

January 25, 2020

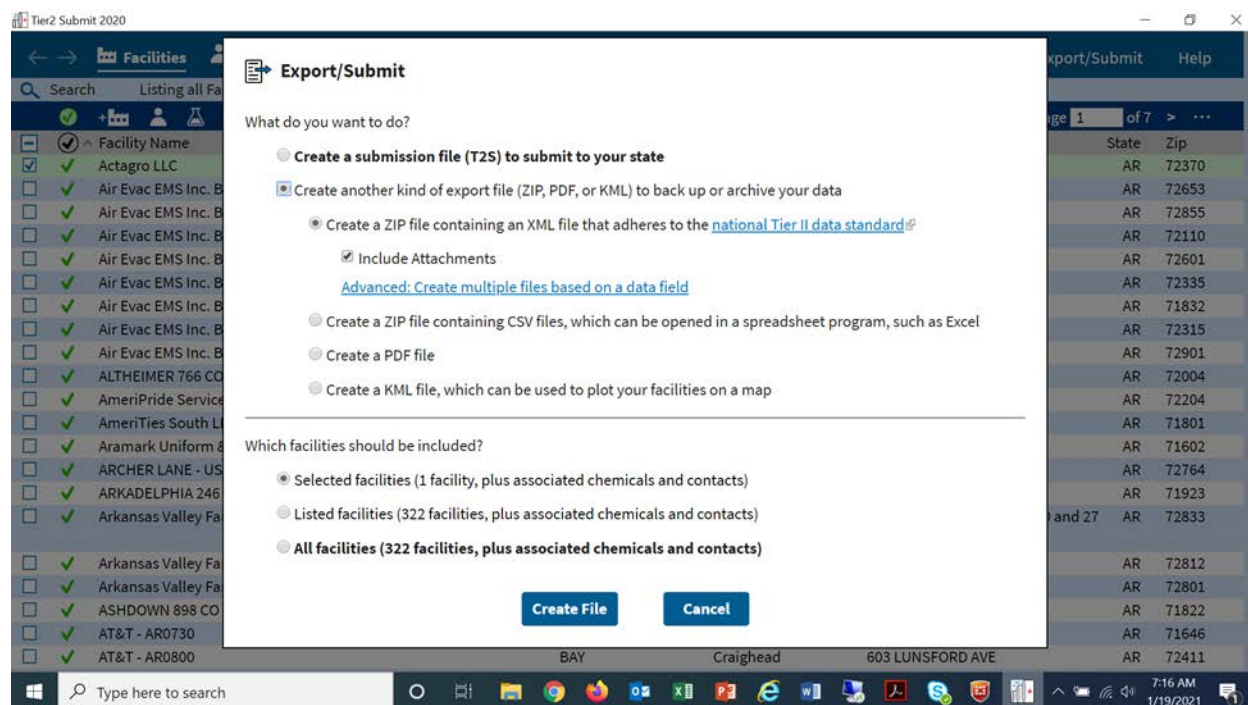
Dear Environmental Compliance Officer,

March 1, 2021 is the due date for the 2020SARA Title III Tier II reports and associated fees. Tier II reports need to be submitted to ADEM using U.S. EPA Tier II software, this must be the software for 2020. This software can be found at <https://www.epa.gov/epcra/tier2-submit-software> Instructions are provided on the U.S. EPA web site or please call ADEM for assistance at (501) 683-6700. A copy of this document may be used as an invoice. It will be the only notification of fees due.

When completing your Tier II report, we ask that you upload your facility site plans or Emergency Operation Plan. This helps the local emergency response agencies with their planning. **The submission only needs to go to ADEM; we will forward the reports to the Local Emergency Planning Commission (LEPC). Safety Data Sheets (SDS) do not need to be uploaded unless you are reporting a new chemical.** Please attach new SDS to your submittal.

Important information pertaining to the reports:

- **Do not send paper reports to ADEM.** All reports need to be submitted electronically in a ZIP file. Please see example below:



- When using Tier II Submit Software label the ZIP file with the facility name, address and filing year.
- Submit your report via the ADEM web site in the Tier II section.
- Once the file is uploaded, **please do not open the file**, as we are unable to read the file when we receive it.
- **Tender your fees at the time you send your report.** You may pay fees with a credit card. This can be done on our website in the Tier II link. There is button marked: Pay Here for Tier II and TRI. **Chrome works best for submittal and payment.** Checks are also accepted, please make payable to: Arkansas Department of Emergency Management, Building 9501, CJTR, North Little Rock, AR 72199.

We encourage you to contact your county LEPC (contacts can be located at the ADEM web site under the <https://www.dps.arkansas.gov/emergency-management/adem/response/emergency-management-coordinators/> and your local fire department to discuss your emergency plans and any special needs that may be required.

If you are interested in participating in any of our Hazardous Materials Training, please call us at (501) 683-6700.

Filing fees are as follows:

\$50.00 for first three chemicals, \$10.00 for each additional 3 chemicals (or portions thereof) and a ceiling per location of \$1,000.00.

Examples:

I Facility – 1 Chemical = 50.00

I Facility – 3 Chemicals = 50.00

I Facility – 4 Chemicals = 60.00

I Facility – 7 Chemicals = 70.00

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Oil and Gas Exploration and Production Industries: On October 9, 1997, the State Emergency Response Commission declared each lease (as recorded with the Oil and Gas Commission) to be recognized as a 'facility' thus, requiring a Tier II report and fee to be filed for each lease/facility. The fee for submitting the Generic Hazardous Chemical List, a listing of over 200 chemicals, will be capped at \$200.00 per lease/facility. Be sure to include a completed and signed Tier II form with the Generic List.

Reminder: Effective March 1, 1999, the EPA raised the EPCRA section 311-312 reporting threshold for gasoline to 75,000 gallons and diesel fuel to 100,000 gallons at retail gasoline stations. Facilities not exceeding this threshold do not need to submit a report. **Bulk Stations ARE NOT exempt from reporting or fees.**

Agricultural Operations – No report or fee for the state, but filing a report with your County Coordinator and/or Fire Department is strongly recommended.

Retail Fertilizer (only) – No report or fee for the state, but it is mandatory that a report be filed with your County Coordinator and local Fire Department.

Federal, State, County and Municipal Facilities – *No fee required*, but full reporting is mandatory. Use of Tier II Submit software.

Respectfully,

Chris Foreman

Hazardous Materials Program Manager
Arkansas Department of Emergency Management
501-683-6700