



A Business Guide to Chemical Reporting

SARA Title III, Emergency Planning and Community Right-to-Know Act

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Introduction

The purpose of this booklet is to provide important information about the Emergency Planning and Community Right-to-Know Act (EPCRA) to the citizens and businesses of Caroline County.

To reduce the likelihood of a hazardous materials incident in the United States, Congress imposed requirements for federal, state, and local governments, tribes, and industry that mandates reporting on hazardous and toxic chemicals in the community. These provisions help increase the public's knowledge and access to information on chemicals at individual facilities, their use, and releases into the environment. Working together, government and industry can use the information to improve chemical safety, as well as protect the public health and the environment.

The Local Emergency Planning Committee (LEPC) in Caroline County is chaired by the Caroline County Department of Emergency Services (DES), and works to develop an emergency response plan, review the plan, and provide information to the community. To learn more about DES and the LEPC, visit their website at www.carolinedes.org.

Caroline County Commissioners

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President

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Commissioner

Historical Background

In December of 1984, a cloud of highly toxic methyl isocyanate, a gas used in the production of pesticides, was released from a chemical plant in Bhopal, India, blanketing the surrounding area. Considered the world's worst industrial disaster, the incident resulted in the deaths of over 2,200 people and injuries to over 500,000. Those injured or killed experienced severe symptoms such as respiratory irritation, eye irritation, shortness of breath, abdominal pain, and vomiting. Individuals who were not killed from the exposure have reported cancer, blindness, loss of livelihood, and financial stain. Even today, long-term health effects continue to afflict the community. Prevention equipment had been installed and the local evacuation plan developed. Unfortunately, the equipment was poorly maintained, much of it was not functional, and the neighboring community was not aware of the plans. The lack of knowledge and communication errors proved fatal.

The gravity of this tragedy opened the eyes of the world to the dangers of chemical accidents. Eight months later, a less toxic derivative of that chemical escaped from a West Virginia plant, bringing these same concerns home to the United States.

Chemicals are used every day in many useful applications. Paints, plastics, medical supplies, cleaning fluids, and countless other necessities play integral roles in our lives. The manufacturing processes for these goods and the goods themselves often involve hazardous chemicals, but knowledge of the hazards and proper use of the substances help ensure safe factories and businesses. However, as Bhopal demonstrated, the public also needs to be informed in the event of chemical accidents.

Emergency Planning and Community Right-to-Know Act (EPCRA)

In 1986, Congress passed the Superfund Amendments and Reauthorization Act (SARA). Title III of SARA is also known as the Emergency Planning and Community Right-to-Know Act (EPCRA). In addition to hazardous chemical reporting requirements, planning initiatives are required for a government-industry-citizens cooperative agreement to assist with the safety of the community and of the environment. There are four major sections of EPCRA that effect industry and the community:

- Emergency Planning for chemical incidents
- Emergency release notification
- Chemical inventory reporting
- Toxic release reporting

The law mandates each state to appoint a State Emergency Response Commission (SERC). In Maryland the SERC is called the Governor's Emergency Management Advisory Council/State Emergency Response Commission (GEMAC/SERC). This group is comprised of both state and local agencies through which the Local Emergency Planning Committees (LEPC) receive guidance. Each county, Baltimore City, and Ocean City has an LEPC. The LEPC is comprised of a board that involves the Fire and Police Service, Environmental Concerns, Emergency Preparedness, various industry representatives, and citizens.

The Caroline County LEPC has many broad functions but has the main responsibility of planning for chemical emergencies within Caroline County. It is dedicated to serving Caroline County citizens and business owners/operators in complying with EPCRA requirements and providing advice and assistance in determining reporting status. The LEPC is charged with identifying locations of hazardous materials, developing emergency response plans, and ensuring proper reporting of hazardous material inventories.

- The government may assess civil and administrative penalties of \$10,000 to \$75,000 per each day that a violation has existed.
- Anyone who knowingly and willfully fails to provide emergency release notification is subject to criminal penalties up to \$50,000 or five (5) years in prison.

