

Luzerne County EMA/LEPC
185 Water Street
Wilkes-Barre, PA. 18702
(570)820-4400

2018 Filing Information for RY 2017

Compliance

Under the Federal regulations Tier II reports are due by March 1, 2018.
The Commonwealth of Pennsylvania and Luzerne County fees are due by March 1, 2018.

What is Tier II Reporting?

Under the federal Emergency Planning and Community Right to Know Act (EPCRA), facilities who manufacture, use, or store hazardous chemicals above certain amounts at any given time during the 2017 calendar year are required to submit reports on their chemical inventories.

Please be advised that under EPCRA (Title III of the Superfund Amendments and Reauthorization Act of 1986), any owner or operator who violates Tier II reporting shall be liable for a civil penalty of up to \$54,789 for each violation. Each day a violation continues shall constitute a separate violation. In accordance with EPCRA, EPA has the authority to enforce violations of the statute.

Tier II Reporting Thresholds

Extremely Hazardous Substances (EHS), as defined by EPA ¹	Greater than 500 pounds (277kg), or the Threshold Planning Quantity, Whichever is less
Any other Hazardous Chemical for which OSHA requires employers to maintain a MSDS or SDS sheet ²	10,000 pounds (4,540 kg) or more

1 US Title 40, Volume 27, Part 355, Appendix A

2 US Title 29, Volume 6, Part 1910, Subpart 1200

Extremely Hazardous Substances

Extremely Hazardous Substances (EHS) stored at or above the Threshold Planning Quantity (TPQ) require special planning activities and must be reported on a facility's Tier II form. A complete listing from March 2015 can be found at: <http://www.epa.gov/epcra/epcracerclacaa-ss112r-consolidated-list-lists-march-2015-version>

Who must I submit a Tier II Report to?

Required facilities must file Tier II reports to the Pennsylvania Department of Labor and Industry, Bureau of Occupational & Industrial Safety, PENNSAFE Program on their website: <https://www.lipatts.pa.gov>

Additional information on submitting Tier II reports to PENNSAFE may be found by calling (717) 783-2071 or e-mail to: ra-li-psaf-patts@pa.gov

Luzerne County LEPC requires "Exempt" facilities to file in order to capture data for planning purposes.

...Important Notes for the RY2017 Reporting Season...

1. Reporting to PENNSAFE using the web site for the PATTS system: <https://www.lipatts.pa.gov>
2. Under this system, facilities will submit to the PATTS system. **The County will receive the data electronically.**
3. Reports may be filed after 1/2/2018 and in time to process invoices and make payment prior to 3/1/2018.
4. **Facilities will be billed by both the state and the LEPC for the Tier II fees as applicable.**
5. **Online filing meets the county LEPC requirements. Facilities should continue to submit a copy of the Tier II report to the local fire company.**
6. **All County invoices will be sent electronically** to the facility/Tier II contact email from the following email address Luzernecounty@mail.knowledgecenterpa.org.
7. All facilities must upload Safety Data Sheets (SDS) for each chemical.
8. Physical and Health Hazards must be checked off for each chemical based off the SDS sheet.

How do I submit my Tier II report?

Facilities will only report to the state's PATTS system, found at the following address: <https://www.lipatts.pa.gov>
Facilities who have not previously submitted Tier II reports will need to create a new user account. The LEPC will be able to retrieve facilities' Tier II data from the state's PATTS system. **A "how to file a report" training video is available on first screen after sign-in.**

If you have any questions or issues concerning PATTS, please contact the PENNSAFE Program at: ra-li-psaf-patts@pa.gov or (717) 783-2071.

The screenshot shows the PATTS system interface. At the top left is the Pennsylvania Department of Labor & Industry logo. To the right, it says 'PATTS'. Below the logo, there is contact information for the Bureau of Occupational & Industrial Safety/Pennsafe Program. The main content area has a blue header with the text 'You must register before using this Online Reporting System.' and a 'REGISTER' button. Below this, it says 'If you have previously registered, please proceed with Log In.' To the right is a 'Log In' section with fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgot Username?', 'Forgot Password?', and 'Reset Password?'. Below the 'REGISTER' button, there is a 'SYSTEM REQUIREMENTS' section with a list of requirements: 'You need to use Internet Explorer 11 (non-compatibility mode) or higher, Firefox 26 or higher, or Chrome 26 or higher. Using older versions may create problems.', 'You will need Adobe Acrobat Reader to use this system. Download the Adobe Reader.', 'You need to enable javascript and turn off the pop-up blocker in your browser.', 'If you encounter any problems, contact your technology desk to verify whether you have these requirements.', and 'Cookies need to be enabled in your browser. It is enabled by default.'

