



STATE OF VERMONT

Division of Fire Safety

MEMO TO: Facilities Using/Possessing Hazardous Materials or Pesticides
FROM: Vermont Community Right-to-Know and EPCRA Program
DATE: December 15, 2015

SUBJECT: Reporting Requirements for Hazardous Materials or Pesticides in the Workplace for Calendar Year 2015

Vermont's Community Right-To-Know Program, 20 VSA Chapter 1, Vermont's Rules and Regulations dated October, 1995, and the Federal Emergency Planning and Community Right-to-Know Act (EPCRA) which is a part of **42 USC Chapter 116**, require that certain hazardous materials must be reported annually by **March 1** for the preceding calendar year.

The **Vermont State Emergency Response Commission (SERC)** requests that facilities submit Tier II reports by using the EPA *Tier2Submit* software program. EPA provides this software application at no charge. **Tier2Submit** generates electronic versions of the TIER II form. If facilities do not have access to download Tier2Submit, they may continue to report using the hard copy Tier II form. Tier2Submit can be downloaded at www.epa.gov/emergencies/content/epcra/tier2.htm.

- The Federal Tier II Form has changed and consists of more inventory ranges
- Facilities include public, private, non-profit, rail, petroleum, and agriculture based businesses
- Please note that if you are using the Tier2Submit program, only the current version is acceptable.
- A separate Tier Two form must be submitted for each different geographic facility site.
- The Tier II Facility Address needs to be the E911 address.
- Facility Latitude and Longitude coordinates are required on the Tier II form.
- Include the transportation routes for the chemicals you receive or ship.
- See FEE CHART in the instructions for the fee structure for calendar year 2015 reporting.
- Email Address is todd.cosgrove@vermont.gov

Tier II data, a Safety Data Sheet (SDS) for each reported hazardous material if required, and the **appropriate fee**, payable to “**Department of Public Safety – HSF**”, must be submitted by **March 1** of each year to the following:

1. State Emergency Response Commission (SERC) - (Original and Fees) - Mail to the address located on letterhead or email to address todd.cosgrove@vermont.gov .
2. Local Emergency Planning Committee (LEPC) - (Copy) - A listing of the LEPC addresses is available at <http://vem.vermont.gov/programs/lepc>. Check with the LEPC to see whether they prefer an electronic file or paper copy.
3. Local Responding Fire Department - (Copy)

If you have any questions on the program, would like a copy of the regulations, or require assistance in completing the **TIER II** form or using Tier2Submit, please contact the **Community Right-To-Know Program** at **800.640.2106 (Attention – EPCRA Compliance)**, email todd.cosgrove@vermont.gov , or visit the **EPCRA Compliance website** at <http://vem.vermont.gov/programs/epcra> .