

CHAPTER 3: SARA TITLE III - Sections 311 and 312

EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY REPORTING

40 Code of Federal Regulations (CFR) Part 370

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Sections 311 and 312 of SARA Title III address emergency and hazardous chemical inventory reporting. The implementing regulations are codified in 40 CFR Part 370. The regulations are intended to provide the public, local governments, fire departments, and other emergency officials with information concerning the potential chemical risks in their communities. Over 6,000 facilities in Michigan submit hazardous chemical inventories to the Michigan SARA Title III Program, Local Emergency Planning Committees (LEPCs), and local fire departments.

Michigan's Hazardous Chemical Inventory website:
Michigan.gov/SARA

Select "SARA Title III - Hazardous Chemical Inventory"
egle-sara@michigan.gov | 517-284-SARA (517-284-7272)

Who Must Submit the Hazardous Chemical Inventory Report?

These reporting requirements apply to any facility that must maintain a safety data sheet (SDS) in accordance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29 CFR 1910.1200. The owner or operator must submit the hazardous chemical inventory report if a hazardous chemical present at the facility meets or exceeds the reporting threshold.

Federal agencies were directed by Executive Order Number 12856, signed by President Clinton on August 3, 1993, to comply with all provisions of SARA Title III and the Pollution Prevention Act.

If your facility is not covered by OSHA, reports are not required. *However*, in the interest of emergency preparedness, you are urged to consider reporting all hazardous

What Hazardous Chemicals Are Included?

The criteria for including chemicals in the Section 311 report are the same as the criteria for including chemicals in the Section 312 (Tier II) report.

Hazardous chemicals are those chemicals or substances stored or used in the work place for which OSHA requires employers to maintain SDSs. Over 650,000 products have SDSs required by OSHA. They are referred to here as “OSHA hazardous chemicals.” There is *no list* of these OSHA hazardous chemicals. The OSHA hazardous chemicals must have an associated physical and/or health hazard as defined in the OSHA regulations in 29 CFR 1910.1200(c).

Note: The Hazard Communication Standard requires chemical manufacturers, distributors, or importers to provide SDSs (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, new SDSs must be in a uniform format.

Physical and Health Hazards

The physical and health hazards will be described in the SDS. Check your SDS to see if the substance has associated physical and/or health hazards. If the SDS does not clearly describe the hazards, contact the manufacturer or importer of the substance for clarification. It is their responsibility to determine the hazards in accordance with OSHA standards and provide that information in the SDS.

Some non-hazardous substances such as water can also have SDSs. If a substance is not hazardous according to the OSHA definition, the SDS should state that there are “no known hazards.” Be aware that manufacturers sometimes claim in the SDS that a hazardous substance is not hazardous to avoid additional handling costs. Regardless of what is in the SDS, such substances must be included in the hazardous chemical inventory.

The USEPA recently issued revisions to 40 CFR Part 370 that will affect reporting under Sections 311 and 312 of the Emergency Planning and Community Right to Know Act (EPCRA). The revisions are intended to better align EPCRA with the revised OSHA Hazard Communication Standard (HCS) and facilitate safer management of hazardous materials.

To align with the revised physical and health hazards in OSHA's HCS, USEPA has revised the hazard categories in 40 CFR Part 370. Instead of continuing to use the current five hazard categories (Fire, Sudden Release of Pressure, Reactive, Immediate (Acute) health hazard, Delayed (Chronic) health hazard), the USEPA is adopting the 24 hazards used in the revised OSHA HCS, which are listed below:

Physical and Health Hazards (effective January 1, 2018)

Physical Hazards

Combustible dust
Corrosive to metal
Explosive
Flammable (gases, aerosols, liquid, or solids)
Gas under pressure
Hazard Not Otherwise Classified (HNOC)
In contact with water emits flammable gas
Organic peroxide
Oxidizer (liquid, solid or gas)
Pyrophoric (liquid or solid)
Pyrophoric gas
Self-heating
Self-reactive

Health Hazards

Acute toxicity (any route of exposure)
Aspiration hazard
Carcinogenicity
Germ cell mutagenicity
Hazard Not Otherwise Classified (HNOC)
Reproductive toxicity
Respiratory or skin sensitization
Serious eye damage or eye irritation
Simply asphyxiant
Skin corrosion or irritation
Specific target organ toxicity (single or repeated exposure)

Michigan's Tier II Manager™ program has been updated to accommodate the new standard. Facilities moving forward will need to check all physical and health hazards that apply to their chemical(s) in Tier II Manager™ (see instructions below).

Detailed Description of Changes to Hazard Categories for Reporting Under Sections 311 and 312 in 2018

The final rule outlined below is in effect as of January 1, 2018. These changes are also in place in the Michigan Online Tier II Manager™ program.

This final rule revises the hazard categories in the regulations at 40 CFR Part 370, for reporting under Sections 311 and 312 of the Emergency Planning and Community Right-To-Know Act (EPCRA). On March 26th, 2012, OSHA revised its Hazard Communication Standard (HCS) by

adopting the United Nations Globally Harmonization System of Classification and Labeling of Chemicals (GHS). The changes to OSHA's HCS affect the reporting requirements under Sections 311 and 312 of the EPCRA.

What are the reporting requirements of the EPCRA Sections 311 and 312?

Sections 311 and 312 of the EPCRA contain provisions for hazardous chemical inventory reporting. Facilities that handle hazardous chemicals defined under the Occupational Safety and Health Act of 1970 and its implementing regulations must provide information on the quantity, locations, and the potential hazards of these chemicals. This information is submitted to the State Emergency Response Commission (SERC) or Tribal Emergency Response Commission (TERC), Local Emergency Planning Committee (LEPC) or Tribal Emergency Planning Committee (TEPC), and the fire department.

Section 311 requires facilities to submit the SDSs of hazardous chemicals present at or above the reporting thresholds specified in the regulations at 40 CFR Part 370. Facilities may also submit a list of hazardous chemicals grouped into hazard categories, instead of the SDS'.

Section 312 requires these facilities to submit the hazardous chemical inventory form to their SERC (or TERC), LEPC (or TEPC), and the fire department by March 1, annually. The inventory form provides the physical and/or health hazard of each hazardous chemical, their locations, and quantities that were present at the facility during the previous calendar year.

What is the Background of this Final Rule?

The statute specifies that the list of hazardous chemicals reported under Section 311 and the inventory forms reported under Section 312 should be based on the physical and health hazards established under OSHA and its implementing regulations. The statute also states that the U.S. Environmental Protection Agency (USEPA) may modify the physical and health hazards set forth by OSHA and its implementing regulations. Accordingly, the USEPA modified OSHA's 23 physical and health hazards into five hazard categories (three physical and two health hazard categories) for facilities to use for reporting under Sections 311 and 312. Facilities have been using these five hazard categories since the regulations were promulgated in 1987.

On March 26, 2012, OSHA published a final rule to revise the HCS due to OSHA's adoption of the GHS classification and labeling of chemicals. GHS is a standardized approach for classifying chemicals by their health, physical, and environmental effects, and communicates this information to downstream users by using consistent signal words, pictograms, hazard statements, etc., on labels and SDSs. OSHA adopted the classification criteria and provisions that are appropriate to its existing standards for hazard communication for labeling and SDSs. Under the revised HCS, chemical manufacturers and importers are required to evaluate their chemicals to ensure that they are classified and labeled appropriately.

What are the Revisions to Hazard Categories for Reporting under Sections 311 and 312?

The classifications of chemicals that OSHA adopted from GHS affect the reporting requirements under the EPCRA, Sections 311 and 312. As stated in the statute, facilities are required to report the quantities, locations, and the potential hazards of the chemicals to the SERC (or TERC), LEPC (or TEPC), and the local fire department. Therefore, the USEPA is revising the existing hazard categories in 40 CFR Part 370, to conform to the hazard classes in the revised OSHA HCS. Although the physical and health hazards in OSHA HCS prior to the 2012 revisions are the same as the revised hazards, the descriptions of each hazard are more detailed. See tables below for descriptions of physical and health hazard classes before and after adopting GHS provisions.

