INDIANA DEPARTMENT OF HOMELAND SECURITY

INDIANA EMERGENCY RESPONSE COMMISSION (IERC)

Indiana
A State that Works

Superfund Amendments & Reauthorization Act (SARA TITLE III)

OR

Emergency Planning & Community Right-to-Know Act (EPCRA)

Online Portal for EPCRA Reporting

Tier II Manager

www.in.gov/dhs/3893.htm

System Prerequisites

Browser

- ✓ Internet Explorer 10 or above (non-compatibility mode)
- ✓ Firefox 20 and above
- ✓ Chrome 26 and above

Components

- ❖ Turn off the popup blocker in your Browser
- ❖ Use Adobe Acrobat Reader (free download)
- ❖ Enable Javascript in your browser (this should already be set in your browser)

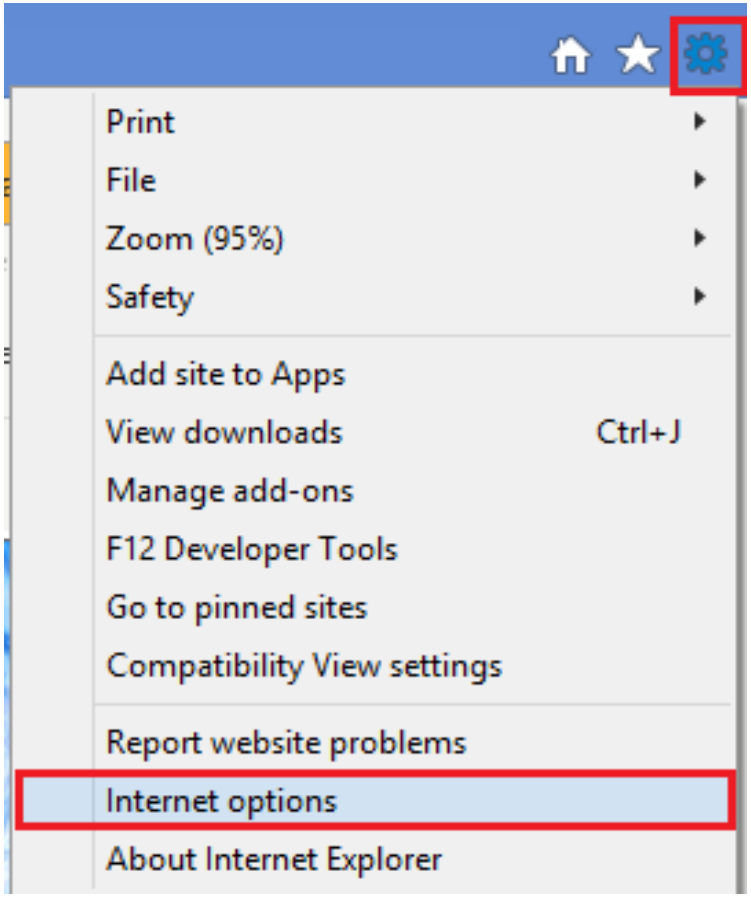
Pop-Up Blockers

TURN OFF ALL

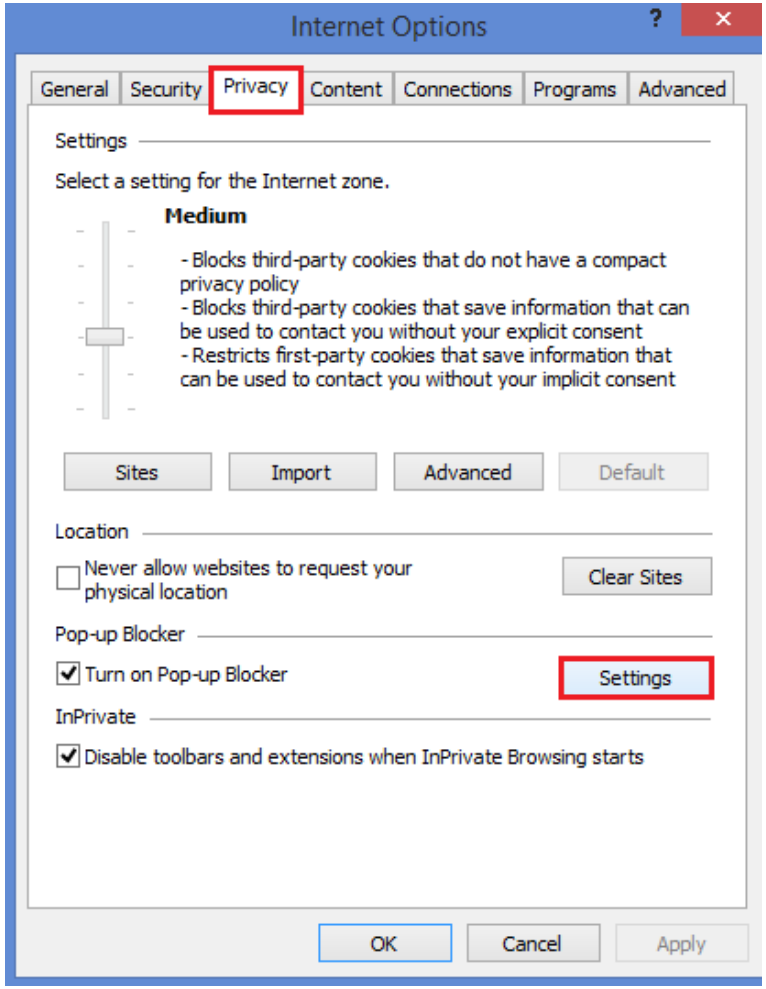
POP-UP BLOCKERS

Allow Pop-Ups in Internet Explorer Browser

1. At the top right, click the Tools Menu, then click Internet Settings

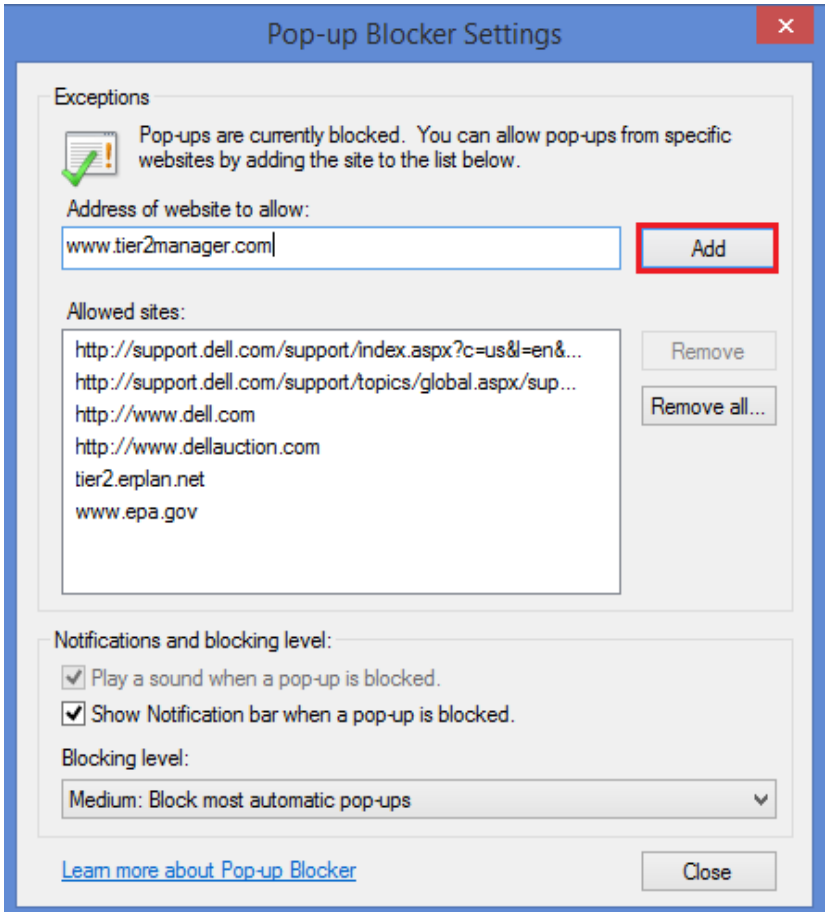


2. Select Privacy, then click Settings

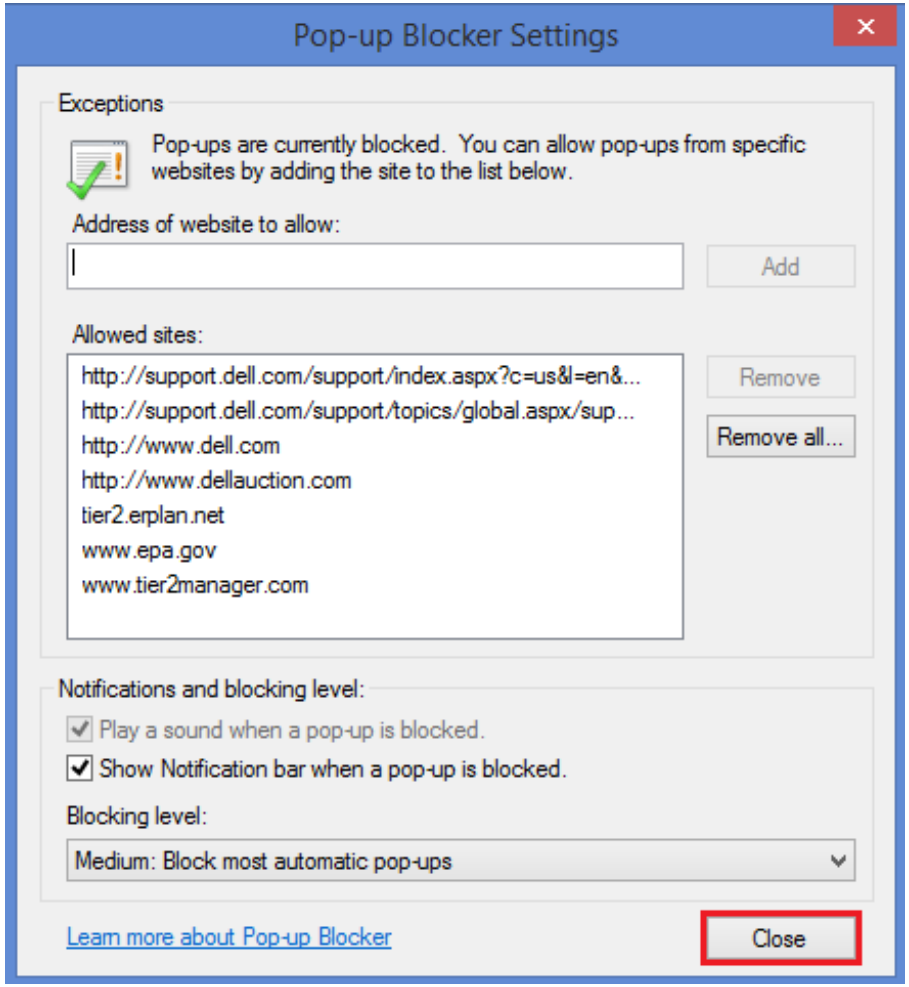


Allow Pop-Ups in Internet Explorer Browser

3 Type in the website, then click Add.

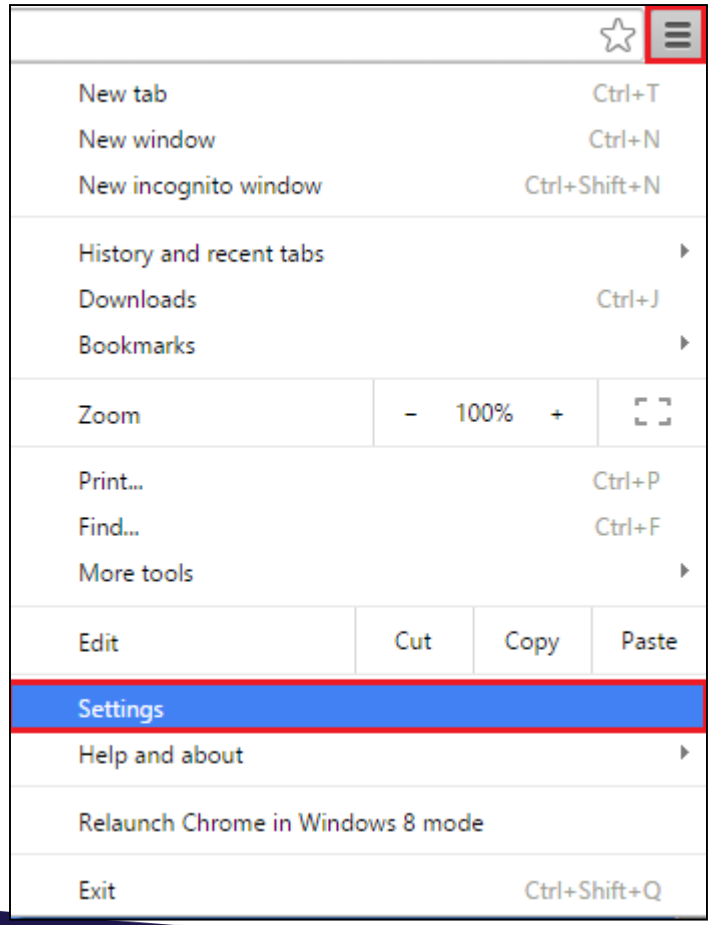


4 The site will be added to your Allowed Sites. Click Close to finish.

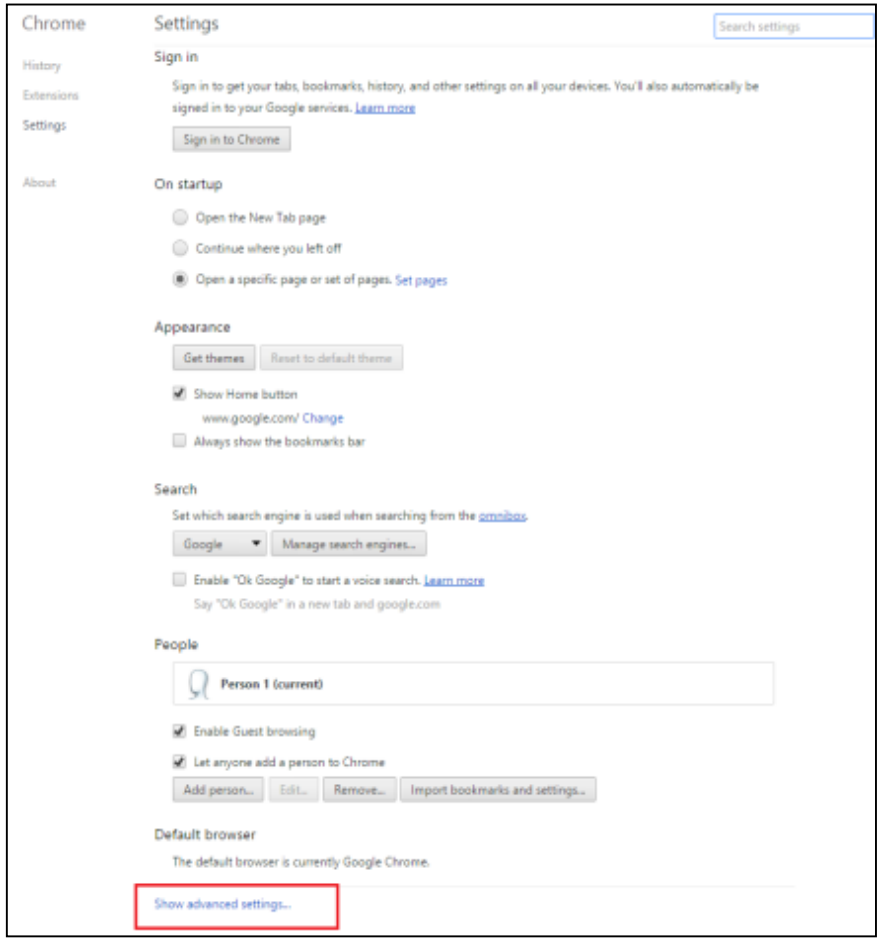


Allow Pop-Ups in Chrome Browser

1 At the top right, click the Chrome menu, then click Settings

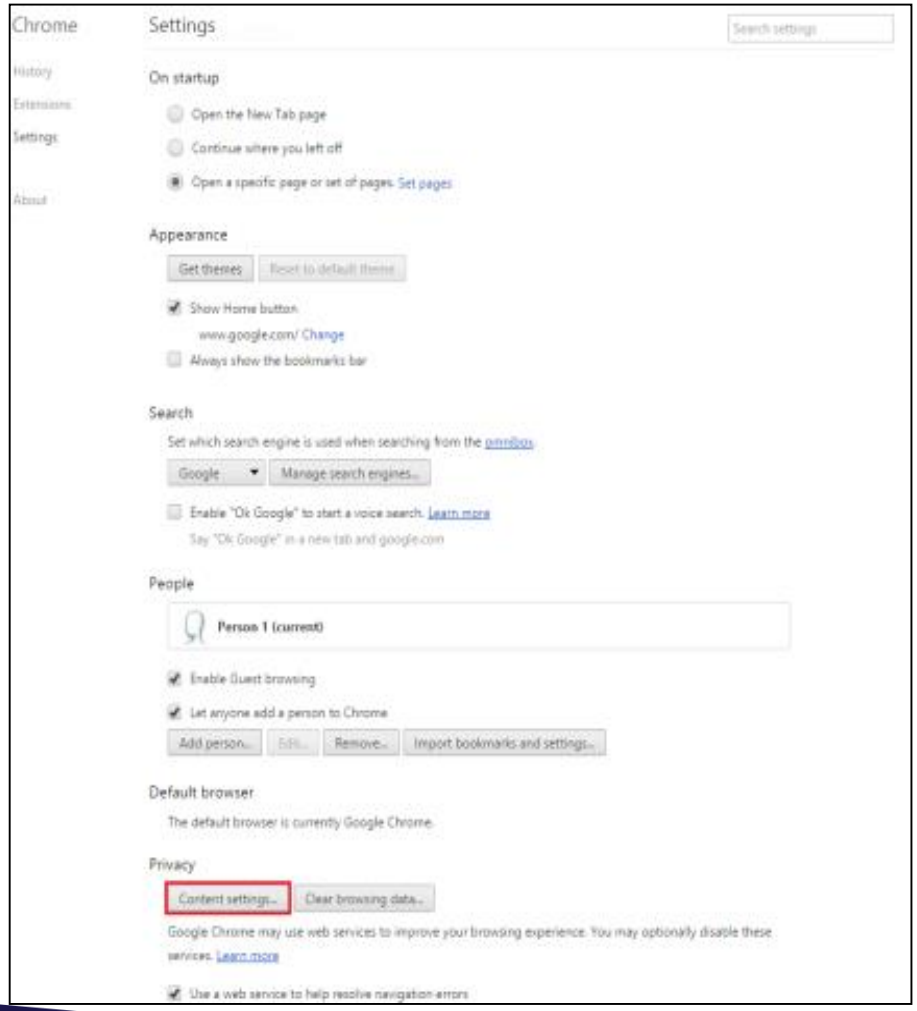


2 Click Show Advanced Settings

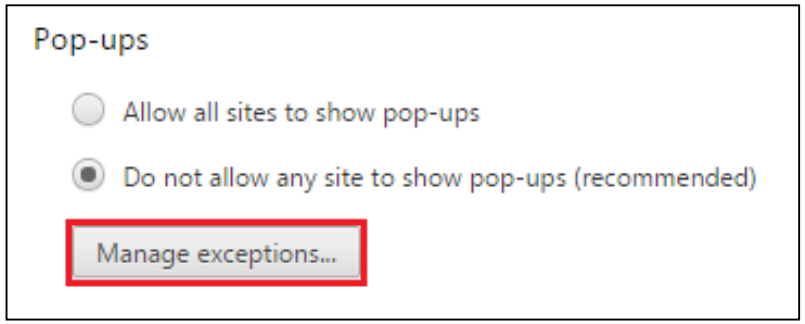


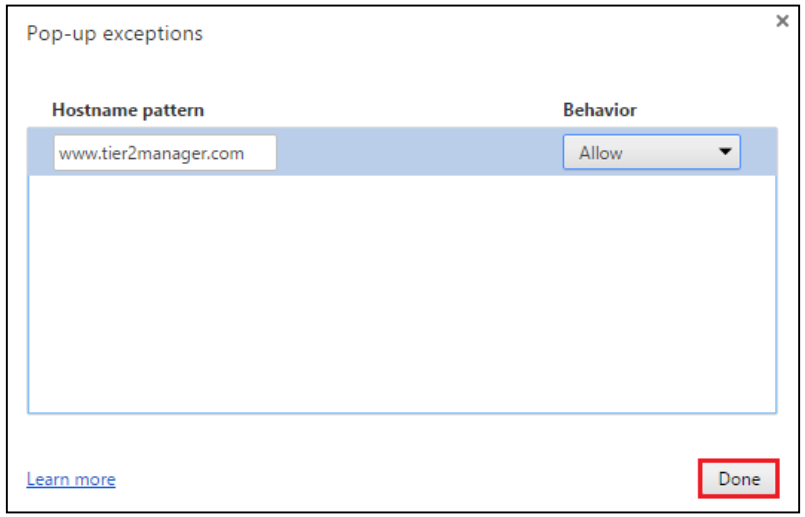
Allow Pop-Ups in Chrome Browser

3 Under Privacy, click Content Settings.



4 Click Manage Exceptions.
Locate/add website,
set to Allow, then click Done.





Cookies & JavaScript on IE

To enable cookies and JavaScript in Internet Explorer browsers, use the following procedure:

1. From the Tools menu, select Internet Options. ...
2. To enable session cookies, click the Privacy tab.
3. From the Settings section of the tab, click Advanced.
4. Locate and click the checkbox next to Always allow session cookies.

