

Filling out the Tier Two Form:

< Please fill in information as completely as possible; all of this information is valuable to us and to your community.

PLEASE TYPE or PRINT-OUT; because handwritten forms, no matter how neatly done, cannot be consistently and accurately read.

Page ___ of ___ pages Please paginate.

Reporting Period: Must be the correct calendar year (e.g., 2009 is filed by March 1, 2010).

Information Same as Last Year: Type a Y if the information on this page is the same as the previous year's.

FACILITY INFORMATION**Page 1 of Tier Two Form**

Facility Name: Use official business name as chartered by the Secretary of State of South Carolina. Please start with major word, follow with comma and initials or minor words (e.g., Bullwinkle Co., The R.J.).

Street Address: Actual facility location/ address followed by mailing address if different. City, State, & Zip. Enter name of actual facility location municipality/community NOT Mailing Address.

< **Mailing Address:** Complete only if Mailing Address differs from Street Address. Include City and Zip Code.

< **Cross Street:** nearest major street or highway (e.g. 2 miles South of Exit 49 off I-20).

< **Latitude & Longitude:** Latitude and longitude if known; please supply a hand-drawn sketch map of location.

< **Type of Business:** briefly describe the function of the facility (e.g., manufacturing chemical intermediates, publicly owned water treatment plant, wholesale janitorial chemical warehouse, metal plating of household furniture, manufacturer of non-dairy creamer.)

< **NAICS Code:** National American Industry Classification System Code: There is a list of NAICS codes on the US Census Bureau.

< **Dun & Bradstreet Number:** If your facility has a D&B number, list it; if not, leave blank.

< **Owner/Operator:** Name and address of parent company or, if operating as licensee or franchisee, give the name of the responsible operator.

- < **Site Plan Attached:** Type Y or N. Simple site plans showing container locations, entry locations and safeguard measures. 8 1/2 x 11 size is preferred. These do not have to be drawn to scale and should be number or letter coded, NOT COLOR CODED.
- < **Spill Prevention devices:** Type Y or N. A description of dikes and other safeguard measures for storage locations throughout your facility.

Emergency Contact: At least one MUST be a LOCAL person available for access to and knowledgeable about the facility to assist emergency responders during a chemical incident. IT IS MANDATORY TO PROVIDE A 24-HOUR EMERGENCY NUMBER. This number may NOT be a public safety number (911, police, fire). It may be the number for 24-hour facility security or beeper/pager of the responsible facility official.

Compliance Coordinator: List the person in charge of Title III EPCRA activities at your facility and a work phone number. This will make clearing up minor problems much quicker.

Certification: *THE RESPONSIBLE PERSON MUST BE SURE TO SIGN AND DATE THE TIER TWO FORM.* Uncompleted forms will be returned as not valid.

CHEMICAL INVENTORY

Page 2+ of Tier Two Form

REMEMBER, all products and substances for which you are required to keep an MSDS by OSHA are considered Hazardous Substances.

- < **Storage Locations Confidential? Y/N:** If you desire to restrict the actual location of chemicals within the facility you MUST type Y in this box, fill out the Chemical Inventory completely in duplicate, then on copy one, type Confidential for each Storage Location; then on copy two, type the actual location. Copy two will be kept confidential for use by emergency personnel only, Copy one will be available to the public.
- < **Facility Name:** Type the facility name EXACTLY as it appears on the Facility Information Form.
- < **Chemical Name:** Please use the most common name and spelling for each chemical. Chemicals with numbers in the name (e.g., 1,1,1, Trichloroethane) should be listed first, the remainder in alphabetical order.

If a proprietary/brand name is entered, please provide generic name if any, and names of major constituents, on the EHS Name blank (cross out the words EHS Name if they do not apply). Please do not list non-EHS chemicals for which you have less than 100 lbs. DO NOT List Retail-sized packaged WHITE-OUT, BOWL CLEANER, WINDOW SPRAY, ETC. UNLESS YOU STORE MORE THAN 10,000 POUNDS.

What about Mixtures?

If a chemical is part of a mixture, you have the option of reporting either the weight of the entire mixture or only the portion of the mixture that is a particular hazard (e.g., if a hazardous solution weighs 100 lbs., but is composed of only 5% of a particular hazardous chemical, you can indicate either 100 lbs of the mixture or 5 lbs. of the chemical. **BUT BE SURE TO IDENTIFY IN THE NAME WHICH OPTION** (e.g. Sulfuric Acid 5% solution, 100 lbs. or Sulfuric Acid 100%, 5 lbs.)

- < **CAS Number:** Enter the Chemical Abstract Service registry number (CAS). Leave blank if you are unable to determine the CAS number.
- < **Extremely Hazardous Substance:** Because EHSs are important to §303 planning, they have lower Threshold Planning Quantities (TPQs).

The AMOUNT OF AN EHS AT A FACILITY (both pure EHS substances and EHSs in mixtures) **MUST BE AGGREGATED FOR PURPOSES OF THRESHOLD DETERMINATION.**

It is suggested that the aggregation calculation be done as a first step in making the threshold determination. Once you determine whether a threshold for an EHS has been reached, you should report either the total weight of the EHS or the weight of each mixture containing the EHS. If you are reporting an EHS, use the space provided to list the chemical as described in the *SARA Title III List of Lists*. A printable version of the *SARA Title III List of Lists* can be obtained at: <http://www.epa.gov/ceppo/pubs/title3.pdf> or by contacting The DHEC- EPCRA Tier II Coordinator at (803) 898-4058. When reporting a mixture, list the primary hazardous ingredients and their percentage of the mixture's weight or volume.