Hazardous Materials

Hazardous material is a broad term that includes all substances that can be harmful to people or the environment. In addition to many man-made chemicals, this definition includes natural materials, such as petroleum products, oxygen, carbon dioxide and nitrogen. There is no publication available with a full listing of every hazardous material covered under the reporting requirements of EPCRA. However, there is “The List of Lists” which is available, and updated at least annually, from the Environmental Protection Agency (EPA); it may be obtained by contacting the Right-to-Know Hot Line (1-800-424-9346).

Each manufacturer must develop and distribute Safety Data Sheets (SDS), which are chemical or product specific, containing information on the composition, safety data, hazards, health effects, first aid information, and emergency information contacts.

Review these sheets and look for any term identifying materials you use as hazardous. Look for the following:

- Affects target organs (includes skin, eyes, respiratory system, heart, liver, kidneys, central nervous system, and reproductive system)
- Carcinogenic Potential
- Corrosive
- Hazards or Immediate health hazard
- Terms such as: flammable, combustible Liquid, Pyrophoric, Oxidizers, Explosive, Compressed Gas, Unstable, Unstable Reactive, Organic Peroxide, and Water Reactive
- Highly Toxic or Toxic
- Irritant
- Sensitizer

Title 29, Code of Federal Regulations, Part 1910.1200©, defines “hazardous chemicals” and identifies the following exceptions:

- Any food, food additive, color additive, drug, or cosmetic, which is regulated by the Food and Drug Administration.
- Any substance present as a solid in any manufactured item, to the extent exposure to the substance does not occur under normal conditions of use.
- Any substance to the extent it’s use is 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 public.
- Any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of technically qualified individuals.
- 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.

Extremely Hazardous Substances

Some materials have been designated as “Extremely Hazardous Substances”. A full listing of substances covered by this classification are included in “The List of Lists” publication. These substances have been identified as possibly causing irreversible health effects in the event of an accidental release and are subject to additional reporting requirements.

Reporting Thresholds

EPCRA reporting requirements are based on the quantity of hazardous materials in inventory at a given location or facility at any time during the year. These amounts are called thresholds or Threshold Planning Quantities (TPQ).

Unless a different threshold is designated, the threshold for reporting is:

- 10,000 pounds for substances not listed as Extremely Hazardous.
- 500 pounds or 55 gallons for Extremely Hazardous Substances.

Some substances are rated at a lower threshold level. If unsure, contact one of the agencies listed in the back of this booklet, or the EPCRA List of Lists.

EPCRA Reporting

If you maintain one or more hazardous materials at your facility in reportable quantities, you have the legal duty to report this information to proper authorities. Information on proper filing procedures may be obtained from the Maryland Department of the Environment (MDE) at 1-800-633-6101. *Always note who you spoke with when requesting information from an agency.*

Several different types of reports are required under EPCRA. Each section of this law details the type of report and the circumstances requiring the report. It also allows state and local governments to enact local laws, based on federal guidelines. The State of Maryland has Community Right-to-Know provisions known as Maryland’s Public Access to Information on Hazardous or Toxic Chemicals Law (Article Health-Environmental, Section 6-501 through 6-504). In Maryland, some local jurisdictions also have laws that mandate additional reporting.

If your business operates in more than one jurisdiction, check with each Local Emergency Planning Committee (LEPC) to ensure compliance with all reporting requirements.

Section 302

For facilities that handle any material listed as an Extremely Hazardous Substance in quantities equal to or above the Threshold Planning Quantity (TPQ), or those required by state and local agencies, the operator or owner must take the following actions.

Maryland State Emergency Response Commission

The facility will receive notification from the Maryland Department of the Environment, as the agent for the governor or State Emergency Response Commission, simply stating that the facility is subject to the requirements of SARA Title III, Section 302. This letter advises that the facility owner or operator must identify a representative from the facility to participate and have a voice in local emergency planning with the Local Emergency Planning Committee.

