Re: CRTK/EPCRA/SARA Title III/Tier II Reporting

Dear Sir or Madam,

The majority of the responsibilities for implementing the SARA Title III program on behalf of the Indiana Emergency Response Commission (IERC) have been transferred from the Indiana Department of Environmental Management (IDEM) to the Indiana Department of Homeland Security (IDHS). Reports and notifications required to be submitted to the IERC implementing EPCRA section 302(c) (Emergency Response Planning; IC 13-25-2-3), section 311 (Hazardous Chemical Reporting; IC 13-25-2-8), and section 312 (Emergency and Hazardous Chemical Inventory Reporting/Tier II reports; IC 13-25-2-10) should now be submitted to IDHS beginning January 1, 2016, using a new online portal known as *Tier 2 Manager* at www.in.gov/dhs/3893.htm.

The platform adds new functionality to the reporting process, including the following:

- One-Stop Reporting: Facilities no longer need to submit three separate Tier II reports to the state, Local Emergency Planning Committee (LEPC), and fire departments. Instead, a single submittal through *Tier 2 Manager* satisfies reporting to all three entities (unless the LEPC and/or fire department requests paper Tier II reports from the facility).
- Online Payment: Facilities can pay the Hazardous Chemical Inventory Fee (HC-500 fee) associated with Tier II reports through an easy-to-use online payment portal as part of the reporting process. (All major credit cards and e-checks accepted.)
- Account Access & Facility Information: Facilities can edit their accounts and facility information at any time.
- Access to Emergency Planning and Community Right-to-Know Act (EPCRA) Reports: LEPCs and fire departments can access all EPCRA reports/notifications at any time through the same online portal.
- Manage Facility Chemical Inventory: LEPCs and fire departments can search for and delineate chemical types and quantities reported through the online portal for planning purposes.
- Automatic Notifications: LEPCs and fire departments are instantly notified about facility notifications/updates.
- Previous Facility Information: Facility data entered last year has been uploaded to *Tier 2 Manager;* however, facilities will need to make some edits to facility contacts and chemical data to conform to the new platform, and submission of new site plans is required.

Request for Paper Reports: Facilities must, upon request, promptly provide the appropriate Local Emergency Planning Committee (LEPC) and/or fire department (with jurisdiction over the facility) their Tier II emergency and hazardous chemical inventory form information, in the format requested, as required by IC 13-25-2-10(c).

Registration for online access: All facilities must register for a new user ID and password to use *Tier 2 Manager.*

IDHS is in the process of scheduling educational workshops across the state on the new *Tier 2 Manager* system. Dates and locations will be announced in the coming weeks online at www.in.gov/dhs/3893.htm.

Sincerely,

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