Log-In Security Rules

- Only one user account can be set up for your facility.
- All passwords must follow this format: 8-15 alphanumeric.
- Try 'Forgot Your Password' or 'Reset Your Password' if you are not able to log in.
- Your user account will be DISABLED if you enter the wrong password more than 5 times consecutively. If your account is disabled, you will see a message when you try to log in. The system administrator will get a message to enable the account.
- If you have not used your account for a little more than one year and a half, your user account will be disabled or revoked and you will not be able to log in.
- If you still cannot log into your account, contact the system administrator. Once the account is disabled, only the system administrator can enable the account. If the account is revoked, you will need to register a new user account. Send an email to or call the system administrator, who will let you know what to do.
- To sign out of the system, click the Log Out button on the right hand side. You will be logged out of the system safely.

EPCRA Website (top)

EPCRA Website (bottom)

IDHS SUBJECT LISTING

- Applications, Forms & Permits
- Boards & Commissions
- Building Plan Review
- Calendar of Events
- Certification
- Emergency Response and Recovery
- Fire & Building Safety / Services
- Get Prepared
- Get Prepared en Español
- Grants Management
- Inspections
- Most Visited
- Planning & Assessment
- Press Releases
- Training & Exercise
- Webinar Information

EPCRA, also known as SARA Title III, enacted in 1986, establishes requirements for federal, state and local governments, American Indian tribes, and industry regarding emergency planning and reporting on hazardous and toxic chemicals. The statute is designed to help communities deal safely and effectively with hazardous chemicals present in our communities. The law's primary objectives are to...

- Identify the storage, use, and release of chemicals;
- Foster communication between facilities that handle hazardous chemicals and their communities;
- Expand emergency planning for hazardous chemical accidents and enhance emergency response capabilities for hazardous chemical incidents.

Note: Facilities must, upon request, promptly provide the appropriate local emergency planning committee (LEPC) and/or fire department with jurisdiction over the facility their Tier II emergency and hazardous chemical inventory form information as required by IC 13-25-2-10(c).

Section 302 - Emergency Response Planning

Section 304 - Emergency Release Notification Requirements

Section 311 - Chemical Reporting

Section 312 - Hazardous Chemical Storage Requirements

List of Lists

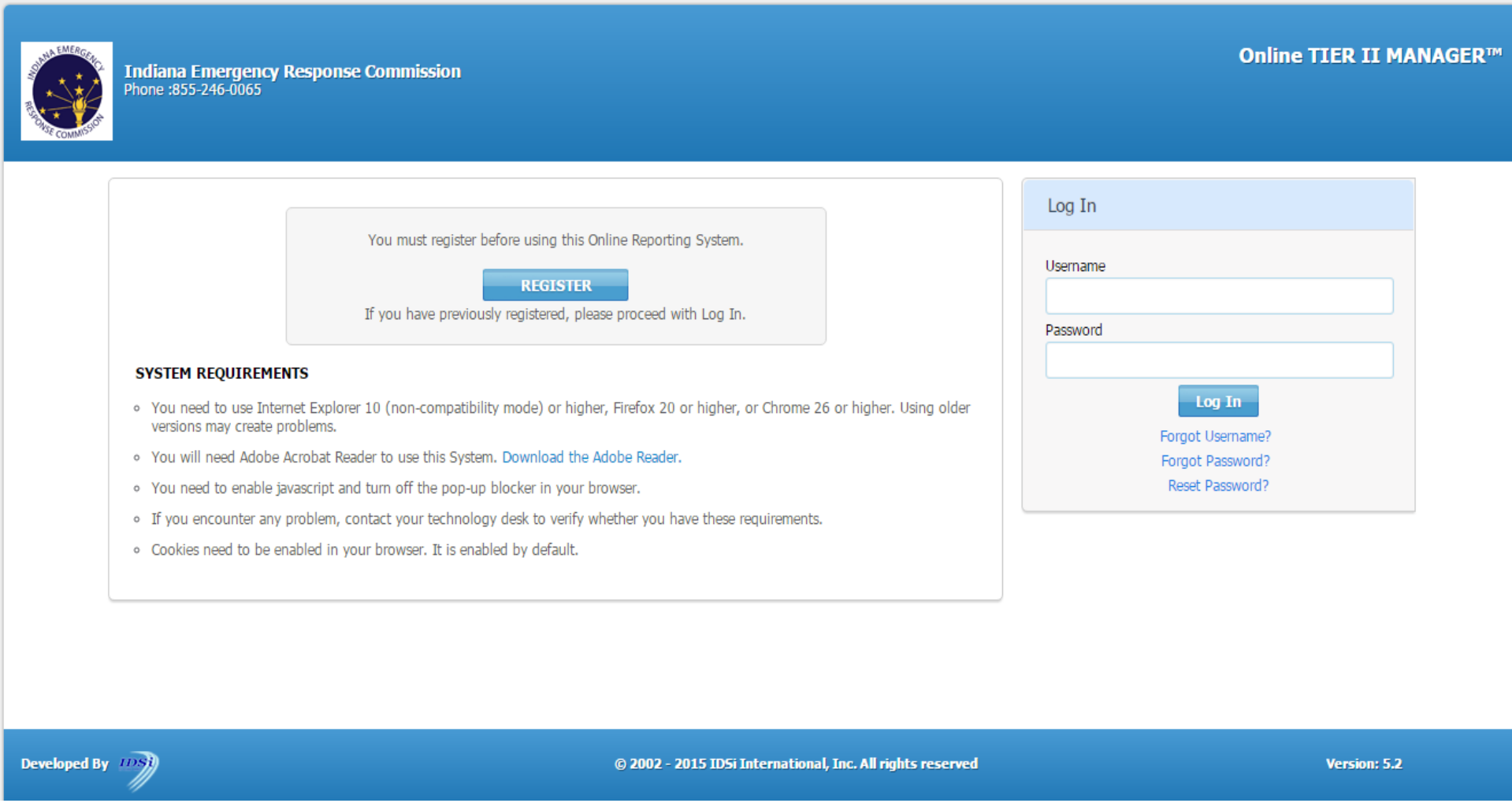
EHS List

LEPC Contact List

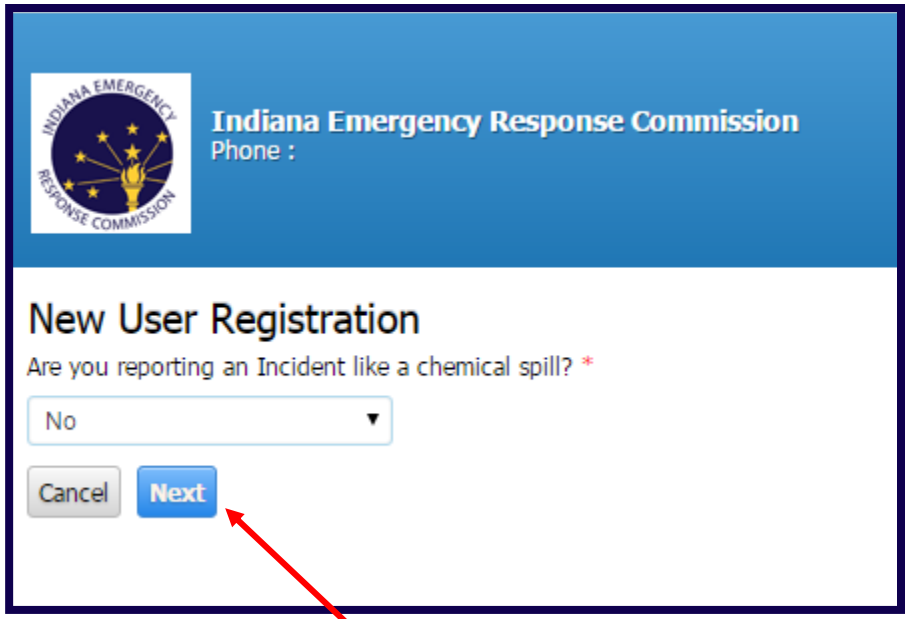
Contact Information
Indiana SARA Program
℅ Indiana Department of Homeland Security
302 W. Washington St., Rm. E-241
Indianapolis, IN 46204
Email: SARATr2@dhs.in.gov

Indiana
A State that Works

All Users Must Register

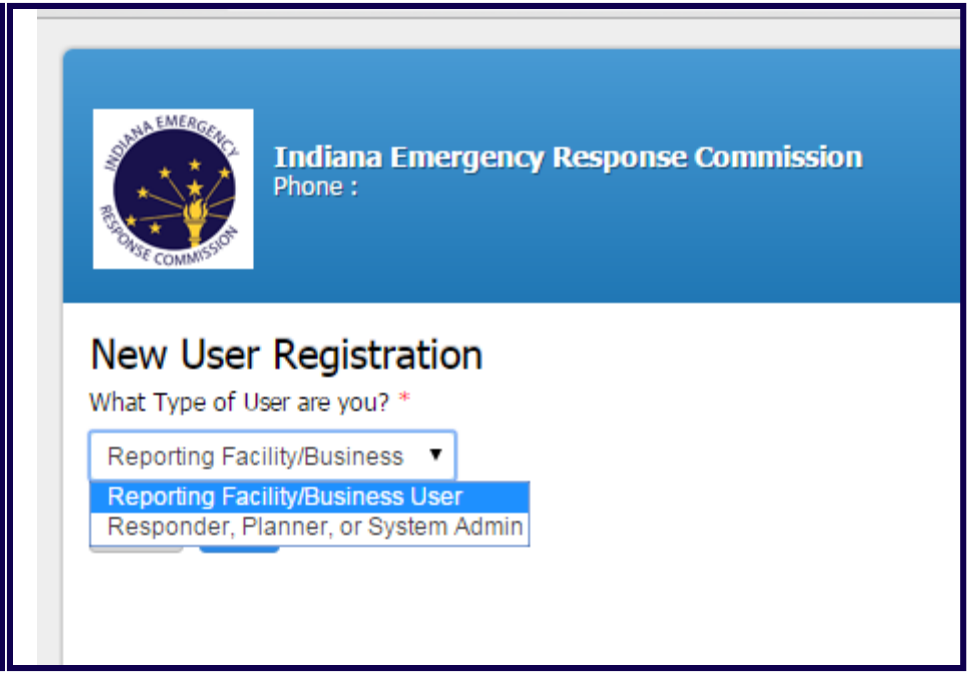


New User Registration



Select to proceed

New User Registration



Selection for all facilities

Select to proceed

New User Registration

1

New User Registration

New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

User Account Details

Username* | Password * | Retype Password *

Hint Question* | Hint Answer*

-Select-

User Contact

First Name* | Last Name* | Title*

Select One

If you enter an address outside of the US or Canada, enter the state/province name in the City field.

Company Name * | EIN

Street 1* | Street 2

City* | State* | Zip Code* | Country*

United States

Email* | Retype Email* | Phone*

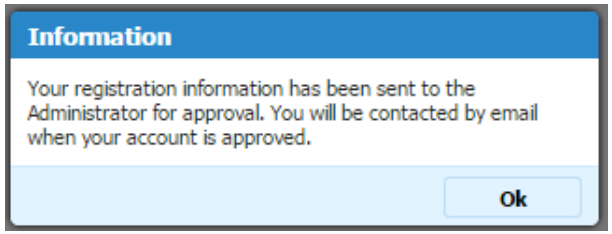
All system generated email notifications will be sent to the User Email entered above.

Please enter the characters as shown *

Cancel | Back | Submit

New User Registration

2. Click Submit and wait for account approval email



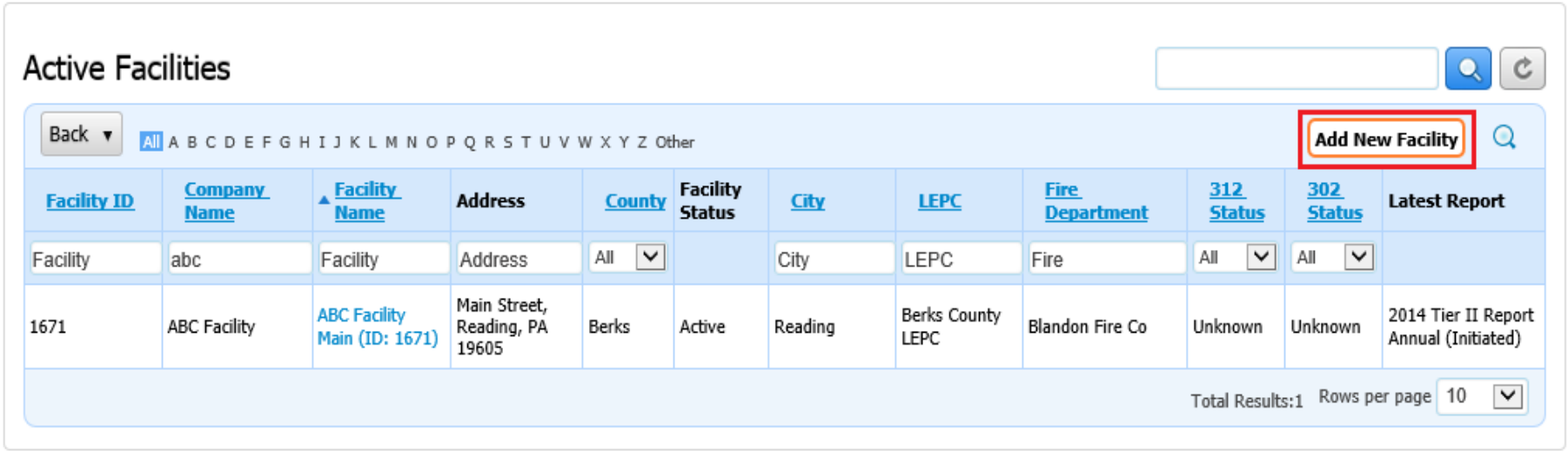
3. User and Admin receive registration email notification

ADD FACILITY

- ✓ First-Time Filer
  - ❑ May create 1 or more facility accounts with 1 username
  - ❑ Can make individual payments or bulk payment
- ✓ Returning Filer
  - ❑ May be linked to 1 or more facilities
  - ❑ Can make individual payments or bulk payment