How do I pay my County Tier II fees?

Once you have submitted and certified your Tier II report with the PATTS system, an invoice will be sent to the e-mail address you provided in the system. Please remit your invoice with a check or money order made payable to: **Luzerne County Hazardous Materials Fund** to the address on the invoice.

PATTS Tier II On-line Helpful Information

ALL REQUIRED FIELDS ARE IN **RED** ON THE PATTS SYSTEM. FIELDS IN BLACK ARE OPTIONAL.

FACILITY PHYSICAL LOCATION

Corporate Name
Facility/Site Name (Ex. ABC Wilkes-Barre Plant not Wilkes-Barre Plant)
Facility Street (Physical 911 Address) If you do not know your physical address contact Luzerne County.
City
County
Municipality (*This may not be the same as your mailing address city/town*)
LEPC Name (should be same as the county)
State
Zip Code
Business Phone Number
Fax Number – (IF YOU DO NOT HAVE ONE, PLEASE TYPE IN 999-999-999)
Facility Email
Latitude/Longitude

OWNER/OPERATOR INFORMATION

Name
Mail Address
City
State
Zip Code
Country
Phone

PARENT COMPANY DETAILS (Optional)

Name
Address
Phone
Email
Dun & Bradstreet Number

FACILITY MAILING AND/OR BILLING INFORMATION (Optional: Enter if either the mailing or billing contacts/addresses are different from the facility contacts already provided)

Receiving Company's Name
Attention
Full Address
Phone

FACILITY IDENTIFICATION INFORMATION

SIC Code
NAICS Code

Description of Business

Toxic Release Inventory (Optional) – This is now also under Regulatory Information.

Dun & Bradstreet (Optional)

Employer Identification Number (Optional)

FACILITY REGULATORY INFORMATION

Is Facility Manned or Unmanned. Yes/No

If Manned, maximum number of occupants onsite at any given time

Is Facility subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? Yes/No

Is Facility subject to Chemical Accident Prevention under Section 112 (r) of CAA (40 CFR part 68, Risk Management Program? Yes/No

If Yes, must also provide RMP Facility ID #

Is Facility Subject to Toxic Release Inventory under Section 313 of EPCRA (40 CFR part 372)?

If Yes, must also provide TRI Facility ID (TRIFID)

FACILITY EMERGENCY COORDINATOR

(for 302 Planning Facilities)

Name

Title

Phone Number

24 Hr. Phone – (DO NOT ENTER 911 or EMA)

Email

TIER II INFORMATION CONTACT

Name of Person responsible for the Tier II Information (NOT THE COUNTY EMA or 911)

Title

Phone

24 Hr. Phone

Email

EMERGENCY CONTACTS

Name (NOT THE COUNTY EMA or 911)

Title

24 Hr Phone

Email

CHEMICAL DESCRIPTION AND STORAGE LOCATION

EVERY FACILITY MUST MODIFY THEIR CHEMICAL INFORMATION FOR RY 2017

ALL REQUIRED FIELDS ARE IN RED

CHEMICAL DESCRIPTION

CAS Number – (ENTER N/A FOR MIXTURES THAT DO NOT HAVE A CAS)

Chemical Name

Check All that apply: (pure or mix) – (solid, liquid, or gas)

If an EHS chemical, there are 157 EHS's that lose their extremely hazardous characteristics if in solid form. If the EHS being reported falls into this category, you must check off the applicable solid form.

If a mixture, enter mixture components and percentage of each.

SDS – Must be uploaded for each chemical, there is no longer a library of MSDS sheets available.

VOLUNTARY REPORTING CHECK OFF

Companies may include chemicals that are onsite but under reporting threshold on the same report with those that are onsite over threshold in the interest of emergency planning and response.

