



CITY OF PHILADELPHIA

LEPC

LOCAL EMERGENCY PLANNING COMMITTEE

Tier II Reminder

**Philadelphia
Local
Emergency
Planning
Committee**

www.phila.gov/ready

**City of
Philadelphia**

www.phila.gov

**U.S. EPA
Tier II
Information**

[www.epa.gov/emergencies/
content/epcra/tier2.htm](http://www.epa.gov/emergencies/content/epcra/tier2.htm)

The PLEPC operates under the direction of the Managing Director's Office of Emergency Management in the City of Philadelphia

For more information contact the Philadelphia Local Emergency Planning Committee at 215-686-1141 or via e-mail at LEPC@phila.gov.

For Tier II submission questions contact the Pennsylvania Department of Labor & Industry's Bureau of PENNSAFE at 888-SAFE-422.

NOTICE: MARCH 1, 2012 DEADLINE FOR SUBMITTING TIER II REPORTS AND FEES FOR REPORTING (CALENDAR) YEAR 2011

What is Tier II reporting?

Under the Federal Emergency Planning and Community Right to Know Act (EPCRA), facilities using, storing or manufacturing more than a certain amount of hazardous chemicals on-site at any time during the 2011 calendar year are required to submit reports on their chemical inventories and pay fees to the state and local authorities. The fact that you received this reminder does not automatically mean you are required to file. 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), as defined by the EPA¹:	Greater than 500 pounds (227 kg) or the Threshold Planning Quantity, whichever is less.
Any other hazardous chemical for which OSHA requires employers to maintain a MSDS sheet²:	10,000 pounds (4,540 kg) or more.

¹ U.S. Title 40, Volume 27, Part 355, Appendix A.

² U.S. Title 29, Volume 6, Part 1910, Subpart 1910.1200.

Extremely Hazardous Substances

Extremely hazardous substances (EHS) stored at or above a certain quantity require special planning activities and must be reported on a facility's Tier II form. Below is a table which lists some common EHS and their threshold planning quantities (TPQ). A complete listing can be found at: http://www.epa.gov/oem/docs/chem/list_of_lists_05_07_10.pdf.

EHS	TPQ (lbs)
Chlorine	100
Phosphorus	100
Potassium Cyanide	100
Sodium Cyanide	100
Tetraethyl Lead	100
Ammonia	500
Hydrogen Chloride	500
Hydrogen Sulfide	500
Methyl Mercaptan	500
Sulfur Dioxide	500
Nitric Acid	1,000
Sulfuric Acid	1,000

Who must I submit a Tier II report to?

Required facilities must file Tier II reports with The Pennsylvania Department of Labor & Industry, Bureau of PENNSAFE. Additional information on submitting Tier II reports to PENNSAFE may be found by calling **1-888-SAFE-422**.



******IMPORTANT NOTES FOR THE 2012 REPORTING SEASON******

- PENNSAFE has implemented a new enterprise reporting system. This is the same website which companies use to submit Tier II reports to the state on the PATTS system: <http://www.lipatts.state.pa.us/submit>.
- *Under this system, facilities will only submit Tier II reports to the PATTS system; they will no longer submit Tier II reports to the LEPC.*
- Facilities will continue to be billed by both the state and the LEPC for Tier II fees.
- Online filing meets both the County LEPC and the Local Fire Department submission requirements. Facilities should not submit Tier II reports to the Philadelphia Fire Department.
- Facilities storing EHS above TPQ will be sent an updated version of the LEPC's Off-Site Response Plan to complete with their site-specific information (points of contact, safety equipment, etc.). Facilities must fill in the appropriate information and, upon approval from the LEPC, submit the plan to the PATTS website.

How do I submit my Tier II report?

Facilities will only report to the state's PATTS system, found at the following address: <http://www.lipatts.state.pa.us/submit>. Facilities who have not previously submitted Tier II reports will need to create a new user account. The LEPC will be able to retrieve facilities' Tier II data from the state's system.

How do I pay my Tier II fees?

Once you have submitted and certified your Tier II report with the state's PATTS system, an invoice will be sent to the e-mail address you provided in the system. Remit your invoice with a check or money order made payable to "City of Philadelphia" to the following address:

Tier II Manager
Office of Emergency Management
240 Spring Garden Street, Lower Level
Philadelphia, PA 19123