reporting



Tier2 Submit 2023

Len Wallace

Do you need to submit a Tier II report?

Hazardous Chemical

- Required to have an SDS under OSHA Hazard Communications Standards (HCS)
- Over 10,000 pounds at any one time
 - On the List of Lists or 40 CFR part 355 Appendix A or B
 - Over the TPQ or 500 pounds ...whichever is less
- Retail gas station exemption for underground storage tank
 - Under 100,000 gallons of diesel
 - Under 75,000 gallons of gasoline

Tier II Report required

Extremely Hazardous Substance

Diesel or Gasoline

If Yes

If Yes

If Yes

In Tier2 Submit,

Add or verify chemicals you are required to report:
Hazardous Chemicals, Extremely Hazardous Substances, or a mixture containing these chemicals.

- **Hazardous Chemicals** require OSHA Safety Data Sheets (SDSs)
- **Extremely Hazardous Substances (EHSs)** are identified in the EPA List of Lists

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

NAME	CAS/313 Category Codes	Section 302 (EHS) TPQ	Section 304 EHS RQ	CERCLA RQ	Section 313	RCRA CODE	CAA 112(r) TQ
Lead sulfate	7446-14-2			10	313c		
Thallium(I) sulfate	7446-18-6	100/10,000	100	100	313c	P115	
Thallous sulfate	7446-18-6	100/10,000	100	100	313c	P115	
Lead phosphate	7446-27-7						
Cupric chloride	7447-39-4						
Mercuric chloride	7487-94-7	500/10,000	500				
Selenium sulfide	7488-56-4						
6-Nitrochrysene	7496-02-8						
Titanium chloride (TiCl ₄) (T-4)-	7550-45-0	100	1,000				
Titanium tetrachloride	7550-45-0	100	1,000				
Sodium phosphate, dibasic	7558-79-4						
Lithium hydride	7580-67-8	100	100				
Sodium phosphate, tribasic	7601-54-9						
Sodium arsenate	7631-89-2	1,000/10,000	1				
Sodium bisulfite	7631-90-5						
Sodium nitrite	7632-00-0						
Borane, trifluoro-	7637-07-2	500	500				
Boron trifluoride	7637-07-2	500	500				
Lead arsenate	7645-25-2						
Zinc chloride	7646-85-7						
Hydrochloric acid	7647-01-0						
Hydrochloric acid (conc 37% or greater)	7647-01-0						
Hydrochloric acid (aerosol forms only)	7647-01-0						
Hydrogen chloride (anhydrous)	7647-01-0	500	5,000				
Hydrogen chloride (gas only)	7647-01-0	500	5,000				
Antimony pentachloride	7647-18-9						
Phosphoric acid	7664-38-2						
Hydrofluoric acid	7664-39-3	100	100				
Hydrofluoric acid (conc. 50% or greater)	7664-39-3	100	100				
Hydrogen fluoride	7664-39-3	100	100				
Hydrogen fluoride (anhydrous)	7664-39-3	100	100				
Ammonia	7664-41-7	500	100				
Ammonia (anhydrous)	7664-41-7	500	100				
Ammonia (conc 20% or greater)	7664-41-7						
Ammonia (includes anhydrous ammonia and aqueous ammonia from water dissociable ammonium salts and other sources; 10 percent of total aqueous ammonia is reportable under this listing)	7664-41-7						
Sulfuric acid (aerosol forms only)	7664-93-9	1,000	1,000				
Sulfuric acid	7664-93-9	1,000	1,000				
Sodium fluoride	7681-49-4						
Sodium hypochlorite	7681-52-9			100			
2,2-Dimethyl-3-(2-methyl-1-propenyl)cyclopropanecarboxylic acid (1,3,4,5,6,7-hexahydro-1,3-dioxo-2H-isoindol-2-yl)methyl ester	7696-12-0			X			



