

- < EPCRA §324 requires that each emergency response plan, Material Safety Data Sheet (MSDS), MSDS list, inventory form, toxic chemical release form, and follow-up emergency notice be made available to the general public during normal working hours at a location designated by EPA, the Governor, SERC, or LEPC. The location of specific chemicals may be withheld from the public under certain conditions.
- < EPCRA §325 allows the EPA to fine facilities \$37,500 a day for violations or failure to comply with Title III regulations. In certain cases, subsequent violations could be \$75,000 a day. Other fines, penalties, and legal measures, including citizen lawsuits, are addressed.
- < EPCRA §330 authorizes the appropriation of funds to carry out this act. This provision, to date, has been ignored by Congress.

FOR INFORMATION ABOUT OTHER SECTIONS OF TITLE III NOT MENTIONED IN THIS BOOKLET, PLEASE REFER TO THE SARA TITLE III EPCRA LAW, DESIGNATED AS PUBLIC LAW 99-499 (October 17, 1986), in its entirety. The law may also be found in the U. S. Code, Title 42, Chapter 116.

## WHERE TO REPORT - ***NEW OPERATIONS***

### **EPCRA §301/303 Emergency Planning**

Companies/agencies that missed the **May 17, 1987**, deadline or are new operations should send written notice of emergency planning to:

South Carolina Emergency Response Commission (SERC)  
SC Emergency Management Division  
2779 Fish Hatchery Road  
West Columbia, SC 29172  
(803) 737-8500

### **EPCRA §302 Extremely Hazardous Substance Notification**

Facilities that have not notified the SERC of the presence of Extremely Hazardous Substance (EHS) or that have changed any of the required information should write to:

<p><b>SC SERC EPCRA Reporting Point</b> <b>2600 Bull St.</b> <b>Columbia, SC 29201</b></p>
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Include the following information: Name of company, facility location, mailing address and phone number, county, latitude & longitude, company contact person, type of company, and SIC & NAICS codes.

**EPCRA §304 Chemical Accidents and Releases**

NOTIFY IMMEDIATELY UPON occurrence. Follow up in writing.

- < Local Fire Department
- < Local Emergency Planning Committees (addresses and phone numbers pages 20-24)
- < SERC via the SCDHEC Toll Free 24-hour: (888) 481-0125 or (803) 253-6488
- < NATIONAL RESPONSE CENTER  
1-800-424-8802 (to report CERCLA substance releases)

**EPCRA §311/312 MSDS List/Sheets and Tier Two Chemical Inventory Forms**

- < §311 **Send MSDS List UPDATES** within 90 days of change of inventory. **NO MSDS TO THE SERC, JUST A LIST!**
- < §312 Tier Two Inventory Forms (or Tier II submit 3.5 diskette with certification)- March 1<sup>st</sup> every year.  
Send both to:

**SC SERC EPCRA Reporting Point**  
**2600 Bull St.**  
**Columbia SC 29201**

EPCRA Tier II Coordinator: (803) 898-4058  
 E-mail: [epcra@dhec.sc.gov](mailto:epcra@dhec.sc.gov)

**ALSO Send Both To:**

- < Local Emergency Planning Committee  
(Via County Emergency Management Departments; see page 33 for listings)
- < Local fire Department (check local phone book)

**EPCRA §313 Toxic Chemical Release Forms**

DEADLINE: July 1st of every year  
 Environmental Protection Agency  
 Toxic Chemical Release Inventory  
 470 L'Enfant Plaza East  
 Suite 7103, S.W.  
 Washington, DC 20024

(202) 488-1501

SC SERC EPCRA Reporting Point  
2600 Bull St.  
Columbia, SC 29201  
EPCRA TRI Coordinator: (803) 898-1422

## IF NOT REQUIRED TO REPORT

If you determine that your facility is not required to report under any section of Title III EPCRA, please send SCDHEC, EPCRA Reporting Point a brief letter stating your reasoning so that we may properly classify your facility as not-required-to-report.