Caroline County Local Emergency Planning Committee

The facility coordinator must provide the Caroline County Local Emergency Planning Committee with the following:

- Any information requested to aid in developing and implementing the plan
- Any facility changes, including date of occurrence

The LEPC meets quarterly at the following location:

Caroline County Health and Public Services Building
403 S 7th Street
Denton, Maryland 21629
Telephone: (410) 479-2622

Section 304

If there is a release of any suspected hazardous material, or a substance that is not known to be non-hazardous, or a spill of the regulated, reportable quantities, you are required to immediately report this information to the Caroline County LEPC by law.

The LEPC will be considered notified by dialing 9-1-1;

This notification will prompt a response from police, fire, and other county agencies charged with emergency response, and they can provide you with assistance as well as guide you through any necessary follow-up actions.

Section 304 also requires persons in charge of vessels or facilities from which *any hazardous substance is released in amounts greater than or equal to the specified reportable quantity (RQ), to immediately notify the National Response Center.*

Updates

Section 322

Technical Amendment – Trade Secrecy Claims and Emergency Planning Notification

EPA published a technical amendment on July 24, 2020, to remove the outdated substantiation form for trade secrecy claims from the Code of Federal Regulations. The most current substantiation form is posted on [EPA program websites](#). The Agency also included clarification within a note in 40 CFR 355.41 to make regulated entities aware that SERCs and/or LEPCs may have a specific format for the follow-up report of the emergency release notification information.

Section 311 and 312

Technical Amendment – Revisions to Hazard Categories for reporting under EPCRA Sections 311 and 312

This final rule revises the hazard categories for reporting under Sections 311 and 312 of the Emergency Planning and Community Right-to-Know Act (EPCRA). On March 26th, 2012, the Occupational Safety and Health Administration (OSHA) revised its Hazard Communication Standard ([HCS](#)) by adopting the United Nations Globally Harmonization System of Classification and Labeling of Chemicals ([GHS](#)). The changes to OSHA's HCS affect the reporting requirements under Sections 311 and 312 of EPCRA.

Technical Amendment - Amendments to the Emergency and Hazardous Chemical Inventory Forms (Tier I and Tier II)

On July 13, 2012, EPA amended the Emergency and Hazardous Chemical Inventory Forms under Section 312 of the Emergency Planning and Community Right-to-Know Act (EPCRA). The amendments add new reporting data elements and revise some existing data elements. The revisions:

- Respond to stakeholder requests, EPA is proposing to add new data elements to the Tier I and Tier II forms in an effort to make the forms more useful for state, local, and tribal agencies;
- Make reporting easier for facilities;
- Provide clarity in reporting while maintaining protection of human health and the environment; and
- Impose minimal reporting burden on facilities since the data elements are readily available to the facility.

Organizations and facilities subject to section 312 of EPCRA and its implementing regulations found in 40 CFR 370 may be affected by this rule.

Section 302

Revised Emergency Planning Notification Requirements for Extremely Hazardous Substances (EHS) that are Solids in Solutions

On March 22, 2012, EPA revised the way regulated facilities apply the threshold planning quantities (TPQs) for Extremely Hazardous Substances (EHSs) that are non-reactive solid chemicals in solution form. Facilities with a non-reactive EHS solid in solution are subject to EPCRA section 302, if the on-site amount of a non-reactive EHS solid in solution, when multiplied

by 0.2, equals or exceeds the lower published TPQ. This modification of the application of TPQs for non-reactive EHS solids in solution is based on currently available data. This data shows less potential for the solid in solution to remain airborne in the event of an accidental release. EPA is also clarifying that the use of the 0.2 reducing factor used under 40 CFR part 355, should not be used for compliance with reporting requirements under 40 CFR 370.10.