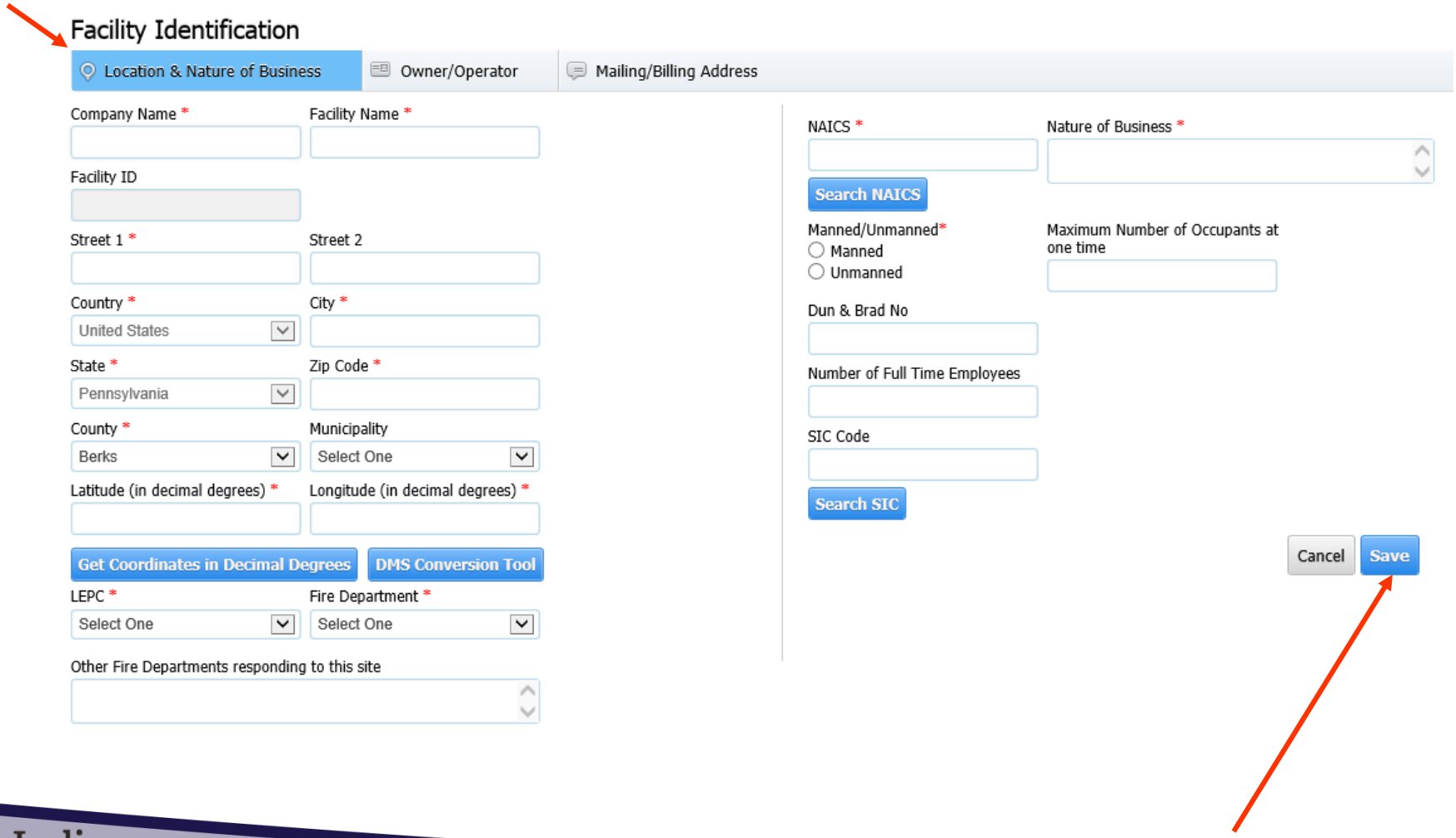
Add Facility

1 Add New Facility



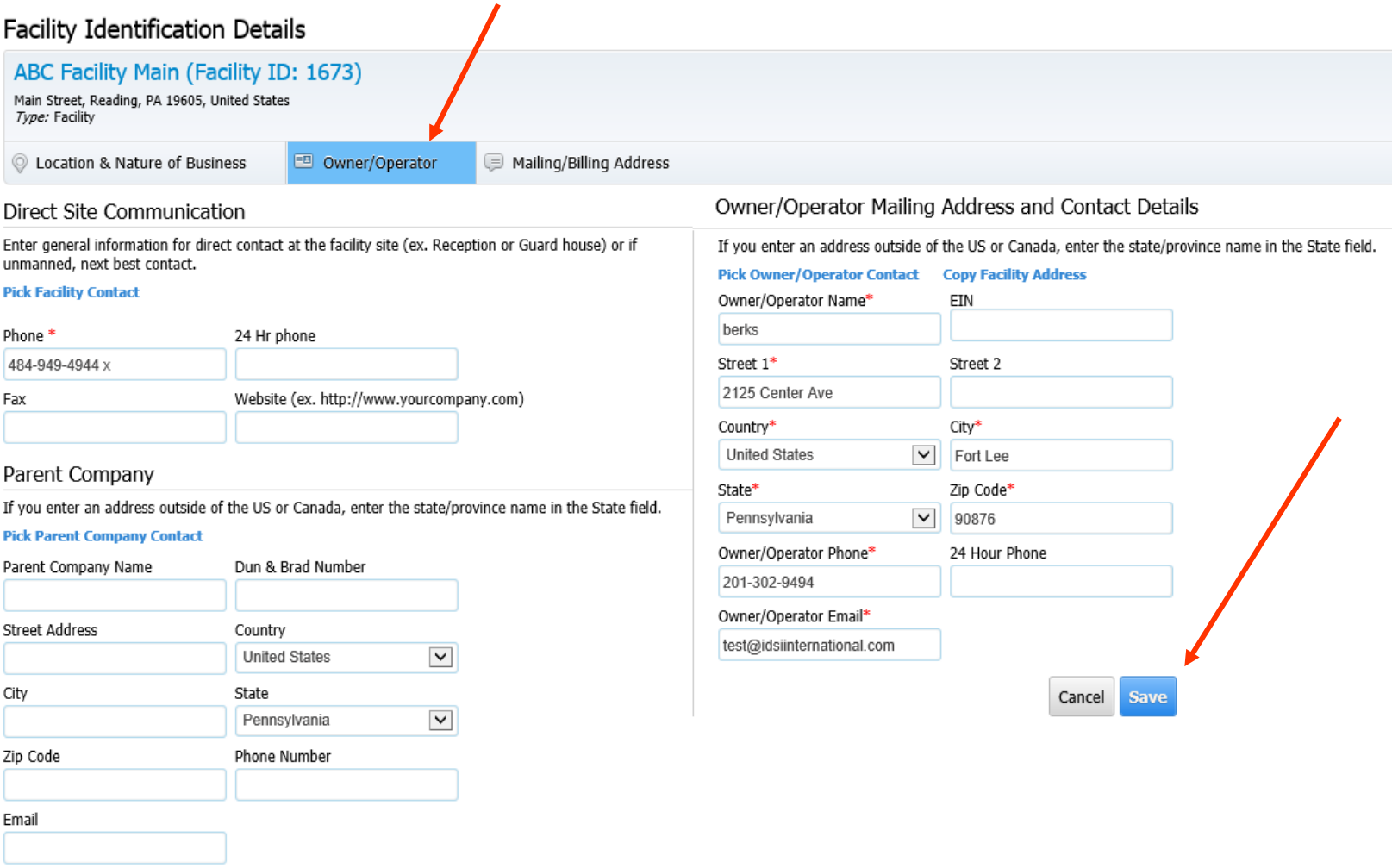
Add Facility

2 Enter Facility Info and click Save



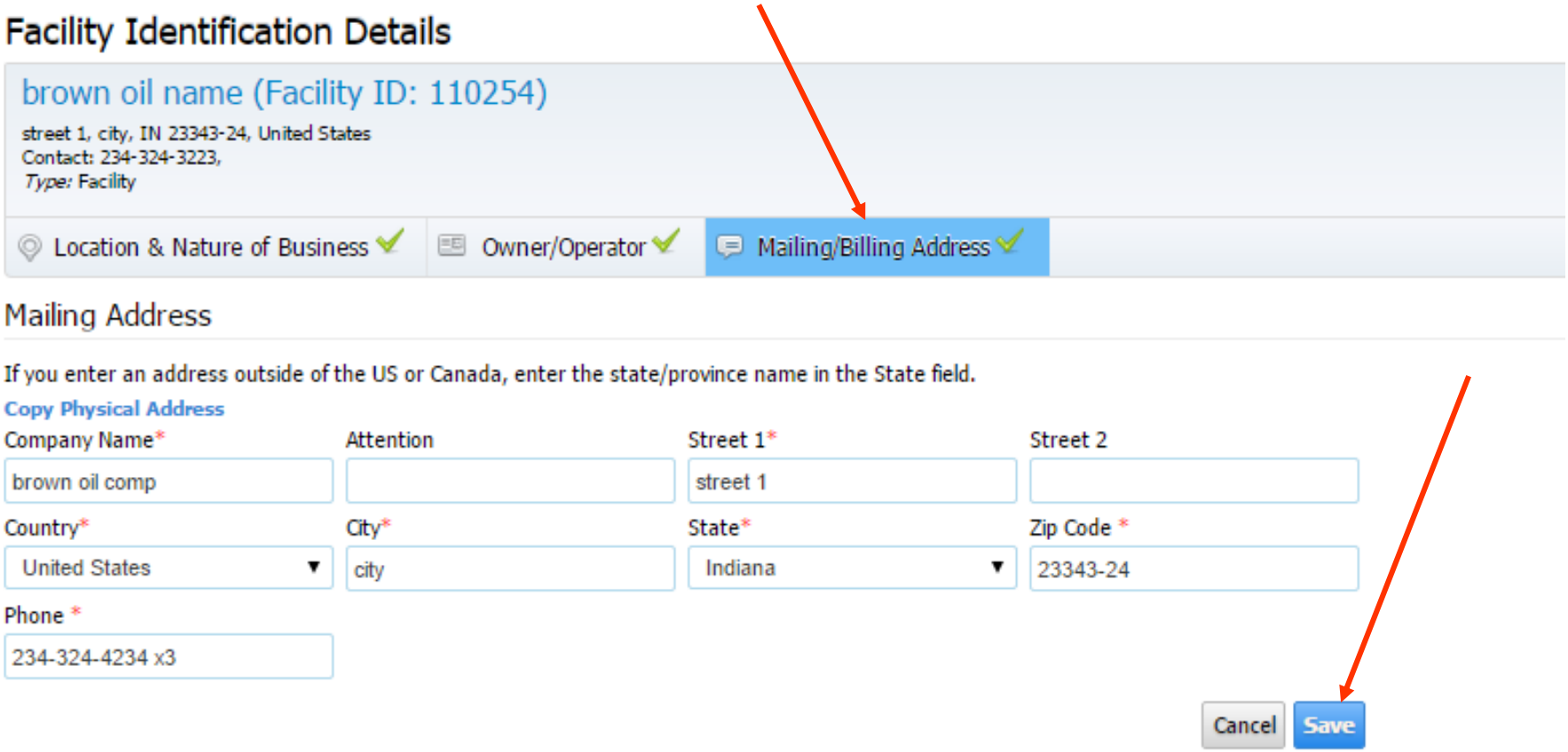
Add Facility

3 Enter Owner/Operator details and click Save



Add Facility

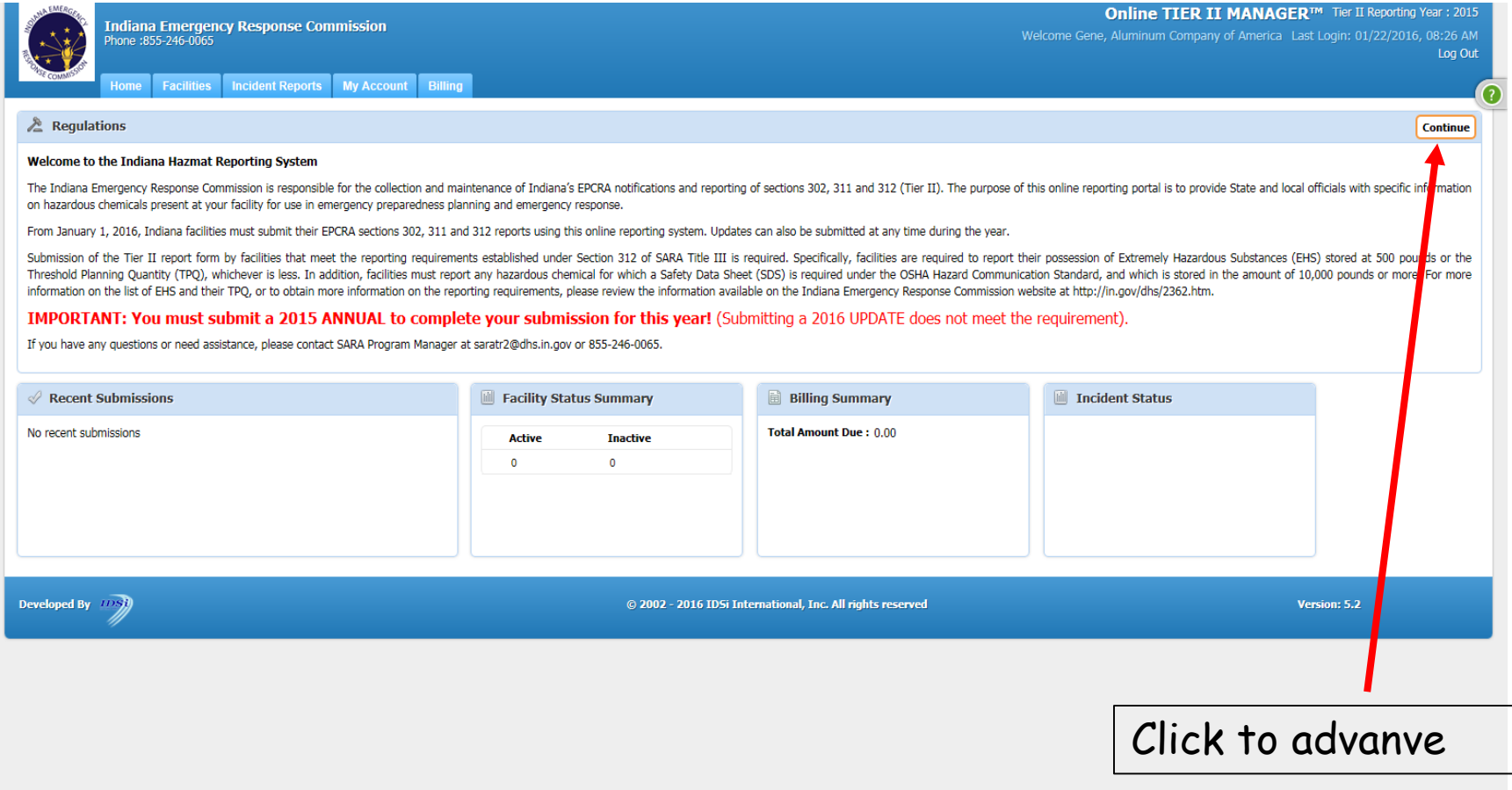
4 Enter Mailing Address details and click Save



START A NEW REPORT

To link username to 2014 Tier II facilities, email facility names and ID numbers to SARATr2@dhs.in.gov, if you are a consultant or are reporting for multiple facilities

START



Click to advanve

List of Submissions

Back **List Submissions**

To create and submit a new report, click on the "Add a New Annual/Revision/Update Report" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously completed and submitted report, click on the icon under the "view" column next to the report.

Jagr1 (Facility ID: 110256)

1818 W. Jefferson St., Indianapolis, IN 46100, United States
Status: Active *Type:* Facility

Jagr1 stores EHS over TPQ
Jagr1 stores DHS Chemicals of Interest

Change Facility Status

Reports — Add a New Annual/Revision/Update Report

Tier II Report (312 Annual Report)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
5081	2014 Tier II Report Annual	Initiated			Online	

302 Reports

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

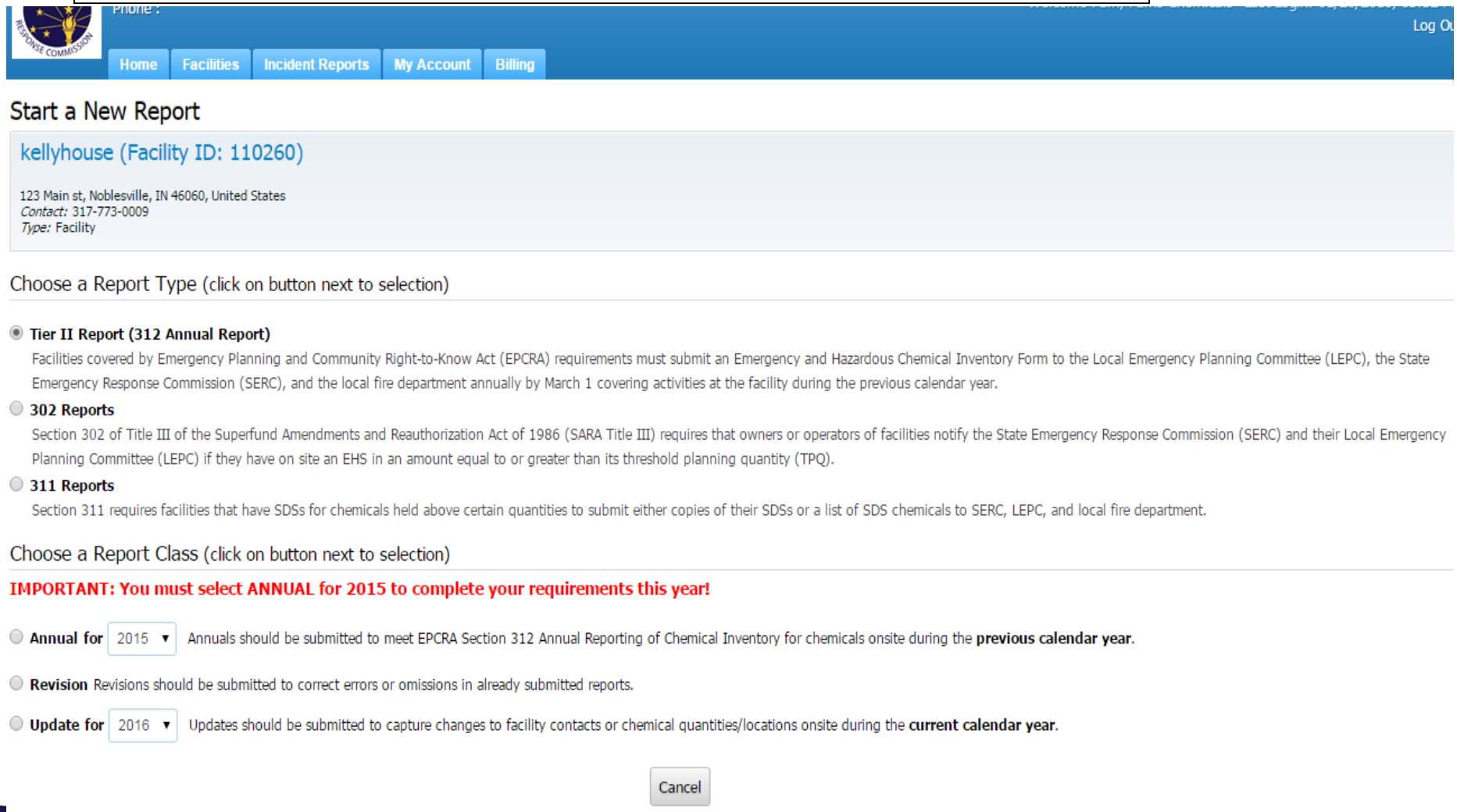
311 Reports

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

Back to List of Facilities

Start Report

Choose Report Type and Report Class



Choose Report Type and Report Class

Start a New Report

kellyhouse (Facility ID: 110260)

123 Main st, Noblesville, IN 46060, United States
Contact: 317-773-0009
Type: Facility

Choose a Report Type (click on button next to selection)

- **Tier II Report (312 Annual Report)**
  Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year.
- **302 Reports**
  Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ).
- **311 Reports**
  Section 311 requires facilities that have SDSs for chemicals held above certain quantities to submit either copies of their SDSs or a list of SDS chemicals to SERC, LEPC, and local fire department.

Choose a Report Class (click on button next to selection)

IMPORTANT: You must select ANNUAL for 2015 to complete your requirements this year!

- **Annual for** 2015 ▾ Annuals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the **previous calendar year**.
- **Revision** Re…uld be submitted to correct errors or omissions in already submitted reports.
- **Update for** Updates should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the **current calendar year**.

