Dear EPCRA Compliance Coordinator:

The due date for the 2019 TRI reporting year is drawing near. The Form R/A, instructions and reporting materials are also available on the Internet at: [https://www.epa.gov/toxics-release-inventory-tri-program/electronic-submission-tri-reporting-forms](https://www.epa.gov/toxics-release-inventory-tri-program/electronic-submission-tri-reporting-forms). Please follow all instructions carefully, submitting the EPA copy to the address given in the package. EPA TRI submittals should be made using the Central Data Exchange (CDX).

It is required that a submittal be made using the CDX and the fees are to be mailed to the Arkansas Department of Emergency Management before the deadline of July 1, 2020. **Your submission must be accompanied by your reporting fee made payable to the Arkansas Department of Emergency Management.** Reports and fees are required for each facility or site owned or operated by you that have a different physical address or facility name. **Note:** No invoice will be sent. A copy of this letter should be used for accounting purposes if necessary.

Certified Mail Address:

Arkansas Division of Emergency Management  
Attn: Hazardous Material Reporting  
Building #9501  
Camp Joseph T. Robinson  
North Little Rock, AR 72199

The filing fee schedule for the State of Arkansas TRI reporting has changed. The fee is **$300.00 for the first reported chemical and $50.00 for each reported chemical thereafter, up to a ceiling of $1,000.00 per facility/location.** To be processed your check must accompany the report and be made payable to “Arkansas Division of Emergency Management.” If the check is being cut by a parent company, consulting firm, or has a different name than the facility for which the fees are being paid, or the check is for more than one facility, each TRI Facility ID number must be placed on the check stub to insure that the correct account is credited.

Payments may be made on line at [https://www.adem.arkansas.gov/tier-ii-information](https://www.adem.arkansas.gov/tier-ii-information)  
The fees collected help provide revenue to operate the Hazardous Materials Program, which is the administrative branch of the State Emergency Response Commission (SERC). We provide comprehensive HAZMAT training to all areas of the state and assist each county’s Local Emergency Planning Committee (LEPC) in the development and implementation of emergency plans.
If you have any questions, please contact our office at 501-683-6700.

Sincerely,

Christopher Foreman
Hazardous Material Program Manager Arkansas Department of Emergency Management