Physical Hazard Classes in OSHA Hazard Communication Standards (HCS)

Physical Hazards (prior to GHS adoption)	Physical Hazards (after adoption, revised in 2012)
Combustible liquid	Flammable (gases, aerosols, liquids, or solids)
Compressed Gas	Gas under pressure
Explosive	Explosive
Flammable	Self-heating
Pyrophoric	Pyrophoric (liquid or solid)
Oxidizer	Oxidizer (liquid, solid, or gas)
Organic Peroxide	Organic peroxide
Unstable (Reactive)	Self-Reactive
Water-Reactive	In contact with water emits flammable gas
	Corrosive to metal
	Hazard Not Otherwise Classified (HNOC)

Health Hazard Classes in OSHA Hazard Communication Standards (HCS)

Health Hazards (prior to GHS adoption)	Health Hazards (after adoption, revised in 2012)
Carcinogens	Carcinogenicity
Toxic or highly toxic agents	Acute toxicity (any route of exposure)
Reproductive toxins	Reproductive toxicity
Irritants; Corrosives	Skin Corrosion or Irritation
Sensitizers	Respiratory or Skin Sensitization
Agents which damage the lungs, skin, eyes, or mucous membranes	Serious eye damage or eye irritation
Hepatotoxins	Specific target organ toxicity (single or repeated exposure)
Nephrotoxins	Germ cell mutagenicity
Neurotoxins	Aspiration Hazard
Agents which act on the hematopoietic system	Hazard Not Otherwise Classified (HNOC)

In addition to the hazards adopted from GHS, OSHA specifically added three hazards that were not yet covered by GHS. These are: simple asphyxiant; combustible dust; and pyrophoric gas. Soon after OSHA’s HCS 2012 final rule was published, many stakeholders requested the USEPA adopt physical and health hazard classes as described in the revised HCS. The stakeholders expressed that, if the USEPA adopted these physical and hazard classes, it would be less burdensome to:

- The regulated community, as they would only need to copy the chemical hazard information from the SDS.
- The implementing agencies, as they could more easily compare the hazard information provided on each SDS with the information provided on the list of hazardous chemicals and the inventory form. Under this final rule, the USEPA is adopting the hazard classes as they are in the revised HCS for reporting under Sections 311 and 312.

Physical and Health Hazards (effective January 1, 2018)

Physical Hazard	Health Hazards
Flammable (gases, aerosols, liquids, or solids)	Carcinogenicity
Gas under pressure	Acute toxicity (any route of exposure)
Explosive	Reproductive toxicity
Self-heating	Skin Corrosion or Irritation
Pyrophoric (liquid or solid)	Respiratory or Skin Sensitization
Pyrophoric Gas	Serious eye damage or eye irritation
Oxidizer (liquid, solid or gas)	Specific target organ toxicity (single or repeated exposure)
Organic peroxide	Aspiration Hazard
Self-reactive	Germ cell mutagenicity
In contact with water emits flammable gas	Simple Asphyxiant
Combustible Dust	Hazard Not Otherwise Classified (HNOC)
Hazard Not Otherwise Classified (HNOC)	
Corrosive to metal	

What is the Effective Date of this Final Rule?

Many states have developed their own software for hazardous chemical inventory reporting. Other states use Tier2 Submit; electronic software developed by the USEPA. To provide enough time for states (as well as the USEPA) to modify the software to incorporate the new hazard classes, this final rule went into effective on January 1, 2018.

More information is available at www.epa.gov/epcra/epcra-non-section-313-amendments-and-guidance%23technical%20amendment.

Reporting Thresholds

The thresholds refer to the total amount of chemical on site, in storage and in process, at any one time. The minimum thresholds for reporting are:

- Extremely Hazardous Substance (EHS) = **500 pounds** or the Threshold Planning Quantity (TPQ), whichever is less. The amount of an EHS at a facility (both pure and in mixtures) must be aggregated for purposes of threshold determination. Include the EHS in a mixture if it makes up at least 1% of the mixture or 0.1% if the EHS is a carcinogen. EHSs and their TPQs are listed in Appendix A of this guidebook.

Non-reactive solid EHSs have two TPQs. Do not aggregate the amount of an EHS in a form that has the lower TPQ with the amount of the same EHS in a form that has the higher TPQ. See [Chapter 2](#) for the discussion regarding non-reactive solid EHSs.

- Gasoline (all grades combined) at retail gas stations if all gasoline is stored in compliant underground storage tanks (USTs) = **75,000 gallons**. The term gasoline includes gasohol that is composed of at least 90% gasoline and up to 10% ethanol.*
- Diesel fuel (all grades combined) at retail gas stations if all diesel fuel is stored in compliant USTs = **100,000 gallons**.*
- All other OSHA hazardous chemicals (except as stated in the next bullet) = **10,000 pounds**.
- The threshold for reporting in response to a request from the SERC or TERC. SERC, LEPC, TEPC or local fire department = **zero**. Regardless of the amount of chemical on site, you must submit a report if you are asked to do so by one of these agencies.

* Retail gas stations are those that sell gasoline and/or diesel fuel primarily to the public for motor vehicle use on land. Tanks are compliant if during the full previous year, they were in compliance with all applicable UST requirements in the Michigan Underground Storage Tank rules promulgated pursuant to Part 211, of Public Act 451. The higher gasoline and diesel fuel thresholds do not apply to alternative fuels (except gasohol), aviation fuel, heating fuel, kerosene, E-85, or gasoline with greater than 10% ethanol.

Formula to Convert Gallons to Pounds

The thresholds for most substances are in pounds. If your substance is a liquid, and you only know the number of gallons, you will need to convert gallons to pounds by using this formula:

$$\text{Gallons of Material} \times \text{Specific gravity of product} \times 8.34 \text{ lb./gal (weight of water)} = \text{Weight of product in pounds}$$

The specific gravity (also called the relative density) can be found in Section 9, "Physical and Chemical Properties," of the SDS. It is a unit-less number that tells how much the substance weighs relative to the weight of water. If the specific gravity is 1, the substance weighs the

same as water. If it is less than 1, then the substance weighs less than water. The specific gravity is often reported as a range. Use the highest value in the calculation.

If your substance is a gas, ask your supplier how much it weighs. The weights of some gases are listed in the box to the right.

Liquid oxygen = 9.528 lb./gal
Liquid argon = 11.630 lb./gal
Liquid nitrogen = 6.945 lb./gal

What Chemicals Are Excluded?

Section 311(e) of SARA Title III excludes the following substances from the hazardous chemical inventory reporting requirements in Sections 311 and 312:

- Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration.
- Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use.*
- Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public.
- Any substance to the extent it is used in a research laboratory or hospital or other medical facility under the direct supervision of a technically qualified individual.
- Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

Hazardous waste is exempt from the reporting requirements because the OSHA regulations do not require that an SDS be maintained for it. *However*, in the interest of emergency preparedness, you are urged to **report any hazardous wastes** that meet the reporting threshold.

*Under the USEPA's interpretation published July 13, 2010, facilities only have to include and count the amount of fume or dust emitted or released from a manufactured solid that is being modified to determine if the SARA Title III Sections 311 and 312 reporting thresholds have been reached. This interpretation applies to metal, bricks, and any other manufactured solid item that undergoes a modification process. It does not apply to lead in batteries.

Hazardous Chemical Inventory Reports

Chemicals can be reported as pure substances, as mixtures, or as the total quantity of a chemical at the facility (adding together the amounts present as a component in mixtures and in pure form). Similar substances can be grouped if appropriate. The reporting option you choose should be the same for both the initial and annual reports.

How you report your chemicals depends on what format is of most value to the planners and responders. If you are reporting for a warehouse with 100 different products that all contain the same flammable base ingredient, report the base ingredient. If you have 5 different colors of enamel paint, group them and report enamel paint. Likewise, different grades of gasoline

should be combined and reported as “gasoline.” If you have a plating solution that contains both sulfuric acid and nitric acid, report the plating solution as a mixture, and use the option to report the mixture ingredients on the Tier II report.

Section 311 Initial\Update Report

The purpose of the initial\update report required under Section 311 is to let state and local officials know that your facility recently acquired OSHA hazardous chemicals that are on site in amounts equal to or greater than the thresholds. This initial\update report is sometimes called the Safety Data Sheet (SDS) report because the regulation allows you to submit an SDS to fulfill this requirement. Beginning in 2014, the Section 311 report was submitted as a current year Update Report to the Section 312 Tier II report. In this way, all chemicals, existing and new, appear in the same report.

Section 312 Annual (Tier II) Report

The purpose of the annual report required under Section 312 is to provide state and local officials and the public with specific information on hazardous chemicals that were present at your facility at any time during the previous calendar year at levels that equaled or exceeded the thresholds. The annual report is the Tier II Emergency and Hazardous Chemical Inventory report, or Tier II report.

The Tier 1 report is of limited value and is not supported by any state.

The Tier II report is a certified report that contains specifics about the facility location, the owner or operator, emergency contacts, and other identifying information. It also describes each reportable chemical and includes the amount that was on site during the previous year, where it was located, and how it was stored. Site maps and SDSs can be attached to the Tier II report to clarify the reported information.

Where to Submit the Reports

The Update and Annual reports must be submitted to **ALL** of the following agencies:

- Michigan SARA Title III Program
- LEPC
- Local fire department

The Michigan SARA Title III Program accepts all reports on behalf of the SERC.

