



TIER TWO REPORTING INFORMATION

The Washington State Emergency Response Commission (SERC), in accordance with the Federal Emergency Planning and Community Right-To-Know Act (EPCRA) or SARA Title III Section 312, requires completion of a **Tier Two - Emergency and Hazardous Chemical Inventory report** by all facilities which have reportable quantities of chemicals. If you want to learn more about the various reporting requirements under these regulations, please visit our web site at www.ecy.wa.gov/epcra.

WHAT CHEMICALS ARE INCLUDED

You must report the required information on the Tier Two form for *each* hazardous substance or product at your facility in quantities equal to or greater than established threshold amounts, unless the chemicals are excluded under Section 311(e) of Title III (see below). Hazardous chemicals are any substances for which your facility must maintain an MSDS under OSHA's Hazard Communication Standard. Please refer to the EPA's Consolidated List of Lists at www.epa.gov/emergencies/tools.htm#lol for more information on reportable thresholds. All Extremely Hazardous Substances (EHS) are included in the List of Lists. However, not all reportable substances are listed. The reporting threshold for products or substances that are not in the Consolidated List of Lists is 10,000 pounds at any one time.

WHAT CHEMICALS ARE EXCLUDED

Section 311(e) of Title III excludes the following substances:

- (i) Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration;
- (ii) Any substance present as a solid in any manufactured item to the extent that exposure to the substance does not occur under normal conditions of use;
- (iii) Any substance to the extent it is used 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;
- (iv) Any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual;
- (v) Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

Submit your reports by March 1st each year to:

- 1) The State Emergency Response Commission
- 2) Your Local Emergency Planning Committee
- 3) Your facility's local fire department

- √ Refer to material safety data sheets and last year's report to determine what substances should be reported. If you have reported in the past, be sure to add any new substances that have arrived on site.
- √ Please be thorough when completing the report. Your accuracy could make the job of a first responder (i.e. your fire fighters, medics) safer and less complicated. **Make a copy of the completed form for your records.**
- √ Reporting forms that are incomplete will be returned for correction.
- √ If you have any questions after reviewing these instructions, please contact a Community Right-to-Know Specialist at epcra@ecy.wa.gov or call 1-800-633-7585, press 2, then 2 again or (360) 407-6178. The toll-free line is staffed Monday through Friday 9am to 4pm. Messages can be left at any time. Be sure to leave proper contact information when leaving a message. Calls are returned within one business day.

Before you get started, please remember to:

- USE CAPITAL LETTERS
- **Do not use punctuation** i.e. periods, commas, or dashes, except when it is part of a chemical name, such as 1,1 -DICHLORO-1-FLUOROETHANE
- Use common abbreviations when possible, such as SE for southeast, SEC for southeast corner. Example: NW OF PLANT 2 W OF BLDG C, for northwest of plant 2 west of building C.

Also:

- **Original signatures are required for any paper forms mailed in. Contact your LEPC for any local requirements.**
- Several LEPCs update their contact information throughout the year. An up-to-date list of Washington Local Emergency Planning Committees (LEPCs) is available at www.ecy.wa.gov/epcra/lepclist.html

QUICK REFERENCE

- Washington Community Right-to-Know ID Number** → **This is required information.** This **12-digit number** is specific to your facility address. It will begin with CRK or WA. This is a **12-digit number** specific to your facility site and will begin with CRK or WA. If you move, your number will change. If your business moves, contact our office for a new Community Right-to-Know number for the new site at epcra@ecy.wa.gov.
- DOR#** → Your company's Department of Revenue Number. Check with your bookkeeper.
- Facility Identification Name** → Business name of facility.
- Address** → Complete street address where facility is located. Please notify our office if the facility remains in the same location, but the address has been changed by local authorities.
- Latitude & Longitude** → Latitude & Longitude of facility site where chemicals are stored.
- NAICS Code** → North American Industry Classification (NAICS) Code categorizes facilities by the type of activity conducted. The NAICS Code replaces SIC Code. There are several web sites to look up your NAICS code. One is offered by the U. S. Census Bureau at www.census.gov/eos/www/naics/index.html.
- Dun & Bradstreet #** → Check with your accounting office. Some businesses do not have one.
- Owner/Operator Name & Address** → Parent company name & complete mailing address.
- Mailing Address** → Address where correspondence should be sent.
- Main Contact** → Facility representative to receive correspondence and can provide clarification on reporting information. Please include email address.
- Emergency Contacts** → List **two local** contact names; day and 24-hour emergency phone numbers for each.
- Reporting Period** → The year reported for, usually the previous calendar year.
- Subject to Section 112r of the Clean Air Act?** → Does your business participate in Risk Management Planning for hazardous substances stored on site?