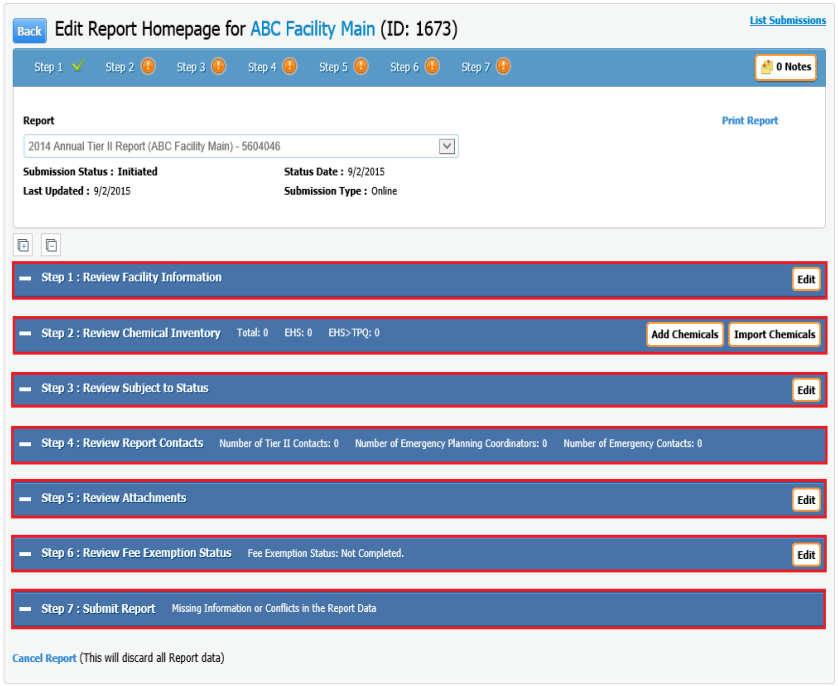
2015
2014
2013
2012
2011
2010
2009
2008
2007

Cancel

REPORT HOMEPAGE

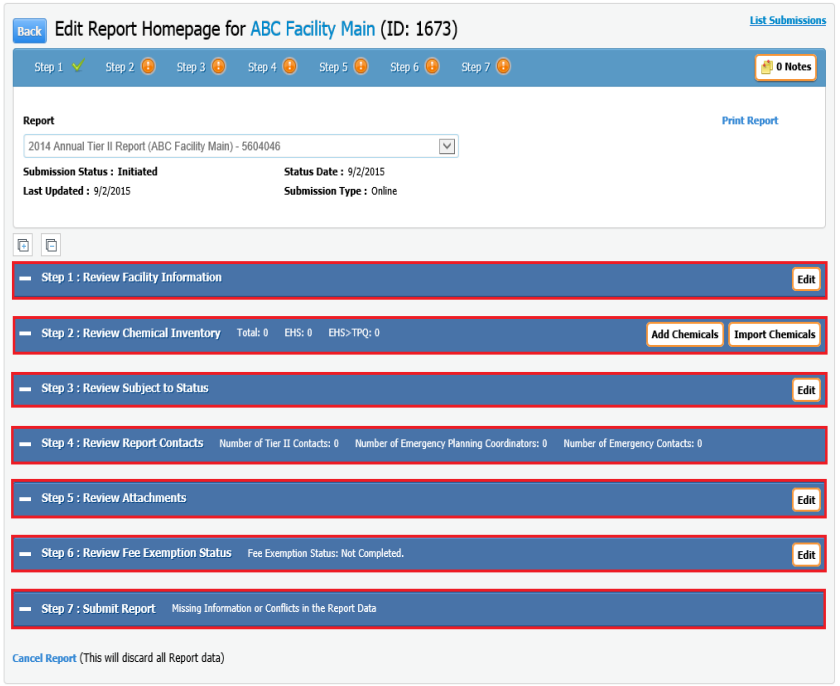
Edit Facility Information

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification



Chemical Inventory

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification



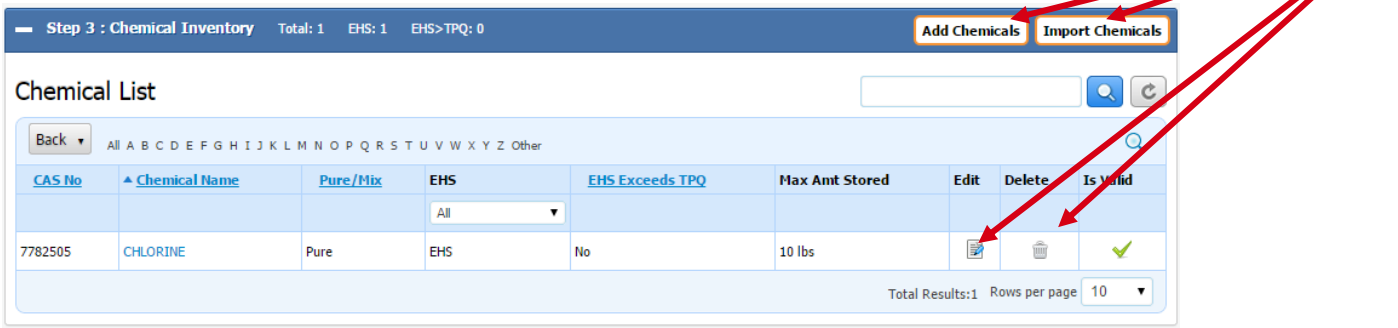
Chemical Rules

1. If you select an EHS CAS number from the lookup, then the EHS check box on the Add Chemical page will be automatically checked
2. EHS must be reported as Pure
3. When reporting a Mixture, enter both the product CAS and component CAS numbers
4. ***System calculates the TPQ across the facility by aggregating the EHS amount in Pure and Mixtures and identifying if it is above or below the threshold***

Enter Chemical Inventory

1

Add a new chemical record never entered in the system
Import chemical name/CAS from another facility in company account
Edit an existing chemical record in the facility
Delete an existing chemical record in the facility



Enter Chemical Inventory

2a

Enter Chemical manually or use the CAS/Chemical lookup

Chemical Description

Search by CAS/Chemical Name

Pick result from the lookup listing

2b

Chemical List

The chemical list is for lookup purposes only. It is not a complete, verified chemical list. If you find a discrepancy between your data and the search results, please research further before certifying. Chemicals with the same CAS number may appear several times since they are known by several names.
Double click on the chemical to select it and populate it to the screen.

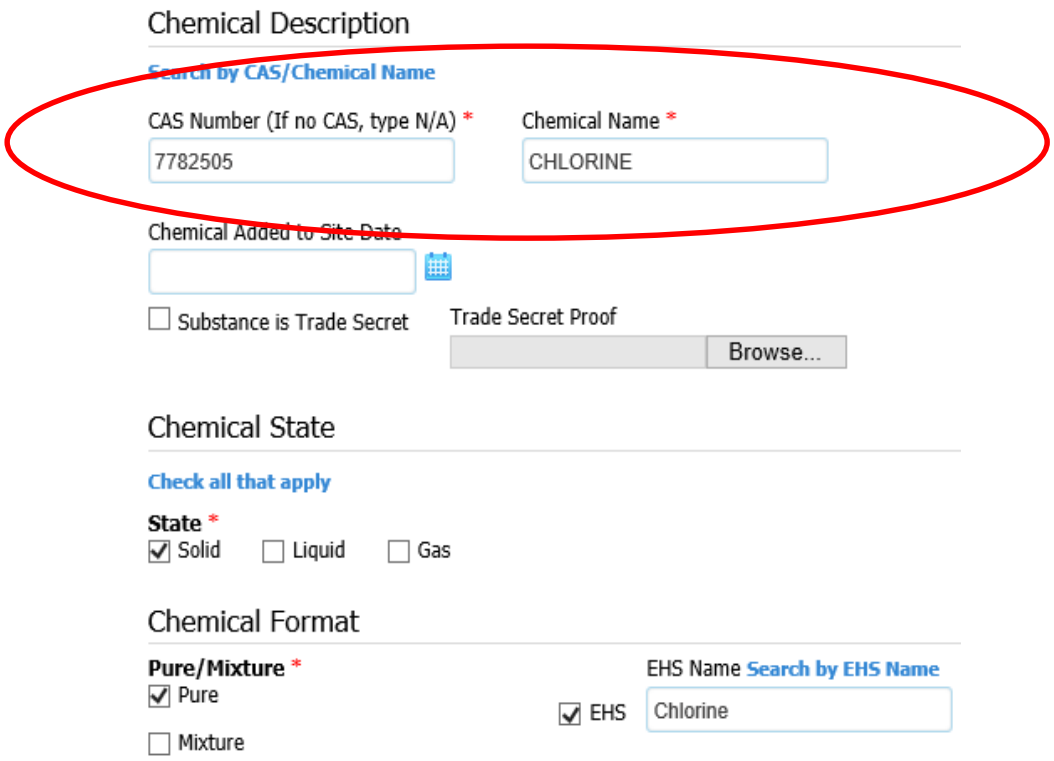
CAS No	Chemical Name	IS EHS	EHS Name	Threshold Planning Quantity	Reporting Quantity
CAS	CHLORINE	Ye	EHS		
7782505	CHLORINE	Yes	Chlorine	100	10
7782505	CHLORINE MOL.	Yes	Chlorine	100	10
7782505	CHLORINE MOLECULE (CL2)	Yes	Chlorine	100	10
51832	CHOLINE CHLORINE CARBAMATE	Yes	Carbachol chloride	500/10,000	500
7782505	DIATOMIC CHLORINE	Yes	Chlorine	100	10
7782505	DICHLORINE	Yes	Chlorine	100	10
7782505	MOLECULAR CHLORINE	Yes	Chlorine	100	10

Total Results:7 Rows per page 10

Enter Chemical Inventory

3a

CAS Number and Chemical Name are populated once you choose from the Search results listing



Enter Chemical Inventory

3b

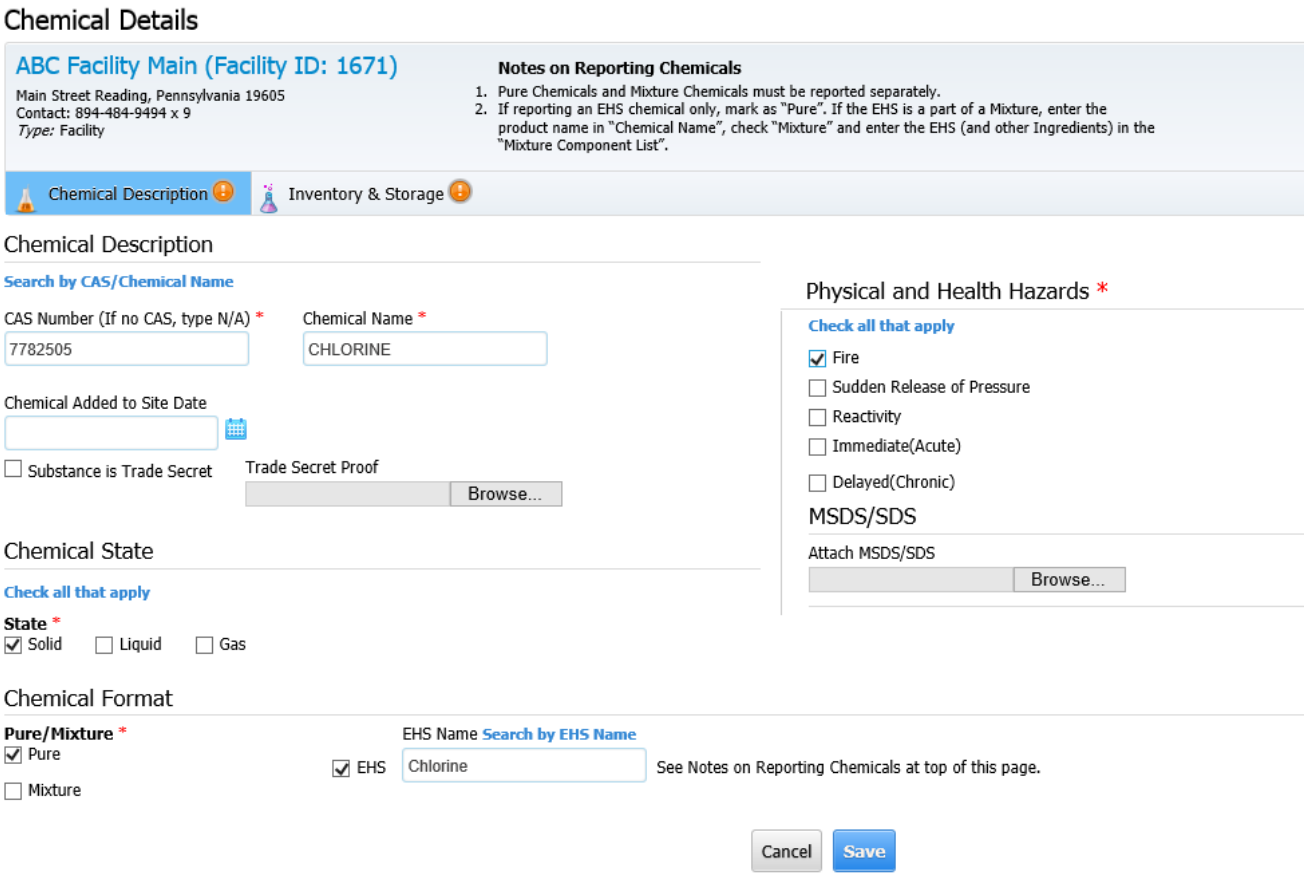
If you enter an EHS with a two TPQ values, you will need to select more details about the format of the chemical. Each format must be reported separately.

This is an EHS with 2 TPQ values. You must report all states separately. Please indicate which state you are reporting. Choose only one: (1) powder with particle size < 100 microns, (2) in solution, (3) molten form, (4) solid with particle size ≥ 100 microns.

- ○ Powder with particle size < 100 microns
- ○ In solution
- ○ Molten form
- ○ Solid with particle size ≥ 100 microns

Enter Chemical Inventory

4 Complete each column and click Save

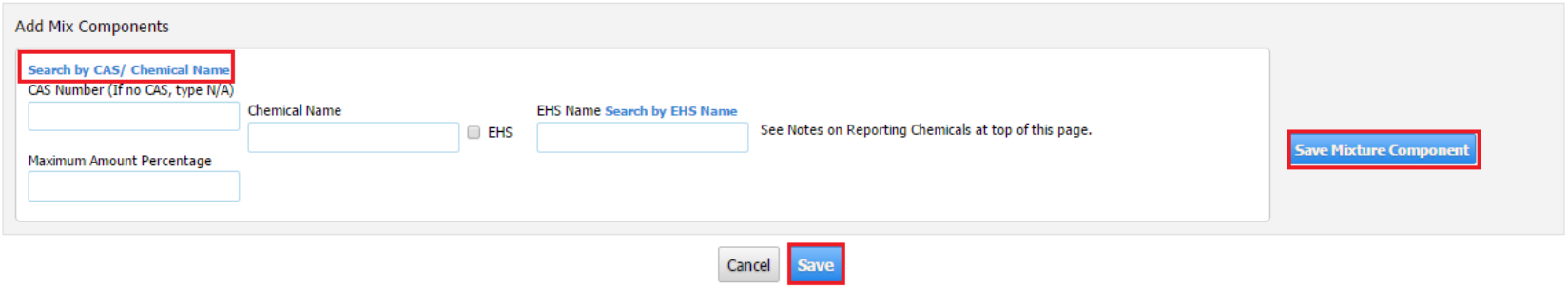


Enter Chemical Inventory

5

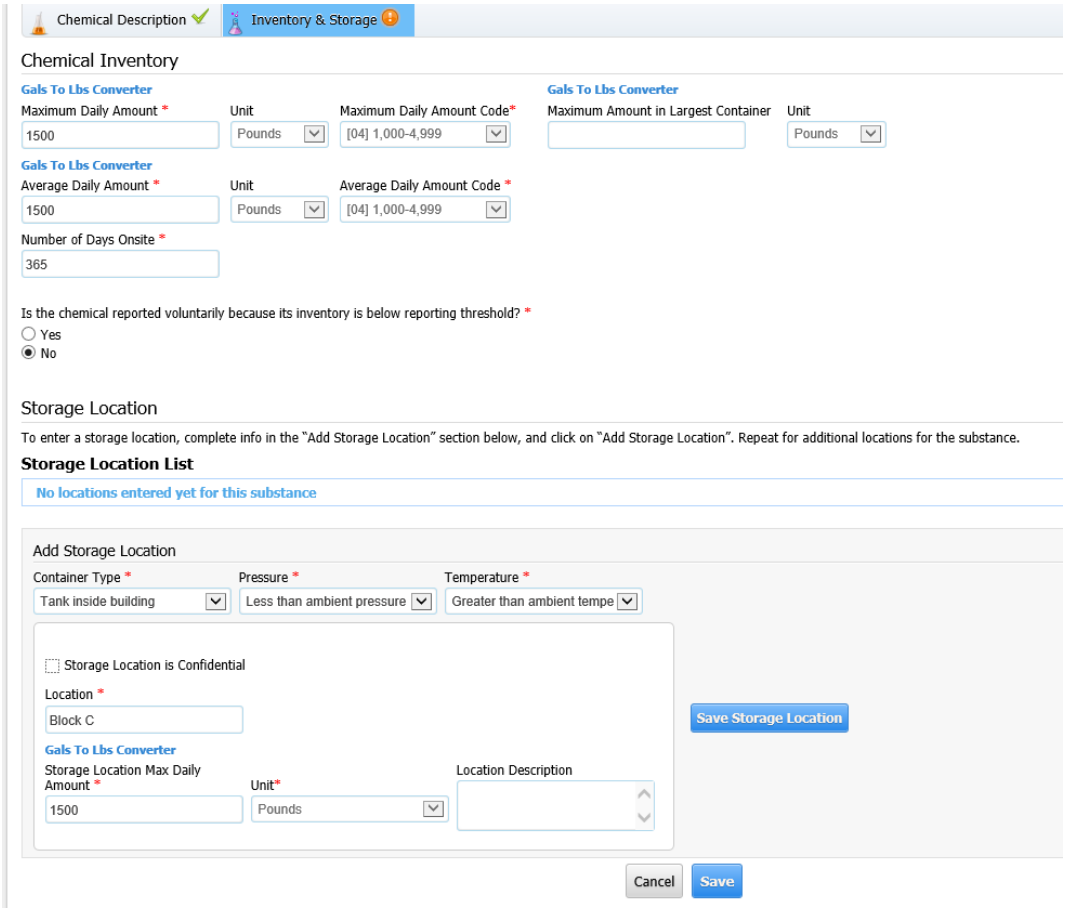
If you select Mixture, then the Mixture section will display at the bottom

1. Answer the question about whether mixture components contain an EHS
   If Yes, the EHS component must be reported. If No, then mixture reporting is voluntary
2. Click Search icon to search for CAS number and Chemical Name or manually enter the information
3. Enter the Percentage
4. Click on Save Mixture Component button
5. Click Save at the bottom if you are done adding mixture components