The Michigan SARA Title III Program receives all reports online.

LEPCs and fire departments in these counties can receive SARA Title III submittals online: Genesee, Ingham, Kent, Oakland, Ottawa, and Wayne.

Note: This list has changed.

Reports MUST be mailed or emailed directly to LEPCs and fire departments in all other counties (not listed).

Please contact your facility's county LEPC and fire department (not listed above) to confirm how they want to receive Tier II Reports. SARA Title III requires that your facility's LEPC and local fire department receives a current copy of the facility's Tier II Report to make critical emergency management decisions.

All other LEPCs and fire departments must receive a paper copy.

Addresses for LEPCs are available at www.michigan.gov/sara. Before mailing your report, check the website to see if your LEPC's address has been updated.

Due Dates:

- The Update report must be submitted within 3 months after the chemical threshold is first met or exceeded.
- The Annual (Tier II) report must be submitted annually between January 1 and March 1 and covers the inventory that was on site during the previous calendar year.
- The LEPC may ask a facility owner or operator to submit an SDS for a hazardous chemical present at the facility. The owner or operator must provide the SDS within 30 days after receipt of the request.
- The SERC, LEPC, or fire department having jurisdiction over the facility may ask a facility owner or operator to submit Tier II information regardless of chemical amounts. The owner or operator must provide the Tier II information within 30 days after receipt of the request.

Confidential and Trade Secret Information

Confidential Location Information

Under Section 324 of SARA Title III, you are not required to make chemical storage location information available to the public if doing so might pose a security risk. The chemical location includes the container type, temperature, pressure, and location description. You may not withhold this information from the SERC, the LEPC, or the local fire department. The online reporting program lets you identify which chemical locations should be kept confidential (i.e. not disclosed to the public). You may also mark attachments, such as site maps, as confidential.

Trade Secrets

You may be able to withhold the name of a specific chemical when submitting information under Sections 311 or 312 if that chemical name is claimed as a trade secret by your company. Do not confuse this with SDSs that claim trade secret ingredients. The requirements for withholding trade secret information are specified in SARA Title III Section 322 and implemented in 40 CFR Part 350. If you are withholding the name of a specific chemical or product as a trade secret, you must report the

generic class or category that is structurally descriptive of the chemical (e.g. list toluene diisocyanate as organic isocyanate) along with all other required information. You must submit the withheld information to the USEPA and substantiate your claim every time you report. There is a link to the Trade Secret Substantiation Form and instructions in the online reporting program, or you can go to www2.epa.gov/epcra/epcra-trade-secret-forms-and-instructions.

Online Report Overview

Michigan began using an online reporting program, Tier II Manager™ in 2007 so that the data would be more readily available to planners (LEPCs) and responders (fire departments). The online program allows facilities to manage their own data and enter updates at any time during the year. The Tier II report is a snapshot of the data that is certified annually as being true, accurate, and complete.

The Tier II Manager™ program was rewritten in 2014 on an updated platform and includes new required and optional data elements. The three reports that were previously submitted individually (Section 302 emergency planning, Section 311 initial hazardous chemical inventory, and Section 312 annual hazardous chemical inventory) have been combined into a single report.

- The **annual Tier II report** is submitted at the beginning of the year to report the chemicals that were on site during the previous calendar year, as required under Section 312. This report is a snap shot of the inventory for the specified report year and can be revised if needed.
- When a new chemical is added, a **current year update report** is submitted to meet the requirements of Section 311. Update reports should also be submitted when chemicals are removed or there are other significant changes, such as new emergency contact information.
- Whenever chemical information is updated, the program will aggregate amounts of individual EHSs and compare them to the associated TPQs. It will update the 302 status accordingly. This meets the requirements of a **Section 302, Emergency Planning Notification**.

Community Right-to-Know Provisions

Hazardous chemical inventory information is available to the public under the Community Right-to-Know provisions in SARA Title III. Requests can be made in writing to the LEPC or SERC as described below. The public should not go to the facility or to the fire department with information requests. The Michigan SARA Title III Program handles all information requests on behalf of the SERC. Addresses for the Michigan SARA Title III Program and the LEPCs are posted on the Michigan SARA Title III Program web site.

A person may obtain a SDS for a specific chemical at a specified facility by writing to the LEPC and asking for it. If the LEPC does not have the SDS, the LEPC must request the SDS from the facility's owner or operator. Most SDSs are available to the public on the Internet.

A person may request Tier II information for a specific facility by writing to the SERC or LEPC and asking for it. The SERC or LEPC must respond to a request for Tier II information within 45 days after receiving the request.

If the SERC or LEPC does not have the Tier II information, it **must** request it from the facility owner or operator in either of the following cases:

- The request is for hazardous chemicals in amounts greater than 10,000 pounds stored at the facility at any time during the previous calendar year, **or**
- The person making the request is a State or local official acting in his or her official capacity.

If neither of these conditions is met, the SERC or LEPC may request the information from the facility owner or operator if the request includes a general statement of need.

When responding to a request for Tier II information, the SERC or LEPC must not disclose location information, including attachments, that has been designated confidential in the Tier II report.

Local Fire Department Requests

If you are the owner or operator of a facility that has submitted inventory information under Sections 311 or 312, you must comply with the following two requirements upon request by the fire department with jurisdiction over your facility:

1. You must allow the fire department to conduct an on-site inspection of your facility; and
2. You must provide the fire department with information regarding the specific locations of hazardous chemicals at your facility.

Michigan's Fire Prevention Code, Act 207 of 1941, Section 29.5p, requires that all employers provide information about all hazardous substances at their facility, along with SDSs, to the fire chief with jurisdiction over their facility upon written request by the fire chief.

Online Reporting in Tier II Manager™

Getting Started

Tier II Manager™ is an online reporting program hosted by the Michigan SARA Title III Program. There is no fee associated with reports submitted in Tier II Manager™.

Only one report format will be submitted online. This report includes all data elements required in the following SARA Title III reports:

- Section 302, Emergency Planning Notification.
- Section 311, Initial/Update report of hazardous chemicals (sometimes called the SDS report).
- Section 312, Tier II annual report of hazardous chemicals.

Who Can Report Online?

Everyone can and should submit reports online. The Michigan SARA Title III Program receives reports for all facilities that are submitted online. This meets the requirement to submit reports to the SERC. In addition, if your facility is in one of the participating counties listed below, you will not have to submit paper copies to anyone.

Participating Counties

LEPCs and fire departments in these counties can receive SARA Title III submittals online: Genesee, Ingham, Kent, Oakland, Ottawa, and Wayne. **Note: This list has changed.**

Reports MUST be mailed or emailed directly to LEPCs and fire departments in all other counties (not listed).

Please contact your facility's county LEPC and fire department (not listed above) to confirm how they want to receive Tier II Reports. SARA Title III requires that your facility's LEPC and local fire department receives a current copy of the facility's Tier II Report to make critical emergency management decisions.

The Administrator

The Administrator for this program is the Michigan SARA Title III Program in the Department of Environment, Great Lakes and Energy. To contact the Administrator, select "Feedback" in the program menu bar. Or you may email egle-sara@michigan.gov, or call 517-284-SARA (517-284-7272).

System Requirements

The Tier II Manager™ program has the following system requirements:

- You must use one of the following browsers:
 - Microsoft Edge
 - Firefox 59 or higher.
 - Chrome 62 or higher.
- Adobe Acrobat Reader

- JavaScript must be ENABLED.
- Popup blockers must be DISABLED.
- If “Pop-up Blocker” is not available in the Tools menu, check whether MSN, Yahoo, or Google toolbars are on your computer, and turn off their popup blockers.
- Cookies need to be enabled in your browser. It is enabled by default.

Accessing Tier II Manager™

To access the online reporting program, go to the Michigan SARA Title III Program website, www.michigan.gov/sara, select “SARA Title III - Hazardous Chemical Inventory” or the “[Tier II Manager Program is ready to accept Tier II reports](#)” link.

EGLE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

ABOUT EGLE AIR LAND WASTE WATER SUSTAINABILITY

EGLE / COMMUNITY RIGHT TO KNOW

Emergency Planning and Community Right-to-Know - SARA Title III
 SARA Title III / Community Right-to-Know
 Title III of the Superfund Amendments and Reauthorization Act (“SARA Title III”) is also known as the Emergency Planning and Community Right-to-Know Act (EPCRA). This act has four main components:

- Emergency Planning & Notification (sections 302 & 303)
- Emergency Release Notification (section 304)
- Hazardous Chemical Inventory (sections 311 & 312)
- Toxic Chemical Release Inventory (section 313)

For other facility Emergency Planning requirements, go to www.michigan.gov/deqemergencyplan.