United States
Environmental Protection
Agency

Office of Land
and
Emergency Management

EPA 550-B-19-003
June 2019
www.epa.gov/epcra

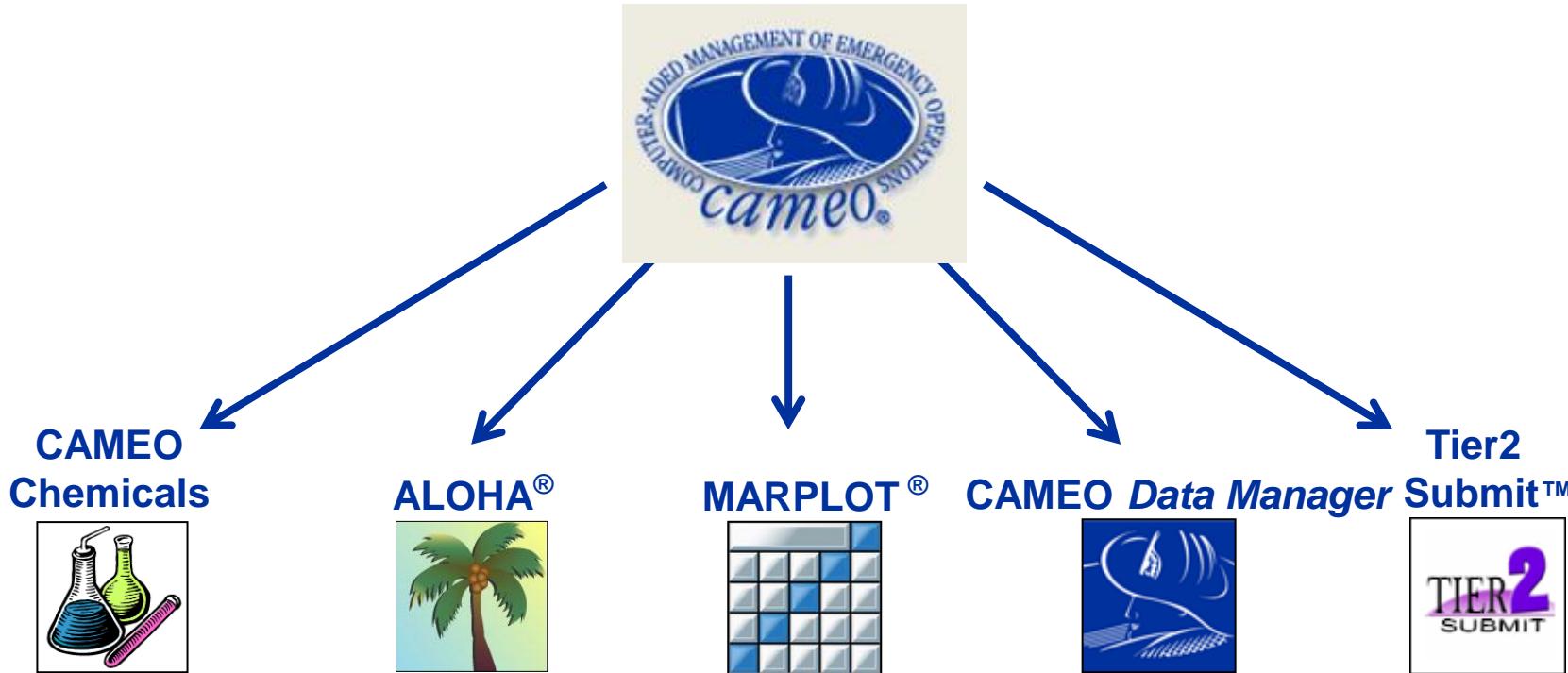
LIST OF LISTS

Consolidated List of Chemicals
Subject to the Emergency
Planning and Community Right-
To-Know Act (EPCRA),
Comprehensive Environmental
Response, Compensation and
Liability Act (CERCLA) and
Section 112(r) of the Clean Air Act

- EPCRA Section 302 Extremely Hazardous Substances
- CERCLA Hazardous Substances
- EPCRA Section 313 Toxic Chemicals
- CAA 112(r) Regulated Chemicals for Accidental Release Prevention