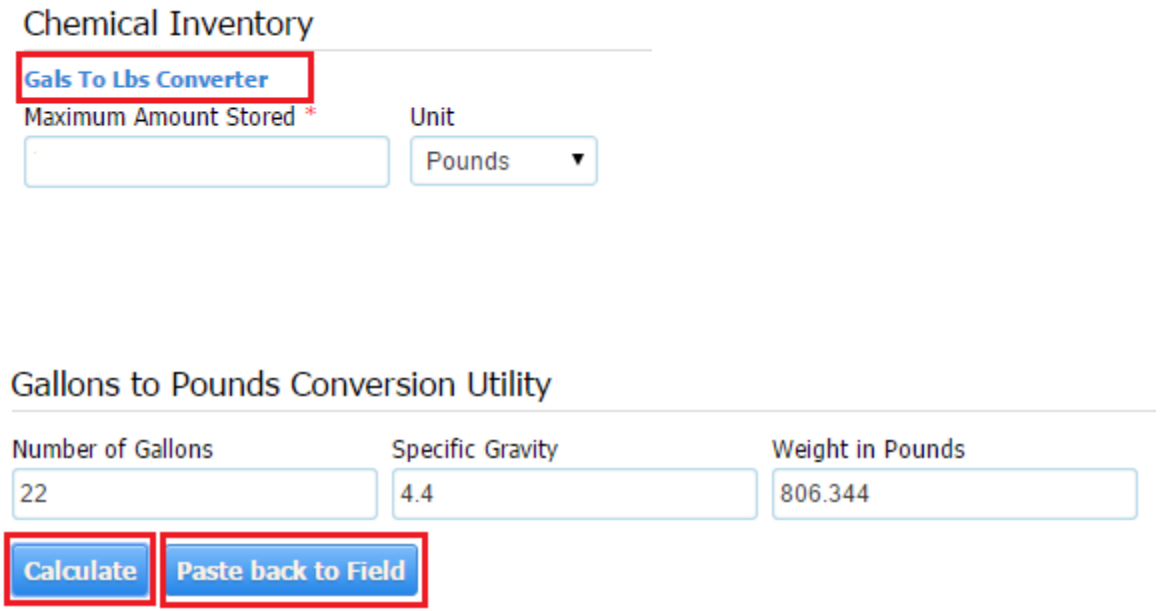
Enter Chemical Inventory

6 Complete Storage and Inventory Section and click Save



Gallons Converter

6a

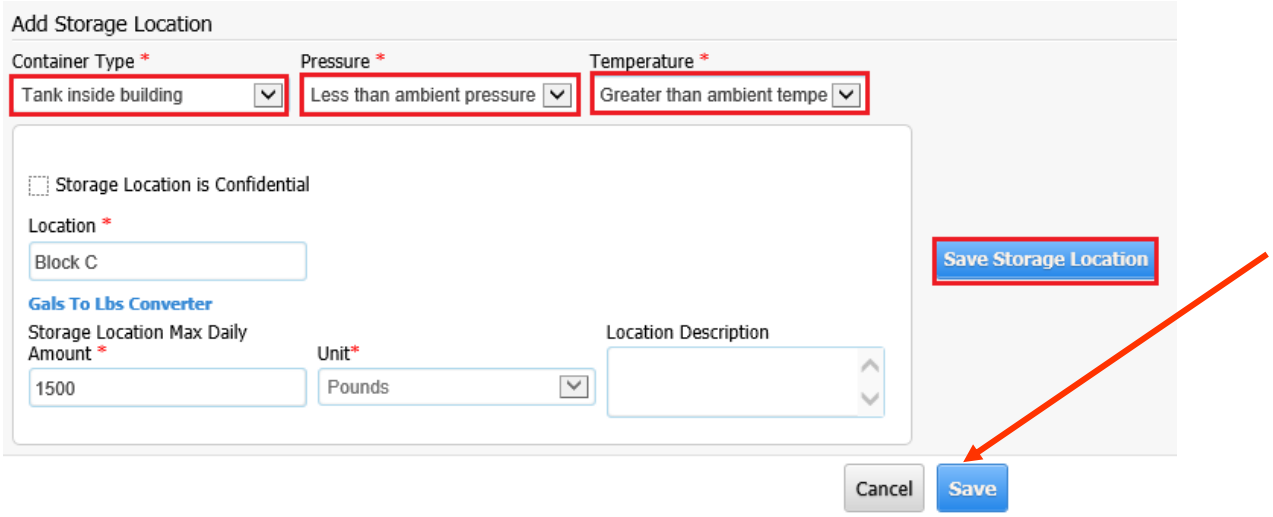


Enter Chemical Inventory

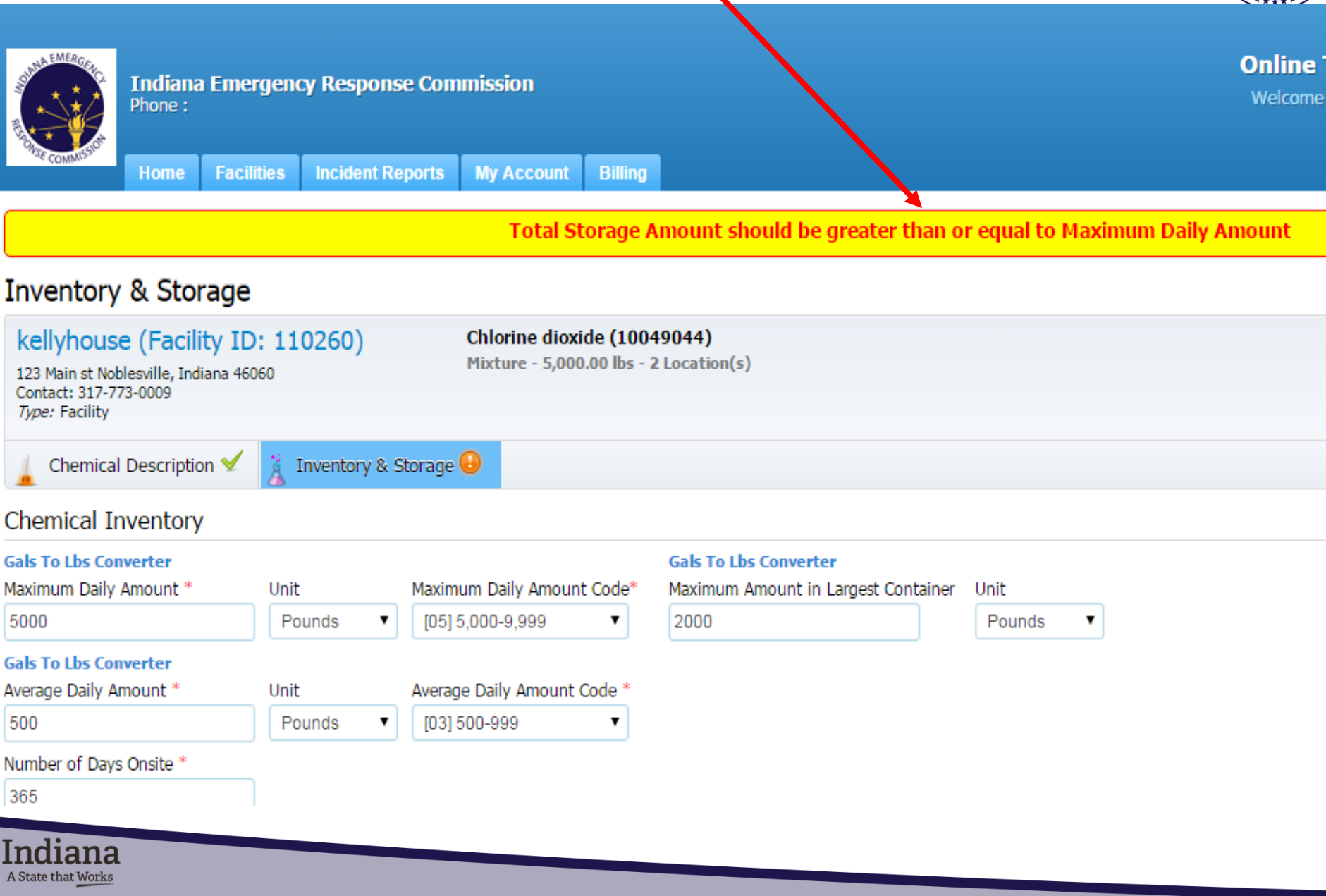
6b

Click More Storage Locations link

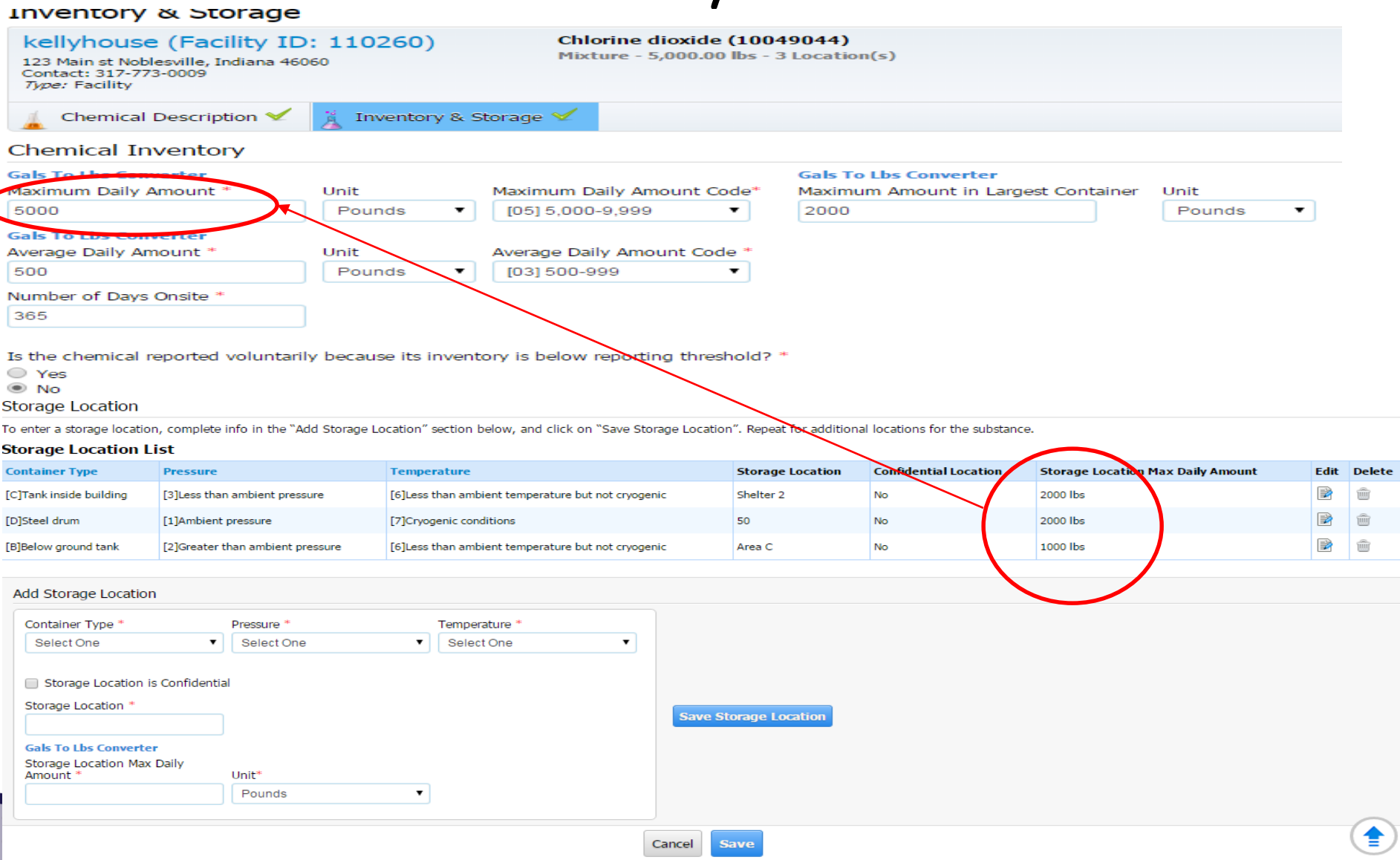
1. Choose Container Type, Pressure, Temperature from the list
2. Check if the storage location is confidential
3. Enter the Location and Storage Amount
4. Click Save Storage Location
5. Click Save if you are done with adding Storage Locations



Storage Amount Error



Total Storage Location Amount Must Match Max Daily Amount



Tier II Report- After step #2

Tier II Emergency and Hazardous Chemical Inventory

This report is IN PROGRESS and has not been certified.

Reporting Period From January 1, 2014 to December 31, 2014

☑ Annual ☐ Update ☐ Revised ☑ Facility Information has changed from the last submission

Facility Identification

Facility ID:	110260	LEPC:	Hamilton County LEPC
Facility Name:	kellyhouse	Lat/Long:	40.1316/-86.0191
Company Name:	KHE	Maximum Occupants:	4
Physical Location:	123 Main st, Noblesville, IN 46060	Nature of Business:	Ice Creame
County:	Hamilton	NAICS Code:	812990
Fire Department:	NOBLESVILLE FD	SIC Code:	
Phone:	317-773-0009	Dun and Brad No:	
☑ Manned ☐ Unmanned		EIN ID(Tax Number):	
Email:		FTE:	

Subject to EPCRA Section 312 (Annual Inventory)? ☑ Yes ☐ No

Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? ☑ Yes ☐ No

Subject to Section 112r of Clean Air Act (CAA)? ☐ Yes ☐ No

RMP Facility ID:

Subject to EPCRA Section 313 (Toxic Release Inventory - TRI)? ☐ Yes ☐ No

TRI Facility ID:

Owner/Operator Details

Name: Parns Chemicals
Address: 302 W Washington St
Indianapolis, IN 46204, United States
Phone: 317-234-5225 Email: pchadsey@dhs.in.gov

Parent Company Details

Name:
Dun and Brad No:
Address: IN , United States
Phone: Email:

Tier II Information Contact

Name:
Title:
Phone: 24 Hr.Phone:
Email:

Mailing Address

Company Name: KHE
Attention:
Street Address 1: 123 Main st
Street Address 2:
City: Noblesville State: IN
Zip: 46060 Phone: 317-770-0009
Country: United States

Facility Emergency Planning Coordinator

Name:
Title:
Phone: 24 Hr.Phone:
Email:

Emergency Contacts

Name	Title	Phone	24 Hr.Phone	Email

Certification and Attestation: I certify under penalty of law that I have personally examined and am familiar with the information and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. The undersigned attests, subject to the penalties for perjury, that the undersigned is the Owner or Operator of this facility, or that the undersigned is the properly authorized representative, agent, member or officer of the Owner or Operator. I agree, and it is my intent, to sign this Tier II emergency and hazardous chemical inventory form ("Tier II Report") by accessing the Indiana Emergency Response Commission Online Tier II Manager™ portal using the secure password assigned to me and by electronically submitting this Tier II Report to the Indiana Emergency Response Commission. I understand that my submission of this Tier II Report in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Tier II Report and the above Certification and Attestation.

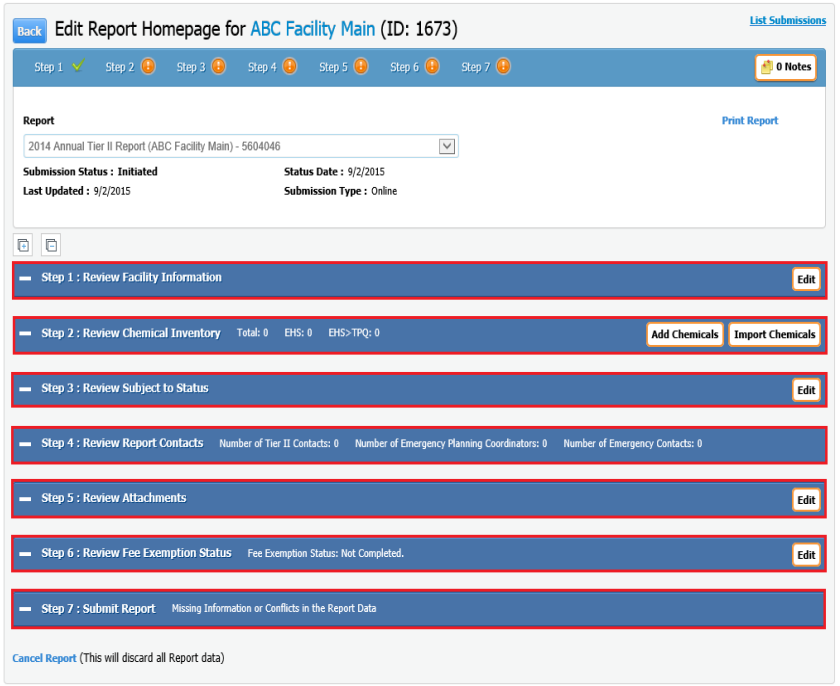
Name and official title of owner/operator or authorized representative | Date Signed | Telephone Number | Signature

Optional Attachments

- ☐ Site Plan
- ☐ Site Coordinate Abbreviations
- ☐ Other Safeguard measures
- ☐ Facility Emergency Response Plan

Subject to Status

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification

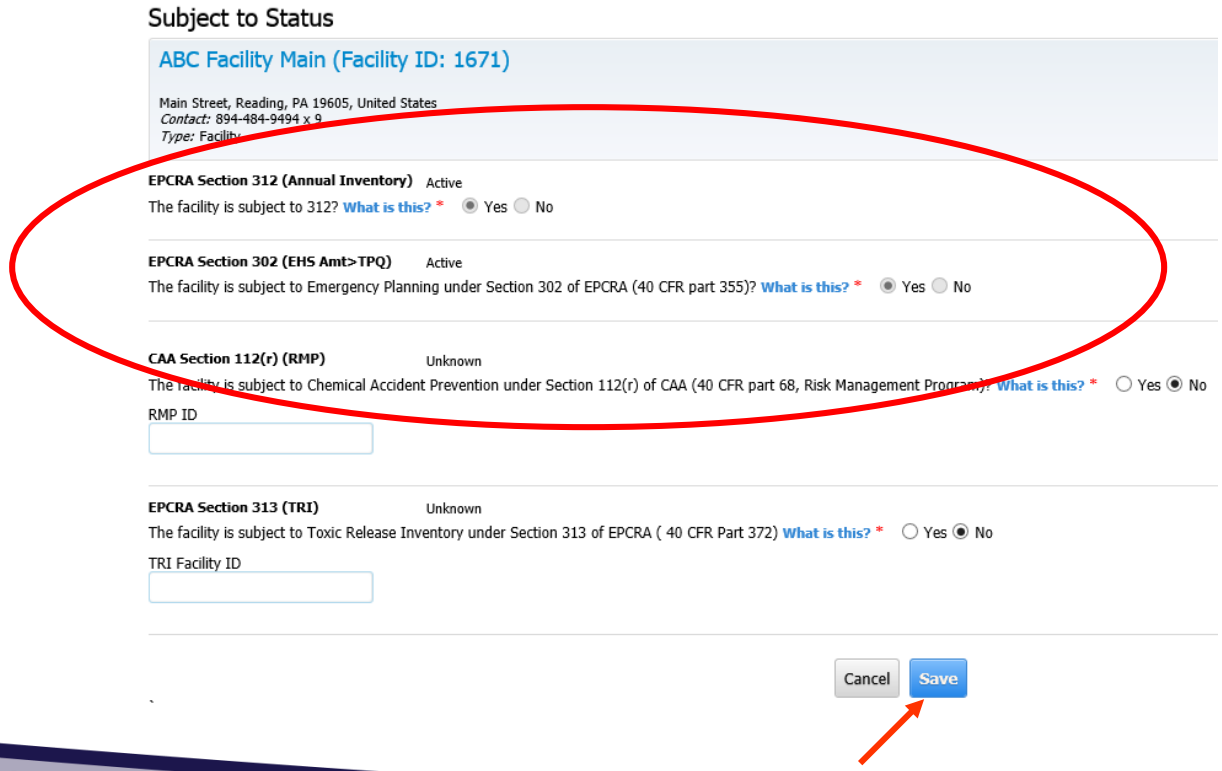


Subject to Status

Enter EPCRA status to which the facility is subject.

- 312 Status is automatically marked Yes if submitting Tier II report
- 302 Status is automatically marked Yes if Chemical Inventory has an EHS over TPQ

Once completed, click Save.



Steps #1, 2 & 3 Completed

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ! Step 5 ! Step 6 ! Step 7 !