For Employee Right-to-Know requirements, go to www.osha.gov or view the [Hazard Communication Standard fact sheet](#).

For Firefighter Right-to-Know requirements, see [Fire Marshal Bulletin 9](#).

[Tier II Manager Program is ready to accept Tier II reports.](#)

[SARA Title III - Tier II Reporting Basics Webinar](#)

[SARA Title III - U.S. EPA changes to Tier II Reporting](#) (recorded 9/20/2017). This webinar provides an overview of the U.S. EPA Changes to Tier II reporting and how to update your chemicals physical and health hazards in the Online Tier II Manager program.

Section 302 Section 304 **Sections 311 & 312** Section 313

Then click on the “Tier II Manager™” button.

EGLE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

ABOUT EGLE AIR LAND WASTE WATER SUSTAINABILITY

EGLE / COMMUNITY RIGHT TO KNOW / SECTIONS 311 & 312

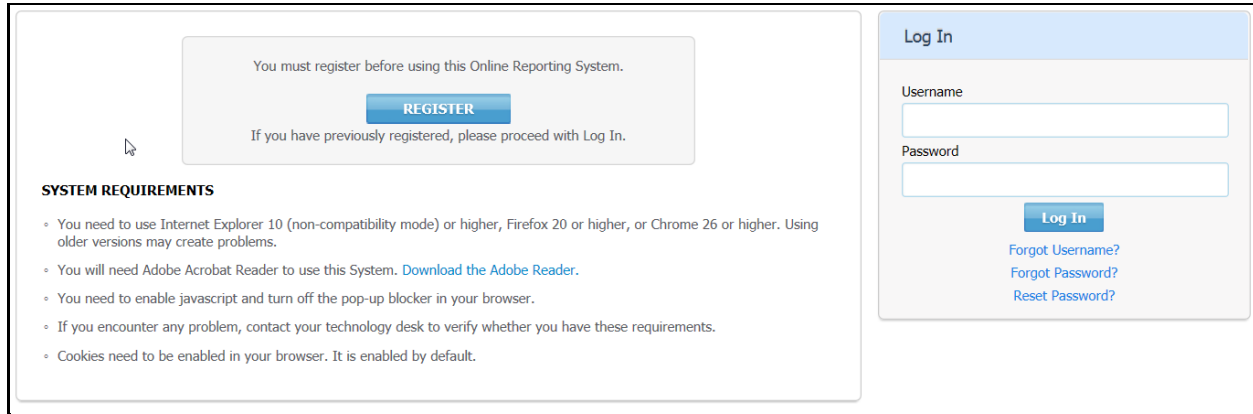
SARA Title III - Hazardous Chemical Inventory (Tier II Reporting)
Tier II Reporting
 Sections 311 and 312 of SARA Title III address emergency and hazardous chemical inventory reporting. The implementing regulations are codified in 40 CFR Part 370. The regulations are intended to provide the public, local governments, fire departments and other emergency officials with information concerning the potential chemical risks in their communities. Over 6,000 facilities in Michigan submit hazardous chemical inventories to the Michigan SARA Title III Program, Local Emergency Planning Committees (LEPCs), and local fire departments.

IMPORTANT NOTICE: Tier II Manager Program is ready to accept Tier II reports.

Fire Departments and LEPCs in the following counties can receive your Tier Two report online: Bay, Calhoun, Genesee, Grand Traverse, Ingham, Kent, Montcalm, Monroe, Oakland, Otsego, Ottawa, Saginaw, Washtenaw, and Wayne.

Sign into the **TIER II MANAGER™**
 Online Sara Title III Reporting

The Tier II Manager™ log-in screen will open up on your computer.



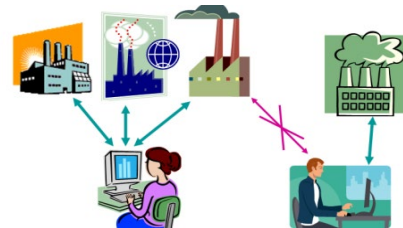
Existing User Accounts

Log in with your existing username and password.

Each user should have only one user account but can report for multiple facilities. All facilities that are in Tier II Manager™ are assigned to a user account.

Be sure your email service will accept mail from egle-ead-tier2@michigan.gov. Emails generated by the program will come from this email address.

A facility can be assigned to only ONE User Account at a time.



Log In

Log in if you are a reporter for an existing facility. You can access only the facilities that are assigned to your user account.

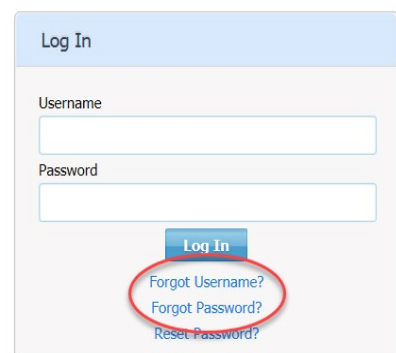
If you were able to log-in, skip to the “Online Reporting Process” section of this chapter.

Forgot username and/or password

Click on the “Forgot Username” or “Forgot Password” links on the Tier II Manager™ log-in screen and fill out the required information. If you get an error message or a message saying that the user does not exist, send an email to the Administrator.

A new password must:

- Be 8 to 12 characters in length.
- Contain a mix of upper and lower case letters, and numbers.



Assuming Reporting Duties from Someone Else

If your facility has been actively submitting Tier II Reports, a user account already exists in TIER II MANAGER™ for your facility. Please contact the responsible individual at your facility that previously reported to assume their username and password. Update the account profile upon logging in to the system by clicking on "My Account" tab and then "Update My Profile" and enter your profile information. If you are not able to contact the responsible person previously reporting for your facility, send an email to: EGLE-EAD-Tier2@michigan.gov and include the name, address and if possible the SARA ID or Facility ID number and the first and last name of the individual that previously reported for your facility. It is often faster and easier to assume a user account than to register for a new one.

Please contact the Administrator if you have question regarding assuming reporting duties from someone else at your facility. The facility or facilities you are looking to assume will be located under the previous person's existing user account. Depending on the situation, the Administrator will either change the user profile for the existing user account to make it yours, or have you register for a new user account and move the facility or facilities to your newly created account.

Consultants

If you are a consultant, you must register to get your own user account. Regardless of the number of companies that you represent, you should have only one user account. Do not register if you are not sure that you will be reporting for a company.

If your company wants to use consultant services, send an email to the Administrator (egle-sara@michigan.gov) that includes the name of the consultant that has permission to access your data. The email subject line should say "Consultant Needs Access." Copy your email to the consultant. The Administrator will move your facility records to the consultant's user account where the facility records will remain until you indicate otherwise. An email will be sent to you and your consultant when this has been completed.

Consultants can enter the certification information for the company representative that will certify the report. Read about certifications on page 3-29.

Registering for a New Account

If you need to register for a new account, send an email to the Administrator with the names and addresses of the facilities for which you will be reporting to see if those facilities are already in the system. Do not register for someone else. The information entered for the user account must be for the actual user of the program. You will be contacted by email when the Administrator has approved your user account.

Click on the "Register" button in the middle of the form.

You must register before using this Online Reporting System.

REGISTER

If you have previously registered, please proceed with Log In.

SYSTEM REQUIREMENTS

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.

Log In

Username

Password

Log In

[Forgot Username?](#)
[Forgot Password?](#)
[Reset Password?](#)

Select user type "Reporting Facility/Business User" from the drop down menu.

New User Registration

What Type of User are you? *

Reporting Facility/Business

Select "Reporting Facility/Business User" from the drop down menu

Cancel Next

Fill in all of the fields with an asterisk and then click "Submit."

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*

Note: Fill in all the fields that have an asterisk next to them before you proceed

User Contact

First Name* Last Name* Role*

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*

Email* Retype Email* Phone* 24 Hour Phone

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

Facility Details

If you have previously submitted reports, list the names and street addresses of all Facilities that need to be transferred to your new account (separated by semicolons).

Facility Details

Please enter the characters as shown *

F Q V P F

Cancel Back **Submit**

Online Reporting Process

Once you are able to open and access Tier II Manager the welcome page will appear on your computer screen. You will be able to perform the following actions.

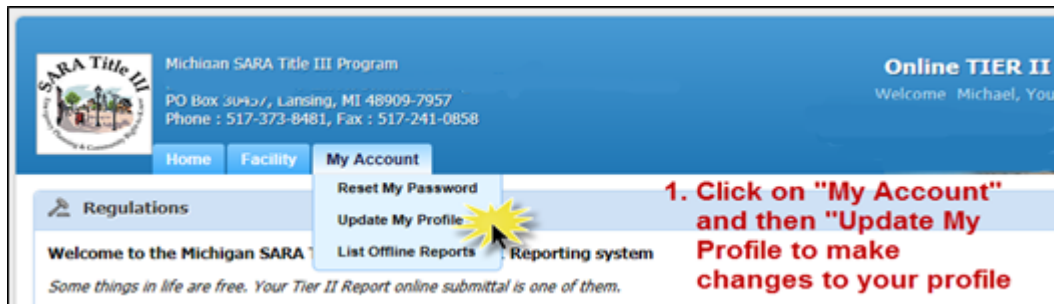
- Update your account profile.
- Access your list of facilities (active and inactive)
- View submissions for a selected facility.
- Create a new report or edit/revise an existing report.

