



Tier II Filings – Best Practices

The annual Tier 2 Reporting Season is 1 January through 1 March, here are some best practices and answers to typical questions received so far and additional clarification.

1. North Carolina follows Federal EPCRA for filing purposes. Some counties have more stringent guidelines and, as a result, we inform any callers (primarily contractors) to review the NC Local Emergency Planning Committee EPCRA Reporting table on <https://www.ncdps.gov/epcratier-ii-reporting> and contact the County directly for further guidance.
2. The state and LEPCs will only accept Tier 2 file submissions in electronic format through the E-PLAN online filing system. PDF files are not considered submissions.
3. If changes are made on any page in E-Plan, ensure to save before continuing.
4. The **Fire District Field**: This is the immediate agency that responds to that facility when they dial 911. E-PLAN has created a dropdown menu with this information, including the FDID number. Please direct Tier 2 filers to local fire district maps. Ensure to click the drop down to select the correct fire department, which is listed alphabetically for the county.
5. **Emergency 24-Hour Phone Number**: This is a 24-hour phone number to that facility, not 911. We utilize this number to immediately contact them, such as a popup weather event for notification purposes.
6. **Contact Information**: At minimum, every facility should have:
 - a. **Owner**
 - b. **Emergency Contact**
 - c. **Tier 2 Contact**
 - d. ***Facility Emergency Coordinator: For EHS facilities only**

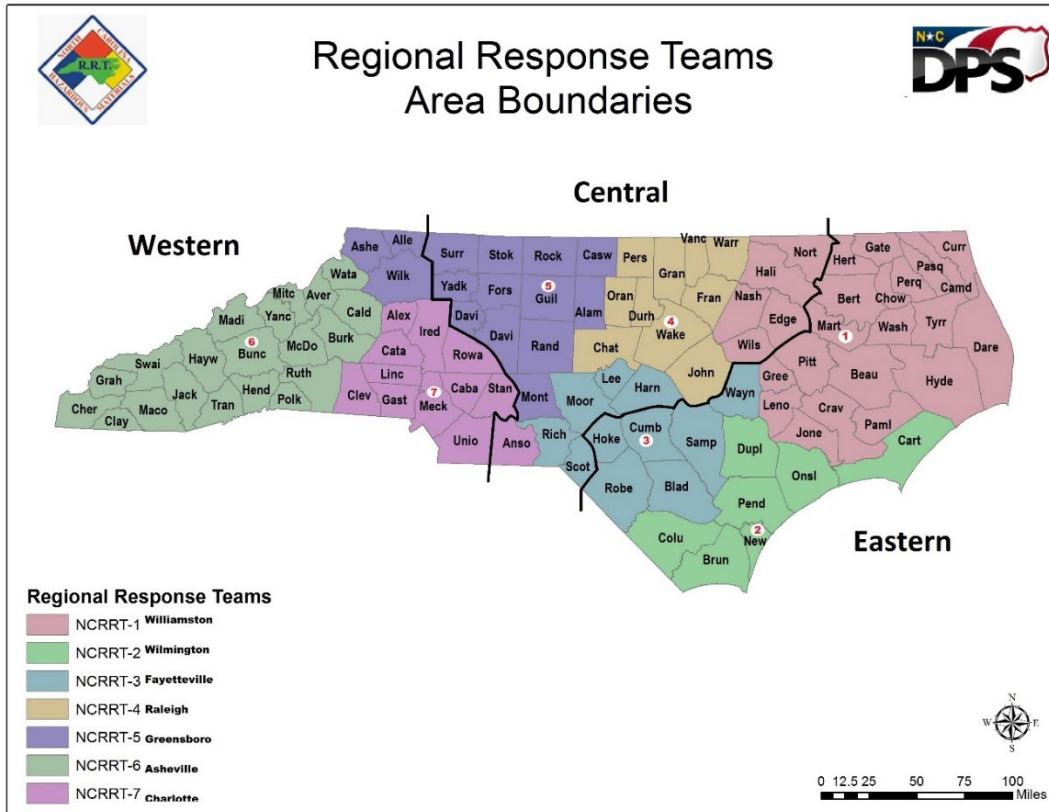
More than one person should serve as a contact for the facility.

7. **Facility Identification: State Fields**: Facilities need to fill out all fields that have a RED STAR.
 - a. **Facility Type**: categorizes the business and the industry it serves.
 - b. **Regulatory fields**: if needed, select those appropriate fields
 - c. **Nearest HAZMAT Team**: This would be the facility team, local qualified team (verify with local responders) or closest RRT.



The Regional Hazardous Material Team emergency contact is the 24-Hour Watch, 800-858-0368, locations and boundaries are:

- RRT-1, Williamston N.C
- RRT-2, Wilmington, NC
- RRT-3, Fayetteville, NC
- RRT-4, Raleigh, NC
- RRT-5, Greensboro, NC
- RRT-6, Asheville, NC
- RRT-7 Charlotte, NC



d. Deregistration: This assists everyone in determining whether the business is still in operation. If not, when they ceased operations and the date the last HAZMAT was removed from the property.

8. Documents: We are asking all 302 facilities (EHS) to submit a site plan (not an aerial photograph). In a perfect world, we want everyone to submit one but, 302s for this year. Any additional appropriate information i.e. Emergency plans and SDS would be excellent attachments.



9. Chemical Information:

- a. Ensure that the proper Chemical Abstract Service Number (CAS) is utilized.
- b. If the chemical is a mixture, then only use the CAS number in the components field.
- c. **Physical and Health Hazard Information:** This data needs to match the Safety Data Sheet (SDS) NOTE: If the facility selects "Hazard Not Otherwise Classified" They must provide additional notes in the Facility section.
- d. **Chemical Amounts:** We are requiring the **Maximum Amount in Largest Container (lbs)** Those facilities that are required to perform the Worst-Case Scenario Analysis need this figure to properly estimate threat zones surrounding their facility for planning purposes.
- e. **Shipment Information:** This data will be utilized as the basis of future commodity flow planning.
 - i. **Frequency**
 - ii. **Mode: How it gets there.**
 - iii. **Note: If Highway Trailers or Rail Cars are left on the property for more than 24 hours they need to indicate yes/No and then account for the additional amounts within Tier 2.**

10. Municipal Reports: Municipalities are exempt from FEES however they must still report. **Especially Water Treatment and Wastewater Treatment Facilities.**

- a. **The TPQ for Chlorine is 100 lbs.**
- b. **The TPQ for Sulfur Dioxide is 500 lbs.**

11. Backup Generators: Schools or municipal buildings: Fuel sources need to be reported if they trip the threshold Planning Quantities (TPQ).

- a. Tank sizes and amounts to be aware of:
 - i. Propane: 2,000 gallons or higher. Typical 2,500-gallon tank
 - ii. Diesel: 1,428 gallons or higher. Typical 1,800-gallon tank.
 - iii. Gasoline: 1,666 gallons or higher. Typical 2,100-gallon tank

** Note: Fuels that are not for retail purposes must be reported when that hit the appropriate TPQ.*

This should assist with most of the questions your jurisdiction may receive. As always, if you need any assistance, please contact epcra@ncdps.gov.