Step 2: Review Chemical Inventory Total: 1 EHS: 1 EHS>TPQ: 1 [Add Chemicals] [Import Chemicals]

Chemical List

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt (lbs)	EHS Exceeds TPQ	Edit	Delete	Is Valid	Last Modified Date
			All						
10049044	Chlorine dioxide	Mix	EHS	5000	Exceeds TPQ			✓	1/20/2016 5:47:20 PM

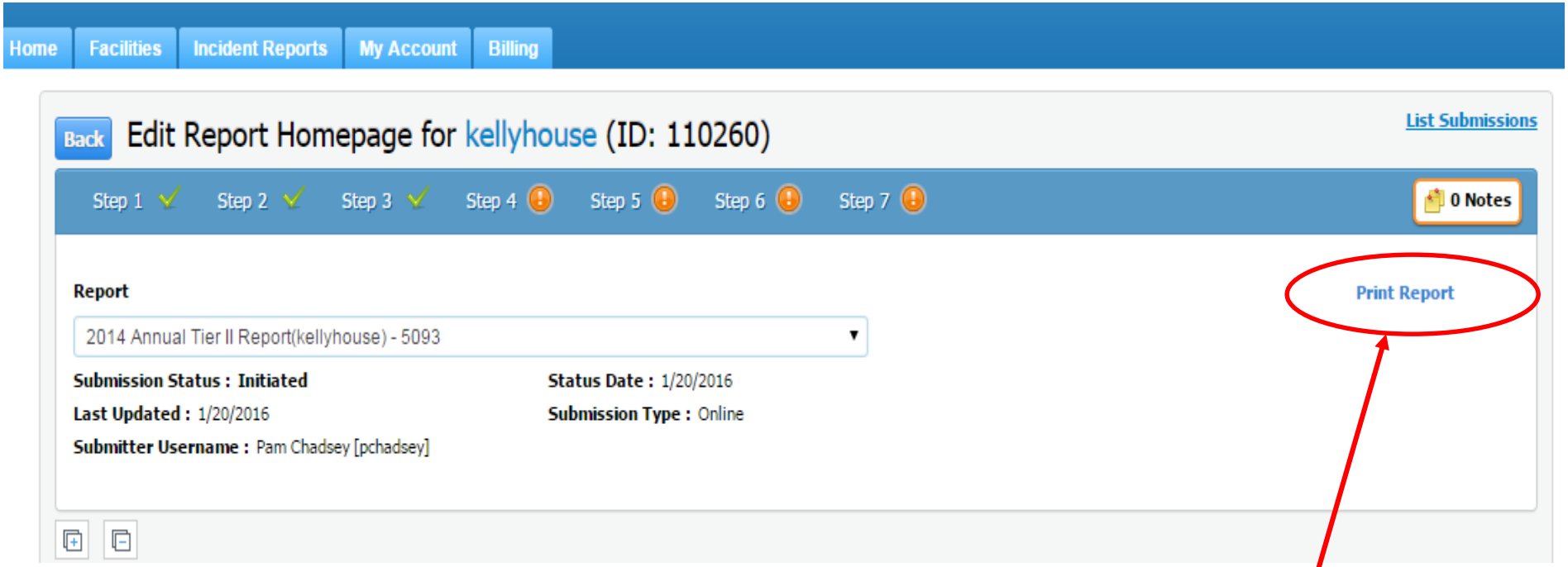
Total Results:1 Rows per page 10

Step 3: Review Subject to Status [Edit]

The following statuses are reported by the Facility. These statuses may be changed based on Admin Review.

EPCRA Section 312 (Annual Inventory)	Active	**EPCRA Section 302 (EHS Amt>TPQ)**	Active
CAA Section 112(r) (RMP)	Inactive	**EPCRA Section 313 (TRI)**	Inactive

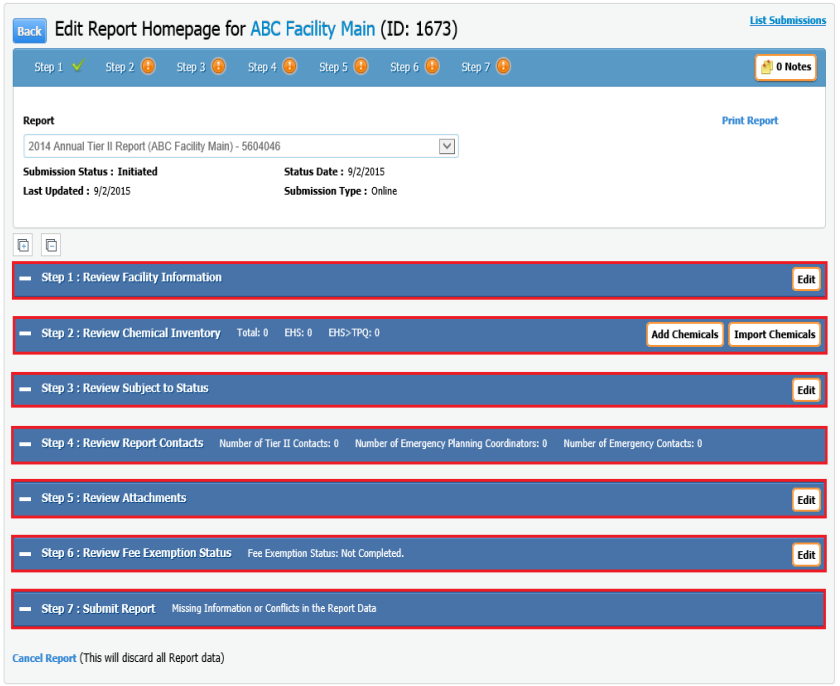
Top of Page



Scroll to top of page to print Tier II report with step completed information

Report Contacts

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification



Direct Communication Contact

Facility Identification Details

kellyhouse (Facility ID: 110260)

123 Main st, Noblesville, IN 46060, United States
Contact: 317-773-0009,
Type: Facility

2014 Ti

Location & Nature of Business ✓ | Owner/Operator ✓ | Mailing/Billing Address ✓

Direct Site Communication

Enter general information for direct contact at the facility site (ex. Reception or Guard house) or if unmanned, next best contact.

Pick Facility Contact

Phone *
317-773-0009 x_____

24 Hr phone

Fax

Website (ex. http://www.yourcompany.com)

Owner/Operator Mailing Address and Contact Details

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

Pick Owner/Operator Contact | Copy Facility Address

Owner/Operator Name*
Pams Chemicals

Street 1*
302 W Washington St

Street 2

Country*
United States

City*
Indianapolis

State*
Indiana

Zip Code*
46204-

Owner/Operator Phone*
317-234-5225

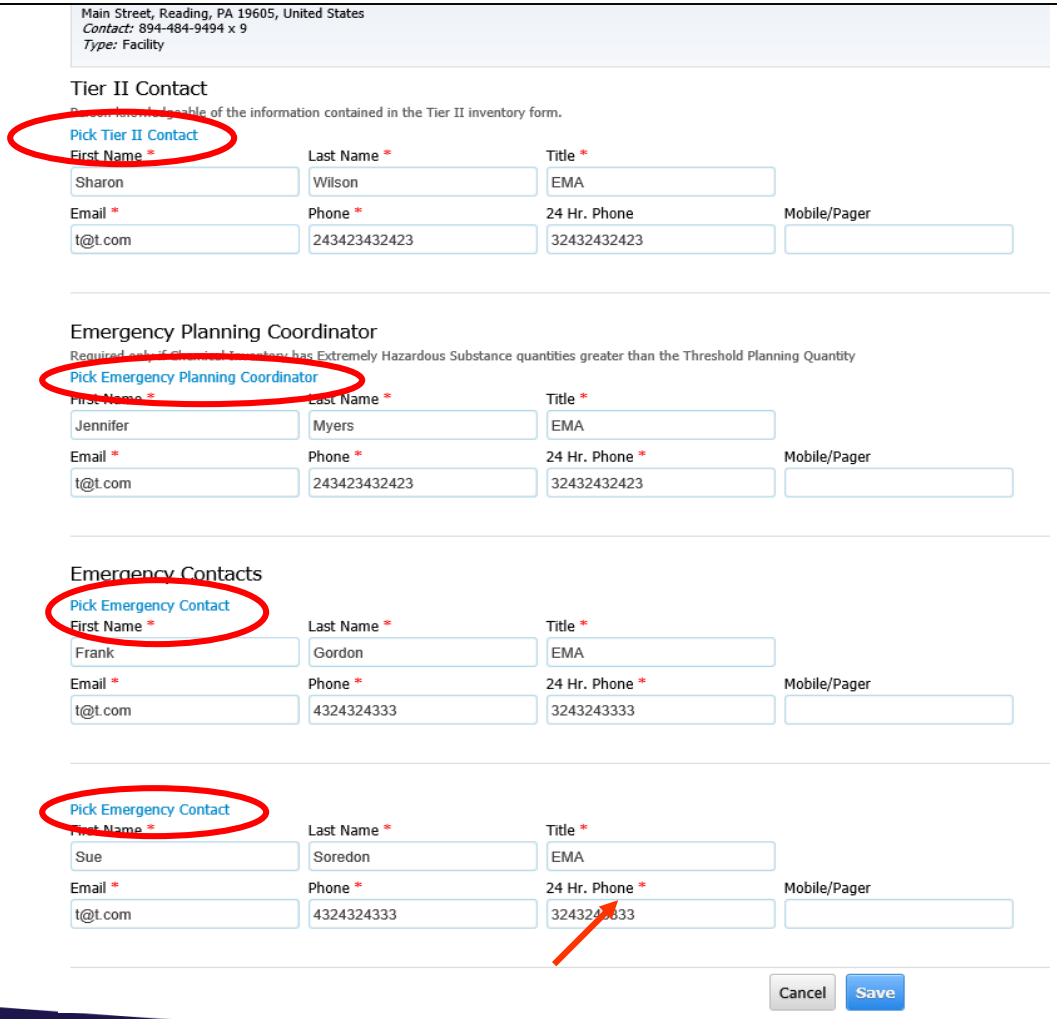
24 Hour Phone

Owner/Operator Email*
pchadsey@dhs.in.gov

Cancel | Save

Report Contacts

Complete Contacts information and click Save. Use the lookup tools to carry contacts over from other facilities in your account.



Steps #1, 2, 3, 4 & 5 Completed

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ! Step 6 ! Step 7 !

Step 3: Review Subject to Status

Edit

The following statuses are reported by the Facility. These statuses may be changed based on Admin Review.

EPCRA Section 312 (Annual Inventory)	Active	**EPCRA Section 302 (EHS Amt>TPQ)**	Active
CAA Section 112(r) (RMP)	Inactive	**EPCRA Section 313 (TRI)**	Inactive

Step 4: Review Report Contacts

Number of Tier II Contacts: 1 Number of Emergency Planning Coordinators: 1 Number of Emergency Contacts: 2

Facility and Owner/Operator Contacts

Edit

Name	Contact Type	Phone	24 Hr Phone	Email	Move
Facility	Direct Site Communication	317-773-0009			
Pams Chemicals		317-234-5225		pchadsey@dhs.in.gov	

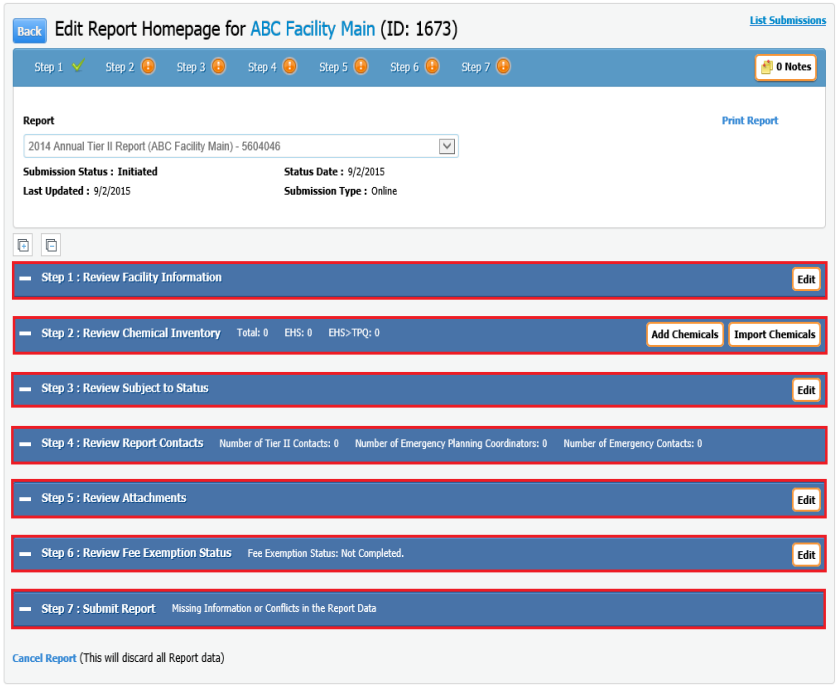
Regulatory and Emergency Contacts

Edit

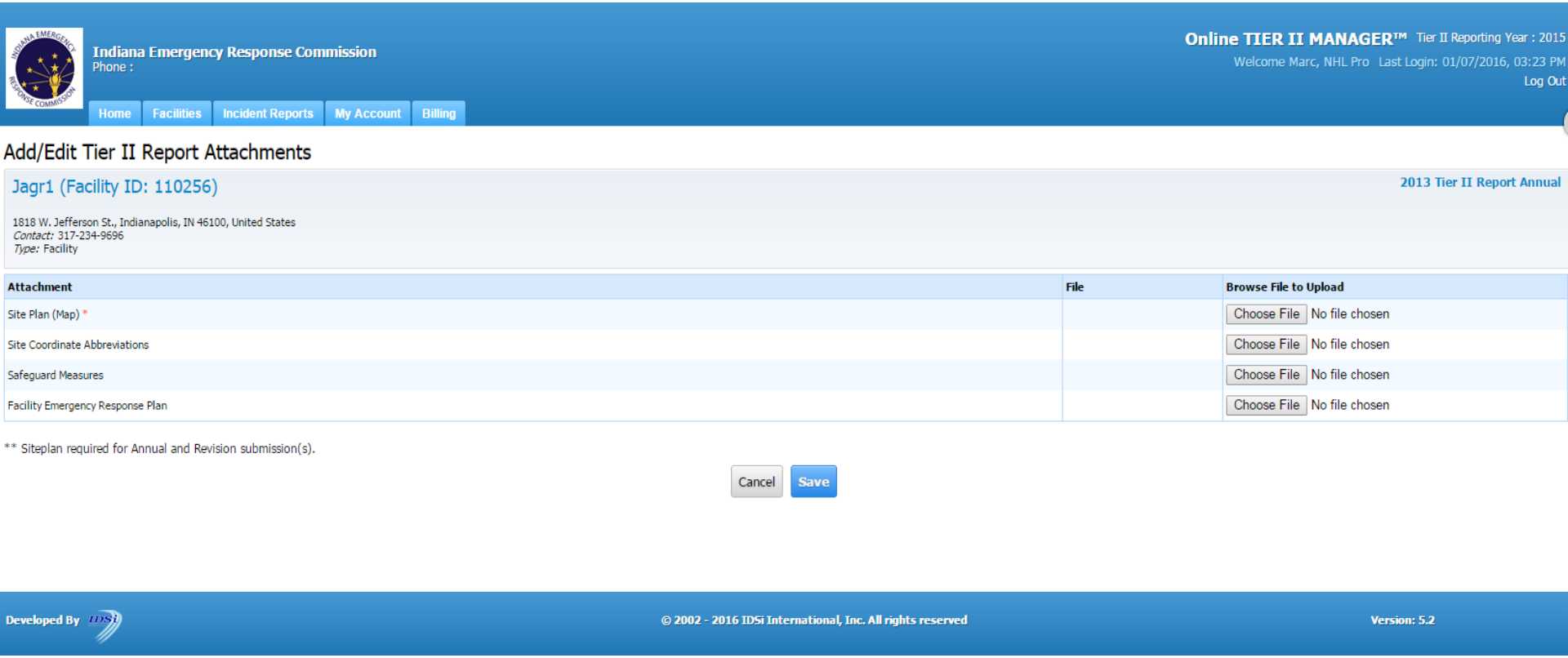
Name	Title	Contact Type	Phone	24 Hr Phone	Email	Delete	Move	Is Valid
pam chadsey	owner	Regulatory Point of Contact	317-555-5555	317-222-2232 x 2	pchadsey@dhs.in.gov			✓
tom jones	shop manager	Emergency Planning Coordinator	777-777-7777	777-777-7777	tomw@adrgdh.com			✓
ian Ewusi	Manager	Emergency Contacts	777-777-7777	777-777-7777	ian@tse.com		⇧ ⇩	✓
tom jones	shop manager	Emergency Contacts	777-777-7777	777-777-7777	tomw@adrgdh.com		⇧ ⇩	✓

Attachments

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification



Attachment Options

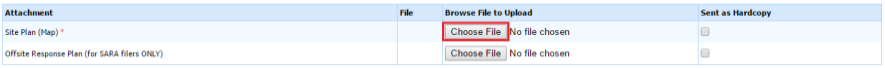


Attachment Specifications

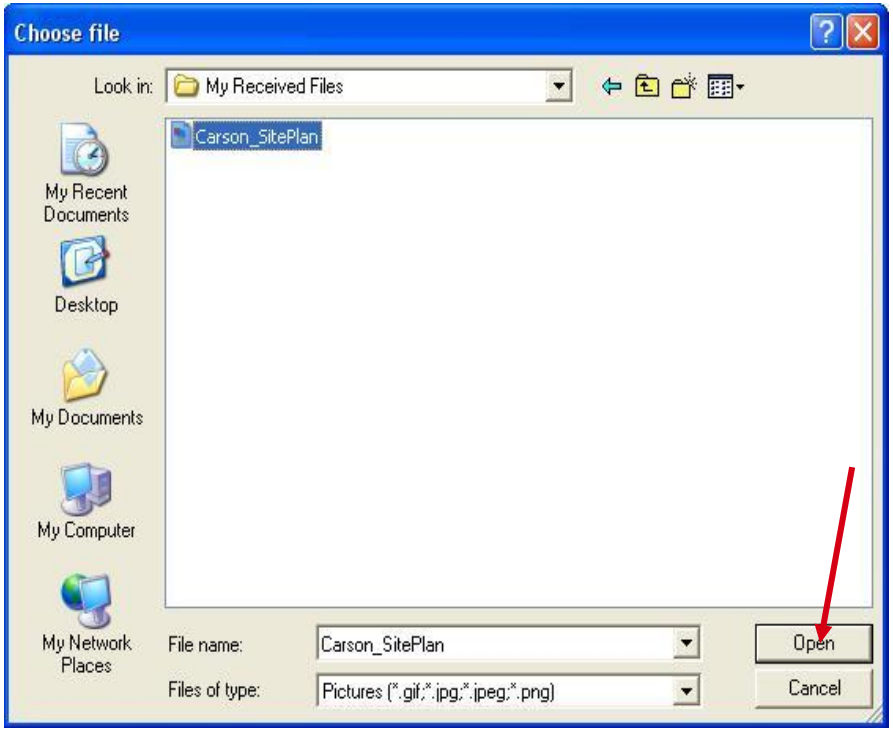
- Size limit for ALL files – 5 MB
- File Name without special character & punctuations (-, _, /, #, no spaces)
- Types of allowed files
  - **Site Plans** – bmp|doc|docx|gif|jpg|jpeg|jng|pdf|tif|tiff|txt|xls|xlsx|zip|zipx|png
  - **Site Coordinate Abbreviation** – bmp|doc|docx|gif|jng|jpeg|jpg|pdf|png|tif|tiff|txt|xls|xlsx|zip
  - **Safeguard Measures** – bmp|doc|docx|gif|jpg|jpeg|jng|pdf|tif|tiff|txt|xls|xlsx|zip|zipx
  - **Facility Emergency Response Plans** – bmp|doc|docx|gif|jpg|jpeg|jng|pdf|tif|tiff|txt|xls|xlsx|zip|zipx
  - **Safety Data Sheets (SDSs)** – bmp|doc|docx|gif|jpg|jpeg|jng|pdf|tif|tiff|txt|xls|xlsx|zip|zipx
  - **Trade Secret** – bmp|doc|dxf|dwg|gif|jpeg|jpg|jng|tiff|tif|txt|xls|vsd|zip|pdf
  - **Local Gov't Resource** – pdf|gif|jpg|bmp|doc|dxf|dwg|jpeg|jng|tiff|tif|txt|xls|vsd|zip|xlsx|docx|png

Enter Attachments

1. To attach, start by clicking Browse.

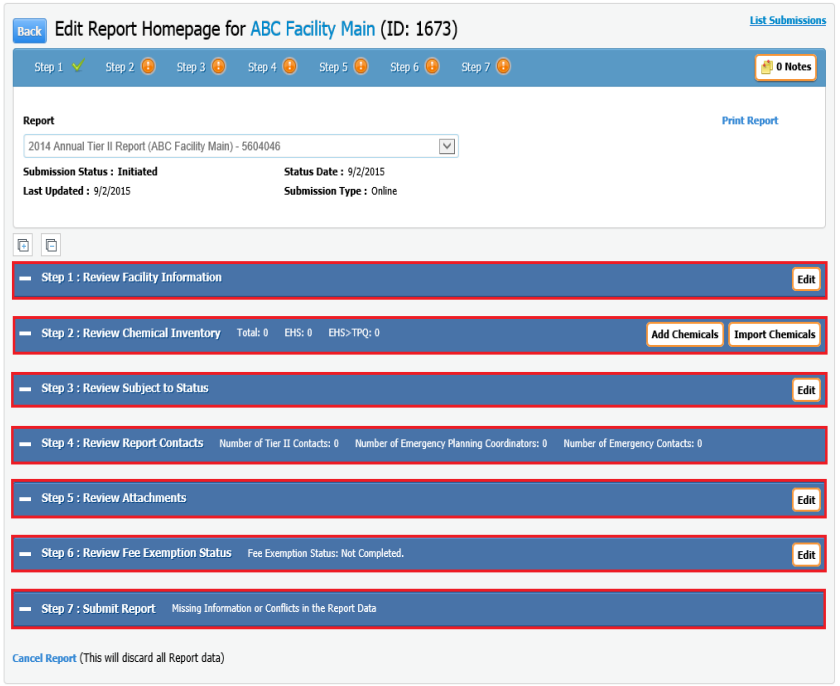


2. Identify the location of site plan on network. Click Open.



Fee Exemption

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification



Fee Exemption

Fee Exemption Questionnaire

ABC Facility Main (Facility ID: 1673)

2014 Tier II Report Annual

Main Street, Reading, PA 19605, United States
Contact: 484-949-4944
Type: Facility

This facility does not have exemption information entered for the year 2014. Please complete each question and click submit.