Note: As a security feature, the program times out after 20 minutes of inactivity. Make sure that you select “save” after entering information on each screen to prevent data loss. A warning will appear 2 minutes before timing out. Press “OK” to refresh the time or “Cancel” to allow the program to time out.

Please follow the step by step instructions below to update your profile, make changes, and create a new report.

1. Update Your Account Profile

Click on “My Account” on the menu at the top of the welcome page. Then click “Update My profile”; do this whenever your contact information has changed. Emails and phone numbers must be kept current.

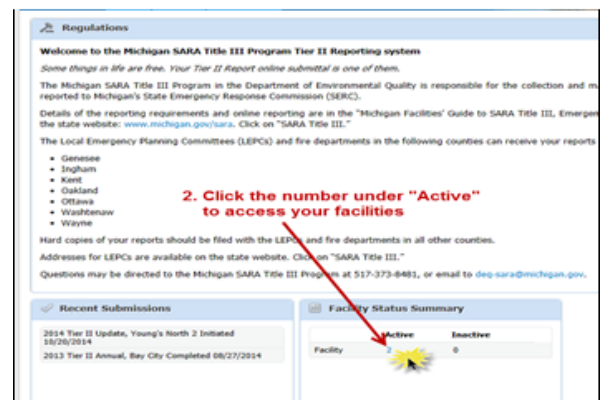


2. Access Your List of Active Facilities

Click on the number under “Facility Status Summary” to access a list of your active facilities.

A list of your facilities will be displayed. You can access reports for any of these facilities or add a new facility.

IMPORTANT! Contact the Administrator if this list is not correct or complete.



3. View Submissions for a Select Facility

Select a facility from the list of active facilities to see all past submissions for that facility. *Click on the "Facility/Site Name" (highlighted in blue).*

The List Submissions page includes Tier II Reports both "Annual" and "Update Report", as well as historic Section 302 Reports and Section 311 Reports. The Section 302 and 311 reports are for viewing only.



Back List Submissions

Bay City (MI SARA ID:)
401 Ketchum Street, Bay City, MI 48708, United States **Bay City stores EHS over TPQ**
Status: Active Type: Facility

[Change Facility Status](#)

Reports [Add a New Annual/Revision/Update Report](#)

Tier II Reports (Annual Inventory)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
174087	2013 Tier II Report Annual	Completed	Michael Young	10/9/2014 8:36:29 AM	Online	

4. Add a New Report

All reports submitted in Tier II Manager™ moving forward will be Tier II Reports (Annual, Revision, or Update Report). There are three types of Tier II Reports.

- An **Annual Report** is required under Section 312 and is a report of the hazardous chemical inventory that was on site during the previous calendar year.
- A **Revision Report** is submitted if there was an error in the Annual Report.
- A current year **Update Report** is required when you bring a new chemical on site in an amount that exceeds the threshold. This replaces the separate Section 311 Report. If you add or revise an EHS that exceeds the threshold planning quantity, then the Update Report replaces the separate Section 302 Report. The Update Report should also be submitted when there are changes that affect emergency planning and response – such as when chemicals are removed from the site or contact information changes.

To start a new report, this includes editing/revising an existing report, select "Add a New Annual/Revision/Update Report." Then choose a report class to continue.



Back List Submissions

Bay City (MI SARA ID:)
401 Ketchum Street, Bay City, MI 48708, United States **Bay City stores EHS over TPQ**
Status: Active Type: Facility

[Change Facility Status](#)

Reports [Add a New Annual/Revision/Update Report](#)

Tier II Reports (Annual Inventory)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
174087	2013 Tier II Report Annual	Completed	Michael Young	10/9/2014 8:36:29 AM	Online	

Next, choose a report class to continue.


Start a New Report

101 Easy Street, Saginaw, MI 48607, United States
Contact: 888-888-8888
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.


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

Annual for 2020  Annuals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the **previous calendar year**.

If you have already submitted an ANNUAL for 2018 and want to update new information or fix an error on the submitted report, please select an option below.

Revision Revisions should be submitted to correct errors or omissions in already submitted reports.

Update for 2021  Updates should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the **current calendar year**.



Annual Reports are REQUIRED and are submitted for the previous calendar year. For example, in January of 2021 you will submit the 2020 annual report (just like your taxes). These are the reports that are due annually by March 1st.

Revision Reports are submitted to correct an annual report.

Update Reports are submitted when there are changes that have occurred in the current year. In 2021, select “Update for 2021.”

5. Edit Report

When you select the report class, the program will take you to the “Edit Report Homepage.” There are six steps on this page that must be completed. A response is needed for each of the fields that have asterisks next to them. The program will put a check mark by each step that is complete and an exclamation point next to those steps that are not complete. A completed step does not mean that the data are correct, just that they are complete. Please confirm that the information is current and accurate.

Please see some of the navigation tools available in the program screen shot below.

- Click on the “+” sign to expand the step and edit the data.
- Click on the name of the facility to go back to the “List Submissions” page.
- Click on “Print Report” to view or print the report.
- Click on “Edit” to make changes to the step.
- Step is complete when green check is present (but not necessarily accurate).
- Step is not complete when exclamation point is present.
- Add notes that will show up on this report only.

Detailed instructions below correspond to the 6 Steps listed on the Edit Report Homepage.

Step 1: Review Facility Information

The Facility Information is divided into three pages that all need to be edited and saved. Click on each tab and enter the required information. The tab that is highlighted is the tab in which you are working. When you save the information under a tab, the program will automatically go to the next tab. The check mark at the top of the tab will indicate when you have filled in all the required information.

Under the “Location and Nature of Business” tab:

- Enter the full name and full street address of the facility where the chemicals are located. If a street address is not available, enter other appropriate identifiers that describe the physical location of your facility. Do not enter a post office box.
- If you are editing an existing facility, do not edit the address. The SARA ID is associated with your facility at the existing address. Sometimes the post office will change your address. In this case, notify the Administrator that the facility address, but not the location, has changed.

- Choose the name of the primary Fire Department that will respond to an emergency at your facility, and that will receive this report. Contact the Administrator if your fire department is not listed in the drop down;
- Enter the primary 6-digit 2012 North American Industry Classification System (NAICS) code for your facility. You can enter multiple NAICS codes if appropriate. Use the Nature of Business field to describe the type of facility; and
- There are new required data elements, so all steps should be reviewed and completed. Required fields are marked with a red asterisk. Following are the new fields that need to be completed in Step 1.
 - Indication if the facility is manned or unmanned.
 - Estimate of the maximum number of occupants at one time (use the shift that has the most employees on site at one time).
 - Parent company details (different from owner/operator details). These are new optional data elements.
 - Email for facility owner or operator.

The Facility Contact under the Contacts tab in Step 1 is optional. The person to contact for information regarding the Tier II report is required in Step 4.

Step 2: Review Chemical Inventory

- The inventory must include all chemicals that are on site and equal or exceed the reporting threshold at any time.
- Current Year Update: Submit a current year Update report at the time that chemicals are added or deleted from the facility inventory. This keeps the inventory current (see the “Inventory Updates” discussion at the end of this chapter). Update reports should also be submitted for new facilities that must start reporting during the current year.
- Annual Report: If update reports were submitted during the previous year, then the inventory should be current, and no changes should be needed. Note: Data from your last submitted Tier II Report is imported into the current report you have just created.
- If update reports were not submitted and chemicals were added or removed from the facility during the previous year, then the annual report must reflect all chemicals that were on site during the previous year with the number of days that they were on site (even if already removed). After the annual report is submitted with all chemicals, add an update report and delete the chemicals from it that are no longer at the facility.

- Information for each chemical must be saved in the program at least once even if there are no changes. The program will otherwise not recognize the chemical amounts.
- Pure chemicals and mixture chemicals must be reported separately. This is a new requirement needed for accurate amount calculations.
- Review the SDS for the chemical you are reporting. It will have much of the information that you need to complete this section.

Remember that you *must* report OSHA hazardous chemicals that meet or exceed the threshold. If requested by your LEPC or fire department, you must report these chemicals regardless of the amount on site. You are encouraged to report OSHA hazardous chemicals that do not meet the threshold, or other hazardous substances (such as hazardous wastes), if you determine that it might be beneficial for the LEPC or fire department to have this information.