For more information on Section 112(r) of the Clean Air Act visit the EPA website at <http://www.epa.gov/emergencies/content/rmp/index.htm>

CHEMICAL DESCRIPTION

Your MSDS is your best reference for this information

CAS Number

→ The Chemical Abstract Service (CAS) number is required for pure chemicals and for products that contain extremely hazardous substances (EHS).

Chemical Name

→ Provide chemical name whenever possible.

Check **ALL** that apply

→ **Check** Pure or Mix **AND** Solid or Liquid. If appropriate also check gas and/or EHS for extremely hazardous substances. Your best reference is your MSDS. Additional assistance on reporting mixtures is available at EPA's web site at www.epa.gov/emergencies/content/epcra/index.htm.

EHS name

→ **Required** if any extremely hazardous substance (**EHS**) is a component of the product. Refer to the EPA List of Lists for reporting thresholds.

PHYSICAL & HEALTH HAZARDS

→ Refer to your MSDS then check **ALL** that apply.

INVENTORY

You must report: 1) Extremely Hazardous Substances at or in excess of the Threshold Planning Quantity, or 500 pounds, **whichever is less**; and 2) any of the hazardous substances or chemicals in excess of 10,000 pounds on site at any one time.

Please enter the maximum amount in pounds on site at any one time and the average actual amount in pounds on site at any one time. The fields for inventory codes are:

INVENTORY CODES REPORTING RANGES		
Code	Range Value From...	Weight Range in Pounds To...
01	0	99
02	100	999
03	1,000	9,999
04	10,000	99,999
05	100,000	999,999
06	1,000,000	9,999,999
07	10,000,000	49,999,999
08	50,000,000	99,999,999
09	100,000,000	499,999,999
10	500,000,000	999,999,999
11	1 billion	over 1 billion

NO. DAYS ON SITE

Enter the number of days the product was on site.

STORAGE CODES

Use the information below for **Container Types** (first box):

<u>CODES</u>	<u>Types of Storage</u>		
A	Above ground tank	J	Bag
B	Below ground tank	K	Box
C	Tank inside building	L	Cylinder
D	Steel drum	M	Glass bottles or jugs
E	Plastic or non-metallic drum	N	Plastic bottles or jugs
F	Can	O	Tote bin
G	Carboy	P	Tank wagon
H	Silo	Q	Rail car
I	Fiber drum	R	Other

Use this information for the **Pressure** (second box) & **Temperature** Conditions (third box):

STORAGE CONDITIONS

Pressure

- | | |
|---|-------------------------------|
| 1 | Ambient Pressure |
| 2 | Greater than ambient pressure |
| 3 | Less than ambient pressure |

Temperature

- | | |
|---|--|
| 4 | Ambient temperature |
| 5 | Greater than ambient temperature |
| 6 | Less than ambient temperature, but not cryogenic |
| 7 | Cryogenic conditions |

STORAGE LOCATIONS

Provide a simple description of where the chemical is located on property, e.g. SW corner inside Bldg D.

Note: Your Local Emergency Planning Committee may require maps.

OPTIONAL ATTACHMENTS

If you choose to attach one of the following, check the appropriate box.

A site plan with site coordinates indicated for buildings, lots, areas, etc. throughout your facility.

A list of site coordinate abbreviations that correspond to buildings, lots area, etc. throughout your facility.

A description of dikes and other safeguard measures for storage locations throughout your facility.

Site plans and other information can be sent to the SERC via e mail or attached to your paper reports for your LEPC or fire department.

**CONFIDENTIAL
INFORMATION**

If you do not want the location of a chemical within your facility available to the public, you must submit information on a separate form. Confidential portions will be held from public access. A Confidential form is available at <http://www.epa.gov/emergencies/docs/chem/t2-cform.pdf>. **Please include the Community Right-to-Know number on the top margin.**

CERTIFICATION

An **original signature** is **required** on page one only of paper copies.

Some frequently requested CAS #'s are:

Gasolines, Aviation fuels = 008006-61-9

Diesel Fuel #2 = 068476-34-6

Diesel Fuel #6 = 068553-00-4

Lube oil = 064742-54-7

Chlorine = 007782-50-5

Propane = 000074-98-6

Ammonia = 007664-41-7

Sulfuric Acid = 007664-93-9

Did you remember to?

- ✓ **Keep a copy for your company records?**
- ✓ **Sign the certification block on reports to be sent by postal mail?**

If you still have questions, contact us via e-mail at epcra@ecy.wa.gov or by toll-free phone **1-800- 633-7585**, press **2 then 2 again** or (360) 407-6178. We are happy to help you!