1.Is the facility owned by a government agency?

- ○ **Yes**
  You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any extremely hazardous substance or any hazardous substance.
- ◉ **No**

2.Is it a State of Local Government entity?

- ○ **Yes**
  You are not required to submit a Tier II Report to the State Emergency Response Commission, the LEPC and the Local Fire Department. However, you are encouraged to voluntarily submit a Tier II Report so the information will be available in case of an emergency.
- ◉ **No**

3.Is the facility a retail gas station?

- ○ **Yes**
  If you: Store your gasoline or diesel fuel entirely underground and you are in compliance with Underground Storage Tank (UST) requirements, and you store less than 75,000 gallons of gasoline (all grades) and less than 100,000 gallons of diesel fuel, Then, you are not required to provide a Tier II Report for gasoline and diesel fuel at your facility. You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any other extremely hazardous substance or any hazardous substance, including kerosene or propane.
- ◉ **No**

4.Is the facility a farm and are you a farmer whose principle residence is located on this farm?(You are not subject to fees.)

- ○ **Yes**
  You are not required to submit a Tier II Report for chemicals used in routine agricultural operations. However, you are encouraged to voluntarily submit a Tier II Report so information will be available in case of emergency. There is no fee for voluntary reports.
- ◉ **No**

5.Are you a charitable organization?(You are not subject to fees.)

- ○ **Yes**
  You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any extremely hazardous substance or any hazardous substance.
- ◉ **No**

6.Is your facility a marina?(You are not subject to fees.)

- ○ **Yes**
  You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any extremely hazardous substance or any hazardous substance.
- ◉ **No**

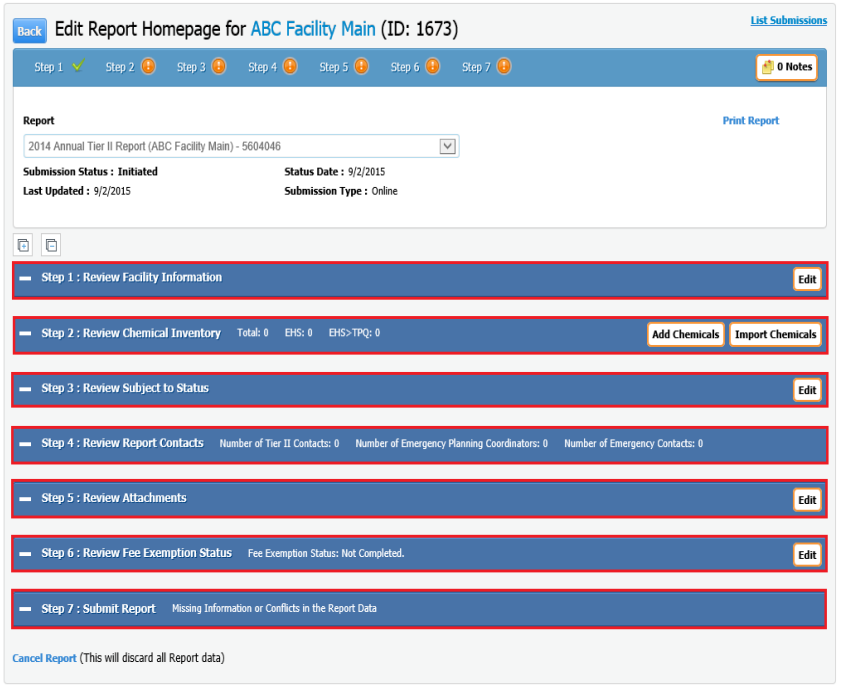
If your facility does not fall into either of the categories listed above, you must submit a Tier Two Report Form to the Emergency Management Division DirectLink Technology Center

Cancel | Save

Complete the Exemption Questionnaire, then click Save

Fee Summary

1. Facility Information
2. Chemical Inventory
3. Subject to Status
4. Report Contacts
5. Attachments
6. Fee Exemption
7. Fee Summary
8. Certification



Steps #1, 2, 3, 4, 5 & 6 Completed

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ✓ Step 7 !

Step 5: Review Attachments Edit

Description	File	File Type
Site Plan	Desert.jpg	image/jpeg
Site Coordinate Abbreviations		
Safeguard Measures		
Facility Emergency Response Plan		

Step 6: Review Fee Exemption Status Fee Exemption Status: Not Exempt. Edit

You have marked the following Exemption Reasons:

1.Is the facility a Federal, State, or Local Government facility?

- ○ **Yes**
- ◉ **No**

2.Is the facility a Farm?

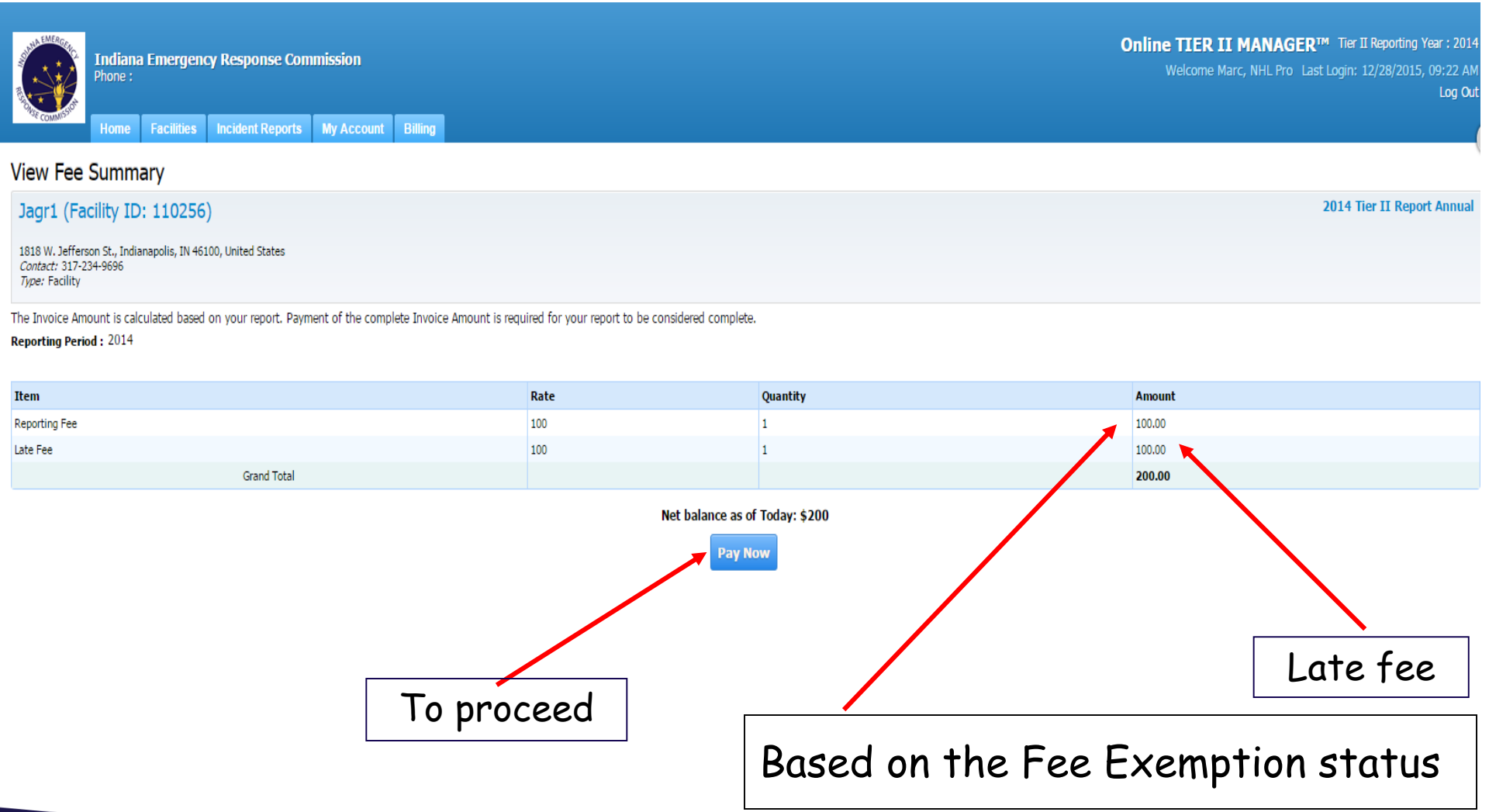
- ○ **Yes**
- ◉ **No**

Step 7: Submit Report You are almost done!

If you want to make any more Changes, Click Edit above for the section(s) you want to change. Click the "Continue" button to proceed. Read notes on the next page to see if there are more requirements.

CONTINUE

Payment Steps

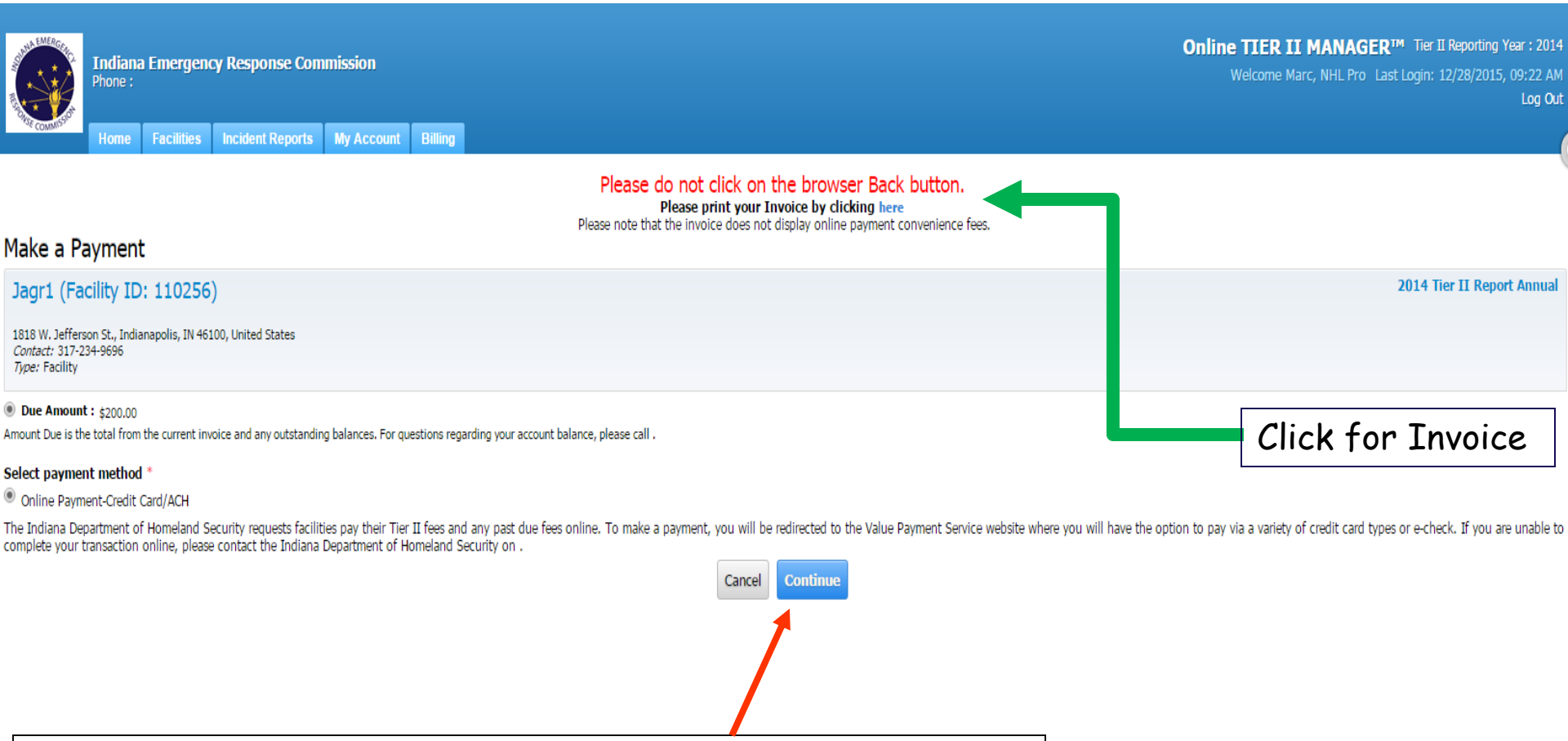


To proceed

Based on the Fee Exemption status

Late fee

Payment Steps

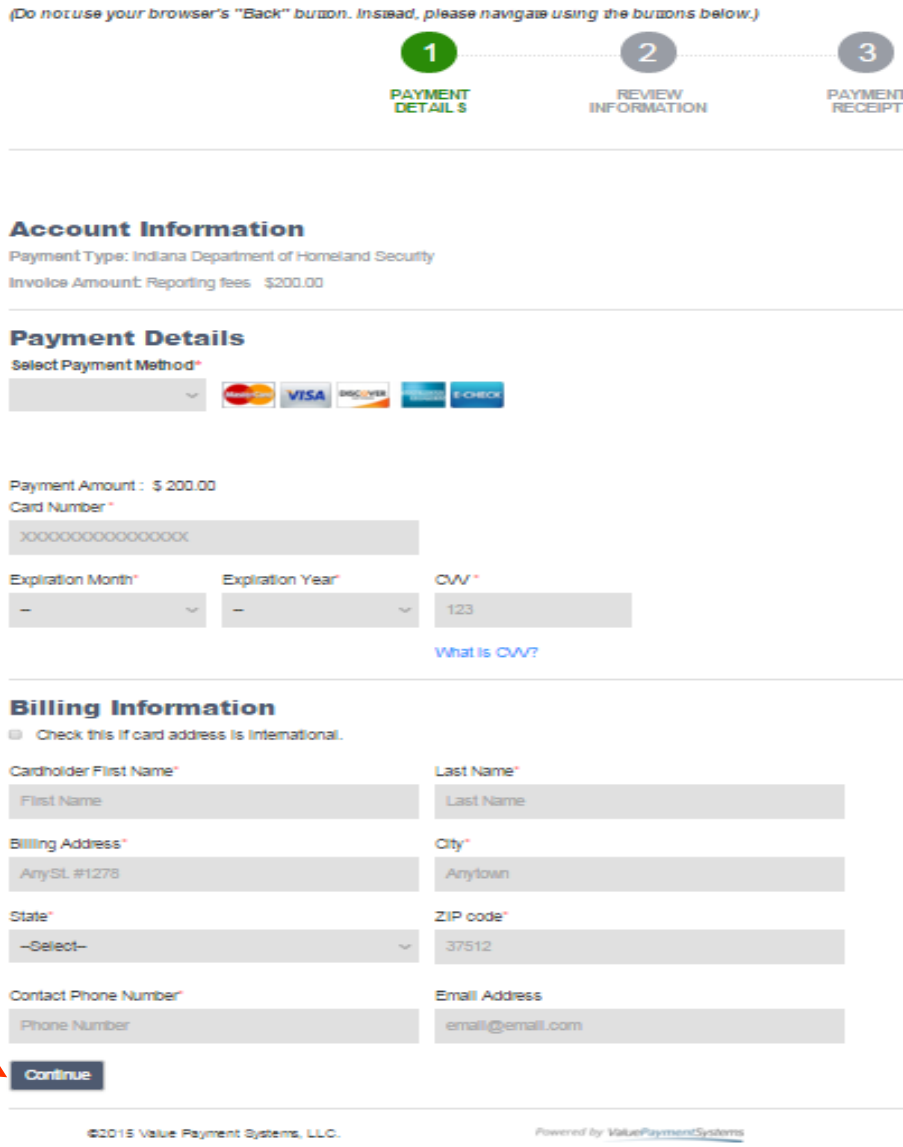


Click for Invoice

Choose the payment method and select Continue

Payment Steps

Enter Payment Details and select Continue



Certification

1. Facility Information
2. Chemical Inventory
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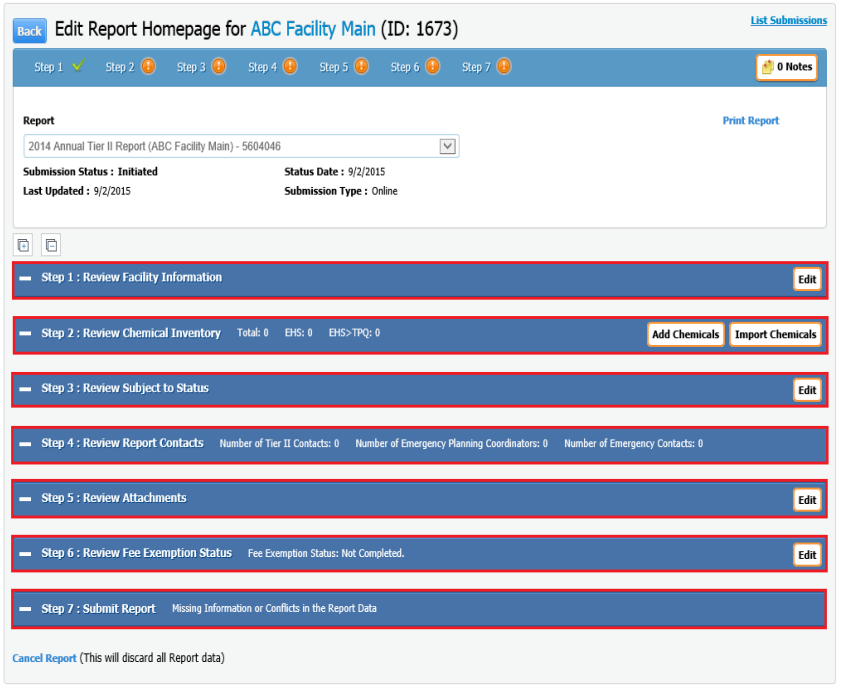
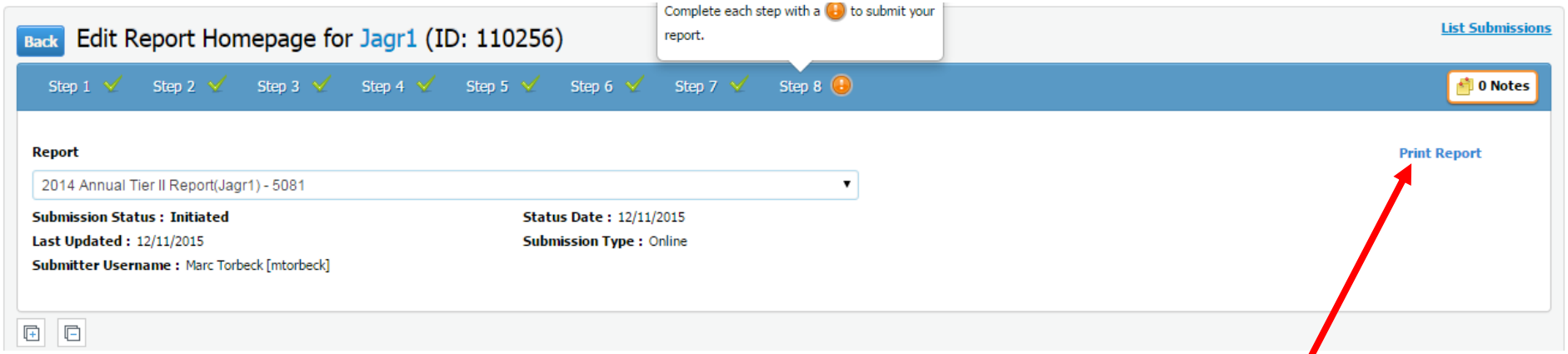


Certification



Preview/print report for accuracy before completing Certification details

Tier II Report

This report is IN PROGRESS and has not been certified.