The chemical details are divided into two pages that both need to be edited and saved.

Chemical Details

Youngs Funny Farm (MI SARA ID: 007)
 5000 Crazy Street Bay City , Michigan 48708
 Contact: 999-999-9999, Youngm1@michigan.gov
 Type: Facility

Chemical Description !

Inventory & Storage !

Chemical Description

Search by CAS/Chemical Name

CAS Number (If no CAS, type N/A) *

Chemical Name *

Chemical Added to Site Date

Substance is Trade Secret

Trade Secret Proof

- Enter the Chemical Abstracts Service (CAS) number. You can find this on the SDS. You may also use the chemical search function in the program to find this number. For mixtures, enter the CAS number of the mixture as a whole if it has been assigned a number distinct from its constituents. If the mixture has no CAS number, enter N/A.
- If you are adding a chemical to comply with Section 311, enter the “Chemical Added to Site Date.”

- Enter the chemical name or common name of the hazardous chemical. Do not enter the trade name. You may use the chemical search function to find the chemical or common name associated with the CAS number.
- Trade secret information refers to the product or chemical and should not be confused with SDSs that claim trade secrecy with regard to the ingredients in a product. Read about trade secrets on page 3-11 before you check this box.
- If you are reporting an EHS only, it must be marked as Pure. If the EHS is really part of a mixture, enter the product name in the Chemical Name field, check off Mixture, and enter the EHS (and other ingredients) in the Mixture Component List.
- Enter the CAS number, chemical name, and weight percent (%) of any *significant* mixture component(s). Use the “search” function to help assure that the chemical name matches the CAS number. The mixture component percentages do not need to add up to 100%. If the mixture percentage is reported as a range on the SDS, enter the highest number in that range.
- If you are adding an EHS that is a non-reactive solid (see [Chapter 2](#)), then the program will require that you answer additional questions about the form of the EHS at your facility.

Physical and Health Hazards *

Physical Hazards
[Check all that apply](#)


<input type="checkbox"/> Combustible dust	<input type="checkbox"/> Organic peroxide
<input type="checkbox"/> Corrosive to metal	<input type="checkbox"/> Oxidizer (liquid, solid or gas)
<input type="checkbox"/> Explosive	<input type="checkbox"/> Pyrophoric (liquid or solid)
<input type="checkbox"/> Flammable (gases, aerosols, liquids, or solids)	<input type="checkbox"/> Pyrophoric gas
<input type="checkbox"/> Gas under pressure	<input type="checkbox"/> Self-heating
<input type="checkbox"/> Hazard Not Otherwise Classified (HNOC)	<input type="checkbox"/> Self-reactive
<input type="checkbox"/> In contact with water emits flammable gas	

Health Hazards
[Check all that apply](#)

<input type="checkbox"/> Acute toxicity (any route of exposure)	<input type="checkbox"/> Reproductive toxicity
<input type="checkbox"/> Aspiration hazard	<input type="checkbox"/> Respiratory or skin sensitization
<input type="checkbox"/> Carcinogenicity	<input type="checkbox"/> Serious eye damage or eye irritation
<input type="checkbox"/> Germ cell mutagenicity	<input type="checkbox"/> Simple asphyxiant
<input type="checkbox"/> Hazard Not Otherwise Classified (HNOC)	<input type="checkbox"/> Skin corrosion or irritation
	<input type="checkbox"/> Specific target organ toxicity (single or repeated exposure)

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



- Check all physical and health hazards that apply. This information should be on the SDS. Due to the new USEPA Tier II Reporting requirements effective January of 2018, Tier II facilities will be required to report revised physical and health hazards for all their hazardous chemicals. Moving forward all your chemicals in Tier II Manage Program will be flagged until the Physical and Health Hazards have been updated to the new standard.
- Attaching a SDS is usually not necessary for common chemicals. The SDSs are an important resource for the LEPCs and fire departments, and Tier II Manager™ allows you to attach SDSs. However, the program module used by planners and responders also accesses an extensive SDS database and can usually link the applicable SDS to the reported chemical. In general, an SDS should not be needed if you have provided the chemical name or common name (not the trade name) of the substance along with a CAS number.
- The **Maximum Daily Amount** in the Chemical Inventory is an estimate of the largest amount of the chemical that was present at your facility (in storage and in process) on any single day during the reporting period. *In preparation for the worst case scenario: In the event of an emergency at your facility, what is the maximum amount of chemical that could be involved in an incident?* Enter this amount in pounds. Beginning in 2014, the amount codes in the chemical inventory section represented new ranges. The new amount code will be entered for you in the program when you tab over that field.

Chemical Description ✓ Inventory & Storage ⚙

Chemical Inventory

[Gals To Lbs Converter](#)

Maximum Daily Amount * Unit Maximum Daily Amount Code*

Pounds Select One


[Gals To Lbs Converter](#)

Average Daily Amount * Unit Average Daily Amount Code *

Pounds Select One

Number of Days Onsite *

- In “The Average Daily Amount” field, enter an estimate of the amount of the chemical that was present at your facility on an average day during the reporting period. *This is the most likely scenario in the event of an emergency at your facility: How much chemical would generally be expected to be on site?* Enter this amount in pounds. The amount code will be entered for you in the online program when you tab over that field.

- For the “Number of Days on Site” field, enter the number of days that the chemical was on site in any amount during the previous full calendar year (the reporting period).
- In 2014, the codes used in the Storage Location information were defined. Choose from a drop down list under each tab of “Container Types,” “Pressure,” and “Temperature Conditions.” If you choose container type “Other,” a new field will appear in which to enter that container type.
- The “Location” field allows you to enter a storage location at your facility. If you select  a new field will appear where you can enter the location description. This describes where the chemical is located at the facility, such as “NW corner of bldg. 1.” Do not enter the facility address here.

- Read about **Confidential Locations** on page 3-12. If you choose to keep the location and storage conditions confidential, check the “confidential location” box for that storage location.
- If any of the locations are confidential, be sure that the site map with chemical locations identified is also marked “Confidential” (see Step 5: Review Attachments).
- The **Storage Location Max Daily Amount** is a new, optional (highly encouraged) field that is especially useful to planners and responders when a chemical is present in multiple buildings at the facility.

Mixture Example: Lead-Acid Batteries

Lead-acid batteries are mixtures containing lead (an OSHA hazardous chemical) and sulfuric acid (an EHS). If you know the total weight of the battery, the amount of lead and sulfuric acid can be estimated. This example uses a formula approved by the USEPA to estimate the weight of the mixture components of typical lead-acid batteries based on the total weight of the batteries. It is not required that you use this formula.

Sulfuric acid in lead-acid batteries with liquid electrolyte is often less than, and never more than, 11% of the total battery weight.

Basic formula for lead-acid batteries: 2/3 of the total weight is lead; 1/3 of the total weight is electrolyte (water and sulfuric acid); and 1/3 of the electrolyte is sulfuric acid.

Enter lead-acid battery as the main chemical as shown below. When you check the "Mixture" box, the "Mixture Component List" will appear; enter the lead and sulfuric acid mixture components and the associated percentages. If you have batteries and do not know the actual percentages of the mixture components, the percentages in this example may be used.

The screenshot shows the 'Chemical Details' form for 'Lead Acid Batteries' at Youngs Funny Farm (MI SARA ID: 007). The form includes sections for Chemical Description, Chemical State, MSDS/SDS, Chemical Format, and Physical and Health Hazards. The 'Mixture' checkbox is checked, and the 'Mixture Component List' table is populated with Lead and Sulfuric acid.

Physical and Health Hazards

Physical Hazards (Check all that apply):

- Combustible dust
- Corrosive to metal
- Explosive
- Flammable (gases, aerosols, liquids, or solids)
- Gas under pressure
- In contact with water emits flammable gas
- Organic peroxide
- Oxidizer (liquid, solid or gas)
- Pyrophoric (liquid or solid)
- Pyrophoric gas
- Self-heating
- Self-reactive

Health Hazards (Check all that apply):

- Acute toxicity (any route of exposure)
- Aspiration hazard
- Carcinogenicity
- Germ cell mutagenicity
- Hazard Not Otherwise Classified (HNOC)
- Reproductive toxicity
- Respiratory or skin sensitization
- Serious eye damage or eye irritation
- Simple asphyxiant
- Skin corrosion or irritation
- Specific target organ toxicity (single or repeated exposure)

Mixture Component List

CAS Number	Chemical Name	EHS	EHS Name	Maximum Amount Percentage	Max Daily Amt. (lbs)	* Size <100 Microns / Powder / Holes / Solution?	Edit	Delete
7439921	Lead	No		66.00	13200			
7664939	Sulfuric acid	Yes	Sulfuric acid (aerosol forms only)	11.00	2200			

* This field is only required for non-reactive solid EHSs that have two TPQ values in the list of EHSs. If you report one of these EHSs, you will be prompted to provide input for this item.

