

GENERAL CHEMICAL INVENTORY REPORTING REQUIREMENTS

1. LAW

Illinois Emergency Planning and Community Right to Know Act (IEPCRA)
430 ILCS 100; 29 Ill. Adm. Code 620

2. WHO MUST REPORT?

Any facility that has present onsite

- (a) a **hazardous chemical** for which OSHA requires a safety data sheet (SDS) *and*
- (b) the chemical is **present in certain threshold quantities**

3. WHAT IS A “HAZARDOUS CHEMICAL?”

For purposes of IEPCRA, a “hazardous chemical” is defined as any chemical that causes a physical and/or health hazard (Occupational Safety and Health Act’s [OSHA’s] 2012 Hazard Communication Standard [HCS 2012]). The number of such chemicals has been estimated at over 500,000 and there is no list available. It is acceptable to assume that any chemical for which a SDS lists *any* type of hazard is covered by IEPCRA. HCS 2012 includes new definitions of physical hazard and health hazard. HCS 2012 also contains a new 16-part SDS format. Additional SDS information may be found at [Hazard Communication | Occupational Safety and Health Administration](#).

4. WHAT QUANTITIES TRIGGER REPORTING REQUIREMENTS?

If the chemical is **hazardous**, the threshold quantity is 10,000 pounds or more.

If the chemical is an **extremely hazardous substance (EHS)**, the threshold is 500 pounds or the threshold planning quantity (TPQ), whichever is less. For instance, chlorine is an EHS and its TPQ is 100 pounds; therefore, if a facility has present onsite at least 100 pounds of chlorine, the facility is required to file an emergency and hazardous chemical inventory form (commonly referred to as a “Tier II Form”) for chlorine.

5. WHAT ARE THE REPORTING REQUIREMENTS?

(a) An emergency and hazardous chemical inventory form, commonly referred to as a “Tier II Form,” which reports the following information*:

- facility identification including latitude/longitude coordinates for standard and non-standard addresses and if the facility is manned/unmanned
- is facility subject to EPCRA 302 (EHS), EPCRA 313 Toxic Release Inventory (TRI) and/or Clean Air Act (CAA) 112[®] Risk Management Program (RMP). If yes to TRI and/or RMP, must enter facility’s ID#
- contact information for facility emergency coordinator and Tier II contact (including e-mail addresses)
- name and telephone number of at least two emergency contacts
- name, mailing address, telephone number and e-mail address of owner/operator

- chemical identification including chemical name, description, physical and health hazards and locations, and whether or not chemical is an EHS. Must provide descriptions for storage types and conditions (instead of using reporting codes alone). Also must indicate precise location(s) of hazardous chemicals storage
- best estimate of the maximum amount (in pounds) of chemical at facility on any single day
- average daily amount in pounds
- number of days chemical was on site for that reporting period
- *Illinois Tier II Manager™ Online Reporting System has additional requirements

(b) A Safety Data Sheet (SDS) for each such chemical. A SDS is a document that is developed by the product manufacturer and provides information on ingredients, hazards, and practices needed to work safely with the product.

(c) If the chemical is an EHS, the facility is also required to file a Section 302 Notice. This notice alerts emergency planners that an extremely hazardous substance is present at the facility in quantities in excess of the TPQ.

REPORTING DUE DATES

6. WHEN IS THE TIER II FORM DUE?

The emergency and hazardous chemical inventory form (“Tier II Form”) is due annually on or before March 1 of the year following the reporting calendar year period. For instance, if a facility had onsite more than 10,000 pounds of a hazardous chemical (non-EHS) at any one time during calendar year 2016, you are required to file a chemical inventory form on or before Wednesday, March 1, 2017.

7. WHEN IS THE SDS (OR CHEMICAL LIST) DUE?

The SDS or chemical list is a one-time filing requirement that must be filed within 90 days of the date that the material is brought onsite. This notice is commonly known as a 311 Notice.

8. WHEN IS THE SECTION 302 NOTICE DUE?

The Section 302 Notice is due within 60 days of the date that the extremely hazardous substance (EHS) is brought onsite.

9. WHERE SHOULD THESE REPORTS BE SENT?

(a) For Reporting Year 2016, Tier II and SDS submissions must be made to each of the following:

- (i) IEMA as the State Emergency Response Commission (SERC), via electronically through Tier II Manager™, IEMA’s online reporting system;
- (ii) the appropriate local emergency planning committee (LEPC), via printed hard copy from Tier II Manager™ and
- (iii) the fire department with jurisdiction over the facility, via printed hard copy from Tier II Manager™.

(b) The Section 302 Notice must be submitted to the following:

- (i) IEMA as the SERC, via electronically through Tier II Manager™ and
- (ii) the appropriate LEPC, via printed hard copy from Tier II Manager™.

For questions about Tier II reporting, please contact Ms. Lori Canterbury or Ms. Carlita D. Crockett, IEMA Tier II Specialists, at ema.tier2mgr@illinois.gov or 217/558-0559.

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