



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

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Website: www.mass.gov/mema

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Governor

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Acting Director

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Secretary

October 1, 2010

RECEIVED

OCT 12 2010

NORTHBOROUGH FIRE DEPT.

Chief David Durgin
Fire Department Headquarters
11 Pierce Street
Northborough, MA 01532

RE: New Requirements For Tier II Reports

Dear: Chief David Durgin:

The Emergency Planning and Community Right to Know Act (EPCRA) requires facilities using, storing or manufacturing hazardous chemicals above a certain quantity at any time during the reporting year to submit reports on their chemical inventories (Tier II) to state and local authorities. Today, it is critical that state and local authorities also know what chemicals are being carried on Massachusetts' roads.

At its meeting of June 23, 2009, the State Emergency Response Commission (SERC) voted to require each facility submitting a Tier II report to also provide the exact quantity of each chemical stored in its facility, a facility email address, and transportation data for each chemical reported. (You can find the screen on which you enter the transportation data by clicking the "State Fields" tab in the "Chemicals in Inventory" side of the software.)

At its meeting held June 8, 2010, the SERC further clarified the transportation data requirement to include:

Route information:

- Routes of travel: While routes of travel may change on occasion, you are required to report the pre-planned routes and most commonly used routes from the closest major Massachusetts highway to the facility.
- Name of carrier(s) along with the carriers' address, telephone number, emergency contact's name, telephone number and 24-hour number. (Each carrier's information should be entered onto the facility's contact page.)

Shipment information

- Mode(s) of shipment: tank car, truck, pipeline, tank truck, barge, rail car, other (Specify)
- Frequency of shipments
- Maximum capacity per single vessel
- Maximum total quantity per shipment (in pounds)
- Average total quantity per shipment (in pounds)
- Physical state of the chemicals in transit

These requirements become mandatory on the reports due March 1, 2011 for Reporting Year 2010 (RY2010) If your facility fails to provide this information in your RY2010 Tier II report, your report will not validate and you will be unable to submit your Tier II report electronically.

Region I
P.O. Box 116
365 East Street
Tewksbury, MA 01876
Tel: 978-328-1500 Fax: 978-851-8218

Region II
P.O. Box 54
12-I Rear Administration Road
Bridgewater, MA 02324-0054
Tel: 508-427-0400 Fax: 508-697-8869

Region III / IV
1002 Suffield Street
Agawam, MA 01001
Tel: 413-821-1500 Fax: 413-821-1599

The fact that you are receiving this letter does not necessarily mean that you are required to file a Tier II report. It does, however mean you should determine whether the Tier II regulations are applicable to your facility.

Please use the reference table below to assist in this determination.

Tier II reporting thresholds:

Extremely hazardous substances (EHS)*	500 pounds (227 kg) or threshold planning quantity, whichever is less.
All other hazardous substances:	10,000 pounds (4,540 kg) for any material that has an MSDS
*You may obtain a list of EHS substances on the EPA website at www.mass.gov/mema and clicking on EPA Tier II information or by contacting the State Emergency Response Commission (SERC).	

The Massachusetts State Emergency Response Commission (SERC), through the authority of EPCRA, *requires* facilities to submit Tier II reports by using the *Tier2Submit2010 software*. You can download this application from the EPA Website by using the link found at www.mass.gov/mema and clicking on the link "EPA Tier II information".

Please note: previous versions of Tier2Submit software cannot be used for RY2010 reporting

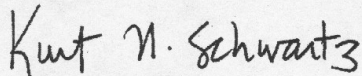
Please submit Tier II reports to the following:

1. **The Massachusetts SERC.** The 2010Tier2Submit file should be saved in zip format, and then sent by email to Tier2@state.ma.us. Name your file "**CompanyName2010Tier2.zip**". If you are unable to email a .zip file, you may email an original .t2s file to the same email address. Name your file "**CompanyName2010Tier2.t2s**".
2. **Your local emergency planning committee (LEPC).** If you do not know the address of your L/REPC, you can obtain the address by visiting the MEMA Website at www.mass.gov/mema and click on SERC, then click on SERC Local Emergency Planning Committees, or you can contact the SERC office directly at (508) 820-2000. Check with the L/REPC to determine whether it wants the submission on diskette or by email; and
3. **Your local fire department.** Check with your local fire department to determine whether your report should be submitted on paper, diskette or by email using Tier2Submit2010.

The certification statement within the emailed Tier 2 Submit application is acceptable with a typed signature and date. The MA SERC will send your facility a return email acknowledging the receipt of your emailed submission.

If you have any questions about this information, please contact SERC Coordinator Elaine Denniston at (508) 820-1447 or Elaine.Denniston@state.ma.us.

Sincerely,



Kurt N. Schwartz
Chair, State Emergency Response Commission
Acting Director, Massachusetts Emergency Management Agency