## WHERE CAN I GET HELP?

EPCRA Hotline Information:

US EPA

Phone: 1-800-424-9346 / 1-703-412-9810 / TDD 1-800-535-7672

10:00 a.m. to 3:00 p.m. Eastern Time (Monday –Thursday)

(excluding federal holidays and weekends)

Preparedness Coordinator  
Environmental Protection Agency, Region IV  
Atlanta Federal Center  
61 Forsythe Street, S.W.  
Atlanta, Georgia 30303-8960  
(404) 562- 9188 (Region IV serves the southeastern states)

EPCRA §313 Document Distribution Center (***Title III List of Lists***)

1-800-490-9198

<http://www.epa.gov/swercepp/pubs/title3.pdf#>

***Title III List of Lists*** (EPA 550-B-01-003); the EPA identification number will change with each publication.

National Response Center

1-800-424-8802 to report CERCLA substance releases

1-800-424-9346 CERCLA Information hotline

## STATE EMERGENCY RESPONSE COMMISSION (SERC)

Because the State Commission is not a sitting body, questions about Title III EPCRA implementation in South Carolina should be directed to representatives of the following two state agencies that have operational responsibilities. (DHEC- EPCRA Tier II Coordinator at (803) 898-4058 or SCEMD-HazMat

Program Manager at (803) 737-8500.)

### **Administrative, Training, & Planning Information**

### **DO NOT SEND REPORTING FORMS OR NOTIFICATIONS TO THIS ADDRESS!**

*S.C. Emergency Management Division  
2779 Fish Hatchery Road  
West Columbia, SC 29172  
(803) 737-8500*

### **Technical Reporting**

(EPCRA §302, 304, 311, 312, 313)

**SEND ALL REPORTING FORMS OR NOTIFICATIONS TO THIS ADDRESS  
SC SERC EPCRA Reporting Point  
2600 Bull Street  
Columbia, SC 29201**

Source for Tier Two Forms,

Hardcopy or disk version (803) 898-4058 (working hours)

- Hardcopy -<http://www.scdhec.gov/environment/baq/tier2.aspx>.

EPA EPCRA Hotline (800) 424-9346 [ask for Tier II submit]

- or <http://www.epa.gov/emergencies/content/epcra/tier2.htm>

(803) 253-6488 (chemical accidents/releases, 24 hours)

Program contacts by Section:

(803) 898-4058 (§103, 302, 304, 311, 312)

(803) 898-1422 (§313)

Reporting releases to (888) 481-0125 or (803) 253-6488 will satisfy SERC notification requirements mandated by Title III.

The following items may be obtained by contacting the EPCRA TRI Coordinator at (803) 898-1422:

- < *Title III List of Lists* containing the Extremely Hazardous substances and their RQ's .
- < 40 CFR Table 302.4 containing the CERCLA Hazardous Substances and their RQ's.
- < A list of the new 45 CERCLA Hazardous Substances added by the Clean Air Act amendments with important comments.

- < §355.40, the federal regulations for Emergency Release Notification covering procedure, exemptions, and penalties.
- < verbal notification form for facility records.
- < The EPA's Final Rule on reporting Continuous Releases of Hazardous Substances as published in the Federal Register on July 24, 1990.
- < Forms to use for written notification of Continuous Releases (Forms provided courtesy of BASF Corp.)
- < Sample of text used in report of Continuous Releases (Text provided courtesy of a South Carolina facility.)

SCDHEC is charged with coordinating SARA Title III EPCRA information for South Carolina. Our major task is providing information to the public, industry, and commerce. Please allow us to help you meet your obligations under Title III. Facilities which have not made reasonable efforts to meet their obligations may be investigated by EPA and, if found to be out of compliance, may be fined.

### **SERC MEMBERSHIP**

The Director of the SC Emergency Management Division, by Executive Order, serves as SERC Chairman. The Commission has twelve members. Membership includes a representative from the Governor's Office, SCEMD, SCDHEC, SLED, Department of Public Safety, State Fire Marshal, three from Industry, and three members at-large.

### **LEPC COORDINATORS and COUNTY REPORTING REQUIREMENTS**

The county directors of the 46 emergency management/civil defense agencies have been designated as coordinators to the local committees. To report chemical releases and accidents which occur during non-business hours, contact the LEPC Coordinator through the local sheriff's office, warning point, or other emergency number. County contact information is located beginning on page 33.

**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.