CAMEO® Software Suite

Jointly managed and funded by NOAA and EPA for more than 30 years



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

Regulatory Information

[What is this information? ▶](#)

EPA Consolidated List of Lists

Regulatory Name	CAS Number/ 313 Category Code	EPCRA 302 EHS TPQ	EPCRA 304 EHS RQ	CERCLA RQ	EPCRA 313 TRI	RCRA Code	CAA 112 (r) RMP TQ
Ammonia	7664-41-7	500 pounds	100 pounds	100 pounds			
Ammonia (anhydrous)	7664-41-7	500 pounds	100 pounds	100 pounds	X		10000 pounds
Ammonia (conc 20% or greater)	7664-41-7			see ammonium hydroxide	X		20000 pounds
Ammonia (includes anhydrous ammonia and aqueous ammonia from water dissociable ammonium salts and other sources; 10 percent of total aqueous ammonia is reportable under this listing)	7664-41-7				313		

"X" indicates that this is a second name for an EPCRA section 313 chemical already included on this consolidated list. May also indicate that the same chemical with the same CAS number appears on another list with a different chemical name.

(EPA List of Lists, 2015)

DHS Chemical Facility Anti-Terrorism Standards (CFATS)

Chemical of Interest	CAS Number	RELEASE			THEFT			SABOTAGE		
		Min Conc	STQ	Security Issue	Min Conc	STQ	Security Issue	Min Conc	STQ	Security Issue
Ammonia (anhydrous)	7664-41-7	1.00 %	10000 pounds	toxic						
Ammonia (conc. 20% or greater)	7664-41-7	20.00 %	20000 pounds	toxic						

(DHS, 2007)

OSHA Process Safety Management (PSM) Standard List

Chemical Name	CAS Number	Threshold Quantity (TQ)
Ammonia solutions (>44% ammonia by weight)	7664-41-7	15000 pounds
Ammonia, Anhydrous	7664-41-7	10000 pounds

(OSHA, 2011)

CAMEO Chemicals
<http://www.cameochemicals.noaa.gov/>

Where do I find this year's Tier2 Submit Software?

Download Tier2 Submit 2023

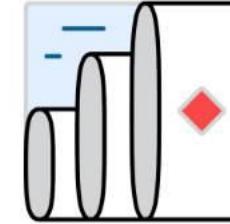
Read the  [Terms and Conditions for Tier2 Submit \(pdf\) \(76.2 KB\)](#).

-  [Download Tier2 Submit 2023 for Windows \(exe\)](#)
-  [Download Tier2 Submit 2023 for Macintosh \(dmg\)](#)

The Windows version can be run on the Windows 10 and Windows 11 operating systems. The Macintosh version can be run on the Monterey (12), Ventura (13), and Sonoma (14) operating systems. Other operating systems have not been tested and are not supported.

If you have questions about reporting, please see: [Tier II Chemical Inventory Reporting](#).

What has changed in Tier2 Submit 2023?



- Improved easy access to the EPA's Trade Secret and Confidential Location Information forms by adding download links next to those related checkboxes in the program.
- Added a right-click menu to the program to allow Copy, Paste, and Cut from the menu (as well as using the shortcut keys for those functions that were previously available).
- Updated state-specific fields for reporting year 2023.
- Updated the county boundary checks to use the latest files from the U.S. Census Bureau.
- Resolved issue in the 2022 version where you could not use the Browse dialog method to import multiple files at the same time ("batch mode").
- Improved accessibility of system menus.
- Made many smaller user interface refinements and enhancements.
- Fixed several small bugs.
- Revised the help topics.

Import your file from last year

Quick Guide

Step 1: Import last year's data or create a new facility

To get started, click "Import" to import last year's data, or click the "Add a New Facility" icon  to add a new facility record.

Enter the required data for the facility, its contacts, and its chemicals. Data is

Quick Guide

Step 2: Correct validation errors and warnings

The red  and yellow  icons in the Facilities, Contacts, and Chemical Inventory list indicate errors and warnings. Click these icon to see the problems.