The final rule potentially affects 157 EHS chemicals that are non-reactive solids at ambient temperature if they are handled by facilities in a solution form. These 157 chemicals appear with two TPQs (the higher TPQ is 10,000 pounds) in Appendices A and B of 40 CFR part 355. Additionally, this rule does not apply for the 12 solid EHS chemicals that are reactive solids (denoted with "a" in the "Notes" column of Appendices A and B of 40 CFR part 355).

Sections 302, 304, 311, and 312

Final Amendments to Regulations in 40 CFR Parts 355 and 370

EPA finalized several changes to the Emergency Planning (Section 302), Emergency Release Notification (Section 304) and Hazardous Chemical Reporting (Sections 311 and 312) regulations that were proposed on June 8, 1998 (63 FR 31268). These changes include clarification on how to report hazardous chemicals in mixtures, and changes to Tier I and Tier II forms. Additionally, the rules now use a question and answer format. Facilities subject to EPCRA reporting, State Emergency Response Commissions (SERCs), Local Emergency Planning Committees (LEPCs) and fire departments should become familiar with the amendments. This final rule is effective on December 3, 2008.

The Caroline County Local Emergency Planning Committee

The Caroline County Local Emergency Planning Committee plans for a safer, healthier community today and tomorrow for the residents and visitors of Caroline County. The EPCRA requires each local government to create and maintain an LEPC to develop an emergency response plan, review the plan annually, and provide information about chemicals in the community to citizens. LEPCs develop their plans with stakeholder participation from:

- Elected state, local, and tribal officers
- Police, fire, civil defense, and public health professionals
- Environment, transportation, and hospital officials
- Facility representatives
- Representatives from community groups and the media.

The Caroline County LEPC meets quarterly and is chaired by the Caroline County Department of Emergency Services Emergency Management Division.

Government Responsibilities

Federal Government

The role of the Federal Government is to provide national leadership guidance, technical assistance, access to data about chemical releases, and training through the states.

State Government

The States, through the SERCs, provide leadership to ensure that an emergency planning and implementation structure is developed, and provide training and technical assistance to communities.

Local Government

The local government role is to work with LEPCs to carry out emergency planning, community right-to-know, and response functions.

Industry/Business Responsibilities

- Industry/business must notify the SERC that their industry is subject to planning/reporting requirements under SARA.
- Industry/business must notify the LEPC of a designated representative in the emergency planning process.
- Industry/business subject to planning/reporting requirement must notify the SERC and LEPC if there is a release of a listed hazardous substance and follow this up with a written report.
- A facility must submit a list of chemicals or copies of Safety Data Sheets (SDS) to the SERC, LEPC and fire companies and maintain copies of same on site.
- Facilities must submit chemical inventory TIER II forms to the SERC with copies to the LEPC and the local fire companies annually.
- Toxic Chemical emissions must be reported to the SERC annually
- if the business employs 10 or more full-time employees, are in Standard Industrial Classification Codes 20 through 39, and the business manufactured, processed, or otherwise used a listed toxic chemical in excess of specified quantities.

Hazardous substances are not only found at large chemical plants. They are also used routinely in small operations – farms, garages, dry cleaners, etc. These chemicals are not necessarily hazardous in normal practice but may be of concern if stored or used improperly, or during an emergency such as a fire.

All businesses, both manufacturing and non-manufacturing are required to report under the emergency planning, emergency release notification, and hazardous chemical reporting provisions of the law if they have specified chemicals in amounts equal to, or greater than the threshold quantities for those chemicals. Beyond these requirements, some companies, both large and small, have taken steps to improve community safety by reducing their stocks of hazardous substances.

In Caroline County, the LEPC encourages businesses to complete a Site Plan regardless of whether they have legal obligation to report their inventories. This information is important to first response personnel in the event of an emergency.

Farms

The presence of pesticides and fertilizers on a farm can present a potential chemical hazard to the community, especially if the farm is located near a populated area or near transportation routes. Farmers, therefore, may be subject to one or more of the reporting requirements of the Emergency Planning and Community Right-to-Know Act (EPCRA).

