

TIER TWO	REPORTING YEAR JAN. 1 TO DEC. 31,	Florida SOEOROC	Page ____ of ____ pages
EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY <i>Specific Information by Chemical</i>	Facility Identification		Owner/Operator Name
	Name _____ Street _____ City _____ County _____ State ____ Zip _____		Name _____ Phone (____) _____ Mail Address _____
	SIC Code _____ Dun & Brad Number - - F.E.I. # - -		Emergency Contact
		Name _____ Title _____ Phone (____) _____ 24 Hr. Phone (____) _____	Name _____ Title _____ Phone (____) _____ 24 Hr. Phone (____) _____

Chemical Description	Physical and Health Hazards <small>(check all that apply)</small>	Inventory in Pounds	Container Type Pressure Temperature	Storage Codes and Locations (Non-Confidential) <i>Storage Locations</i>
CAS _____ - - Trade Secret Chem. Name _____ Check all that apply: Pure Mix Solid Liquid Gas EHS EHS Name _____	Fire Sudden Release of Pressure Reactivity Immediate (acute) Delayed (chronic)	Maximum Daily Amount Average Daily Amount Days on Site		_____ _____ _____ _____ _____
CAS _____ - - Trade Secret Chem. Name _____ Check all that apply: Pure Mix Solid Liquid Gas EHS EHS Name _____	Fire Sudden Release of Pressure Reactivity Immediate (acute) Delayed (chronic)	Maximum Daily Amount Average Daily Amount Days on Site		_____ _____ _____ _____ _____
CAS _____ - - Trade Secret Chem. Name _____ Check all that apply: Pure Mix Solid Liquid Gas EHS EHS Name _____	Fire Sudden Release of Pressure Reactivity Immediate (acute) Delayed (chronic)	Maximum Daily Amount Average Daily Amount Days on Site		_____ _____ _____ _____ _____

Certification <i>(Read and sign after completing all sections)</i> I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through _____, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.	Optional Attachments I have attached a site plan I have attached a list of site coordinate abbreviations I have attached a description of dikes and other safeguard measures
Name and official title of owner/operator OR owner/operator's authorized representative _____ Signature _____ Date signed _____	

TIER TWO INSTRUCTIONS

GENERAL INFORMATION

Submission of this Tier Two form (when requested) is required by Title III of the Superfund Amendments and Reauthorization Act of 1986, Section 312, Public Law 99-499, codified at 42 U.S.C. Section 11022. The purpose of this Tier Two form is to provide State and local officials and the public with specific information on hazardous chemicals present at your facility during the past year. The State of Florida has requested submission of the Tier Two form.

CERTIFICATION

The owner or operator or the officially designated representative of the owner or operator must certify that all information included in the Tier Two submission is true, accurate, and complete. On the first page of the Tier Two report, enter your full name and official title. Sign your name and enter the current date. Also, enter the total number of pages included in the Confidential and Non-Confidential Information Sheets as well as all attachments. An original signature is required on at least the first page of the submission. Submissions to the State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC), and fire department must each contain an original signature on at least the first page. Subsequent pages must contain either an original signature, a photocopy of the original signature, or a signature stamp. Each page must contain the date on which the original signature was affixed to the first page of the submission and the total number of pages in the submission.

YOU MUST PROVIDE ALL INFORMATION REQUESTED ON THIS FORM TO FULFILL TIER TWO REPORTING REQUIREMENTS.

WHO MUST SUBMIT THIS FORM

Section 312 of Title III requires that the owner or operator of a facility submit this Tier Two form if so requested by a SERC, an LEPC, or a fire department with jurisdiction over the facility. This request may apply to the owner or operator of any facility that is required, under regulations implementing the Occupational Safety and Health Act of 1970, to prepare or have available a Material Safety Data Sheet (MSDS) for a hazardous chemical present at the facility. MSDS requirements are specified in the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, found in Title 29 of the Code of Federal Regulations at s. 1910.1200. This form does not have to be submitted if all of the chemicals located at your facility are excluded under Section 311(e) of Title III.

WHAT CHEMICALS ARE INCLUDED

You must report the required information on this Tier Two form for each hazardous chemical present at your facility in quantities equal to or greater than established threshold amounts (discussed below), unless the chemicals are excluded under Section 311(e) of Title III. Hazardous chemicals are any substances for which your facility must maintain an MSDS under OSHA's Hazard Communication Standard.

WHAT CHEMICALS ARE EXCLUDED

Section 311(e) of Title III excludes the following substances:

- a) Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration;
- b) 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;
- c) 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;
- d) Any substance to the extent it is used in a research laboratory or a 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.

OSHA regulations, Section 1910.1200(b), stipulate exemptions from the requirement to prepare or have available an MSDS.