You must fix all errors before creating a submission file.

Quick Guide

Step 3: Create a submission file

Click "Export/Submit" and choose "Create a submission file (T2S) to submit to your state." Select the facilities to be included in the submission file, most commonly all of your facilities.

The program does a final check of your data before writing it to the file you specify.



Quick Guide

Step 4: Send your submission file to your state

Follow your [state's instructions](#) for how to submit the T2S file you created to meet your reporting requirements.

Also save the T2S file to a safe backup location. You will use this file as the starting data for next year's Tier2 Submit report.

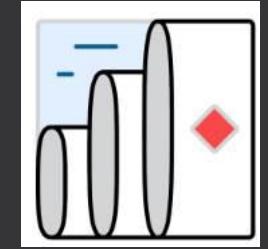
Quick Guide

Step 5: Make a PDF file for your records

Click "Export/Submit" and choose "Create another kind of export file" and "Create a PDF file." Select the facilities to be included in the PDF file, most commonly all of your facilities.

The program writes the data to the PDF file you specify. You can print this file and archive it as a printed record of what you submitted.





Tier2 Submit

EPA Software Demonstration

Create the electronic submission file.

You are not finished yet!

You must submit the Tier2 Submit file directly to your state. Tier2 Submit does not send it anywhere. It stores it on your computer for you to send.

Each state is unique - specific instructions for your state are [here](#). Check your state each year for Tier2 Submit instructions, as they may change.

Submit Tier II Report

Submit	Submit Tier II report(s) annually on or before March 1 for previous calendar year
Submit	Submit original list within 90 days of exceeding reporting thresholds
Update	Update submission within 90 days of obtaining significant new information including new chemicals

Submit Tier II Report to:

Submit	SERC and/or TERC
Submit	LEPC and/or TEPC
Submit	Local Fire Department

EPA Tier2 Submit Software Resources

Download Tier2 Submit software:
<https://www.epa.gov/epcra/tier2-submit-software>

Tier2 Submit Tutorial:
[https://www.epa.gov/system/files/documents/2023-01/tier2 submit tutorial January%202023.pdf](https://www.epa.gov/system/files/documents/2023-01/tier2_submit_tutorial_January%202023.pdf)

EPA New England EPCRA Trainings:
<https://www.epa.gov/epcra/emergency-planning-and-community-right-know-act-epcra-workshops-new-england>

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Watch on YouTube:

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

EPCRA Tier II Factsheets and Resources

State Tier 2 reporting procedures and requirements: <https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures>

EPCRA Quick Reference Fact Sheet, Fall 2020
https://www.epa.gov/sites/production/files/2020-10/documents/epcra_quick_reference_fact_sheet.pdf

Guide to EPCRA, Fall 2020
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/2019-11/documents/epcra_ice_rink_ammoniafs6.pdf

- EPA EPCRA Frequently Asked Questions:

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

- The EPCRA, RMP and Oil Information Center
 - 1-800-424-9346
- The RMP Reporting Center for Tier2 Submit Assistance
 - 703-227-7650
 - RMPRC@epacdx.net

Remember: the deadline to submit completed Tier II forms is March 1st of every year.

If there is an accidental release over the reporting threshold

Notify these three:

1. **Local (LEPC/TEPC): 911**
2. **State (SERC/TERC):**
 - Connecticut 860-424-3338
 - Maine 800-452-4664
 - Massachusetts 888-304-1133
 - New Hampshire 800-346-4009
 - Rhode Island 401-222-3070 (24 hrs)
 - Vermont 800-641-5005
3. **National Response Center: 800-424-8802**

U.S. Chemical Safety Board

The CSB's reporting rule requires prompt reports to the CSB from owners or operators of facilities that experience an accidental release of a regulated substance or extremely hazardous substance that results in a death, serious injury or substantial property damage.