Emergency Planning

- Farmers should first determine if they are using any of the 366 extremely hazardous substances that trigger the EPCRA emergency planning reporting requirement.
- If so, and if one or more of the substances exceeds specified amounts, the farm must alert the SERC and the LEPC.
- The farm must also identify a contact in case the LEPC requires additional information.
- This information will be used to develop an emergency response plan for the community.

Emergency Release Notification

- Generally, farmers must notify their SERC and LEPC if there is a release of an extremely hazardous substance, or a substance listed under the Superfund Hazardous Waste Clean Up Law in excess of its reportable quantity.
- There are two exceptions that may exclude farmers from this reporting requirement:
 - Reporting is required only by facilities that produce, use, or store a hazardous chemical; substances used in routine agricultural operations and household or consumer products are specifically exempt.
 - The proper application of a registered pesticide or fertilizer in accordance with its intended purpose is exempt from emergency release notification. Farmers do not need to report routine pesticide and fertilizer application, however, an accidental release above the reportable quantity should be reported.

Hazardous Chemical Reporting

These reporting requirements are tied to the worker notification rules of the Occupational Health and Safety Administration (OSHA), so farmers may be covered if they already must comply with OSHA regulations. Farms with fewer than ten full-time employees are not covered by OSHA and consequently are exempt from this requirement. Chemicals used in routine agricultural operations and household and consumer products are exempt from reporting because they do not meet the law's definition of hazardous chemicals.

Toxic Chemicals Release Reporting

These requirements cover only manufacturing facilities (those in Standard Industrial Classification codes 20-39) with ten or more employees. Thus, farms that are involved in manufacturing operations as a primary activity (such as food, tobacco, or textile manufacturing) would be covered under this section, but only if their use of listed chemicals exceeds the threshold levels for reporting.

EPCRA Highlights

Emergency Planning (Section 301-303)

- Governors appoint state emergency response commissions (SERC).
- The SERC establishes emergency planning districts and appoints, supervises, and coordinates local emergency planning committees (LEPC).
- The LEPC develops local emergency response plans and reviews them at least annually.
- Facilities notify the SERC and LEPC if they have extremely hazardous substances present above threshold planning quantities and participate in emergency planning.

Emergency Release Notification (Section 304)

- Facilities notify the SERC and LEPC immediately of accidental releases of hazardous chemicals in excess of reportable quantities and provide written reports on actions taken and medical effects.
- The SERC and LEPC makes accidental release information available to the public.
- Hazardous Chemical Reporting (Section 311-312)
- Facilities submit safety data sheets (SDS) or lists of hazardous chemicals on-site (above threshold quantities) to the SERC, LEPC, and local fire department.
- Facilities submit emergency and hazardous chemical inventory forms (amount and location).

Toxic Chemical Release Reporting (Section 313)

- Covered facilities submit annual reports on toxic chemical releases to the state and EPA.
- EPA establishes a national toxic chemical release inventory based on facility reports.

- State and EPA make release information available to the public and communities.
- EPA makes the information accessible on a national computerized data base and by other means.

Trade Secrets (Section 322)

- Facilities may claim chemical identity information trade secret but must substantiate the claim.
- Trade secret information may be disclosed to health professionals for diagnostic, treatment, and prevention purposes.
- Citizens may challenge trade secret claims by petitioning EPA.
- Penalties and Citizen Suits (Section 325-326)
- The government may assess civil and administrative penalties between \$10,000 to \$75,000 per day against facilities that fail to comply with the above provisions.
- Anyone who knowingly and willfully fails to provide emergency release notification is subject to criminal penalties of up to \$50,000 or five years in prison.
- The SERC, LEPC, or the state or local government may initiate actions against facility owners or operators for failure to comply with Title III requirements.
- Citizens may initiate civil action against EPA, the SERC, and facility to comply with the law.
- Anyone who knowingly and willfully discloses trade secret information may face penalties up to \$20,000 and/or one year in prison.
- States may sue EPA for failure to provide trade secret information.

