



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) Section 312, requires completion of a **Tier Two - Emergency and Hazardous Chemical Inventory report** by all facilities that stored reportable quantities of chemicals during the previous calendar year. If you want to learn more about 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 a (Material) Safety Data Sheet (SDS) under OSHA's Hazard Communication Standard. Please refer to the EPA's [Consolidated List of Lists](#) for more information on reportable thresholds. All Extremely Hazardous Substances (EHS) are included in the List of Lists. However, not all reportable chemicals are listed. The reporting threshold for products or substances that are not listed 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 safety data sheets (SDS) 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 or met reportable thresholds for the first time. If you no longer have reportable quantities and no longer need to file a Tier Two report, be sure to submit an Exemption Notification.
- √ 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:

- 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 to any of the three entities. Contact your LEPC for any local requirements.**
- Several LEPCs update their contact information throughout the year. A current 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. If you move, your number will change. If you have an EPA generator ID number, that is also your Community Right-to-Know number. Please include this number on any correspondence or reports.
- Reporting Period** → This should be the previous calendar year.
- Subject to Section 302 of EPCRA** → Do you store any Extremely Hazardous Substances (EHS), mark Yes or No. The EHS Notification is a one-time reporting requirement. If a new EHS arrives on site, you will need to submit another notification.
- TRI Facility ID** → Enter the TRI (Toxics Release Inventory) number if your facility submits a TRI report. Additional information is available at www2.epa.gov/toxics-release-inventory-tri-program.
- Subject to Section 112r of the Clean Air Act?** → Does your business participate in EPA's Risk Management Planning Program for hazardous substances stored on site?
- If yes, provide RMP (Risk Management Plan) number. For more information on Section 112(r) of the Clean Air Act visit the EPA website at www.epa.gov/emergencies/content/rmp/index.htm.
- Facility Identification Name** → Business name of facility.
- Address** → Complete street address where facility is located. Please notify us if the facility address has been changed by local authorities, but the facility did not actually move.
- Latitude & Longitude** → Latitude & Longitude of facility site where chemicals are stored.
- County** → County where facility is located
- LEPC** → Local Emergency Planning Committee where facility is located
- Dun & Bradstreet #** → Check with your accounting office. Some facilities do not have one.
- 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.
- Owner/Operator Name & Address** → Name & complete mailing address for the Facility Owner or Operator.

Parent Company	→	Provide Parent Company contact information and Dun & Bradstreet Number.
Tier Two Contact	→	The contact information for the person who completed the report in case we need clarification.
Mailing Address	→	The address where correspondence, such as reminders, should be sent.
Maximum number of Occupants	→	Provide maximum number of occupants at any one time. Check unmanned, if appropriate.
Emergency Contacts	→	List two local contact names, their day and 24-hour, emergency phone numbers, and email addresses.
Facility Emergency Coordinator	→	EPCRA Section 303 requires facilities that store Extremely Hazardous Substances to designate a Facility Emergency Coordinator and submit an EHS Notification form to the SERC and LEPC.
CHEMICAL DESCRIPTION		Your (M)SDS 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). Common CAS numbers are included for reference.
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 (M)SDS. 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 an extremely hazardous substance (EHS) is a component of the product. Refer to the EPA List of Lists for reporting thresholds.
EHS CAS #	→	Enter EHS CAS#.
PHYSICAL & HEALTH HAZARDS	→	Refer to your (M)SDS, then check ALL that apply.
CHEMICAL 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 at or above 10,000 pounds on site at any one time. Enter the actual Maximum amount in Pounds on site at any one time and the Average amount in Pounds on site. The fields for inventory codes are no longer requested.
NO. DAYS ON SITE	→	Enter the number of days the product was on site during the calendar year.

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
		NEW S	Sulfuric acid in batteries only.

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

STORAGE CONDITIONS

	Pressure		Temperature
1	Ambient Pressure	4	Ambient temperature
2	Greater than ambient pressure	5	Greater than ambient temperature
3	Less than ambient pressure	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 any 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 or other documents cannot be uploaded via the Tier Two Online application, but may be sent to the SERC with the facility's Community Right-to-Know number via e-mail at epcra@ecy.wa.gov. Remember to attach updated site plans to your paper reports for your LEPC and fire department.

**CONFIDENTIAL
INFORMATION**

- If you do not want the location of a chemical within your facility available to the public, you must submit this information on a separate form. Confidential locations will be filed separately. A Confidential form is available at www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/epcra-tier-ii-confidential-location-information-form. **Remember to include the Community Right-to-Know number on the top margin.**

CERTIFICATION

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

Frequently requested CAS #'s:

Gasolines, Aviation fuels = 008006-61-9

Diesel Fuel No 2 = 068476-34-6

Diesel Fuel No 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 all reports to be submitted?**

If you still have questions, don't hesitate to 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!