



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 23, 2019

SUBJECT: Reporting Requirements for Hazardous Materials or Pesticides in the Workplace for **Calendar Year 2020**

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 1st** 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 2nd 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 Patrick.McLaughlin@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. 600, 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://vem.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,

Patrick

Patrick McLaughlin
Chief, VT Hazardous Materials Response Team
EPCRA (Tier II) Program Manager