

Facility Hazardous Chemical Reporting Requirements

Requirements for submission:

SARA Title III, Section 312, requires that the owners or operators of any facility that is required to prepare or have available a material safety data sheet (MSDS) for a hazardous chemical under the Occupational Safety and Health Act of 1970 must prepare and submit an emergency and hazardous chemical inventory form if the quantity of those hazardous chemicals present equals or exceeds established threshold reporting quantities. The chemical inventory form to be submitted is known as a Tier II report form. If required, this form must be submitted by March 1 of each year. To assist in determining if a Tier II report needs to be submitted, refer to the "SARA Title III Reporting Requirements: Tier II" decision chart.

What are the reporting thresholds established under Section 312?

- Extremely Hazardous Substance (EHS) - 500 lbs. or the threshold planning quantity (TPQ), whichever is less.
- Hazardous chemicals - 10,000 lbs. of an OSHA hazardous chemical.

Who must receive the Tier II report?

If a Tier II report is required, it must be submitted to the Monroe County LEPC, the Pennsylvania Department of Labor and Industry and the fire department with jurisdiction over the facility.

Are any hazardous chemicals exempt from the Tier II reporting requirement?

SARA Title III Section 311.(e) provides for certain exceptions to the definition of a "hazardous chemical". These include: Certain FDA regulated products; substances present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal use; certain household packaged products; substances used in R&D labs, hospitals or other medical facilities; substances used in routine agricultural operations or fertilizers for sale by a retailer.

Who can answer questions regarding Tier II report submission requirements?

Contact the office of the Monroe County Emergency Management for additional information or questions regarding Tier II reporting.

Fee Schedule for Planning and Reporting Facilities:

- The Pennsylvania Hazardous Material Emergency Planning and Response Act establishes certain fees for the purpose of supporting the activities required by the Act and SARA Title III. For Monroe County facilities subject to the planning and/or reporting requirements of SARA Title III, the following fees apply:

Local Hazardous Chemical Fee: \$75.00 for each hazardous chemical listed on the hazardous chemical inventory form (Tier II). To be paid to the Monroe County Hazardous Materials Emergency Response fund in care of the Monroe County Commissioners by March 1 of each year.

Emergency Planning Fee: \$100.00 for each facility required to have an emergency response plan under the provisions of SARA Title III Section 302. To be paid to the Monroe County Hazardous Materials Emergency Response fund in care of the Monroe County Commissioners by March 1 of each year.

Hazardous Chemical Fee: \$10.00 for each hazardous chemical listed on the hazardous chemical inventory form (Tier II) form submitted to the Pennsylvania Department of Labor

Tier Two EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY <i>Specific Information by Chemical</i>	Facility Identification Name _____ Street _____ City _____ County _____ State _____ Zip _____ NAICS Code _____ Dun & Brad Number _____	Owner/Operator Name Name _____ Phone () _____ Mail Address _____
	FOR OFFICIAL USE ONLY	Emergency Contact Name _____ Title _____ Phone () _____ 24 Hr. Phone () _____ Name _____ Title _____ Phone () _____ 24 Hr. Phone () _____
ID # _____ Date Received _____		

Important: Read all instructions before completing form Reporting Period From January 1 to December 31, 20 ____ Check if information below is identical to the information submitted last year.

Chemical Description	Physical and Health Hazards <i>(check all that apply)</i>	Inventory	Container Type Pressure Temperature	Storage Codes and Locations (Non-Confidential) <i>Storage Locations</i>	Optional																														
CAS _____ Trade Secret _____ Chem. Name _____ <i>Check all that apply</i> <input type="checkbox"/> Pure <input type="checkbox"/> Mix <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> EHS EHS Name _____	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) _____ Avg. Daily Amount (code) _____ No. of Days On-site (days) _____	<table border="1" style="width:100%; height: 100px;"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>																															_____ _____ _____ _____ _____	<input type="checkbox"/>
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Certification (Read and sign after completing all sections) I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through _____, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. _____ Name and official title of owner/operator OR owner/operator's authorized representative	Optional Attachments <input type="checkbox"/> I have attached a site plan <input type="checkbox"/> I have attached a list of site coordinate abbreviations <input type="checkbox"/> I have attached a description of dikes and other safeguards measures
_____ Signature	_____ Date signed