Contact Information

Maryland Department of the Environment

Toxic Registries Division
2500 Broening Highway
Baltimore, MD 21224

Phone: (410) 631-3000
Toll Free: 1-800-633-6101
Nights/Wknds: (410) 974-2622

Maryland Department of the Environment

Eastern Shore Regional Office
Centreville, MD, 21617

Phone: (410) 758-5020
Fax: (410) 758-5025

Caroline County Department of Emergency Services Caroline County Local Emergency Planning Committee

9391 Double Hills Road
Denton, MD 21629

Phone: (410) 479-2622
Fax: (410) 479-4200

State Emergency Response Commission

Maryland Emergency Management Agency
Camp Fretterd Military Reservation
5401 Rue Saint Lo Drive
Reisterstown, MD 21136

Phone: 1-877-636-2872
(410) 517-3600
Fax: (410) 517-3610

National Response Center

Phone 1-800-424-8802
Web site – www.nrc.uscg.mil

Caroline County Fire Services

Station 100 <i>Federalsburg Volunteer Fire Company</i> P.O. Box 99 Federalsburg, MD. 21632	Phone: (410) 754-9823
Station 200 <i>Preston Volunteer Fire Company</i> P.O. Box 44 Preston, MD. 21655	Phone: (410) 673-7874
Station 300 <i>Denton Volunteer Fire Company</i> P.O. Box 262 Denton MD. 21629	Phone: (410) 479-2121
Station 400 <i>Ridgely Volunteer Fire Department</i> P.O. Box 425 Ridgely MD. 21660	Phone: (410) 634-2424
Station 600 <i>Greensboro Volunteer Fire Company</i> P.O. Box 307 Greensboro MD. 21639	Phone: (410) 482-8420
Station 700 <i>Goldsboro Volunteer Fire Company</i> P.O. Box 35 Goldsboro, MD 21636	Phone: (410) 482-6196
Station 800 <i>Queen Anne Hillsboro Volunteer Fire Company</i> P.O. Box 226 Queen Anne, MD. 21657	Phone: (410) 364-5612
Station 56 <i>Marydel Volunteer Fire Company</i> P.O. Box 400 Marydel, MD. 19964	Phone: (302) 492-9917

Acronyms

CAS:	<i>Chemical Abstracts Service Registry Number</i>
EHS:	<i>Extremely Hazardous Substances</i>
EPA:	<i>Environmental Protection Agency</i>
EPCRA:	<i>Emergency Planning and Community Right-to-Know Act of 1986</i>
HCS:	<i>Hazard Communications Standard</i>
GEMAC:	<i>Governors Emergency Management Advisory Council</i>
LEPC:	<i>Local Emergency Planning Committee</i>
MDE:	<i>Maryland Department of the Environment</i>
MSDS:	<i>Material Safety Data Sheet</i>
NRC:	<i>National Response Center</i>
OSHA:	<i>Occupational Safety and Health Administration</i>
SARA:	<i>Superfund Amendments and Reauthorization Act of 1986</i>
SERC:	<i>State Emergency Response Commission</i>
TITLE III:	<i>Title III of the Superfund Amendments and Reauthorization Act of 1986</i>
TPQ:	<i>Threshold Planning Quantity</i>
RQ:	<i>Reportable Quantity</i>

Inventory Reporting Forms

The EPA uses two forms to report hazardous materials inventories:

Tier I

The basic reporting form, which is hazard specific (materials are primarily identified by the hazard they present), and includes the amount, general storage location in the facility, and use of the hazardous material.

Tier II

Tier II is the required reporting form in the State of Maryland and in Caroline County. It is more detailed and chemically specific, allowing for identification of the material by name and includes the facility information. If a Tier II report is submitted, do not also submit a Tier I report.

