

# Chemical Reporting: How To File A Chemical Report

Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually. This report must be completed and submitted by March 1, 2010 or earlier.

## Computer-Based Tier II Submit Report – 2010

By taking advantage of the computer-based Tier II Submit Report, it will be easier for you to complete the Tier II Chemical Inventory Report from year to year.

Most reports will take 45 to 60 minutes, but if you're familiar with the report system, it may take less time using the online software.

For more information on Tier II and to obtain the SERC Compliance Manual and forms, go to:  
<http://www.epa.gov/dapc/serc/invforms.aspx>

## Submitting a Tier II Chemical Inventory Report

When you are finished, sign and date all forms and the map(s) and send to:

1. CEPAC  
240 Parsons Ave.  
Columbus, OH 43215  
E-mail: [jerry@ohioepa.gov](mailto:jerry@ohioepa.gov)  
Fax: (614) 645-5448
2. SERC  
% Ohio EPA  
Lazarus Government Center  
50 West Town St., Suite 700  
P.O. Box 1049  
Columbus, OH 43216-1049  
*\* The Ohio EPA would like computer disc mailed to them.*
3. Your local fire department. In Columbus, the address is:  
Columbus Fire Prevention Bureau  
3639 Parsons Ave., Room 148  
Columbus, OH 43207

## Remember To:

1. Complete Tier II Chemical Inventory Report
2. Send copies of report to: CEPAC; SERC/Ohio EPA; and your local fire department
3. Send your Fee Sheet and Check to: *(do not send your report to this address)*  
Ohio EPA, Dept. L-2711, Columbus, OH 43260-2711