“Chemical is reported voluntarily and is not present in reportable quantities or exempt from reporting for Section 311(3) (MSDS/Chemical List), Section 312 (annual Tier II Reporting), and the OSHA Hazard Communications Act regulations.” Chemical can be included on the report but will not be included for billing purposes.

PHYSICAL AND HEALTH HAZARDS

HAZARD CATEGORIES HAVE BEEN EXPANDED FOR RY 2017, REFER TO YOUR SDS SHEETS FOR ALL HAZARDS APPLICABLE.

Check all that apply:

<i>Physical and Health Hazards (to be effective January 1, 2018)</i>	
Physical Hazard	Health Hazards
Flammable (gases, aerosols, liquids, or solids)	Carcinogenicity
Gas under pressure	Acute toxicity (any route of exposure)
Explosive	Reproductive toxicity
Self-heating	Skin Corrosion or Irritation
Pyrophoric (liquid or solid)	Respiratory or Skin Sensitization
Pyrophoric Gas	Serious eye damage or eye irritation
Oxidizer (liquid, solid or gas)	Specific target organ toxicity (single or repeated exposure)
Organic peroxide	Aspiration Hazard
Self-reactive	Germ cell mutagenicity
In contact with water emits flammable gas	Simple Asphyxiant
Combustible Dust	Hazard Not Otherwise Classified (HNOC)
Hazard Not Otherwise Classified (HNOC)	
Corrosive to metal	

INVENTORY

Ranges – Automatically done in PATTS.

Max. Daily Amount (lbs.) (Facility Wide)

Max. Daily Amount Code (Facility Wide)

Avg. Daily Amount (lbs.) (Facility Wide)

Avg. Daily Amount Code (Facility Wide)

Number of days on site

Range Code	Weight Ranges Were	2014 Weight Ranges
01	0 – 99	0 – 99
02	100 – 999	100 – 499
03	1,000 – 9,999	500 – 999
04	10,000 – 99,999	1,000 – 4,999
05	100,000 – 999,999	5,000 – 9,999
06	1,000,000 – 9,999,999	10,000 – 24,999
07	10,000,000 – 49,999,999	25,000 – 49,999
08	50,000,000 – 99,999,999	50,000 – 74,999
09	100,000,000 – 499,999,999	75,000 – 99,999
10	500,000,000 – 999,999,999	100,000 – 499,999
11	1 billion – higher than 1 billion	500,000 – 999,999
12	--	1,000,000 – 9,999,999
13	--	10,000,000 – Greater than 10 million

STORAGE CODES & LOCATIONS

PATTS will now enter the Code and the applicable type for:

Container Type

Pressure

Temperature

Location

Additional Description (optional if more detailed info beyond Container/Pressure/Temp would be of benefit)

Latitude/Longitude of storage location (optional) – For facilities with multiple buildings onsite.

Maximum Amount at location (optional)

Confidential location (to identify a location that you would not wish to be identified)

SITE PLAN REQUIREMENTS:

Must be in tif or pdf format, no larger than 5 MB in file size.

Site plans must be legible and provide a clear representation of where the facility is located on/from the road, access point(s), AND the specific location(s) of the chemicals reported.

All site plans must include

- The five digit Facility ID number as provided by the Department of Labor & Industry/BOIS/Pennsafe Program.
- Facility Name
- Street Address ******(Contact County for your correct 911 address if unknown)
- City/State/Zip
- Latitude/Longitude

- Directional North
- Show the actual street orientation
- A listing/legend of all of the chemicals reported on the Tier II,
- The specific location(s) for each chemical reported.

The site plan can be more than one page if appropriate, such as in large complexes or buildings with chemicals stored on multiple floors. The greater the detail, the more information that is available for emergency planners and responders. But, when using more than one page, scan them to create a single site plan file for upload.

DO NOT USE TOPOGRAPHICAL MAPS, CAD DRAWINGS OR WORD DOCUMENTS. AERIAL PHOTOGRAPHS MAY BE USED IF THE DETAILS OUTLINED ABOVE ARE ADDED.

Questions?

Contact: Bill Sharksnas, Act 165 Coordinator

William.sharksnas@luzernecounty.org or (570) 820-4400