INVENTORY REPORTING IS BASED ON THE AMOUNTS THAT MEET OR EXCEED THE THRESHOLD PLANNING QUANTITY (TPQ'S) ESTABLISHED BY OSHA. THESE THRESHOLD QUANTITIES ARE BASED ON THE GREATEST QUANTITY ONSITE, WHICH IS IN INVENTORY AT ANY ONE TIME DURING THE YEAR (IF A SHIPMENT OF PRODUCT MEETS THE TPQ IN INVENTORY FOR ONLY ONE HOUR, IT MUST BE REPORTED).

Online Tier II Reporting System

Owners and operators of facilities in Maryland must use the Maryland Online Tier II Reporting System (MOTTRS). Use of any other reporting format will not fulfill the reporting obligation to the State Emergency Response Commission (SERC). Submission of a certified Tier II Report to the Maryland Department of the Environment (MDE) using MOTTRS fulfills the reporting obligation to the SERC. There is no need to mail a signed paper copy of the completed report to MDE. The online submission also fulfills the LEPC reporting obligation for all Maryland counties.

Owners or operators of covered facilities should check with their LEPC regarding submission of Tier II Reports to the local fire departments.

For additional information about MOTTRS, visit:

<https://mde.maryland.gov/programs/businessinfocenter/CommunityRightToKnow/Pages/tier2reporting.aspx>

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SARA TITLE III RELEASE REPORT
CAROLINE COUNTY DEPARTMENT OF EMERGENCY SERVICES
CAROLINE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE
9391 Double Hills Road, Denton, MD 21629 (410) 479-2622

SARA TITLE III SECTION 304 RELEASES REPORTING

Section 304 of the Superfund Amendments and Reauthorization Act (SARA) mandates that a follow-up report of a release is to be sent to the LEPC and the SERC. This report is due 15 days after the release is found in Caroline County. For questions regarding this form, contact the Department of Emergency Services at (410) 479-2622. Mail to Caroline County Department of Emergency Services, 9391 Double Hills Rd. Denton, MD 21629

This report may also be filed online at <https://www.carolinecounty.org/636/Local-Emergency-Planning-Committee>

**FAILURE TO REPORT A RELEASE OR SUBMIT THIS REPORT IS
SUBJECT TO CIVIL AND CRIMINAL PENALTIES**

Business Name _____ Phone _____

Facility Contact Name _____ Phone _____

Incident Address _____ City _____

State _____ Zip _____ Dun & Brad # _____

Business Owner Name _____

Owner Address _____

State _____ Zip _____ Phone _____

Environmental Coordinator Name _____ Phone _____

Safety Coordinator Name _____ Phone _____

Chemical Released _____

CAS# _____ Is chemical on 302 list? _____

Is this a reportable release? _____ NRC notified? _____

Person notifying NRC _____ Time _____

NRC Incident # _____ Date of Release _____

Physical state released _____

Quantity released _____

Release Report-Page 2

What time was the release discovered? _____

What actions did the person take who discovered the release? _____

_____ (attach additional sheets)

Was any private contractor contacted to handle the release? _____

If yes, who was the contractor? _____

What was the exact cause of the release? _____

What actions have been taken to prevent another release? _____

Who was working in the area when the release was discovered? _____

What actions did they take? _____

Attach the following to the report: Any known or expected acute or chronic health risks associated with the release and advice regarding medical attention for exposed individuals.

CERTIFICATION: I CERTIFY UNDER THE PENALTY OF LAW, THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED AND BELIEVE THE SUBMITTED INFORMATION IS TRUE, ACCURATE, AND COMPLETE.

Facility representative (print or type) _____

Signature of reporting representative _____

Date _____ Phone _____ Title _____

Additional Information

If you are interested in becoming involved in the Caroline County Local Emergency Planning Committee, or would like more information on how the SARA legislation is being carried out, please contact the Department of Emergency Services at (410) 479-2622.

The LEPC is here to aid local businesses in any way possible. If there is a question that the LEPC is unable to answer, they will contact the appropriate state agency on your behalf or direct you to the agency that can assist you.

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