REPORTING THRESHOLDS

Minimum thresholds have been established for Tier Two reporting under Title III, Section 312. These thresholds are as follows:

- a) For Extremely Hazardous Substances (EHSs) designated under Section 302 of Title III, the reporting threshold is 500 pounds (or 227 kg.) or the threshold planning quantity (TPQ), whichever is lower;
- b) For all other hazardous chemicals for which facilities are required to have or prepare an MSDS, the minimum reporting threshold is 10,000 pounds (or 4,540 kg.).

You need to report hazardous chemicals that were present at your facility at any time during the previous calendar year at levels that equal or exceed these thresholds. For instructions on

threshold determinations for components of mixtures, see "What About Mixtures?" on page 3 of these instructions.

A requesting official may limit the responses required under Tier Two by specifying particular chemicals or groups of chemicals. Such requests apply to hazardous chemicals regardless of established thresholds.

INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY. PRINT OR TYPE ALL RESPONSES.

WHEN TO SUBMIT THIS FORM

Owners or operators of facilities that have hazardous chemicals on hand in quantities equal to or greater than set threshold levels must submit Tier Two forms by March 1.

WHERE TO SUBMIT THIS FORM

Send completed Tier Two form(s) to each of the following organizations: (1) your State Emergency Response Commission, (2) your Local Emergency Planning Committee, and (3) the fire department with jurisdiction over your facility. If a Tier Two form is submitted in response to a request, send the completed form to the requesting agency.

PENALTIES

Any owner or operator who violates any Tier Two reporting requirements shall be liable to the United States for a civil penalty of up to \$25,000 for each such violation. Each day a violation continues shall constitute a separate violation. If your Tier Two responses require more than one page, use additional forms and fill in the page number at the top of the form.

REPORTING PERIOD

Enter the appropriate calendar year, beginning January 1 and ending December 31.

FACILITY IDENTIFICATION

Enter the full name of your facility (and a company identifier where appropriate). Enter the full street address or state road. If a street address is not available, enter other appropriate identifiers that describe the physical location of your facility (e.g., latitude and longitude). Include city, county, state, and zip code. Enter the primary Standard Industrial Classification (SIC) code, Dun & Bradstreet number and the Federal Employer Identification (FEI) number for your facility. The financial officer of your facility should be able to provide the Dun & Bradstreet and FEI numbers.

OWNER/OPERATOR

Enter the owner's or operator's full name, mailing address and telephone number.

EMERGENCY CONTACT

Enter the name, title, and work telephone number of at least one local person or office who can act as a referral if emergency responders need assistance in responding to a chemical accident at the facility. Provide an emergency telephone number where such emergency information will be available 24 hours a day, every day. This requirement is mandatory. The facility must make some arrangement to ensure that a 24-hour contact is available.

CHEMICAL INFORMATION: DESCRIPTION, HAZARDS, AMOUNTS, AND LOCATIONS

The main section of the Tier Two form requires specific information on amounts and locations of hazardous chemicals, as defined in the OSHA Hazard Communication Standard. Chemical descriptions, hazards, amounts, and locations must be provided even if the information is identical to that submitted last year.

* WHAT UNITS SHOULD I USE?

Calculate all amounts as weight in pounds. To convert gas or liquid volume to weight in pounds, multiply by an appropriate density factor.

* WHAT ABOUT MIXTURES?

If a chemical is part of a mixture, you have the option of reporting either the weight of the entire mixture or only the portion of the mixture that is a particular hazardous chemical (e.g., if a hazardous solution weighs 100 lbs. but is composed of only 5% of a particular hazardous chemical, you can indicate either 100 lbs. of the mixture or 5 lbs. of the chemical). The option used for each mixture must be consistent with the option used in your Section 311 reporting. Because EHSs are important to Section 303 planning, EHSs have lower thresholds. The amount of an EHS at a facility (both pure EHSs and EHSs in mixtures) must be aggregated for purposes of threshold determination. It is suggested that the aggregation calculation be done as a first step in making the threshold determination. Once you determine whether a threshold for an EHS has been reached, you should report either the total weight of the EHS at your facility, or the weight of each mixture containing the EHS.

CHEMICAL DESCRIPTION

- a) Enter the Chemical Abstract Service (CAS) registry number. For mixtures, enter the CAS number of the mixture as a whole if it has been assigned a number distinct from its constituents. For a mixture that has no CAS number, leave this item blank or report the CAS numbers of as many constituent chemicals as possible.
- b) Enter the chemical name or common name of each hazardous chemical.
- c) Check box for ALL applicable descriptors: pure or mixture; and solid, liquid, or gas; and whether the chemical is or contains an EHS.
- d) If the chemical is a mixture containing an EHS, enter the chemical name of each EHS in the mixture.

PHYSICAL AND HEALTH HAZARDS

For each chemical you have listed, check all the physical and health hazard boxes that apply. These hazard categories are defined in 40 CFR 370.2. The two health hazard categories and the three physical hazard categories are a consolidation of the 23 hazard categories defined in the OSHA Hazard Communication Standard, 29 CFR 1910.1200.

