

SARA Title III section 302 Emergency Planning Notification

The section 302 Emergency Planning Notification must be submitted **within 60 days after the threshold is reached**. After that, you can edit and recertify your notification at any time.

Recertify the online notification **only if you have changed information** in it.

Always mail a hard copy of the new or revised notification to LEPCs that cannot receive it online.

LEPCs in the counties of Kent, Ingham, Oakland, Ottawa, and Wayne can receive your notification online. A hard copy of the notification must be sent to all other LEPCs.

After you have read these instructions, click [Tier II Manager™](#) to access the online reporting program.

In the online program, go to the Submissions Listing page and scroll down to “302 Reports” and click on “New/Edit 302.” The report form looks like this:

Edit 302 Report

[Submission Listing](#)

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).

Make sure you certify the report after completing the information below.

Facility Emergency Coordinator

Name: Title:

Phone: 24 Hr Phone: Pager:

Address: City:

State: Zip:

Email: Retype Email:

Company Name:

Check here if the Facility is Exempt from 302 reporting because it is not storing any EHS chemicals which are over the TPQ

Initiated Date: 11/26/2008 3:14:50 PM

Chemical Information

Select Chemical from Tier II	Search EHS	CAS	EHS Name	EHS Quantity (lbs)	TPQ Value	Chemical Name	
		<input type="text" value="79-06-1"/>	<input type="text" value="ACRYLAMIDE"/>	<input type="text" value="17400"/>	1,000/10,000	<input type="text" value="ACRYLAMIDE"/>	<input type="button" value="Delete"/>
		<input type="text" value="7697-37-2"/>	<input type="text" value="NITRIC ACID"/>	<input type="text" value="3500"/>	1,000	<input type="text" value="NITRIC ACID"/>	<input type="button" value="Delete"/>
		<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>		<input type="text"/>	<input type="button" value="Add"/>

*The Select Chemical from Tier II lookup will only return chemicals existing in the current Tier II data identified as Extremely Hazardous Substance (EHS) with a quantity above its Threshold Planning Quantity (TPQ).

[Submission Listing](#)

The online notification includes chemical information. If you reported an EHS on your Tier Two report, and the reported amount was equal to or greater than the TPQ, you can “Select Chemical from Tier II” (on the left side of the form) to import that chemical into the section 302 notification. The program will **not** aggregate EHS amounts. You must do that manually. You can manually add an EHS and you can edit the amount if needed. If you manually add an EHS, you should select the chemical from the list that appears when you click on “Search EHS.”

The notification includes the name and contact information of the Facility Emergency Coordinator. This is the person that will work with the LEPC to develop the off-site emergency response plan.

After you have entered all of the required information, click “save and continue” to get to the screen where you certify the report.

What If Your Facility Is No Longer Subject?

If your facility was once subject to section 302, but has since removed or reduced to below the TPQ the EHS(s) on site, you can report this status change in the online program:

1. Delete any listed EHSs.
2. Check the box that says the facility is exempt from 302 reporting.
3. Certify the report.
4. Mail a hard copy of the revised notification to the LEPC if it cannot receive the report online.

How to Print a Hard Copy of the Notification

The online program does not have a print utility for the section 302 notification, but it is still possible to print it after you have certified the notification:

1. Go back to the Submissions Listing page and “view” the 302 report.
2. On your keyboard, hold down the “shift” key and press the “print screen” key. You will not see anything happen.
3. Open a blank Word document.
4. Click “edit” and then “paste.” The 302 report will appear in the Word document.
5. You can then save and print the Word document that contains a copy of the 302 report.