The Form:

https://www.csb.gov/assets/1/6/revision_5_fillable_ombapprovedreportformandinstructions_08052020.pdf

Reporting Guidance,
August 2022

https://www.csb.gov/assets/1/17/csb_guidance_on_accidental_release_reporting.pdf?16818

You are required to report an accidental release within eight hours of a qualifying event (40 C.F.R. §1604) in one of three ways:

1. Contact the CSB by telephone at 202-261-7600 and answer a series of questions
2. Fill out and submit a form with appropriate response to the CSB by email to report@csb.gov
3. If you have submitted a report to the National Response Center for the same incident under CERCLA, email the CSB with the NRC report identification number, no CSB form required

Batteries

**Lithium
batteries (NON
EHS)**

10,000 pounds

**Lead Acid batteries
(Contains EHS)**

500 pounds Sulfuric
Acid (EHS)

10,000 pounds Lead

Chemical Warehouse and Distribution Facilities

National Alerts and Video

EPA Enforcement Alert

- Serious deficiencies found on several Region 1 inspections
- Need a way to improve safety
- Owners are likely to improve facility safety once they recognize the hazards

https://www.epa.gov/system/files/documents/2021-11/chemicalwarehouseenforcementalert_0.pdf



EPA Document #300N21003

November 2021

Risks of Improper Storage of Hazardous Chemicals at Chemical Warehouses and Distribution Facilities

Some chemical warehouse and distribution facilities may be failing to properly manage hazardous chemicals as required by federal law. In the past several years, the EPA has visited numerous chemical warehouses and distribution facilities (i.e., companies that process, formulate, blend, re-package, store, transport, and market chemical products) to determine compliance with the Clean Air Act (CAA) and the Emergency Planning and Community Right to Know Act (EPCRA) requirements. Based on these inspections, EPA found that many facilities are not developing safety precautions; instituting maintenance, monitoring, and employee training measures and preparing risk management plans. EPA has taken enforcement actions and assessed penalties against several chemical warehouses and distribution facilities across the country, sometimes pursuing criminal enforcement actions. This alert reminds chemical warehouse and distribution facilities that they must ensure that their chemicals are managed safely, securely, and in compliance with the federal laws enforced by EPA, Occupational Safety and Health Administration (OSHA), and Department of Homeland Security (DHS).

Multi Agency Safety Advisory



EPA 550F21001
November 2021

SAFETY ADVISORY

Risks of Improper Storage of Hazardous Chemicals at Chemical Warehouses and Chemical Distribution Facilities

- https://www.epa.gov/system/files/documents/2021-11/11_02_21_jointsafetyalert_chemicalwarehouse_final.pdf

Some chemical warehouse and distribution facilities may be failing to properly manage hazardous chemicals as required by Section 112(r) of the Clean Air Act and the Emergency Planning and Community Right to Know Act (EPCRA) Sections 302, 304, 311, 312 and 313, enforced by the U.S. Environmental Protection Agency (EPA); the Process Safety Management (PSM) standard at 29 CFR § 1910.119, enforced by the Occupational Safety and Health Administration (OSHA); and the Chemical Facility Anti-Terrorism Standards (CFATS) regulation at 6 CFR § 27, and the Maritime Transportation Security Act regulation at 33 CFR §105, enforced by the Cybersecurity and Infrastructure Security Agency (CISA) and United States Coast Guard (USCG) respectively. This advisory informs the industry that companies must ensure that their chemicals are managed safely, securely, and in compliance with EPA, OSHA, CISA and USCG programs to help prevent chemical accidents and security incidents.

Chemical Warehouse and Distribution Facility Video

This video addresses common chemical management and safety issues at warehouses and distribution facilities.

View:

[https://www.youtube.com/
watch?v=-rDxC_HmRs0](https://www.youtube.com/watch?v=-rDxC_HmRs0)



EPA eDisclosure

- ▶ Web based “eDisclosure” portal launched December 2015
- ▶ Allows entities to promptly disclose violations and submit compliance certification under EPA’s Audit policy
- ▶ eDisclosure:
<https://www.epa.gov/compliance/epas-edisclosure>
- ▶ EPA Audit Policy:
<https://www.epa.gov/compliance/epas-audit-policy>

Questions?

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