



STATE OF VERMONT  
Department of Public Safety  
Division of Fire Safety  
Community Right-To-Know Program  
1311 U.S. Route 302, Suite 600  
Barre, VT 05641  
Tel: 802-479-7586



**MEMO TO:** Facilities Using/Possessing/Storing Hazardous Materials or Pesticides  
**FROM:** Vermont Community Right-to-Know and EPCRA Program  
**DATE:** November 12, 2019

**SUBJECT:** Reporting Requirements for Hazardous Materials or Pesticides in the Workplace for **Calendar Year 2019**

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 between Jan 1 - March 1<sup>st</sup>** for the preceding calendar year.

The **Vermont State Emergency Response Commission (SERC)** requires facilities to submit Tier II reports by using the Environmental Protection Agency (EPA) **Tier2Submit** software program. The EPA provides this software application at no charge.

The Tier2Submit software can be downloaded at <https://www.epa.gov/epcra/tier2-submit-software> (will be available the **2<sup>nd</sup> week of December**).

**The software program is new this year**, allows for better flow and error messages for missing information. Last year's Tier II report can be imported to this software by either .zip or .t2s file format.

**If you do not have access to a computer, the new paper form will be accepted, however electronic submission (.t2s file) is preferred.**

**The Tier II Report/File, a Safety Data Sheet (SDS)** for each reported hazardous material, if required (new chemical not reported in previous year) must be sent to the following:

1. State Emergency Response Commission (SERC) - (Original (.t2s file) – Email file (.zip or .t2s format) or Mail or CD/Memory Stick to the address located on letterhead or email to address [todd.cosgrove@vermont.gov](mailto:todd.cosgrove@vermont.gov) .

Once the report has been received an Invoice for the fees owed will be generated and emailed/mailed to you. Payment should be mailed, Division of Fire Safety, Attn: Community Right-to-Know Program., 1311 US Route 302, Ste. 60, Barre VT 05641, with the appropriate - fee, payable to “**Department of Public Safety – HSF**”,

2. Local Emergency Planning Committee (LEPC) - (Electronic file or hard copy) - A listing of the LEPC addresses is available at <http://demhs.vermont.gov/programs/lepc> .
3. Local Responding Fire Department - (Hard Copy)

More information can be found on the program at the **EPCRA Compliance website** <http://vem.vermont.gov/programs/epcra> .

Respectfully,

*Todd*

Todd J. Cosgrove  
Chief, VT Hazardous Materials Response Team  
EPCRA (Tier II) Program Manager