HAZARD CATEGORY COMPARISON FOR REPORTING UNDER SECTIONS 311 AND 312

<u>EPA's Hazard Categories</u>	<u>OSHA's Hazard Categories</u>
Fire Hazard	Flammable Combustible Liquid Pyrophoric Oxidizer
Sudden Release of Pressure	Explosive Compressed Gas
Reactive	Unstable Reactive Organic Peroxide Water Reactive
Immediate (Acute) Health Hazard	Highly Toxic Toxic Irritant Sensitizer Corrosive
	Other hazardous chemicals with an adverse effect with short term exposure
Delayed (Chronic) Health Hazard	Carcinogens
	Other hazardous chemicals with an adverse effect with long term exposure

MAXIMUM DAILY AMOUNT

Estimate the maximum amount in *estimated actual pounds* present at any one time during the reporting year.

AVERAGE DAILY AMOUNT

Estimate the average daily amount present during the reporting year. Enter the appropriate range value amount within the given range code shown below.

RANGE CODE WEIGHT RANGE IN POUNDS

<u>From</u>	<u>To</u>
01.....0_____	99
02.....100_____	999
03.....1,000_____	9,999
04.....10,000_____	99,999
05.....100,000_____	999,000
06.....1,000,000_____	9,999,999
07.....10,000,000_____	49,999,999
08.....50,000,000_____	99,999,999
09.....100,000,000_____	499,999,999
10.....500,000,000_____	999,999,999
11.....1 billion_____	> 1 billion

NUMBER OF DAYS ON-SITE

Enter the number of days that the hazardous chemical was found on-site during the reporting year covered by this submittal.

STORAGE CODES AND STORAGE LOCATIONS

List all non-confidential chemical locations in this column, along with storage types/conditions associated with each location. Please note that a particular chemical may be located in several places around the facility. Each row of boxes followed by a line represents a unique location for the same chemical.

Storage Codes: Indicate the types and conditions of storage present.

- a. Look at Table I. For each location, find the appropriate storage type and enter the corresponding code in the first box.
- b. Look at Table II. For each location, find the appropriate storage types for pressure and temperature conditions. Enter the applicable pressure code in the second box. Enter the applicable temperature code in the third box.

TABLE I - STORAGE TYPES		TABLE II - PRESSURE AND TEMPERATURE CONDITIONS	
<u>Codes</u>	<u>Types of Storage</u>	<u>Codes</u>	<u>Storage Conditions</u>
A	Above Ground Tank		(Pressure)
B	Below Ground Tank		
C	Tank Inside Building	1	Ambient Pressure
D	Steel Drum	2	Greater than Ambient Pressure
E	Plastic or Non-Metallic Drum	3	Less than Ambient Pressure
F	Can		
G	Carboy		(Temperature)
H	Silo	4	Ambient Temperature
I	Fiber Drum	5	Greater than Ambient Temperature
J	Bag	6	Less than Ambient Temperature, but Not Cryogenic
K	Box		
L	Cylinder	7	Cryogenic Conditions
M	Glass Bottles or Jugs		
N	Plastic Bottles or Jugs		
O	Tote Bin		
P	Tank Wagon		
Q	Rail Car		
R	Other		

Storage Locations: Provide a brief description of the precise location of the chemical, so that emergency responders can locate the area easily. You may find it advantageous to provide the optional site plan or site coordinates as explained below. For each chemical, indicate at a minimum the building or lot. Additionally, where practical, the room or area may be indicated. You may respond in narrative form with appropriate site coordinates or abbreviations. If the chemical is present in more than one building, lot, or area location, continue your responses down the page as needed. If the chemical exists everywhere at the plant site simultaneously, you may report that the chemical is ubiquitous at the site.

OPTIONAL ATTACHMENTS: If you choose to attach one of the following, check the appropriate Attachments box at the bottom of the Tier Two form.

- a) A site plan with site coordinates indicated for buildings, lots, areas, etc., throughout your facility.
- b) A list of site coordinate abbreviations that correspond to buildings, lots, areas, etc., throughout your facility.
- c) A description of dikes and other safeguard measures for storage locations throughout your facility.

CONFIDENTIAL INFORMATION

Under Title III, Section 324, you may elect to withhold location information on a specific chemical from disclosure to the public. If you choose to do so:

- a) Enter the word "confidential" in the Non-Confidential Location section of the Tier Two form on the first line of the storage locations.
- b) On a separate Tier Two Confidential Location Information Sheet, enter the name and CAS number of each chemical for which you are keeping the location confidential.
- c) Enter the appropriate location and storage information, as described above for non-confidential locations.
- d) Attach the Tier Two Confidential Location Information Sheet to the Tier Two form. This separates confidential locations from other information that will be disclosed to the public.