Add Mix Components

Search by CAS / Chemical Name

CAS Number (If no CAS, type N/A)

Chemical Name

EHS Name Search by EHS Name

Maximum Amount Percentage

See Notes on Reporting Chemicals at top of this page.

Save Mixture Component

On the Inventory and Storage page, enter the total battery weight. The weights of sulfuric acid and lead in the batteries will be calculated by the program and will populate the “Max Daily Amount” field in the screen above.

Here is what the battery entry looks like on the printed report:

Chemical Description		Physical Hazards				Health Hazards		
Chemical ID: 521373	<input checked="" type="checkbox"/> Check if Chemical Information is changed from the last submission:	<input type="checkbox"/> Combustible dust	<input type="checkbox"/> Corrosive to metal	<input checked="" type="checkbox"/> Explosive	<input checked="" type="checkbox"/> Acute toxicity (any route of exposure)	<input checked="" type="checkbox"/> Aspiration hazard	<input checked="" type="checkbox"/> Carcinogenicity	
CAS #: N/A	Trade Secret: <input type="checkbox"/>	<input type="checkbox"/> Gas under pressure	<input type="checkbox"/> Flammable (gases, aerosols, liquids, or solids)	<input type="checkbox"/> Hazard Not Otherwise Classified (HNOC)	<input type="checkbox"/> Germ cell mutagenicity	<input type="checkbox"/> Hazard Not Otherwise Classified (HNOC)	<input type="checkbox"/> Respiratory or skin sensitization	
Chemical Name: Lead Acid Batteries	EHS: <input type="checkbox"/> Contains EHS: <input checked="" type="checkbox"/> Exceeds TPQ: <input checked="" type="checkbox"/>	<input type="checkbox"/> In contact with water emits flammable gas	<input type="checkbox"/> Organic peroxide	<input type="checkbox"/> Oxidizer (liquid, solid or gas)	<input checked="" type="checkbox"/> Reproductive toxicity	<input checked="" type="checkbox"/> Serious eye damage or eye irritation	<input type="checkbox"/> Simple asphyxiant	
EHS Name:	<input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mix <input checked="" type="checkbox"/> Solid <input checked="" type="checkbox"/> Liquid <input type="checkbox"/> Gas	<input type="checkbox"/> Pyrophoric (liquid or solid)	<input type="checkbox"/> Pyrophoric gas	<input type="checkbox"/> Self-heating	<input checked="" type="checkbox"/> Skin corrosion or irritation	<input checked="" type="checkbox"/> Specific target organ toxicity (single or repeated exposure)		
Chemical Added On: 08/30/2017	Exceed TPQ On: <input type="checkbox"/>	<input type="checkbox"/> Self-reactive						
Check if the chemical is below reporting threshold: <input type="checkbox"/>								
Inventory		Storage Codes & Location						
Max Daily Amt (lbs): 20000	Max Daily Amt Code: 06	Container Type	Pressure	Temperature	Storage Location	Description	Is Confidential	Max Amt At Location(lbs)
Avg Daily Amt (lbs): 20000	Avg Daily Amt Code: 06	[R]Other Desc:	[1]Ambient pressure	[4]Ambient temperature	Warehouse			
Max Amt in Largest Container (lbs):	No of days onsite: 365							
MIXTURE COMPONENTS								
Chemical Name	%	CAS #	EHS	EHS Name	Max Daily Amount (lbs)	Max Daily Amount Code		
Lead	66	7439-92-1	<input type="checkbox"/>		13200	06		
Sulfuric acid	11	7664-93-9	<input checked="" type="checkbox"/>	Sulfuric acid (aerosol forms only)	2200	04		

Step 3: Review Subject to Status

This section of the report includes the following environmental program status fields:

- An indication whether the facility is subject to Section 312 of SARA Title III.
- An indication whether the facility is subject to the emergency planning notification requirement under Section 302 of SARA Title III. This will be assigned automatically based on the EHS inventory that you entered in Step 2.
- An indication whether the facility is subject to the chemical accident prevention requirements under Section 112(r) of the Clean Air Act, also known as the Risk Management Program.
- Facility identification numbers assigned under the Toxic Chemical Release Inventory and the Risk Management Program. If the facility has not been assigned an identification number under these programs, or if the facility is not subject to reporting under these programs, enter "N/A" in this field.

Subject to Status

(MI SARA ID:)

525 W Allegan St, Lansing, MI 48909, United States
Contact: 555-555-5555,
Type: Facility

EPCRA Section 312 (Annual Inventory) Active
The facility is subject to 312? [What is this?](#) * Yes No

EPCRA Section 302 (EHS Amt>TPQ) Active
The facility is subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? [What is this?](#) * Yes No

CAA Section 112(r) (RMP) Inactive
The facility is subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? [What is this?](#) * Yes No
RMP ID

EPCRA Section 313 (TRI) Inactive
The facility is subject to Toxic Release Inventory under Section 313 of EPCRA (40 CFR Part 372) [What is this?](#) * Yes No
TRI Facility ID

Step 4: Review Report Contacts

You must now report the following new data elements in Step 4:

- **Name, Title, Phone, Email** of the person to contact regarding information in the Tier II report. This will usually be the person who entered the report in the online program.
- **Name, Title, Phone, 24-hour Phone, Email** of the facility emergency coordinator, if subject to Section 302. This is the person who will work with the LEPC to develop the offsite emergency response plan.
- **Name, Title, Phone, 24-hour Phone, Email** for facility emergency contacts.

Contacts

(MI SARA ID:)

525 W Allegan St, Lansing, MI 48909, United States
Contact: 555-555-5555, parkers5@michigan.gov
Type: Facility

Tier II Contact

[Pick Tier II Contact](#)

Name *	Title *		
<input type="text"/>	<input type="text" value="Owner"/>		
Email *	Phone *	24 Hr. Phone	Mobile/Pager
<input type="text" value="l"/>	<input type="text" value="999-999-9999"/>	<input type="text"/>	<input type="text"/>

Emergency Planning Coordinator

Required only if Chemical Inventory has Extremely Hazardous Substance quantities greater than the Threshold Planning Quantity

[Pick Emergency Planning Coordinator](#)

Name *	Title *		
<input type="text"/>	<input type="text" value="Ower"/>		
Email *	Phone *	24 Hr. Phone *	Mobile/Pager
<input type="text" value="-"/>	<input type="text" value="999-999-9999"/>	<input type="text" value="999-999-9999"/>	<input type="text"/>

Emergency Contacts

[Pick Emergency Contact](#)

Name *	Title *		
<input type="text"/>	<input type="text" value="Ower"/>		
Email *	Phone *	24 Hr. Phone *	Mobile/Pager
<input type="text"/>	<input type="text" value="333-333-3333"/>	<input type="text" value="333-333-3333"/>	<input type="text"/>

Step 5: Review Attachments

The “Site Plan” (site map), and the “Facility Emergency Response Plan” are optional attachments that are important resources for planners and responders that have access to the program. You are encouraged to attach these documents. They can be attached and updated at any time. It is recommended that you use the PDF file format. The files must be less than 2 MB. Be sure to mark the files as confidential before you attach them if you do not want them made available to the public. Provide these documents in paper copy to LEPCs and fire departments that are not in participating counties. If you have already provided them, you do not need to do so again.

Add/Edit Tier II Report Attachments

(MI SARA ID:)

525 W Allegan St, Lansing, MI 48909, United States
 Contact: 555-555-5555,
 Type: Facility

Attachment	File	Browse File to Upload	Sent as Hardcopy
Site Plan (Map)		<input type="button" value="Browse..."/>	<input type="checkbox"/>
Site Coordinate Abbreviations		<input type="button" value="Browse..."/>	<input type="checkbox"/>
Safeguard Measures		<input type="button" value="Browse..."/>	<input type="checkbox"/>
Facility Emergency Response Plan		<input type="button" value="Browse..."/>	<input type="checkbox"/>

Notes

The “Notes” field is at the top of the Edit Report Homepage. Enter notes before you submit your report. Notes will print at the end of the report, and they will be viewable by the Administrator and any planners and responders with access to the online database. Notes may be added to explain issues or problems you had during the reporting process. The notes you enter for this report will only appear on this report.


