



STATE OF VERMONT
Department of Public Safety
Division of Fire Safety
Community Right-To-Know Program
45 State Drive
Waterbury VT, 05671
Tel: 802-479-7586



MEMO TO: Facilities Using/Possessing/Storing Hazardous Materials or Pesticides
FROM: Vermont Community Right-to-Know and EPCRA Program
DATE: December 15, 2023

SUBJECT: Reporting Requirements for Hazardous Materials or Pesticides in the Workplace for **Calendar Year 2023**

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> (Available Monday, December 18th, 2024).

Electronic submission via .t2s file will be the only means of accepted submission

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

1. State Emergency Response Commission (SERC) – TIER II Submit Portal at <https://vtdfs.powerappsportals.us/tier-ii/> - Complete Registration – Follow the prompt and upload your .t2s file

Once the report has been received an Invoice for the fees owed will be generated and emailed notification will be sent. Payment can be mailed to the Division of Fire Safety, Attn: Community Right-to-Know Program., 45 State Dr. Waterbury, VT 05671 with the appropriate - fee, payable to “**Department of Public Safety – HSF**” or Paid via the submission portal via eChecks (ACH Payment) only.

2. Local Emergency Planning Committee (LEPC) - (Electronic File Only) – Emailed to DPS.StatewideLEPC@vermont.gov
3. Local Responding Fire Department - (Hard Copy or as required by local jurisdiction)

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