Tier II Emergency and Hazardous Chemical Inventory

Reporting Period From January 1, 2014 to December 31, 2014

☑ Annual ☐ Update ☐ Revised ☑ Facility Information has changed from the last submission

Facility Identification

Facility ID:	110256	LEPC:	Jefferson County LEPC
Facility Name:	Jagr1	Lat/Long:	37.47/-88.4
Company Name:	NHL Pro	Maximum Occupants:	
Physical Location:	1818 W. Jefferson St., Indianapolis, IN 46100	Nature of Business:	
County:	Jefferson	NAICS Code:	206948
Fire Department:	DEPUTY TWP VFD	SIC Code:	
Phone:	317-234-9696	Dun and Brad No:	
☐ Manned ☑ Unmanned		EIN ID(Tax Number):	
Email:		FTE:	

Subject to EPCRA Section 312 (Annual Inventory)?	☑ Yes ☐ No
Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?	☑ Yes ☐ No
Subject to Section 112r of Clean Air Act (CAA)?	☐ Yes ☑ No
RMP Facility ID:	
Subject to EPCRA Section 313 (Toxic Release Inventory - TRI)?	☐ Yes ☑ No
TRI Facility ID:	

Mailing Address

Company Name:	Pro NHL		
Attention:			
Street Address 1:	1818 W. Jefferson St.		
Street Address 2:			
City:	Indianapolis	State:	IN
Zip:	46146	Phone:	317-234-9696
Country:	United States		

Owner/Operator Details

Name: Bob W
Address: 1818 W. Jefferson St.
Indianapolis, IN 46100, United States
Phone: 317-234-9696 Email: mtorbeck@dhs.in.gov

Parent Company Details

Name:
Dun and Brad No:
Address: IN , United States
Phone: Email:

Tier II Information Contact

Name: Marc Torbeck
Title: The Great SARA Specialist
Phone: 317-234-9696 24 Hr.Phone: 317-234-9696
Email: mtorbeck@dhs.in.gov

Facility Emergency Planning Coordinator

Name: Marc Torbeck
Title: yep
Phone: 317-234-9696 24 Hr.Phone: 317-234-9696
Email: mtorbeck@dhs.in.gov

Emergency Contacts

Name	Title	Phone	24 Hr.Phone	Email
Rob Bob	haha	317-234-9696	317-945-9432	mtorbeck@dhs.in.gov
Ryan Jones	lol	234-323-4342	234-565-4324	mtorbeck@dhs.in.gov

Certification and Attestation: I certify under penalty of law that I have personally examined and am familiar with the information and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. The undersigned attests, subject to the penalties for perjury, that the undersigned is the Owner or Operator of this facility, or that the undersigned is the properly authorized representative, agent, member or officer of the Owner or Operator. I agree, and it is my intent, to sign this Tier II emergency and hazardous chemical inventory form ("Tier II Report") by accessing the Indiana Emergency Response Commission Online Tier II Manager™ portal using the secure password assigned to me and by electronically submitting this Tier II Report to the Indiana Emergency Response Commission. I understand that my submission of this Tier II Report in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Tier II Report and the above Certification and Attestation.

Name and official title of owner/operator or authorized representative | Date Signed | Telephone Number | Signature

Optional Attachments

- ☑ Site Plan
- ☐ Site Coordinate Abbreviations
- ☐ Other Safeguard measures
- ☐ Facility Emergency Response Plan

Certification

Certify Report

ABC Facility Main (Facility ID: 1673) — 2014 Tier II Report Annual

Main Street, Reading, PA 19605, United States
Contact: 484-949-4944
Type: Facility

I certify under penalty of law that I have personally examined and am familiar with the information, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

☑ **I understand that I am officially submitting this report and associated information to authorities. I also understand that once the submission is completed it will become an official archive for authorities.***

Please preview the Tier II Report before Submission

Name of Owner/Operator or Authorized Representative *: Jane Smith

Official Title *: Director

Telephone Number *: 333-333-3333 x3

Date *: 09/02/2015

Cancel | Submit

Check Certification box and select Submit

Notification of Certification

To IERC, LEPC & Fire Dept

American Welding & Gas (Facility ID :110274) 2015 Tier II Annual Submission Certified - Online TIER II MANAGER™

To Sara Tier 2

Follow up. Start by Tuesday, January 05, 2016. Due by Tuesday, January 05, 2016.

This is an automated message from the Online TIER II MANAGER™.

At 1/5/2016 8:34:43 AM, 2015 Tier II Report Annual was Certified by Username : jschoolcraft for American Welding & Gas, Facility ID : 110274.

The Tier II Report Report Submission ID is 5153.

Tier II report completion

Perry Spencer Rural Telephone Coop., Inc. dba PSC (Facility ID: 110328) Subject To 312 Status Changed - Online TIER II MANAGER™

To Sara Tier 2

Follow up. Start by Tuesday, January 05, 2016. Due by Tuesday, January 05, 2016.

This is an Automated Message from the Online TIER II MANAGER™.

At 01/05/2016, Subject to 312 Status was changed from Unknown to Active by User perryspencer for Perry Spencer Rural Telephone Coop., Inc. dba PSC (Facility ID: 110328).

Status change to Active

Metal Fab Engineering,Inc. (Facility ID: 110301) Subject To 302 Status Changed - Online TIER II MANAGER™

To Sara Tier 2

Follow up. Start by Tuesday, January 05, 2016. Due by Tuesday, January 05, 2016.

This is an Automated Message from the Online TIER II MANAGER™.

At 01/05/2016, Subject to 302 Status was changed from Active to Inactive by User Metalfab for Metal Fab Engineering,Inc. (Facility ID: 110301).

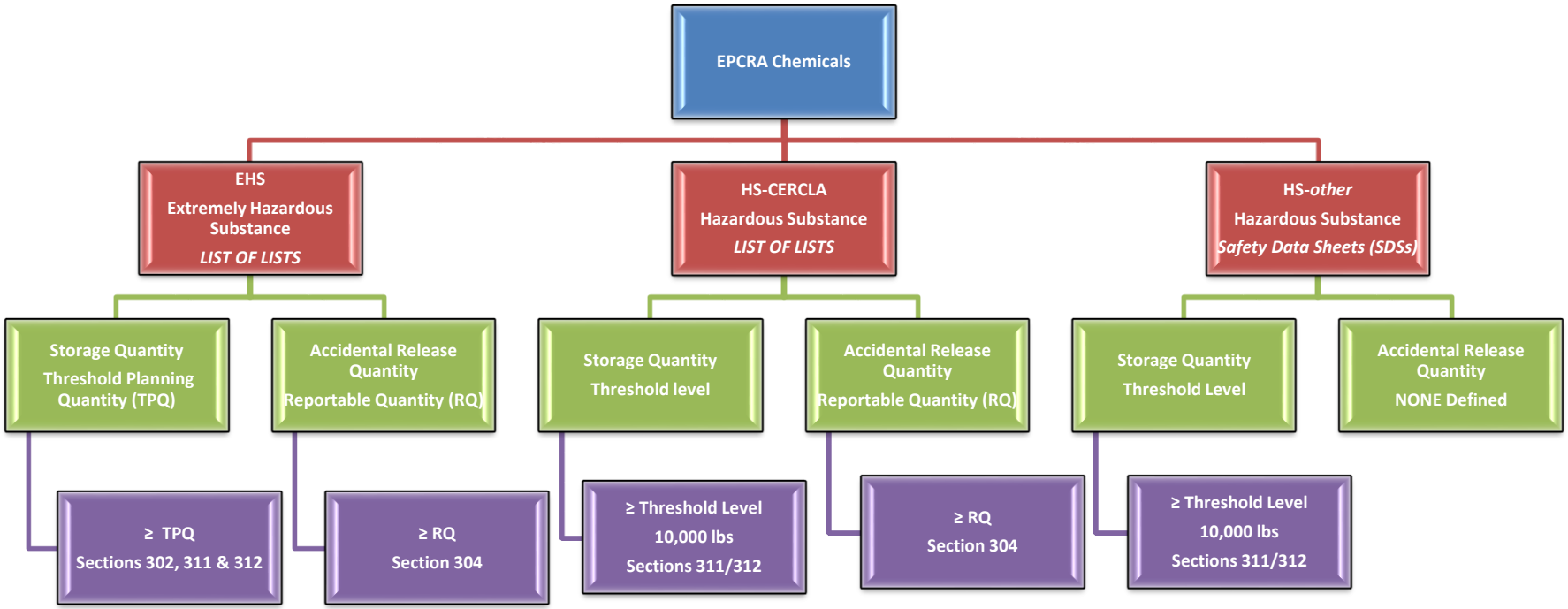
Status change to Inactive

Benefits of *Tier II Manager*

- **One-Stop Reporting:** Facilities no longer need to submit three separate Tier II reports to the state, LEPC, and fire departments. A single submittal through *Tier II Manager* satisfies reporting to all three entities (unless the LEPC and/or fire department requests paper Tier II reports from the facility)
- **Manage Facility Chemical Inventory:** LEPCs and fire departments can search for and delineate chemical types and quantities reported through the online portal for planning purposes
- **Automatic Notifications:** LEPCs and fire departments are instantly notified about facility notifications/updates.
- **Previous Facility Information:** Facility data entered last year has been uploaded to *Tier II Manager;* however, facilities will need to make some edits to facility contacts and chemical data to conform to the new platform, and submission of new site plans is required.

EPCRA Chemical Storage, Release, TPQs and RQs…

Reporting Requirements at a glance



Frequently Asked Questions
EPCRA Sections 301-303

http://emergencymanagement.supportportal.com/link/portal/23002/23016/ArticleFolder/629/Emergency-Planning-EPCRA-301-303

Q Are there any exemptions under EPCRA Section 302 reporting?

A NO, all federal, state, local and municipal facilities must report EHS inventories stored ≥ TPQs

Q Could EHSs be reported as mixtures?

A NO, all EHSs must be reported as pure products

Q Should Section 302 notifications be submitted whenever you acquire an EHS ≥ TPQ?

A NO, 302 notification is required when at an EHS is being stored ≥ TPQ for the first time

Q When should facilities report the acquisition of an EHS ≥ TPQ?

A Within 60 days upon acquisition of EHS for the first time

Within 30 days for any changes the following changes:

- Change in location or storage of chemical on site
- An EHS is no longer present on site
- Facility is no longer in operation

Frequently Asked Questions
EPCRA Sections 301-303

Q If an extremely hazardous substance is not stored on-site but is produced in a process such as incineration, is it exempt from both TPQ calculation and release reporting if the release is covered by a Clean Air Act permit?

A NO, a hazardous substance produced on-site in processes such as incineration, is considered present at the facility and subject to section 302 reporting requirements provided that the amount on-site exceeds the threshold planning quantity at any one time. However, if the release is federally permitted under section 101(10) of CERCLA, which includes permitted emissions into the air under the Clean Air Act, then the release need not be reported under section 304.

Q Are on-site contractors responsible for reporting EHSs brought on-site?

A YES, a contractor could be considered an operator of the facility or of a portion of the facility depending on whether he/she has enough authority. If the contractor is considered an "operator," he/she could be held liable for not making the required notifications under sections 302 or 304. If no notification is made under sections 302 and 304, owner and operator will be held liable.

Frequently Asked Questions

EPCRA Section 304

http://emergencymanagement.supportportal.com/link/portal/23002/23016/ArticleFolder/662/Release-Notification-EPCRA-304-CERCLA-103

Q Are there any exemptions under EPCRA 304 reporting?

A YES…

- ✓ Releases which result in exposure only to persons solely within the facility boundaries
- ✓ "Federally permitted release" as defined under the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) Section 101(10)
- ✓ Releases of a pesticide product that is exempt from reporting under section 103(e) of CERCLA
- ✓ Any release that does not meet the definition of release under section 101(22) of CERCLA and is therefore exempt from CERCLA section 103(a) reporting
- ✓ Any radionuclide release that occurs

Frequently Asked Questions

EPCRA Section 304

Q Should all EPCRA chemical releases be reported?

A NO, only accidental releases ≥ reportable quantity (RQ)

Q What triggers section 304 (Emergency) notifications?

A Accidental chemical release above RQ that will migrate off site

Q What are the required notifications?

A Immediate verbal notification to state and LEPC if EHS and to National Response Center (NRC)if HS [for CERCLA 103]

Written notification to IERC and LEPC

Q Where should the written reports be sent?

A To the IERC

Q What is the difference between TPQ and RQ?

A TPQ is the storage quantity of an EHS that triggers sections 302, 311 and 312 notifications

RQ is the accidental release quantity of an EHS or CERCLA-defined HS that triggers section 304 notification

Frequently Asked Questions
EPCRA Section 304

Q Is a release reportable if it's been processed by the local wastewater treatment system?

A YES, if it involves an EPCRA-reportable chemical. Note that NPDES/SDWA may be applicable in this scenario.

Q Are releases into a Publicly Owned Treatment Works (POTW) subject to CERCLA section 103(a) reporting requirements when the pollutant is specified in and in compliance with the pretreatment standards of the Clean Water Act, subject to CERCLA section 103(a) reporting requirements?

A NO, releases permitted under other federal programs as defined by CERCLA section 101(10)(J) are exempt from CERCLA section 103(a) reporting requirements.

Frequently Asked Questions

EPCRA Section 304

Q Are reports made to state and local government agencies relayed to the National Response Center (NRC) and, if so, does the original call satisfy reporting requirements under CERCLA section 103?

A Although reports are sometimes passed on to the NRC by state and local government agencies, a person responsible for reporting under CERCLA relies on such state or local "relay" of information at his/her own risk. This relay of information does not automatically satisfy CERCLA reporting requirements, and state or local agencies cannot be responsible for an individual's compliance with a federal statute. CERCLA section 103(a) specifically requires the person in charge of a vessel or facility to report immediately to the NRC a release of a hazardous substance whose amount equals or exceeds the assigned RQ. If the appropriate information is not received within an appropriate timeframe at the NRC, the person responsible for CERCLA reporting still may be found not to have complied with the section 103 notification requirements.

Frequently Asked Questions
EPCRA Section 304

Q How does EPCRA address fertilizer application (e.g., 28% urea)?

A Normal application of fertilizer would not need to be reported. However, an accidental release of such substances (or other release not generally in accord with its intended purpose) in excess of the RQ must be reported.

Q Are pipelines, barges, and vessels subject to release notification?

A NO, Title III (section 327) does not apply to the transportation of any substance or chemical including transportation by pipeline, except as provided in section 304, which requires notification from facilities of releases of EHSs and CERCLA hazardous substances. Section 327 exempts only HSs from reporting and does not otherwise exempt the facility.

Frequently Asked Questions
EPCRA Sections 311-312

http://emergencymanagement.supportportal.com/link/portal/23002/23016/ArticleFolder/750/Tier-II-Chemical-Inventory-Reporting-EPCRA-312

Q Are there any exemptions under sections 311 & 312?

A YES, and they are listed under 311(e) as follows:

- Solids—To the extent that exposure does not occur under normal conditions of use
  (except when solid is modified and exposure can occur)
- Facilities—Mining
- Transportation—Substances in or being stored incident to transport
- Substances—FDA-controlled; for personal/household purposes, research labs/hospitals, and routine agricultural operations

Frequently Asked Questions
EPCRA Sections 311-312

Q When should facilities submit 311 reports for the acquisition of an HS ≥ Threshold Quantity (10, 000 lbs)?

A Within 90 days upon acquisition of new or change of HS

Q When is a retail gas station considered "not in compliance" with UST requirements?

A A facility is not in compliance with the UST requirements (and therefore not eligible for the higher EPCRA thresholds) when it first fails to meet the UST requirements. For example, if an owner or operator of a retail gas station has a tank system that was not in compliance with UST requirements, that owner or operator cannot apply the higher thresholds.

Q Is the growing of turf by a nursery considered routine agricultural operation?

A YES, agricultural operations include nurseries and other horticultural operations. Therefore, chemicals used in direct support of turf growing by a nursery are exempt.

Frequently Asked Questions
EPCRA Sections 311-312

Q. Does this exemption apply if the turf is grown and maintained by a golf course?

A NO, a golf course is not an agricultural operation. Golf courses derive their income from the playing of golf, not the sale of turf or other horticultural products.

Q Does the agricultural use exemption apply to fuels used by harvesting services to transport crops from the farm to the market or the food processor?

A NO, agricultural exemption is intended primarily to cover hazardous chemicals used or stored at the farm facility. Harvesting services are not considered to be part of the growing operation. Therefore, the fuel used by the harvesting service must be reported.

Q Does the agricultural use exemption apply to the fuel used by the farmer to transport crops from the farm to the market or the food processor?

A YES, fuel used by the farmer and which is located at the farm itself would be exempt.

Indiana EPCRA Reporting

Sections 302, 304, 311 & 312
To the State, LEPC & Fire Depts

Online Portal for EPCRA Reporting

Tier II Manager

www.in.gov/dhs/3893.htm

Note: Facilities must, upon request, promptly provide the appropriate local emergency planning committee (LEPC) and/or fire department with jurisdiction over the facility their Tier II emergency and hazardous chemical inventory form information as required by IC 13-25-2-10(c).

To link username to 2014 Tier II facilities,
email facility names and ID numbers to SARATr2@dhs.in.gov,
if you are a consultant or are reporting
for multiple facilities

SARA Program Contact Information

- State program webpage: www.in.gov/dhs/3893.htm
- Tier II Manager webpage: www.tier2.dhs.in.gov
- Email: SARATr2@dhs.in.gov
- Toll-free number: (855) 246-0065
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