Back Edit Report Homepage (MI SARA ID :) [List Submissions](#)

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ⚠ 0 Notes

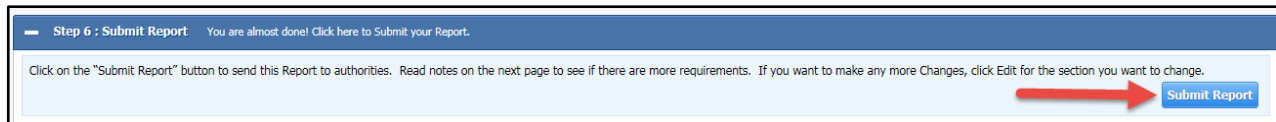
Report: 2015 Update Tier II Report

Submission Status : Initiated Status Date : . . .
 Last Updated : Submission Type : Online

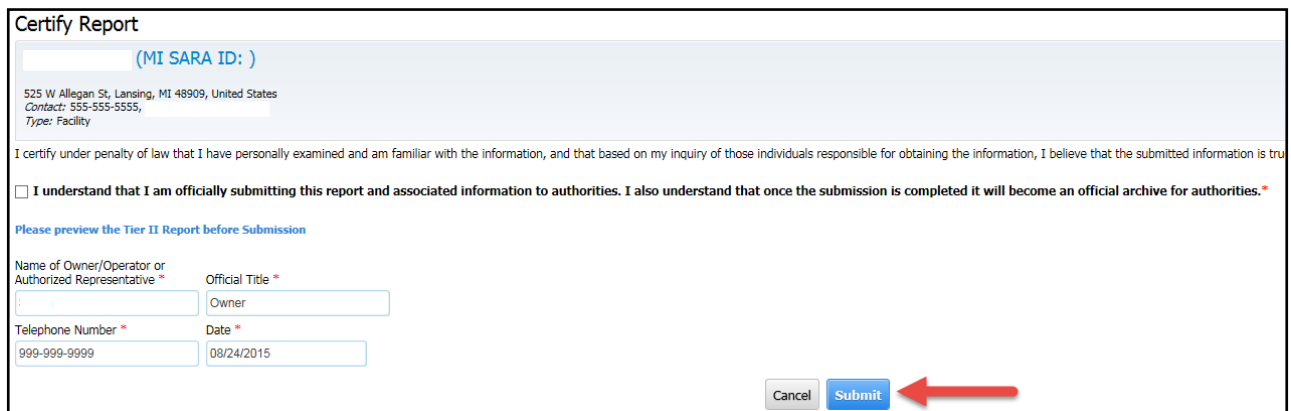
Step 6: Submit Report

If any of the required data elements are incomplete, they will be identified by this symbol , and you will not be able to submit your report. When you click on the alert symbol, a pop-up will describe any problems with the entry.

The Tier II report certification is the last step in the submittal process. *The reporter can enter the certification information, even if the reporter is not the person that is actually certifying the report.*



Enter the name and official title of the owner, operator, or the officially designated representative of the owner or operator who can and will certify that the information in the report is “true, accurate, and complete.” If you are the reporter but not the certifier, the certifier should review the report before you complete the certification.



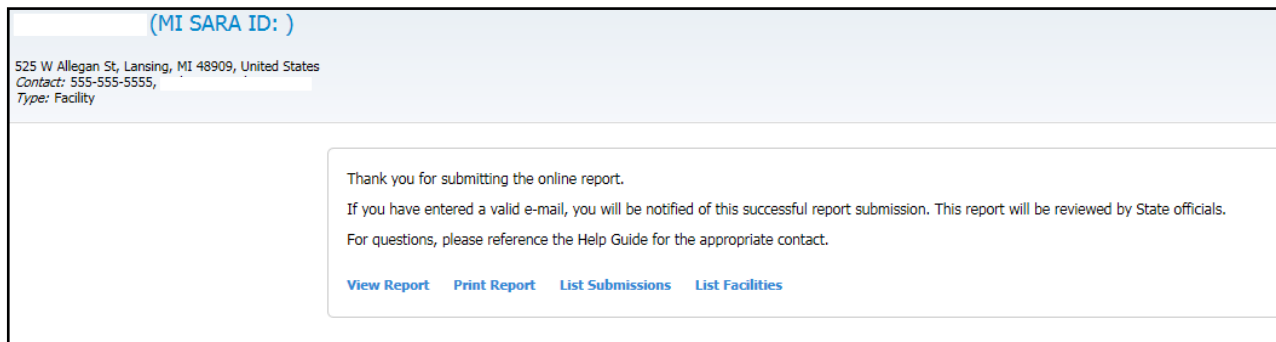
After the report has been updated, click on “Print Report” at the top of the Edit Report Homepage. This displays the uncertified Tier II report as a PDF file.

You can email this PDF file to the certifier for their review. When the certifier is satisfied with the report, you can complete the certification and the submittal by clicking on “Submit”.

Do not mail a certification letter or the certified report to the agencies that can receive the report online. It is recommended that you keep a signed paper copy for your records. If you mail a paper copy of the report to an agency, it should be signed by the certifier.

Final Step

After submitting the report, you can print the report. The Michigan SARA Title III Program and LEPCs and fire departments in the participating counties (Bay, Calhoun, Crawford, Genesee, Grand Traverse, Ingham, Kent, Monroe, Montcalm, Oakland, Otsego, Ottawa, Saginaw, Washtenaw, Wayne, and Wexford) receive the report online. Please do not file paper copies of your Tier II report with these agencies unless specifically asked to do so. All other LEPCs and fire departments require signed paper reports.



A paper copy of the Tier II report MUST be mailed to the LEPC and fire department if they are not in one of the participating counties.

Managing Reports and Data

Add New Facility

Before you add a new facility, it is recommended that you contact the Administrator to assure that the new facility is not already in the database. Remember that you cannot see all facilities in the database, and the facility that you think is new might be in the database assigned to a different user account. **NOTE:** If you add a new facility and it already exists in the database, the Administrator will delete the new facility and ask that you update the information for the existing facility.

Do not add a new facility unless you are certain that it does not already exist in the online database. Ask the Administrator if you do not know.

Facility No Longer Required to File

If your facility is no longer required to file a report (both Tier II and Section 302), select the facility from the list of active facilities by clicking on the name of the facility. This will open the list of submissions for that facility. Click on “Change Facility Status” that appears on the top right side of the page. Select the reason or reasons you are making the facility inactive, and enter the date this event occurred.

Facility Closed and Chemicals Removed

If your facility has closed, make sure that all chemicals are removed from the property. Then follow the procedures for “Facility No Longer Required to File.”

Facility Moved

If your facility moved its operations and chemicals to a new location, follow the procedures for “Facility No Longer Required to File” for the old location, and then add a new facility to the database for the new location. Do NOT change the address for an existing facility. Be sure to use the Notes field to explain the move.

Facility Sold or Purchased

If your facility was sold to another company and you are no longer responsible for reporting, do NOT make it inactive. Contact the Administrator and provide contact information for the new owner. If you have purchased a facility, contact the Administrator to see if it is already in the database. In both cases, the Administrator will move the facility file to the new company’s user account.

Ownership Change

If your facility was sold to another company but you will continue to report, update the Facility Information as appropriate. Be sure to use the “Notes” field to explain the ownership change.

Inventory Updates

The Tier II report process in Michigan has been reinvented with the updated Tier II Manager™ program that was implemented in 2014. The 2019 Annual Tier II report that you submit prior to the March 1, 2020, deadline will include all chemicals that were on site at any time during 2019 that met or exceeded the reporting threshold – regardless of whether or not it was on site at the end of the year. Going forward, this will change. When a chemical is removed, edit the inventory and submit an Update report. This will document when the chemical was removed, and it will not need to be included on the next Annual Tier II report.

The inventory in the online reporting program should always be current, and Update reports should be mailed to the LEPCs and fire departments that are not in participating counties. This will assure that our emergency planners and responders always have the best information available. It is all about safety, being prepared, and protecting the first responders, your community, and your business.

Access to the Data and Reports

The data are stored in a secure online database. Approved individuals in the Michigan SARA Title III Program, the Michigan State Police Emergency Management and Homeland Security Division, the USEPA Region 5, and the LEPCs and fire departments in the participating counties will have access to your certified reports as well as your current data via the Internet. Facility users only have access to reports and data for facilities assigned to their user account.

A member of the community may request SDS or Tier II information for a specified facility pursuant to the Community Right-to-Know provisions of SARA Title III. Information from the database can also be obtained through Freedom of Information Act requests. All requests must be in writing. Confidential location information and any attachments that are marked confidential are not provided.

Keeping Copies of the Reports

SARA Title III does not have record retention requirements for Sections 302, 311, and 312 (Tier II) reports. The reports that you submit online are available to you at any time. However, in the event of an unforeseen situation, it is recommended that you keep a signed hardcopy of your reports on file for five years. Five years is the statute of limitations. The statute of limitations is the maximum period of time, after certain events, that legal proceedings based on those events can be initiated.