UN/NA: United Nations Identification Number (or NA for material not covered by international hazardous materials standards) as it would appear on a placarded vehicle or container. This number should be found on the MSDS or CFR 49 §172.101 Hazardous Materials Table.

Physical and Health Hazards: Check all the physical and health hazard boxes that apply. Use the MSDS sheet for the chemical and the EPA/OSHA comparisons below to determine which hazards apply.

EPA's Hazard Categories	OSHA's Hazard Categories
Fire Hazard	Flammable Combustion Liquid Pyrophoric Oxidizer
Sudden Release of Pressure	Compressed Gas Explosive
Reactive	Unstable Reactive Organic Peroxide

Water Reactive

Health Hazards

Immediate (Acute)	Highly Toxic Toxic Irritant Sensitizer Corrosive Other hazardous chemicals with an adverse effect with short term exposure
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Delayed (Chronic)	Carcinogens Other Hazardous Chemicals with an adverse effect with long term exposure
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Maximum & Average Daily Amounts

Estimate the greatest amount of the chemical present at your facility on any single day during the reporting period. Find the appropriate range value in Table 1 and enter the value as the Maximum Amount. Repeat for Average Daily Amount. Please note: Average Daily Amount cannot exceed Maximum Daily Amount.

Maximum = the maximum the container will hold (unless you can document a lesser amount). 00 is no longer a valid range; it is included in 01. Please do not list non-EHS chemicals that have amounts of 01 = 0-99 lbs. Calculate all amounts as weight in pounds. To convert gas or liquid volume to weight in pounds, multiply by the appropriate density factor.

Table 1 Reporting Ranges

Range	Weight in Pounds From:	Pounds To:
0 1	0	99
0 2	100	999
0 3	1,000	9,999
0 4	10,000	99,999
0 5	100,000	999,999
0 6	1,000,000	9,999,999
0 7	10,000,000	49,999,999
0 8	50,000,000	99,999,999
0 9	100,000,000	499,999,999
1 0	500,000,000	999,999,999
1 1	1 billion	> 1 billion

< Number of Days on-site

Enter the number of days during the reporting period that the chemical was present on-site.

< **Maximum Amount in Largest Vessel**

Enter the amount held, in pounds, in the largest vessel containing the chemical.

< **Diked/Spill Containment Area**

Type Y if container is diked or otherwise engineered to prevent spills escaping.

< **Storage Type & Conditions**

Refer to Table 2 to accurately identify container type and to Table 3 to identify Temperature and Pressure conditions of storage. Fill in a Storage Type, Conditions, and Location line for EACH DIFFERENT TYPE, CONDITION & LOCATION FOR THAT CHEMICAL. Note: You cannot store materials above ambient pressure and temperature in fiber drums or bags!

Table 2	STORAGE TYPES
<u>CODES</u>	<u>Types of Storage</u>
A	Above ground tank
B	Below ground tank
C	Tank inside building
D	Steel drum
E	Plastic or non-metal drum
F	Can
G	Carboy
H	Silo
I	Fiber drum
J	Bag
K	Box
L	Cylinder
M	Glass bottles or jugs
N	Plastic bottles or jugs
O	Tote bin
P	Tank wagon
Q	Rail car
R	Other

Table 3 **Temperature & Pressure Conditions**CODES Storage Conditions(Pressure)

1	Ambient pressure
2	Greater than ambient
3	Less than ambient

(Temperature)

4	Ambient temperature
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26	Emergency Planning & Community Right-to-Know Act (EPCRA) Reporting in South Carolina
5	Greater than ambient
6	Less than ambient but not cryogenic
7	Cryogenic conditions

Storage Locations

Please provide a short but thorough description of where the chemical is stored (e.g., Main Whse, North Wall, or 100 ft from South wall of Bldg #4). Reference to a site plan number is not sufficient, though helpful, as a supplement. Use common abbreviations whenever possible: building=bldg, warehouse=whse, room=rm. Use more than one line if needed to be clear.

Site Plans, Coordinates, and Spill Control Measures:

You may choose, and we strongly encourage you to do so; to attach one or all of the following items as aids for emergency responders.

Simple site plans showing container locations, entry locations and safeguard measures. Size preferred is 8 1/2 x 11 . These do not have to be drawn to scale and should be number or letter coded, NOT COLOR CODED.

A list of site coordinate abbreviations corresponding to buildings, lots, areas, etc. throughout your facility.

A description of dikes and other safeguard measures for storage locations throughout your facility.

PREFERRED DATA FORMAT

We have adopted the EPA preferred format so that all reports will be consistent and less confusing to data entry personnel and other folks.

- < Left-justify names in a field, no leading spaces.
- < Drop leading articles (The Bullwinkle Corp becomes Bullwinkle Corp.)
- < Replace commas that separate words in a name with a space.
- < Drop periods from acronyms.
- < Leave periods and a space separating letters of an individual's name (e.g. C. G. Mathews.)
- < Leave no spaces on either side of slashes, dashes, and hyphens.